



Little Hadham Parish Council

Minutes of the Annual Meeting of Little Hadham Parish Council

Minutes of the Little Hadham Parish Council held in the Little Hadham Village Hall on Tuesday 16th
May 2023 at 7:30 p.m.

Present: Cllr N Kent (Chair)
Cllr C Westlake (Vice Chair)
Cllr M Wilkinson
Cllr Tony Hoodless

Also: Clerk, Chair of LH Village Hall (Jan Williamson), 2 Members of the public

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- 23.04.01 Election of Chair** - To elect a Chair for the year 2023/24 and sign the Declaration of Acceptance of Office. Natalie Kent is willing to stand as Chair. Cllr Wilkinson proposes her, Cllr Hoodless seconds. All councillors agreed. Motion carried. Cllr Kent signs her Declaration of Acceptance form
- 23.04.02 Election of Vice chair** - To elect a Vice Chair for the year 2023/2024 and sign Declaration of Acceptance of Office. Cllr Westlake is willing to stand as Vice Chair. Cllr Hoodless proposes, Cllr Kent seconds. All councillors agreed. Motion carried. Cllr Westlake signed her Declaration of Acceptance form.
- 23.04.03 Co-option** of Kaitee Robinson and Tony Hoodless as Little Hadham Parish Councillors and sign Declaration of Acceptance of Office. Cllr Kent proposes we co-opt both Kaitee Robinson and Tony Hoodless. Cllr Wilkinson Seconds, all councillors agreed. Motion carried.
- 23.04.04 To receive and accept apologies for absence.** Cllr Mardell, Cllr Robinson, Cllr Williamson sent apologies as they were on holiday.
- 23.04.05 Public Issues** - Members of the public and councillors can raise matters of concern. Paul asked how the SID's (Speed Indicator Devices) locations were decided on and how we could get Highways consent for another to be placed on the Stortford Road, a few metres past Millfield Lane, going down the hill. Cllr Kent proposes we write to Cllr McAndrew at Herts County Council Highways to request approval for a further SID for the village. All councillors agreed. Cllr Kent also proposed we apply for a 20mph outside the school. All councillors agreed.
Action: Cllr Kent to draft a letter to Highways, clerk to send to Cllr McAndrew and Ian Hollinrake.
- 23.04.06 Declaration of Interest and dispensations** – No Declaration of Interest received from councillors on items on the agenda.
- 23.04.07 To confirm eligibility for the General Power of Competence**
The Parish Council has a qualified clerk with a CiLCA.
The council meets the requirement of a minimum of two thirds of the total number of seats on the council.
- 23.04.08 Approval of minutes** held on 24th May 2022. Agreed and signed as a true record.
- 23.04.09 Matters Arising from the minutes.**
- 23.04.10 Little Hadham Parish Council meeting dates** – to fix dates and venues for Little Hadham PC meetings 2023/24. Add to June agenda. **Action: ask police if there is a particular night that works for them to enable more regular attendance.**
- 23.04.11 Appointment of Representatives** - To appoint representatives to serve on Committees and working parties. The following committees are recognised. Further appointments of councillors to the committee will be shared at the June PC meeting.
- Highways – Clerk, Cllr Kent
 - Planning - Cllr Wilkinson
 - Finance – Cllr Kent, Clerk
 - Flooding – Cllr Westlake



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- Village Improvements – Cllr Hoodless, clerk
- Community Events – Cllr Westlake
- Allotments – Cllr Wilkinson
- Legal – Cllr Kent
- Footpaths – Cllr Hoodless
- Playgrounds – Cllr Mardell
- Village Hall Liaison – Cllr Westlake, Clerk
- Communications – Cllr Robinson

23.04.12 Planning applications - considered by EHC (See Planning Report)

Planning decisions - received from EHC (See Planning Report)

23.04.13 Reports from Working Parties and Committees - Reports to the Council To receive reports from representatives on outside bodies, local authorities, and agencies.

- **Police Report** – Cllr Mardell – Cllr Wilkinson said a golden Labrador has attacked sheep again. It is currently in police custody. **Action: ask what the status of this incident is.**

23.04.14 Chair's Report

23.04.15 Finance – Clerks Report

1. Approval of Expenditure – maintenance of streets, grounds, and equipment – administration. Councillors agreed to the spend.
2. Income, including grants and VAT refunds. VAT refund of £541,63 is pending.
3. To receive bank statements, bank reconciliation and financial report. Councillors received the documents and agreed to the accuracy.
4. To receive Internal Auditor Report. The council received the approved and signed Internal Auditor Report. Report received and approved.
5. To approve Certificate of Exemption (Form 2). AGAR Section 1 Annual Governance Statement 2022/23 approved by councillors.
6. AGAR Section 2 Accounting Statements 2022/23 approved by councillors.
7. To approve the dates for the Period for the Exercise of Public Rights and to confirm the date the Notice is to be published on the Councils website. June 5th to July 14th. All councillors agreed.

23.04.16 Correspondence – Action: send Graham McAndrew drainage report to councillors. **Action:** clerk to meet with Joel to discuss allotment grass cutting. Cllr Wilkinson suggested having an allotment manager. Discussion was held on what the role entailed, and it was felt it should be a nominal fee as all that is required is monitoring the allotments on a regular basis and collecting allotment fees once a year. Several amounts were discussed but felt if it is an allotment holder their plot fees are waived. If a non-allotment holder perhaps £25 per month. Cllr Westlake offered to carry out the allotment manager role on a volunteer basis. Once the grass cutting has been discussed with Joel, we can add this item to June's agenda for a decision on the allotments and what support is needed. Cllr Wilkinson requested a skip to clear the allotment, all councillors agreed. Cllr Wilkinson says it costs £175 and is from Dunmow Skips. **Action:** Cllr Wilkinson to liaise with Ware College to see when they are going.

Flooding – Paul mentioned two people came along to PC meeting. Steve Whipp. Did the flood alleviation scheme get activated.

Music Festival – none of the residents are notified. Comments aren't logged. We need assurance that Lime Avenue is safe and secure and what the procedures are for traffic and access and egress to the site. **Action: Write to Cllr McAndrew to request status.**

23.04.17 AOB – Parish Assembly to be advertised on social media.

23.04.18 Date of Next Meeting: 6th June 2023

23.04.19 Close of meeting – 20.47

Appendix 1 – Planning Report



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Planning Applications	PC Decision
<p>Planning Ref: 3/23/0562/HH Proposal: Insertion of external staircase and creation of door to garage at Capel Court 1 Hadham Hall Comments by 17th May 2023</p>	Neutral, all councillors agreed
<p>Planning Ref: 3/23/0859/HH Proposal: Retention of outbuilding as home office, storage space and toilet facilities at Ingleton Cottage Westfield Farm Lane Westland Green Comments by: 25th May 2023</p>	Neutral, all councillors agreed
<p>Planning Ref: 3/23/0867/HH Proposal: Single and two storey rear extensions to garage to create first floor accommodation with alterations to roof from tile to zinc at Capell House Church End Comments by: 1st June 2023</p>	Neutral, all councillors agreed except want it noted it should be just family annexe and no zinc roof use traditional materials. Keep as red tiles. Not to be sold off as a separate property

Planning Decisions by EHC

<p>Application: 3/23/0047/HH Proposal: Creation of a single storey timber-framed pool house and covered canopied seating/outdoor kitchen area, with outdoor pool and jacuzzi at 1 Hadham Hall Decision: Grant Planning Permission subject to Conditions</p>
<p>Application: 3/23/0048/LBC Proposal: As above Decision: Grant Consent subject to Conditions</p>
<p>Application: 3/22/1429/FUL Proposal: Conversion of barn to a two-bedroom single storey detached residential dwelling with garage and outbuilding at Home Farm Chapel Lane Decision: Grant Planning Permission subject to Conditions</p>
<p>Application: 3/22/1502/FUL Proposal: Change of use of field from agriculture to a dog exercise area, with fencing and gates at Land North Of Plantains Wood Cottages And East Of Little Hadham Bypass Decision: Grant Planning Permission subject to Conditions</p>
<p>Application: 3/23/0305/HH</p>



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Proposal: Erection of two-storey side and rear extension; single storey rear extensions; single storey front porch extension; pitched roof front dormers and alterations to fenestration throughout at Westfield Lodge Westland Green

Decision: Grant Planning Permission subject to Conditions

Application: 3/22/2601/HH

Proposal: Demolition of flat roof side extension. Construction of 1 and 1/2 storey linked rear extension. Removal of wall. Creation of retaining wall and sunken patio. Widening of existing access at Mulberry Cottage Green Street.

Decision: Refuse Consent

Application: 3/22/2602/LBC

Proposal: As above.

Decision: Refuse Consent

Application: 3/22/2699/FUL

Proposal: Change of use of land from agricultural to Sui Generis (Equestrian) use. Erection of stable block comprising 6 stables, tack room and hay store at Land At Millfield Lane

Decision: Grant Planning Permission subject to Conditions

Application: 3/23/0494/FUL

Proposal: Erection of a new house and the conversion of a curtilage listed outbuilding including inserting new windows and doors, attaching solar panels and a single storey link to new house. Creation of new driveway at Land To The South-East Of The Bury, Bury Green

Decision: Refuse Planning Permission

Appendix 2 – Clerks Report

