

BRICKENDON LIBERTY PARISH COUNCIL

Minutes of ANNUAL MEETING OF THE COUNCIL held at 8.05pm on 25th May 2017
in the Parish Hall, Fanshaw's Room, Brickendon.

Present: Cllr John Lambie (chairman), Cllr Leslie Kotting,(vice chairman) Cllr Tony Roberts, Cllr Lynn Whitnall

In attendance: Laura Brooks-Payne (Parish Clerk), Charlotte Snowdon, and 11 members of the public.

1. **To elect the Chairman for 2017/18:**
New Chair for the year to be Cllr Lynn Whitnall, unanimously voted in.
2. **To receive the Chairman's declaration and acceptance of office:**
signed and collected by the clerk
3. **To elect the Vice-Chairman for 2017/18:**
Vice Chair for the year to remain as Cllr Leslie Kotting, unanimously voted in
4. **To receive the Vice-Chairman's declaration and acceptance of office:**
signed and collected by the clerk
5. **To receive apologies for absence and approve;**
Cllr Julia Camp, Approved.
6. **To review registers of interests:**
Chair confirmed that all registers of interests are current. ACTION: clerk to ensure they are published on the website.
7. **To appoint councillors to the following specific responsibilities: Highways, Neighbourhood Plan, Planning, Finance, Environment, Transport**
Cllr Lambie – Transport, Cllr Roberts – Neighbourhood Plan, Cllr Kotting – Planning, Cllr Roberts – Finance, Cllr Lambie – Environment, Cllr Camp – Highways. Approved unanimously.
8. **To appoint an internal Auditor for 2016/17 and 2017/18:**
Mrs Janet Pearce, Clerk and Responsible Financial Officer for Woolmer Green Parish Council unanimously approved as Internal Auditor. Janet has many years of experience and knowledge within parish clerking and Payroll and will be an asset to the team.
9. **To approve minutes of Parish Council meeting on 23rd March 2017:**
Scanned through points raised to ensure all had been dealt with.
10. **To receive the planning report:**
Cllr Kotting read out the report compiled by the clerk. See attached.
11. **To receive the minutes for the last Fanshaws committee meetings:**
please see attached.
12. **To receive a report on highways matters and local crime report:**
In Cllr Camp's absence, the clerk read out Cllr Camp's report: Brickendon Lane has now reopened after a month over run. In September/October 2017 Brickendon Lane will work under traffic lights to allow some seasonal landscaping work to be carried out. On the Mangrove Lane, Monks Green side of the Parish many residents have an issue with the number of coaches going to Bushcraft Camp. They are narrow lanes and difficult to find a passing place in a car, when multiple coaches approach you, it is impossible to pass. Ongoing problem of pot holes. Anyone can report these by a call to highways or the online system. The more reports received the more effective the response. Speeding through the

village is an issue. Should the Parish Council look into speed signs that light up, either with the drivers speed or a green smiling or red crying emoji.

13. To receive the neighbourhood watch briefing:

Cllr Lambie reported that Neighbourhood Watch have contacted him because they do not have a list of appointed people within the parish. The parish still need a co-ordinator. ACTION: Cllr Lambie will distribute letters through the parish to gauge interest in the position. Clerk to put on the next meeting agenda.

14. To discuss the Information boards, church sign for village green and installation of street furniture:

Information Board: No further information on this. ACTION: Cllr Kotting to investigate the possibility of replacing it with an ordnance survey map.

Church Sign: The church is not easily found being set back off the road. The public come from afar to use it for weddings etc. The church have asked if it would be possible to erect a pencil sign on the village green to direct folk to the church. Clerk reported that it is £124 to apply for planning permission for the sign which the Parish council agreed to fund. ACTION; Clerk to start the application process.

Street Furniture: Cllr Lambie reported that the clerk had received only 2 quotations after asking 5 companies to tender for the installations. It was unanimously agreed to use D. Honour and Sons. ACTION; clerk to confirm with the company to go ahead with the work and organise a start date. It was also agreed to accept the quotation for £150 from *Putt-it-right* for strimming the green. ACTION; clerk to contact the company and ask for the work to take place as soon as possible.

15. To receive common land report:

Cllr Lambie reported that he had been notified by the HCC council 'Rights of way mapping department' that areas of natural verge along Pembridge Lane and in the Cock Lane area is to be designated as 'Common Land'. This follows precisely the submissions made by BLPC to HCC and approved in 1968, and which were not implemented by HCC at the time.

16. To discuss Sweetings Wood; Glamping Pods;

Cllr Lambie reported that he had received photos from a local resident showing the installation of poorly laid aggregate along the road adjacent to Sweetings Wood, to potentially use as car parking spaces. ACTION: clerk to write to EHDC planning department to investigate the status of the installation. Councillors will write to the company involved to ask for more information.

17. To discuss applying for 'Historic Listing' status for Historic wall and maintenance on Brickendon Green including environment matters:

Wall on the Green

Clerk informed the parish council that she has been in contact with the conservation office at East Herts District Council after the parish council were made aware by a resident that local building work may lead to part demolition of the historic wall on Brickendon Green. EHDC have explained that this 'wall' has some protection already because it is in the Brickendon Green Conservation area. They advised that we could of course apply for historic listing for the wall but may wish to 'enhance the visibility of the wall' before we do so, by removing adjacent overgrowth and shrubs. ACTION: Cllr Lambie to first discuss this with the golf club, after which the clerk will start the application for Historic Listing for the wall.

Bushcraft Ltd

Complaints have been received from Mangrove Lane residents that multiple coaches of Bushcraft clients cause traffic chaos because the lane is single track with infrequent passing places, none of which are adequate for a coach to pass another vehicle safely. Cllr Lambie suggested that the council should contact senior figures in the statutory authorities of EHDC, HCC, and the sitting MP to

address the issue. Further complaints about the recent granting of planning permission to Bushcraft Ltd for a container compound in Brambles wood to service the 56 multi-occupation tents, spread over 7 encampments of children and staff have been received. It was suggested that this issue, and the destruction of woodland wildlife habitats that is being caused daily should be referred to the CPRE and similar bodies as part of BLPC's reaction to this and other woodland incursions being perpetrated locally. ACTION: the clerk will send a letter following consultation with BLPC councillors.

18. To receive a report on potential new car parking spaces;

Cllr Roberts reported there has been no progress on this item. ACTION: Clerk to add to the agenda for the next meeting.

19. To receive an up to date report on the Neighbourhood Plan.

Cllr Roberts read out his report which is attached. In addition after attending a seminar on the subject with the clerk, it was noted that the plan needed minor redrafting because there is some detail within relating to 'planning'. This detail should sit within a 'community action plan'. ACTION; Cllr Roberts will work on this and also investigate potential funding sources.

20. To discuss applying for the Transparency Grant:

Clerk has applied for this through HAPTC, which has been sent off for approval.

21. To discuss the PPP grant application:

Discussion between councillors to apply for a grant. ACTION: Cllr Lambie will be discussing with the Parish Paths Partnership what we can claim for this year.

22. To approve the financial statement and payment of accounts:

Clerk issued all invoices and cheque stubs to be signed by councillors. End of year accounts issued to councillors by the clerk. All approved unanimously.

23. To discuss Banking:

Clerk explained that although we have spent many months trying to organise the bank to allow our account to undertake online banking, our particular bank account will only allow the ONE same person to do both online banking and signing of cheques. This, however, is not acceptable for Parish Councils which the clerk discovered from the internal audit and CiLCA training. We need more than one signature on a cheque. After some research, the clerk reported that 'The Unity Trust' bank seems to be a good working bank for a parish council set up. ACTION; clerk to investigate and start the process of opening a new bank account.

24. Matters for future consideration and confirmation of the next meeting on 27th July 2017:

BDO external audit, local speed restrictions, PAYE Tax Invoice received by the clerk this week, finer detail on insurance renewal. Councillors confirmed the date of the next meeting as correct.

Cllr Roberts also confirmed the appointment of the clerk, Laura Brooks-Payne, having successfully completed her probation period.

25. To receive correspondence, clerk:

PAYE Tax invoice received from HMRC to be discussed at next meeting.

26. Close of the meeting by the Chair at 8.05pm.

Laura Brooks-Payne
Clerk
9th June 2017

BRICKENDON LIBERTY PARISH COUNCIL

PLANNING INFORMATION as of 25th May 2017. (Updates since the last meeting 23.03.17)

Current New Applications;

3/17/0583/FUL: Tun Abdul Razak Centre: Construction of an enclosure next to the main building, inside the courtyard, to cover 6 off air blast coolers.

3/17/0710/FUL: Hoddesdon Woods, Monks Green Gate, Monks Green Farm, Mangrove Lane, (For the Bushcraft Company): Change of use of land for the siting of 5 steel storage containers associated with the outdoor recreation use including provision of small shower cubicle and perimeter fencing (retrospective)

3/17/0750/ARPN: Dalmonds Wood Farm, Mangrove Lane: Change of use of agricultural barn to 3 residential dwellings (Class C3).

3/17/0895/HH PROPOSAL: 31 Brickendon Green: Two storey side extension, first floor rear extension and new dormer with internal alterations.

3/17/0849/HH PROPOSAL: 24 Brickendon Green: Single storey rear extension and front porch. Insert 2 no roof lights to side elevation and alterations to fenestration.

3/17/0782/FUL PROPOSAL: Swards Barn Brickendon: Renovation and change of use of redundant curtilage listed agricultural barns to create one residential dwelling. New external walls and ground floor window and door openings. Three rooflights inserted on south elevation.

3/17/0783/LBC PROPOSAL: Swards Barn Brickendon Lane: Renovation and conversion of redundant curtilage listed agricultural barns into a single residential dwelling. New insulated timber frame external walls and ground floor window and door openings. Three conservation roof lights inserted on south elevation. New internal partition walls.

AP/16/0018/REFUSE Planning Appeal: Highfield Barns Highfield Farm Mangrove Lane, Further to our previous letters, this appeal will be re-determined following exchange of written representations. A different Inspector will be appointed and a site visit arranged in due course

Brickendon Liberty Parish Council sent in comments on the following new applications of NO OBJECTION:

3/17/0510/HH PROPOSAL: 12 Brickendon Green: Demolition of outbuilding and front porch. Proposed front porch, part single and part double storey rear extension and replacement windows

3/17/0516/HH: 42 Fanshaws Lane, Brickendon: Single storey front extension, 2no. part single storey and part two storey rear extensions.

3/17/0483/FUL: Brambles Wood, Broxbourne Common: Raise roof height of existing barn with front, side and rear extensions and alterations.

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3/17/0750/ARPN: Dalmonds Wood Farm, Mangrove Lane: Change of use of agricultural barn to 3 residential dwellings (Class C3).

East Herts Council have made decisions on the following applications:

3/17/0246/FUL: Edwards Green Farm Brickendon Lane; extension of the ground floor office, single storey, retrospective application – **REFUSED (BLPC had no objection)**

3/17/0399/VAR: Clements Farm, Brickendon Lane; Variation of condition 2 (approved plans) of LPA approval 3/16/2578/FUL - Erection of general purpose agricultural storage barn - Re-orientate the approved barn through 90 degrees so that one of its longer sides faces north into the farm yard – **APPROVED (BLPC had no objection)**

3/17/0255/FUL: Tun Abdul Razak Centre: 2 year time extension to temporary siting of 3 storage containers (resubmission of approved application 3/15/0996/FUL which expires on 08-July-2017) - **APPROVED (BLPC had no objection)**

3/16/2756/FUL: Brookfield Pigs Brookfield Farm West End Road Wormley West: Change of use of a former pig shed to residential accommodation, retrospective application – **REFUSED (BLPC had no objection)**

3/17/0516/HH: 42 Fanshaws Lane, Brickendon: Single storey front extension, 2no. part single storey and part two storey rear extensions – **REFUSED**

3/17/0334/5/FUL: Swards Brickendon Lane: Proposed single storey rear extension with part demolition and extension of garden wall. Change of use of land to residential. AT: Brickendon Hertford Hertfordshire SG13 8NY - **PERMISSION GRANTED (BLPC had no objection)**

Appeals awaiting a decision from the Secretary of State:

3/16/1911/ARPN : Holburn Farm, West End Road, Wormley West End : Proposed subdivision and conversion of agricultural building into one single occupancy dwelling (C3) and associated alterations to elevations.

Clerk; Laura Brooks-Payne, 17th May 2017

