

# BRICKENDON LIBERTY PARISH COUNCIL

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Minutes of extraordinary meeting held on 16<sup>th</sup> June 2017 at 7pm in the Parish Hall, Fanshaws Room, Brickendon.

**Present;** Cllr Lynn Whitnall (chair), Cllr Leslie Kotting,(vice chair), Cllr Julia Camp, Cllr Tony Roberts, Cllr John Lambie

**In attendance:** Laura Brooks-Payne (Parish Clerk)

1. **To receive apologies for absence and approve;** NONE
2. **To discuss the insurance renewal;** it was agreed that the sums insured on page 6 of the insurance renewal document would be reassessed when the imminent installation of new waste bins, benches, noticeboards and play equipment were in situ. Councillors were concerned that BLPC were only covered for £250,000 for libel and slander. Cllr Whitnall asked if we could investigate whether the clerk needed a DBS check. ACTION: clerk to write to Zurich insurance to ask these questions and complete an up to date financial risk assessment.
3. **To discuss the tax bill from HMRC:** Councillors all received a report from the clerk via email in which a series of phone calls made by the clerk to HMRC explaining the complexity of a recent PAYE invoiced that BLPC had received for the late John Ingham (previous clerk). It has been rather difficult getting to the bottom of explaining the invoice, The clerk is now waiting for new passwords to come through the post from HMRC to enable her to progress this to complete a form via the government gateway to get the invoice deleted back to zero. ACTION: clerk to continue to make progress of arranging for the invoice to be potentially erased.
4. **To discuss payment for internal auditor:** It was explained that at present internal auditor clerk has spent approx.10 hours with the clerk working on both internal and external audits and financial accounts. The internal auditor has also spent hours behind the scenes too. ACTION: agenda item for next meeting, Cllr Whitnall to email Janet Pearce to ask her how many hours she has done at home and her hourly rate.
5. **To discuss the external audit figures;** Clerk had given councillors the draft figures prior to the meeting. The internal auditor, Cllr Roberts, and the clerk have spent many hours going through the previous clerks hand written ledgers and paperwork. The annual governance statement and the accounting statement were approved and signed by the chairman and clerk.
6. **To discuss Golf Club Historic Wall:** it was noted by Cllr Lambie that there are holes in the wall possibly made by developers of the new adjacent housing. Cllr Lambie reported that he had received a verbal response to questioning that the solicitors for the new housing have a clause in the sale agreement for the houses

that there is a restricted covenant on the wall in which it cannot be altered. ACTION; clerk to write to the Golf club (who are responsible for the new housing) to obtain written confirmation that there is such a clause in the new house agreements. Clerk will start to apply for historic listing for the wall. Councillors will look at the 'holes' that have appeared in the wall after the meeting closes and report back at the next meeting.

7. **To discuss local speed restrictions:** A local resident brought up the issue of traffic using excessive speeds through the parish at the annual meeting. Councillors are aware that this is a subject that needs to be looked at in more depth, with long term plans, and will need much investigation. ACTION: Cllr Lambie will seek advice from Highways on how to achieve adherence to the speed limits and what other methods of traffic calming are available to the parish.
8. **Close of meeting at 8.20pm**