

BRICKENDON LIBERTY PARISH COUNCIL

Minutes of the **ANNUAL MEETING OF THE COUNCIL** Meeting held on Thursday 24th May 2018 after the ANNUAL PARISH MEETING in the Parish Hall, Fanshaws Room, Brickendon.

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

In attendance: 6 members of the public.

1. To elect the chairman for 2018/19

Cllr Lambie nominated Cllr Roberts, Cllr Roberts declined due to work commitments. Cllr Roberts may consider the position in 3 to 4 months. Cllr Camp nominated Cllr Whitnall who accepted the position with a view to standing down when someone else becomes available. The position was seconded by Cllr Roberts.

2. To receive the Chairman's declaration of Acceptance of Office

The clerk will email the form to the chairman to complete.

3. To elect a vice-Chairman for 2018/19

Cllr Whitnall nominated Cllr Kotting who accepted. Seconded by Cllr Lambie.

4. To receive the Vice-Chairman's declaration of Acceptance of Office

The clerk will email the form to the vice-chairman to complete.

5. To receive apologies for absence and approve

District Cllr Johnathan Kaye sent apologies to the clerk.

6. To review Registers of Interests, Standing Orders & Financial regulations, Clerk

Unanimously approved.

7. To appoint councillors to the following specific responsibilities: Highways, Neighbourhood Plan, Planning, Finance, Environment, Transport, Chair

The roles were discussed, and responsibilities unanimously decided as follows;
Neighbourhood plan – Cllr Roberts, Planning – Cllr Kotting, Finance – Cllr Roberts and the clerk, Environment – Cllr Lambie, Transport & Highways – Cllr Camp

It was agreed that for future agendas, these titles will be used as headings for agenda items.

8. To appoint an internal Auditor for 2018/19, Chair

Cllr Roberts reported that Mrs Janet Pearce was very capable and had been an asset to the clerk with her knowledge. It was unanimously agreed for Mrs Pearce to continue as Internal auditor for 2018/19.

9. To approve minutes of Parish Council meeting on 22nd March 2018, chair

Unanimously approved. It was discussed that the maintenance work on the playground had been organised, but the PC did not have a date for the work to be carried out yet.

ACTION – Clerk to contact Timberplay for an expected start date.

10. To approve the Terms of Reference for Fanshaw's Room Committee (FRC)

FRC had recently written terms of reference which was a requirement of the last internal audit. These had previously been circulated to Cllrs via email and were unanimously approved.

11. To receive the minutes of the meeting for the last Fanshaw's Room Committee meeting on 18th April 2018

Linda Ashley read out the minutes for the last meeting on 23rd May which are attached at the end of these minutes.

12. To receive the planning report, Clerk/Cllr Kotting

The clerk had circulated up to date planning application list prior to the meeting. Cllr Kotting briefly went through the new applications, of which there were four new applications for Cllrs to arrange to visit.

13. To receive a report on highways matters and local crime report, Cllr Camp

Cllr camp reported that she had not received a crime report. Cllr Roberts suggested that the PC take reports from www.crime-statistics.co.uk for Brickendon Parish.

Cllr Camp reported that the PC had received notification of two temporary traffic management measures; on 30-31st May there will be 2-way control on Brickendon lane, under traffic lights. On 11-12th June Brickendon Lane will be closed in part by BT to undertake overhead cabling maintenance, diversions will be in place.

Cllr Camp had again reported the worn white hatching markers on the junction of Pembridge and Brickendon Lanes. This is an ongoing issue and one which Highways does not deem to be urgent but that the PC views as very dangerous. Cllr Roberts will report the issue as well.

Cllr Camp has reported the undulating road surface in Mangrove Lane.

Cllr Kotting advised that he had received an email from a resident that could not attend the meeting in reference to their concern on speeding traffic through the village. The resident also asked if Highways re-visit recently repaired potholes because they tend to fail into dis-repair very soon after a repair has been made. Cllr Roberts advised that Highways do not re-visit the repaired sites. Residents were advised by the PC to report potholes on EHDC reporting facility on their website. Cllr Whitnall answered that the erection of the SID will hopefully improve traffic speed through the village.

ACTION – Cllr Kotting will report back to the resident. Clerk will print a crime report for the next meeting.

14. To receive the Neighbourhood Watch briefing, Cllr Lambie

Cllr Lambie reported that the PC had advertised for agents and a co-ordinator for the scheme over the last year. One response was received from a local resident, but no responses were received from the newsletter advert.

15. To report on progress to repairs to the un-adopted road on the village green – Cllr Kotting

Cllr Kotting reported that he had received 3 quotations for repair to the un-adopted road that he had forwarded to the golf club. The PC are waiting for the golf club to make a decision because they have offered to put it back into a fair and usable condition. It was also noted that the verges are yet to be replaced after being worn away by large trucks from recent building works.

ACTION – clerk to write to the golf club to ask when the works will be carried out.

16. To receive a report on potential new car parking spaces, Cllr Roberts

Cllr Roberts reported that he has identified two areas for use for potential additional parking spaces and the owners of each. The verge on the left-hand side of Fanshaws Lane is owned by Mssrs Wallace & Jensen who also own the village green. The verge beyond the telephone box on the way to Hertford on Brickendon Lane does not appear to be on the register and therefore possibly not owned by anyone. It was discussed that there was a possibility of acquiring ownership of the land.

ACTION – Cllr Roberts to contact Land registry to enquire about the PC taking possession of the verge.

17. To discuss and approve the use of the telephone box, Cllr Roberts

It was discussed that the PC had received no public response from the request for ideas for use of the telephone box advertised in the newsletter. PC ideas included another defibrillator, a book exchange, small garden or a fruit and vegetable exchange. It was discussed that the most sensible and useful option was an additional defibrillator be installed and therefore providing one at either end of the village, there being one already in situ at the village hall. This was unanimously agreed.

ACTION – Cllr Kotting to organise the purchase of an additional defibrillator.

18. To receive an up to date report on the Neighbourhood Plan(NP), Cllr Roberts

Cllr Roberts reported that he had been through the NP once again, separating parts from the district plan, and that it is ready for submission.

19. To approve the financial statement and payment of accounts, Chair

Cllr Roberts had looked through the end of year accounts prior to the meeting which were unanimously approved. The quotation for the maintenance work at the playground was unanimously agreed at a cost of £2351.50 excluding Vat.

20. To approve the internal audit

Mrs Janet Pearce had worked with the clerk to complete the Internal Audit. The internal audit report had been circulated to the Cllrs prior to the meeting. Unanimously approved.

21. To approve exemption from an external audit and sign the official external audit papers

The clerk explained that the PC have a new external auditor this year, PKF Littlejohn. The clerk explained that, like last year, the process is the same with figures entered on the audit sheet and added to the website in due course. However, smaller councils with expenditure and receipts amounting to less than £25,000 now need to declare themselves 'exempt' from an external audit providing PKF Littlejohn with an exemption certificate by June 11th 2018 and displaying the correct information on the PC website by 2nd July 2018. Cllrs approved the exemption and Cllr Whitnall signed the certificate and Annual Governance Statement.

22. Matters for future consideration and confirmation of the date of the next meeting on Thursday 19th July at 7.30pm, at the offices in The Discovery Centre of Paradise Wildlife Park, Chair

Date of next meeting, time and location approved.

Items for next Agenda;

Possible purchase of a bench and Information Board to be sited in Brambles Wood to commemorate WWII

GDPR ongoing implications

Possibility of a Parish day at Paradise Wildlife Park

ACTION – Clerk to add items to the next agenda

23. To receive correspondence, Clerk

None received

24. To close the meeting, Chair

Cllr Whitnall closed the meeting at 9.43pm.