

# BRICKENDON LIBERTY PARISH COUNCIL

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Minutes of Parish Council Meeting held on Thursday 25<sup>th</sup> July 2019 at 7.30pm at Fanshaws Room, Brickendon Lane, Brickendon Liberty

**Present:** Cllr Tony Roberts (Chair), Cllr Julia Camp, Cllr Hannah O'Donnell, Cllr Philip Cosford

**In attendance:** 5 members of the public, County Cllr Jonathan Kaye, Laura Brooks-Payne(clerk)

**1. To receive apologies for absence and approve:** Cllr Alistair Whitaker

**2. To receive declaration of interest and dispensation;** none

**3. To approve minutes of the parish meeting on Thursday 16<sup>th</sup> May 2019;** Cllr Roberts briefly went through the previous minutes. It was noted that;

- a. Brenda Lambie will add OWL police information to every other issue of the newsletter.
- b. County Cllr Jonathan Kaye has added the re-painting of the white cross-hatching on the corner opposite the Farmers Boy to the system for future works.
- c. Cllr Camp will liaise again with PCSO Neil Majors and inspector Duncan Wallace to contact the owners of the cars that park regularly on the corner of the road by the Farmers Boy pub.
- d. One of the new houses (No35) that fronts the village green has created an area of hardstanding to the front of their property and it is unclear if this has encroached onto the village green land. Cllr Roberts has looked at maps of the village green and it is currently unclear from the position of the ditch on the maps if this is indeed the case. Other sources of information will be sought to ascertain one way or the other. Cllr Roberts will also speak with the planning officer at East Herts District Council (EHDC), as to whether planning permission is needed.

**4. Matters for future consideration and public participation;** It was briefly discussed by the public and clrrs that we have a new District Councillor – Charlie Roly. It was agreed that the Clerk will contact him.

**5. To receive minutes of meeting of the last Fanshaw's Room Committee and confirm and approve that FRC are a sub-committee of the PC:** Linda Ashley read out the minutes from the last meeting and will send the accounts over to the clerk.

**6. To receive a report on highways matters;** Cllr Camp reported a closure notice for a section of Mangrove Lane from 19<sup>th</sup> August 2019 for 18 months for tree cutting works.

**7. To receive a report on incidents of local crime;** Clerk reported the crime reports for the month of May in a 1-mile radius around the following postcodes;

- a. EN10 7QA, 3 crimes; 2 of anti-social behaviour and 1 of violence and sexual offences.
- b. SG13 8QJ, no crimes reported.
- c. SG13 8PB, 7 crimes; 2 of criminal damage and arson, 1 of possession of weapons, 2 of vehicle crime and 2 of violence and sexual offences.

It was also noted that a house fronting the village green had recently been broken into and a stolen vehicle with the perpetrators in, had been apprehended in Hertford by the Police.

**8. To update on a possible new PC website and communication;** Cllr O'Donnell reported that she had looked at various other PC websites and felt that the website for Brickendon PC needed updating and refreshing, especially the photography, Cllrs agreed. She has a contact that will take some new and up to date photos. The content of the website and modern additions were discussed, i.e. interactive pages, links, business directory. It was agreed that a brief needed to be drawn up to enable the PC to pass this to our existing website designer for advice on updating what we currently have.

**ACTION** – Clerk to contact Graham Irwin to inform him of the PC's ideas and intentions. Cllr O'Donnell to write a brief.

**9. To receive a report on the Neighbourhood Plan, Cllr Roberts;** Cllr Roberts explained that there was no update on this.

**10. PLANNING – To receive a report and discuss recent applications;** Clerk had circulated the latest report prior to the meeting.

**10.1 To update on the letter sent to EHDC regarding Spring Meadow;** The original application for a 'certificate of lawful use' was for the use of a caravan for looking after livestock with an access route taken over the verge area. The PC had written to EHDC to explain inaccuracies in the application and to ask why the PC were not consulted on such applications. The Clerk explained that she had been liaising regularly with EHDC planning department, she had expected a response 15 days after 23<sup>rd</sup> May 2019 but after many chaser emails received a response on 24<sup>th</sup> July. Cllr Roberts read the full letter out to Cllrs. There is no requirement to consult neighbours or third parties. The determination is based solely on the strength of the evidence provided by the applicant; on the balance of probabilities. Cllrs agreed that this was not a satisfactory response.

**ACTION** – Cllr Roberts will draft a reply and send directly to the Chief Executive of EHDC, Richard Cassidy.

**10.2 To update on Eden House retrospective planning refusal;** It was noted that the site still only has planning permission for one mobile home, both are still on site. The Clerk has contacted EHDC enforcement team several times and still only receiving a message that they are aware of the situation.

**ACTION** – Clerk will pass contact details to Cllr Roberts to pursue.

## **11. TRANSPORT & HIGHWAYS**

**11.1 To report on progress on repairs to the un-adopted road on the village green;** the Clerk reported that despite many emails to the Golf Club the promised damage to the village green verges is yet to be carried out.

**ACTION** – Clerk to email Jim Salmon at Brickendon Grange Golf Club again, also the head of grounds.

## **12. ENVIRONMENT**

**12.1 To receive an update on the information board for Brambles wood** – Cllr Roberts reported that this had progressed to the design stage and showed Cllrs the design. It was agreed to go back to the designer with various alterations and observations.

**ACTION** – Cllr Roberts will liaise with the designer.

**12.2 To update on the PC registering for ownership of Brickendon lane village verge;** Cllr Roberts had been in touch with Herts Highways and obtained a map of the common land in the parish of Brickendon. It was agreed that more liaison with Herts Highways was needed to gain information on the specifics of registering ownership of the verges.

**ACTION** – Cllr Roberts will contact Herts Highways again.

**12.3 To discuss if the PC will continue investigating if the option of extending the path to the station is a viable one;** It was discussed that although quotes had been obtained in a previous council the idea of continuing the path was an important one. Additional quotations should be sought to enable the PC to make a decision as to whether it can go ahead with the project.

**ACTION** – Clerk will contact resident and former Cllr John Lambie for the previous quotations.

**12.4 To discuss positioning of old EV11 post box – Cllr Roberts & Whitaker;** No further report but Cllrs agreed they all needed to look at the box before proceeding.

**12.5 To discuss renovation of the Telephone box;** Resident John Lambie had forwarded a report to the PC in regard to renovation of the telephone box which he is progressing.

**12.6 To discuss unauthorised parking on the village green;** Cllr Roberts reported an increase of vehicles parking on the edges of the village green which are not dedicated parking spaces. An article had been placed in the most recent newsletter asking residents not to park in the area. This has unfortunately not been successful. The PC would like residents to comply voluntarily. Alternative solutions include erecting permanent 'No Parking' sign or/and a physical barrier.

**ACTION** – Cllr Roberts will speak to the car owners in the first instance to ask for them not to park their vehicles there.

**12.7 To discuss purchase of a table tennis table for the village green;** Cllrs approved the purchase. Linda Ashley will look at costs and forward them to the clerk.

### **13. FINANCE**

**13.1 To approve the financial statement and payment of accounts;** Accounts had been circulated to Cllrs prior to the meeting.

**13.2 To update on recent amendments to insurance cover and discuss adding the tennis court 'surface' to the insurance schedule;** The Clerk had circulated a report of amendments to the insurance schedule after recently looking at the insurance schedule in conjunction with the asset register. It was agreed not to insure the 'tennis court surfaces' because the risk is very low and the premium will increase.

**13.3 To discuss status of Fanshaw's Room Cleaner – Employee or contractor;** This issue was raised by the internal auditor recently. The cleaner is currently paid cash but where any money is exchanged an invoice is needed.

**ACTION** – Clerk will email treasurer for FRC to ask them to obtain invoices.

**14. Matters for future consideration and confirmation of the date of the next meeting on Thursday 26<sup>th</sup> September 2019 at 7.30pm;** Cllr Cosford reported that information was requested by a resident about the glamping site at Sweetings Wood. The Clerk asked Cllr Cosford to ask the resident to email the Clerk. Meeting date confirmed.

**15. To receive correspondence, Clerk;** None

**16. To close the meeting:** Chair closed the meeting at 9.45pm.

Laura Brooks-Payne  
Clerk  
30<sup>th</sup> July 2019