

# BRICKENDON LIBERTY PARISH COUNCIL

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Minutes of meeting held 23<sup>rd</sup> March 2017 in the Parish Hall, Fanshaws Room, Brickendon.

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

**In attendance:** Laura Brooks-Payne (Parish Clerk) and 3 members of the public. PCSO Neil Major arrived at 7.50pm.

1. **To receive apologies for absence:** none
2. **To receive declaration of interests:** none
3. **To approve minutes of the council meeting 26<sup>th</sup> January 2017 and 23<sup>rd</sup> February 2017.** Approved unanimously. Cllr Roberts and resident Lawrence Price are currently in process of finding a contractor to clear the village pond. CiLCA will now be purchased by clerk as we are now members of the SLCC. Neighbourhood Plan yet to be submitted and another committee meeting planned for 8<sup>th</sup> May at 7.30pm. Minutes signed by Chairman.
4. **To receive Parishioners comments:** A public member advised the council that the company Bushcraft has started up overnight camps at Brambles Wood and adjacent woodland again this year. Concern was expressed by the parish council because there are 2 shipping containers permanently sited there by the company as a storage facility. ACTION: CLERK – to write to EHDC to ask if the containers are subject to planning permission.
5. **To receive the planning report;** new planning applications were discussed and the parish council's response noted. See attached document.
6. **To receive minutes of the meeting for Fanshaws Room Committee meeting on 15<sup>th</sup> March 2017:** These were read by Linda Ashley, Chair. See attached.
7. **To receive a report on Highways Matters:** Cllr Camp visited the current Brickendon Lane road closure site and reported that the road closure dates were on track and due to reopen with single lane traffic lights on 28<sup>th</sup> April 2017. It was noted that there are cameras up for any untoward walkers and drivers through the site. A resident reported that the gully in the road opposite the church which was cleared is still filling with water. Cllr Camp to contact highways again.
8. **To receive the Neighbourhood watch and local crime report:** PCSO Neil Major reported on the following crimes to date in the parish. There has been 1 van broken into and tools taken in the parish since the last parish council meeting.
9. **To discuss benches and bins:** Cllr Lambie reported that the parish council need to purchase rainproof lids to mount on the waste bins recently donated to the

parish council. This will cost £200.00, this was approved unanimously. Cllr Lambie reported that we need to obtain 3 quotes to site 2 benches, 2 waste bins and 2 noticeboards in the parish from Nicholls, Honour & Sons and the contractor working on the green. ACTION; Cllr Lambie. Discussion on where to site the above. Suggestion to replace the bench adjacent to the play area on Brickendon Green which is in a poor state of repair and a waste bin next to the bench. Suggestion to ask the residents of Wormley West End if the siting of a waste bin and a bench there would be beneficial. ACTION: Cllr Whitnall.

10. **To consider applying for a P3 grant:** a grant to improve, enhance or promote existing rights of way: discussed if the parish council should apply. Approved. ACTION: Cllr Lambie to complete the relevant forms.
11. **To discuss a possible increase in the litter collection payment:** discussion to increase the payment to Jean Retallick to £12 a week from £88.83 per two months. Approved unanimously.
12. **To discuss car parking matters;** Cllr Roberts reported that 5 areas have been identified in the parish for additional potential car parking spaces. ACTION: Cllr Roberts to investigate who owns the land, what work would need to be done to change use of the land including appropriate planning permissions.
13. **To adopt standing orders and approve a review date:** Approved, review date; annual meeting May 2018.
14. **To adopt financial regulations and approve a review date:** Approved, review date: annual meeting May 2018.
15. **To discuss new parish email addresses:** Clerk discussed the possibility of councillors having 'parish council' dedicated email addresses. This will be an additional annual fee of £25.00. This makes viewing parish council emails more simple and easy and increases transparency and is considered good practice. Approved unanimously. ACTION: Clerk to organise.
16. **To discuss and approve changes in banking procedures:** Clerk explained that another form needed to be filled in and another visit to the bank to happen to enable us to be able to do online banking and bank transfers. ACTION: form completed, Chair and Clerk to arrange to visit bank.
17. **To discuss timescales for holding minutes on the website:** Discussion was had in reference to how many years of minutes need to be viewable on the website. Cllr Roberts explained that data is so cheap that we may as well keep all existing minutes on the website as there is no reason to remove it. Approved unanimously.
18. **To approve the planning committee and agree the process of submitting planning to the council:** All five councillors to be on the planning committee. Resolved. Clerk explained that in order that the letters sent to EHDC from the parish council are lawful, the comments need to be discussed at a public parish council meeting first. Monthly meetings, a schedule of Monday meetings through the year, and various other possible scenarios were discussed but these were not favoured by councillors. ACTION: CLERK to speak with staff at HAPTC next week while on the CiLCA course for advice.

19. **To approve the financial statement and payment of accounts:** Resolved.
20. **To formally agree the clerk's electronic signature;** Approved.
21. **Matters for future consideration and confirmation of the date of the annual parish meeting of Thursday 25<sup>th</sup> May 2017:** Agenda items for next meeting; environment, information board for village green, report on potential new car parking.
22. **To receive correspondence – clerk:** none.
23. There being no further business the meeting closed at 9.50pm.

Laura Brooks-Payne, Clerk  
31<sup>st</sup> January 2017

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# BRICKENDON LIBERTY PARISH COUNCIL

## PLANNING INFORMATION as of 23rd March 2017. (Updates since the last meeting 26.01.17)

### 1. Current New Applications;

**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.

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

**3/16/2756/FUL:** Brookfield Pigs Brookfield Farm West End Road Wormley West End: Change of use of a former pig shed to residential accommodation, retrospective application.

**3/17/0246/FUL:** Edwards Green Farm Brickendon Lane; extension of the ground floor office, single storey, retrospective application

**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.

**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)

**3/17/0334&5/HH :** Swards Brickendon Lane : single storey rear extension with part demolition of garden wall

### 3. East Herts Council have made decisions on the following applications;

**3/17/0288/FUL :** Owls Hatch Farm, Brickendon Lane: Erection of Livestock and Agricultural Storage barn, **APPROVED**

**3/16/2723/FUL :** Dalmonds Wood Farm, Mangrove Lane : Single Storey detached garage – **REFUSED** (BLPC Objected)

**3/16/2677/LBC :** 17 Clementsbury, Brickendon Lane : Conversion of existing loft space to a habitable room, **APPROVED** (BLPC had no objection)

### 4. Decision from the Secretary of State;

**3/16/1613/ARPN :** Jepps Farm, Mangrove Lane : Change of use of agricultural barn to 1no. two bed dwelling: **APPEAL ALLOWED**

### 5. 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.

