

# BRICKENDON LIBERTY PARISH COUNCIL

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Minutes of Parish Council Meeting held on Thursday 22<sup>nd</sup> March 2018 at 7.30pm  
in the Parish Hall, Fanshaws Room, Brickendon.

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

**In attendance:** 5 members of the public.

1. **To receive apologies for absence and approve:** Cllr Tony Roberts
2. **To receive declaration of interest and dispensation:** None
3. **To approve minutes of Parish Council meeting Monday 19<sup>th</sup> February 2018:**

Clerk briefly went through outstanding items and action points from the last meeting which were all done. The clerk explained that there had just been a pre-meeting to the PC meeting in which the Fanshaw Room Committee rules and regulations were discussed, a question arisen from the last internal audit. Details will be circulated to all members by the clerk. Last minutes were unanimously approved and signed by Cllr Whitnall.

4. **Matters for future consideration and public participation:**

A resident asked if the PC had control over highway signs for road closures. There was a recent road closure that didn't go ahead and residents not informed, which puts out the bus service. The PC explained that we do not have jurisdiction over such matters and if there are changes to the publicised closures, the PC are not advised.

**ACTION:** Cllr camp will email Highways for advice and information on changes in bus services.

5. **To receive the planning report:**

The clerk had distributed the latest planning application list prior to the meeting. Cllr Kotting briefly reported on current applications explaining that Cllrs will visit the 4 new applications in the coming weeks.

6. **To receive the minutes from the last Fanshaw's Room Committee meeting:**

Linda Ashley read out the minutes which have been added to the website.

7. **To receive a report on highways matters:**

Cllr Camp reminded Cllrs that Dist. Cllr Kaye had said previously that he would pay for the new Speed Indicator Device, when purchased, out of his locality budget. Cllr Camp had received a response from Highways that they were aware of the faded hatched safety lines on the corner of the road between Pembridge and Brickendon Lanes and that this work was not a priority.

8. **To report on progress on repairs to the un-adopted road on the Village Green:**

Cllr Kotting reported that three Cllrs attended a meeting with Brickendon Golf Club last week in connection to their help and promise to repair the damage to the road surface after recent building works having taken place. It was agreed to get a number of quotations for the work, one having been received and discussed. It was agreed that, if possible, another two quotations should be sought, and companies were suggested.

**ACTION:** Cllr Kotting to seek two additional quotations and report back at the next meeting. Clerk to add item to the next meeting.

9. **To approve cost for the new storage facility at the tennis courts:**

Cllr Kotting had received three quotations for the possible new shed but only one for erecting the building and one for the base.

**ACTION:** Cllr Kotting will seek quotations for erecting and building the base so that the PC can compare like-for-like.

10. **To request a volunteer to look after the day to day running of the tennis courts:**

The request has been added to the newsletter.

11. **To clarify the 'Bushcraft Residents Committee' status within the Parish Council:**

The clerk had circulated information on how committees and working parties can behave as part of parish councils, both of which need to adhere to certain terms and conditions. In light of this information, Cllr Camp suggested that the current 'Mangrove Lane Residents Group' become autonomous and act as a separate group to that of the parish council going forward, keeping the PC abreast of new or current issues.

**ACTION:** Clerk to email the newly set up email address for the group to advise and explain the above.

12. **To discuss and approve the use of the telephone box:**

Cllrs agreed that as Cllr Roberts was not present, that this item will be deferred to the next meeting.

**ACTION:** Clerk to add this agenda item to the next meeting.

13. **To receive the neighbourhood watch and local crime report:**

Cllr Lambie reported that Herts Constabulary held a 'knife amnesty' in February, knife crime being on the increase and 144 knives and other weapons were given up.

Residents were urged to join the OWL messaging service for the local area advising of local crime, information and security. This system can be accessed by contact with KEITH BATCHELOR, community co-ordinator for Neighbourhood Watch on 01920 4622414 or [keithbatchelor10@gmail.com](mailto:keithbatchelor10@gmail.com). Cllr Lambie explained that the last bulletin gave details of credit card electronic theft protectors, 5 for £5 and a car key pouch to prevent car keys being cloned, amongst much other helpful information.

**ACTION:** Brenda Lambie will ensure the information is added to the next newsletter.

**14. To discuss the Neighbourhood plan (NP):**

Cllrs agreed that as Cllr Roberts was not present, that this item will be deferred to the next meeting.

**ACTION:** Clerk to add this agenda item to the next meeting.

**15. To approve appointing a Data Protection Officer and the cost of the service:**

The Clerk explained that she had attended training the previous day and had circulated details to all Cllrs of the new General Data Protection Regulations (GDPR) that come into force for all organisations on 25<sup>th</sup> May 2018. The PC need to have certain policies and procedures in place before this day. This is because all organisations store, to a degree, personal identifiable information (PII). Data protection Laws are very outdated and hence, this has come into force. The PC need an 'expert' in data Protection and have expressed an interest to the company who gave the training – DPO, which seems to be on the way to specialising in and has knowledge of parish councils. It was agreed unanimously to appoint DPO.

**ACTION:** Clerk will continue to update councillors on the progress of this and what else that the PC need to be putting into place.

**16. To review environmental updates, Sweetings Wood and Bushcraft:**

Cllr Lambie gave thanks to resident Lawrence Price for organising Countryside management and the recent work on the pond and surroundings.

SWEETINGS WOOD

Cllr Lambie reported that 2 new glamping pods had been erected.

BUSHCRAFT

The Mangrove Lane Group has been discussed above in item 11.

**ACTION:** Clerk will contact Timberplay again in reference to the broken swing and a maintenance and repair contract as the equipment needs urgent servicing.

**17. To approve the financial statement and payment of accounts:**

Clerk reported one cheque to sign and any invoices that needed to be paid have been paid by bank transfer. Invoices were approved, Cllr Whitnall signed the accounts.

**18. To receive correspondence:**

Clerk reported that she had received the following;

- Letter from Mark Prisk MP advising of the new GDPR regulations
- Email reply from David Wallace in connection with the Openreach Village Green agreement
- Letter from Open Spaces in reference to the new GDPR
- Letter from Herts County Council advising the PC that the consultation for the Waste Local Plan ends on 30<sup>th</sup> March 2018

**ACTION:** Clerk to reply to Mark Prisk MP thanking him for the letter and advising of the new postal address for the PC. Clerk will forward the cheque to David Wallace in respect to the Village Green payment for the Openreach wayleave agreement.

19. **Confirmation of the date of the Annual meeting of the Council and Annual Parish Meeting;** Thursday 24<sup>th</sup> May at 7.30pm
20. **To close the meeting:** Cllr Whitnall closed the meeting at 8.55pm.

Laura Brooks-Payne  
Clerk  
27<sup>th</sup> March 2018

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