

BRICKENDON LIBERTY PARISH COUNCIL

Minutes of ANNUAL MEETING OF THE COUNCIL Meeting held on Thursday 16th May 2019 at 7.30pm at Fanshaws Room, Brickendon Lane, Brickendon Liberty

Present; Cllr Lynn Whitnall (outgoing CHAIR), Cllr Tony Roberts, Cllr Julia Camp, Cllr Hannah O'Donnell, Cllr Philip Cosford, Cllr Alastair Whitaker

In attendance: 8 members of the public, Laura Brooks-Payne(clerk)

- 1. To elect the Chairman for 2019/20** – Cllr Camp nominated Cllr Roberts, all Cllrs unanimously agreed and Cllr Roberts accepted. Cllr Whitnall stood down and Cllr Roberts took place of chair for the rest of the meeting.
- 2. To receive the Chairman's declaration of Acceptance of Office** – Cllr Roberts signed
- 3. To elect a Vice-Chairman for 2019/20** – Cllr Roberts nominated Cllr Camp, all Cllrs unanimously agreed and Cllr Camp accepted.
- 4. To receive the Vice-Chairman's declaration of Acceptance of Office** – Cllr Camp signed
- 5. To receive apologies for absence and approve;** Cllr Jonathan Kaye
- 6. To review Registers of Interests, Standing Orders, Financial regulations, Financial Risk Assessment – Clerk** – Cllrs agreed to re-adopt and approved. Registers of interests forms that all new cllrs need to complete were thought to be ambiguous though were completed and handed to the clerk.
- 7. To adopt the NALC Code of Conduct;** approved.
- 8. To appoint an internal Auditor for 2019/20** – Cllr Roberts explained to new cllrs that the PC's internal auditor was a clerk for another parish with much experience, it was agreed and approved to use her services again for next year.
- 9. To approve minutes of Parish Council meeting on 28th March 2019, chair** – Cllrs Camp and Roberts approved because new cllrs were not in post when the meeting took place.
- 10. To receive minutes of meeting of the last Fanshaw's Room Committee;** Linda Ashley read out the minutes from 1st May 2019. They are attached here. Linda asked if the PC would consider purchasing an outside table tennis table for the village green. Cllr Camp asked if further details could be sought and the Clerk agreed to add to next agenda.
- 11. To receive a report on incidents of local crime;** Clerk had printed out the most recent crime statistics from March 2019. All postcodes within a 1 mile radius; SG13 8PB – 4 crimes reported, 3 violence and sexual offences, 1 anti-social behaviour. SG13 8QJ – no reported offences. EN10 7QA – 2 anti-social behaviour, 1 burglary and 1 vehicle crime. It was noted that that the majority of the incidents were outside Brickendon Liberty Parish boundaries.
- 12. To receive a briefing on the current status of the neighbourhood watch;** No one is officially running the scheme in the area currently and it seems to be taken over by the OWL watch scheme. Residents can sign up to the scheme and receive informative regular local crime updates. www.owl.co.uk. Clerk agreed she would send Brenda Lambie the details to include in the next newsletter.
- 13. To discuss updating the PC website;** Cllr Roberts reported to new cllrs that there had been recent discussion that the website was outdated and not really up to date with modern websites. Cllr Roberts proposed that all cllrs could look at the website and other PC website examples before the next meeting and update council with their thoughts going forward. Cllr

O'Donnell suggested that she would also speak to a photographer friend to see if there was any possibility of obtaining new village photos.

ACTION – All cllrs to look at PC websites and make notes and suggestions. Cllr O'Donnell will speak to the photographer.

14. To receive a report on the Neighbourhood Plan – Cllr Roberts reported that he had taken the Neighbourhood Plan (NP) forward as far as possible at the current time. The NP has been held back somewhat while East Herts District Council (EHDC) were outlining their district plan (DP). Brickendon Liberty PC do not have a requirement for new housing in the DP and therefore it was noted that a NP may not benefit the PC and that perhaps this needed to be re-considered. If the NP was to be taken forward the PC would need expert planning assistance which would come at a cost to the PC. Cllr Roberts proposed to send the current details to new cllrs for consideration and this was agreed.

ACTION – Cllr Roberts to send NP information to all cllrs.

15. PLANNING

15.1 To receive a report and discuss recent applications – clerk had circulated the latest planning application list to cllrs. Cllr Roberts will arrange a viewing with cllrs of the two new planning applications for Snow farm.

It was noted that the retrospective planning application for the creation of hardstanding at Eden House (3/18/2631/FUL) was still being followed up by the clerk; the application having been refused and the case now with enforcement.

ACTION – Eden House to remain on the agenda.

15.2 To update on certificates of lawful use after letter sent to EHC: It was noted that after the clerk had sent a letter to planning enforcement at EHC regarding Spring Meadow and the certificate of lawful use. The clerk had now received a reply explaining that the issue had now been allocated to a planning officer. (X/19/0192/XTRA).

ACTION – Spring Meadow to remain on the agenda.

16. TRANSPORT & HIGHWAYS

Cllr Camp reported that as the recent traffic survey carried out on the hill into the village from the station proved that there was minimal speeding, it was unlikely that the village would get any traffic calming measure at that location, she would nonetheless as a last resort investigate the possibility of obtaining a 'reduce speed' sign as an alternative.

Clerk agreed to email Cllr Jonathan Kaye again to investigate if the white cross hatching on the road on the corner opposite The Farmers Boy could be painted again.

It was noted that there are regularly 2-3 vehicles parking overnight on the edge of the village green.

It had been reported that vehicles are parking on the corner of the road next to The Farmers Boy Public House, creating a hazard for walkers and drivers and restricting sight lines.

Cllr camp reported upcoming roadworks; 23-27th July, Fanshaws Lane. 24-29th May – road closure on Brickendon Lane, 14-16th May road works on Wormley West End Lane.

ACTION – Cllr Camp will contact highways and Sergeant Duncan Wallace for rural policing for the area to ask if he would liaise with the owners of the dangerously parked vehicles. Clerk agreed to amend the no parking note to put on car windows and to contact Cllr Kaye again.

16.1 To report on progress on repairs to the un-adopted road on the village green; clerk recent communication with the golf club stated that the work was to be finished in the spring.

ACTION – Clerk will email the golf club again.

17. ENVIRONMENT

17.1 To receive an update on quotes for information board for Brambles Wood to commemorate WW2 – Cllr Roberts informed the PC that there is large amount of information to go on the new board and the designer had suggested and the size should now be A0. The cost for this having

increased original quote to approximately £2600. Clerk had already gained a grant for £650 and cllrs agreed and approved to add up to £1000 to the project.

ACTION – Cllr Roberts will liaise with William Ashley to get the board ordered and installed.

17.2 To update on the PC registering for ownership of Brickendon lane village verge - Clerk and Cllr Roberts are yet to meet to discuss the issue, because audits and elections have been recent priorities.

17.3 To update on further quotations for extending path from station – former Cllr Lambie explained that no additional quotes had been sought but would forward details to Cllr Roberts.

ACTION – Clerk to add to next agenda.

17.4 To discuss positioning of old EV11 post box – Cllr Roberts explained to new cllrs that the box need to be sited. It was noted that the box was cast iron and extremely heavy. It was agreed that Cllr Whitaker and Roberts would discuss options of mounting it on the wall or on a plinth in the village.

ACTION – Clerk to add to next agenda.

17.5 To approve a date for the next Litter Pick Date in November 2019 – 17th November 2019 was agreed.

17.6 To discuss the potential encroachment of a residential driveway onto the village green - Cllr Roberts reported that a house on Brickendon Green had created an area of hardstanding and there is concern that there may be no planning permission sought for the work and it may be encroaching onto the village green.

ACTION – Cllr Roberts will look at maps of the village green to ascertain if the area is Village green land and report at the next meeting.

18. FINANCE

18.1 To approve the financial statement and payment of accounts – clerk had circulated accounts prior to the meeting, which were unanimously approved.

18.2 To approve the internal audit - Clerk explained that the internal audit of accounts and procedures had recently been undertaken and had circulated the report prior to the meeting. This was approved. Clerk is already working on minor changes and additions.

18.3 To approve exemption from an external audit and sign official external audit form – clerk explained the procedure for the external audit, Chair signed the external audit form.

19.3 Matters for future consideration and confirmation of the date of the next meeting on Thursday 25th July 2019 at 7.30pm – date approved.

Resident John Lambie will continue with the project of obtaining the tree guard for the new tree on the village green. John also suggested renovation of the telephone box to enable the new Defibrillator already purchased by the previous council, to be sited in it. John will continue with the project and seek appropriate quotations.

ACTION – clerk to add to the next agenda.

20. To receive correspondence, Clerk – none

21. To close the meeting, Chair – Cllr Roberts closed the meeting at 9.35pm.

Laura Brooks-Payne
Clerk
21st May 2019