

# BRICKENDON LIBERTY PARISH COUNCIL

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Minutes of Parish Council Meeting held on Thursday 23<sup>rd</sup> July 2020 at 7.30pm at Fanshaws Room, Brickendon Lane, Brickendon Liberty, **HELD ONLINE ON ZOOM**

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

**In attendance:** 3 members of the public, Laura Brooks-Payne (clerk)

**1. To receive apologies for absence and approve:** Cllr Whitaker due to work commitments who was unanimously given dispensation to carry on as a councillor. Dispensation also granted to Cllr O'Donnell who did not attend the January 2020 meeting.

**2. To receive declaration of interest and dispensation:** None

**3. To approve minutes of the parish meeting on Thursday 23<sup>rd</sup> January 2020:** Approved. Cllr Roberts dealt with the issues arising from the last meeting in January 2020 in the recent Chairman's Report in lieu of the last meeting.

## **STANDING ORDERS SUSPENDED**

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

A resident advised that the path to the station has already been strimmed, Nick Maddox (Rights of Way at Herts County Council) has also arranged for this to be tidied up.

## **STANDING ORDERS REINSTATED**

**5. To receive Fanshaw's Room Committee latest report;**

Brenda Lambie reported that the last meeting was just before the Covid 19 Pandemic, the weather boarding around the hall is in a poor state and has arranged renovations for this next week. The tennis court needs a new net. Fanshaws Room Committee (FRC) are looking at pricing, it also needs some attention in general, including moss of the surface, strimming and fencing.

Hall Bookings – Covid-19 – Brenda Lambie has put down stickers on the floor of the hall reminding users of the social distancing measures, 2 hand sanitiser dispensers and notices are on display. Paper Towels are being purchased, tea towels removed. Conditions of Hire Appendix for Covid-19 will also be issued to users advising that they must clean before and after use to mitigate the risk of infection. Clerk advised she has seen 'fogging' sprays which antibacterial the entire room in 20 minutes which may be useful to look into. Cllr Roberts explained that the PC are doing all they can to keep hirers safe. Cllr O'Donnell will organise to add the conditions of hire and Covid-19 appendix conditions onto the website. Hirers will sign a form when they use the hall and gain contact details for Track & Trace purposes.

Dishwasher – a new one was installed just before lockdown but is still not working > Cllr Roberts is continuing discussions with the company.

**6. To receive a report on Highways matters;** Cllr Camp reported that the potholes have been repaired in Brickendon Lane. Road Closure has been in place today in Brickendon Lane. Pembridge Lane – road Closure due to take place on 25&29<sup>th</sup> August.

**7. To receive a report on incidents of local crime:** Cllr Roberts reported a resident has circulated a flyer inviting people to join a Whatsapp group asking residents to report local crime after recent attempted break-ins.

Local crime in May 2020 by postcode;

EN10 7QA – 3 cases of anti-social behaviour & 1 of Violence & sexual offences

SG13 8QJ – no reported offences

SG13 8PB – 1 case of anti-social behaviour, 1 of violence & sexual offences & 2 of 'other theft'.

Cllr Camp reported an increase in fly tipping during the Covid-19 pandemic, residents must report incidences.

**8. To receive any further information on the possible Neighbourhood Plan:** Cllr Roberts reported no further advances due to the pandemic.

**9. PLANNING – To receive a report and discuss recent applications –** Clerk had circulated the latest applications to Cllrs, since the lockdown for the pandemic, there has been 2 new applications which the PC have dealt with.

## **10. TRANSPORT & HIGHWAYS**

**10.1 To report on progress on repairs to the un-adopted road on the village green –** Cllr Roberts reported that a group of residents have done some repairs on the gravel section adjacent to their properties. The Golf Club has not made any repairs to date despite promises that they would.

## **11. ENVIRONMENT**

**11.1 To receive an update on the information board for Brambles Wood –** Cllr Roberts reported that this has been erected in situ and received positive feedback. The details and a photo will be put on the website.

**11.2 To update on the PC registering for ownership of Brickendon lane village verges:** Cllr Roberts reported no further advances due to the pandemic.

**11.3 To update on progress relating to extending the path to the station:** Cllr Roberts reported no further advances due to the pandemic.

**11.4 To discuss positioning of old EV11 post box:** Cllr Roberts reported no further advances due to the pandemic. Suggestion to put on the outside of the hall with a small plaque explaining its history.

**11.5 To update on the renovation of the Telephone box:** John Lambie will organise the start of the renovation which has been on hold until now during the pandemic. Cost will be approx. £800-1000, plus the cost for the electrician.

**11.6 To update on unauthorised parking on the village green:** Cllr Roberts reported that he has spoken to residents and asked them to not to park there. One resident has multiple cars who will not take action to mitigate the issues with parking in the village including parking on the footpath. Discussion was had in reference to the possibility of introducing double yellow lines. Clerk explained this was a lengthy complex process and evidence of illegal parking may be helpful. Cllr Camp will speak to the local PCSO to ascertain if anything can be done.

**11.7 To discuss renovations to the playground equipment:** Clerk reported that Cllrs had agreed to go ahead with a refurbishment programme of the playground equipment. Replacement of parts have been ordered. It was discussed that the PC will look at possible redesign or extra equipment but it was agreed that the existing equipment was appropriate for a range of ages, varied in its usage and was used by many children. It was noted that signs were in place due to the pandemic advising users to be mindful of the necessary measures of social distancing and usage.

**11.8 To discuss reparations of Green post 2019 fireworks display & triangle area:** Cllr Roberts explained that there are areas that still need attention that the PC will look at this later in the autumn.

## **12. FINANCE**

**12.1 To approve the financial statement and payment of accounts –** clerk had circulated the minutes prior to the meeting which were unanimously approved

**12.2 To adopt the latest financial regulations and financial risk assessment:** Cllrs unanimously re-adopted both documents.

**12.3 To approve the internal audit:** Clerk had circulated the documents prior to the meeting which was unanimously approved.

**12.4 To approve the figures for end of year accounts, external audit & sign paperwork:** AGAR forms were signed in person by the chair and unanimously approved by Cllrs.

**13. Confirmation of date of the next meeting on Thursday 24<sup>th</sup> September 2020 at 7.30pm:** Confirmed

**14. To receive correspondence:** Nothing additional to add

**15. To close the meeting,** Chair closed the meeting at 9.25pm

Parish Clerk  
Laura Brooks-Payne  
24<sup>th</sup> July 2020