



BRICKENDON LIBERTY PARISH COUNCIL

Parish Clerk: Laura Brooks-Payne
clerk@brickendon-liberty.org.uk
www.brickendon-liberty.org.uk

Minutes of the Annual Meeting of the Parish Council held on Thursday 24th June 2021 at 7pm at Fanshaws Room, Brickendon Lane, Brickendon Liberty

PRESENT: Cllr Tony Roberts (Chair), Cllr Julia Camp, Cllr Hannah O'Donnell, Cllr Philip Cosford, Cllr Alistair Whitaker

IN ATTENDANCE: Laura Brooks-Payne (Clerk), 3 members of the Public and County Cllr Jonathan Kaye

- 1. To elect the Chairman 2021-22 & to receive the Chairman's declaration of Acceptance of Office:** Cllr Whitaker nominated Cllr Roberts, this was seconded by Cllr Cosford. Cllr Roberts accepted.
- 2. To elect a Vice-Chairman 2021-22 & to receive the Vice-Chairman's declaration of Acceptance of Office:** Cllr O'Donnell nominated Cllr Camp, this was seconded by Cllr Roberts. Cllr Camp accepted.
- 3. To review Policies & Documents held; Register of Interests, Standing Orders, Code of Conduct, Financial Regulations, Financial Risk Assessment, Data Breach Policy, Complaints procedure:** Documents were approved. There were some changes agreed on figures on the Asset Register for insurances purposes, Clerk will make the changes.
- 4. To receive apologies for absence:** none.
- 5. To approve minutes of Parish Council meeting on 25th March 2021:** the minutes had been reviewed and approved.

STANDING ORDERS SUSPENDED FOR MEMBERS OF THE PUBLIC TO SPEAK

A resident reported that the postman is retiring in two weeks after 50 years service. It was suggested that a collection is arranged for him. Cllr Roberts suggested that the PC make a donation which was unanimously agreed. Clerk will confirm if this is possible. The PC thanked Beryl for organising this.

A resident had emailed the clerk regarding the area of the green on the outside of the railings looking very unkempt. The PC are in the process of obtaining quotes for regular maintenance of this area. The resident also reported that the path to the Station is very overgrown. The Cllrs have already carried out some work cutting the foliage back. The clerk is in contact with the Rights of Way officer who has organised to get this cut back.

STANDING ORDERS REINSTATED

6. Fanshaw's Room Committee

6.1 To receive the latest minutes: Brenda Lambie read out the latest report:

The interior of the hall has been re-decorated & cupboard boarded and painted, as has the tennis pavilion. The cost of work was £3,150 which has been paid by FRC funds. Pavilion windows also have been cleaned.

Cllr Roberts is planning to dispose of broken chairs at the tennis pavilion and replace them with folding chairs that we already have an excess of in the Hall.

A decision needs to be made on whether to keep the old card tables that are in poor condition.

Replacement fire doors in the hall are required with some urgency because the current doors are rotten and difficult to operate. Quotations are being sought.

The fire safety inspection was recently carried out FOC thanks to generous residents.

Quotations will be sought for replacement vinyl floor for the kitchen.

Every other week a cleaner now comes and cleans the hall.

Covid arrangements continue to be in place with an addition to our Conditions of Hire and attention to notices, hand sanitizer and 'spacing'. Lettings are beginning to pick up for later in the year.

6.2 To receive an update on the Tennis Court Refurbishment: Cllr Roberts reported that the nets have now been replaced and moss cleared from the surface.

The next phase of the refurbishment is the surface and lines being repainted.

Going forward, the PC will organise a programme for annual preventative maintenance. The fencing is also damaged in places. Cllr Roberts will ask the same company to look at this.

6.3 To discuss the fete being held in September: Cllr Roberts reported that Mitch Brummit from The Farmers Boy will be running the fete which is being held on the 5th September 2021 from 11am to 4pm. Mitch has reported that all is in hand with organisation of stalls, insurance and volunteers.

7. To receive a report on incidents of local crime: Cllr Camp reported that the PCSO has moved roles and will try and obtain information from the new PCSO. Cllr Whitaker reported that in the last week a car parked locally had items stolen from its glove box.

8. To receive an update on neighbourhood plan (NP): Cllr Roberts reported that he had now received the report from the NP consultant. This had been circulated to Cllrs. It

was agreed as the report had only just been received, Cllrs would need additional time to read and ingest the information. A meeting was planned on 15th July to discuss the matter further.

9. PLANNING

To receive a report, discuss recent applications & progress on outstanding enforcements: Clerk had circulated the latest planning report and it was agreed that the Cllrs would meet the following Tuesday to discuss the recent applications.

10. TRANSPORT & HIGHWAYS

It was noted that Brickendon Lane is being closed from 21st July for 13 weeks by Herts Highways to do work on the retaining wall alongside Brickendon brook. The information has been put on the website and some residents have received a letter from highways with further information. Cllr Camp and Whitaker explained this will have a huge impact on the village as a whole and the local farming community, it being their busiest time of the year. White Stubbs Lane will also be closed on 26th August.

10.1 To discuss blocked drains on Brickendon Green: Cllr Roberts explained that the ditch running along the front of Laundry Cottage floods regularly and that this had been reported on the HCC portal. Cllr Camp also confirmed that the blocked drain opposite no 12 Brickendon Green had been reported on the HCC portal.

10.2 To discuss footpath signage: Cllr Roberts reported that he had received an email from a resident runner who has reported two signs that need attention. Cllr Roberts is currently dealing with these.

10.3 To discuss potholes on the Golf Club access road: Cllr Roberts confirmed that these had been reported on the HCC portal and have now been repaired.

The potholes on Brickendon Lane adjacent to the speed sign nr Sweetings have also been reported.

10.4 To discuss Wormley West End & Brickendon Village Signs: Cllr Roberts reported that the Brickendon village sign by Bourne Orchard is rotten at the bottom and needs replacing. Initial enquiries have been made about a replacement with one quote received to date.

It has also been reported that the WWE sign at the bottom of Holy Cross Hill is incorrect. Cllr Camp has reported this and HHC have confirmed this will be corrected.

Similarly, the Wormley West End metal sign (coming from Broxbourne into the village) has disappeared. Cllr Camp will report this.

11. ENVIRONMENT

11.1 To update on the PC registering for ownership of Brickendon Lane village verges: Cllr Roberts will pass relevant information to Cllr Kaye.

11.2 To update on progress relating to extending the path to the station: This has not been moved forward and Cllr Roberts and Whitaker will endeavour to progress.

11.3 To update on the renovation of the telephone box: Cllr O'Donnell reported that an electrician has been found to install the defibrillator, the box has now been straightened. Cllr Roberts will power wash the box before any further work is undertaken.

11.4 To update on the unauthorised parking on the village green & speeding mitigation measures: Cllr Roberts reported that the PC have purchased additional signs for 'No Parking', these will be erected in due course.

Cllr Cosford reported that the PC need evidence of speeding to enable the PC to have a full consultation regarding reducing speed through the village whether via physical barriers, reducing speed limits etc.

Cllr Cosford will continue to gather data & information and look at the County Strategic Plan regarding speeding. He will also look into the Community Drive Safe Campaign & 20's Plenty again.

11.5 To discuss and approve refurbishment of playground equipment: Cllr Roberts reported that CPM Playgrounds are currently quoting for some new equipment including replacing the metal swing to a new timber framed swing, a new 3-5 old spring on and additional benches. Clerk will chase supplier for the quote.

11.6 To report on the recent litter pick: Cllr Roberts reported that the litter pick took place at the end of April, approx. 35 residents volunteered, and the event was very successful.

It was also confirmed that new litter picking road warning signs have been purchased between the three parishes of Brickendon, Little Berkhamsted and Bayford for their joint use.

12. FINANCE

Cllr Roberts reported that the Clerk had recently had an appraisal with the Chair and Vice-Chair and granted a pay rise.

12.1 To approve the financial statement and payment of accounts: The Clerk had circulated the accounts prior to the meeting, these were approved unanimously.

12.2 To approve the internal audit and appoint an internal Auditor for 2021-2022: The Clerk had circulated the internal audit report to Cllrs, which was unanimously approved together with continuance of the current internal auditor Janet.

12.3 To approve the External Audit figures and for the Chairman to sign the official external audit forms: The Chairman had been through the figures and signed the documents, all were approved.

13. Matters for future consideration: None.

14. Confirmation of the next meeting on Thursday 23rd September 2021 at 7.30pm: date confirmed.

15. To close the meeting: Chair closed the meeting at 9.12pm

Laura Brooks-Payne
Clerk
28th June 2021

DRAFT