



# BRICKENDON LIBERTY PARISH COUNCIL

Parish Clerk: Laura Brooks-Payne  
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## **Minutes of the Parish Council Meeting held on Thursday 12<sup>th</sup> May 2022 at 7.30pm at Fanshaws Room, Brickendon Lane, Brickendon Liberty.**

**PRESENT:** Cllr Tony Roberts (Chair), Cllr Julia Camp, Cllr Hannah O'Donnell, Cllr Philip Cosford, Cllr Alastair Whittaker

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

**1. To elect the Chairman 2022-2023 & to receive the Chairman's declaration of Acceptance of Office:**

Cllr Roberts was unanimously re-elected as the Chairman.

**2. To elect a Vice-Chairman 2022-2023 & to receive the Vice-Chairman's declaration of Acceptance of Office:**

Cllr Camp was unanimously re-elected as the Vice Chairman.

**3. To review Policies & Documents held; Register of Interests, Standing Orders, Code of Conduct, Financial Regulations, Asset Register, Financial Risk Assessment, Data Breach Policy, Complaints procedure:** These were unanimously approved. It was noted that the only changes were on the Asset register from the most recent financial year purchases.

**STANDING ORDERS SUSPENDED FOR PUBLIC PARTICIPATION**

A resident advised that hedges along Brickendon Lane and Pembridge Lane were overgrown. It was agreed that details of this would be sent to Cllr Kaye together with any potholes and pavement issues. The County Council Budget is currently being set so any parish issues could potentially be included in the list.

A resident informed the council that the panels & framework left over from the phone box refurbishment are now stored in the PC storage shed.

**STANDING ORDERS REINSTATED**

**4. Fanshaw's Room Committee**

**4.1 To receive the latest minutes:**

Brenda Lambie reported that the most recent meeting was held on 28<sup>th</sup> April 2022. It was noted that Cllr Roberts has volunteered to coordinate the running of this year's fete. Organisation is still ongoing but many of the stalls and entertainment are already booked. The Queens Platinum Jubilee picnic plans are in place, including tables, bar and cake making. Tennis Courts – Cllr Roberts holds the key for this at the present time albeit this is a temporary measure and a permanent solution needs to be found.

## **5. To receive a report on incidents of local crime:**

The Clerk had received the latest crime figures from March which again are quite low.

Within a mile radius of the following postcodes;

SG13 8PB – 5 crimes reported; 1 burglary, 3 thefts & 1 violence and sexual offence

SG13 8QJ – zero crimes reported

EN10 7QA – 1 crime reported of violence and sexual offence

**6. To receive an update on consultation re: Neighbourhood Plan:** Cllr Roberts reported that a meeting had been arranged which unfortunately had to be cancelled. Another meeting will be arranged.

## **7. PLANNING**

**7.1 To receive the latest planning report & discuss applications:** The Clerk had circulated the latest planning summary. The recent decisions were briefly discussed.

**7.2 To discuss recent applications, any new planning enforcements & progress on any which are outstanding:** It was noted that the Appeal to the Secretary of State for the static caravan site at the bottom of Fanshaws Lane (20/00035/REFUSE) has recently been dismissed by the inspector. The inspector has given 16 months for the site to be cleared and reinstated. Other enforcement issues requiring to be followed up include – stabling next to Hacketts in Brickendon Lane, Enforcement case E/21/0165/ENF (Hedgerows) On Pembridge Lane and Eden House, Fanshaws Lane.

## **8. TRANSPORT & HIGHWAYS**

**8.1 To discuss and report on any issues arising:**

Cllr Camp reported that there will be a road closure on Monks Green from 19-21<sup>st</sup> May.

Cllr Roberts advised that the PC will do a parish wide survey of problem potholes and overgrown hedges and report this to Cllr Kaye.

## **9. ENVIRONMENT**

**9.1 To update on the PC registering for ownership of Brickendon Lane village verges:**

Cllr Roberts informed the PC that if they take on any verge ownership, the PC would have the responsibility of cutting the grass and maintenance of the area. It was agreed that this was not an issue and Cllr Roberts will progress the matter further.

**9.2 To update on progress relating to extending the path to the station:**

Cllr Roberts will send Cllrs the required information and progress the matter.

**9.3 To update on speeding mitigation measures:**

Cllr Roberts reminded Cllrs of where the PC are with the issue. It was discussed and generally felt that the 20's Plenty scheme may not be that effective. Cllr Camp advised that there is currently a drive safe campaign which requires 10 signatures to be forwarded to the Police & Crime Commissioner to enable the Parish to undertake a speed survey. Cllr Roberts suggested that the PC could gauge resident opinions on speeding matters at the upcoming Jubilee event and also at the September fete. The question will also be put on the website and in the Newsletter.

**9.4 To update on refurbishment of playground equipment:**

Cllr Roberts has met with a representative from Playdale to explain our exact requirements. A more exact quote is being prepared and another site meeting is taking place next week. Cllrs unanimously agreed to the new equipment being purchased.

**9.5 To update on installing Electric car charger points in the parish:**

Cllr Roberts reported that no further feedback has been received yet and will progress the matter.

**9.6 To update on refurbishment/replacement of Village Signs:**

Cllr Roberts reported that the signs have been ordered and will be delivered in the next couple of weeks.

**9.7 To update on the planting of Jubilee Trees received from Easts Herts Council:**

Cllr Roberts reported that two ornamental cherry trees have been planted on the corner of the village green. Stakes and a guard have also been installed.

**10. FINANCE**

**10.1 To approve the financial statement and payment of accounts:** The Clerk had circulated the latest accounts. These were unanimously approved. Cllrs unanimously agreed and approved an increase to the Litter Pick weekly rate to take effect from the next invoice issued to the PC.

**10.2 To approve the Internal Audit:** The clerk reported that she has recently completed this with the internal auditor. The report had been sent to Cllrs. This was unanimously approved.

**10.3 To approve the External Audit figures and sign the AGAR form:**

The Clerk explained that the end of year Financial Accounts for 2021-2022 had been finalised and circulated to Cllrs. External Audit forms (AGAR) have been completed by the Clerk and circulated to Cllrs. The figures were unanimously approved and the AGAR signed by the Chairman.

**11. To update on organisation for the Queens Jubilee celebrations:** Discussed in agenda item 4.1.

**12. Matters for future consideration:** A new Litter Bin purchase for the Village Green.

**13. Confirmation of the date of the next Parish Meeting:** 28<sup>th</sup> July 2022.

**14. To close the meeting:** Cllr Roberts closed the meeting at 9pm.

**Laura Brooks-Payne  
Parish Clerk  
13<sup>th</sup> May 2022**