



## BRICKENDON LIBERTY PARISH COUNCIL

Parish Clerk: Laura Brooks-Payne  
[clerk@brickendon-liberty.org.uk](mailto:clerk@brickendon-liberty.org.uk)  
[www.brickendon-liberty.org.uk](http://www.brickendon-liberty.org.uk)

**Minutes of the Parish Council Meeting held on Thursday 21st July 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

**IN ATTENDANCE:** Laura Brooks-Payne (Clerk), 6 members of the Public

**1. To receive apologies for absence and approve:** Cllr Whittaker and Cllr Camp.

**2. To approve minutes of Parish Council meeting on Thursday 12th May 2022:**

The minutes were unanimously approved. It was noted that a new liner for the waste bin on the village green has been purchased and installed.

**Standing orders suspended for public participation**

**3. Comments from members of the public:**

A resident had observed that two of the Brickendon village signs need to have the surrounding foliage trimmed. Cllr Roberts will speak to the PC grounds contractor to get this carried out.

Cllr Roberts had received an email from a resident advising that the bench by the Popular trees on the village green is in state of disrepair. Cllr Roberts will investigate what repairs are needed.

The new landlord for the Farmers Boy, Ben Harris, introduced himself and advised that they will be re-opening on 4th August. It is the new landlords intention that the staff will continue working with the community on events etc. He is still recruiting for staff and welcomed anyone that may be interested to get in touch. Pre-opening nights are being held for residents, friends and family on Tuesday 2nd and Wednesday 3rd August to include free meals. Cllr Roberts advised that he will put the word out through the village for these events.

**Standing orders reinstated from here**

**4. Fanshaw's Room Committee:**

**4.1 To receive the latest minutes:**

Linda Ashley advised that the last general meeting was held on 26th May as well as an AGM.

Please see FRC minutes from these meetings as addendums to these minutes.

Cllr Roberts advised that there is a Fete Steering Group meeting being held next week to discuss the fete organisation and asked if FRC could decide at their forthcoming 28th July meeting which charities the fete proceeds will be donated to.

It was noted that the replacement fire doors for the village hall are on order.

Cllr Roberts noted that as he will be away on holiday next week – in his absence he will send a summary report on the fete organisation in time for the meeting.

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

The Clerk advised of the latest statistics for May 2022: SG13 8PB – 1 ‘other theft’, SG13 forthcoming ‘parking area’ and 1 ‘other crime’.

**6. To receive an update on consultation re: neighbourhood plan:**

Cllr Roberts advised there is no further progress but noted that additional Government funding may be available in due course.

**7. Planning:**

**7.1 To receive the latest planning report & discuss applications:**

The Clerk had circulated the latest planning summary which was briefly discussed.

**7.2 To discuss recent applications, any new planning enforcements & progress on any which are outstanding:**

Cllr Roberts reported that there are 3 outstanding planning enforcements. The Clerk has asked East Herts Planning department for updates on these current enforcements but has not received a response to date. The PC are aware that East Herts Enforcement teams are still struggling with a backlog of work due to the recent pandemic.

**8. Transport & Highways:**

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

Cllr Roberts has recently attended an onsite meeting with Cllr Jonathan Kaye, Highways and Ringway to discuss outstanding highway issues in the Parish. The issues on Mangrove Lane are considered to be ‘major works’. These however, are due to be added to next year’s budget for the work to be carried out. Brickendon Lane flooding issues will also be added to the priority list for works to be completed. Also the blocked drains on Brickendon Green (c. 10m west of the Pembridge Lane junction) which cause substantial flooding will also be added.

**9. Environment:**

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

Cllr Roberts has been in contact with East Herts and liaison is ongoing.

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

No further progress. It was noted there is one post missing on the existing path to the station.

### **9.3 To update on installing Electric car charger points in the Parish:**

Cllr Roberts reported that the PC have been approved in principle to receive the electric points and work is ongoing.

### **9.4 To update refurbishment/replacement of Village Signs:**

These have now been delivered and installed, two in Wormley West End and one on the road towards Hertford.

The signs coming into the village from Bayford and adjacent to the Golf Club need the surrounding vegetation trimming. Cllr Roberts will arrange for this to be carried out.

### **9.5 To update on the Neighbourhood plan: see agenda item 6**

### **9.6 To discuss bench & plaque for village green:**

Cllr Roberts explained that the triangular area of land on the edge of the village green has been discussed as being designated as a permanent 'Jubilee Garden'. This could incorporate a bench with a plaque, possibly trees and flowering bulbs etc. It was agreed that this was a nice idea, and the project will be taken to the next step.

### **9.7 To update on new defibrillators:**

Cllr O'Donnell advised that the Defibrillator at Monks Green is now up and running.

Cllrs will meet the electrician at the Woodman and Olive pub in due course to discuss where it can be sited.

Cllr Roberts has spoken to a representative at Clementsbury who reported that residents are very happy to have a unit there too. There will also be two new units purchased for the Mangrove Lane area.

## **10. Finance:**

### **10.1 To approve the financial statement and payment of accounts:**

The Clerk had circulated the latest accounts, these were unanimously approved.

### **10.2 To approve hourly rate for adhoc maintenance work:**

Cllr Roberts reported that in response to an advert in the recent newsletter a resident has come forward who is interested in carrying out adhoc maintenance work for the PC. He is also a qualified electrician and will charge the PC an hourly rate of £20. Cllrs unanimously agreed and approved to take on a maintenance person and the hourly rate.

### **10.3 To approve the certificate of Exemption for External Audit form Agar Form 2:**

The Clerk explained that the external auditors had contacted her explaining that the PC could be exempt from the external audit. The Clerk had looked into this and in fact the PC are not exempt and there was an error in the payment figure on the AGAR form.

## **11. Matters for future consideration:**

To consider carrying out a tree survey on the village green.

**12. Confirmation of the date of the next Parish Council meeting on Thursday 29th September 2022 at 7.30pm:** date confirmed.

**13. To close the meeting:** Chair closed the meeting at 8.50pm.

**Laura Brooks-Payne**  
**Parish Clerk**  
**22nd July 2022**

**ADDENDUMS:**

**Fanshaws Room Committee Meeting**  
**26 May 2022 in Fanshaws Room, Brickendon Green**

Present: Robert Williams – Linda Ashley – Brenda Lambie – Jean Retallick – Tony Roberts (PC) – Rose Dye – Anita Regis – Freddie Lawrence

Apologies: Alison Blakey - Lawrence Price

Minutes of previous meeting & matters arising: There were no matters arising and the Minutes were signed as a fair report.

Treasurer's Report: The treasurer referred to his report given at the preceding AGM and reported that we currently have a total sum of £42,939.99 in our current and deposit accounts.

Hall Report: BL reported that all planned refurbishment had been done and that the plumbing problem in the gent's lavatory had been resolved. On this occasion no charge had been made. She also reported that the fire survey had been done by TJ Fire, including replacement of one extinguisher. Again, this was not charged for. Thanks were offered to both the plumber and the fire safety company for their generosity.

The only outstanding job is the replacement of the fire exit doors. Mrs Dye has offered to contact Castle Joinery for a quotation.

It was suggested by the PC Chair that we should put a notice in the Newsletter asking if anybody would consider carrying out odd jobs around the Parish as they arise.

Bookings are now improving, post-pandemic.

Brickendon Fete: The date was confirmed as Sunday 4 September from 11.30am – 3.30pm. TR reported that bookings for stalls etc are going ahead and volunteers are slowly coming forward. The fete committee are looking at getting additional entertainment for children. An arrangement has been made with BGGC to cut the green before the Fete. A printer has been organised. In response to an enquiry by AR it was confirmed that the Dog Show would be going ahead.

A question was asked about parking and the need to avoid inconvenience to residents. TR reported that various options were being looked at in addition to parking on the Green. It was suggested that a note could be put through some resident's doors reminding them of the Fete but since there are so many Fete boards etc already this was deemed unnecessary. Queen's Platinum Jubilee Celebration: LH reported that she is organising tubs of ice cream and has already purchased wooden spoons and cardboard tubs. The ice cream can be kept in the hall refrigerator on the day and she will provide it on demand. Linda will also purchase approximately 100 small packets of crisps for children.

RW is purchasing drinks that will be supplied FOC to residents. He anticipates purchasing 24 bottles of red wine and 24 bottles of white, 100 cans or bottles of beer and cans of soft drinks for children. It was thought that we have enough glasses for the wine and can provide some beer glasses for those who don't want to drink straight from the container.

We have already been promised 11 Victoria sponges which will be cut up for distribution on the day. BL will check and make sure we have enough disposable plates for these.

TR will check that the electricity is still working following on from recent vandalism (by a horse!).

LP has organised a musician and a magician. The musician will arrive at approximately 11 am and will begin his first set at 12.30pm (giving folk time to arrive and settle). He will do 3 sets of approximately 45 minutes each with a break between each during which time there will be recorded music played. The charge for this is £300. The magician will also be around for the duration of the event at a cost of £100.

Erection of marquees will start at 2pm on Saturday 4th June – all helpers welcome. Tables etc will be taken out on the morning of the event, starting around 9.30am, again helpers will be needed. We have sufficient bunting and flags, including a large flag with the Queen's picture on it to remind us all why we are organising this event.

BGGC have agreed to cut the grass before hand.

BL confirmed that 40 commemorative mugs have been purchased for parish children under the age of 12 yrs in June. Distribution has started. She has purchased another 10 mugs which are being sold to parishioners.

Any Other Business: A parishioner has asked if we could consider the Ukraine appeal for a charitable donation. It was decided that we can do this through the Fete but not as a donation from FRC. HR explained that the local church has set up a scheme to assist Ukrainian refugees and she agreed to speak to the organiser with a view to us providing financial support for displaced Ukrainian families.

A resident has proposed a permanent flag pole on the village green. This was discussed but it was decided that the need, and logistics, made it untenable. It was also stated that the PC does not support the idea.

There being no further business the meeting ended at approximately 8.45pm.

A date for a further meeting will be circulated as soon as it is confirmed.

**Fanshaws Room Committee AGM  
26 May 2022 in Fanshaws Room, Brickendon Green**

Present: Robert Williams – Linda Ashley – Brenda Lambie – Jean Retallick – Tony Roberts (PC) – Rose Dye – Anita Regis – Freddie Lawrence

Apologies: Alison Blakey - Lawrence Price

Previous Minutes & Matters Arising: There were no matters arising and the previous Minutes were passed as a true report of the previous – pre-pandemic – AGM on 20 March 2019

Election of Officers: Linda Ashley – Chair (proposed by RW, seconded by BL)  
Robert Williams – Treasurer (proposed by LA, seconded JR)  
Alison Blakey – Secretary (proposed by BL, seconded LA)  
Brenda Lambie – Hall (proposed by LA, seconded RW)

Chair's Report: The Chair reported that the Fete in 2019 and in 2021 went ahead and both were successful, hard work but good weather on both occasions. A thank you party for helpers was held after the 2019 fete, sponsored by The Farmer's Boy PH. Children's Christmas parties were held in 2019, organised by Janet Berger, for both younger and older children.

A lunch for older residents was held in 2019, since then hampers have been distributed in 2020 and 2021.

During 2020 FRC donated a cheque for £1,00 to PWP to help with feeding and maintaining their animals during the various lockdowns.

The tennis courts were refurbished and 3 defibrillators were purchased to be used in various parts of the parish – the old phone box in Brickendon, the Woodman & Olive PH and at Monks Green, these are in addition to the defibrillator at the village hall (Fanshaws Room). As a result of the pandemic, there were no FRC meetings in 2020, any matters being discussed via emails. We did have meetings in 2021 but not an AGM. Both the fete and children's Christmas activities went ahead in 2021; the hall was refurbished, the fete was organised by a fete committee (led by Mitch Brummett), older residents were provided with Christmas hampers (organised by Councillor O'Donnell).

Going forward a Jubilee Pic-nic is planned for 5th June 2022 and the Fete will take place on 4th September 2022 organised by Tony Roberts.

The Chair welcomed everyone who attended the AGM and thanked all who continue to work hard in the interests of Brickendon Liberty parish.

Treasurer's Report: FRC Treasurer distributed copies of the accounts to year ending 28 February 2022. He reported that for the year ending 28 February 2022 there was a surplus of £6,686.

The treasurer reported that, once again, this has been a strange year with Covid being a great influence. During the past financial year we have received Covid grants from the government totalling £18,241 and we have been using these grants to decorate the interior of the hall and the tennis pavilion. We have also replaced the hall kitchen flooring and resurfaced the tennis courts which had fallen into a poor state of repair. The fete in 2020 had a surplus of £3,894 which is very good. A donation of £500 was made to Guide dogs, Army Cadets and ARNI.

We have ended the year with net assets of £39,500.

Hall Report: Since 2019 Hall income has been seriously affected by the pandemic. During this time, however, all regulations were followed including purchase of paper towels, hand sanitizer, precautionary notices etc.

Bookings are now recovering and it is hoped that income will be close to that of previous, pre-pandemic, years.

Items 6, 7 and 8 on the Agenda were removed as being irrelevant to the AGM

Any Other Business: There being no other business the AGM closed at 7.45pm

DRAFT