



BRICKENDON LIBERTY PARISH COUNCIL

Parish Clerk: Laura Brooks-Payne
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Minutes of the Parish Council Meeting held on Thursday 25th March 2023 at 7.30pm at Fanshaws Room, Brickendon Lane, Brickendon Liberty.

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

IN ATTENDANCE: Laura Brooks-Payne (Clerk), 5 Members of the Public, Tim Hoskin - District Councillor, Jonathan Kaye – County Councillor

AGENDA – Annual Meeting of the Council

1. To elect a Chairman 23-24 & to receive the Chairman's declaration of Acceptance of Office:

There was some discussion between Cllrs. Cllr Roberts was duly elected as Chairman. The Declaration of Acceptance Form was signed.

2. To elect a Vice-Chairman 23-24 & to receive the Vice-Chairman's declaration of Acceptance of Office:

There was some discussion between Cllrs. Cllr Cosford was duly elected as Vice-Chairman. The Declaration of Acceptance Form was signed.

3. To review Policies & Documents:

The Clerk had distributed the documents prior to the meeting, as follows; Register of Interests, Standing Orders, Code of Conduct, Financial Regulations, Asset Register, Financial Risk Assessment, Data Breach Policy, Complaints Procedure were unanimously approved.

The Clerk advised that East Herts (EH) has a Code of Conduct that the PC could use. It was agreed that it would be beneficial for the PC to adopt the EH version, given that it would be EH officers that dealt with any Code of Conduct issues that ever arose. This copy will be distributed to Cllrs for approval in due course by the Clerk.

4. To receive apologies for absence and approve: None

5. To receive declaration of interest and dispensation: Cllr Roberts for Planning Application 3/23/0870/HH.

6. **To approve minutes of Parish Council meeting on Thursday 26th March 2023:**
The minutes were circulated prior to the meeting. Minutes were unanimously approved.

Standing orders suspended for public participation

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

A resident reported that a missed bin collection had occurred today. Cllrs explained that the household is responsible for reporting this on the EH portal.

Brenda Lambie advised that copy for the next newsletter is required by the end of June.

Standing orders reinstated from here

8. **To update on the two new defibrillator purchases:**

Cllr Roberts explained that the Parish now has 5 devices. There is a plan in place to cover the Wormley West End and Highfield Farm areas of the Parish. It was agreed to find locations on both areas first before purchasing a further two devices. The Clerk was asked to enquire of our previous supplier what the timescale is currently for the supply of the same defibrillators last purchased.

9. **FANSHAWS ROOM COMMITTEE**

- 9.1 **To receive the latest minutes:** See Addendum

10. **LOCAL CRIME**

- 10.1 **To receive a report on incidents of local crime:**

The Clerk advised that a report is now received monthly. In the month of April, there were no reported crimes in the Parish.

11. **PLANNING**

- 11.1 **To receive the latest planning report & discuss applications:**

The Clerk had circulated the latest report prior to the meeting. The report was briefly discussed, there have been 3 new applications applied for since the last meeting. Cllrs are due to visit the properties tomorrow to discuss the applications.

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

Cllr Roberts advised that there are 5 ongoing Enforcement issues that the PC are regularly following up. Two cases have been visited by Enforcement Officers recently. These have been closed with no further action. The Clerk advised that a quarterly performance review is now received by the Clerk.

Cllr Roberts invited some assistance from our new District Councillor in progressing one or two of these enforcement issues – it was agreed we would forward relevant details in the coming week.

11.3 To update on the Neighbourhood Plan (NP):

Cllr Roberts advised there is no update since the last meeting. It was suggested that a meeting of the newly elected Councillors be arranged in due course.

It was noted, that there is a significant amount of work involved in producing an NP and requires many hours of volunteer work. The Parish is in an advantageous position in that there no legal requirement for additional housing in the Parish.

12. TRANSPORT & HIGHWAYS

12.1 To discuss and report on any issues arising:

There is a forthcoming road closure in Brickendon Lane, starting on 1st July 2023 for a possible period of 18 months. Cllr Whitaker explained that this occurs most years when large harvesting lorries use the road during this season and therefore when the road is at its busiest. Cllr Jonathan Kaye agreed to look into the details of the proposed road closure for the PC. The Clerk will send the information to Cllr Kaye.

Cllr Amanda Whitaker agreed to take on the role of Highways issues and will liaise with Julia Camp for information and contacts.

13. ENVIRONMENT

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

Cllr Roberts explained that the issue needs to be progressed and discussion is required with newly elected Cllrs.

13.2 To update on progress on fencing & the extension of the path across the Village Green:

Cllr Roberts reported that the work is starting next week weather permitting.

13.3 To update on installing Electric car charger points in the Parish:

Cllr Roberts reminded Cllrs that the recent bid for funds was not successful. The Clerk has recently received an email from an alternative provider and will follow up on this.

13.4 To update on refurbishment of benches on the green:

Cllr Roberts reported that two benches have been delivered. The concrete bases have been laid and the benches will be put in situ within the next week. One additional bench will be purchased for the village green to replace the "Jean Bingley" memorial bench which was now beyond reasonable repair and this will be relocated to the southside of the green.

13.5 To update on the bench & plaque for "Jubilee Garden" area:

See agenda item 13.4.

13.6 To update on the Notice Board replacement on Fanshaws Lane:

Cllr Roberts reported that the information board has been manufactured, the new noticeboard will be in situ within the next two weeks.

13.7 To update on the maintenance of Trees of the Village green:

Cllr Roberts reported that the oak trees have had deadwood removed. Another of the oak trees was found to be significantly diseased during this process and has been significantly cut back leaving the trunk to facilitate existing bio-diversity.

13.8 To update on the contract for the cutting of the Village Green:

Cllr Roberts advised that the new contractor is regularly cutting the green. Residents agreed that the green is in a good state and looks very tidy.

13.9 To update on new verge posts:

Cllr Roberts reported that these have now been replaced. The area is now much tidier.

13.10 To discuss the Hedgehog Highway project:

The Clerk circulated correspondence received from the Charity.

It was discussed and agreed that details on the project will be added to the next newsletter together with a link included on the website – the Clerk to forward details to both Brenda Lambie and Hannan O'Donnell.

13.11 To discuss the Environmental Improvement Grant Scheme:

The Clerk explained that there is a possible grant that the Parish could make use of in conjunction with item 13.11. Cllr Cosford to be passed the details to review and respond to.

13.12 To receive a report on potential "wilding" of areas on the village green:

Cllr Cosford has met with the Environmental Officer at East Herts and on the back of this has received a report regarding the diverse ecological area surrounding the village green pond. It has been suggested that a further area surrounding the pond could be more protected. Cllr Cosford will send the Clerk the report for distribution to Cllrs for further discussion. There is a group of volunteers that the Parish could utilise to do some work removing some of the brambles from the walls.

It was agreed that the area at the west end of the village green designated as the QEII garden will not be 're-wilded' to enable residents to enjoy the garden area once its developed together with the trees currently planted.

Cllr Roberts reported that a resident has enquired if the PC would be supportive of placing Bat and Bird boxes on the green and if so she would be happy to make further enquires. Cllrs confirmed they would be happy to support this. Cllr Roberts will ask the resident to make the necessary enquiries and report back in due course.

14 FINANCE

14.1 To approve the financial statement and payment of accounts:

The Clerk had circulated the accounts prior to the meeting. The Clerk explained that last years financial year figures have been finalised. The accounts were unanimously approved.

14.2 To approve Internal Audit:

The Clerk explained that she has been working with the Internal Auditor, Janet Pearce, over the last few weeks on both the Internal and External Audits. Documents were circulated to Cllrs prior to the meeting. This is now complete.

14.3 To approve and agree figures for External Audit and Chair to sign the audit forms:

The Clerk had completed the External Audit figures and further forms including the explanation of variances, which has also been checked by the internal Auditor. The Chair signed the External Audit forms.

14.4 To approve Defibrillator training date and cost:

Cllr Roberts advised that in response to an earlier request, a date had recently been organised, however due to a lack of response from residents within the Parish, this had now been postponed. It was agreed that details will be added to the next newsletter, the village Whats App group and on the website that a free course is being proposed in order to gauge interest, and to thereafter book a date for the training to go ahead dependent on responses received.

15. Matters for future consideration: None

16. Confirmation of the date of the next Parish Council meeting on Thursday 27th July 2023 at 7.30pm: Date approved

17. To close the meeting: Cllr Roberts closed the meeting at 9.10pm.

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ADDENDUM

**Fanshaws Room Committee meeting
held in Fanshaws Room
Thursday 13th April 2023**

Meeting opened at 7.00pm

Present: Linda Ashley, Brenda Lambie, Tony Roberts, Jean Retallick, Alison Blakey

Apologies for absence: Robert Williams, Lawrence Price

Minutes of previous meeting and matters arising

No matters arising – minutes approved.

Coronation celebration

The marquee has been confirmed for Sunday 7th May. Alison will contact Rory at BK Marquees to confirm that the marquee will be erected on Friday 5th May.

It was agreed that the marquee would be erected close to the car park, opposite the village hall and facing the playground.

Tony confirmed that he will have two gazebos for catering which will be placed alongside the marquee.

Tony has organised the food for BBQ which will also cater for vegetarians. Brenda questioned whether we should provide homemade desserts. It was decided that Tony will purchase trifle and fruit flans.

Packets of crisps will be also be supplied – Brenda/Linda to organise.

Brenda will purchase table decorations and bunting.

All other arrangements – band, bar etc – are in place.

Hall report

The child therapist that rents the hall on Thursday and Friday mornings would also like to rent for five hours on a Friday.

The daily rate for hall rental will remain at £75 for 5 to a maximum of 8 hours.

AOB

Tony reported that the concrete pads for the two new benches on the village green are now under construction. The Jubilee bench will be in the triangle. The Queen Elizabeth bench will be placed by the poplar trees on the existing base and the bench dedicated to the memory of Jean Bingley will be replaced and relocated to the south side of the green in due course.

The next meeting will be on Thursday 8th June at 7pm

Meeting closed at 7.45pm