



BRICKENDON LIBERTY PARISH COUNCIL

Parish Clerk: Laura Brooks-Payne
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Minutes of the ANNUAL MEETING OF THE COUNCIL Meeting held on Thursday 23rd May 2024 at 7.30pm at Fanshaws Room, Brickendon Lane, Brickendon Liberty.

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

IN ATTENDANCE: 3 members of the Public, County Cllr Jonathan Kaye, District Cllr Tim Hoskin, Conservative Candidate for Broxbourne Lewis Cocking.

1. **To elect the Chairman 24-25 & to receive the Chairman's declaration of Acceptance of Office:** Cllr Roberts was elected, proposed by Cllr Alistair Whitaker and seconded by Cllr Amanda Whitaker.
2. **To elect a Vice-Chairman 24-25 & to receive the Vice-Chairman's declaration of Acceptance of Office:** Cllr O'Donnell was elected, proposed by Cllr Roberts and seconded by Cllr Amanda Whitaker.
3. **To review Policies & Documents; Register of Interests, Standing Orders, Code of Conduct, Financial Regulations, Asset Register, Financial Risk Assessment, Data Breach Policy, Complaints procedure:**
The Clerk advised that none of the policies had changed since review last year, however a new Financial Regulations document has just been issued by NALC. The Clerk will review this in due course. All policies were re-approved except the Financial Regulations.
4. **To receive apologies for absence and approve:** None
5. **To receive declaration of interest and dispensation:** None
6. **To approve minutes of Parish Council meeting on Thursday 28th March 2024:**
Unanimously approved.

Standing orders suspended for public participation

7. Comments from members of the public

A resident was concerned that the APM meeting start time of 7pm was not well advertised, or on the local Whats App group. It was noted that next year Brenda Lambie should be advised of dates and times, in order that she is able to put details into the newsletter.

A resident commented on the overgrown hedges along Pembridge Lane coming onto the Highway. Cllr Roberts will liaise with Cllr Kaye who will endeavour to help. It was noted that Highways do have a maintenance programme of work.

Ditches along some of the highway were also discussed and it was noted that to clear them all would be a major exercise and would be costly and therefore unlikely to happen. The Clerk will add ditch clearing to the next agenda.

Cllr Tim Hoskin reported that the public engagement pre-registration page for the East Herts Local Cycling and Walking Infrastructure Plan (LCWIP) is now open and encouraged residents to register their contact details. Cllr Hoskin also advised that the District Plan was in the process of being refreshed, which will include a new call for sites to accommodate new growth for housing. The new contractor for waste will be announced soon.

Cllr Roberts asked Cllr Hoskin is there was an update on the East Herts electric charging points roll out. Cllr Hoskin advised that the legal and contractual process is still in progress before going out to tender.

Standing orders reinstated from here

8. FANSHAWS ROOM COMMITTEE

8.1 To receive the latest minutes:

No report. The Clerk will email Linda Ashley for the latest minutes to be added to the Addendum. Brenda Lambie asked if a Cllr would organise for the opening of the village hall on 4th July for voting. Cllr Cosford will deal with this.

9. LOCAL CRIME

9.1 To receive a report on incidents of local crime:

The Clerk had circulated the reports prior to the meeting. In March....no reported crimes. In April a business premises was broken into and an untidy search of the office was conducted. A piece of plant machinery was stolen, but later found in a wooded area nearby. A burglary also occurred on a dwelling in Brickendon Lane.

It was noted that burglaries seem to be on the increase and to ensure make sure valuables are not left easily in view or accessible. It was noted to keep serial numbers, marking property with a marker pen and to take photos of jewellery and upload to your email or the cloud so it can be accessed from any device. Keyless car thefts nationally continue to be trending. On most makes of vehicle, keyless entry can be disabled. It was noted to ensure car keys, particularly any spare keys, are secured in a signal blocking/Faraday pouch when not in use. Hiding the keys in a metal tin can also restrict the signal from vehicle keys. Local policing teams are continuing regular patrols in hotspot areas at key times. Please continue to report suspicious vehicles that may be seen driving around in your area and to record the make, colour and Reg number of the vehicle.

Additional Crime Prevention Advice can be found via this link:

<https://www.herts.police.uk/cp/crime-prevention/>

10. PLANNING

10.1 To receive the latest planning report & discuss applications:

The Clerk had circulated the latest summary prior to the meeting.

Cllr Roberts briefly went through the recent decision notices.

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

Cllr Roberts went through the outstanding enforcements. It was noted that the Clerk is in regular contact with enforcement officers with regards to outstanding cases.

10.3 To update on the Neighbourhood plan:

Cllr Roberts advised that the decision is on hold.

11. TRANSPORT & HIGHWAYS

11.1 To discuss and report on any issues arising:

Cllr Amanda Whitaker advised that from 30th May to 3rd June Affinity Water will have traffic management on Fanshaws Lane. Drainage investigations will be carried out on Brickendon Lane from 22nd to 25th July and on Pembridge Lane from 29th to 30th July.

Cllr Roberts noted that UK Power Networks are currently planning to carry out works along Fanshaws Lane for new underground electric cabling, including a new substation.

12. ENVIRONMENT

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

Cllr Roberts will send the information to Cllr Kaye.

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

See Agenda item 7.

A resident is also researching alternative schemes.

12.3 To discuss the Environmental Improvement Grant Scheme:

Cllr Roberts reminded Cllrs that a report has been produced by Countryside Management Service. A meeting will be arranged with interested residents interested in taking the project on.

12.4 To update on potential "naturalisation" of areas on the village green:

See item 12.3

12.5 To Update on celebration for D Day in June & beacon purchase:

Cllr Whitaker advised that beacon has now been completed and will be installed in due course.

13. FINANCE

The Clerk advised that she has received a letter from Herts and Middlesex Wildlife Trust. The minimum subscription rate is now £100. Cllrs discussed this but agreed not to carry on with the subscription.

13.1 To approve the financial statement and payment of accounts:

The Clerk had circulated the accounts summary prior to the meeting. These were approved.

13.2 To approve Internal Audit:

The Clerk reported that she had been working on the Internal Audit report with the internal Auditor Janet Pearce over the last few weeks. The report had now been issued and the External AGAR form signed by Janet. This was unanimously approved.

13.3 To approve and agree figures for external audit and chair to sign the audit forms:

The Clerk reported that she had been working on the External Audit figures and has completed the AGAR and associated forms. The AGAR forms were signed by the Clerk and the chairman.

14. Matters for future consideration:

It was agreed to discuss ditches and drainage issues in the next agenda.

15. Confirmation of the date of the next Parish Council meeting on Thursday 25th July at 7.30pm: approved

16. To close the meeting: Cllr Roberts closed the meeting at 8.25pm.

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ADDENDUM

**Fanshaws Room Committee AGM
Thursday 18th April 2024 at 7.00pm in Fanshaws Room**

Meeting commenced at 19.05

Present: Linda Ashley(chair). Robert Williams(treasurer), Brenda Lambie(Hall), Alison Blakey(Secretary), Cllr.Tony Roberts, Jean Retallick

Apologies Lawrence Price

Minutes of previous AGM and matter arising

It was noted that "During 2020 FRC donated £1,00 should have read £1,000'. There being no other matters arising the minutes were passed as a true report of the previous AGM of 26th May 2022

Chairs Report

In 2022 there was a picnic to celebrate the Queen's Jubilee, on 5th June 2022 and the Village Fete held on 4th September.

At Christmas there was a childrens party held at PWP and a Christmas Christmas hampers were given to the older members of our village.

There was a Christmas tree erected on the green.

In 2023 there was a village celebration for the Coronation of King Charles on 7th May with a marquee, BBQ and music.

The village Fete was on 3rd September.

There was a children's Christmas Party held at PWP and lunch or hampers were given to the older members of the village.

There was also a mulled wine and nibbles Christmas social which went reasonably well.

There was a Christmas tree on the green.

Linda would like to personally thank everyone for all the help and time put into every event we have held throughout these two years.

Treasurers report

The figures for 22/23 covered the covid years and hall lettings figures were down on previous years. The village fete made money but spent more than it earned due to expenses for new equipment and updates.

A covid grant was received which allowed Fanshaw's Room to make much needed repairs and updates. We will need to be more careful of expenses in the future.

The bank balance at the end of March was £22,192.00

Hall report

The biggest expense were the new doors in Fanshaw's Room.

Bookings are continuing to improve.

Election of officers

Linda Ashley - Chair (proposed by BL, seconded by RW)

Robert Williams - Treasurer (proposed LA, seconded BL)

Brenda Lambie – Hall (proposed LA, seconded RW)

Alison Blakey – Secretary (proposed BL, seconded RW)

AOB - none

Fanshaws Room Committee Meeting

Held after AGM

Thursday 18th April 2024 in Fanshaws Room

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

Apologies for absence: Lawrence Price

Minutes of previous meeting and matters arising

Minutes approved.

No matters arising

Treasurers Report

As of end of March 2024 the bank balance was £22,192.

Hall Report

The cycle club has renewed its booking.

Bookings are improving.

Brickendon Fete

Tony reported on behalf of the Village Fete committee.

The band has been booked. This year they will lower the volume.

Birds of Prey will give a more extensive display.

The bar, Pizza, BBQ and Ice Cream have all been confirmed.

St Johns Ambulance, Fire and Police are all booked. Still waiting for the Cadets to confirm.

Generators and toilets sorted.

Alison confirmed that Steven Oates Estate Agents will put up an unlimited number of boards at £10 per board. Brenda and Rose have both offered to have boards. They need to have a confirmed number by mid July.

Summer Party/Lighting of beacon

The Beacon will be constructed close to the village sign on the corner of the green opposite the Farmers Boy. The post has been sourced and AT Bone will construct the basket. It will be erected before 6th June.

Brenda suggested getting some D-Day flags.

Summer Party

Baz will run the bar. The £5 token system worked well last year and will be repeated this year. Tony will run the BBQ with help from villagers. There will be salads but no desserts and no vegan option as so few were required last year. The small white gazebo will be used for the salads. There will be nibbles.

At this time no band has been booked. All the bands we have used recently are not available.

Lawrence is trying to source new band.

Flyers will be printed and distributed.

AOB

Tony Roberts gave an update on the village green.

The money to purchase the Village Green has been reached. The Parish Council have appointed Birketts Solicitors in Hertford, BPC have used them in the past. Once a completion date has been confirmed, Tony will contact all those who have pledged donations.

The tennis courts need to be discussed at the next meeting with various options to make them viable.

Tony is wondering if Brickendon could hold an Open Gardens event as a fund raiser for the village.

Next meeting 30th May at 7pm

Meeting closed at 8.08pm