



BRICKENDON LIBERTY PARISH COUNCIL

Parish Clerk: Laura Brooks-Payne
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Minutes of the ANNUAL MEETING OF THE COUNCIL (AMC) held on Thursday 22nd May 2025 at 7.40pm following the Annual Parish Meeting at Fanshaws Room, Brickendon Lane, Brickendon Liberty.

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

NOT PRESENT: Cllr Alistair Whitaker, Cllr Cosford

IN ATTENDANCE: 4 members of the Public, Clerk – Laura Brooks-Payne

- 1. To elect the Chairman 25-26 & to receive the Chairman's declaration of Acceptance of Office:** Cllr Roberts was proposed by Cllr O'Donnell, seconded by Cllr Amanda Whitaker
Paperwork was signed accordingly.
- 2. To elect a Vice-Chairman 25-26 & to receive the Vice-Chairman's declaration of Acceptance of Office:** Cllr O'Donnell was proposed by Cllr Roberts, seconded by Cllr Amanda Whitaker.
Paperwork was signed accordingly.
- 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 explained that the documents had not changed since last year, except for a revision in the Financial Regulations which had been published very recently. The Clerk will look at these in due course. Policies & Documents were unanimously approved with the exception of the Financial Regulations.
- 4. To receive apologies for absence and approve:** Cllr Bob Hoskin, Cllr Alistair Whitaker.
- 5. To receive declaration of interest and dispensation:** None
- 6. To approve minutes of Parish Council meeting on Thursday 27th March 2025:**
Cllr Roberts noted re item 6.5 that the Waste Bins have been purchased and put in situ. A liner has also been ordered for one of the other waste bins. The minutes were unanimously approved.
- 7. To receive a report from District Cllr Tim Hoskin:**
Cllr Hoskin was not present.

Standing orders suspended for public participation

8. Comments from members of the public:

A resident advised that there is fly-tipped rubbish at the bottom of Fanshaws Lane and on Pembridge Lane. Cllr Roberts will report both to the Herts County Council reporting portal.

It was noted that car parking at Bayford Station has increased along the highway, though not in the Parish it was discussed as being dangerous. It was agreed that the Clerk would contact the Local PCSO on the matter.

A resident informed the PC that she has spoken to District Cllr Tim Hoskin (Green Party) regarding the infrequent bus service from the Parish to Hertford Town Centre on certain days of the week. The resident is also discussing the increased number of waste bins that the Parish is due to have with Green Party members, because some properties do not have the physical space for 5 waste bins. Discussions are ongoing.

Standing orders reinstated from here

9. OPEN SPACES

9.1 To update on the Defibrillator location in Wormley West End:

Cllr Roberts advised that there is no progress but will get in touch with the owner of the Woodman & Olive pub again to discuss.

9.2 To update on the purchase of the Village Green:

Cllr Roberts advised that the PC believe they maybe close to exchanging contracts albeit no date has been confirmed. The re-register of title is in progress and considered to be nearly complete. Work is ongoing between the relevant solicitors.

9.3 To update on ditch clearing:

Cllr Roberts advised that there is no progress to date, though he and Cllr Alistair Whitaker will organise to carry out the work in due course.

9.4 To update on signage to help rid of fly tipping:

Cllr Roberts has ordered signs to discourage fly-tipping on Back Lane which will be delivered this week and will erected at either end of the road to try to discourage any further fly-tips.

9.5 Update on fencing replacement surrounding the Village Green:

The project has not commenced to date. Work will be started in due course.

9.6 To discuss tree maintenance requirements on the Village Green:

Cllr Roberts reported that one of the large oak tree large branches has fallen to the ground and the poplar trees may need maintenance. Cllr Roberts will obtain quotations for maintenance work and will add some signs to the area surrounding the fallen branch for users to stay clear of the area for the time being.

10. FANSHAWS ROOM COMMITTEE

10.1 To receive the latest minutes:

Linda Ashley advised that whilst no official meeting has taken place since the last PC meeting, she thanked all those involved in the VE day celebrations held in conjunction with the Farmers Boy. Cllr Roberts noting that the FRC in addition to providing on the day assistance had also made a financial contribution towards to overall cost of event.

Brenda Lambie advised that one of the village hall heaters is not working and will be replaced. The kitchen tap has been repaired along with the leak in the gents WC .
Hall Bookings are healthy.

11. LOCAL CRIME

11.1 To receive a report on incidents of local crime:

The Clerk had circulated the latest report for April prior to the meeting, in which there were no recorded crimes.

PCSO Report:

The Neighbourhood Policing Team have seen a rise in Burglaries across rural area's particularly across the EAST side and have proactively produced night time patrol strategies across the rural area's to help prevent further offences.

There has been an increase also in vehicle related crime including Theft of Motor vehicles. At the recent Priority Setting Forum meeting in April, a review of the past 4 months priority of Hare coursing and poaching has seen a reduction in this type of offence due to increased rural patrols in company with the ROST team. The better, dry weather may also have had an impact as several calls to Broxbourne Woods have identified an issue with off-road vehicles. Police have progressed investigations in the area and have identified one of the riders, further enquiries are in hand.

The new priorities are due to be set for the next 4 month period in early May 2025.

With the clocks going forward and lighter evenings, we will continue proactive patrols of local parks and other areas that may be susceptible to antisocial behaviour.

If you need to report a crime in progress, please call 999, for all others please use 101 or online reporting <https://www.herts.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

The Herts Connected system delivers Hertfordshire police's crime alerts. Registered local residents can receive the latest crime or emergency updates and alerts, as well as information about policing events in your area. Local residents can get involved in helping to make their local area a safer place, tell us what police should be doing in their area, shape the initiatives that help to keep people and property safe, and tell us what matters are causing local communities harm.

The more residents that register, the better informed and safer our communities will be.

We would be most grateful if you could continue to share the link below in any parish communications, and especially on social media, to encourage as many local residents as possible to sign up.

<https://www.hertsconnected.co.uk/>

12. PLANNING

12.1 To receive the latest planning report & discuss applications:

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

Cllr Roberts briefly went through the new applications.

12.2 To discuss recent applications, any new planning enforcements & progress on any outstanding:

Outstanding enforcements were discussed, though it was noted that an update had not been received by the Clerk from the Senior enforcement officer in time for the meeting. It was, however, noted that the PC have received information that an injunction date has now been set in the High Court for the outstanding mobile home enforcement case.

13. TRANSPORT & HIGHWAYS

13.1 To discuss and report on any issues arising:

Cllr Amanda Whitaker advised that there is a road closure from 24-26th July on the junction of Monks Green Lane and Bellmouth between 9.30 and 2.30pm for surface dressing.

There will also be a road closure in White Stubbs lane at junction with Ashdene Road on the same dates.

14. ENVIRONMENT

14.1 To update on the Environmental Improvement Grant Scheme:

Cllr Roberts advised that there is no update but will speak to the residents involved to ascertain where the project is at.

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

See item 14.1

15. FINANCE

15.1 To approve the financial statement and payment of accounts:

The Clerk had circulated the latest Accounts Summary prior to the meeting. These were unanimously approved.

Jean Retallick's (PC Litter Picker) rate was discussed, noting that there is now an extra waste bin to collect from. Cllrs agreed and unanimously approved to increase Jean's rate to £175 six times a year and paid prior to each official minuted PC meeting.

15.2 To receive & approve the Internal Audit:

The Clerk had been working on the paperwork for the internal audit with the PC's internal auditor Janet Pearce. The Clerk had circulated the report prior to the meeting. The report was unanimously approved.

15.3 To receive and approve the External Audit and sign associated paperwork:

The Clerk explained that she had been working on the figures for 2024-25 AGAR statutory requirements for the External Audit. The forms are complete and have been checked also by the PC's internal auditor Janet Pearce. The Clerk had circulated the report prior to the meeting. The completed forms and paperwork were unanimously approved. Cllr Roberts signed the relevant paperwork.

16. Matters for future consideration:

Add to agenda – to re-discuss making Parishioner Beryl Matthews an Honorary Freeman of the Parish

Add to Agenda – to re-discuss possible traffic calming measures in Wormley West End

Add to Agenda - to re-discuss the clearing of land on the Golf Course land

17. Confirmation of the dates of the next meeting: Thursday 24th July 2025 at 7.30pm

Approved.

18. To close the meeting:

Cllr Roberts closed the meeting at 9.05pm