



BRICKENDON LIBERTY PARISH COUNCIL

Parish Clerk: Laura Brooks-Payne
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Minutes of the ANNUAL MEETING OF THE COUNCIL held on Thursday 21st May 2026 at 7.30pm at Fanshaws Room, Brickendon Lane, Brickendon Liberty.

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

NOT PRESENT: None

IN ATTENDANCE: 3 members of the Public, Clerk – Laura Brooks-Payne

- 1. To elect the Chairman 26-27 & to receive the Chairman's declaration of Acceptance of Office:** Tony Roberts was nominated by Cllr Cosford. Seconded by Amanda Whitaker, Unanimously approved. Cllr Roberts signed the form.
- 2. To elect a Vice-Chairman 26-27 & to receive the Vice-Chairman's declaration of Acceptance of Office:** Hannah O'Donnell was nominated by Cllr Cosford. Seconded by Alistair Whitaker, Unanimously approved. Cllr O'Donnell signed the form.
- 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 had circulated most documents previous to the meeting.
Cllrs re-signed the Registers of interests Forms which were handed to the Clerk.
The Website accessibility document is still being worked on.
The Asset Register is a 'live' document. The Clerk will continue to update the Asset Register, and create a website Accessibility policy.
- 4. To adopt the Data Audit, Data Protection Policy and IT policy, previously circulated to Cllrs and required under the new 'Assertion 10' regulations for External Audit.**
The Clerk had circulated the new policies to Cllrs prior to the meeting. As part of the new 'Assertion 10' (additions as part of the External Audit procedures related to GDPR and Data Protection) documents part of the Audit, the PC need to have these documents in place. The documents had been read by Cllrs and were unanimously agreed and approved.
- 5. To receive apologies for absence and approve:** Cllr Tim Hoskin and Linda Ashley.

6. To receive declaration of interest and dispensation: None

7. To approve minutes of Parish Council meeting on Thursday 26th March 2026:
Date amended and unanimously approved. It was noted that the grass surrounding the memorial benches has been trimmed. No one had attended the last Bayford PC meeting. The bench on the village green has been repaired.

8. To receive a report from District Cllr Tim Hoskin: Cllr Hoskin had given his apologies, though had sent the following report to the Clerk:

Local Government Reorganisation - we are still awaiting the outcome of the decision from central government but the recent decisions for neighbouring districts have chosen the larger number of divisions. So for Hertfordshire that would mean 4 unitary authorities. In any event and under and of the options ie 2,3 or 4 unitary authorities East Herts will be linked with Broxbourne District and a series of discussions have started to be established between the two organisations. The outcome of the government decision is still expected to be in late summer 2026.

The current East Herts District Plan was approved in 2018 and is now starting a process where it will be refreshed/renewed over the period from now until 2028. This represents a huge amount of work for the district team, and we will start to see public consultations starting soon. A town and parish council forum is planned to go through this process. More information shortly.

Standing orders suspended for public participation

9. Comments from members of the public: A resident advised that he will do some research on a possible bench for the path up to the village from the station and will bring the information to the next meeting.

Standing orders reinstated from here

10. OPEN SPACES

10.1 To update on the Defibrillator installation in Wormley West End & Replacement of obsolete units: Cllr Roberts reported that the instal is now complete. Two units are becoming obsolete. The Clerk will research grants and prices for two new units.

10.2 To update on the purchase of the Village Green: Cllr Roberts advised there is no update since the last meeting.

10.3 To update on ditch clearing: Cllr Roberts explained that lack of time has meant that this has been progressed.

10.4 To update on the Tree Maintenance work on the Green: Cllr Roberts reported that the PC have responsibility for keeping the trees on the village green healthy and safe for the public. Work has been completed on some of the poplars and the oak trees.

10.5 To update on possible remedial work on path to station and addition of benches: Cllr Roberts reported that the path was affected in the winter months by unusual amounts of rain fall but remedial work is not necessary currently. See also agenda item number 9.

11. FANSHAWS ROOM COMMITTEE

11.1 To receive the latest minutes: Brenda lambie read the last set of minutes. See addendum.

12. LOCAL CRIME

12.1 To receive a report on incidents of local crime:

The clerk had circulated reports for March and April prior to the meeting.

March: No reported crimes.

April:

24/04/2026 Criminal damage to vehicle – White Stubbs Lane

28/04/2026 Possession of nitrous oxide – White Stubbs Lane

See also Addendum.

It was discussed and agreed that the Clerk will email the PCSO team to thank them for their work.

13. PLANNING

13.1 To receive the latest planning report & discuss applications: The Clerk had circulated the latest summary prior to the meeting. These were briefly discussed.

13.2 To discuss planning enforcements & progress on any which are outstanding:

The Clerk had circulated the latest summary prior to the meeting. These were briefly discussed.

14. TRANSPORT & HIGHWAYS

14.1 To discuss and report on any issues arising:

Hertfordshire Road Safety Strategy Consultation (HRSSC) – It was noted that the consultation is in progress and can be viewed on HCC website.

Cllr Amanda Whitaker reported various Parish road closures from 13 -17th July for Affinity Water. Cllr Alistair Whitaker advised there is a road closure from 26 -27th May in Ashdene Road.

14.2 To update on possible traffic calming measures in Wormley West End: Cllr

Roberts reported that the details previously had been sent to Cllr Kaye are now with Cllr Hoskin who is looking into the matter for the PC.

14.3 To update on installation of EV Chargers in the Parish: Cllr Roberts advised that there is no update but will chase by email.

15. ENVIRONMENT

15.1 To update on the "naturalisation" of areas on the village green: Cllr Roberts reported that two areas have been cleared. The seeds have now been obtained from East Herts free of Charge and work is ongoing.

16. FINANCE

16.1 To approve the financial statement and payment of accounts: The Clerk had circulated the 25-26 and the start of 26-27 accounts account's summaries to Cllrs. These were unanimously approved. Unanimously approved.

16.2 To receive internal audit report: Clerk had circulated the Internal Auditors report. It was noted that due to the new 'Assertion 10' (see also item 5), requirements the tick box on this part of the Audit regarding IT had been ticked as 'No'. When the documents are finalised and sent to the External Auditors, the Clerk will advise that the PC are already working on the recommendations as well as requirements for Assertion 10. Unanimously approved.

16.3 To approve the Annual Governance Statement 2025/26 (AGAR Form Section 1): Unanimously approved.

16.4 To approve the Accounting Statement 2025/26 (AGAR Form Section 2): Unanimously approved.

16.5 To approve the date of the Period of for the Exercise of Public Rights: Dates approved 25th May to 6th July 2026 (30 consecutive working days. Note – 1 bank holiday in this time)

16.6 To approve the date the Notice is to be published on the Councils website: 25th May 2026

17. Matters for future consideration:

Internal Audit Recommendations.
Website Accessibility Policy
New Defibrillator costs

Current Website host retirement

- 18. Confirmation of the dates of the next meeting:** Date approved -Thursday 23rd July 2025 at 7.30pm.
- 19. To close the meeting:** Cllr Roberts closed the meeting at 8.45pm

ADDENDUM

Fanshaws Room Committee AGM Thursday 30th April at 7.00pm in Fanshaw's Room

Circulation: Linda Ashley (Chair), Brenda Lambie (Hall) Robert Williams (Treasurer) Alison Blakey (Secretary) Lawrence Price (Environment) Jean Retallick, Tony Roberts, Rachel Drury, Pam Yates, Sally Haselden, Rose Dye, Becky Slater, Laura Brooks-Paine and all Parish Councillors

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

Minutes approved.

No matters arising

Chairs Report

The last AGM was held in 2024

D-Day Memorial was held on 10th May beginning with a short outdoor service at the church then a walk to the Farmers Boy to commemorate the day. Villagers supplied sandwiches and scones and as it was a hot sunny day tables and flags were set out in the pub garden. This was followed by the lighting of the beacon on the Green donated by ATBone.

8th June Summer BBQ on the Green, with music. Once again the weather was good and it was well attended.

Brickendon Fete was held on 1st September. All went well with some profit. Thanks were given to Tony, Pam, Sally, Lawrence and all those who helped.

Children's Christmas Party was held at the Hertordshire Zoo. They all had a lovely time. Thankyou to Amanda and Becky for sorting the presents and John Lambie for being Father Christmas.

OAPs Christmas lunch was held at the Farmers Boy our thanks go to them. Those who couldn't attend were given a hamper, thanks to Hannah from Blackfields.

There was a Christmas tree on the Green. Sourced and put up by Hannah and her father David.

2025 (there was no AGM)

Brickendon fete was held on 7th September. The weather was good and there was a reasonable profit.

14th December. There was a Nativity Play at the church, organised by the Farmers Boy, all parts played by villagers. It was well attended and much enjoyed. Afterwards there was a candlelight walk to the Farmers Boy for refreshments. Carols were sung at the lighting of the Christmas tree. The tree was again sourced by Hannah but moved closer to the village sign on the Green.

Children's Christmas Party was held at the Hertfordshire Zoo and again was a success. Amanda and Becky organized the presents again.

OAPs lunch was at the Farmers Boy and hampers were given to those who couldn't attend.

Treasurers report

For the year ending 28th February 2026 there was a deficit of £977.

After the large events of previous years (Jubilee, Coronation etc.), we only had one event, VE Day which was at the Farmers Boy.

The income from the hall is good but has been reduced because there was only one election. Unfortunately, the expenses have now exceeded income mainly due to electricity and insurance price increases. There will not be an election this year.

Tennis Court income exceeded costs, while this is to be welcomed it may be due to delayed payment from the previous year.

There were repairs to the Hall's roof and gutter but this cost was shared with the Hall's neighbour.

The fete had a surplus of £3300.

A donation of £650 each was made to CHIPS and The James Foundation.

We end the year with net assets of £16,551.

Robert stated that if there was another big expense for the hall there would not be enough money in the coffers to pay.

Tony added that Laura may be able to get a better price for insurance.

Hall report

Bookings and expenses have remained about the same as previous year. Robert deals with the regular costs e.g. insurance, electricity and community charge.

Brenda purchases day to day items, cleaning products, booking diary, toilet tissue.

The cleaner has increased her hourly rate from £10 to £15. The hall is cleaned fortnightly at a cost of £45 per month.

There have been no extraordinary expenses this year however the broken wall heater will need replacing and they are quite costly. The outside window frames will need repainting but Brenda thinks any redecorating can wait another year.

Booking cost has remained the same, £10 per hour for residents, £15 for non-residents. There is still a regular booking from North Road Cycle Club on Tuesday evenings during the summer plus some weekend bookings for particular events such as time trials. Other cycle clubs also use the Hall a few times a year. The other regular booking is the Pilates group on Tuesday morning which does include some local participation. There is a music group that now uses the Hall several times a year but apart from these hirers are mostly one-off events such as children's parties and meetings such as Clementsbury Residents Association. There have been no elections

in the area so far this year, which is a shame as they provide a useful day's income, the Hall being open from 6am until well after polling closes at 10pm. Fanshaws Hall is on the East Herts Village Halls list but our Hall is too small for most commercial events.

Payment is usually made by BACS or cash, rarely by cheque. Brenda now needs to check with Robert that payment has been made and occasionally chase people for payment. Cash is useful as Brenda can buy cleaning products and small items.

Brenda needs to travel to WGC or Hoddesdon to deposit excess cash.

Brenda thinks the present system works and provides an income which keeps the Hall in good order while remaining a useful village asset. If the Parish Council felt the need to run a more commercial exercise a great deal of thought would need to be given to an online booking, entry and payment system which would need to be monitored.

However, while things remain the same Brenda is prepared to continue to manage the Hall for another year.

Election of officers

Linda Ashley – chair - proposed by RW, seconded by TR

Robert Williams - Treasurer - proposed by TR, seconded by BL

Brenda Lambie – Hall - proposed by LA, seconded RW

Secretary - no one proposed.

Environment – Lawrence Price - proposed TR, seconded RW

AOB – none

Fanshaws Room committee meeting followed immediately after the AGM

Fanshaw's Room Committee Meeting Thursday 30th April 2026 (held immediately after the AGM)

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

Apologies for absence: Lawrence Price

Minutes of previous meeting

Minutes approved.

Matters arising

None

Summer Events

It is now very important that Fanshaw's Room makes a profit on village events. Pre Covid 2020 Fanshaw's Room village socials made a little money on the BBQ, bar and raffle plus it charged a small amount to attend. Since 2020 Fanshaw's Room used the Government Covid Grants to hold various FREE Village Social Events. This money has now been spent. Many village events are now held in conjunction with The Farmers Boy but Fanshaws does not make any money from these events. It was suggested that FR could hold a fundraising event with

the FB, perhaps a Bingo night with raffle. The committee agreed and Tony will discuss with Rachel and report back at the next meeting.

Village Fete – Tony

The committee has chosen a new music group to perform at the fete, as the previous groups are unavailable this year.

Getting donations for the Tombola has been difficult in the past. This year a basket will be kept at the pub to receive donations, wine, chocolates, bottles, anything suitable.

The group that has run the dog show are unable to help this year but Tony has found a substitute.

Linda has contacted the Police but not the Fire Dept yet.

The Cadets have been booked.

AOB

Brenda is working on the Newsletter which will advertise the fete and ask for donations.

Next meeting will be held on Thursday 18th June 2026 in the Farmers Boy.

Meeting closed at 7.58pm

POLICE MATTERS

Other news and updates:

The Neighbourhood Policing Team have continued to police the area consistently over the last month. We will be setting new priorities shortly which will probably include flytipping as we have had several reports over the last few weeks but after fast time investigations we have had some good results.

Current priorities:

BUNTINGFORD: Youth related ASB in the Town Centre Friday to Sunday from 15:00pm – 21:00pm

EH RURALS: Hare Coursing & Poaching between Buckland and The Pelhams weekday evenings from 18:00pm and weekends

The team continue to engage in regular pro-active operations, including:-

- Op Galileo – Focused patrols to deter and detect rural-specific crime.
- Op Quadro – Intel-led patrols and stops of people and vehicles of interest.
- Op Ceroc – Patrols, seizures, recovery, and intel-gathering related to the illegal use of nuisance off road bikes and related vehicles.
- Op Attitude – ASB patrols in Buntingford for high visible presence, intel gathering and crime prevention.

These operations have led to the disruption of fly-tippers, hare coursers, the arrests of drug drivers, drug seizures, the recovery of stolen vehicles, and seizure and disposal of nuisance vehicles.

The residents of Little Berkhamsted have highlighted an ongoing problem with overweight HGV's passing through the village. Active patrols have been carried out with several drivers spoken to. Letters have also been sent to the offices of several local haulage companies reminding them of the weight limit restrictions.

Hertford Heath school has asked for support dealing with issues in the local park. A vulnerable teenager is encouraging others to engage in anti social behaviour. The local neighbourhood team will be carrying out a street meet to talk to local residents regarding this.

The constabulary are particularly keen for local people to give us feedback on policing via the Herts Connected surveys. We will be looking to set our policing priorities for the upcoming quarter and would very much appreciate if you could share the link and QR code below on social media:-

<https://bit.ly/hertspolice-psf>



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/>

Your cooperation is very much appreciated.

Additional Crime Prevention Advice can be found via this link:

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

East Herts Rural Highlights Video 2024-25

<https://youtu.be/bnf6PE4uuvc?feature=shared>