

Little Berkhamsted Parish Council

MINUTES of a meeting of Little Berkhamsted Parish Council
held on Wednesday 21 May 2014 at 8.00pm in Little Berkhamsted Village Hall

PRESENT: Cllrs C Nunn, E Hunter, W Walshe, R Chaplin, R Pegg, W Morris
In attendance: the clerk, T Brindley.

1. Election of Chairman

Retiring chairman Cllr C Nunn called for nominations for the office of chairman. Cllr Richard Chaplin was nominated and seconded as chairman for the civic year 2014-15. There being no other nominations, Cllr Chaplin was elected unopposed. Cllr Chaplin signed the Declaration of Acceptance of Office and took the chair.

2. Election of Vice Chairman

Cllr Elaine Hunter was nominated and seconded as vice-chairman for the civic year 2014-15. There being no other nominations, Cllr Hunter was elected unopposed.

3. Employment Committee

Cllrs Chaplin, Nunn and Bailey were appointed to the Employment Committee

4. Little Berkhamsted Recreation Committee

Cllrs Hunter and Morris were elected to be representatives on the Little Berkhamsted Recreation Committee

5. Other external appointments

There were no other appointments but Cllr Nunn explained that any member could attend the meetings of the Water Hall Liaison Committee and Highways Liaison Panel.

6. APOLOGIES FOR ABSENCE

Cllr M Bailey had given apologies, as she was on holiday.

7. CHAIRMAN'S ANNOUNCEMENTS

7.1. Members were reminded that any declarations of interest should be made immediately preceding the item to be discussed.

7.2. The chairman thanked Cllr Nunn for his many years as chairman of the council.

8. MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the meeting of 19th March be confirmed as a correct record and signed by the chairman.

9. ACTIONS AND ONGOING MATTERS

9.1. The clerk advised that he had now received the new electoral roll and that members may obtain a copy by making a written request (email acceptable).

10. FINANCE

10.1. The financial statement to 30th April 2014 was received and noted.

10.2. It was **RESOLVED** that two payments made since the last meeting and nine payments now due, be approved. See attached list.

11. ANNUAL RETURN

- 11.1. Members noted the Internal Auditor had approved the accounts without comment.
- 11.2. The terms of reference for the Internal Auditor were approved.
- 11.3. The effectiveness of the Internal Audit process was reviewed and found to be satisfactory.
- 11.4. The accounts for the year ending March 31st 2014 were approved and the chairman was authorised to sign the Statement of Accounts.
- 11.5. The chairman was authorised to sign the Annual Governance Statement.

12. HALL, COTTAGE AND OPEN SPACES

- 12.1. The clerk reported that the replacement front door for the cottage had been installed.
- 12.2. The clerk reported EHDC had granted conservation area approval for tree work at the recreation ground and that he would obtain quotes for the work which was planned for the autumn.
- 12.3. The clerk advised that EHDC had announced a grant fund to assist Village Halls. It was **RESOLVED** that the council would work with the Recreation Committee to make an application. A quote had been received for internal repair work. Cllr Pegg agreed to forward quotes for the external repair work.
- 12.4. Members **RESOLVED** that, due to the specialist nature of the work concerned, the council would waive procurement rules and seek a quotation for cleaning the war memorial from the contractor which had carried out the work previously. The clerk was instructed to obtain necessary permissions from EHDC. The clerk was instructed to investigate a grant from the War Memorials Trust.
- 12.5. Cllr Pegg had observed storm damage to a branch on an oak tree at the far end of the recreation ground.
- 12.6. Cllr Morris had observed damage to the roof of the Cricket Pavilion. Cllr Nunn explained that while the council owned the pavilion, the cricket club held a full repairing lease. Cllr Morris agreed to bring the damage to the attention of the cricket club chairman.

13. HIGHWAYS

- 13.1. The resurfacing of the length of Church Road from the shop to the junction (financed from County Councillor Ken Crofton's Highways Locality Budget) had been completed. Members **RESOLVED** to thank Cllr Crofton for facilitating this work.
- 13.2. Members noted that no work had been undertaken to resolve the flooding issue on Robins Nest Hill. It was noted that the mild winter had helped prevent the serious incidents of skidding from previous winters.
- 13.3. Members were reminded to report highways faults using the County Council web site (<http://www.hertsdirect.org/services/transtreets/highways/honlineservices/hfr/>) or by telephone on 0300 1234 047.

14. RECREATION COMMITTEE

- 14.1. Cllr Hunter presented a report from the Recreation Committee. A piano had been donated but it was as yet undecided whether to keep it.
- 14.2. The Village Fete and Craft Fair will take place on Sunday 13th July.

15. PLANNING

- 15.1. The planning report was noted.
- 15.2. **3/14/0819/FP** Robins Nest Farm , Robins Nest Hill
Members **RESOLVED** to object on the grounds of the extension being disproportionate to the existing building and being inappropriate development in the green belt.
- 15.3. The council **RESOLVED** to comment on the East Herts Draft District Plan in support of the proposal to designate Little Berkhamsted as a Group 3 village with a presumption against further development.

16. MINERALS AND LANDFILL

16.1. Members awaited the result of the Bedwell appeal which would be dealt with by written submission.

16.2. Members were advised that an appeal by the owners of Water Hall was expected but had not been yet been lodged.

17. QUESTIONS FROM MEMBERS

The clerk was asked if there had been any response to the call for expressions of interest in becoming a parish councillor which had been included in the Chairman's Annual Parish Report. The clerk advised he had receive one response and had replied that the next elections would be in May 2015 but that should a vacancy arise before then, the post would be advertised in accordance with the council's vacancy policy.

18. MATTERS TO NOTE inc MATTERS RAISED AT THE ANNUAL PARISH MEETING 7TH MAY 2014

18.1. Hedges on the B158. Members agreed to investigate land ownership as a preliminary to asking for the hedges to be trimmed.

18.2. It was reported that BT had solved the problem raised by the resident who had been experiencing an outage of internet connectivity.

18.3. Clearance work at The Danes. This property is covered by Conservation Area constraints. The clerk was asked to furnish all members with information regarding restrictions on tree work in a conservation area.

19. CORRESPONDENCE

The following correspondence was brought to member attention:

- Hertfordshire County Council divisional boundary review.
- CPRE magazine
- Hertfordshire Historic Buildings Preservation Trust newsletter
- HAPTC executive committee nomination forms
- Clerks and Councils Direct newsletter

All other relevant correspondence had been forwarded to members.

The Chairman closed the meeting at 10.00 pm.

Signed

Date

Little Berkhamsted Parish Council

Payments made in April

01/04/2014	Flying Moth	Broadband	*#	so	60.00	0.00	60.00
	Total				60.00	0.00	60.0
01/05/2014	Flying Moth	Broadband	#	so	60.00	0.00	60.00
21/05/2014	Paul Curson	Litter	#	001092	42.00	0.00	42.00
21/05/2014	T Brindley	Clerk Expenses		001093	70.01	4.36	74.37
21/05/2014	G Irwin	Web services		001094	365.00	0.00	365.00
21/05/2014	Callprint	APM printing		001095	41.67	8.33	50.00
21/05/2014	HCC	Rec Committee purch		001096	1027.78	205.55	1233.33
21/05/2014	Fusion	Open Spaces		001097	56.00	11.20	67.20
21/05/2014	Zurich	Insurance		001098	911.52	0.00	911.52
21/05/2014	HAPTC	Subscription		001099	304.71	0.00	304.71
21/05/2014	CDA Herts	Subscription		001100	30.00	0.00	30.00
21/05/2014	Karen Murphy	Internal Audit		001101	80.00	0.00	80.00
	Total				2988.69	229.44	3218.13

* = approved at previous meeting

= already paid