

Little Berkhamsted Parish Council

MINUTES of a meeting of Little Berkhamsted Parish Council
held on Wednesday 17 September 2014 at 8.00pm in Little Berkhamsted Village Hall

PRESENT: Cllrs R Chaplin (Chairman), E Hunter (Vice Chairman), C Nunn, W Walshe, M Bailey R Pegg and W Morris

In attendance: 25 members of the public, PCSO S Brooks, PCSO A Higham, D Cllr L Haysey, the clerk, T Brindley.

39. APOLOGIES FOR ABSENCE None

40. DECLARATIONS OF INTEREST None

41. MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the meeting of 16th July be confirmed as a correct record and signed by the chairman.

42. MATTERS ARISING None

43. PUBLIC PARTICIPATION None

44. CHAIRMAN'S ANNOUNCEMENTS

44.1. The chairman proposed and council agreed that the public would be allowed to contribute to the discussion on the village survey.

44.2. The chairman proposed and council agreed that items 8 and 10 be taken after item 12.

45. STANDING ORDERS (See minute 32)

45.1. It was noted that the agenda for this meeting followed the revised format as agreed at the previous meeting. It was agreed that this format would be adopted for future meetings.

45.2. The decision to adopt an amended set of standing orders was deferred to a later meeting when a paper listing changes to standing orders consequent on adopting the new format would be tabled.

46. COUNTY BUS SURVEY

46.1. Members considered a response to the county bus survey. Members agreed not to respond as the changes only affected Sunday services, and no such services are currently provided in the parish.

47. CONSERVATION AREA REVIEW

47.1. Cllr Chaplin declared a disclosable interest as his house is recommended for listing as being in the curtilage of a listed building. He therefore took no part in the debate.

47.2. Members **RESOLVED** to support the recommendations in the East Herts Conservation Area Review.

48. FINANCE

48.1. The financial report to 31st August was accepted.

48.2. Five payments made and eleven payments due were approved. See attached list.

49. PLANNING APPLICATIONS

49.1. The planning report was noted.

49.2. No new applications had been received.

50. VILLAGE SURVEY

- 50.1. The chairman introduced his report on the findings of the village survey (*annexed to these minutes*).
- 50.2. The parish comprises of about 200 houses with around 350 adults and 150 children.
- 50.3. Responses had been received from residents in 46% of the properties.
- 50.4. The responses had been ranked for Importance and effectiveness of current delivery. The difference between these two rankings was used to give a priority ranking.
- 50.5. The top five priorities were:

Topic	Seen as an essential priority	Delivered completely or to a great extent	Difference in ranks
Connectivity (Broadband)	90% Rank 1	4% Rank 20	-19
Traffic calming measures	58% Rank 6	4% Rank 20	-14
Low levels of theft	88% Rank 2	27% Rank 12	-10
Needs of pensioners catered for	50% Rank 9	8% Rank 19	-10
Needs of teenagers catered for	37% Rank 14	3% Rank 22	-8

- 50.6. The chairman recommended and it was agreed that 18 new working groups be set up to research the topics in more detail, explore options and then bring recommendations to future meetings of the Council.
- 50.7. Survey responses indicated that all 18 groups have at least ten residents wishing to join with an average of 20 residents and some as many as 40.
- 50.8. Linda Haysey requested that groups take into account relevant district and county wide initiatives.
- 50.9. The chairman invited comments from members and the public.
- 50.10. Public comment: Concern at the size and weight of vehicles using Lower Hatfield Rd. Vehicles approaching Bunkers were unable to pass and frequently blocked the road. Cllr Nunn advised that if the quarry operations ceased as in the current planning permission the problem would reduce significantly but if the appeal was granted the operations would continue until at least 2020.
- 50.11. The chairman invited the police to address the issue of crime and theft. He noted that over 40 residents had indicated a willingness to help in a neighbourhood watch scheme.
- 50.12. PCSO Amanda Higham addressed the council. The OWL (Online Watch) scheme was recommended as the best method to receive updates on crime. This could be received by email or voicemail (to a landline phone).
- 50.13. In response to a question on how to inform the police of a crime, PCSO Higham advised that if the crime was in progress to call 999 but if the crime had occurred previously, or for any other concerns, call 101.
- 50.14. The police confirmed that additional schemes such as Dog watch, Horse watch and Rural watch were active.
- 50.15. In response to a question on why crimes were not reported in the local press, PCSO Higham advised that names of crimes were only reported where the victim had agreed to publicity.
- 50.16. Cllr Hunter asked for more information on the schemes mentioned and PCSO Brooks agreed to send this information.
- 50.17. PCSO Sally Brooks informed the council of the Police and Crime Commissioner's initiative on Drive Safe, where the public can get involved in reporting traffic offences.
- 50.18. The police were thanked for their contribution and received a round of applause.
- 50.19. The shop had been marked as the third most importance topic in the village but as it was also marked very high on current effectiveness it did not rank high in the list of priorities. Cllr Haysey advised that it could be added to the register of community assets held by East Herts Council. This would mean that, if the owner expressed a desire to sell the property, such a sale would be blocked until the community had been given six months to purchase it.

- 50.20. The chairman noted that 65% of respondents indicated they never referred to the Parish Council website.
- 50.21. The survey had indicated that 32 new clubs would have at least five residents as participants, with a further 20 new clubs with less than five residents. For 12 of the 32 clubs, residents had volunteered as co-ordinators.
- 50.22. A member of the public requested that clubs be held in the daytime to encourage participation by the elderly.
- 50.23. The chairman reported he knew of a volunteer to help design a new residents' welcome pack.

51. WORK PROGRAMME

51.1. NOTICE BOARD

- 51.1.1. The clerk presented a report on replacing the notice board in Little Berkhamsted. The poor condition of the notice board had been commented on in the conservation area review.
- 51.1.2. Members **RESOLVED** to purchase a new notice board with the proviso that it was made from genuine oak and that the lettering was engraved not stick on.

51.2. HALL REPAIRS

- 51.2.1. Damage to the floor and the cupboard doors and locks had been completed.
- 51.2.2. A report on the sub floor was awaited.
- 51.2.3. Quotes were still required for external works
- 51.2.4. It was **RESOLVED** to apply to East Herts Council for a capital grant in the name of the parish council.

51.3. WAR MEMORIAL

- 51.3.1. Three quotations had been received and following consultation with members and East Herts Council the clerk had accepted the lowest quote.
- 51.3.2. A grant application had been made to the EHDC fund for restoration of historic buildings.
- 51.3.3. EHDC had indicated that cleaning and repairs could proceed in advance of a grant decision.
- 51.3.4. The war memorial cleaning was completed.
- 51.3.5. The mason's report on further works was yet to be received.

51.4. TREE PRUNING

- 51.4.1. Three quotations had been received, which varied considerably. The clerk suggested that the lowest quotation had under estimated the amount of work.
- 51.4.2. Members **RESOLVED** to accept the quotation from PR Newson.

52. HALL, COTTAGE AND OPEN SPACES Nothing to report

53. HIGHWAYS

- 53.1. Members asked the clerk to obtain a copy of the Integrate Works Programme.
- 53.2. Members reported that water continued to flood Robins Nest Hill and were concerned that nothing had been done to prevent the formation of ice which caused serious accidents in 2012.

54. LITTLE BERKHAMSTED RECREATION COMMITTEE

- 54.1. Cllr Hunter gave a verbal report on the LBRC.
- 54.2. The committee had agreed to fund the purchase by the council of basketball posts and a new roundabout for the pay area, estimated cost of £635.
- 54.3. Road Safety boards. The boards, designed by local children in a competition, were being produced. The parish council would be asked to provide funding from the traffic calming reserve.
- 54.4. Recreation Ground: The sockets to take portable goal posts had been uncovered.

54.5. The chairman suggested that the Little Berkhamsted Recreation Committee should be guided by the results of the village survey, while acknowledging that the r Little Berkhamsted Recreation Committee was a stand-alone body, with its own constitution and officers, and was not a council committee.

55. MINERALS AND LANDFILL

55.1. The public enquiry into extending activity at Bunkers and Water Hall had been held and the inspector's report was awaited.

56. QUESTIONS FROM COUNCILLORS None

57. PARISH CLERK VACANCY

57.1. Members noted the parish clerk had tendered his resignation

57.2. Members agreed that the Employment Committee would oversee the recruitment and interview process and make a recommendation to council.

57.3. After debate it was agreed to set the closing date at 31st October.

57.4. It was noted that the clerk had also resigned from Hertingfordbury PC and members agreed a joint recruitment exercise, notwithstanding that each council reserved the right to appoint its own candidate.

58. CORRESPONDENCE RECEIVED AND NOT PREVIOUSLY CIRCULATED

58.1. All correspondence had been circulated.

59. MATTERS TO NOTE OR BE CONSIDERED AT FUTURE MEETINGS.

59.1. In 1066 the surrender of the English forces to the Normans was accepted at Little Berkhamsted. Members suggested that the 950th anniversary could be an event to celebrate.

59.2. It was noted that the town of Berkhamsted also lays claim to the surrender, but that Little Berkhamsted being near the county town and royal castle of Hertford has a stronger claim.

59.3. Members were asked to consider the 2015/16 budget.

59.4. Cllr Haysey advised that as part of the commemoration of the start of WW1, a travelling exhibition was going round the county, which included photographic records of war memorials (including Little Berkhamsted). The exhibition would then form a permanent archive on the University of Hertfordshire website.

The Chairman closed the meeting at 10.20 pm.

Signed

Date

Little Berkhamsted Parish Council

Payments made in July and August

				<u>CQ</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
01/07/2014	Flying Moth	Broadband	*#	so	60.00	0.00	60.00
16/07/2014	T Brindley	Clerk Expenses	*#	1106	41.46	3.91	45.37
16/07/2014	Fusion	Grass	*#	1107	56.00	11.20	67.20
16/07/2014	P Curson	Litter	*#	1108	63.00	0.00	63.00
16/07/2014	Little Berk. PCC	Glebe land rent (50%)	*#	1109	125.00	0.00	125.00
16/07/2014	BDO	Audit	*#	1110	100.00	20.00	120.00
31/07/2014	Fusion	Open Spaces	#	1111	236.00	47.20	283.20
01/08/2014	Flying Moth	Broadband	#	so	60.00	0.00	60.00
16/08/2014	P Curson	Litter	#	1112	84.00	0.00	84.00
16/08/2014	T Brindley	Clerk Expenses	#	1113	75.78	4.74	80.52
Total					901.24	87.05	988.29

Payments for September/October

<u>Date</u>	<u>Payee</u>	<u>Account</u>	<u>A/P</u>	<u>CQ</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
01/09/2014	Flying Moth	Broadband	#	so	60.00	-	60.00
17/09/2014	EHDC	Play Inspection		1114	46.55	9.31	55.86
17/09/2014	S Ash	Telephone		1115	51.00	-	51.00
17/09/2014	T Brindley	Expenses		1116	98.34	7.24	105.58
17/09/2014	R Chaplin	Chairman's Allowance		1117	100.00	-	100.00
17/09/2014	P Curson	Litter		1118	46.90	-	46.90
17/09/2014	PJS Building Services	Hall floor & cupboards		1119	620.00	124.00	744.00
17/09/2014	Fusion	Open Spaces		1120	28.00	5.60	33.60
17/09/2014	D Tonks	Admin		dd	19.50	3.90	23.40
17/09/2014	D Tonks	Clerk Salary		dd	786.24	-	786.24
01/10/2014	Flying Moth	Broadband		so	60.00	-	60.00
Total					2143.81	232.34	2376.15

Survey Results

Little Berkhamsted - Village survey 2014 (111 responses - 46% of all properties)	Seen as an essential priority		Delivered completely or to a great extent		Difference in ranks	Regular usage		Working party size
	Rank		Rank			usage	Never	
TOP PRIORITY								
Connectivity (broadband)	90%	1	4%	20	-19			46
Traffic calming measures	58%	6	4%	20	-14			24
Low levels of theft	88%	2	27%	12	-10			40
Needs of pensioners catered for	50%	9	8%	19	-10			18
Needs of teenagers catered for	37%	14	3%	22	-8			13
ROOM FOR IMPROVEMENT								
Low levels of pollution	66%	4	38%	8	-4			15
Needs of children/mothers catered for	40%	13	17%	17	-4			20
Active conservation of nature	56%	7	33%	10	-3			28
Low levels of noise (cars, planes, parties etc)	45%	11	26%	14	-3			15
BUSINESS AS USUAL								
Welcome pack for new residents	17%	20	12%	18	2			22
Accessible footpaths	64%	5	70%	3	2			29
Village shop	83%	3	97%	1	2	79%	1%	21
Adequate parking space	36%	15	27%	12	3			15
Low level of new developments	46%	10	39%	7	3			28
Pub/restaurant	56%	7	78%	2	5	25%	8%	21
Facilities for Informal sport (football etc)	17%	20	19%	15	5			14
Clubs for residents	11%	22	18%	16	6			
Village website	26%	17	33%	10	7	3%	64%	13
Church services	42%	12	67%	5	7	14%	32%	27
Pet-friendly	29%	16	38%	8	8			17
LOW PRIORITY								
Recreational activities (fete, quiz night, pantomime etc)	26%	17	55%	6	11			
Formal sport (cricket etc)	18%	19	69%	4	15			14
OTHER ASPECTS								
Bus service						5%	78%	
Notice boards (to stay in touch)						18%	23%	
Children's playground						20%	41%	
Playing field						27%	26%	
Village hall						6%	31%	
Cricket pavilion						3%	65%	
Co-operation with neighbouring villages								21

CLUBS WITH A CO-ORDINATOR (12)

- Walks (23)
- Theatre (15)
- Gardening (14)
- Jogging (10)
- Dogs (9)
- Wine (8)
- Knitting, crochet (7)
- Sailing (7)
- Cars (7)
- Cooking (6)
- Horses (6)
- Bird watching (5)

CLUBS NEEDING A CO-ORDINATOR (20)

- History of the village (19)
- Tennis (17)
- Books (17)
- Film (17)
- History of the county (14)
- Interesting local buildings (13)
- Pilates (13)
- Yoga (12)
- Classical music (11)
- Swimming (10)
- Cycling (10)
- Zumba (9)
- Painting (8)
- Pottery (7)
- Jazz (7)
- Flower arranging (6)
- Board games (6)
- Opera (6)
- Carpentry (5)
- Wood carving (5)