

Little Berkhamsted Parish Council

MINUTES of a meeting of Little Berkhamsted Parish Council
held on Wednesday 19 November 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: 5 members of the public, Ms Nina Villa, the Clerk, T Brindley.

60. APOLOGIES FOR ABSENCE None

61. DECLARATIONS OF INTEREST None

62. MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the meeting of 17th September be confirmed as a correct record and signed by the chairman.

63. MATTERS ARISING None

64. PUBLIC PARTICIPATION None

65. CHAIRMAN'S ANNOUNCEMENTS

65.1. The chairman proposed and Council agreed that the public would be allowed to contribute to the meeting.

66. APPOINTMENT OF CLERK

66.1. The Employment Committee had held a joint meeting with Hertingfordbury Parish Council on 3rd November and had interviewed two applicants for the post of Clerk, Proper Officer and Responsible Financial Officer.

66.2. The committee had unanimously agreed to recommend that Council appoint Nina Villa as the new Clerk to commence on 1st December.

66.3. The committee noted that the Council had been fortunate to have two excellent candidates.

66.4. It was **RESOLVED** unanimously to appoint Ms Nina Villa as the Parish Clerk, Proper Officer and Responsible Financial Officer.

66.5. It was **RESOLVED** that the chairman, in conjunction with Cllr Nunn, be delegated to negotiate a contract of employment with a view to Ms Villa commencing employment on 1st December 2014.

66.6. It was **RESOLVED** that current Clerk be paid until the end of December 2014 to facilitate a smooth handover.

66.7. It was **NOTED** that Ms Villa had also been appointed as Clerk to Hertingfordbury Parish Council.

67. FINANCE

67.1. The financial report to 31st October was accepted.

67.2. Three payments made in September and October and eleven payments due in November and December were **APPROVED**. See attached list.

67.3. It was noted that Recreation Committee had overpaid the Council for a grant towards the purchase of equipment and the Clerk had included a rebate of £863.33 (being the overpayment less the contribution due for the hall broadband and the annual hall rent).

67.4. The Clerk presented a draft budget. Members agreed to consider the budget and to feedback comments to the new Clerk in preparation for adoption at the January 2015 meeting.

68. PLANNING APPLICATIONS

- 68.1. No new applications had been received.
- 68.2. Two decisions and one appeal had been determined:
 - 68.2.1. The proposed new outbuilding at Jesmond Cottage had been refused.
 - 68.2.2. The proposed side extension at Bedwellbury had been approved with conditions.
 - 68.2.3. The appeal regarding the quarry at Water Hall had been partially successful.
 - 68.2.3.1. The appeal against refusal for new operations at Broad Green was dismissed.
 - 68.2.3.2. The appeal for an extension of works to 2017 at Bunkers had been upheld.
 - 68.2.3.3. The appeal for an extension of works to 2019 on the southern part of the site had been upheld.
 - 68.2.4. An appeal had been heard regarding storage of vehicles at Bedwell and the Inspector's report was awaited.
- 68.3. The planning report was noted.

69. WORK PROGRAMME

- 69.1. NOTICE BOARD
 - 69.1.1. The Clerk advised that the notice board had been delivered and was awaiting inspection.
 - 69.1.2. The Clerk was asked to arrange installation.
- 69.2. WAR MEMORIAL
 - 69.2.1. The war memorial had been cleaned and the works were completed satisfactorily and in time for the Remembrance Service.
 - 69.2.2. A grant application had been made to the EHDC fund for restoration of historic buildings.
 - 69.2.3. The Clerk reported he had been in protracted negotiations with the mason and East Herts Council conservation officers over the materials to be used for repair work. The mason has suggested using a mix of cement and Naturally Hydrated Lime (NHL) but EHDC was insisting on NHL.
 - 69.2.4. The Clerk advised he had specified NHL and had asked for a schedule of works but the quotation simply said 'repointing'.
 - 69.2.5. It was **RESOLVED** to commission a new survey of the war memorial from a suitably qualified surveyor and to draw up a new schedule that could be used to solicit fresh quotations.

70. REPORTS OF WORKING GROUPS

- 70.1. The Chairman reported on the many working groups that had been set up.
- 70.2. **Neighbourhood Watch** - April Barrett provided the Council with an update on progress to date. Nine street groups had been identified. Each street co-coordinator will act independently but Mrs Barrett will act as area co-ordinator.
- 70.3. **Connectivity** - Broadband connectivity remained the major concern. It was noted that continued pressure on the Connect Counties project team would be required.
- 70.4. **Traffic Calming** - The chairman reported that Paul Emery was leading on this. Mr Emery had already been lobbying for measures in Newgate Street and he had agreed to include the whole stretch from Newgate Street to Little Berkhamsted as this was essentially the same road.
- 70.5. **Pensioners** - John Milton addressed the Council. Mr Milton had found it hard to identify which residents were pensioners as he had no access to official records. Once he had identified the target residents he could then survey them to establish their needs. Members suggested transport was the major issue as the bus service was considered inadequate. It was noted that there is a Happy Bus serving Cuffley and it might be

possible to extend the scheme to Little Berkhamsted. Cllr Morris reported that East Herts District Cllr Mrs Haysey was leading a district wide initiative.

- 70.6. **New Residents** - Julia Taylor addressed the Council. She had made little progress as existing residents felt there was no issue while new residents said they would welcome an improved scheme.
- 70.7. **Youth** - The Chairman reported that Mrs Samantha Baker, together with an assistant, had agreed to run a youth club on Friday evening and the cricket club had agreed to allow the pavilion to be used. To date there were six teenagers attending the club. It was noted that Mrs Baker is properly qualified in child care.
- 70.8. **Nature Conservation** - Peter Hensen addressed the Council. He reported that the footpaths and bridle paths were well used but sometimes required maintenance. Fallen trees were a nuisance. The Clerk advised that the Highways Reporting fault line could be used as foot and bridle paths were highways. The faults could be reported on www.hertsdirect.org/faultreporting
- 70.9. **Neighbouring Villages** - The chairman reported that there was a good network among the churches, there was less dialogue among other groups. He had met with some neighbouring parishes to try to seek better co-ordination.
- 70.10. **Website** - Alexander Christie had started a review of the how the village could use technology to communicate. He would review the community website. It was noted that the current website is not run by the Parish Council although the Council does fund it.
- 70.11. **Sports** - The chairman had attended the Cricket Club AGM
- 70.12. Other working groups including: children, noise and pollution, church liaison, animals and parking had yet to report.

71. HALL, COTTAGE AND OPEN SPACES

- 71.1. The tenant had had the chimney swept and the sweep had noted that the chimney stack needed repointing. The Clerk had authorised the repairs.
- 71.2. The Clerk had received notification that Fusion Landscaping would charge £30 per cut (an increase of £2) from January 2015. It was noted that Fusion gave a good service and that the increase was acceptable.

72. HIGHWAYS

- 72.1. The Clerk had asked County Councillor Crofton for a copy of the Integrated Works Programme and had been directed to the Herts Highways website: www.hertfordshire.gov.uk.
- 72.2. Mr John Devine had lobbied Hertfordshire County Council Highways department and that as a result the gully on Robins Nest Hill had been cleaned.
- 72.3. It was reported that a large pot hole had appeared on Robins Nest Hill.
- 72.4. Mrs Celia Rochford addressed the Council and asked about missing roundels in Little Berkhamsted Lane.
- 72.5. The Clerk was asked to report the missing 30 mph speed limit sign on the approach to the village near the junction of Robins Nest Hill with Stocking Lane.

73. LITTLE BERKHAMSTED RECREATION COMMITTEE (LBRC)

- 73.1. Cllr Hunter gave a verbal report on the LBRC Annual General Meeting. The LBRC funds were healthy and several grants had been made. The committee was investigating static gym equipment for the recreation ground and a proposal to the Parish Council would be forthcoming.

74. MINERALS AND LANDFILL

- 74.1. The public appeal into extending activity at Bunkers and Water Hall had been held and the Inspector's decision is summarised in para 68.2.3 above.

75. **QUESTIONS FROM COUNCILLORS** - None

76. **CORRESPONDENCE RECEIVED AND NOT PREVIOUSLY CIRCULATED**

76.1. East Herts District Council had advised it was commissioning a housing needs survey.

76.2. All other correspondence had been circulated.

77. **MATTERS TO NOTE OR BE CONSIDERED AT FUTURE MEETINGS.**

77.1. Members were asked to provide feedback on the draft 2015/16 budget.

78. **CHEQUE SIGNING** Cheques approved for payment were signed.

The Chairman closed the meeting at 10.05 pm.

Signed

Date

Little Berkhamsted Parish Council

Payments for made in September/October

Date	Payee	Account	A/P	CQ	Net	VAT	Gross
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	734.00	-	734.00
01/10/2014	Flying Moth	Broadband	*#	so	60.00	-	60.00
20/10/2014	Fusion	Open Spaces	#	1122	84.00	16.80	100.80
20/10/2014	Paul Curson	Litter	#	1124	43.40	-	43.40
20/10/2014	PJS Building Services	Hall floor	#	1123	930.00	186.00	1,116.00
Total					2143.81	232.34	2376.15

* = Approved at last meeting # = already paid

Payments Approved

Date	Payee	Account	CQ	Net	VAT	Gross
01/11/2014	Flying Moth	Broadband	so	60.00	-	60.00
19/11/2014	T Brindley	Expenses	1127	55.22	9.14	64.36
19/11/2014	Burgess memorials	War memorial	1128	900.00	180.00	1,080.00
19/11/2014	Greenbarne	Notice Board	1129	1,217.16	243.43	1,460.59
19/11/2014	PR Newson	Tree pruning	1130	3,250.00	650.00	3,900.00
19/11/2014	Rec Committee	Rebate	1131	863.33	-	863.33
01/12/2014	Flying Moth	Broadband	so	60.00	-	60.00
15/12/2014	D Tonks	Clerk Salary (estimated)	dd	985.00	-	985.00
15/12/2014	D Tonks	Admin	dd	26.00	5.20	31.20
Total				7416.71	1087.77	8504.48