

# Little Berkhamsted Parish Council

MINUTES of a meeting of Little Berkhamsted Parish Council  
held on  
Thursday 19<sup>th</sup> May at 8.00pm in Little Berkhamsted Village Hall

PRESENT: Cllrs Ellis Downes (in the Chair), Mrs Elaine Hunter (Vice-Chair), Jim Holt, Ms Leanne Davey, Richard Chaplin and Wayne Morris

In attendance: 3 members of the public  
Linda Middleton Parish Clerk

01. **ELECTION OF CHAIRMAN** – nominations for the office of Chairman for the civic year 2016-17 were requested. Councillor Ellis Downes was proposed by Councillor Elaine Hunter and seconded by Councillor Jim Holt. There being no other nominations Councillor Downes was elected unopposed. Councillor Downes signed the Declaration of Acceptance of office and took the chair.
02. **ELECTION OF VICE CHAIRMAN** – Councillor Elaine Hunter was proposed by Councillor Ellis Downes and seconded by Councillor Wayne Morris. There being no other nominations Councillor Hunter was elected unopposed. Councillor Hunter signed the Declaration of Acceptance of office.
03. **APOLOGIES FOR ABSENCE** – Apologies had been received and accepted from Derek Standbrook.
04. **DECLARATION OF INTEREST** – no declarations of interest were declared.
05. **MINUTES OF THE PREVIOUS MEETING** – The minutes of the meeting held on 23<sup>rd</sup> March 2016 were approved and signed, proposed by Councillor Jim Holt and seconded by Councillor Elaine Hunter.
06. **MATTERS ARISING** – Wayne Morris reminded the meeting that a letter had been received from a resident in September concerning a number of issues and was still awaiting a response. A copy of the letter was passed to the Chairman.
07. **PUBLIC PARTICIPATION** – there were no matters raised
08. **CHAIRMAN'S REPORT** - the Chairman referred to the Annual Parish meeting, held the previous week and attended by 25 residents and provided a brief summary of the points he had made at the meeting regarding the activities of the Parish Council. He mentioned that residents had raised the issue of litter as one of their concerns. A review of the website would be undertaken, with Councillor Richard Chaplin leading. Chris Nunn had written, requesting a financial donation towards building works at the church. After discussion, councillors decided that due to the financial constraints of the budget, the Parish Council were unable to assist, the Chairman undertook to respond accordingly.
09. **APPROVAL OF THE ASSET REGISTER** – the revised asset register was approved.
10. **APPROVAL OF THE SYSTEM OF INTERNAL CONTROL DOCUMENT** - the document was approved.
11. **APPOINTMENT OF INTERNAL AUDITOR** – the Clerk advised the meeting that three auditors had been asked to quote for the work. Councillor Ellis Downes proposed and

Councillor Elaine Hunter seconded that Steve Vine be appointed as internal auditor.

12. **FINANCE** – It was resolved:
  - a) To approve the annual governance statement 2015/16 and the Chairman was authorised to sign this.
  - b) To approve the accounts for 2015/16
  - c) To approve the accounting statements for 2015/16 and the Chairman was authorised to sign this.
  - d) To approve the financial statement and bank statements as at 18<sup>th</sup> May 2016, proposed by Councillor Jim Holt and seconded by Councillor Wayne Morris.
  - e) To approve payments now due – proposed by Councillor Richard Chaplin and seconded by Councillor Wayne Morris. (list attached)
  - f) To renew the insurance cover with Zurich, Wayne Morris would provide updated valuations for playground equipment and the Clerk would pass these on to Zurich so the policy could be adjusted if required.
  - g) That the authorised signatories in the current mandate for the Little Berkhamsted Parish Council bank accounts be amended to include Ellis Downes, Leanne Davey and Jim Holt and the current mandate will continue as amended.
13. **PLANNING APPLICATIONS** –
  - a) Planning applications decided: 3/16/0524/HH for Dene Orchard had been refused, 3/16/0549HH and 3/16/0550/LBC for the Old Rectory had been approved.
  - b) A letter had been sent to Herts CC, jointly with Bayford Parish Council, objecting to proposals to amend planning conditions for Bunkers Quarry.
  - c) Planning applications: 3/16/0872HH - 18 Goddard's Close (2 storey rear & side extension, pitched roof front porch, fenestration alterations) & 3/16/0977/ARPN - Swallowfield Farm (change of use from agricultural building to 1 dwelling) were considered and the Parish Council determined that they had no objections. The Clerk was asked to respond accordingly.
14. **UPDATE ON HALL, COTTAGE AND OPEN SPACES** – it was noted that redecorations may be needed in the hall. There was a discussion about the proposed path round the recreation field and the need to gather views from residents. Derek Standbrook would be asked to identify a suitable type of path and to produce a report for discussion. In respect of the proposed circular wheelchair/buggy friendly path Jim Holt advised that he was in the process of completing a grant application to Tesco.
15. **UPDATE ON HIGHWAY MATTERS** – road marking by the War Memorial was very faint and there was part of the road surface missing at the bottom of Robin's Nest Hill – Jim Holt will report these faults to Herts Highways.
16. **REPORT OF RECREATION COMMITTEE** – the income for this year was low compared to last year and an increase in hire charges for the hall was being considered. There will be a picnic on the recreation ground on 3<sup>rd</sup> July with a BBQ, Pimms and games – this event will be publicised in a leaflet and on the website. There will be a fete in 2017 with a vintage theme. Wayne Morris is investigating the possibility of a defibrillator being provided in the village.
17. **REPORT ON MINERALS AND LANDFILL ACTIVITIES** – no further update
18. **PREVIOUSLY SUBMITTED QUESTIONS FROM COUNCILLORS** – none received
19. **NOTE ANY CORRESPONDENCE RECEIVED BUT NOT PREVIOUSLY CIRCULATED** – a letter from East Herts Council concerning the annual playground inspection had been received and responded to.

20. **ANY OTHER BUSINESS** – no matters raised.

**The next meeting of the Parish Council will be held on Wednesday 20<sup>th</sup> July 2016  
(amended subsequently to 29<sup>th</sup> June).**