

Little Berkhamsted Parish Council

MINUTES of a meeting of Little Berkhamsted Parish Council
held on

Wednesday 21st September 2016 at 8.00pm in Little Berkhamsted Village Hall

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

In attendance: 3 members of the public, Councillor Linda Haysey (East Hertfordshire), Sandi Ash (Chair – Recreation Committee)
Linda Middleton Parish Clerk

36. **To receive apologies for absence** – Leanne Davey had sent her apologies – she was away on honeymoon - the apology was accepted and the Parish Council expressed its congratulations to her.
37. **To note declarations of interest in line with the code of conduct** – None declared.
38. **To approve and sign the minutes of the meeting of 29th June 2016** - The minutes of the meeting held on 29th June 2016 were approved and signed, proposed by Councillor Derek Standbrook and seconded by Councillor Jim Holt.
39. **To consider matters arising not covered elsewhere on the agenda** – nothing raised
40. **Public participation** – Councillor Haysey advised that work on the District Plan had been progressing and that Little Berkhamsted had been classified as a Category 2 village, previously Little Berkhamsted had been classed as a Category 3 village. This meant that infill would be permitted. She suggested that the Parish Council may wish to consider drafting a neighbourhood plan. Consultation on the District Plan would take place between 3rd November and 15th December and all comments would be collated and forwarded to the Planning Inspector in March 2017. The parliamentary boundary review was also mentioned, there was currently a proposal for the constituency to be amalgamated with Welwyn Hatfield.
41. **To receive the Chairman's report** – the Chairman mentioned the recent traffic accident which had resulted in damage to the Village Hall and also that a resident had raised concerns about the lack of road markings. Lorries were also a concern. Councillor Haysey suggested that she and Councillor Ellis wrote a joint letter to the Police regarding the lorries and would forward the name of an officer in the Highways department. She also suggested that training was available from the police for volunteers to use speed guns, volunteers in other areas had found that this could act as a deterrent and slow vehicles down.
42. **Finance**:
 - a) To approve the payments now due and those made in accordance with the budget and note receipts received - proposed by Councillor Jim Holt and seconded by Councillor Wayne Morris (attached to minutes)
The Clerk outlined the current financial position.
 - b) To approve bank statements, bank reconciliation and budget report - proposed by Councillor Ellis Downes and seconded by Councillor Jim Holt

- c) To approve and accept the annual return and external auditor's report – proposed by Councillor Ellis Downes and seconded by Councillor Derek Standbrook.
43. **Planning applications:**
- a) To receive an update on EHDC decisions since last meeting – the update had been circulated with the agenda and is attached to the minutes.
 - b) To note any responses made to applications received since the last meeting – 15A Goddards Close -.applications 3/16/1774/PNHH and 3/16/1771/HH – no objections had been raised by members
 - c) No planning applications had been received since the agenda had been issued.
44. **To consider and approve new Standing Orders 2016** – members considered these and their approval was proposed by Councillor Ellis Downes and seconded by Councillor Wayne Morris.
45. **To receive an update on hall, cottage and open spaces** – councillors considered the Playground Inspection report. Councillor Elaine Hunter proposed and Councillor Derek Standbrook seconded the proposal that that Councillor Wayne Morris should prepare an Action Plan for the playground. The drainage for the recreation field was also discussed and Councillor Derek Standbrook proposed and Councillor Wayne Morris seconded, that subject to the recreation committee's agreement to contribute to the cost, the quotation from Alan Fitzjohn to spike the outfield of the cricket field (£240.00) and make a shallow ditch at the far end of the field (£230.00) to improve drainage should be accepted. The Cricket Club would also be invited to contribute.
- Following the Road traffic accident that had damaged the village hall, the Clerk had submitted an insurance claim. Building Control from East Herts had inspected the damage and advised that the hall was structurally safe. Estimates for the work would be obtained and forwarded to the insurance company.
46. **To receive an update on highways matters, minerals and landfill activities** – Councillor Haysey advised that there had been some overflowing and the situation was being monitored.
47. **Update on church building work** – Standing Orders precluded a further decision on the request for funding for six months so members agreed to put the matter on the agenda for November and to ask the PCC for details of the cost of the work, current level of donations and information on where funding had been requested from and/or obtained.
48. **To receive a report from Little Berkhamsted Recreation Committee** – Councillor Hunter provided a report on the last meeting – Councillor Wayne Morris was exploring the options for the provision of a defibrillator and there was a need for further dog bin provision - the clerk was asked to investigate costs. It was noted that Fusion had cleaned up the play area. There was going to be a Christmas Ball on 2nd December and this would be advertised shortly with tickets priced at £55 per head. A successful quiz night had been held on 17th September, a coffee morning in aid of MacMillan was being organised, there would be a bonfire and fireworks arranged for Bonfire night and the AGM would take place on 23rd November. The recreation committee now had a Facebook page.
49. **To answer previously submitted questions from councillors** – none submitted

50. **To note any correspondence received and not previously circulated** – none reported.
51. **To suggest agenda items for the next Parish Council meeting** – church building work

**The next meeting of the Parish Council will be held on Wednesday
16th November 2016.**

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Little Berkhamsted Parish Council Payments and Receipts, 2016/17 - 21 September 2016

Recorded on	PC Approval	Approved (Month)	Bank account	Chq No / payment type	Paid to / Received from	Description	Cash movement	VAT	Value	Event Type	Classification	
30/06/2016	For Noting	Sep-2016	Savings	Receipt	: Nat West	Interest	0.12		0.12		Other Income	
15/07/2016	For Noting	Sep-2016	Main	Receipt	: S Ash	Cottage rental	112.67		112.67		Cottage: Rent	
21/07/2016	For Noting	Sep-2016	Main	Receipt	: East Herts Council	New Homes Bonus Grant	3,299.00		3,299.00		Grants Received	
27/07/2016	For Approval	Sep-2016	Main	1195	: Fusion	Grass cutting - 5410	-76.80	-12.80	-64.00		Open Space Costs	
27/07/2016	For Approval	Sep-2016	Main	1196	: P Curson	Litter picking	-12.30		-12.30		Open Space Costs	
27/07/2016	For Approval	Sep-2016	Main	1197	: CDA Herts	Membership	-30.00		-30.00		Administrative Costs	
29/07/2016	For Noting	Sep-2016	Savings	Receipt	: Nat West	Interest	0.12		0.12		Other Income	
08/08/2016	For Approval	Sep-2016	Main	1198	: P Curson	Litter picking	-48.30		-48.30		Open Space Costs	
08/08/2016	For Approval	Sep-2016	Main	1199	: Fusion	Grass cutting -5439	-76.80	-12.80	-64.00		Open Space Costs	
08/08/2016	For Approval	Sep-2016	Main	1200	: Zurich Insurance	Insurance	-87.59		-87.59		Insurance Costs	
15/08/2016	For Approval	Sep-2016	Main	1201	: BDO	External audit	-120.00	-20.00	-100.00		Administrative Costs	
15/08/2016	For Noting	Sep-2016	Main	Receipt	: S Ash	Cottage rental	112.67		112.67		Cottage: Rent	
31/08/2016	For Noting	Sep-2016	Savings	Receipt	: Nat West	Interest	0.13		0.13		Other Income	
02/09/2016	For Approval	Sep-2016	Main	BACS	: T & J Fire	Fire safety	-59.07	-9.84	-49.23		Hall Costs	
02/09/2016	For Approval	Sep-2016	Main	1202	: Fusion	Grass Cutting -5469	-76.80	-12.80	-64.00		Open Space Costs	
12/09/2016	For Approval	Sep-2016	Main	1203	: L Middleton	Staff salary	-629.90		-629.90		Staff: Employment costs	
12/09/2016	For Approval	Sep-2016	Main	1204	: HMRC	Tax - September payment	-144.00		-144.00		Staff: Employment costs	
12/09/2016	For Approval	Sep-2016	Main	1205	: L Middleton	Staff expenses	-42.12	-0.96	-41.16		Staff: Expenses	
12/09/2016	For Approval	Sep-2016	Main	1206	: Arabis Accountancy Services	Payroll Administration	-25.00		-25.00		Administrative Costs	
12/09/2016	For Noting	Sep-2016	Main		: Nat West	Old Bank Charges refund	28.73		28.73		Other Income	
15/09/2016	For Noting	Sep-2016	Main	Receipt	: S Ash	Cottage rental	112.67		112.67		Cottage: Rent	
15/09/2016	For Approval	Sep-2016	Main	1207	: Information Commissioner	Data Protection Renewal	-35.00		-35.00		Administrative Costs	
18/09/2016	For Approval	Sep-2016	Main	1208	: P Curson	Litter picking	-44.10		-44.10		Open Space Costs	
							Main	Savings				
							9,407.87	2,980.30				
Bank Reconciliation							Unpresented Items	996.92	0			
							Bank Statement	10,404.79	2,980.30			
							Difference	0.00	0.00			

Planning applications/decisions/appeals up to 14 September 2016

Address	Application Number	Date	Brief description	Council Comments	LBPC Committee	LPA Decision	Date
Dene Orchard	3/16/0524/HH AP/16/0062/REFUSE	11/03/2016 07/06/2016	New front entrance porch with pitched gable roof feature over and alterations to fenestration. Single storey rear extension.	Did not wish to object NA	Mar-16	Refused	29/04/2016
Old Rectory	3/16/0549/HH 3/16/0550/LBC	14/03/2016 16/03/2016	Change of use and alteration of existing sheds and extension into a guest annexe.	Did not wish to object	Mar-16	Approved	26/04/2016 26/04/2016
Tile Cross	AP/16/0035/REFUSE	31/03/2016	Notification of householder appeal	NA	May-16		
18 Goddards Close	3/16/0872HH	14/04/2016	2 storey rear & side extension, pitched roof front porch, alterations to fenestration	Did not wish to object	May-16	Refused	31/05/2016
Bunkers Quarry		15/04/2016	Amendment of conditions -from HCC.	Objections	May-16	Refused	15/06/2016
Swallowfield Farm	3/16/0977/ARPN	09/05/2016	Change of use to 1 dwelling	Did not wish to object	May-16	Refused	07/07/2016
Strattons Folly	3/16/1177/HH	31/05/2016	Erection of wooden building in garden for use as a studio,(Retrospective)	Did not wish to object	Jun-16	Refused	28/07/2016
Dhoon	3/16/1163/FUL	31/05/2016	Use of part of ground floor for the purposes of childcare on a domestic premises for up to 42 children and erection of single storey rear extension	Did not wish to object	Jun-16	Refused	10/08/2016
Epping Green Stud Far	3/16/1222/HH	02/06/2016	Proposed first floor front extension.	Did not wish to object	Jun-16	Approved	20/07/2016
1 Henderson Place	3/16/1243/HH	08/06/2016	Proposed single storey side extension	Did not wish to object	Jun-16	Approved	28/07/2016
15A Goddards Close	3/16/1774/PNHH	04/08/2016	Single storey rear extension	Did not wish to object	Sep-16	PN not required	08/09/2016
15A Goddards Close	3/16/1771/HH	09/08/2016	New pitched roof front porch	Did not wish to object	Sep-16	Approved	08/09/2016