

Little Berkhamsted Parish Council

MINUTES of a meeting of Little Berkhamsted Parish Council
held on

Wednesday 17th May 2017 at 8.00pm in Little Berkhamsted Village Hall

PRESENT: Mrs Elaine Hunter (Vice-Chair in the Chair), Jim Holt, Derek Standbrook,
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 2017-18 were requested. Councillor Ellis Downes was proposed by Councillor Jim Holt and seconded by Councillor Derek Standbrook. There being no other nominations Councillor Downes was elected unopposed.
02. **ELECTION OF VICE CHAIRMAN** – Nominations for the office of Vice Chairman for the civic year 2017-18 were requested. Councillor Elaine Hunter was proposed by Councillor Derek Standbrook and seconded by Councillor Jim Holt. There being no other nominations Councillor Hunter was elected unopposed. Councillor Hunter signed the Declaration of Acceptance of office and took the Chair.
03. **APOLOGIES FOR ABSENCE** – Apologies had been received and accepted from Ellis Downes. Linda Haysey had also sent her apologies.
04. **DECLARATION OF INTEREST** – no declarations of interest were declared.
05. **MINUTES OF THE PREVIOUS MEETING** – The minutes of the meeting held on 15th March 2017 were approved and signed, proposed by Councillor Derek Standbrook and seconded by Councillor Wayne Morris.
06. **MATTERS ARISING** – none
07. **PUBLIC PARTICIPATION** – a member of the public advised the meeting that the affordable housing tenants living in Goddards Close were asked to pay for 4 street lamps through their service charges, which had increased sharply from 2015. She was advised to contact East Herts Housing Advice, Citizens Advice or Councillor Linda Haysey for assistance. A member of the public asked when the consultation about the circular path would take place and was advised this would happen once agreement to the proposed route had been obtained from the relevant landowners. A member of the public advised the meeting that they were opposed to the plan. A request for a sign warning traffic (for Church Lane near the shop) that pedestrians were crossing the road was made- Councillor Jim Holt undertook to follow this up with Herts Highways.
08. **CHAIRMAN'S REPORT** – Councillor Elaine Hunter referred to the Annual Parish meeting, held the previous week and advised the meeting that the dog bin would be installed shortly. Interviews for a new clerk would take place the following week and that future dates of parish Council meetings would be advertised in the Parish Magazine.
09. **APPROVAL OF THE SYSTEM OF INTERNAL CONTROL DOCUMENT**-the document was reviewed and approved - proposed by Councillor Derek Standbrook and seconded by Councillor Elaine Hunter.
10. **FINANCE** – It was resolved:
 - a) To approve the annual governance statement 2016/17 and authorise the Chair to sign this - proposed by Councillor Wayne Morris and seconded by Councillor Jim Holt.

- b) To approve the accounts for 2016/17 - proposed by Councillor Wayne Morris and seconded by Councillor Jim Holt.
- c) To approve the accounting statements for 2016/17 and authorise the Chair to sign this proposed by Councillor Wayne Morris and seconded by Councillor Jim Holt.
- d) To approve the financial statement and payments due (attached), bank statements as at 10th May 2017 and approve the insurance renewal with Zurich - proposed by Councillor Derek Standbrook and seconded by Councillor Jim Holt.

11. **PLANNING APPLICATIONS** –

- a) The list of planning applications was noted and members asked the Clerk to write to the Planning Inspectorate stating that the Parish Council supported the enforcement notice served by Herts County Council on Waterhall Ltd, noting that they were aware of resident's concerns about the activities of the company at the site.

12. **UPDATE ON HALL, COTTAGE AND OPEN SPACES, HIGHWAY MATTERS** – a quote had been received from RS Bicknell & Son for the works required to the hall and cottage, in view of the urgency of some the work needed, the Clerk was asked to contact the Chairman of the Recreation Committee to seek their agreement to contribute to the cost of the work. It was also agreed that the builder would be asked to provide a quote for undertaking a survey of the hall roof and chimney stack as part of the assessment of ongoing maintenance required for the village hall to maintain it in a good standard of repair. Proposed by Councillor Wayne Morris and seconded by Councillor Richard Chaplin. The meeting was advised of an email received by the Clerk just prior to the meeting regarding possible improvements in the area to make it safer for horse riding. The Clerk was requested to respond, inviting them to attend the next meeting to talk to the Parish Council about their ideas.

13. **REPORT OF RECREATION COMMITTEE** – no report

14. **PREVIOUSLY SUBMITTED QUESTIONS FROM COUNCILLORS** – none received

15. **ANY OTHER BUSINESS** – Councillor Jim Holt advised that he had not been able to contact all the landowners concerned regarding the proposed circular path and was advised of possible contacts who may be able to provide contact details of the landowners concerned. He advised the meeting that grant applications had been made and he was awaiting the responses. Councillor Richard Chaplin spoke about desirability of a Neighbourhood Plan being drafted for the Parish and the need to involve residents in the process. Members resolved to set up a Task and Finish Group which residents would be invited to join, with Councillor Richard Chaplin taking the lead. Terms of reference would be established and the group would report back to the Parish Council.

The next meeting of the Parish Council will be held on Wednesday 19th July 2017.

| Payee | Description | Amount |
|--|---|---------------|
| Hertsmere Council | Hall repairs | 2,574.00 |
| HAPTC | Annual subscription | 313.58 |
| Fusion -5627 | Grass cutting | 38.40 |
| P Curson | Litter picking | 24.20 |
| Irwin Associates | Website | 365.00 |
| Fusion -5652 | Grass cutting | 76.80 |
| Accountancy & Booking Keeping Services | Internal audit | 120.00 |
| L Middleton | Staff expenses | 35.10 |
| Arabis Accountancy Services | Payroll administration | 20.00 |
| L Middleton | Staff salary | 425.18 |
| HMRC | PAYE | 97.20 |
| Zurich Insurance | Insurance | 739.66 |
| E Hunter | Postage- returning cheque book to Clerk | 7.25 |