

# LITTLE BERKHAMSTED PARISH COUNCIL

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Minutes of the Parish Council held on 18th July 2018 at 8pm in the Village Hall, Little Berkhamsted.

**Present;**

Cllr Downes (Chair), Cllr Hunter (Vice-Chair), Cllr Standbrook, Cllr Chaplin, Cllr Morris, Cllr Holt

**In Attendance:** 7 members of the public.

- 1. To receive apologies for absence and approve:** Dist. Cllr Ken Crofton and Linda Haysey, Laura Brooks-Payne – Clerk
- 2. To receive declaration of interest and dispensation:** None
- 3. To approve minutes of Annual Meeting of the Council; Wednesday 16<sup>th</sup> May 2018:** Cllr Morris noticed that it was stated in the minutes that he had given his apologies but yet the minutes stated he was present too – clerk to remove. All other items were covered in this agenda.
- 4. To receive questions and comments from the public:** A resident reported that ragwort was present in the field owned by Mrs Vavarides. The Parish Council were asked if they could contact the owner to ask for its removal but Cllrs felt that this was not something that they could enforce.
- 5. To receive the chairman's report:** No report specifically because items were covered in the evenings agenda.
- 6. To receive the planning report:** The clerk had circulated the latest planning applications list prior to the meeting. It was noted that the parish council had submitted an objection to the Woodcock Lodge cattery application (3/18/1325/HH) but had no objection to the same address for a side storey extension (3/18/1147/HH).
- 7. To receive update on the contract and associated use of the cricket pavilion by Apple day care;** It was noted that the company was using a lollipop style sign to help children cross the road which is not legal. Cllr Hunter suggested a letter needs to be written in relation to this and in addition requesting a copy of the contract they have with Apple Day Care as a matter of urgency. The Cricket Club have an AGM in October and it is hoped that the ongoing issues will be smoothed out by this date.

**ACTION** - Cllr Downes reported that he will call at the Cricket Club this coming weekend with a letter. Clerk will add to the next agenda.

**8. To discuss village car parking:** It was reported that there is a problem with some of the newer residents using the lay-by close to the green to park vehicles for sale and other commercial vehicles for lengthy periods. It was suggested that the clerk could liaise with the District Council to gain advice on introducing parking restrictions for commercial and trade vehicles.

**ACTION** – Clerk will email Linda Haysey in the first instance and add the item again to the next agenda.

**9. To discuss the increase of daytime bonfires:** It was reported that there has been a recent increase of daytime garden bonfires. The Cllrs felt they needed more information on the regulations for household bonfires. It was suggested that the PC could put notices on the Noticeboard, in the shop window and on the website for residents to be mindful when lighting daytime bonfires.

**ACTION** – Clerk to research bonfire regulations.

**10.** To discuss a Village Day litter picking event; Cllrs discussed that mid-September would be an appropriate time to hold this event. More information is needed by the PC on how we can go about organising this and it will need to be advertised on the website.

**ACTION** – Clerk to research the procedures.

**11. To discuss advertising increased use of the Village Hall;** It was felt that the Recreation Committee could take care of any additional advertising.

**12. To receive a report on open spaces;** Cllrs discussed the safety aspects of the Cricket Pavilion and the PC requiring an update on the ongoing maintenance schedule.

**ACTION** – Clerk to add to the next agenda for further discussion.

**13. To receive a report on Highway Matters;** Cllr Holt reported that as the Police Commissioners Budget for Road Safety Funding has been put on hold, the PC are unlikely to get funding for the SID devices. The two proposed sites recommended were 30mph zones. Epping Green residents have raised the question as to whether it would be possible to have an SID in that location too. The possibility of reducing the speed in Epping Green would also increase safety for the children attending Apple Day Care. Concern was also expressed on the speed of traffic entering the village from Newgate Street and questions raised as to why the limit reduces from National Speed Limit to 40mph at the Beehive Public House and then reduces again to 30mph at the centre of the village. There are houses within the 40mph zone of which some find it difficult exiting from and entering to their properties safely with the presence of speeding vehicles.

**ACTION** - Cllr Holt will look into the possibility of siting an SID in Epping Green and contact District Cllr Ken Crofton for alternative funding avenues for the SID's.

**14. To look at the designs for Little Berkhamsted Village identity and branding;** Dominic, a resident and also a graphic designer attended the meeting to report on his designs for the new potential village signage for all three entrances to the village. As the design features the outline of Stratton Folly, Dominic will be meeting the owner to discuss the intended design. It was discussed that the design also needs to be shown on the website. Three signs will cost £1250 plus £125 installation each. These costs were approved, being proposed by Cllr Morris and seconded by Cllr Chaplin. Quotations are still being sought for the village Centre signs.

**ACTION** – Dominic to send clerk designs for addition to the website. Clerk will add this again as an agenda item for the next meeting to discuss costs of the village centre sign.

**15. To receive a report from Little Berkhamsted Recreation Committee;** Cllr Morris briefly reported on the Village fete that was held on 7<sup>th</sup> July. In light of the unprecedented hot weather and on advice from the RSPCA the dog show was cancelled. The bouncy castle cancelled due to an accident the previous week. The raffle will be drawn at a function to be held at the end of September to include a dog show and BBQ. Cllr Downes thanked the committee for their hard work and for running the event.

**16. To approve the financial statement and payment of accounts;** Cllr Standbrook reported that work had been completed in the village hall as a matter of urgency because the ceiling had been found to be dangerous. The tenant, Ms Ash had paid the invoice of £424. The PC agreed to pay for this work. This was proposed by Cllr Downes and seconded by Cllr Morris. It was discussed that the PC needed more information of the responsibilities of being a landlord. The current financial statement had been circulated to Cllrs by the clerk prior to the meeting. This was agreed, proposed by Cllr Standbrook and seconded by Cllr Holt. Invoices will be signed at the meeting in September due to the clerk not being present at the meeting.

**ACTION** – Clerk to research responsibilities of being a Landlord.

**17. To approve the new Breach of Data Policy and associated form:** The clerk had circulated the policy prior to the meeting in order to meet the new GDPR regulations. These were approved, proposed by Cllr Morris and seconded by Cllr Holt.

**18. Matters for future consideration and confirmation of the date of the parish council meeting on Wednesday 19<sup>th</sup> September at 8pm;** approved

**19. To receive correspondence:** none

**20. To close the meeting:** The meeting closed at 9.18pm.

Laura Brooks-Payne  
Clerk  
29<sup>th</sup> July 2018

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