

# LITTLE BERKHAMSTED PARISH COUNCIL

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Minutes of the ANNUAL MEETING OF THE COUNCIL held on 15<sup>th</sup> May 2019 at 8pm in the Village Hall, Little Berkhamsted.

**Present;** Cllr Hunter (Vice-Chair), Cllr Standbrook, Cllr Stokes, Cllr Holt, Cllr Latham-Koenig (L-K), Cllr Morris

**1. To elect the chairman for 2019/20** - Cllr Hunter proposed Cllr Downes in his absence who had reported to Cllr Hunter that he would like to stand again as chairman. Cllr Holt seconded.

**2. To receive the Chairman's declaration of Acceptance of Office** – Cllr Downes will sign the form

**3. To elect a vice-Chairman for 2019/20** – Cllr Standbrook proposed Cllr Hunter for the role and she was happy to accept. Cllr Holt seconded.

**4. To receive the Vice-Chairman's declaration of Acceptance of Office** – Cllr Hunter signed the form.

**5. To receive apologies for absence and approve** – Cllr Downes (long standing engagement, Cllr Linda Haysey (Council meeting), Cllr Ken Crofton (council meeting)

**6. To review Registers of Interests** – registers of interest from were signed by cllrs and handed to the clerk

**7. To appoint an internal Auditor for 2019/20** – the Clerk explained that the current internal auditor was not thorough in looking at the PC procedures, policies and only seemed to look at the accounts, Clerk suggested a colleague clerk, Mrs Janet Pearce, should be taken on to look at the overall aspects of the PC next year. Her rate is also more competitive. Cllrs unanimously agreed and approved.

**8. To approve minutes of Parish Council meeting on Wednesday 20<sup>th</sup> March 2019** – the minutes were proposed by Cllr Hunter and seconded by Cllr L-K.

**9. To receive declaration of interest and dispensation** – none

**10. To adopt the latest Financial regulations and Standing Orders** – the Clerk had circulated documents prior to the meeting and these were re-adopted unanimously.

**11. To adopt Code of Conduct and Financial risk assessment** - the Clerk had circulated documents prior to the meeting and these were adopted unanimously.

**12. To receive questions and comments from the public**

A resident reported that the residents of the village could have been better informed of the intention to install new village signs and the designs. Cllr Morris replied the signs were an agenda item in at least three recent meetings and that residents are welcome to come to meetings at which they have a chance to comment on anything in the public participation section. Designs had also been put on the website to view. Cllr Holt commented that the signage agenda item and meetings had been adequately publicised.

A resident commented that white village gate type signs would be a good idea on the entrances to the village.

A resident reported there being two potholes by the Five Horseshoes Public House, Cllr Stokes advised she would report these but advised that anyone can report potholes in the road by using the County Council website.

A resident asked if the Robins Nest Hill hedging alongside the road down the hill could be cut back to enable pedestrians to walk safely rather than on the roadway. It was agreed that Cllrs would investigate who owned the land and it was thought that 'High Oaks' may own it.

A resident asked if the PC could provide another dog waste bin on Glebe field next to the church. It was discussed that the field was privately owned and therefore this was not an option. It was discussed that another dog waste bin could be considered on the church side of the road, Goddards Close or the alley leading from Goddards Close to Church Road. Clerk will add to the next agenda.

Cllr Holt advised that he had received an email from a resident of Howe Green asking for a village sign like the one just installed into the village.

A resident and active member of the recreation committee asked if the PC had the funds to buy a defibrillator. He reported that the village does not currently have one and that it would be most beneficial for the village to have one situated on the outside of the village hall opposite the recreation field where sports are played – an obvious place for it to be sited. Cllrs agreed that the PC should purchase one if enough funds were available to do so. The Clerk advised of the current financial position and all cllrs proposed to go ahead with the purchase. It was discussed that grants could also be looked into to offset some of the cost.

**ACTION** – clerk will look into pricing and detail.(British heart Foundation)

### 13. PLANNING

The clerk had circulated the planning report prior to the meeting.

**13.1 Update on the retrospective planning refusal at Dene Orchard 3/17/1621/HH** - The car port structure is still standing and retrospective planning permission was refused. Clerk has been trying to liaise with EHDC planning department in reference to this to no avail and will continue to do so and add to next agenda.

14. **OPEN SPACES** – nothing to report

### 16. PREMISES MANAGEMENT

**16.1 To receive a report on the village Hall including discussion re insulation of cottage walls** – Cllr Standbrook reported that major work is needed in the near future on the end wall of the cottage though the recent condensation problem has now been resolved. It was agreed that the PC should obtain some quotations for the work.

**ACTION** – Cllr Standbrook will investigate pricing.

**16.2 To update on the new agreement between the cricket club and the PC** – the clerk reported in Cllr Downes absence that new contract is currently being drawn up.

(Cllr L-K left the meeting)

**17. To receive a report from Little Berkhamsted Recreation Committee** – Cllr Morris read out the latest report – it is attached with these minutes. Also reported was the cricket club had been asked to repair the uneven path on the recreation field that they have laid. It was being discussed that parking between the playground and the gate could be improved with the addition of some hardstanding. Future dates for diaries included the firework night on 3<sup>rd</sup> November, a possible dog show and village day on 30<sup>th</sup> June.

## 18. HIGHWAYS

**18.1 To receive information on the 'NO HGV' signage for Bucks Alley** – Cllr Holt has identified 2 or 3 possible companies that sell an HGV sign and Cllrs Stokes and Holt will liaise with landowners to gain permission for siting.

**18.2 To update on overgrown foliage surrounding sign at Epping Green and worn road surface at Tylers Causeway junction** – Cllr Holt has notified highways of the worn road and will himself tackle the foliage.

Cllr Holt also reported that the blocked drain by the church is on the list of works to be completed.

The clerk had received an email in relation to the new sign at the entrance to the village recently installed. She was concerned that as its location has changed it now excludes a number of properties which fall in the parish, and her view was that the original sign should have been left in situ. She asked why her property has been excluded from the village. She commented that the sign is 'uninspiring'. Additionally the resident commented that the sign served as a speed reducer at that end of the village. Cllr Morris explained that the matter had been discussed in several public meetings which are open for residents to pass comment on. The old signs were removed because they were rotten. Cllrs conducted several site visits to ascertain the best and most appropriate location for the new signage and it was considered a more sensible option to site the signs near to the 30mph speed limits rather than further out. In response to speeding vehicles Cllr Morris explained that the PC are constantly campaigning for speeds to be reduced through the village and that it is a continuous problem.

The clerk had received an email from a new resident concerned about speeding through the village. He asked if the PC would ask EHDC to consider a 20mph limit. Cllr Morris explained that traffic calming is a constant discussion point for the PC and an ongoing issue. The PC have been successful in obtaining two SID devices which will be installed in the summer months.

**ACTION** - Cllr Morris will have a discussion with his highways contacts to ascertain how feasible this option is.

**19. To report on potential grants for a new defibrillator** – clerk – discussed in agenda item 12.

## 20. FINANCE

**20.1 To approve the financial statement and payment of accounts** – The Clerk had circulated the minutes prior to the meeting. These were proposed by Cllr Holt and seconded by Cllr Standbrook.

**20.2 To approve the internal audit for 2018/19** – The clerk explained that the internal audit had taken place and all was in order, internal audit unanimously approved.

**20.3 To approve exemption from an external audit for 2018/19 and sign the official audit exemption papers** – The Clerk explained the external audit process and Cllr Hunter signed the forms.

**21. Matters for future consideration and confirmation of the next parish council meeting: Wednesday 17<sup>th</sup> July 2019 at 8pm** – next meeting date approved.

**22. To receive correspondence** - none

**23. To close the meeting** –Cllr Hunter closed the meeting at 9.15pm.

Laura Brooks-Payne  
Clerk

21<sup>st</sup> May 2019.

DRAFT