

Little Berkhamsted Parish Council

MINUTES of a meeting of Little Berkhamsted Parish Council
held on

Wednesday 15th March 2017 at 8.00pm in Little Berkhamsted Village Hall

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

In attendance: 2 members of the public
Linda Middleton Parish Clerk

82. **To receive apologies for absence** – Apologies had been received from Richard Chaplin - the apologies were accepted.
83. **To note declarations of interest in line with the code of conduct** – none
84. **To approve and sign the minutes of the meeting of 18th January 2017** - The minutes of the meeting held on 18th January 2017 2016 were approved and signed, proposed by Councillor Derek Standbrook and seconded by Councillor Elaine Hunter.
85. **To consider matters arising not covered elsewhere on the agenda** – The Chairman advised that the Clerk had resigned and would be leaving at the end of May. The vacancy had been advertised. The Chairman and Councillors expressed their appreciation to the Clerk for her work whilst with the Parish Council. It was noted that the “Horses crossing” sign had been removed from the Little Berkhamsted sign. The resignation of Leanne Dring was noted and the meeting advised that a Notice of Vacancy would be put up on the noticeboard and advertised on the website until 5th April 2017, if no one came forward the vacancy could be filled by co-option.
86. **Public participation** – A member of the public queried the situation regarding Apple Daycare. The Chairman advised that he spoken to the Cricket Club regarding this use of the pavilion and would be continuing to communicate with them about this.
87. **To receive the Chairman’s report** – the Chairman advised the meeting of “Nextdoor” an online social network and encouraged councillors to join. He felt it was something that should be encouraged amongst the residents.
88. **Finance:**
 - a) To approve the payments now due and note receipts received - (attached to minutes) proposed by Councillor Ellis Downes and seconded by Councillor Wayne Morris
 - b) To receive bank statements and bank reconciliation – proposed by Councillor Ellis Downes and seconded by Councillor Derek Standbrook
 - c) To approve the appointment of Steve Vine as internal auditor for 2016/17 accounts - proposed by Councillor Ellis Downes and seconded by Councillor Wayne Morris
89. **Planning applications:**

- a) To receive an update on EHDC decisions since last meeting – the planning information spread sheet was circulated with the papers, there were no further updates. It was determined that the Clerk should advise East Hertfordshire Planning Department that the Parish Council did not wish to raise any objections to Planning Application 3/17/0429/HH and also advise Welwyn Hatfield Planning Department that the Parish Council objected to the planning application 6/2016/1891/FULL- Land at Cucumber Lane, Essendon, Hatfield, AL9 6JB.
- b) Responses made to planning applications since the last meeting were noted
- c) No further applications had been received.
90. **To receive an update on hall, cottage, open spaces and Highways matters** –
 The Chairman commented on the diversion of HGVs through the village and advised the meeting that he had spoken to Herts Highways about the unsuitability of this and also to Councillor Linda Haysey who had contacted the Portfolio Holder for Highways at Herts County Council. The Chairman undertook to contact Councillor Linda Haysey again to express the Parish Council's concern and to stress the potential dangers of the diversion for residents and other road users.
 Councillors noted that the repair work to the village hall had been satisfactorily completed and asked the Clerk to contact Hertsmere Building services to request a quote for maintenance work needed in the hall and repairs/renewal required to the kitchen window of the cottage. The new dog bin had been delivered and it was agreed to place this at the far end of the recreation field, near the gate. The quote for repairs to the play area were discussed and it was agreed that the Clerk should contact CPM to arrange for a site visit with Councillor Derek Standbrook and /or Councillor Wayne Morris to finalise the work that should be undertaken. Councillor Derek Standbrook advised that the spiking of the recreation field to improve the drainage would be undertaken shortly.
 The grass cutting contractor had advised that he was not increasing his prices for 2017, an alternative quote had been received at the higher price of £45 plus VAT per cut. It was decided to remain with the current contractor.
91. **To approve the following policies/documents:**
- a. Asset register- 2017 review
 - b. Business Continuity Plan
 - c. Risk assessment – 2017 review
 - d. Financial Regulations – 2017 review
 - e. Complaints Policy – 2017 review
- The documents had been circulated prior to the meeting – the approval of all the documents was proposed by Councillor Ellis Downes and seconded by Councillor Wayne Morris.
92. **To receive a report from Little Berkhamsted Recreation Committee** –
 Councillor Hunter reported that a successful quiz night had been held and that planning for the fete/music festival on 8th July was underway.
93. **To answer previously submitted questions from councillors** – none submitted
94. **To note any correspondence received and not previously circulated**
81. **To suggest agenda items for the next Parish Council meeting** – The Parish Paths Partnership will be discussed at the meeting on 17th May and the

Chairman reminded the meeting that the Annual Parish Meeting would take place on 10th May. The Chairman closed the meeting at 9.03pm.

**The next meeting of the Parish Council will be held on Wednesday
17th May 2017.**

Signed

Dated