

LITTLE BERKHAMSTED PARISH COUNCIL

Minutes of the ANNUAL MEETING OF THE COUNCIL held after the Annual Parish Meeting on 16TH May 2018 in the Village Hall, Little Berkhamsted.

Present;

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

In attendance:

Laura Brooks-Payne (Parish Clerk), 14 members of the public.

1. To elect the Chairman for 2018/19

Cllr Hunter proposed Cllr Downes for Chairman, Cllr Chaplin seconded.

2. To receive the Chairman's declaration of Acceptance of Office

Cllr Downes signed the papers before the clerk

3. To elect a Vice-Chairman for 2018/19

Cllr Downes proposed Cllr Hunter for Vice-Chairman, Cllr Holt seconded

4. To receive the Vice-Chairman's declaration of Acceptance of Office

Cllr Hunter signed the papers before the clerk

5. To receive apologies for absence and approve

Cllr Linda Haysey, Cllr Ken Crofton, Sandie Ash and Cllr Wayne Morris

6. To review Registers of Interests

None

7. To appoint councillors to the following specific responsibilities: Highways, Neighbourhood Plan, Planning, Finance, Environment, Transport

Cllr Downes explained that although Cllrs tend to gravitate towards certain areas of responsibility, the PC would like to leave it as an informal set up.

8. To appoint an internal Auditor for 2018/19, Chair

It was discussed that Steve Vine (the PC's existing internal auditor) does a good job at a reasonable cost and was appointed, proposed by Cllr Downes, seconded by Cllr Standbrook.

9. To approve minutes of Parish Council meeting on Wednesday 14th March 2018

Cllr Downes briefly went through the minutes, Proposed by Cllr Chaplin, seconded by Cllr Standbrook

10. To receive declaration of interest and dispensation

None

11. To receive questions and comments from the public

Most questions had been received in the previous meeting, however, a new resident asked if there was an email list to receive minutes and agendas. Cllr Downes explained that they always go up on noticeboards and on the PC website.

12. To receive the Chairman's report

Received in the first meeting

13. To receive information from Terry Morris from OWL

Terry Morris was not present and the clerk needs to obtain his contact details to contact him again.

ACTION – Clerk will liaise with Cllr Morris for the contact details.

14. To receive the planning report

Cllr Downes briefly went through the new applications since the last meeting. Application for 23 Church Road 3/18/0921 was discussed and Cllrs had no objections. The clerk reported that she had received a letter in reference to the current application at Waterhall Quarry and a public inquiry was taking place this week.

ACTION – clerk to email EHDC the comment of no objection.

15. To receive a report on open spaces

No further information to report from first meeting this evening

16. To receive a report on Highway Matters

No further information to report from first meeting this evening

17. To receive an update on potential new village signs – costs and positioning

Cllr Downes reported that the PC is in process of obtaining final design ideas which will be displayed in the forthcoming meetings and will be displayed on the PC website.

18. To discuss use of 'The DPO Centre' as a Data Protection Officer for the new General Data Protection Regulations.

The clerk explained that with the General Data Protection Regulations (GDPR) being introduced on 25th May 2018, there may be a need for a Data Protection Officer (DPO). The government however have just issued guidelines to say that smaller councils 'should' employ a DPO as 'best practice' but do not HAVE to employ one by law. The DPO cannot be a clerk or a councillor. It was discussed that there was some ambiguity with the new guidelines as to what organisations have to put in place to protect personal information, which most, if not all, organisations, companies and charities hold in some form or another. Cllr Downes explained that the PC support the spirit of the new regulations but at this stage it was unanimously agreed to look into dedicated

email addresses, encryption and password protection for documents in the first instance.

ACTION: Clerk to research if PC email addresses are strictly necessary, protecting documents with passwords and laptop encryption.

19. To receive a report from Little Berkhamsted Recreation Committee

Received in the first meeting

20. To approve the financial statement and payment of accounts

A resident had looked at the accounts and had pointed out that the columns seemed to be incorrect and that there was no expenditure for litter allowance and a large budget.

ACTION - The clerk will amend and the accounts which can then be approved at the next meeting.

21. To approve the internal audit

The clerk had arranged for the internal audit to take place the previous week. The clerk was pleased to report that all accounts were in order and that the internal auditor had signed the external audit papers. The clerk had previously circulated the figures and the report by Steve Vine, the PC's Internal Auditor, to councillors which was proposed by Cllr Hunter and seconded by Cllr Chaplin.

22. To approve exemption from an external audit and sign the official audit exemption papers.

Cllr Downes explained that we have a new external auditor this year, PKF Littlejohn. The clerk explained that, like last year, the process is the same with figures needed on the audit sheet and added to the website in due course. However, smaller councils with expenditure and receipts amounting to less than £25,000 now need to declare themselves 'exempt' from an external audit providing PKF Littlejohn with an exemption certificate by June 11th 2018 and displaying the correct information on the PC website by 2nd July 2018. Cllrs approved the exemption and Cllr Downes signed the certificate and Annual Governance Statement.

23. Matters for future consideration and confirmation of the next parish council meeting: Wednesday 11th July at 8pm

Next council meeting approved and the following to be added to the agenda; Apple day care at the Cricket Pavilion, Car Parking, Village Day Litter Picking

24. To receive correspondence

Only one letter from EHDC relating to Waterhall Quarry and already mentioned in Item 14.

25. To close the meeting - Cllr Downes closed the meeting at 9.27pm.

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