



LITTLE BERKHAMSTED PARISH COUNCIL

Minutes of the Parish Council held on Wednesday 19th May 2021 at 8pm held online via Zoom.

COVID 19 NOTE - *This meeting was held during the Covid-19 Pandemic via Zoom*

Present:

Cllr Elaine Hunter (Vice-Chair), Cllr Standbrook, Cllr Penny Stokes, Cllr Wayne Morris, Cllr Peter Kent, Cllr Kate Noble

In Attendance: 8 members of the public, Laura Brooks-Payne (Clerk)

- 1. To elect the Chairman for 2021-22:** Cllr Hunter started the meeting, reporting that Councillor Ellis Downes has stepped down from the Parish Council due to the increased and growing time pressures conflicting with his job as a doctor. Cllr Downes felt that having been Chairman of the PC for over 5 years it was time for someone else to take over. During his time in office Cllr Downes had led and inspired us to all work together on many different village projects – big and small. Cllr Hunter thanked Cllr Downes on behalf of the PC and the residents for his hard work and commitment to the betterment of our village.

Cllr Morris nominated Cllr Penny Stokes to be Chair which was seconded by Cllr Kent and unanimously approved. Cllr Stokes stated that she was happy to be the Chair for the next year if all Cllrs were supportive of her decision.

- 2. To receive the Chair's declaration of Acceptance of Office;** Cllr Stokes signed the form.
- 3. To elect a Vice-Chairman for 2021-22:** Cllr Morris nominated Cllr Hunter to continue as Vice-Chair, this was seconded by Cllr Standbrook with all Cllrs unanimously agreeing.
- 4. To receive the Vice-Chairman's declaration of Acceptance of Office:** Cllr Hunter signed the form
- 5. To review Policies & Documents held;** Registers of Interest, Standing Orders, Financial regulations, Asset Register, Financial Risk Assessment, Data Breach Policy, Complaints Procedure, Website Accessibility:

It was noted that the Website Accessibility Policy is still under review by the Clerk, and that there had been minor changes made within the NALC Standing Orders. The documents were unanimously approved.

6. **To receive apologies for absence and approve:** District Cllr Ken Crofton
7. **To receive declaration of interest and dispensation;** Cllr Morris for Item 14 – payments
8. **To approve minutes of the Parish Council Meeting held on Wednesday 17th March 2021:** unanimously approved.

Standing orders suspended to allow members of the public to speak if they wish

9. To receive questions and comments from the public:

A resident living near to the pavilion reported that she attended a meeting with Cllr Downes 6 weeks ago regarding her concerns re; Apple Day Care use of the pavilion for childcare services, including the issue of hours of use and parking.

Cllr Stokes apologised that the PC did not initially speak to nearby residents regarding the potential use of the pavilion. She did explain that this had been an agenda item at open Parish meetings for more than a year. Cllr Stokes explained that as a result of Cllrs and residents views, Apple Day Care will only currently be using the facilities part time and for only 4 days a week until the end of September. A further meeting will be arranged for Cllrs, residents and the Owners of Apple Daycare to attend at the end of August or the beginning of September to ascertain whether the arrangement is working, gain further views from Cllrs and residents and discuss the contract going forward. It was explained that the PC would like to maximise the use of the Pavilion but not at the detriment of the wider local community. A date will be arranged for the meeting.

A resident asked why the cricket club fixture list seems to be much increased in play time than in previous years and asked why it is not clear when home matches will be played. The resident is concerned that the team is no longer a local team and that residents are giving up their local green space for much of the weekend all through the summer months.

Cllr Morris reported that Cllrs met with the Cricket Club last Saturday and expressed to the players that there has to be fair use and play will not be allowed every weekend on both days during the summer months. The PC are awaiting an updated Fixture List.

A resident asked who has the ultimate decision on the relocation of the SID and what the purpose of the consultation was.

Cllr Stokes reported that feedback has shown that the current siting is not in the most beneficial position and therefore asked Highways if it can be re-sited. The SID should be sited in an area where cars are still speeding upon entering the village. A meeting was held with Cllrs and District Cllr Ken Crofton on potential new sites. The proposed position was suggested to Highways who asked the PC to undertake a public consultation. The consultation has now ended, 4 replies were received; 2 against and 2 in favour of the proposed new position. These comments have been sent to Highways and the PC are awaiting a decision.

Cllr Stokes reiterated that the PC welcome comments, questions, help and support from residents at any time. Cllrs Contact details are on the website.

Standing Orders reinstated from here

10. OPEN SPACES

- 10.1 **To report on playground issues** – Cllr Standbrook reported that the bark has been refreshed and thanked Simon and Paul for helping with this. The PC are waiting for a quote to replace the bearings on the swings. The hedge opposite the pavilion running along the side of the walled garden is in need of pruning back. Quotations have been obtained, Cllr Standbrook will ascertain whose responsibility the hedge is.
- 10.2 **To discuss a village day and an Annual Parish Social event:** Cllr Stokes reported that residents and Cllrs would like to hold a Village Day informal event on Monday 30th August to include picnics on the field, games & activities. A working party is needed to discuss and plan this further. An Annual Parish Social event could also be held soon in light of the fact that the Annual Meeting could only be held by Zoom this year due to the Pandemic. It was suggested that a social evening could be held in the pavilion enabling residents to chat with Cllrs away from a formal meeting. A date will be organised.
- 10.3 **To discuss war memorial cleaning quotes:** Cllr Stokes has obtained 3 quotes ranging from free to £1500. Concerns were expressed that the free quote would use the method of jet-washing to clean the surfaces which the PC were unsure of, being that the war memorial is made of a soft stone. Cllrs were concerned and will investigate further.
- 10.4 **To discuss next litter pick and purchase of signage:** Cllr Stokes asked if Sunday 13th June was convenient for Cllrs, the date was approved. Cllr Noble & Hunter will help organise this. It was suggested that temporary road side signs are purchased to use for Litter Picks. Bayford and Brickendon had been contacted to share the cost. It was unanimously approved to purchase 4 signs at a total of £200.
- 10.5 **To approve purchase of new Litter Bin & signage for the field:** Cllr Stokes asked for approval for one new litter bin on the field. This was unanimously approved for up to a total of £180.

11. PLANNING

12.

- 12.1 **To receive & discuss the latest Planning Report circulated by the clerk:** Clerk had circulated the latest planning application summary. No new applications had come in since the last meeting.
Cllr Hunter reported that the works currently ongoing at 42 Church Road were causing traffic and general disruption. Cllr Standbrook suggested that she speak to the site manager to ask them to use sensible traffic management when deliveries are taking place and to have regard for residents while the work is being completed. Cllr Hunter will liaise with the site manager.

13. PREMISES MANAGEMENT

- 12.1 **To report on the Village Hall:** Cllr Standbrook reported that the electrical safety Certificate has been issued for the cottage. The Village Hall and Pavilion will also be inspected within the next 3-4 weeks. The piano has been damaged, in disrepair and irreparable and needs to be disposed of. The decking to the back of the village hall needs to either be removed or repaired. Cllr Standbrook will investigate both points further.

- 12.2 **To update on pavilion refurbishment, management & skip hire;** Cllr Kent reported that there have been several meetings recently to discuss further refurbishment. Cllr Standbrook advised that the bar sink area needs attention, at a cost of approximately £1000 but will pursue exact quotes. It was noted that there is a wedding at the pavilion in September. The party will be bringing their own supplies of drink etc. The Cricket Club organises their own bar licence, should they want to use the PC pavilion bar. Cllr Standbrook and Cllr Morris will look into this further.

Cllr Stokes suggested that the pavilion be renamed 'The Community Pavilion'. This was discussed and it was unanimously agreed to rename the building 'The Community & Cricket Pavilion'.

- 12.3 **To update on the Cricket Club 2021 play season:** discussed in item 9. It was noted that the PC need a clear, concise and accurate fixture list, made available to residents, as far ahead as possible. Cllr Morris will liaise with the cricket club and will be the main point of contact for the PC and the Cricket Club with Cllr Standbrook being second in contact.
- 12.4 **To update on the Apple Daycare Contract for use of pavilion;** discussed in item number 9. Cllr Stokes will be the main point of contact for the PC and Apple Daycare, with Cllr Hunter being the second contact.

14. HIGHWAYS

- 13.1 **To receive an update on the re-siting of the SID;** updated in item number 9
- 13.2 **To update on the '20's Plenty' campaign;** Cllr Stokes advised Cllrs that this week is UN Global Road Safety Week. Supporters of the campaign in Little Berkhamsted will be asked to write to their MP. The 20's plenty for Herts Campaign are lobbying their District Cllrs to approve wide area 20mph speed limits.

14. FINANCE

- 14.1 **To approve the financial statement and payment of accounts:** this was circulated by the Clerk, unanimously approved. Cllr Stokes advised that the Clerk pay rise had previously been discussed by all Cllrs and has been unanimously approved.
- 14.2 **To update on the Internal & External Audits:** The Clerk explained that both audits and figures had been completed and copies had been sent to the Chair. The internal audit and the external audit figures were unanimously approved and documents signed by the Chair.
15. **To approve the date of the next meeting on Wednesday 14th July;**
Date approved and time discussed and changed to 7.30pm for the meeting start time going forward.
16. **To receive Correspondence (for information only);** None
17. **To close the meeting;** Chair closed the meeting at 9.40pm.