



LITTLE BERKHAMSTED PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 18th May at 7.30pm in the Village Hall in Little Berkhamsted.

Cllrs present: Cllr Stokes (Chair), Cllr Hunter (Vice-Chairman), Cllr Eaglestone, Cllr Standbrook and Cllr Noble.

Others present: Laura Brooks-Payne – Clerk, 1 member of the public.

- 1. To elect the Chairman for 2022-23:** Cllr Stokes was unanimously elected as Chairman.
- 2. To receive the Chairman's declaration of Acceptance of Office:** Cllr Stokes signed the form.
- 3. To elect a Vice-Chairman for 2022-23:** Cllr Hunter was unanimously elected as Vice-chairman.
- 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 Protection Policy, Complaints Procedure, Website Accessibility:**

The Clerk advised that the policies have not changed in the last year other than the additions purchased in the last year that have been added to the asset register. All documents were unanimously approved.

- 6. To receive apologies for absence and approve:** none
- 7. To receive declaration of interest and dispensation:** none
- 8. To approve minutes of the Parish Council Meeting held on Wednesday 16th March 2022:** Unanimously approved.
- 9. Chair's Report:**

Cllr Stokes reported; as usual Councillors have been very busy since the last PC meeting. The Annual Parish Meeting was held on 30th March. This was well attended. The Spring Litter Pick, ably co-ordinated by Cllr Hunter, generated a shockingly large pile of rubbish collected from along the roadsides. Thank you again to everyone who helped with these events.

I am pleased to report that agreements were reached with both Apple Day Care and the Cricket Club regarding the terms of the contracts for hire of the village facilities. Now that there is no Recreation Committee the income that is generated from hirers is essential in enabling us to maintain and improve the Parish Council owned properties.

A great deal of work has gone into securing grant money that has been made available through The Welcome Back fund, East Herts Council Jubilee fund and Hertfordshire County Council. On the field we now have two new oak trees, planted as part of the Queen's Green Canopy Project, and the forge at Essendon are currently making our village beacon. These will become a legacy for the village commemorating the Queen's Platinum Jubilee. Thank you to both councillors and locals who have been involved in both these projects, particularly, Simon Cookson, Rochfords Nursery, Jeff Lucas, Paul Curson, Leiselle Bristow, Simon Hedley, Mill Green Forge, Pat Taylor Garden services, and Peters Brothers Ltd many of whom gave their time and services free of charge. Their support is much appreciated.

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

10. To receive questions and comments from the public:

A resident asked if the PC had heard from the landowner towards Epping Green who has previously applied for housing on the land. It was noted that no further correspondence had been received.

Standing Orders reinstated from here

11. To discuss arrangements for the celebrations to commemorate the Queen's Platinum Jubilee:

Cllr Stokes reported that there is a meeting being held tomorrow evening to discuss final arrangements. Cllr Stokes informed the PC that a World Champion Irish dancer may perform at one of the events and further discussion is required.

12. To discuss arrangements for Cllr Haysey's Ward Walk:

Cllr Haysey and colleagues will be coming to the Parish to do a 'walk about'. Cllrs discussed areas that would be helpful for discussion, including the refurbished pavilion, traffic speeding and the drainage issues in Robins Nest Hill. Cllr Stokes will liaise further with Cllr Haysey.

13. HIGHWAYS

It was noted that the road sign adjacent to the playground needs removing or reinstating. Cllr Standbrook will follow this up.

13.1 To report on drainage issues on Robins Nest Hill:

Cllr Stokes contacted Ringway and is awaiting a response. Cllr Standbrook suggested contacting the Environment Agency regarding the issue and will follow this up.

13.2 To report on 20s Plenty Campaign for Hertfordshire and 30mph compliance within the village:

Cllr Stokes had attended a recent meeting with the Executive Member responsible for Highways. She reported that it was very clear that Herts County Council are not changing their policy and are only putting in zones of 20mph in selected areas. It was suggested that compliance to stay at 30mph needs to be attained before a 20mph speed limit is likely to be implemented. It was noted that there is no data available currently for volume of speed and traffic through the village. There are two SIDs in the village, that collect data of this nature but this is not generally considered reliable by Highways. However, the senior Highways officer has said that it would be helpful in this instance and suggested that the PC contact Cllr Crofton to see if he would use some of his locality budget to download the data from the village SIDs to help us move forward. Cllr Stokes will follow up on this.

Cllr Eaglestone reported that private companies can be used to collect this data, but we would need to check that Highways would accept it as valid.

It may also be possible to access the funds for data collection through the PCC DriveSafe Fund.

14. PLANNING

14.1 To receive & discuss the latest Planning Report circulated by the clerk:

The Clerk had circulated the latest report prior to the meeting. Cllrs briefly went through the applications. Cllrs agreed to send a comment of 'No Objection' for Dene Orchard 3/22/0867/HH.

15. OPEN SPACES

15.1 To report on playground issues:

Cllr Standbrook advised that the worn-out surface in front of the goal post will likely be advised as such in the imminent playground inspection. This will be monitored.

15.2 To discuss the replacement of 3 noticeboards:

Cllr Stokes advised that the new boards required in Epping Green, Howe Green and the centre of the village have not been ordered and therefore will not be purchased under the Welcome Back Fund. Cllrs discussed and agreed that the Epping Green noticeboard is currently in a very poor state of repair. Cllr Eaglestone will contact a resident to ask if the residents association in Epping Green will contribute to the cost. Cllrs unanimously agreed to purchase three noticeboards at a cost of £1200 split equally between the PC and the 'recreation committee' ringfenced fund.

15.3 To arrange the assembly and installation of the table tennis table, flag pole, benches and cycle rack:

Cllr Eaglestone and Standbrook will put the flagpole up and position the two remaining benches. The table tennis table and cycle rack will be put together in due course. Cllrs discussed dates for Jubilee events and organised dates for erecting the beacon and gazebos prior to the event.

16. PREMISES MANAGEMENT

VILLAGE HALL

16.1 To report on the Village Hall:

Cllr Standbrook reported that maintenance work currently outstanding, that will be completed by Simon includes; repairs to decking behind the hall, kitchen tap needs to be fixed, repairs to guttering, fire escape door repairs, bench by the playground needs re-setting, new litter bin needs putting in situ, village signs to be cleaned.

Cricket & Community Pavilion (C&C Pavilion)

16.2 To receive the latest report & information on the Cricket & Community Pavilion:

Cllr Hunter reported that the cleaners have started again for the season.
Cllr Standbrook noted that repairs to the gas struts on the shutters on the pavilion are needed and gutters need to be cleared.

16.3 To update on pavilion bar refurbishment:

Cllr Standbrook had circulated final cost information prior to the meeting. The bar refurbishment is now complete.

16.4 To report on the repair of the pavilion clock:

Cllr Morris was not present at the meeting.

17. FINANCE

17.1 To approve the financial statement and payment of accounts:

The Clerk had circulated the accounts prior to the meeting. These were unanimously approved.

17.2 To approve the Internal Audit & External Audits figures and sign AGAR forms:

The Clerk explained that she had recently worked with the Internal Auditor and as such the annual internal audit is now complete with no issues. The External Audit online forms have been completed by the Clerk and the AGAR duly completed and signed by the Chair.

17.3 To update on the Queens Platinum Jubilee Grant from East Herts Council:

Cllr Stokes advised that we have received £300. This will cover the cost of the oak post for the Beacon Brazier and the plaque.

17.4 To receive update on cost of new salt bins:

Cllr Morris was not present. Item will be discussed at the next meeting.

17.5 To approve purchase of 3 noticeboards from Recreation Committee funds:

Discussed in item 13.2

18. To co-opt a new councillor:

Cllr Stokes advised that a resident has come forward interested in becoming a Councillor. The completed application form had been received by the Clerk and circulated to Cllrs prior to the meeting. Cllrs unanimously agreed to co-opt Andrew Fellowes onto the PC. The Clerk will contact Andrew to advise him and ask him to complete the necessary paperwork.

19. **To approve the date of the next meeting on 20th July 2022:** Date approved.
20. **To close the meeting:** Cllr Stokes closed the meeting at 9.05pm

Parish Clerk: Mrs Laura Brooks-Payne
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DRAFT