**Annual Meeting of the Bovingdon Parish Council**

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**Bovingdon Memorial Hall**

**14 May 2018 starting at 8.00 p.m.**

**Present:**

Councillor Graham Barrett (Chairman)

Councillor Alison Gunn

Councillor Julia Marshall

Councillor Julie Steer

Councillor Richard Taylor

Councillor Ben Richardson

Councillor Pauline Wright

**Also present:**

Dacorum Borough Councillor Gbola Adeleke

Dacorum Borough Councillor Stewart Riddick

Mike Kember, Parish Clerk

**Representatives from the Village**:

16 residents

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| **1.**  **2.**  **3.**  **4.**  **5.**  **6.**  **6 .1**  **6.2**  **6.3**  **6.4**  **7.**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **8.**  **9.**  **10.**  **10.1**  **10.2**  **11.**  **12.**  **12.1**  **13.**  **13.1**  **13.2**  **13.3**  **13.4**  **13.5**  **14.**  **14.1**  **15.**  **15.1**  **16.**  **17.**  **18.**  **19.**  **20.**  **21.** | **To elect a Chairman to hold office until the next Annual Meeting of the Council**  Councillor Graham Barrett was elected Chairman. Proposed by Councillor Marshall. Seconded by Councillor Steer.  **To receive the Chairman’s Declaration of Acceptance of Office or, if not then received, to decide when it shall be received**  The Parish Clerk received the newly elected Chairman’s Declaration of Acceptance of Office.  **To elect a Vice-Chairman to hold office until the next Annual Meeting of the Council**  Councillor Richard Taylor was elected Vice-Chairman. Proposed by Councillor Barrett. Seconded by Councillor Gunn.  **Apologies for Absence**  **To receive any apologies for absence**  Apologies for absence were received from County Councillor Richard Roberts and Councillors Dave Stent, Richard Taylor, Giles Turner and Adrian Watney.  **Declaration of Interests linked to any of the Resolutions**  **To receive any declarations of interest**  There were no Declarations of Interest.  **To nominate / appoint representatives to serve on outside bodies to hold office until the next Annual Meeting of the Council:**  **Bovingdon Primary Academy**  Claire Norton, Chair of the Governors was appointed to be the Council’s representative.  **Friends of ‘The Mount’**  Agreed that Kathy Banks will continue to be the Council’s representative.  **Community Safety including DriveSafe**  Agreed that Councillor Ben Richardson will continue to be the Council’s representative.  **Bovingdon Community Library**  Councillors Julie Steer and Adrian Watney were appointed to be the Council’s representatives.  **To appoint Councillors’ to serve on the following Committees:**  **Finance & General Purposes Committee**  To appoint a Finance & General Purposes Committee until the next Annual Meeting of the Council  Resolved that Councillors Barrett, Steer, Taylor and Turner will be appointed to serve on the Finance & General Purposes Committee.  **Memorial Hall Management Committee**  To appoint a Memorial Hall Management Committee until the next Annual Meeting of the Council  Resolved that Councillors Gunn, Marshall, Steer, Turner and Wright will be appointed to serve on the Memorial Hall Management Committee.  **Outdoors Committee**  To appoint an Outdoors Committee until the next Annual Meeting of the Council  Resolved that Councillors Barrett, Gunn, Marshall, Richardson, Steer, Stent, Watney and Wright will be appointed to serve on the Outdoors Committee.  **Personnel Committee**  To appoint a Personnel Committee until the next Annual Meeting of the Council  Resolved that Councillors Richardson, Steer, Taylor and Wright will be appointed to serve on the Personnel Committee.  **Planning Committee**  To appoint a Planning Committee until the next Annual Meeting of the Council  Resolved that Councillors Barrett, Gunn, Marshall, Richardson, Stent, Watney and Wright will be appointed to serve on the Planning Committee.  **Public Question Time**  There were no questions received from the public.  **Minutes – To approve the minutes of the meeting held on 5 March 2018**  Those Councillors present agreed that the minutes of the meeting of Bovingdon Parish Council held on 5 March 2018 were a true representation of the meeting and the minutes were signed by Councillor Graham Barrett.  **Matters arising from the minutes of the meeting held on 5 March 2018**  **Parish Council’s website**  Agreed to employ a specialist to redesign the Council’s website  and for the Parish Clerk to report back to the Communications  Group for agreement of the new site.  **Memorial Hall – Contact for ‘out of office hours’**  The Parish Clerk confirmed that a rota has been set up with two councillors being the point of contact for a period of a month at a time and that a key safe has been provided.  **Crime Report**  PC Karl Diggins attended the meeting and presented the crime figures for April, which show a rise in thefts from motor vehicles compared to March. Councillor Steer referred to the problems being experienced on the King George V Playing Field where motor bikes have been ridden across it; evidence of cannabis use found; broken glass found on the slide in the children’s playground and vehicles being parked in the ‘pull off’ opposite the churchyard. PC Karl Diggins said that he would look into these issues.  **To receive and adopt the following Committee reports:**  **Minutes of the Planning Committee Meetings held on 12 February, 5 March and 4 April 2018**  Resolved that the minutes of this meeting as circulated, be received and adopted.  **Feedback from Chairman of Committees:**  **Finance & General Purposes Committee**  The next meeting of the Committee will be held on 22 May 2018.  **Memorial Hall Management Committee**  Nothing to report.  **Outdoors Committee**  In the absence of Councillor Stent there was no report.  **Personnel Committee**  There will need to be a meeting of the committee to review personnel policies and procedures.  **Planning Committee**  Councillor Barrett reported that since the last Council meeting the Committee had considered 43 planning applications. The next meeting is to be held on 23 May.  **Health & Safety**  **To approve the Council’s revised Health & Safety Policy**  The Council’s revised Health & safety Policy was approved and adopted as circulated.  **Data Protection**  **To approve the Council’s Data Breach Procedure**  The Council’s Data Breach Procedure was approved and adopted as circulated.  The Council has appointed Paul Russell as its Data Protection Officer.  Agreed that Councillors will be given a dedicated e-mail address for all Parish Council work to comply with the new GDPR.  **Bovingdon Parish 10k – 2 September 2018**  In the absence of Councillor Richard Taylor, a report will be given at the Council meeting to be held on 4 June 2018.  **Feedback from the Council’s Representative on Bovingdon Primary Academy**  Claire Norton reported that the Academy was   * Trying to get accredited for Road Safety Initiative * Carrying out scooter ability training * Holding a Distraction workshop * Launching ’Park & Stride’ initiative with help of St Lawrence church * Initiative with parents parking * Bike ability – cycling proficiency * Audit of school for adequacy for bike ability * Developed a Reading Room, which was decorated by staff working for McCarthy & Stone as part of their support to the community * Develop early years play ground area   The school are also marking 21 June - Clean Air Day.  **Feedback from Kathy Banks, the Council’s Representative on Friends of The Mount**  Kathy Banks reported that the friends continue to work with other partnerships. They continue to sell surplus produce grown at the prison at the Bovingdon Village Market and the proceeds go to the prisoners families. They continue to look for volunteers to join the friends who meet quarterly.  **Feedback from the Council’s Representative on Community Safety**  Councillor Ben Richardson referred to the Herts Road Safety Partnership that has commissioned a firm of consultants to carry out a number of feasibility studies (one of which is for the Hempstead / Chesham Road) and they are in the process of collecting data. This has now been extended to look at the traffic issues in the Chipperfield Road and High Street.  The DriveSafe volunteers continue to carry out regular speed checks in the Chipperfield Road weather permitting. The rate of speeding incidents has fallen from 35% in 2017 to between 12 – 25% in the first part of 2018, which shows that the group is having some impact. The volunteers have carried out in excess of 100 hours work. They are currently carrying out early morning sessions and in the evening when there are the most incidents of speeding.  The Police & Crime Commissioner is currently reviewing the procedures for monitoring speeding by DriveSafe groups and anyone driving in excess of 50 mph in a 30 mph area will get a visit from a Police Officer.  Councillor Richardson commented that he was currently looking into the possibility of having a ‘Street Watch’ in Bovingdon. Ten schemes already exist in Bedfordshire. The scheme recruits volunteers to carry out visible patrols around the village. The team talk to pedestrians; record details of suspicious people and vehicles; report fly-tipping; monitor empty properties and have powers of citizen’s arrest. It is hoped the Police & Crime Commissioner will fund the costs of the first year of operation.  **Feedback from Council’s representative on the Bovingdon Community Library**  Councillor Julie Steer reported that a Steering Group has been set up and that 40 residents have volunteered to help, which is very encouraging.  **Date of next meeting**  Monday 4 June 2018 at 7.30 p.m. in the Memorial Hall  Meeting ended 9.25 p.m. | Parish Clerk  Parish Clerk |