

Meeting of the Bovingdon Parish Council

Held remotely via video conference

6 July 2020 starting at 7.00 p.m.

Present:

Councillor Graham Barrett (Chairman)
Councillor Julia Marshall
Councillor Ben Richardson
Councillor Hugh Schneiders
Councillor Julie Steer
Councillor Dave Stent
Councillor Adrian Watney

Also present:

Mike Kember, Parish Clerk
Dave Kirk, Responsible Financial Officer (RFO)
Lisa Edwards, Assistant to the Parish Clerk

Representatives from the Village:

Gary Cullum
Brad Gunn

1.	Apologies for Absence To receive any apologies for absence Apologies for absence were received from Councillors Alison Gunn, Phil Walker and Pauline Wright and Dacorum Borough Councillor Stewart Riddick.	
2.	Declaration of Interests linked to any of the Resolutions To receive any declarations of interest There were no Declarations of Interest.	
3.	Public Question Time	
3.1	Flooding in Green Lane Councillor Graham Barrett has met with Peter Samson from the Box Moor Trust to investigate whether there is anything the Trust can do to help improve the situation but unfortunately it is unlikely that they are able to help. Councillor Barrett has subsequently written to County Councillor Richard Roberts about our concerns and Councillor Stent undertook to follow this up with Councillor Roberts. In addition, Councillor Schneiders undertook to have an informal conversation to Loveday's as detritus from their site is washed down the Leyhill Road into Green Lane.	Councillors Barrett, Schneiders, Stent and Richard Roberts
4.	Minutes – to approve the minutes of the meeting held on 2 March 2020 Those Councillors present agreed that the minutes of the meeting of Bovingdon Parish Council held on 2 March 2020 were a true representation of the meeting and the minutes were signed by Councillor Barrett.	
5.	Matters arising from the minutes of the meeting held on 2 March 2020	
5.1	Highways update Councillor Roberts to send the Parish Council a list of the proposed works for 2019 - 20 and 2020 -21.	Councillor Richard Roberts
5.2	Parish Council organised events	

	<p>Councillor Stent suggested that rather than have a quiz at the present time due to the COVID-19 restrictions, the council might consider holding a Scarecrow Festival.</p> <p>6. Crime Report In the absence of a police representative, the Parish Clerk circulated the Crime Figures for May 2020, which were noted.</p> <p>Councillors requested the following information:</p> <ul style="list-style-type: none"> • What are the 12 Other Crimes recorded? • Has there been a rise in Domestic Violence? • What help / advice is available for people who have suffered from Domestic Violence and can the police please let the Parish Council have contact details, literature on groups and organisations that individuals can go to if they need help • If a Bovingdon resident is involved in a recorded crime in another part of the borough, e.g. Hemel Hempstead, is this recorded on the figures that are produced for Bovingdon <p>7. Neighbourhood Planning Councillor Marshall reported that the sub groups have been meeting regularly and the group leaders have met three times. They have been reviewing the 26 sites put forward to Dacorum BC for possible housing using a formula supplied by Locality (an organisation which supports community organisations to be strong and successful so communities thrive).</p> <p>Dacorum BC is currently seeking views on the new draft Dacorum Strategic Design Guide Supplementary Planning Document. The consultation ends on 16 August 2020.</p> <p>8. To receive and adopt the following Committee reports:</p> <p>8.1 Minutes of the Finance & General Purposes Committee meeting held on 4 May 2020 Resolved that the minutes of this meeting as circulated, be received and adopted.</p> <p>8.2 Minutes of the Planning Committee meetings held on 17 February, 2 March, 23 March, 14 April, 4 May and 26 May 2020 Resolved that the minutes of these meetings as circulated, be received and adopted.</p> <p>9. Feedback from Chairman of Committees:</p> <p>9.1 Finance & General Purposes Committee Dave Kirk RFO presented the Annual Accounts for 2019 – 20 for both the Parish and the Memorial Hall.</p> <p>9.1.1 (a) Resolutions to be considered from the Finance & General Purposes Committee: To receive and approve the Annual Accounts 2019 – 20 for the Parish including the Revenue Account, Balance Sheet and List of Payments. It was proposed by Councillor Steer, seconded by Councillor Marshall and agreed to approve the Annual Accounts 2019 – 20 for the Parish including the Revenue Account, Balance Sheet and List of Payments.</p> <p>(b) To seek ratification to the surplus of £3,041 in the 2019 – 20 Parish budget being used as follows. That £1,041 should be transferred to the Christmas Street Lights budget and the remaining £2k to be transferred to the Outdoors Committee</p>	<p>Councillor Stent</p> <p>Parish Clerk to write to Police</p>
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	<p>budget to contribute towards the cost of renewing the wooden posts on Bovingdon Green.</p> <p>It was proposed by Councillor Steer, seconded by Councillor Watney and agreed that the surplus of £3,041 in the 2019 – 20 Parish budget being used as follows. That £1,041 should be transferred to the Christmas Street Lights budget and the remaining £2k to be transferred to the Outdoors Committee budget to contribute towards the cost of renewing the wooden posts on Bovingdon Green.</p>	
(c)	<p>To approve the list of ‘reserves’ totalling £118,531</p> <p>It was proposed by Councillor Steer, seconded by Councillor Stent and agreed to approve the list of ‘reserves’ totalling £118,531.</p>	
(d)	<p>To receive and approve the Annual Accounts 2019 – 20 for the Memorial Hall including the Revenue Account, Balance Sheet and List of Payments.</p> <p>It was proposed by Councillor Steer, seconded by Councillor Barrett and agreed to approve the Annual Accounts 2019 – 20 for the Memorial Hall including the Revenue Account, Balance Sheet and List of Payments.</p>	
(e)	<p>To appoint APS Accountancy of Dunstable as the Annual Internal Auditor for 2019 - 20</p> <p>It was proposed by Councillor Steer, seconded by Councillor Marshall and agreed to appoint APS Accountancy of Dunstable as the Annual Internal Auditor for 2019 – 20.</p>	
(f)	<p>To receive and approve Section 1 – The Annual Governance Statement 2019 – 20 (This will not be ready until after the Internal Audit)</p> <p>It was proposed by Councillor Steer, seconded by Councillor Stent and agreed to receive and approve Section 1 – The Annual Governance Statement 2019 – 20.</p>	
(g)	<p>To receive and approve Section 2 – Accountancy Statements 2019 – 20 (This will not be ready until after the Internal Audit)</p> <p>It was proposed by Councillor Steer, seconded by Councillor Watney and agreed to receive and approve Section 2 – Accountancy Statements 2019 – 20.</p>	
(h)	<p>To approve the dates for the public rights inspection period - 13 July to 21 August 2020</p> <p>It was proposed by Councillor Steer, seconded by Councillor Marshall and agreed to approve the dates for the public rights inspection period - 13 July to 21 August 2020.</p>	
(i)	<p>To approve the revised Financial Standing Orders, regulations and any other documentation as previously circulated</p> <p>It was proposed by Councillor Steer, seconded by Councillor Marshall and agreed to approve the revised Financial Standing Orders, regulations and any other documentation as previously circulated.</p>	
(j)	<p>To ratify the decision made at the Finance & General Purposes Committee meeting held on 10 June 2020 to waive Hall Hire charges for the Bovingdon Pre-school in June and July 2020.</p> <p>It was proposed by Councillor Steer, seconded by Councillor Marshall and agreed to ratify the decision made at the Finance & General Purposes Committee meeting held on 10 June 2020 to waive Hall Hire charges for the Bovingdon Pre-school in June and July 2020.</p>	

(k)	<p>To ratify the decision made at the Finance & General Purposes Committee meeting held on 10 June 2020 to keep the Parish Office closed until September 2020 and for this to be reviewed again in light of the prevailing government guidelines.</p> <p>It was proposed by Councillor Steer, seconded by Councillor and agreed to ratify the decision made at the Finance & General Purposes Committee meeting held on 10 June 2020 to keep the Parish Office closed until September 2020 and for this to be reviewed again in light of the prevailing government guidelines.</p>	
(l)	<p>To ratify the decision made at the Finance & General Purposes Committee meeting held on 10 June 2020 to keep the Memorial Hall closed with the exception of use by the Bovingdon Preschool and for Blood Donor sessions until September 2020 and for this to be reviewed again in light of the prevailing government guidelines</p> <p>It was proposed by Councillor Steer, seconded by Councillor Marshall and agreed to ratify the decision made at the Finance & General Purposes Committee meeting held on 10 June 2020 to keep the Memorial Hall closed with the exception of use by the Bovingdon Preschool and for Blood Donor sessions until September 2020 and for this to be reviewed again in light of the prevailing government guidelines.</p>	
(m)	<p>To approve the revised General and Financial Risk Assessment</p> <p>It was proposed by Councillor Steer, seconded by Councillor Watney and agreed to approve the revised General and Financial Risk Assessment.</p>	
9.2	<p>Memorial Hall Management Committee</p> <p>Councillor Steer reported that she will be arranging a meeting of the Memorial Hall Management Committee to primarily discuss the re-opening of the Hall following the corona virus pandemic. The Parish Clerk, Assistant to the Parish Clerk and Councillor Steer have been meeting regularly to discuss this matter using information based on government guidelines, the Community Development Agency for Herts and other Hall Managers. Conversations have been held with the cleaning company and an order placed with Herts Fullstop for supplies of additional cleaning equipment, sanitisers, etc., required to help prevent the spread of the corona virus.</p>	
9.3	<p>Outdoors Committee</p> <p>Councillor Stent reported that progress was being made to take forward the review of outdoors issues in order of priority. That is, discussions with Sunnyside Rural Trust about the contract, with Dacorum BC and Herts CC regarding the High Street other projects and to take forward the renovation of the pond on Bovingdon Green. All works have been slowed down by COVID-19.</p> <p>Arrangements will be made for the Committee to meet again in the near future.</p>	
9.4	<p>Personnel Committee</p> <p>The Committee last met on 19 June 2018.</p>	
9.5	<p>Planning Committee</p> <p>The Committee has met six times since the last meeting of the Parish Council and considered 40 applications.</p>	
10.	<p>To discuss the publication of The Bovingdon Villager</p>	

	<p>Gary Cullum gave a talk about the future publication of the Bovingdon Villager and the interest received to date from the residents. It is envisaged that The Villager will initially be published four times a year and will be more timely, more topical, more up to date and provide a valuable news service to the community. It will engage with the community. It will help build identity, build pride and, working with Bovingdon Parish Council, will spearhead campaigns for community involvement. The Villager will be funded by the sale of advertising. The debate is whether the Villager should be produced in tandem with the Bovingdon News or whether it should subsume the Bovingdon News and be the new publication for the village.</p> <p>Gary was thanked for his presentation and the councillors agreed to discuss this further in Part II of the agenda.</p>	
11.	<p>To discuss the New Model Code of Conduct for Members consultation</p> <p>Eighteen months after the Committee on Standards in Public Life reported to the Prime Minister on improving ethical standards in local government, the National Association of Local Councils (NALC) has worked with the Local Government Association (LGA) to take forward the recommendation to develop an updated national model code of conduct for all tiers of local government.</p> <p>The LGA is now consulting on the proposed national model member code of conduct, and all local (parish and town) councils and county associations of local councils are being asked to consider the proposed code and respond to the LGA to share their views.</p> <p>The Parish Council support the New Model Code of Conduct for Members.</p>	
12.	<p>Health & Safety</p> <p>There was nothing to report.</p>	
13.	<p>Bovingdon Parish 10k – to note that the race scheduled for 6 September 2020 has been postponed due to the coronavirus pandemic and will take place on Sunday 5 September 2021</p>	
14.	<p>Christmas Street Fayre / Christmas lights switch-on – 29 November 2020 (to be confirmed) –</p> <p>It is probable that this will be a low key event this year organised by the Parish Council. It is hoped that ITV will be able to support the event with a celebrity to switch-on the lights. It is unlikely that there will be a Christmas Street Fayre.</p>	
14.1	<p>To approve the Christmas Lighting Display for 2020 totalling £5,488.84 + VAT</p> <p>It was agreed to approve the Christmas Lighting Display for 2020 totalling £5,488.84 + VAT</p>	
15.	<p>Feedback from Claire Norton, the Council’s Representative on Bovingdon Primary Academy</p> <p>In the absence of Claire Norton there was no report.</p>	
16.	<p>Feedback from Kathy Banks, the Council’s Representative on Friends of The Mount</p> <p>Kathy Banks has resigned from the Friends since the group has been taken over by HACRO. Agreed not to continue with this item for the time being.</p>	

17.	<p>Feedback from Councillor Ben Richardson, the Council's Representative on Community Safety</p> <p>Councillor Richardson reported that the work of the DriveSafe group has been on hold due to COVID-19 but it is now looking to start again with seven out of the nine volunteers available to help. There will be the need for social distancing and the group is waiting for the go-ahead from the Herts Constabulary and the Police & Crime Commissioner.</p> <p>Six people have been vetted as Emergency Service Volunteers and have undertaken their training apart from the Fire Service element.</p>	
18.	<p>Feedback from Councillor Steer the Council's representatives on the Bovingdon Community Library</p> <p>Councillor Steer reported that the Library had been closed since 'Lockdown' had begun.</p>	
19.	<p>Any other urgent business</p>	
19.1	<p>Real-time information screen</p> <p>Noted that Herts County Council are to instal a real-time information screen in the bus shelter opposite the Memorial Hall</p>	
20.	<p>Date of next meeting</p> <p>Please note that due to the coronavirus pandemic the Annual Meeting of Bovingdon Parish Council scheduled to be held in May 2020 has been postponed until May 2021</p> <p>Monday 7 September 2020 - The Annual Parish Meeting will be held at 7.30 p.m. prior to an ordinary Meeting of Bovingdon Parish Council. Subject to government regulations it is hoped to be able to hold the meeting in the Memorial Hall and complimentary refreshments will be available prior to the start of the meetings at 7.15 p.m.</p> <p>However, if public meetings are not allowed then the meetings will be held remotely via video conferencing. Clarification to follow.</p> <p>The Council passed a resolution in the following terms:</p> <p><u>Exclusion of the public</u></p> <p>Part II - That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded during the item(s) in Part II of the agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of exempt information relating to an individual:</p>	
21.	<p>The Bovingdon Villager</p> <p>Agreed in principle to support the publication of The Bovingdon Villager providing that it incorporates the village directory and other community elements of the Bovingdon News. If this is the case, then the publication of the Bovingdon News will cease.</p> <p>Councillor Barrett, the Parish Clerk and Assistant to Parish Clerk to draw up the terms of engagement with the editor of the Bovingdon Villager for circulation to the other councillors and to liaise with Steph Farrer who edits the Bovingdon News on behalf of the Parish Council.</p> <p>Meeting ended 9.15 p.m.</p>	<p>Councillor Barrett / Parish Clerk / Assistant to Parish Clerk</p>