

Annual Meeting of the Bovingdon Parish Council

Held remotely via video conference

4 May 2021 starting at 8.00 p.m.

Present:

Councillor Graham Barrett (Chairman)
Councillor Alison Gunn
Councillor Julia Marshall
Councillor Ben Richardson
Councillor Julie Steer
Councillor David Stent
Councillor Adrian Watney
Councillor Pauline Wright

Also present:

Borough Councillor Stewart Riddick
County Councillor Richard Roberts
Mike Kember, Parish Clerk
Dave Kirk, Responsible Financial Officer
Lisa Edwards, Assistant to the Parish Clerk

Press:

Gary Cullum, The Bovingdon Villager

Representatives from the Village:

Brad Gunn

1.	To elect a Chairman to hold office until the next Annual Meeting of the Council Councillor Graham Barrett was elected Chairman. Proposed by Councillor Stent. Seconded by Councillor Marshall.	
2.	To receive the Chairman's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received Agreed that the Parish Clerk will receive the newly elected Chairman's Declaration of Acceptance of Office in due course.	
3.	To elect a Vice-Chairman to hold office until the next Annual Meeting of the Council Councillor David Stent was elected Vice-Chairman. Proposed by Councillor Barrett. Seconded by Councillor Richardson.	
4.	To receive the Vice-Chairman's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received Agreed that the Parish Clerk will receive the newly elected Vice-Chairman's Declaration of Acceptance of Office in due course.	
5.	To receive any apologies for absence Apologies for absence were received from Borough Councillor Gbola Adeleke and Councillor Philip Walker.	
6.	To receive any Declaration of Interests linked to any of the Resolutions There were no Declarations of Interest.	
7.	To nominate / appoint representatives to serve on outside bodies to hold office until the next Annual Meeting of the Council:	

7.1	<p>Bovingdon Primary Academy To be advised - Claire Norton to provide a contact.</p>	Clare Norton
7.2	<p>Friends of 'The Mount' The Friends have now been amalgamated with the Hertfordshire Association for the Care and Resettlement of Offenders (HACRO). The Parish clerk was asked to contact John Walker who is the Treasurer of HACRO.</p>	Parish Clerk
7.3	<p>Community Safety Agreed that Councillor Ben Richardson will continue to be the Council's representative.</p>	
7.4	<p>Bovingdon Community Library Agreed that Councillor Julie Steer will continue to be the Council's representative.</p>	
8.	<p>To appoint Councillors' to serve on the following Committees:</p>	
8.1	<p>To appoint a Finance & General Purposes Committee until the next Annual Meeting of the Council Resolved that Councillors Barrett, Steer, Stent and Walker will be appointed to serve on the Finance & General Purposes Committee.</p>	
8.2	<p>To appoint a Memorial Hall Management Committee until the next Annual Meeting of the Council Resolved that Councillors Gunn, Steer and Wright will be appointed to serve on the Memorial Hall Management Committee. There is a vacancy for one more member and the Parish Clerk was asked to talk to absent councillors.</p>	Parish Clerk
8.3	<p>To appoint an Outdoors Committee until the next Annual Meeting of the Council Resolved that Councillors Barrett, Gunn, Richardson, Schneiders, Steer, Stent, Walker, Watney and Wright will be appointed to serve on the Outdoors Committee.</p>	
8.4	<p>To appoint a Personnel Committee until the next Annual Meeting of the Council Resolved that Councillors Richardson, Steer, Stent and Watney will be appointed to serve on the Personnel Committee.</p>	
8.5	<p>To appoint a Planning Committee until the next Annual Meeting of the Council Resolved that Councillors Richardson, Schneiders, Stent, Walker, Watney and Wright will be appointed to serve on the Planning Committee.</p>	
	<p>Councillor Richard Roberts left the meeting at 8.10 p.m.</p>	
9.	<p>Public Question Time</p>	
9.1	<p>Re-opening of the Parish Office and Memorial Hall It was confirmed that that the Parish Office will re-open after 21 June subject to all government restrictions being lifted. The Memorial Hall will also be able to hold ad hoc events from July and several booking enquiries have already been received.</p>	
10.	<p>Minutes – To approve the minutes of the meeting held on 1 March 2021 Those Councillors present agreed that the minutes of the meeting of Bovingdon Parish Council held on 1 March 2021 were a true</p>	

	<p>representation of the meeting and the minutes will be signed by Councillor Graham Barrett.</p>	
11.	Matters arising from the minutes of the meeting held on 1 March 2021	
11.1	<p>Parish Council organised events These will be considered once all the COVID-19 restrictions have been lifted.</p>	Councillor Stent
11.2	<p>Enforcement of parking restrictions The Parish clerk confirmed that a letter had been drafted to Tesco Stores Ltd requesting them to put up a sign to inform people that there is a car park to the rear of the Tesco Express off the Chesham Road.</p> <p>Councillor Richardson mentioned that the Parish Clerk had written to the Parking Services at Dacorum BC concerning the lack of Civil Enforcement Officers (CEO's) patrolling the village. The Borough Council has informed us that they have seven CEO's that work on a rota basis so there is only four CEO's enforcing at any one time and with enforcement in the larger towns of Hemel Hempstead, Berkhamsted and Tring (due to heavier traffic) taking up most of the resource. Areas such as Bovingdon (which is an outlying village) end up with visits being few and far between and is usually a drive through visit only and therefore, are not issuing any Fixed Penalty Notices. Dacorum BC are providing the Parish Council with details of the CEO's monthly visits.</p>	Parish Clerk
11.3	<p>Memorial Hall The Parish Clerk reported that arrangements are being made for the sockets on the apex of the Memorial Hall to be replaced. The Assistant to the Parish Clerk has obtained information about replacing the external clock and this will be brought to the Parish Council meeting to be held on 5 July 2021.</p>	Councillor Steer / Parish Clerk / Assistant to the Parish Clerk
11.4	<p>Trees in Nye Way Councillor Schneiders has inspected the trees and reported that they are ok.</p> <p>In respect of the items relating to the Bench at Bus stop at top of High Street, Shantock Hall Lane and Flooding in Box Lane, these were actions for Councillor Roberts and he will feedback separately as he had left the meeting prior to them being raised.</p>	
12.	<p>Crime Report In the absence of a police representative, Councillor Richardson reported that the crime figures for April had not been produced, although the crime levels remain low. PCSO's Bardhyl Agallili hopes to be available at the next meeting of the Parish council to be held on 5 July 2021.</p>	
13.	<p>Neighbourhood Planning Councillor Marshall reported that it is three years since the Steering Group was set-up. 2020 had been difficult due to COVID-19 and a number of the volunteers from the original group have left. However, the initial evidence gathering has been completed and the policies have been drafted. The draft plan is now ready to be presented to the residents and the scripts are being prepared by the team leaders.</p> <p>Councillor Marshall has resigned from the Parish Council as she is moving out of the parish, and it has been agreed that Clare Norton</p>	

	<p>will be taking over as Chair of the Steering Group. It is hoped that the draft Neighbourhood Plan will be reviewed during August 2021 and for it to be signed off at the meeting of the Parish Council to be held on 6 September 2021.</p> <p>Councillor Barrett thanked Councillor Marshall for her hard work during her time as a councillor and wished both her and Kevin all the best for the future.</p> <p>14. To receive and adopt the following Committee reports: Minutes of the Planning Committee Meetings held on 8 February, 1 March, 22 March and 12 April 2021 Resolved that the minutes of these meetings as circulated, be received and adopted.</p> <p>15. Feedback from Chairman of Committees: 15.1 Finance & General Purposes Committee Councillor Steer reported that there had been a meeting of the Committee earlier today to agree the End of Year Accounts 2020 – 21 for the Parish and the Memorial Hall. Councillor Steer confirmed that the Financial Standing Orders, regulations and other relevant documentation will be reviewed and circulated prior to the next meeting of the Parish Council to be held on 5 July 2021. The current balance of the Community Infrastructure Levy is almost £68k. A Restart Grant of £8k in respect of the Memorial Hall has been applied for from Dacorum Borough Council.</p> <p>Dave Kirk, Responsible Financial Officer presented the draft accounts and confirmed that they would be submitted to the internal auditor by the end of May 2021.</p> <p>15.1.1 Resolutions to be considered from the Finance & General Purposes Committee meeting held on 4 May 2021</p> <p>(a) To receive and approve the Annual Accounts 2020 – 21 for the Parish including the Revenue Account, Balance Sheet and List of Payments. It was proposed by Councillor Steer, seconded by Councillor Stent and agreed to receive and approve the Annual Accounts 2020 – 21 for the Parish including the Revenue Account, Balance Sheet and List of Payments.</p> <p>(b) To seek ratification to move the Parish Council reserves as follows:</p> <ol style="list-style-type: none"> 1. £1,366 from Community Reserve to Grants Reserve 2. £5k from the General Reserves to Neighbourhood Plan Reserve 3. £4k from General Reserves to the Bovingdon Green Pond Renovation Reserve <p>It was proposed by Councillor Steer, seconded by Councillor Marshall and agreed to ratify the move of Parish Council reserves as listed.</p> <p>(c) To approve the list of Parish ‘reserves’ totalling £135,590 It was proposed by Councillor Steer, seconded by Councillor Wright and agreed to approve the list of Parish ‘reserves’ totalling £135,590.</p> <p>(d) To receive and approve the Annual Accounts 2020 – 21 for the Memorial Hall including the Revenue Account, Balance Sheet and List of Payments. It was proposed by Councillor Steer, seconded by Councillor Barrett and agreed to receive and approve the Annual Accounts 2020 – 21</p>	<p>Councillor Steer / Parish Clerk / RFO</p> <p>RFO</p>
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	<p>for the Memorial Hall including the Revenue Account, Balance Sheet and List of Payments.</p>	
(e)	<p>To seek ratification to move the surplus for the Memorial Hall as follows:</p> <ol style="list-style-type: none"> 1. £2,108 to the 5-year maintenance reserve 2. £4,785 to the major refurbishment reserve <p>It was proposed by Councillor Steer, seconded by Councillor Gunn and agreed to ratify to move the surplus for the Memorial Hall as listed.</p>	
(f)	<p>To approve the list of Memorial Hall ‘reserves’ totalling £135,590</p> <p>It was proposed by Councillor Steer, seconded by Councillor Watney and agreed to approve the list of Memorial Hall ‘reserves’ totalling £ 110,605.</p>	
(g)	<p>To appoint APS Accountancy of Dunstable as the Annual Internal Auditor for 2020 – 21</p> <p>It was proposed by Councillor Steer, seconded by Councillor Stent and agreed to appoint APS Accountancy of Dunstable as the Annual Internal Auditor for 2020 – 21.</p>	
(h)	<p>To receive the revised Memorial Hall Asset Register</p> <p>It was proposed by Councillor Steer and agreed to receive the revised Memorial Hall Asset Register.</p>	
(i)	<p>To ratify the decision made at the Finance & General Purposes Committee meeting held on 4 May 2021 to transfer £15k from the Memorial Hall to the Parish to cover recharge costs</p> <p>It was proposed by Councillor Steer, seconded by Councillor Watney and agreed to ratify the decision made at the Finance & General Purposes Committee meeting held on 4 May 2021 to transfer £15k from the Memorial Hall to the Parish to cover recharge costs.</p>	
(j)	<p>That the Council approves a budget of £5k from ‘reserves’ towards the costs of producing the Neighbourhood Plan.</p> <p>It was proposed by Councillor Barrett and seconded and resolved that the Parish Council approves a budget of £5k from ‘reserves’ towards the costs of producing the Neighbourhood Plan.</p>	
15.2	<p>Memorial Hall Management Committee</p> <p>Councillor Steer reported that there has been no meeting and that the leak from the supply pipe on the forecourt of the Memorial Hall has been repaired.</p>	
15.3	<p>Outdoors Committee</p> <p>Councillor Stent reported that there has been an informal meeting of the Committee and that the main agencies the council has to work with are Herts County and Dacorum Borough Councils and the Sunnyside Rural Trust.</p>	
15.4	<p>Personnel Committee</p> <p>The Committee last met on 27 January 2021 and concentrated on updating and modifying processes. To improve internal communication, a new email has been set up for the Parish Clerk for use by councillors when dealing with ‘Confidential & Personnel’ issues.</p>	
15.5	<p>Planning Committee</p> <p>The Committee had met four times since the last meeting of the Parish Council.</p>	

16.	<p>Health & Safety There was nothing to report.</p>	
17.	<p>Bovingdon Parish 10 – 5 September 2021 Councillor Steer reported that arrangements are progressing well and there is another meeting planned in two weeks' time.</p>	
18.	<p>Feedback from Claire Norton, the Council's Representative on Bovingdon Primary Academy In the absence of a representative there was no report.</p>	
19.	<p>Feedback from Kathy Banks, the Council's Representative on Friends of The Mount In the absence of a representative there was no report.</p>	
20.	<p>Feedback from Councillor Ben Richardson, the Council's Representative on Community Safety Councillor Richardson gave feedback as follows: DriveSafe Campaign The DriveSafe sessions have restarted in the Chipperfield Road. The group will be supported in the future by speed vans provided by Herts Constabulary and these will start trial running over the next few weeks.</p> <p>Emergency Service Volunteers(ESV) From 27 May 2021, the volunteers will be starting their patrol work in the village once the COVID-19 testing has finished at Police HQ. The volunteers have completed their training with both the Police & the Fire Service. Although the ESV scheme is being piloted in Dacorum District for twelve months the emphasis of the work will be in Bovingdon.</p>	
21.	<p>Feedback from Councillor Julie Steer as the Council's representative on the Bovingdon Community Library Councillors Steer reported that some of the Community Libraries are starting to re-open. However, Bovingdon will re-open towards the end of May / early June, pending the completion of internal redecoration works and the laying of new carpets.</p>	
22.	<p>Any other urgent business There were no matters arising.</p>	
23.	<p>Date of next meeting Monday 5 July 2021 starting at 7.30 p.m. Agreed that the meeting scheduled for 7 June 2021 can be cancelled as the financial matters have been dealt with at tonight's meeting.</p> <p>The Council passed a resolution in the following terms:</p> <p><u>Exclusion of the public</u></p> <p>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 a contract:</p>	All to note
24.	<p>Christmas Street Lighting</p>	

	<p>Agreed to ask SparkX Ltd. Of Wendover to submit a formal quotation for the purchase and provision of Christmas Street Lighting for a five-year period.</p> <p>Meeting ended 9.20 p.m.</p>	Parish Clerk
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