

**Annual Meeting of the Bovingdon Parish Council**

**Held in The Memorial Hall, High Street, Bovingdon**

**9 May 2022 starting at 8.30 p.m.**

**Present:**

Councillor Graham Barrett (Chair)  
Councillor Mike Foulds  
Councillor Alison Gunn  
Councillor Ben Richardson  
Councillor Julie Steer  
Councillor David Stent  
Councillor Pauline Wright

**Also present:**

County Councillor Richard Roberts, Leader of Herts County Council (HCC)  
Borough Councillor Stewart Riddick  
Borough Councillor Gbola Adeleke  
Clare Norton, Chair of the Neighbourhood Plan Steering Group  
Mike Kember, Parish Clerk

**Press:**

Gary Cullum, The Bovingdon Villager

**Representatives from the Village:**

None

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| 1.    | <b>To elect a Chair to hold office until the next Annual Meeting of the Council</b><br>Councillor Graham Barrett was elected Chair. Proposed by Councillor Stent. Seconded by Councillor Wright.   |
| 2.    | <b>To receive the Chair's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received</b><br>The Parish Clerk received the newly elected Chair's Declaration of Acceptance of Office.              |
| 3.    | <b>To elect a Vice-Chair to hold office until the next Annual Meeting of the Council</b><br>Councillor David Stent was elected Vice-Chair. Proposed by Councillor Barrett. Seconded by Councillor Richardson.                            |
| 4.    | <b>To receive the Vice-Chairman's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received</b><br>The Parish Clerk received the newly elected Vice-Chair's Declaration of Acceptance of Office. |
| 5.    | <b>To receive apologies for absence</b><br>Apologies for absence were received from Councillors Hugh Schneiders, Adrian Watney and Philip Walker.  |
| 6.    | <b>Specific Declarations of Interest</b><br>There were no Declarations of Interest.  |
| 7.    | <b>To nominate / appoint representatives to serve on outside bodies to hold office until the next Annual Meeting of the Council:</b>   |
| (7.1) | Bovingdon Primary Academy  |

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|        | To be advised.   |                    |
| (7.2)  | <p><b>Friends of ‘The Mount’</b><br/>The Friends have now been amalgamated with the Hertfordshire Association for the Care and Resettlement of Offenders (HACRO). The new contact is Louise Bandle who is unable to attend meetings but will provide written reports.</p>  |                    |
| (7.3)  | <p><b>Community Safety</b><br/>Agreed that Councillor Ben Richardson will continue to be the Council’s representative.</p>   |                    |
| (7.4)  | <p><b>Bovingdon Community Library</b><br/>Agreed that Councillor Julie Steer will continue to be the Council’s representative.</p>   |                    |
| (7.5)  | <p><b>Chilterns Conservation Board</b><br/>Agreed that Councillor Adrian Watney will continue to be the Council’s representative.</p>  |                    |
| 8.     | <p><b>To appoint Councillors’ to serve on the following Committees until the next Annual Meeting of the Council:</b></p>   |                    |
| (8.1)  | <p><b>Finance &amp; General Purposes Committee</b><br/>Resolved that Councillors Barrett, Foulds, Steer, Stent and Walker will be appointed to serve on the Finance &amp; General Purposes Committee.</p>  |                    |
| (8.2)  | <p><b>Memorial Hall Management Committee</b><br/>Resolved that Councillors Foulds, Gunn, Steer, Stent and Wright will be appointed to serve on the Memorial Hall Management Committee.</p>   |                    |
| (8.3)  | <p><b>Outdoors Committee</b><br/>Resolved that Councillors Barrett, Gunn, Richardson, Schneiders, Stent, Walker, Watney and Wright will be appointed to serve on the Outdoors Committee.</p>   |                    |
| (8.4)  | <p><b>Personnel Committee</b><br/>Resolved that Councillors Richardson, Steer, Stent and Watney will be appointed to serve on the Personnel Committee.</p>   |                    |
| (8.5)  | <p><b>Planning Committee</b><br/>Resolved that Councillors Richardson, Schneiders, Stent, Walker, Watney and Wright will be appointed to serve on the Planning Committee.</p>  |                    |
| 9.     | <p><b>Public Question time</b><br/>There were no questions.</p>  |                    |
| 10.    | <p><b>Signing of Minutes: Bovingdon Parish Council Meeting, 7 March 2022</b><br/>Those Councillors present agreed the minutes of the meeting of Bovingdon Parish Council Meeting held on 7 March 2022 were a true representation of the meeting and the minutes were signed by Councillor Barrett.</p>   |                    |
| 11.    | <p><b>Matters Arising from Minutes: –</b></p>  |                    |
| (11.1) | <p><b>Bovingdon Parish Council Meeting, 7 March 2022</b><br/><b>Resurfacing of footpath on Bovingdon Green to Long Lane</b><br/>Councillor Roberts confirmed that this work will be included in the Highways Locality Budget for 2023 – 24. A request was made for the footpath to be made wider. Councillor Roberts to forward a copy of his Highways Locality Budget allocations for 2022 -23.</p> | Councillor Roberts |

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| <p>(11.2)</p>  | <p><b>Footpath 31 leading from Newhouse Road – replacement gate</b><br/>The Parish Clerk confirmed that he had written to HMP The Mount and had received an acknowledgement.</p>   | <p>Parish Clerk</p>                                   |
| <p>(11.3)</p>  | <p><b>Representative on outside bodies – Bovingdon Primary Academy</b><br/>There has been no response to date. Councillor Stent undertook to raise this with the Chief Executive of the Aspire Academies Trust.</p>  | <p>Councillor Stent</p>                               |
| <p>(11.4)</p>  | <p><b>Opening / closing of school gates on Saturdays</b><br/>Councillor Stent reported that he had been unable to source a sign for the car park advertising Saturday parking for villagers. Agreed that Councillor Stent would order two A-boards, which could also be used to advertise other events.</p>  | <p>Councillor Stent</p>                               |
| <p>(11.5)</p>  | <p><b>Flooding in parts of village</b><br/>Councillor Roberts confirmed that he has looked at the ‘dip’ outside HMP The Mount and thinks that it may require another drain.<br/><br/>Councillors raised concerns about the flooding outside the St Lawrence Church Hall in Vicarage Lane, which is caused by blocked drains. Councillor Roberts confirmed that this has been chased.</p>   | <p>Councillor Roberts<br/><br/>Councillor Roberts</p> |
| <p>(11.6)</p>  | <p><b>Shantock Hall Lane</b><br/>Councillor Roberts confirmed that an order has been placed for the repair and resurfacing of this road.</p>   |   |
| <p>(11.7)</p>  | <p><b>Bench at Bus stop at top of High Street</b><br/>The Parish Clerk confirmed that an order has been placed for the existing bench to be moved to the new bus stop and that an invoice will be sent to the Parish Council.</p>  | <p>Parish Clerk</p>                                   |
| <p>(11.8)</p>  | <p><b>Police &amp; Crime Commissioners Office</b><br/>The Parish Clerk to write to the Police Commissioners office asking for an update on funding from the locality budget and the provision of a PCSO within the Parish</p>  | <p>Parish Clerk</p>                                   |
| <p>(11.9)</p>  | <p><b>Bobsleigh Hotel</b><br/>The Parish Clerk reported that he had heard from Macdonalds Hotel that due to vandalism the Bobsleigh Hotel was unsuitable for housing refugees.<br/><br/>Following the presentation made at the Annual Parish Meeting, the Parish Clerk was asked to contact Macdonald’s Hotel to seek a meeting with them and the Bovingdon Film Studios to discuss the need for hotel accommodation in the area arising from the film production being carried out on Bovingdon Airfield.</p> | <p>Parish Clerk</p>                                   |
| <p>(11.10)</p> | <p><b>Bovingdon Community Library</b><br/>Councillor Steer confirmed that they are waiting for permission from Herts County Council to instal the new “Tommy” Standing Soldier in a permanent location around the library area.<br/><br/>Agreed that Councillor Steer can purchase two poppy benches representing WW1 and WW2 to be located outside the library. Permission will have to be sought from Herts County Council and it may necessitate the respiting / removal of the existing wooden bench.</p>  | <p>Councillor Steer<br/><br/>Councillor Steer</p>     |

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| 12.           | <p><b>Crime Report</b><br/>Crime report circulated prior to meeting. Noted that crime figures remain low. Currently there is no replacement PCSO for Bardhyl Agallili.</p>   |  |
| 13.           | <p><b>Neighbourhood Plan</b><br/>Clare Norton, Chair of Steering Group reported that a meeting had been held with Dacorum Borough Council to discuss the impact on the Neighbourhood Plan following the report on the damage being caused to the Chilterns Beechwoods at Ashridge and its impact for new housing applications until mitigation plans are drawn up to safeguard the area. As a consequence, the Neighbourhood Plan cannot promote specific sites for residential development until mitigation is in place to protect Ashridge. The group will shortly proceed to Regulation 14 consultation and referendum on the revised final Neighbourhood Plan.</p>   |  |
| 14.<br>(14.1) | <p><b>To receive and adopt the following Minutes:</b><br/>Planning Committee Meetings: (i) 21 February 2022 (ii) 7 March 2022 (iii) 28 March 2022<br/>Resolved that the minutes of these meetings as circulated, be received and adopted.</p>  |  |
| 15.<br>(15.1) | <p><b>Feedback from Chair of Committees:</b><br/><b>Finance &amp; General Purposes Committee</b><br/>The Committee met on 4 May and had reviewed the Draft Final Accounts for 2021 – 22 for the Parish and Memorial Hall. Apart from some ‘tweaking’ the accounts had been accepted.</p>   |  |
| (15.1.1)      | <p><b>Resolutions to be considered from the Finance &amp; General Purposes Committee</b></p>   |  |
| (a)           | <p><b>That the Council approves the draft Final Accounts for 2021 – 22 for the Parish and Memorial Hall</b><br/>It was proposed by Councillor Steer and seconder by Councillor Stent and resolved that the Council approves the draft Final Accounts for 2021 – 22 for the Parish and Memorial Hall.<br/><br/>Councillor Steer reminded the Council that there needs to be a meeting to discuss how it is proposed to spend the Community Infrastructure Levy receipts which total £106,182.56.<br/><br/>Agreed to a budget of £5k for the Queens Platinum Jubilee to be allocated as follows:<br/>£4k for general Jubilee costs; £500 for street parties; £300 for tea party in the Memorial Hall and £200 for bunting to decorate the businesses in the High Street. The beacon has been paid for from two grants. The first is a grant of £4,600 from the UK Communities Foundation (UKCF) administered via Dacorum Borough Council and the other is a grant of £2k from County Councillor Richard Roberts Locality Budget.<br/><br/>To date nine applications have been approved for street parties. The closing date for applications is 15 May 2022.</p> |  |
| (15.2)        | <p><b>Memorial Hall Management Committee</b><br/>There was nothing further to report.</p>  |  |
| (15.3)        | <p><b>Outdoors Committee</b><br/>Councillor Wright reported that negotiations are on-going with the Sunnyside Rural Trust regarding the contract and there will be a further meeting after the Jubilee weekend at the beginning of June.</p>   |  |

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|        | <p>Two more planters have been provided outside the Bovingdon Primary Academy.</p> <p>Councillor Walker has offered to instal the irrigation system for the hanging baskets outside the Memorial Hall.</p> <p>The 38,000 bulbs planted by Dacorum Borough Council on the corner of Green Lane has been well received by the community. Other areas identified in the village for mass bulb planting is in the High Street and on the Hempstead Road.</p> <p>The Jubilee Tree ordered via Dacorum Borough Council will be planted in 2023 on either Bovingdon Green or in the High Street.</p> <p>Councillor Richardson asked if Sunnyside Rural Trust could cut back the overhanging branches in front of the matrix sign on the Hempstead Road.</p>  |                                |
| (15.4) | <p><b>Personnel Committee</b><br/>There was nothing to report.</p>  |                                |
| (15.5) | <p><b>Planning Committee</b><br/>The Committee has met three times since the last meeting of the Parish Council and considered 27 applications.</p> <p>Councillor Steer left the meeting at 9.30 p.m.</p>   |                                |
| 16.    | <p><b>Bovingdon Improvement Plan (BIP) Working Group</b><br/>Councillor Stent reported that the majority of people appreciated the improvement works carried out to the forecourt in front of the Co-op, although some residents had expressed concern about vehicles encroaching on to the footpath. This is hoped to be addressed by the provision of additional planters and seating. This will be discussed further with the shopkeepers.</p> <p>There has been a very positive meeting with Dan Rodger, Parking Services Team Leader, Dacorum Borough Council about issues concerning, the provision of a statutory disabled badge holder only parking bay; provision for loading and unloading in the shopping area; waiting restrictions to promote parking bay turn around to increase customer footfall and the difficulties to enforce all the parking restrictions in Bovingdon including the double yellow lines and the school zig zag markings.</p> <p>Councillors Richardson and Stent to monitor the worst times for parking and call Saba Park Services UK Ltd in as necessary to deal with problem parking.</p> <p>There is to be a further presentation to the Working Group on the 23 May giving various scenarios regarding the possible re-development of the Memorial Hall and civic zone.</p> | Councillors Richardson & Stent |
| 17.    | <p><b>Report from the Council's Representative on outside groups / bodies:</b></p>  |                                |
| (17.1) | <p><b>Bovingdon BP10</b><br/>Councillor Stent confirmed that arrangements are on track for this year's event. He indicated that consideration needs to be given to the future of the run and to see if there is a group in the village who could take on the future organisation of it.</p>   |                                |
| (17.2) | <p><b>Bovingdon Primary Academy</b></p>   |                                |

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|            | In the absence of a representative there was no report.   |  |
| (17.3)     | <b>Friends of The Mount / HACRO</b><br>In the absence of a representative there was no report.  |  |
| (17.4)     | <b>Community Safety</b><br>Councillor Richardson circulated a 'Word map' highlighting the various activities undertaken by the Parish Marshalls. The main activities included patrol; road works and parish matters. The team has spent 25½ hours on patrol in the village during April.<br><br>Councillor Richardson continues to progress the funding that has been approved to enhance the 'gateways' to the village with Herts County Council and the Police & Crime Commissioner. He understands that our bid will be considered by the end of June 2022. It is hoped that an improved managed system to monitor vehicle speeds will be installed in the Chipperfield Road unlike the matrix system installed on the Hempstead Road. |  |
| (17.5)     | <b>Bovingdon Community Library</b><br>In the absence of Councillor Steer there was no report.   |  |
| (17.6)     | <b>Chilterns Conservation Board</b><br>In the absence of a representative there was no report.  |  |
| <b>18.</b> | <b>Code of Conduct for Members</b><br>The Parish Council agreed to adopt the new code of conduct approved by Dacorum Borough Council at their full council meeting held on 23 February 2022. The new code is a hybrid of the LGA Model Code and the Borough Council's old code. Paragraphs 1 -10 and Appendix A are from the LGA Model Code, and Appendix B, which deals with the registration and declaration of interests, is from the Borough Council's old code and therefore means that all the rules in relation to declaration of interests remain unchanged. The only changes to the LGA Model Code within paragraphs 1-10 is to insert a new 8.1 relating to training.   |  |
| <b>19.</b> | <b>The Queens Platinum Jubilee – 2 – 5 June 2022</b><br>Councillor Wright reported that to date 94 cars have been registered to take part in the classic car show. The beacon has been installed and there will be low noise fireworks to end the day's festivities. She confirmed that everything is coming together to make it an enjoyable and memorable day. Agreed to purchase two SumUp machines for use at council organized events.   |  |
| <b>20.</b> | <b>Health &amp; Safety</b><br>There was nothing to report.  |  |
| <b>21.</b> | <b>Any other urgent business</b><br>None  |  |
| <b>22.</b> | <b>To note date of the next Bovingdon Parish Council meeting:</b><br>Monday 27 June 2022 to be held in The Memorial Hall starting at 7.30 p.m.<br><br>The Council passed a resolution in the following terms:<br><br><b>Exclusion of the public</b>   |  |

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 employee:

**23.**

**Parish Clerk**

Councillor Richardson presented a paper regarding the future retirement of the Parish Clerk and outlined the succession process. Agreed to hold monthly meetings of the Personnel Committee to oversee this.

Meeting ended at 10.25 p.m.

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