

Meeting of the Bovingdon Parish Council

Held in The Memorial Hall, High Street, Bovingdon

26 June 2023 starting at 7.30 p.m.

Present:

Councillor Graham Barrett (Chair)
Councillor Alison Gunn
Councillor Mike Foulds
Councillor Ben Richardson
Councillor Hugh Schneiders
Councillor Julie Steer
Councillor Philip Walker
Councillor Adrian Watney
Councillor Pauline Wright

Also present:

Hertfordshire County Councillor Richard Roberts
Dacorum Borough Councillor Gbola Adeleke
Kerry Trevett, Wellbeing Lead, Bovingdon Primary Academy
Hailey Miller, Chairman PTA, Bovingdon Primary Academy
Clare Norton, Chair of the Neighbourhood Plan Steering Group
Mike Kember, Parish Clerk
Gemma Coventry, newly appointed Parish Clerk

Press:

Gary Cullum, The Bovingdon Villager

Representatives from the Village:

Brad Gunn

1.	To receive apologies for absence Apologies for absence were received from Councillor David Stent.	
2.	Specific Declarations of Interest There were no Declarations of Interest.	
3.	Public Question time	
3.1	Beacon on Bovingdon Green In reply to a question from Gary Cullum, Councillor Wright confirmed that a plaque will be made once the wording has been agreed.	Councillor Wright
4.	Signing of Minutes: Bovingdon Parish Council Meeting, 15 May 2023 Those Councillors present agreed the minutes of the meeting of Bovingdon Parish Council Meeting held on 15 May 2023 were a true representation of the meeting and the minutes were signed by Councillor Barrett.	
5.	Matters Arising from Minutes: Bovingdon Parish Council Meeting, 15 May 2023	
5.1	Friends of 'The Mount' The Parish Clerk was asked to contact Matt Canon to see if he would be the Parish Council's representative.	Parish Clerk
5.2	Dead cherry tree outside Archway Flats Councillor Wright confirmed that this will be replaced in the autumn.	

5.3	<p>Opening / closing of school gates on Saturdays</p> <p>The new arrangements are in place for the opening / closing of the public toilets and school gates on Saturdays. The A-boards have been delivered and the signs are being made.</p>	Councillor Stent
5.4	<p>Village Gates</p> <p>A survey of condition had been undertaken of the four village gates and Councillor Schneiders agreed to obtain a quote for the cost of the materials needed to replace some of the posts.</p>	Councillor Schneiders & Walker
5.5	<p>Dog Waste Bin</p> <p>The damaged bin outside the Bovingdon Primary Academy has been removed.</p>	
5.6	<p>Grange Farm</p> <p>Councillor Barrett confirmed that the letter drafted by the developers asking for support to the scheme that will put money into the village for community projects has been agreed.</p>	
6.	<p>Crime Report</p> <p>Councillor Richardson reported that crime is still low in our village compared to other areas.</p> <p>A quotation in the sum of £4,276 has been received to replace the obsolete Speed Indicator Device on the Hempstead Road with a new one. This includes a sum of £850 for the first five years maintenance and replacement costs. The Parish Council agreed to fund the cost from its reserves. The sign will become part of the County Council's countywide remit for signs. In addition, it was arranged for a team from the parish to clear the vegetation around the site week commencing 3 July.</p> <p>PC Dan Stevens and will be holding a Police Surgery in the Memorial Hall on 28 June 2023.</p>	Councillor Richardson
7.	<p>Neighbourhood Plan (NP)</p> <p>Clare Norton, Chair of the Neighbourhood Plan Steering Group and Councillor Barrett had attended a meeting with Dacorum Borough Council to discuss the next stages of the Regulation 15 public consultation. These are as follows:</p> <ul style="list-style-type: none"> • Consultation carried out by Dacorum Borough Council during July /August 2023 • NP goes to Independent Examiner in September 2023 • Referendum in November 2023 • NP adopted and signed off in January 2024 <p>In addition, a Tree Charter identifying significant trees in the parish needs to be produced.</p> <p>Arrangements to be made for a tutorial in the use of Parish on Line (possibly with Jacqueline Veater).</p> <p>Councillor Barrett thanked Clare for all the work she has done to progress the NP.</p>	
8.	<p>To receive and adopt the following Committee reports:</p> <p>Planning Committee Meetings: (i) 17 April 2023 (ii) 9 May 2023</p> <p>Finance & General Purposes Committee Meeting: (i) 9 May 2023</p>	

	Resolved that the minutes of these meetings as circulated, be received and adopted.	
9.	Feedback from Chair of Committees:	
9.1	Finance & General Purposes Committee At the Parish Council meeting held on 15 May 2023 it was agreed to delegate to the Finance & General Purposes Committee the power to take any decisions related to the completion and signing off of the accounts.	
9.1.1	Resolutions to be considered from the Finance & General Purposes Committee	
(a)	To ratify the Finance & General Purposes Committee approval of the Annual Accounts 2022 – 23 for the Parish including the Revenue Account, Balance Sheet and List of Receipts and Payments as agreed at the meeting of the Parish Council meeting held on 15 May 2023 It was proposed by Councillor Wright, seconded by Councillor Walker and resolved that the Council ratify the Finance & General Purposes Committee approval of the Annual Accounts 2022 – 23 for the Parish including the Revenue Account, Balance Sheet and List of Receipts and Payments as agreed at the meeting of the Parish Council meeting held on 15 May 2023.	
(b)	To ratify the Finance & General Purposes Committee approval of the list of Parish Council ‘reserves’ for 2022 - 23 as agreed at the meeting of the Parish Council meeting held on 15 May 2023 It was proposed by Councillor Foulds, seconded by Councillor Richardson and resolved that the Council ratify the Finance & General Purposes Committee approval of the list of Parish Council ‘reserves’ for 2022 - 23 as agreed at the meeting of the Parish Council meeting held on 15 May 2023.	
(c)	To receive and approve the Annual Accounts 2022 – 23 for the Memorial Hall including the Revenue Account and Balance Sheet. These accounts are to be finalised. Agreed to delegate to the Finance & General Purposes Committee the power to take any decisions related to the completion and signing off of the accounts.	
(d)	To approve the receipts and payments for the Parish Council for 2022 -23 It was proposed by Councillor Walker, seconded by Councillor Schneiders and resolved that the Council approve the receipts and payments for the Parish Council for 2022 -23.	
(e)	To approve the receipts and payments for the Memorial Hall for 2022 - 23 It was proposed by Councillor Wright, seconded by Councillor Gunn and resolved that the Council approve the receipts and payments for the Memorial Hall for 2022 – 23.	
(f)	To appoint APS Accountancy of Dunstable as the Annual Internal Auditor for 2023 - 24 It was proposed by Councillor Watney, seconded by Councillor Richardson and resolved that the Council appoint APS Accountancy of Dunstable as the Annual Internal Auditor for 2023 - 24	
(g)	To receive and approve Section 1 – The Annual Governance Statement 2022 – 23 It was proposed by Councillor Watney, seconded by Councillor Foulds and resolved that the Council receive and approve Section 1 – The Annual Governance Statement 2022 – 23	
(h)	To receive and approve Section 2 – Accountancy Statements 2022 – 23	

	<p>It was proposed by Councillor Barrett, seconded by Councillor Foulds and resolved that the Council receive and approve Section 2 – Accountancy Statements 2022 – 23</p>	
(i)	<p>To approve the dates for the public rights inspection period – Wednesday 5 July to Tuesday 15 August 2023 (30 working days excl. weekends and Bank Holidays)</p> <p>It was proposed by Councillor Steer, seconded by Councillor Barrett and resolved that the Council approve the dates for the public rights inspection period – Wednesday 5 July to Tuesday 15 August 2023.</p>	Councillor Steer / Parish Clerk
(j)	<p>To approve the revised the Parish Council Asset Register</p> <p>It was proposed by Councillor Watney, seconded by Councillor Barrett and resolved that the Council approve the revised the Parish Council Asset Register.</p>	
(k)	<p>To approve the revised the Memorial Hall Asset Register</p> <p>It was proposed by Councillor Gunn, seconded by Councillor Wright and resolved that the Council approve the revised the Memorial Hall Asset Register</p>	
(l)	<p>To ratify the decision of the Finance & General Purposes Committee to open a Parish Council two-year fixed rate bond with the Hampshire Trust Bank for £50k</p> <p>It was proposed by Councillor Foulds, seconded by Councillor Barrett and resolved that the Council ratify the decision of the Finance & General Purposes Committee to open a Parish Council two-year fixed rate bond with the Hampshire Trust Bank for £50k.</p>	
(m)	<p>To ratify the decision of the Finance & General Purposes Committee to open a Memorial Hall two-year fixed rate bond with the Hampshire Trust Bank for £50k</p> <p>It was proposed by Councillor Watney, seconded by Councillor Richardson and resolved that the Council ratify the decision of the Finance & General Purposes Committee to open a Memorial Hall two-year fixed rate bond with the Hampshire Trust Bank for £50k.</p>	
(n)	<p>To ratify the decision of the Finance & General Purposes Committee to transfer £30k for the Memorial Hall into a 90-day business notice account with the Hampshire Trust Bank</p> <p>It was proposed by Councillor Foulds, seconded by Councillor Walker and resolved that the Council ratify the decision of the Finance & General Purposes Committee to transfer £30k for the Memorial Hall into a 90-day business notice account with the Hampshire Trust Bank.</p> <p>Councillor Steer confirmed that she would circulate the Memorial Hall End of Year Accounts to the Finance & General Purposes Committee prior to holding a meeting in the near future.</p> <p>There will be a meeting in July / August to discuss the use of Community Infrastructure Levy (CIL) reserves.</p> <p>Councillor Barrett thanked Councillor Steer for all her input into getting the End of Year Accounts organised.</p>	<p>Councillor Steer</p> <p>Councillor Steer</p>
9.2	<p>Memorial Hall Management Committee</p> <p>There have been no meetings of the Committee, although it is planned to have a meeting of the Committee at the end of July / early August.</p>	

<p>9.3</p>	<p>Outdoors Committee Councillor Wright reported that the Committee had met on 19 June 2023.</p> <p>Councillor Wright is in discussion with the Clean, Safe & Green Team at Dacorum Borough Council to arrange for the weeds in pavements to be sprayed and for the roads to be swept.</p> <p>Councillor Barrett and Wright to walk around the village and draw up a 'wish list' of all the outdoors work that needs to be carried out.</p> <p>Two trees are to be replaced outside Archway Flats in the High Street this autumn. Permission has been obtained from Hertfordshire County Council to buy a cherry tree to be planted on the Library Forecourt and Councillor Richard Roberts kindly agreed to pay for this from his Locality Budget. Agreed to ask if the children at the school can water the tree. Councillors Schneiders and Wright to visit Majestic Trees.</p> <p>Following receipt of the report from Elgan Adlard, Land Management Projects Officer, Countryside Management Services regarding the future maintenance of the pond on Bovingdon Green, he recommended that each year a third of the reeds are removed and some of the iris to prevent the pond getting overgrown. This will need to be done using a small digger. Councillor Schneiders to obtain a quote for this work.</p> <p>The railings around the Docks need attention. It is thought that some of them were damaged when the drainage works were carried. The Parish Clerk has written to the supervising engineer of the works for her comments.</p> <p>Councillor Roberts to provide Councillor Steer with a list of drains in the parish.</p> <p>Councillor Richardson has spoken to Councillor Roberts about the delays in implementing the Community Safety / Road Safety Fund Award to see if he can expedite progress on the implementation of the scheme with Herts Highways. Progress has been made and Councillor Richardson has met with Ian Richardson who will be responsible for the implementation of the project which is to improve the entrances to the village on the Hempstead Road, Chesham Road and Chipperfield Road.</p>	<p>Councillor Wright</p> <p>Councillors Barrett & Wright</p> <p>Councillor Wright</p> <p>Councillor Schneiders</p> <p>Parish Clerk</p> <p>Councillor Roberts</p>
<p>9.4</p>	<p>Personnel Committee There was an extra-ordinary meeting of the Committee held on 29 March 2023 to discuss the Parish Clerk vacancy. Subsequently a second round of interviews have been held and Gemma Coventry was appointed and will start on 3 July 2023.</p>	
<p>9.5</p>	<p>Planning Committee The Committee has met two times since the last meeting of the Parish Council and considered 12 applications.</p> <p>Reported that a notice has been put up at Duckhall Farm indicating the building of 4 and 5 bedroom houses. To date no planning application has been received for this.</p>	
<p>10.</p>	<p>Bovingdon Improvement Plan (BIP) Working Group In the absence of Councillor Stent there was no report.</p>	

11.	Report from the Council's Representative on outside groups / bodies:	
11.1	Bovingdon Primary Academy Kerry Trevett reported that the curriculum now includes outdoor learning, to help get children engaged with nature. The school is the heart of the community and she would like to improve communications with the Parish Council which was welcomed. There are plans to carry out improvements to the play area to create zones e.g. quiet zone. Councillor Roberts reported that he had visited the school and met with Kerry and had found it a very positive experience.	
11.2	Bovingdon Community Library Councillor Steer reported that it is business as usual with the support of a full complement of volunteers. They are currently preparing for the Summer Reading Challenge which runs from 4 July to 2 September 2023.	
(11.3)	Chilterns Conservation Board Councillor Watney reported that there had been a meeting in early June and that the main issues being discussed are: <ul style="list-style-type: none"> • HS 2 – work monitoring • Cleaning up of the Chalk Streams 	
12.	Health & Safety There was nothing to report.	
13.	Any other urgent business	
13.1	Flaunden Quarry Councillor Roberts confirmed that Hertfordshire County Council is dealing with the current issues at Flaunden Quarry.	
13.2	Energy Voucher Scheme Councillor Foulds reported that households on prepayment meters have until 30 June to redeem their vouchers. Agreed to put this information on the Parish council website.	Parish Clerk
13.3	80th Anniversary of D-Day - 6 June 2024 Arrangements will be made for beacons across the country to be lit on 6 June to commemorate the 80 th Anniversary of D-Day. Agreed that we will participate and the Parish Clerk was asked to register our interest before 1 April 2024.	Parish Clerk
13.4	Chesham Road Councillor Roberts undertook to chase up the repair to the 'dip' in the Chesham Road that has been created when the new houses were constructed. This area is now liable to flooding.	Councillor Roberts
13.5	Dacorum Borough Council – Town & Parish Council representative on Standards Committee There are no nominations from the Parish Council.	
13.6	Christmas Light's switch on and street fayre The switch-on is planned to take place on Sunday 3 December 2023 at 5.30 p.m. It is hoped to be able to also have the street fayre.	
13.7	BP10K Councillor Steer reported that Julie Ann Copeland may be interested in taking over the running of the race and that she will be meeting with her in the near future to discuss this.	Councillor Steer

14.	<p>To note date of the next Bovingdon Parish Council meeting: Monday 4 September 2023 to be held in The Memorial Hall, Bovingdon starting at 7.30 p.m.</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 a contract:</p>	All to note
15.	<p>Sunnyside Rural Trust – renewal of contract Councillors Barrett, Steer and Wright have had a further meeting with Sunnyside Rural Trust and following this have received amended contract costs together with prices for additional tasks. Agreed to accept the basic contract and the Parish Council will carry out the tasks independently.</p>	Councillors Barrett, Steer & Wright
16.	<p>‘Away Day’ Agreed this will take place at the end July / early August possibly at the Redbourn Parish Centre for the councillors, Parish Clerk and Assistant to the Parish Clerk. It is to plan the aspirations for the council during its current term of office, that is May 2027.</p> <p>Meeting closed at 9.40 p.m.</p>	