

MINUTES of the ANNUAL MEETING OF THE PARISH COUNCIL held in COTTERED VILLAGE HALL on Tuesday 25th May 2021 at 6.30pm.

Present	CLlr Richard Blackburn (Chairman) CLlr Stuart Chambers CLlr Steve Kennedy 0 members of the public	CLlr Tracy Devonshire (Vice Chairman) CLlr Andrew Huggins CLlr Thomas Poulton
Officer attending	Denise Anderson (Clerk)	

ELECTION OF CHAIRMAN 2021-2022

21.25 CLlr Richard Blackburn was proposed by CLlr Andrew Huggins and seconded by CLlr Thomas Poulton. No other nominations proposed.

It was unanimously resolved to elect CLlr Richard Blackburn as Chairman for 2021-2022.

CLlr Blackburn signed the Chairman's Declaration of Acceptance of Office and took the Chair for the meeting.

ELECTION OF VICE CHAIRMAN 2021-2022

21.26 CLlr Tracy Devonshire was proposed by CLlr Richard Blackburn and seconded by CLlr Stuart Chambers. No other nominations proposed.

It was unanimously resolved to elect CLlr Tracy Devonshire as Vice Chairman for 2021-2022.

CLlr Devonshire signed the Vice Chairman's Declaration of Acceptance of Office.

APOLOGIES

21.27 Apologies were received from CLlr Huggins as he had another meeting commitment at 7.00pm. County Councillor Jeff Jones attended the Annual Parish Meeting (prior to this meeting) and presented a report at that meeting.

DECLARATIONS OF INTEREST

21.28 None

PUBLIC PARTICIPATION

21.29 There were no members of the public in attendance.

MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

21.30 The minutes of the meeting held on Monday 8th February 2021, having been circulated previously, were before the meeting and signed as a correct record.

The Chairman stated he was going to move Agenda item 9.3 Parish Council Insurance and Agenda item 12.4 Children's Playground up the Agenda so CLlr Huggins could participate prior to leaving the meeting.

21.31 Children's Playground

The Chairman had prepared and circulated, prior to the meeting, a spreadsheet of the five quotes received from playground contractors; Play Source Ltd., Kettering Playsafe Ltd., Reids Playgrounds Ltd., Wicksteed and Broadmead Leisure Ltd. After discussion it was felt Broadmead Leisure Ltd. provided the best value and allowed for the purchase of additional pieces of equipment. It was asked if the Cricket Club had been consulted with regard to the additions to the playground equipment. It was confirmed they had been consulted and the planned additions did not encroach or interfere with their activities.

Resolved to approve the quote from Broadmead Leisure Ltd., with two additional pieces of equipment to ensure that the total \$106 monies allocated were spent.

Parish Council Insurance

21.32 The Clerk presented a comparison of quotes, three options from the Parish Council's current brokers, Came and Company and a new quote from Community Action Suffolk Parish Protect.

Resolved to approve the new quote from Community Action Suffolk, Parish Protect on a 3-year Rate Stability undertaking but with the increase of the Personal Accident cover to £50,000/£250pw.

Cllr Huggins left the meeting (7.00pm).

CHAIRMAN'S REPORT

21.33 **Aspenden Parish Council Chairman's Report (May 2021)**

The planning application for Phase 2 of the Dandara development (3/20/1950/FUL) remains undetermined and despite numerous enquiries, little information is being made available as to its current status – we will continue to monitor.

We have now received five quotes for the repair and upgrade of the play area on the Village Green and subject to the approval by the Parish Council, we will shortly be submitting an application to East Herts Council for the release of funds designated for these works.

Village Sign – despite repeated chasing I am afraid I have no more news on this – it currently sits with East Herts awaiting approval.

Once again, local residents Tony Burton and Steve Parlor were in action cutting the village green and our thanks go out to them for their help.

Village Clean Up – Sunday 23rd May 2021 saw the resurrection of the village clean-up and it was great to see so many residents out tidying up the green. My thanks to:

- Karla & Dean
- Chris & Joe
- Emma & Lee
- Tracy & Gordon
- Stuart & Jenny
- Sue
- Steve P
- Rob
- Neil
- Tom
- Jeff
- Cheryl & her young girls
- Emily, David & family

My thanks also to Charlie Rudge of Lock Stock and More who kindly donated gloves and rubbish bags.

Notice Board and Rubbish Bins – our thanks to Chris Newman for erecting the new Notice Board and installing two new rubbish bins on the village green. The Clerk will formally write to Mr Newman.

PARISH COUNCIL DOCUMENTATION

21.34 The Clerk explained that there were some amendments to be made to the following documents:
Standing Orders – *to replace the standard wording in Standing Orders 18f and 18g to reflect the UK no longer being in the EU*

Financial Regulations – *With the departure of the UK from the European Union, the thresholds under Public Procurement Regulations are now expressed only in Sterling, and the values have been revised. Footnote 3 to Regulation 11.1.c of the Model Financial Regulations, requires updating.*

Register of Assets – *updated to include a new noticeboard and 2 new litter bins*

Resolved to approve the required changes to these documents.

Resolved to approve all other current Council documents: Code of Conduct, Risk Assessment, Complaints Procedure, Publication Scheme, Privacy Policy.

FINANCE

21.35 Finance report and payments authorised

To receive the finance report. The report is an appendix to the minutes.

21.36 Annual Governance and Accountability Return (AGAR) 2020-2021

The completed AGAR 2020-2021, having been circulated previously, was before the meeting and the following documents required approval at this full Council meeting.

21.37 Certificate of Exemption

It was resolved to formally certify that Aspenden Parish Council meets the qualifying criteria for exemption.

The Chairman and Responsible Financial Officer signed and dated the Certificate of Exemption.

21.38 Internal Auditors Report

Councillors noted the comments made on the additional report supplied by the Internal Auditor

It was resolved to approve the Internal Auditors Report

The Chairman asked that his thanks to Michelle Hume for undertaking the Internal Audit be minuted.

21.39 Annual Governance Statement

It was resolved to approve the Annual Governance Statement

The Chairman signed the Annual Governance Statement

21.40 Accounting Statements

It was resolved to approve the Accounting Statements

The Chairman signed the Accounting Statements

21.41 Dates for the period of Public Rights

It was resolved that the period of Public Rights would be Monday 14th June 2021 to Friday 2^{3rd} July 2021

PLANNING

21.42 Planning Report

To receive the updated Planning Report. The report is an appendix to these minutes.

3/21/0343/HH	Home Farm The Street Aspenden Buntingford Hertfordshire SG9 9PB	Refused
3/21/0065/HH	Foxglade The Street Aspenden Buntingford Hertfordshire SG9 9PG	Approved

21.43 Planning Applications since the Parish Council Meeting 8th February 2021

3/21/1123/HH	Home Farm The Street Aspenden Buntingford Hertfordshire SG9 9PB	No objection
3/21/1073/HH	Shems Barn The Street Aspenden Buntingford Hertfordshire SG9 9PG	Supported Planning Application but comments
3/21/1013/HH	Manor Cottage The Street Aspenden Buntingford Hertfordshire SG9 9PB	The Parish Council objected to this Planning Application on the basis of lack of information in the application.

21.44 Planning Applications

None

HIGHWAYS

21.45 Highways matters to report

Cllr Jones's report at the Annual Parish Meeting addressed the issue of the Village sign.

PARISH MATTERS

21.46 **Aspenden Bridleway 3**

Cllr Jones's report at the Annual Parish Meeting addressed the issue of Aspenden Bridleway 3.

21.47 **Aspenden Bridleway 5**

Cllr Blackburn confirmed this had been cleared as part of Village Clean Up Day on Sunday 23rd May 2021.

21.48 **A10 Pedestrian Crossing Sign**

No further update.

21.49 **Children's Playground**

This item was brought forward and is minuted above.

21.50 **Report on the Electoral Review of East Hertfordshire District Council by the Clerk**

On Wednesday 24th March 2021 the Clerk attended a briefing session via zoom for the Electoral Review of East Hertfordshire District Council.

The Local Government Boundary Commission for England (LGBCE) will be conducting an electoral review of East Hertfordshire District Council. The review will decide on:

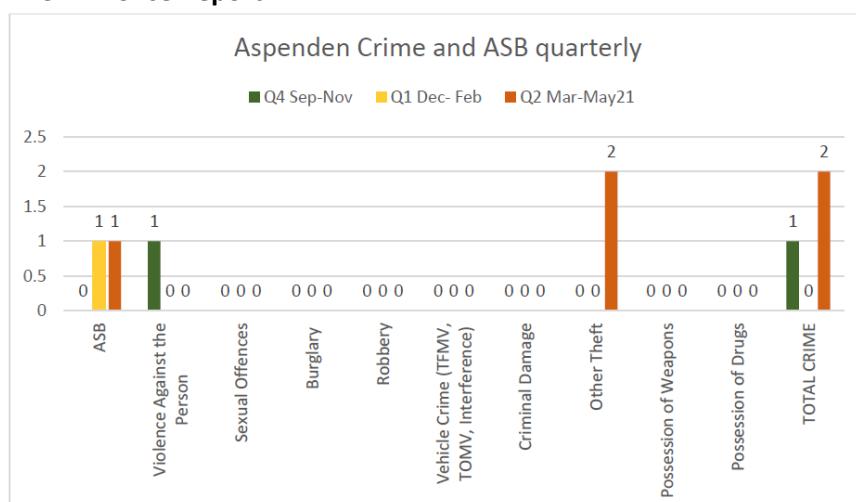
- the number of elected district councillors
- the number of wards
- the name of wards
- where the boundaries between wards should lie
- the number of councillors for each ward

The Local Government Boundary Commission for England are keen that this information is disseminated to as many people as possible and to provide them with the opportunity to express their views. The Clerk has put this information on the Parish Council website along with a PowerPoint that provides an overview of the process, key dates and timelines and details for getting in touch.

21.51 **Greening Campaign** (Sustainability Team at HCC initiative)

Cllr Chambers reported that he had attended a zoom meeting and the thrust of the campaign was for Parish Councils to encourage living a greener way of life and reducing the carbon footprint within their areas. He had sent for some information packs to distribute within the village that ask about lifestyle choices and encouraging residents to get on board.

21.52 **Police Report**



No crimes recorded in May up to 24th May 2021

*ASB refers to issues logged with the control room via 999/101 or webchat

OWL: 23 addresses / 26 users registered in Aspenden (no change)

General awareness raising - messages sent in the last quarter: Vaccination, Census and other Scam warnings, Doorstep sellers

Targeted messages within Aspenden: None

What we've been doing

Community Voice and Speed awareness events in Buntingford

Upcoming events

Quarterly Police Priority Setting consultation and review 23rd June 2021

21.53 **Tree Works**

The Clerk reported that the tree works had started today.

21.54 **Village Green and Pavilion Committee**

No further update.

21.55 **General Village Matters**

- I. **Village Clean Up Day** – this took place on Sunday 23rd May 2021. The Clerk will put a short report and photographs on the Parish Council website.

It was also noted that Wheatley Homes continue to sweep the village.

- II. **Village Green Grass Cutting**

The Cricket Club had approached the Parish Council asking them to consider contributing to the cost of the cutting of the Village Green.

CLlr Blackburn asked that they approach the Pavilion Committee as well. The Pavilion Committee declined stating that their commitment is to the upkeep of the pavilion.

Resolved that the Parish Council will contribute half of the cost of the Village Green grass cutting (approx. £750) and that the residents will continue to cut in-between. The Clerk will liaise with the Cricket Club to arrange the payment mechanism.

CLERKS REPORT AND CORRESPONDANCE

21.56 **Clerks Report**

The Clerk had received an email from the executor dealing with the estate of the late Maxie Franklin stating that Maxie had left a bequest in her Will 'I give the sum of £3,000 to provide a seat on Aspenden Green subject to the fixing of the plaque "to remember the Paxton Family" with any balance to be paid to the general benefit of the Parish of Aspenden.' The Clerk will liaise with the executor.

DATES OF NEXT MEETINGS

Agendas will be put on the Parish Council website www.aspendenpc.org.uk and the village noticeboard.

Date	Meeting	Venue
Monday 21st June 2021*	Parish Council Meeting 7.00pm	The Fox Public House
Monday 13th September 2021	Parish Council Meeting 7.00pm	The Fox Public House
Monday 15th November 2021	Parish Council Meeting 7.00pm	The Fox Public House
Monday 7th February 2022	Parish Council Meeting 7.00pm	The Fox Public House

* This meeting to be rescheduled for w/b 9th August 2021 – date to be confirmed

The meeting closed at 8.10pm

Signed _____

Date _____