**Brent Pelham and Meesden Parish Council**

**DRAFT MINUTES OF**

**BRENT PELHAM & MEESDEN PARISH COUNCIL**

**Thursday 30th November 2023**

**At Meesden Village Hall**

**PRESENT:**

Trevor Hughes Councillor and Chairman

Sarah Wotton-Ramsay Councillor

Chris Dodds Councillor

**In Attendance:** Ken Newstead – Clerk

**APOLOGIES**: Steve Murphy

**Minute Item Action**

**Year.Month.Item**

**23.11.01 Welcome and Apologies**

The Chairman enabled Cllr Wotton-Ramsay onto the Council meeting via video link. Apologies from Cllr Murphy were accepted.

**23.11.02 Declaration of Interests**

There were none.

**23.11.03 To approve Minutes from Previous Meetinh**

**Resolved** - proposed Cllr Wotton-Ramsay, seconded Cllr Dodds that the minutes were a true and accurate record of proceedings, and they were duly signed by Cllr Hughes as Chairman. Unanimous decision.

**23.11.04 Public Issues/Participation**

There were no members of the public at this meeting

**23.11.05 Finance – Annual Accounts and Proposals for Payment**

 **Annual Accounts 2022/2023**

* **Approval of BP&MPC Bank Statements 4th September to 2nd November 2023 – Resolved** Reviewed, Proposed, and Seconded. Unanimous decision
* **Approval of BP&MPC Balance Sheet as of 30th November 2023 - Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision

**Proposals for Payment**

The Clerk notified the Council that a previously approved and budgeted purchase of a new printer for the clerk would be made as soon as possible due to increasing problems with the existing printer.

**Budget Review for 2023/24**

The Clerk presented a summary of spend-to-date, and the Council was happy that the **Spend Forecast** did not need any revision.

**2024/2025 Budget Planning**

* As the current 23/24 budget is in line with spend the Council recommended that the 24/25 budget need only to be increased in line with inflation from £3,420to £3,620. **Resolved** - Reviewed, Proposed, and Seconded. Unanimous decision

**23.11.06 Planning Applications**

The Parish Council reviewed planning applications or requests for consultation received since last meeting up to 29th November 2023. No action needed.

**23.11.07 Highways**

The Council noted that there is an increasing amount of damage to the road surface in **Brent Pelham**. The current issues reported by the Council are listed below by East Herts Highways reference number.

* **Flooding in road - 401002515266** - Reported February 2023 - Under review by Highways.
* **Potholes - 401003774881** - Reported November 2023 - Under review by Highways.
* **Inadequate repairs - 401003774797** – Reported November 2023 – Noted for future reference.

Cllr Dodds has produced a spreadsheet that Councillors will update when reporting new issues.

**23.11.08 Village Defibrillators and Emergency Telephone System**

 Cllr Hughes confirmed that Kate Hinch will continue to support the PC in this matter.

**23.11.09 Repairs and Maintenance**

* *Carry Forward 21.09.09* - Digging of the ditch opposite The Farthings. Cllr **Murphy** previously confirmed work is proposed for later in the year.
* *Carry Forward 21.09.09* - Digging of the ditch opposite The Farthings. Cllr **Murphy** confirmed work is proposed for later in the year.
* *Carry Forward 22.05.14* - Cllr **Murphy** confirmed that the Jetting of Meesden drain completed in January this year discovered tree roots penetrating the drain. CCTV examination needed for remedial work.
* **September 2023 - Damage to Meesden drain outside 6 Rose Cottages** reported but inspected by Barry Allbrook and no problems found.
* **22 September 2023 - Diesel Spillage in Brent Pelham** reported 401003695703 and repaired by vehicle owner with no cost to Parish or County Council.

**23.11.10 AOB**

**Cllr Hughes –** Wishes to ask **all Councillors** to ensure their feedback on Council matters is sent to all Councillors in a timely manner and ahead of any meeting they are unable to attend.

**23.05.16 Date of Next Meetings**

The next Parish Council meetings are to be held on:

**Thursday 7th March 2024 at Brent Pelham Village Hall**

**Thursday 6th June Parish Meeting and Annual Governance Return at Meesden Village Hall**

**The meeting concluded at 8:45 pm**

Minutes approved by Chairperson: .............................................................

Signed: .......................................................................................

Date: ...........................................