



Clerk's Report January 2021

Play Equipment Repairs

Frank Cooper and Son Ltd has upgraded the safety matting in the play area.

Notice Boards East End Green, Cole Green, Staines Green

The A3 landscape board ordered in October, has still not arrived.

Tree Work Phase 2

All work completed.

Walnut Tree – East End Green

Rob Cooper Landscapes pruned the tree on 13th November 2020. Mr Peter Newson advised he was very pleased with the work.

Vacancy

An enquiry was received from a parent of a child at the school, but on discovering she did not live within the parish (although would have qualified under the 3 mile rule) declined to apply.

Birch Green Hedges

Planting contract awarded. Work schedule dependent on weather and ground conditions.

Greens Working Party

De-registration

Application for correction of mis-registration of land at Letty Green submitted and receipt confirmed. Awaiting invoice and validation.

No Parking Signs

Awaiting members' reports on recommended locations for No Parking signs.

Greens Safety Inspection

No safety reports received

Old Coach Road hedges

Clerk wrote again to Michael Charlton (Tarmac)

Grass Cutting and Greens Maintenance

- Three responses to RFQ received.
- Roots of old hedge adj odd numbered houses in Birch Green ground out.

Unitary Authority

Plans deferred for 12 months. Current HCC feeling is to split Hertfordshire into two unitary councils.



HERTINGFORDBURY PARISH COUNCIL

Council Emails

I have sought further guidance and this has confirmed my understanding. private emails must not be used for council correspondence or for reports not in the public domain.

Under a Freedom of Information request the council must be able to provide all correspondence and this can only be guaranteed if the email is held on a council controlled server (we use a GSuite account).

It is not necessary to have an email client installed; all emails can be accessed from any public browser. However, an email client does provide for easier search and off-line access.

For councilors who choose not to use a council system, only reports in the public domain will be issued electronically. These should not be forwarded off the council email system.

The use of a council email system is also compliant with GDPR regulations as the council is a data controller.

The council email system also allows access to shared drives (for example the Greens Working Party archive).

Block Footways

In order to gain acknowledgement from Herts Highways, it is necessary to precisely evidence the stretch affected.

This is best done by:

- Marking a map
- Photographic evidence.

Road Signs

I have looked at the costs suggested in the previous report. I suspect these refer to just the cost of supply, not installation or any traffic regulation orders. I am seeking a quotation from county highways and will present this to a future meeting. I have added some money to the 2021/22 budget to cover costs.

Clerk Resignation

I have advised the chairman of my intention to retire and I will likely be moving out of the area. I have agreed to continue in post until the annual accounts and AGAR are complete and a new clerk is in place.

Accounting Software

The current accounts are held on a set of spreadsheets. I have investigated using a dedicated accounting system and will bring a report to the February meeting. This should make it much easier for a new clerk and also enable members to gain read only access to all financial reports, which will aid transparency and financial governance.

Banking Mandate

Currently, five members are registered for Internet Banking but only two are active.

Member	Registered	Active	Note
Paul Rochford	Y	Y	
Haidy Blake	Y	Y	
Magda Atkins	Y	N	Please indicate that whether you will activate or should be removed
Gary O'Leary	Y	N	



HERTINGFORDBURY PARISH COUNCIL

Lizzer Bradbury	y	N	
Niki Gordon	N	N	Please indicate if you wish to be added and agree to be an active approver
Ruth McDonald	N	N	
Roger Morris	N	N	
Jim Coppard	N	N	
Vacancy	N	N	

CLlr Gary O'Leary has indicated he wishes to be removed. It is much easier to add/remove on bloc so can members consider if they wish to be added or removed. Any member who is registered, but not active should be removed from the mandate.

Payments cannot be made without approval by a member and so, in order to ensure smooth running of the council I would recommend four active approvers.

Document Archives

The council (held by the clerk) holds several historic records which would be more secure in the county archive.

- Annual Parish Meetings from December 1894 – May 2005 (Hand written / typed and pasted in bound book)
- Parish Council meeting minutes September 1990-to January 1996 (typed and pasted in bound book)
- Parish Council meeting minutes Feb 1996-July 2002 (typed and pasted in bound book)
- Parish Council meeting minutes Sept 2002-October 2005 (typed and pasted in bound book)
- Parish Council meeting minutes November 2005- April 2019 (printed in loose-leaf binder)
- Parish Council meeting minutes May 2019 – current (printed in loose-leaf binder)

Minutes May 2011 on are held as digital copies. I cannot find digital copies of minutes during 2014 (Nina was clerk).

Printer disposal

I hold a printer belonging to the council. It is an HP inkjet and is designed to work with a subscription to the HP Instant Ink system. It cost £110, and the ink contract costs around £94 per year. The ink contract lapsed in 2019. I had thought to recommend disposal, but a new clerk might want to reactivate.