

Flamstead Parish Council

Minutes of the Parish Council Meeting

Date: July 6th 2026

Time: 7.30 pm

Venue: Flamstead Pavilion

1. Apologies for Absence

Apologies were received and accepted from the Clerk (KS), Cllr Humbert, Cllr Behr, Cllr Williams and Cllr Crawley.

2. Declarations of Interest

No declarations of interest were received.

3. Minutes of the Previous Meeting

The minutes of the Parish Council meeting held on **8 June 2026** were approved as a true and accurate record.

Proposed: Cllr Pither

Seconded: Cllr Wild

4. Public and Press Participation

Ali Coulter, representing Westenders FC, thanked the Parish Council for allowing the club to use the Recreation Ground for another season.

He advised that the club had organised its equipment into labelled storage boxes but requested permission to clear unused items from the garage. It was agreed that the Clerk would contact all stakeholders to arrange a suitable date for reviewing the contents before disposal. The Council also agreed to consider contributing towards disposal costs, with the possible use of large tonne bags discussed.

5. Report from Jane Timmis

Jane Timmis provided the following updates:

- She had attended Burt Chapman's funeral.
- The Luton Noise Public Surgery will take place on 20 July at Percival Way, Luton. Residents were encouraged to attend. Cllr Crowie will circulate booking details via Grapevine.
- Planning Enforcement has visited 30 Acre Farm and met with the owner. Officers are satisfied that the owner is cooperating and currently do not consider formal enforcement action necessary, although a Planning Contravention Notice will be issued.
- Concerns were raised regarding the removal of red dog waste bins without replacement. Cllr Timmis is following this up with the relevant department.
- Hertfordshire County Council has released a discussion paper proposing a reduction of rural speed limits to 20mph. Councillors discussed the practicality and enforcement implications.
- The Government has published a list of asylum hotels scheduled for closure. Holiday Inn Luton South is not included.
- Cllr Timmis will contact Planning Enforcement regarding ongoing works on Old Watling Street near the Cherry Trees site, particularly the delivery of hardcore and land clearance works, to establish whether these comply with planning permission.

6. Report from County Councillor Caroline Smith-Wright

County Councillor Smith-Wright was unable to attend.

7. Planning

i. New Applications

Application	Address	Proposal	Decision
26/01385/FHA	Hillside View, Old Watling Street	First floor side extension	No objection
26/01429/FHA	29 Parsons Close	Single-storey rear extension, front porch and solar panels	No objection
26/01487/LDP	15 Old Watling Street	Side and rear extensions, hip-to-gable roof extension with rear dormer and rooflights	No objection

ii. Planning Decisions by Dacorum Borough Council

The planning decisions for May 2026 were noted.

8. Flamstead Cricket Club – Hire Charges and Agreement

Cllr Pither reported on a meeting with representatives of Flamstead Cricket Club following concerns raised regarding the increase in the 2026 hire charge.

Councillors discussed the matter at length. Whilst unanimous in their support for youth cricket and willing to consider sponsorship opportunities, Members noted that the Cricket Club has extensive use of the Recreation Ground throughout the summer, including Friday evenings and weekends, providing value beyond the current agreement.

Councillors agreed to monitor actual usage over the coming weeks, as the existing agreement only covers ten Saturdays. Cllr Pither will collate the findings and prepare revised proposals for discussion with the Cricket Club.

9. Pavilion Development

As Cllr Williams was absent, no formal update was available.

The Council discussed proposals to extend the Pavilion and replace the changing rooms within the area between the Pavilion and the garage. Cllr Humphreys will obtain quotations from an architect.

Funding options were also considered. Once estimated costs are available, the Council will decide whether to pursue a loan from Dacorum Borough Council.

10. Governance and Administration – External Audit

The Council noted that all requested documentation had been submitted to the External Auditor and published on the Parish Council website for the statutory inspection period from 1 July to 31 July 2026.

11. Clerk's Contract

Cllr Crowie advised that, following recommendations from the Internal Auditor, the Clerk's existing contract was outdated.

A new NALC model contract, incorporating Green Book provisions and current employment requirements, is being prepared. Once completed it will be forwarded to Cllr Pither for signature.

12. Pension, Holiday Pay, Payroll and Salary Review

Pension

The Council noted that arrangements are underway to enrol the Clerk into the Local Government Pension Scheme (LGPS), which is a legal requirement. The Council acknowledged that employer backdated pension contributions will also be payable. Cllr Crowie will report back once costs have been confirmed.

Holiday Pay

The Council agreed to pay the Clerk for 72 hours of outstanding annual leave, recognising that this resulted from administrative issues relating to the previous contract. Future carry forward will be limited to a maximum of five days (pro rata), in accordance with the new contract.

Payroll

Following the Internal Auditor's recommendation, the Council agreed to outsource payroll services. Cllr Crowie will progress this with CAD.

Annual Pay Increase

Consideration of the annual salary increase was deferred until the September meeting.

13. Defibrillator Telephone Box Installation

The Council agreed that installation should take place during September.

Cllrs Behr and Russell will undertake the work, with further details to be reported at the next meeting.

14. Friendless Lane Update

Cllr Timmis advised that she had contacted Dacorum Borough Council regarding the application not being considered by the July MDC meeting and is awaiting a response from the planning officer.

Cllr Pither reported that a Visual Landscape Impact Assessment is currently awaited.

Members expressed concerns regarding an apparent increase in occupation at the site. It was agreed that updated drone footage should be requested for both Friendless Lane and Old Watling Street.

The injunction hearing is scheduled for **22–23 July**. Cllrs Pither, Humphreys and Timmis will attend and provide updates via the Council WhatsApp group.

Any Other Business

- The Clerk will investigate the previous proposal regarding electric vehicle charging point installation.
- The Clerk will establish how frequently the Parish defibrillators have been used.

Signed: _____

Chairman

Date: _____