

THUNDRIDGE PARISH COUNCIL

MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Thursday 26th May 2022 at 7.15pm in The Norman Wodson Pavilion
immediately following the Annual Parish and Annual Council Meetings

PRESENT: Cllr Deryck Dipper, Cllr Brita-May Hawes, Cllr Kim Saban,
Cllr Natasha Smyth, Cllr Joyce Spackman, Cllr Martin Spackman, Cllr Brian Taylor
One member of the public
Clerk: Colin Marks, Clerk to the Parish Council

Covid-19 risk assessment and risk mitigation:

- Hand gel was available for all participants.
- The wearing of face masks was optional for the meeting.
- Tables and seating were spaced to maintain a reasonable distance between those present.
- Councillors were encouraged to perform a home lateral flow test on the day of the meeting.

In the absence of the Chairman, Vice-Chair Cllr Martin Spackman presided, welcomed everyone and opened the meeting at 7.15pm

ACTION

22.077 Apologies for absence

Parish Councillors: Cllr Steve Bosson: family reason. *Accepted.*

Others: Mrs Sue Patell

22.078 Declarations of Interest and dispensations

1. **Noted:** that Cllr Steve Bosson, being a trustee, has a non-pecuniary interest in High Cross Village Hall, and a dispensation for all planning matters relating to North Drive and The Glebe Field; that Cllr Brita-May Hawes and Cllr Kim Saban have dispensations for all planning matters relating to North Drive and The Glebe Field; that Cllr Deryck Dipper has a dispensation for all planning matters related to Thundridge Hill, including Ware North development. Cllr Brian Taylor, being a trustee, a non-pecuniary interest on High Cross Village Hall matters.

Cllr Brita-May Hawes and Cllr Kim Saban declared an interest in allotment matters as they are allotment tenants. Cllr Brita-May Hawes also declared an interest in the matter of North Drive lamp post W3, which is located on the edge of her property. Cllr Natasha Smyth declared a DPI in the Nursery and some Pavilion development matters. Cllr Martin Spackman and Cllr Steve Bosson declared DPIs for invoice payments that are to be approved for them.

2. Written requests for dispensations for declarable pecuniary interests: **None**

3. Consideration of requests for dispensations: **None**

22.079 Approval of Minutes

RESOLVED: To approve the Minutes of the 27th April Parish Council Meeting as drafted.

Clerk

Suspension of meeting for public comments

RESOLVED: at 7.17pm to suspend the meeting.

A parishioner reported that the faulty Thundridge street lights are still not working.

The storm-damaged heritage lamps in Ermine Street have not yet been replaced. The Clerk said that the Council is awaiting a replacement price from EHC/HCC. The parishioner said they are holding the lamp post door that was also damaged in the storm.

Clerk

The combi bin outside Watermill House had been moved some weeks ago to facilitate a fence repair. The Clerk was asked to write to the resident asking them to reinstate the bin to its original location.

Clerk

The meeting was restored to order at 7.23pm

22.080 Village Life Magazine

RESOLVED: That the Clerk write a summary of the Council Meeting for the July edition of the magazine (copy deadline 16th June).

Clerk

UNAPPROVED DRAFT 1

22.081 Police report

No report received. It was noted that a recent incident in High Cross had been reported to the police.

22.082 Planning

1. New Planning Applications

3/22/1022/HH The Drive, 6 Moles Farm: Alterations to fenestration.

RESOLVED: No comments

Clerk

2. Applications received too late for the agenda and other planning matters

1. Late applications

None received.

2. Ware North

Update: Cllr Dipper reported on the recent Steering Group meeting and showed some slides to indicate what the forthcoming outline planning application will contain. The originally proposed 1,500 houses will be increased to 1,800 houses to maximise the land given over to development. There are concerns about this increase as well as the proposed access to the site near to the present Moles Farm access road. The proposed access will not alleviate the present flooding problem and will in all probability exacerbate it at the risk of houses to be built at that location. It was noted that the present flooding problem will not go away unless it is properly addressed. Notification of the outline planning application is anticipated soon.

DD

3. Ware Neighbourhood Development Plan

It was noted that the Regulation 14 comments period is from 19th April to 10th June.

3. Decision Notices. *Noted as set out in the Planning Appendix*

4. Progress on existing developments underway

1. Glebe Field: The development is continuing with no major complaints from local residents. The eastern end of the road has been resurfaced, with the remaining section due to be done once the development has been completed. No action required.
2. The bin at the junction of North Drive and Poplar close has disappeared. It is assumed the utilities contractor moved it when laying in cables. The Clerk to make enquiries to Osprey Homes.

Clerk

22.083 Finance

Note: Copy of full Cashbook spreadsheets submitted for following items 1, 2 and 3

1. Cashbook Accounts and Reserves to year-end, 30th April 2022

	Unity Bank	Saffron B/S	Redwood
Cashbook Balance 1 st April	46,923.03	82,972.14	84,308.64
Income 1 st to 30 th April	17,584.58	0.00	0.00
Expenditure 1 st to 30 th April	4,140.24	0.00	0.00
Cashbook balance 30 th April	60,367.37	82,972.14	84,308.64

RESOLVED: To approve the Accounts as submitted to the Council.

Clerk

2. Bank Reconciliation to 30th April 2022

	Unity Bank	Saffron B/S	Redwood
Bank Balance 30 th April	60,367.37	82,972.14	84,308.64
Less unrepresented payments:	0.00	0.00	0.00
Cashbook balance 30 th April	60,367.37	82,972.14	84,308.64

RESOLVED: To approve the Bank Reconciliation as submitted to the Council.

RESOLVED: A non-signatory member signed the bank statements and reconciliation sheet.

Clerk

Noted: Bank statements as at 30th April 2022 were presented to the Council.

3. 1. Payments for approval

All payments made under the General Power of Competence, LA 2011 s1(1)

	Gross	Recoverable VAT incl
Lake Associates: Test payment	1.00	-
Lake Associates: Architect Stages I-III Payment balance	1,499.00	-

UNAPPROVED DRAFT 1

Kate DJ Hooper: Test payment	1.00	-
Kate DJ Hooper: Asset refurbishment balance	870.40	
Kate DJ Hooper: Repair notice board opp Maltons	380.00	-
Kate DJ Hooper: Repair information board at Feathers	469.60	-
Lake Associates: Planning application fee	539.20	-
Clerk: Expenses May	15.40	-
Clerk: Salary May	745.66	-
HMRC: PAYE & NIC May	93.86	-
Broadmead Leisure: Play area inspection May	60.00	10.00
Payplus: Payroll for 30/04/22	31.50	5.25
Everflow Water: New contract 1 st payment (2 mths)	135.25	-
Clerk reimburse: Printer ink	67.99	11.33
HMRC: NIC underpayment January and March 2022	90.44	-
High Cross Village Hall: hire 27 April (revised invoice)	25.00	-
EHC: Dog bins: CONTESTED – DO NOT PAY £167.77		

It was agreed not to pay the EHC dog bin invoice since all the dog bins have been replaced by combi bins. The Clerk to contact EHC and ask them where they think the invoiced dog bin is located.

Clerk

RESOLVED: to approve payments as per the Clerk's list presented to the Council, including the Clerk's expenses and additional hours.

Clerk

4. Annual Governance and Accountability Return (AGAR) 2021/22

1. Exemption criteria

The Clerk advised that the Council does not meet the qualification criteria to certify as an exempt authority.

Clerk

2. Internal Auditor's Report

The Internal Auditor's written report was received and it was noted that the internal auditor has signed the AGAR internal Audit report (AGAR page 3).

Clerk

3. Section 1: Annual Governance Statement (page 4)

RESOLVED: To approve and sign the Annual Governance Statement.

Clerk

4. Signing of Section 1

The Clerk and presiding Chairman signed Section 1.

Clerk/MS

5. Section 2 Accounting Statements (page 5)

The Council considered the Section 2 Accounting Statements as previously signed by the RFO.

RFO

6. RESOLVED: to approve the Section 2 Accounting Statements as signed by the RFO.

Clerk

7. The presiding Chairman signed Section 2.

MS

8. RESOLVED: to set the 30-working day period for the Exercise of Public Rights as Monday 27th June to Friday 5th August.

Clerk

5. The Clerk reminded Council that the deadline for the AGAR submission to PKF Littlejohn is 31st July, but the intention is to send it to Littlejohn by mid-June. The Clerk also noted that this year the Council has been randomly selected as one of the 10% required to submit to an Intermediate Review. This will not be a difficult task, but will take a little more time.

Clerk

22.084 Norman Wodson Pavilion

1. Building Replacement Evaluation Working Group

1. Contractor tendering process update

The invitation to tender was published on Contracts Finder and 10 firms have expressed interest, requesting the tender details. One has subsequently withdrawn and tenders are anticipated from the remainder by the deadline of 10am on 30th May. The selection panel, consisting of Cllrs Steve Bosson, Deryck Dipper, Martin Spackman, Natasha Smyth and Joyce Spackman, Kim Saban, together with the Clerk, will meet at 6.30pm that evening to consider the tenders that have been received.

Clerk/SB/
DD/MS/NS/
JS/KS

UNAPPROVED DRAFT 1

- 2. RABI: acquisition of additional land**
RABI have been chased, but as yet there still has been no response. The Clerk will contact them again. **Clerk**
- 3. Planning permission update**
It was noted that Kevin Lake has submitted the planning application on behalf of the Parish Council and had been reimbursed. As yet the application has not been processed by EH Planning. The Clerk will chase EHC. **Clerk**
- 4. New Preschool tenant lease contract**
The new lease is being drawn up by Winters Solicitors. **DD/Clerk**
- 2. Highfield Nursery debt repayments**
The Clerk was pleased to report that the debt repayment has returned to the full agreed amount of £100 per month. **Clerk**
- 22.085 Recreation Areas**
1. Play area: Safety Report. The May report was received and noted: No action required.
 2. Car Park surface dressing: Cllr Martin Spackman reported that a quote for re-dressing the existing is still awaited. **MS**
- 22.086 Allotments**
1. **1. 2022 tenancies and vacant lot allocation:**
Another recently vacated plot is being reassigned to the next person on the waiting list. **TAWG**
 1. **2. Allotments Management Working Group update and action recommendations**
Two warning notices to be sent. **Clerk**

The Clerk to write to the charity interested in renting a plot asking them to formally apply to be added to the waiting list (as non-parishioners). **Clerk**

Cllr Martin Spackman reported that the leaking tap washer on the water tank has been replaced and the tank no longer overflows.
 2. **Tenancy issue and course of action**
 1. Update on legal proceedings.
RESOLVED: That in the public interest, this item of business be deferred to the end of the Meeting and that the public be excluded under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.
- 22.087 Highways, Footways and Public Rights of Way (PRoW)**
1. North Drive: Update on removal of lamp post W3: No update available.
 2. Ermine Street damaged lamp replacement: Still awaiting cost advice from HCC/Ringway. **Clerk**
 3. Broken Wadesmill village entrance signs update: No progress. To be followed up. **Clerk**
- 22.088 Other matters (deferred from March)**
1. ACV Working Group: The Feathers. The Clerk has given councillors guidance on the information required for the ACV nomination. It was agreed that a request for supporting information from parishioners be placed in Village Life and also that Derek Matthews be sent the information **Clerk**
Clerk
 2. Promotion of Parish Council activities and achievements: Noted that promotion continues to be achieved through the village magazine and via the Council website.
 3. Update on street lights out in Thundridge: No report received. HCC website to be checked. **Clerk**
 4. Asset refurbishment, vandal damage to the notice board opposite Maltons and repairs to the fallen information board at The Feathers: Refurbishment and repairs have been completed and it was agreed to pay the increased refurbishment bill on this occasion and the repairs bill, although all costs should have been agreed by Council before being undertaken. The Clerk to make an insurance claim to Zurich for the damages costs. **Clerk**
- 22.089 County and District Councillor report**
No report received

UNAPPROVED DRAFT 1

22.090 Urgent and other matters not listed on the agenda

None received

22.091 Correspondence (Noted as per the agenda).

- Parishioners: allotment reports
- Pavilion contract enquiries

22.092 Matters for future agendas

Clerk/SB
SB

Neighbourhood Plan Appendix H action update on outstanding tasks: **agreed to review quarterly.**

- Retain The White Horse as a pub: *The Parish Council raised a strong objection to the recent planning application.*
 - Nominate Community Assets listed in Appendix E of the Neighbourhood Plan: *The Feathers now being nominated*
 - Make Clarkson Memorial and the information boards more visible and maintain regularly: *Under consideration.*
 - Advertise local history in pubs (with accommodation): *Under consideration with Thundridge and High Cross Society.*
 - Promotion of the Turnpike and Doric columns on Thundridge Bridge: *Under consideration with Thundridge and High Cross Society.*
 - Seek formal designation of parts of High Cross as a Conservation area: *Ongoing; agreed to send request again.*
- Bircherley Green bus depot re-development:
 - Review of Standing Orders, Policy and Governance documents
 - Update: Public Spaces Protection Order (PSPO) re excluding dogs from Norman Wodson Playing Field
 - Parish lighting ownership to be confirmed (new invoice received)
 - Other matters raised: none

22.093 Date and venue of next Council Meeting

Tuesday 28th June, 7.30pm in the Norman Wodson Pavilion (venue subject to the Clerk checking availability with Busy Lizzies).

Clerk/SB

EXCLUSION OF PRESS AND PUBLIC

22.086.2 RESOLVED: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, due to ongoing legal involvement, it is in the public interest that the public be excluded for the consideration of agenda item 22.086.2.1.

The public were excluded at 9.17pm.

Members were updated in relation to current position regarding the court proceedings and related issues. The incorrect court proceedings address was noted; the Clerk to inform the solicitor. Further advice has been sought and it was agreed to instruct the solicitor to proceed to the next stage. **RESOLVED: That the Clerk sign Surrey Hills' 26th May 2022 Client Care letter and instruction.**

Clerk

Clerk

The Clerk and Chairman are proposing to meet with the solicitor in July.

Clerk/SB

The Vice-Chairman thanked everyone for attending and closed the meeting at 9.46pm

Signed.....

Dated.....

APPENDIX A

Planning decisions and awaited notices

3/22/0582/LBC	Barclay Cottages, Wadesmill: Replacement windows and doors. <i>The Parish Council had no comments.</i>	Awaited
3/22/0557/PNHH	Great Henirage, Cold Christmas Lane: Single storey rear extension. Presumed planning permission not required. <i>The Parish Council had no comments</i>	Awaited

UNAPPROVED DRAFT 1

3/22/0426/OUT	Land off Poles Lane: Demolish stable and build house <i>The Parish Council objected</i>	Awaited
3/22/0571/HH	Grey Oaks. 13 Ducketts Wood: Insert dormer windows <i>The Parish Council had no comments</i>	Awaited
3/22/0220/VAR	Land north of North Drive. Variations to Condition 2 of approved 3/21/1910/FUL. <i>The Parish Council objected</i>	Awaited
3/22/0272/FUL	The Pool House, 11 Ducketts Wood. Demolish dwelling, erect replacement, amend curtilage. <i>The Parish Council had no comments</i>	Awaited
3/21/0731/FUL	White Horse Inn, High Cross AMENDMENT: Proposed alterations. <i>The Parish Council objected.</i>	Awaited
3/22/0350/LBC	Thundridge House, Poles Lane: Internal alterations. <i>The Parish Council had no comments</i>	
3/21/2533/FUL	Standon Green House: New gates, fence, gazebo, decking, pond with fountains and associated landscaping. <i>The Parish Council objected</i>	Awaited
3/22/0031/HH 3/22/0032/LBC	The Old School, Cambridge Rd: Demolish porch and extensions, build new extensions. Add/replace windows. <i>The Parish Council had no comments</i>	Awaited
PL/0243/21	Ware Waste Recycling Centre: Construct Waste Transfer Station. <i>The Parish Council had no comments</i>	No information
3/21/2819/HH	Watermill House, Old Church Lane: Retention of an open sided outbuilding. <i>The Parish Council objected</i>	Awaited
3/21/2798/HH 3/21/2799/LBC	Bankside Cottage, Ermine St: New access, driveway and det. garage. <i>The Parish Council had no objections</i>	Awaited
3/21/2778/FUL	Watermill House, Old Church Ln: Change of use: 4-bay car port to treatment rooms (RETROSPECTIVE) <i>The Parish Council objected</i>	Awaited
3/21/2600/HH	Watermill House, Ermine St: Detached outbuilding retrospective. <i>The Parish Council objected</i>	Awaited
3/21/2405/HH 3/21/2406/LBC	Thundridge House, Poles Lane: Single storey extension for pool; create external door from window. <i>The Parish Council objected</i>	Awaited
3/21/1284/HH 3/21/1285/LBC	Gardener's Cottage, Youngsbury: Extensions, outbuildings, sewage treatment and other works. <i>The Parish Council had no comments</i>	Awaited
3/21/0731/FUL 3/21/0732/LBC	White Horse Inn: Convert PH into one dwelling; Demolish rear extension; erect new extension. Erect 4 no. 2-bed dwellings. <i>The Parish Council objected</i>	Awaited
E/21/0241/ENF	Watermill House, Ermine St: Enforcement inv.	Awaited
E/21/0237/ENF	Standon Green End House: Enforcement inv.	Ongoing
E/19/0448/ENF	Land adj to The Bungalow, High Cross: Enforcement investigation	Unknown