

THUNDRIDGE PARISH COUNCIL

MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 25th October 2022 at 7.30pm in The Norman Wodson Pavilion

PRESENT: Cllr Steve Bosson (Chairman), Cllr Deryck Dipper, Cllr Brita-May Hawes, Cllr Kim Saban, Cllr Joyce Spackman, Cllr Martin Spackman, Cllr Brian Taylor
No members 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.

The Chairman welcomed everyone, apologised for the delay and opened the meeting at 7.39pm

ACTION

22.150 Apologies for absence

Parish Councillors: Cllr Natasha Smyth: family. **Accepted**

Others: None

22.151 Declarations of Interest and dispensations

1. Declarations: Cllr Deryck Dipper declared a DPI for an invoice payment to be approved for him.

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 have 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.

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

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

22.152 Approval of Minutes

1. **RESOLVED: To approve the Minutes of the 27th September Ordinary Parish Council Meeting as drafted.**

The Chairman signed the Minutes.

Clerk

Suspension of meeting for public comments: **None**

22.153 Village Life Magazine December

RESOLVED: That Cllr Kim Saban write a summary of the meeting and send them to the Clerk for other items to be added and then submitted for publication. It was noted that it would be more appropriate for some items discussed at the meeting to be deferred to the January or February magazine.

KS/Clerk

22.154 Police report

No report received.

Clerk

22.155 Planning

1. New Planning Applications

3/22/2021/FUL	Norman Wodson Pavilion. Re-roof, create doorway, replace cladding. RESOLVED: To support this application.
---------------	---

Clerk

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

1. Late applications

None received.

2. Ware North update, including Moles Farm flooding issues

- (i) It was noted that the outline planning application is on hold, possibly due to sewage issues. DD
- (ii) Flooding: No report available, except to note that the drains are blocked.

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

Late decision notice received for 3/22/0246/OUT – see Appendix A below

4. Progress on existing developments underway

1. Glebe Field: The development continues to make good progress.

2. North Drive speed indicator signs: Following a discussion it was agreed not to proceed with any speed advisory signs. Clerk/SB

The problem of water on the road flooding onto selected driveways following heavy rain has been identified as a snagging issue that EHDC is addressing with Network Homes. Clerk/SB

There are safety concerns about site in North Drive where gaps in the hedge are used by youngsters to launch themselves up the bank and into the road on bikes or skateboards. The Chairman agreed to send the Clerk photos so that Network Homes could be asked to install a knee-high safety rail that would have low visual impact and be in keeping with the street scene. SB/Clerk

22.156 Finance

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

1. Cashbook Accounts and Reserves to 30th September 2022

	Unity Bank	Saffron B/S	Redwood
Cashbook Balance 1 st September	47,460.40	82,972.14	85,054.82
Income 1 st to 30th September	21,937.41	0.00	0.00
Expenditure 1 st to 30th September	4,336.96	0.00	0.00
Cashbook balance 30th September	<u>65,060.85</u>	<u>82,972.14</u>	<u>85,054.82</u>

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

Clerk

2. Bank Reconciliation at 30th September 2022

	Unity Bank	Saffron B/S	Redwood
Bank Balances 30th September	65,060.85	82,972.14	85,054.82
Unbanked receipts/payments:	0.00	0.00	0.00
Cashbook balances 30th September	<u>65,060.85</u>	<u>82,972.14</u>	<u>85,054.82</u>

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

Clerk

3. 1. Payments for approval

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

	Gross	Recoverable VAT incl
ICO (Information Commissioner)	35.00	
Lake Associates	653.20	
EHC	56.80	9.47
GeoXphere Ltd	78.00	13.00
D Dipper reimburse	88.80	14.80
E.ON	56.21	2.68
Broadmead Leisure	60.00	10.00
Clerk reimburse	5.44	
Howletts Tree Services	480.00	80.00
BCC Property Ltd	90.00	15.00
Everflow Water	0.00	
Land Registry	40.00	

Clerk: expenses	16.30	
Clerk: salary	905.37	
HMRC: PAYE	123.00	
HMRC: Employer's NIC	40.69	
Payplus Ltd	31.50	5.25

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

Clerk

The Clerk noted that Thames Water has refunded an overpayment of £174.21 made "some years ago".

4. FORQ (Friends of the Rib & Quin) sponsorship and support

Further to the donation to FORQ that was conditionally agreed in September, the conditions having been met and since it would not impact the budget, it was **RESOLVED to donate the aforementioned £175 Thames Water "windfall" to FORQ.**

Clerk

22.157 Norman Wodson Pavilion

1. Building Replacement Evaluation Working Group

1. Procurement Contract and matters arising from reviewing the JCT Contract

Cllr Deryck Dipper presented a comprehensive report and list of questions on the JCT Contract for the Council's agreement. These were discussed in detail and agreement was reached on how to progress.

In summary, the main matters agreed were:

1. That enabling work be outside the procurement contract.
2. **RESOLVED: That delegated powers be granted to the Clerk with Cllrs Steve Bosson and Deryck Dipper to progress the contract, aiming to meet the following timeline: (i) The tender document completed by end of November; (ii) The tender published on Contract Finder by end of January 2023.**

Clerk/
SB/DD

2. RABI: acquisition of additional land

The Clerk reported that phone calls to RABI have not been answered and that promises of messages being passed on with requests to call back have not been kept.

Clerk

3. Late issue raised:

It was noted that there is not a safety emergency escape gate from the fenced compound beside the pavilion. It was agreed that Cllr Martin Spackman would get a quote from J Poulton for installing a gate.

MS

4. Emergency lights: annual and monthly checks

It was noted that the annual certification inspection has been completed but the monthly checks have yet to be implemented.

SB/NS

22.158 Recreation Areas

1. Play area: Safety Report. The October report was received and noted: No action required.
2. The East Herts Annual RPII report was received and reviewed. No action is required other than ongoing monitoring via the monthly inspections of the minor issues identified.
3. Car Park surface dressing: Order is in hand with JP Services.

Clerk

MS/Clerk

22.159 Allotments

1. 2022 tenancies and vacant plot allocation

All outstanding payments have been made and generally all is well. It was noted that Plot 31 has not been worked. The Clerk to follow up.

TAWG
Clerk

2. Tenancy Agreement payment policy

The draft 2023 Tenancy Agreement was discussed in detail. The following additions to be made by the Clerk were **RESOLVED: To incorporate (i) the Structures Application Form; (ii) the Livestock Application Form (iii) Plot Assignment Policy.**

BMH/
Clerk

3. Tenancy Rates for 2024

RESOLVED: to increase the rate per plot to £35 pa for 2024. The Clerk to advise tenants of the increase.

Clerk

4. Land Registry Title Absolute.

The Clerk reported that he had completed the application form; the requisite cheque was signed by two signatories for the Clerk to send to Land Registry.

Clerk

2.Tenancy issue and course of action

1. Update on legal proceedings.

At 9.22pm it was **RESOLVED: *That in the public interest, the public be excluded under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 for the discussion of this item.***

The Clerk reported on the current position regarding this matter.

The meeting was restored to order at 9.27pm

22.160 Highways, Footways and Public Rights of Way (PRoW)

1. North Drive:

1. Update on removal of lamp post W3: No progress.

BMH

2. Ransom Strip location: The boundary of the ransom strip needs to be accurately identified. It was agreed to work with EHC to achieve this by the installation of a concrete edge/kerb to the metalled road when it is resurfaced; the 0.5 metre ransom strip will then be determined from the edge of the kerb.

SB/Clerk

3. Fly tipping report: A report was made in September via the online form and subsequently chased up, but no action has been taken yet by EHC. To be progressed. This poses a potential flood risk.

SB

2. Ermine Street damaged lamps replacement: These were reported again on the fault system against fault ref 401003004869. Other than ensuring the lamps are safe, no time line has been given for their repair.

Clerk

The sign light out at the junction by Ermines Stores has been rectified.

3. Broken Wadesmill village entrance signs update: No progress. The Clerk reported that he has chased it up with Ian Hollinrake of HCC but with no response as yet.

Clerk

22.161 Other matters

1. The Feathers ACV nomination: The Clerk reported he has not made any progress in submitting the nomination.

Clerk

2. The Pit: 1. Tree work in The Pit: This has been completed

2. Garden rubbish being dumped in The Pit. The Clerk reported that in response to cease and desist letters being sent, one parishioner phoned to apologise and give an assurance that it would not happen again. However, due to health issues, he is unable to clear the dumped garden waste. The Council accepted this position.

Clerk

22.162 County and District Councillor report

No report received.

22.163 Urgent and other matters not listed on the agenda

None.

22.164 Correspondence (Noted as per the agenda).

- Parishioner: Data subject access request – this was complied with as per the regulations. The cost to the Parish Council was £369.57 (inclusive of the Clerk's extra hours required), exclusive of the unpaid time of councillors.

22.165 Matters for future agendas

Clerk/SB

- Neighbourhood Plan Appendix H action update on outstanding tasks: Quarterly review due in November:

Clerk/SB

- Retain The White Horse as a pub: *The Parish Council raised a strong objection to the recent planning application. However, that planning application has now been approved.*
- Nominate Community Assets listed in Appendix E of the Neighbourhood Plan: *The Feathers is 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 Wadesmill 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.*
- Update: Bircherley Green bus depot re-development
 - Update: Public Spaces Protection Order (PSPO) re excluding dogs from Norman Wodson Playing Field
 - Parish lighting ownership to be confirmed (further to invoice received March 2022)
 - Highfield Nursery debt repayment status if payments are not made. (Noted: these continue to be made at £50 per month)
 - Missing combi bin North Drive/Poplar Close junction: To be followed up when development is completed; Cllr Martin Spackman to quote for installing a new bin at that time or sooner.
 - Other matters raised: None

Clerk

MS

22.166 Date and venue of next Council Meeting

Tuesday 29th November 7.30pm – High Cross Village Hall (subject to availability)

Clerk

The Chairman thanked everyone for attending and closed the meeting at 9.51pm

Signed.....

Dated.....

APPENDIX A

Planning decisions and awaited notices

3/22/0426/OUT	Land off Poles Lane: Demolish stable and build house <i>The Parish Council objected</i>	REFUSED
3/22/1748/HH	10 Windmill Cottages: Erect ground and first floor extensions <i>The Parish Council had no comments</i>	GRANTED
3/22/1878/FUL	Youngsbury: Erect extensions, internal alterations, etc <i>No comments, but LBC regs to be observed</i>	Awaited
3/22/1740/ADV 3/22/1765/LBC	The Feathers Inn: Illuminated signs <i>No comments, but LBC regs to be observed</i>	Awaited
3/22/1659/HH 3/22/1660/LBC	Windmill Cottage, 18 Ermine Street: install solar panels <i>No comments, but LBC regs to be observed</i>	Awaited
3/22/1588/FUL 3/22/1574/FUL	Moles Farm: Change of land use; demolish agricultural barn and build two dwellings. <i>The Parish Council objected</i>	Awaited
3/22/1663/LBC	Westmill House: Change to previously approved garage window size (3/21/1692/LBC) <i>No comments</i>	Awaited
3/22/0582/LBC	Barclay Cottages, Wadesmill: Replacement windows and doors to two properties. <i>No comments.</i>	Awaited
3/22/0350/LBC	Thundridge House, Poles Lane: Internal alterations <i>The Parish Council had no comments</i>	Awaited
3/21/2533/FUL	Standon Green House: New gates, fence, gazebo, decking, pond with fountains & lights, clay pathway, and associated landscaping. <i>The Parish Council objected</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 Street: New site access, driveway and detached garage. <i>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: Pool extension; create external door from window. <i>The Parish Council objected</i>	Awaited
E/22/0208/ENF	7 Eleanors Close Enforcement investigation	Closed – No action taken
E/22/0109/ENF	Land near Fabdens: Enforcement investigation into caravan site	Awaited
E/22/0101/ENF	Oakleys: Enforcement investigation on large metal-frame structure	Awaited
E/21/0241/ENF	Watermill House, Ermine Street: Enforcement investigation	Awaited
E/21/0237/ENF	Standon Green End House: Enforcement investigation	Ongoing
E/19/0448/ENF	Land adj to The Bungalow, High Cross: Enforcement investigation	Unknown