

THUNDRIDGE PARISH COUNCIL

MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 29th November 2022 at 7.30pm in High Cross Village Hall

PRESENT: Cllr Steve Bosson (Chairman), Cllr Deryck Dipper, Cllr Brita-May Hawes, Cllr Kim Saban, Cllr Natasha Smyth, Cllr Joyce Spackman, Cllr Martin Spackman, Cllr Brian Taylor
1 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.

The Chairman welcomed everyone and opened the meeting at 7.30pm

ACTION

22.167 Apologies for absence

Parish Councillors: None – all present

Others: Sue Patel

22.168 Declarations of Interest and dispensations

1. Declarations: **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 matters of North Drive lamp post W3, which is located on the edge of her property and a conflict of interest in the Allotments Structures item where her application is under consideration (22.176.1.2). 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**

22.169 Approval of Minutes

1. **RESOLVED: To approve the Minutes of the 25th of October Parish Council Meeting as drafted.**

The Chairman signed the Minutes.

Clerk

7.40 pm: Suspension of meeting for public comments

A parishioner asked the reason for items being considered with press and public excluded. The Clerk explained that where the item concerns a legal matter upon which the Council is receiving legal advice, the matter is subject to legal litigation privilege and therefore must remain confidential.

A parishioner said that three parish points of interest had been included in a quarterly review at Ware Museum.

7.45pm: Meeting restored to order

22.170 Village Life Magazine

RESOLVED: That Cllr Deryck Dipper write a summary of the meeting and send it to the Clerk for other items to be added and then submitted for publication in the January magazine. It was agreed to include information about the May Parish Council election in a later edition.

DD/Clerk

22.171 Police report

No report received. PCSO Kare Broad told Cllr Martin Spackman there was nothing to report.

Clerk

22.172 Planning

1. New Planning Applications

3/22/2153/FUL	Oakleys: Retention of steel framed vehicle drenching facility. RESOLVED: No comment	Clerk
3/22/1663/LBC	Westmill House: Regularisation for alteration to garage windows. RESOLVED: No comment	Clerk
3/22/2429/HH	Hubbsrest, Marsalls Lane: Replace garage and conservatory with 2-storey rear and side extensions; extend front porch. RESOLVED: No comment	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) Cllr Deryck Dipper reported that a hybrid planning application has been submitted by the developer which is a mix of outline and partly detailed information. The Steering Group meets on 13th December, after which proposals can be made public.
- (ii) Flooding: No update available.

DD

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

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

4. Progress on existing developments underway

1. Glebe Field: An issue has been raised by parishioner that the footpath running North/South across the open space area was originally designated as having a tarmac surface. However, what has been laid instead is a shingle path which will make the path virtually impossible for use by parents with push chairs and for those in a wheelchair. **RESOLVED: That the Clerk write to Osprey Homes to ask that the path be surfaced as per the approved plan.**

Clerk

22.173 Finance

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

1. Cashbook Accounts and Reserves to 31st October 2022

	Unity Bank	Saffron B/S	Redwood
Cashbook Balance 1 st October	65,060.85	82,972.14	85,054.82
Income 1 st to 31 st October	1,315.87	0.00	0.00
Expenditure 1 st to 31 st October	2,760.31	0.00	0.00
Cashbook balance 31 st October	<u>63,616.41</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 as at 31st October 2022

	Unity Bank	Saffron B/S	Redwood
Bank Balances 30th September	63,616.41	82,972.14	85,054.82
Unbanked receipts/payments:	0.00	0.00	0.00
Cashbook balances 30th September	<u>63,616.41</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 included
FORQ	175.00	
E. ON	56.41	2.69
Broadmead Leisure	60.00	10.00
Payplus Ltd	31.50	5.25
Clerk: expenses November	15.85	
Clerk: Salary, including wage award back pay to April	1,025.64	
HMRC: PAYE	153.20	
Jl Pridmore: Wodson car park dressing	1,920.00	320.00

Stewart Bullard & Son: Football field 18 cuts	2,291.54	381.92
Thundridge Cricket Club	244.19	

RESOLVED: to approve payments as per the Clerk's list presented to the Council.

Clerk

3. 3 (i) Ware Lions field cutting recharge

RESOLVED: to waive the charge to Ware Lions for the additional two cuts in 2022.

Bullards contract to be reviewed for 2023, including the management of any additional cuts.

Clerk

4. Ware Lions annual lease uplift 2021/22

Year 2 of the annual lease charge for the use of the football field at Wodson Field for the year ended 31st August 2022 is due. It was noted this should have been invoiced in May and it was agreed to look at the pattern of previous years' billing: The sum due is £2010 plus RPI. **RESOLVED: to waive the RPI increase for 2022 (year 2) and invoice WLFC £2,010, but to review the cost increases for year 3.**

Clerk

Future invoices are to be presented during the lease year in May. Councillor Deryck Dipper to liaise with WLFC in the New Year regarding the year 3 invoice.

Clerk
DD

5. Draft 2023/24 budget

A detailed draft budget proposal for 2023/24 (year1) was studied, including forecasts for 2024/25 (year 2) and 2025/26 (year 3). The draft explained how the Norman Wodson pavilion refurbishment costs would be covered in 2023/24. This included the full use of the £168,000 long term reserve funds in that year. The proposal was to increase the 2022/23 precept of £33,150 by 2% each year to 2025/26. The draft proposals were accepted and it was agreed to finalise the budget and precept at the January meeting when the figures for the 3rd Quarter will be available.

Clerk/DD

22.174 Norman Wodson Pavilion

1. Building Replacement Evaluation Working Group

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

(i) Cllr Deryck Dipper reported that he has spoken to CDA Herts and, following a recommendation, to some contacts regarding the CDM Plan and project management. It is now apparent that it is not necessary to include the whole plan in the tender document, but rather just a summary cross referenced to the JCT Contract clauses stating the contractor will be required to agree the CDM plan with the Parish Council's adviser. This will now be written into the tender document.

Clerk/
SB/DD

(ii) Regarding insurance, Cllr Dipper said he had spoken to Zurich Municipal as follows:

1. Refurbishment works: The underwriters would need to see the terms of the JCT contract. The Council pointed out that whilst the contract may obligate the contractor to insure, the Council feels it should also be covered in the event of the contractor's insurance being invalidated or seeking to recover against the Council. Zurich advised they should be contacted well in advance of the works but they were certain an extension of cover, if required, could be arranged once the contract is in place. Cllr Dipper said the Council should therefore place the obligation of insurance on the contractor in the JCT contract but note in the tender document that we will need to jointly finalise insurance arrangements with the preferred contractor immediately after appointment and before completion of the contract.

A copy of the East Herts Planning approval should also be sent to Zurich

2. Hirers liability – The Parish Council had previously queried whether the hirers liability section of its policy covered an event such as roof collapse damaging all of the day nursery equipment. The hirers liability assumes we oblige the hirer to insure, but if the hirer can prove negligence then their insurer may try to recover against us. Zurich advised that in any such circumstances the public liability section would cover the Parish Council.

2. RABI: acquisition of additional land

The Clerk reported that there is still no response from RABI to calls and emails. Cllr Deryck Dipper said he would try and raise the matter with the RABI rep at the Ware North meeting.

DD

3. Emergency lights monthly check update:

It was noted that the monthly checks are reportedly being undertaken.

The Clerk also noted that the annual lighting inspection has been diarised in the cashbook.

Clerk

4. Safety gate exit from Outside compound update:

With Cllr Martin Spackman for quote.

MS

22.175 Recreation Areas

1. Play area: Safety Report. The Broadmead November report was received and noted: No action required.
Broadmead have agreed to monitor points raised in the annual RPII report.
2. Car Park surface dressing update: The first part of the dressing has been completed, but a second phase is required to include the lead up to the pavilion. This is anticipated to cost a further £650 approximately.
3. Tree trimming update: All completed.

MS/Clerk

The Clerk noted that at EHDC had been in touch to say there is some Section 106 funding that is available for specific Parish projects. There is a maximum of £36,250.03, made up of the £10,523.28 Children & Young People Contribution and £25,726.75 Parks & Gardens Contribution. This need not all be spent in one go and other projects can be planned with any leftover funds. It has been ascertained that new perimeter fencing along Cold Christmas Lane and new car park gates would qualify for funding. It was agreed to obtain quotes for new fencing and gates.

Clerk

22.176 Allotments

1. 2022 tenancies, vacant plot allocation and 2023 tenancy agreements

The current 2022 tenancy position was reviewed against the Clerk's report.

TAWG

The Clerk reported that the 2023 Tenancy Agreements are ready to be sent out in the next few days together with a letter notifying the agreed 2024 price.

Clerk

2. Structures applications

A structures application submitted by Mr & Mrs Hawes was considered. **RESOLVED: To approve the Structures Application.**

TAWG

3. Land Registry Title Absolute.

The Clerk reported that Land Registry has banked the £40 fee and therefore it is presumed that the application is progressing.

Clerk

2.Tenancy issue and course of action

1. Update on legal proceedings.

At 8.35pm 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 and the new court proceedings dates.

The meeting was restored to order at 8.38pm

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

1. North Drive:
 1. Update on removal of lamp post W3: No progress.
 2. Ransom Strip boundary/road kerb installation: Cllr Steve Bosson to discuss at a meeting with EHDC.
 3. Fly tipping report High Cross update: Cllr Steve Bosson reported that EHDC finally removed the bulk of the fly tipped material on 22nd November, but left a lot of detritus that had accumulated around the gully. This is now being removed by the EHDC contractor.
 4. Dog poo issue by the A10 bridge: A parishioner reported that bagged dog poo is being left around and within the metal barriers either side of the A10 bridge at the end of North Drive and asked the Parish Council to address the problem, possibly by relocating a bin to that location. The Council's view was that this is occurring on private land and regrettably it has no powers to act. The Parish Council has provided a number of dog bins in the parish and the missing one in North Drive will shortly be replaced.
2. Ermine Street damaged lamps replacement: These were reported again on the fault system

BMH

SB/Clerk

SB

Clerk

Clerk

against fault ref 401003004869. Other than ensuring the lamps are safe, no timeline has been given for their repair. It was agreed that no further action can be taken and that the matter be removed from the agenda.

3. Broken Wadesmill village entrance signs update: No progress. The Clerk reported that he has asked Cllr David Andrews to pursue this again with Ian Hollinrake of HCC but there has still been no response as yet. **Clerk**

22.178 Other matters

1. **The Feathers ACV nomination:** The Clerk reported he has not made any progress in submitting the nomination. The Council asked that this be given attention as soon as possible. **Clerk**

22.179 County and District Councillor report

No report received.

22.180 Urgent and other matters not listed on the agenda

None.

22.181 Correspondence (Noted as per the agenda).

- Parishioner: Dog poo report North Drive (22.177.1.4)
- EHC: Fly tipping clear up, North Drive (22.177.1.3)
- Allotment tenant: Structures application (22.176.1.2)
- Solicitor: Rescheduled court dates (22.176.2.1)

22.182 Quarterly review of Neighbourhood Plan Appendix H outstanding action tasks

- 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.*
- Update: Bircherley Green bus depot re-development: *No report*
- Update: Public Spaces Protection Order (PSPO) re excluding dogs from Norman Wodson Playing Field: *No progress*
- Parish lighting ownership to be confirmed (further to invoice received March 2022): *No progress.*
- Highfield Nursery debt repayment status if payments are not made. (*Noted: these continue to be made at £50 per month*) **Clerk**
- Missing combi bin North Drive/Poplar Close junction: *Cllr Martin Spackman to install a new bin ASAP.* **MS**
- Other matters raised: *None*

22.183 Matters for future agendas

- Budget and precept 2023/24: to be finalised January 2023
- Public Spaces Protection Order (PSPO) re excluding dogs from Norman Wodson Playing Field
- Parish lighting ownership to be confirmed
- Highfield Nursery debt repayment status if payments not made
- Replace missing combi bin North Drive/Poplar Close: *Now agreed to do ASAP*
- To consider Recreation Area projects for the Section 106 funding that is available
- To add other matters raised

Clerk/SB

22.184 Date and venue of next Council Meeting

Tuesday 24th January 2023 at 7.30pm in the Norman Wodson Pavilion

Clerk

The Chairman gave apologies in advance that he will not be available for the January Meeting.
Vice Chair Martin Spackman said he will be available to preside.

MS

The Chairman thanked everyone for attending and closed the meeting at 9.01pm

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
3/22/0582/LBC	Barclay Cottages, Wadesmill: Replacement windows and doors to two properties. <i>No comments.</i>	WITHDRAWN
3/22/0350/LBC	Thundridge House, Poles Lane: Internal alterations <i>The Parish Council had no comments</i>	GRANTED
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>	GRANTED
3/22/2021/FUL	Norman Wodson Pavilion. Re-roof, create doorway, replace cladding. <i>The Parish Council supported this.</i>	Awaited
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
3/21/2533/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
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