

THUNDRIDGE PARISH COUNCIL

MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 21st February 2023 at 7.30pm in The Norman Wodson Pavilion

PRESENT: Cllr Steve Bosson, Cllr Deryck Dipper, Cllr Kim Saban, Cllr Joyce Spackman,
Cllr Martin Spackman, Cllr Brian Taylor
2 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 and opened the meeting at 7.30pm

ACTION

23.018 Apologies for absence

Parish Councillors: Cllr Brita-May Hawes, (family) **Accepted**;

Others: None

23.019 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. Cllr Natasha Smyth declared a DPI in the Nursery and some Pavilion development matters.

Cllr Martin Spackman declared a DPI in that he had an invoice for payment approval.

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

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

23.020 Approval of Minutes

1. **RESOLVED: To approve the Minutes of the 24th January Parish Council Meeting as drafted.**
The Chairman signed the Minutes.

Clerk

7.38 pm: Suspension of meeting for public comments

A parishioner raised the previously discussed matter of possibly sinking a bore hole to provide water for the allotments. It was noted that there would be a problem pumping the water. The Clerk suggested speaking to the Chairman of Widford Parish Council where a pumping system has been installed to extract water for the allotments from a ditch created from an underground water source. Cllr Martin Spackman agreed to contact Widford's Chairman; to see if he might be able to suggest a solution. The Clerk to provide the contact details. **Clerk/MS**

A parishioner noted that the litter bin in Old Church Lane had not been put back to its previously correct location. Cllr Martin Spackman offered to reinstate it for £40. This was agreed. **MS**

The Parish Council confirmed that the clearing the footpath/bridleway beyond Old Church Lane to the bypass is Herts Highways responsibility. Sue Platell agreed to send the Clerk some photos.

7.50pm: The Meeting was restored to order

23.021 Village Life Magazine

Agreed: That Cllr Deryck Dipper write a summary of the meeting focussing on the Ware North hybrid planning application and the Norman Wodson development plans, and that Cllr Kim Saban write a summary of the other meeting points. These to be sent to the Clerk to combine them into an article for the magazine.

23.022 Police report

The following report for the area was received from PCSO Leon De Bruyn:

Area Crime Report JANUARY 2023

ARDELEY

BURGLARY – a shed at a residential property in The Glebe in ARDELEY has been broken into between 14th and 21st January 2023. Offenders have broken into the shed by unknown means and have removed a large quantity of fishing equipment from within.

BENINGTON

No crimes reported.

COTTERED

no reported crimes.

LITTLE MUNDEN

THEFT OF MOTOR VEHICLE – Offenders have stolen a high value vehicle which was parked on the driveway of the residential property in The Forge, Dane End. The vehicle has removed without the owner’s knowledge between 29th – 30th January 2023.

GREAT MUNDEN

No crimes reported.

THUNDRIDGE

THEFT FROM MOTOR VEHICLE - Offenders have removed a catalytic converter from outside a residential address in Millfield, WADESMILL between 10th – 13th January 2023. Offenders have then left in an unknown direction.

THEFT FROM MOTOR VEHICLE (Number plates) – Offenders have removed the front and rear number plates from a vehicle parked outside the residential property in The Orchards, HIGH CROSS BETWEEN 17TH – 18TH January 2023.

WALKERN

THEFT – A gas meter was stolen from the utility cupboard of a construction site in Wallace Green Way, WALKERN by unknown Offenders between 23rd December 2022 and 26th January 2023

WESTMILL

No crimes reported.

Other news and updates:

- **KEYLESS VEHICLE THEFTS** – Land Rovers a preferred choice for this particular criminal offence, but other vehicles also targeted.
- **VEHICLES TARGETED** – There has been a notable increase in THEFTS FROM MOTOR VEHICLES, namely catalytic converters and number plates, concentrated in the Standon and Puckeridge area and routes close to the A120 and A10.

There has also been an increase in THEFTS OF MOTOR VEHICLES, with keyless entry. This has been seen across Hertfordshire and police are targeting patrols in this identified area. Please ensure that all vehicles are locked and secured, dashcams used where applicable and external light at your homes are working. External ‘sensor’ lights are recommended to illuminate the front/ side of your homes should unknown persons approach your property.

Please continue to report suspicious vehicles that may be seen driving around in your area. If you are able to record the Make and Registration number of the vehicle, that would be very helpful.

Thank you

PCSO Leon De Bruyn

PCSO Supervisor, East Herts Rural

23.023 Planning

1. New Planning Applications

3/23/0145/HH	Swangles Farm: Install solar panels on garage.	RESOLVED: No comments
3/23/0202/HH	24 Poplar Close: Erect garage.	RESOLVED: No comments

Clerk
Clerk

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

1. Late applications: None

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

4. Progress on existing development: Glebe Field

1. Cllr Steve Bosson reported on an email sent on 20th February to Osprey as follows:

There was some damage done to some areas of concrete at the Village Hall during the early stages of the development caused by heavy trucks driving very close to the existing road edge. This was reported to site manager Colin Devonshire and he agreed to take care of it, but this is yet to happen.

There are three bollards in the verge opposite the site entrance. At least two of these have been knocked over and need to be reinstated. Again, Colin Devonshire is aware.

A couple of sections of fence panels came down during tidying work on the drainage channel to the East of the site. The house owner (and myself on her behalf) spoke to workers on site to gain agreement that the panels would be retrieved from the ditch and removed on site as she would not be capable of doing so. It seems that this has been forgotten and the panels remain in the drainage ditch.

Furthermore, it was noted that the surfacing of North Drive remains to be completed and there is intermittent patching on Church Lane.

23.024 Finance

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

1. Cashbook Accounts and Reserves to 31st January 2023

	Unity Bank	Saffron B/S	Redwood
Cashbook Balance 1 st January	60,240.89	83,113.19	85,054.82
Income 1 st to 31 st January	1,586.66	0.00	0.00
Expenditure 1 st to 31 st January	2,955.72	0.00	0.00
Cashbook balance 31 st January	<u>58,871.83</u>	<u>83,113.19</u>	<u>85,054.82</u>

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

Clerk

2. Bank Reconciliation as at 31st January 2023

	Unity Bank	Saffron B/S	Redwood
Bank Balances 30th September	58,871.83	83,113.19	85,054.82
Unbanked payments	0.00	0.00	0.00
Unbanked receipts	0.00	0.00	0.00
Cashbook balances 30th September	<u>58,871.83</u>	<u>83,113.19</u>	<u>85,054.82</u>

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

Clerk

3. HCC Annual lighting

The demands from EHC/HCC for invoice payments for the last three years were noted and considered. The supporting information with the invoices was at variance with ownership information previously supplied and with actions taken to convert lighting columns in North Drive without reference to the Parish Council. The Clerk to challenge the invoices and seek further clarification on ownership consistent with previous communications.

Clerk

4. Annual Insurance

The annual invoice from Zurich Municipal was noted. The Clerk suggested getting an alternative quote from BHIB for consideration at the March meeting. This was agreed.

Clerk

5. Payments for approval

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

	Gross	VAT to reclaim
Jl Pridmore: Dressing No.2 Pavilion car park	384.00	64.00
Payplus Ltd: Payroll January	34.62	5.77
E.ON Electricity January	229.18	38.20
Chubb Fire & Security: Annual Fire Inspection certificate	104.46	17.41
Clerk: Expenses February	27.10	0
Clerk: Salary February	734.44	0
HMRC: PAYE February	80.40	0
HMRC: Employer's NIC Feb	7.84	0
Broadmead Leisure: Play area inspection February	60.00	10.00
Everflow Water:March/April: Nil charge (account in credit)	0.00	0
Clerk reimburse: Annual SLCC membership (1/3 rd)	97.00	0

Clerk
Recoverable
VAT included

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

6. Wodson Field/Fence gate and other s106 options

S106 options are still to be considered once clarification on expenditure has been received from EHC.

Clerk

7. Internal Auditor Terms of Reference 2022/23

RESOLVED: To agree the HAPTC Terms of Reference. The Clerk to sign and return to HAPTC.

Clerk

23.025 Norman Wodson Pavilion

1. Building Replacement Evaluation Working Group

1. Procurement JCT Contract

Cllr Deryck Dipper presented a spreadsheet detailing the 18 responses received to date from companies expressing an interest in the contract. The deadline for tender submissions is 10am on Monday 6th March. It is intended to award the contract before the end of March.

Additional to this, a number of action points were raised for consideration:

1. Cash Plan to take account of the funding of VAT before receiving a refund:
The Clerk confirmed that VAT could be reclaimed on a piecemeal basis to ease cashflow. It was suggested that VAT could possibly be invoiced separately and in advance. However, it was agreed that VAT could be covered from the current account and reclaimed as soon as possible.
2. VAT rules revision.
The changes to VAT provided by the HAPTC advisor were noted, although the Clerk said they referred to VAT registered councils invoicing for the hire of sports facilities and did not have any bearing on the Parish Council's current activities.
3. Panel of councillors to assess tenders - commencing 6th March evening - may need to meet several times over next 14 days: *Noted.*
4. Storage container on site - decide on best quote and place order. *Noted and agreed.*
5. Day Nursery removal plan - the pavilion needs to be empty on Saturday 22nd July.
Noted: that liaison required with the day nursery and a packing plan will be necessary.
6. Project Manager appointment.
It was agreed that an independent project manager should be appointed to attend the weekly contractor meetings to ensure the Parish Council's interests are being looked after. It was noted that one contractor has said they will provide regular project management reports.
7. Contract - may need legal or commercial assistance?
It was agreed to investigate who might be able to provide legal assistance in ensuring the contract is correctly drawn up. Cllr Deryck Dipper agreed to approach Winters Solicitors.
8. March Council meeting - move to 21st March to facilitate appointment of preferred contractor. *Agreed.*

Clerk

Panel

DD

Clerk

	9. Building Controls - make application. <i>Agreed to approach Kevin Lake Associates.</i>	DD
	10. Contact Ware Lions regarding agreement to additional external door. <i>Agreed.</i>	DD
	11. There are also likely to be a number of points raised at the site meetings which may need consideration by the Council. <i>Noted.</i>	
	2. Tenders Panel RESOLVED: To create a panel to receive the tenders and assess them against determined criteria. The panel to submit its assessment at a full Parish Council meeting. The panel members to be Cllrs Steve Bosson, Deryck Dipper, Brita-May Hawes, Martin Spackman. The panel to be overseen by the Clerk.	
	3. Delegated powers RESOLVED: That under the Clerk, the Tenders Panel be granted delegated powers to progress all lines of enquiry related to the tenders in order to generate proposals to put before the full Council to decide on the appointment of a contractor for the Pavilion refurbishment.	Clerk
	2. RABI: acquisition of additional land No progress to report.	Clerk/DD
	3. Safety gate exit from the outside compound RESOLVED: To accept the Frogmore quote of £1,324.14 (incl VAT) to install a security gate from the nursery outside compound to the playing field.	Clerk
	4. Fire Safety Inspection Noted: Chubb Fire & Safety issued a safety inspection certificate on 30 th January 2023. Agreed: that a full safety inspection of the Pavilion be undertaken once the refurbishment is completed. Black & White undertook the last inspection in August 2020.	Clerk
23.026	Recreation Areas	
	1. Play area: Safety Report. The Broadmead February report was received and noted: No action required.	
	2. Football field grass maintenance: The Bullards grass cutting contract was considered. Under the terms of the WLFC lease, the Parish Council will pay for up to 16 cuts pa. In 2023, 18 cuts were made and the Parish Council paid for them all. It was agreed that the Clerk speak to Bullards to ascertain how and when the number of cuts are determined, and that the Council should be informed when the 16 cuts threshold has been reached. In the Council's opinion, the frequency of cuts should rely on Bullard's professional opinion. If WLFC require more than 16 cuts, that should be a matter between WLFC and Bullards. Cllr Deryck Dipper to speak to WLFC.	Clerk DD
23.027	Allotments	
	1. 2023 Tenancy Agreements The current 2023 tenancy position was reviewed against the Clerk's report. Five tenants have yet to pay their dues. The Clerk to chase up.	TAWG Clerk
	2. Land Registry Title Absolute. The Clerk reported that the position is unchanged: Land Registry has banked the £40 fee but has not yet sent the new Title.	Clerk
	2. Tenancy issue and course of action	
	1. Update on legal proceedings. RESOLVED: Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, press and public to be excluded due to the confidential nature of this report and in the public interest. This item to be deferred to the end of the meeting.	
23.028	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 boundary/road kerb installation: Cllr Steve Bosson reported he has raised this with EHDC and is awaiting a reply.	SB/Clerk

	3. Surface water problem by No 10: This matter is now with Network Homes.	SB/Clerk
	2. Broken Wadesmill village entrance signs update: The Clerk reported that there has still been no response from either Cllr David Andrews or Ian Hollinrake of HCC. The Clerk agreed to raise yet again with Cllr David Andrews before the election.	Clerk
	3. Poor condition of Old Church Lane: This has been referred to HCC as it is a Highways matter.	
23.029	Other matters	
	1. Coronation commemorative mugs: It was agreed for the Clerk to contact the Headteachers of the two parish schools and the Preschool to ask if they have any Coronation plans that the Council could help with. Depending on the response, the Council will consider providing commemorative mugs to all the children and to the councillors and Clerk who have served in the last term of office.	Clerk
	2. The Feathers ACV nomination: EHDC decision is awaited.	Clerk
	3. Parish Council elections, 4th May: The Clerk provided an update on the election timetable and candidate requirements and guidance. It was noted that the deadline for nominations to be delivered (by hand) to EHDC Wallfields by 4pm on 4 th April. A nomination statement of candidates standing will be published the following afternoon. Nomination packs and further information will shortly be available from EHDC Electoral Services.	Clerk ALL
	4. The Armed Forces Covenant: Signing up to the covenant was discussed and, although it was considered to be a good thing to do, it was agreed to defer the commitment decision until after the election (July or September meeting).	Clerk
23.030	County and District Councillor report No report received.	
23.031	Urgent and other matters not listed on the agenda None.	
23.032	Correspondence (Noted as per the agenda). <ul style="list-style-type: none"> • Chris Knott Insurance: New allotments insurance policy for NAS members • Dash UK Ltd: Commemorative Coronation mugs (23.029.3) • Head teacher, Thundridge School • HAPTC: Armed Forces Covenant (23.029.4) 	
23.033	Matters for future agendas <ul style="list-style-type: none"> • Public Spaces Protection Order (PSPO) re excluding dogs from Wodson Playing Field • Highfield Nursery debt repayment status if payments not made. • To review WLFC RPII lease increase for Year 3 (April Meeting) • To review annually Pavilion Fire Risk Assessment (next due after refurbishment) • To review annually Financial Risk Assessment (next due May 2023) • Quarterly review of Neighbourhood Plan Appendix H outstanding action tasks: <ul style="list-style-type: none"> ○ Retain The White Horse as a pub: <i>Despite a strong objection, planning is now approved.</i> ○ Nominate ACVs listed Neighbourhood Plan Appendix E: <i>The Feathers has been nominated.</i> ○ Make the Clarkson Memorial and the information boards more visible and maintain regularly: <i>Under consideration.</i> ○ Advertise local history in pubs (with accommodation): <i>Under consideration with Thundridge and High Cross Society.</i> ○ Promotion of the Turnpike and Doric columns on Wadesmill Bridge: <i>Under consideration with Thundridge and High Cross Society.</i> ○ Seek formal designation of parts of High Cross as a Conservation area: <i>Ongoing;</i> ○ Update: Bircherley Green bus depot re-development • Other matters raised: Consider signing the Armed Forces Covenant (July or September) 	Clerk/SB
23.034	Date and venue of the next Council Meeting Tuesday 21st March 2023 at 7.30pm in the Norman Wodson Pavilion	Clerk

23.027 Clerk's report with press and public excluded under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960:

Tenancy issue and course of action: The Clerk updated the Council on the position of the legal action being taken at the end of the month.

The Chairman thanked everyone for attending and closed the meeting at 9.29pm

Signed..... Dated.....

APPENDIX A

Planning decisions and awaited notices

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>	GRANTED
3/22/2515/LBC	North Lodge, Hanbury Drive: 2 replacement windows. <i>The Parish Council had no comments</i>	GRANTED
3/21/2600/HH	Watermill House, Ermine St: Detached outbuilding RETROSPECTIVE <i>The Parish Council objected</i>	GRANTED
3/21/2819/HH	Watermill House, Ermine St: Retention of an open sided outbuilding. <i>The Parish Council objected</i>	GRANTED
3/21/2778/FUL	Watermill House: Change of use: car port to treatment rooms (RETROSPECTIVE) <i>The Parish Council objected</i>	GRANTED
3/23/0046/FUL	Moles Farm: Change of use; demolish agricultural buildings and build two dwellings. <i>The Parish Council objected</i>	Awaited
3/23/0019/HH	Westmill House. Retrospective: convert garage into 1-bed annexe. <i>The Parish Council had no comments</i>	Awaited
3/22/2406/FUL	Land North and East of Ware: <i>The Parish Council objected</i>	Awaited
3/23/0109/HH	39 Arthur Martin Leake Way: Extend garage and convert into annexe. <i>The Parish Council objected</i>	Awaited
3/22/2370/HH	Standon Green End: Demolish existing garage and replace, add two extensions, gazebo, replace gates and fencing, landscaping, <i>The Parish Council objected.</i>	Awaited
22/1891/PL	Fusion Trading, Lowgate Lane: alcohol licence	Unknown
3/22/2561/LBC	Swangles Farm: Install solar panels on garage. <i>No comments</i>	Awaited
3/22/2370/HH	Standon Green End: Demolish existing garage and replace, add two extensions, gazebo, replace gates and fencing, landscaping, <i>The Parish Council objected.</i>	Awaited
3/22/2153/FUL	Oakleys: Retention of steel framed vehicle drenching facility. <i>The Parish Council had no comments</i>	Awaited
3/22/1663/LBC	Westmill House: Regularisation for alteration to garage windows. <i>The Parish Council had no comments</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
3/22/1663/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
E/22/0109/ENF	Land near Fabdens: Enforcement investigating caravan site	Unknown
E/21/0241/ENF	Watermill House, Ermine Street: Enforcement investigation	Unknown
E/21/0237/ENF	Standon Green End House: Enforcement investigation	Unknown
E/19/0448/ENF	Land adj to The Bungalow, High Cross: Enforcement investigation	Unknown