

# THUNDRIDGE PARISH COUNCIL

## MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 23<sup>rd</sup> May 2023 at 7.30pm in The Norman Wodson Pavilion  
Immediately following the Annual Parish Council Meeting

**PRESENT:** Cllr Steve Bosson, Cllr Deryck Dipper, Cllr Lynn Palmer, Cllr Kim Saban,  
Cllr Natasha Smyth, Cllr Martin Spackman  
2 members of the public  
Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone, including the new Council and especially new member Lynn Palmer, and opened the meeting at 7.20pm

**ACTION**

### 23.082 Apologies for absence

Parish Councillors: None – all present  
Others: Police

### 23.083 Declarations of Interest and dispensations

1. Declarations: **None**.
2. Written requests for dispensations for declarable pecuniary interests: **None**
3. Consideration of requests for dispensations: **None**

### 23.084 Approval of Minutes

1. **RESOLVED: To approve the Minutes of the 25<sup>th</sup> April Parish Council Meeting as drafted.**  
The Chairman signed the Minutes.

**Clerk**

### 23.085 Co-option to fill two vacant seats

No candidates identified at present.

### 7.25 pm: Suspension of meeting for public comments

1. A parishioner enquired what's happening with repairing the damaged street lights in Ermine Street. The Council responded that an official fault was raised via the HCC fault line and has yet to be resolved. The parishioner was asked to follow up with HCC, to which he agreed.
2. Another parishioner raised again the poor and unkempt state of Old Church Lane. Parishioners have been cutting back overgrown vegetation themselves on order to keep the bridlepath passable. The parishioner agreed to send the Clerk some recent photos so the problem can be taken up with the Public Rights of Way Officer.

### 7.34 pm: The Meeting was restored to order

### 23.086 Village Life Magazine

In the absence of a councillor offering to write an article, it was agreed that the Clerk would write something for the July magazine.

**Clerk**

### 23.087 Police report

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

#### Area Crime Report April 2023

\*NO REPORTED CRIMES – Does not include reports for domestic incidents.

**HIGH CROSS** 1 x Other criminal damage (under £5,000)

**THUNDRIDGE** 1 x Other criminal damage (under £5,000)

**WADESMILL** \*NO REPORTED CRIMES.

**PCSO Leon De Bruyn**, PCSO Supervisor, East Herts Rural

Councillors noted that there had been a serious poaching incident a week or so earlier that did not appear in the report. The Clerk to follow up with the police.

**Clerk**

### 23.088 Planning

#### 1. New Planning Applications

<b>NONE</b>	
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2. Applications received too late for the agenda and other planning matters
  1. Late applications: **NONE**
  2. Other planning matters: **NONE** (but two late decision notices included in Appendix A)
3. Decision Notices. Noted as set out in the Planning Appendix A
4. Progress on existing development: Glebe Field
  1. Landscaping etc being completed; Road resurfacing and other issues all with EHC. SB

23.089 Finance

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

1. Cashbook Accounts and Reserves 30<sup>th</sup> April 2023

	Unity Bank	Saffron B/S	Redwood
Cashbook Balance 1 <sup>st</sup> April	56,852.28	83,113.19	85,054.82
Income 1 <sup>st</sup> to 30 <sup>th</sup> April	18,076.66	0.00	0.00
Expenditure 1 <sup>st</sup> to 30 <sup>th</sup> April	9,186.69	0.00	0.00
Cashbook balance 30 <sup>th</sup> April	65,742.25	83,113.19	85,054.82

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

Clerk

2. Bank Reconciliation 30<sup>th</sup> April 2023

**RESOLVED: To approve the bank reconciliation at 30<sup>th</sup> April 2023 as presented.**

Clerk

Cllr Martin Spackman signed the reconciliation.

3. Performance against budget, 1<sup>st</sup> April to 17<sup>th</sup> May 2023

The Clerk presented a detailed breakdown of the performance against budget to 17<sup>th</sup> May. There were no untoward transactions to note. **RESOLVED: To approve the 17<sup>th</sup> May 2023 performance against budget as presented.**

Clerk

4. HCC Annual lighting: outstanding invoices

The Clerk said he is continuing to challenge the invoices and seeking further clarification on ownership consistent with previous communications.

Clerk

The Clerk also noted the EHC dog bin invoice is also being challenged.

Clerk

5. New bench for North Drive/Poplar Close

Cllr Martin Spackman confirmed the type of fixing to be for a cement base. **RESOLVED: The Clerk to seek permission from Network Homes before ordering since the bench is located on land that now belongs to them. Also to note that the bench is to be turned through 180° to face away from houses.**

Clerk

6. Payments for approval

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

Clerk

	Gross	VAT included
E.ON: September unpaid balance	14.35	0.68
E.ON: April Electricity	71.36	3.40
Thundridge Preschool: Coronation donation test payment	1.00	0
Thundridge Preschool: Coronation donation balance	239.00	0
Puller School: Coronation donation balance	359.00	0
Thundridge C of E School: Coronation donation balance	399.00	0
S Bosson reimburse: DOV Services Ltd: Asbestos check	168.00	0
Frogmore Fencing: Test Payment	1.00	0
Payplus: Payroll April	34.62	5.77
Frogmore Fencing: Pavilion compound security gate	1,540.14	256.69
Clerk reimburse: Cartridge Monkey printer ink x 3	83.63	13.94
HAPTC: Internal audit 2022/23	270.00	0
Broadmead Leisure: Play area inspection May	60.00	10.00
Clerk: Expenses April/May	47.60	0
Clerk: Salary May (including overtime)	1,238.37	0
HMRC: PAYE tax Mth 2	206.40	0
HMRC: Employer's NIC May	94.77	0
National Allotment Society: Annual membership	66.00	0

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

**7. Redwood Bank**

The Clerk noted that a 95-day notice to withdraw all funds from the Redwood account would conclude on Monday 31<sup>st</sup> July, and that 48 hours cancellation was required if necessary (effectively Wednesday 26<sup>th</sup> July).

**8. Internal Audit for AGAR 2022/23**

The Clerk submitted the Internal Auditor's AGAR report. This to be considered with the other AGAR papers for approval at the June meeting.

Clerk

**23.090 Norman Wodson Pavilion**

**1. Building Replacement Evaluation Working Group**

**1. JCT Contract**

1. Cllr Deryck Dipper's reported that, further to the Chairman's overview presented at the Annual Meeting of the Parish Electorate earlier in the evening, three points were to be noted:

DD

(i) The Health & Safety Executive's (HSE) Form F10: Construction Project Notification, has been completed and submitted. Ofstrand Ltd have agreed that the laminated F10 notice will be attached to the site fencing for the duration of the refurbishment work.

(ii) Insurance cover for the hot works for the roofing and copper plumbing is being negotiated.

(iii) On 19<sup>th</sup> April an Award Notice was posted on Contract Finder stating the contract was awarded to Ofstrand for £160k. Ofstrand's company name, number and address appear on the notice.

2. There are a number of contract details, financial and practical that continue to be worked on.

DD/SB

**2. RABI: acquisition of additional land**

No progress to report. The Clerk agreed to write again to the CEO.

Clerk

**23.091 Recreation Areas**

1. Play area: Safety Report. The Broadmead May report was received and noted: No action required.

**23.092 Allotments**

**1. 2023 Tenancy Agreements**

The current 2023 tenancy position was reviewed against the Clerk's report. One tenant remains having not paid or maintain the plot, despite being chased. The Clerk agreed to contact the tenant one more time to resolve the matter or the PC will re-enter the plot.

TAWG

Clerk

It was agreed that the Clerk ask SPACE to be mindful of the limited parking available at the allotments, especially if visitors are anticipated that coincide with cricket or football matches.

Clerk

**2. Land Registry Title Absolute.**

The Clerk reported that Land Registry has now sent the Title Absolute, although no map was provided with the Title. The Clerk agreed to obtain one from LR.

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.**

**23.093 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 noted that the issues are to be resolved with EHC at a possible meeting with EHC and the contractor in the near future.

SB

	2. Broken Wadesmill village entrance signs update: Still no progress and Cllr David Andrews has again agreed to take this up with Ian Hollinrake of HCC.	Clerk
<b>23.094</b>	<b>Other matters</b>	
	1. New bench for North Drive/Poplar Close: Dealt with at 23.089.5 above.	Clerk
	2. <b>Section 106 money</b>	
	1. A quote is in hand with Ofstrand Ltd for new Wodson Field main gates.	Clerk
	2. Allotments: No information presented.	AWG
<b>23.095</b>	<b>County and District Councillor report</b>	
	Cllr David Andrews briefly attended early in the evening, having been re-elected as District Councillor for another 4-year term. He will continue to take up Parish concerns as they arise.	
<b>23.096</b>	<b>Urgent and other matters not listed on the agenda</b>	
	1. Cllr Martin Spackman noted that rubbish was still being dumped into The Pit, including broken glass from one property. This is illegal fly tipping and presents a potential risk to the public who may access The Pit. It was agreed that Cllr Martin Spackman contact Network Homes to verify the ownership of the property/properties concerned, after which the Clerk to write to them.	MS Clerk
	2. It was also noted that coffee cups, bottles and other rubbish are being left by WLFC after matches. Cllr Deryck Dipper agreed to take it up with WLFC.	DD
<b>23.097</b>	<b>Correspondence</b> (Noted as per the agenda).	
	<ul style="list-style-type: none"> <li>• Parishioner: request to hire the pavilion in August (request denied)</li> <li>• EH Planning: request for Officer to attend a PC meeting <i>The Clerk reported that Officer Kay Mead had declined to attend but had referred the invitation to a colleague.</i></li> <li>• Parishioner re North Drive development: Landscaping and resurfacing concerns (23.088.4) <i>The Clerk agreed to write to a resident who had raised concerns.</i></li> </ul>	Clerk
<b>23.098</b>	<b>Matters for future agendas</b> (as per this meeting's agenda)	Clerk
	<ul style="list-style-type: none"> <li>• Redwood Bank – confirm withdrawal of all funds – 96<sup>th</sup> day is 31<sup>st</sup> July (48 hrs needed to cancel)</li> <li>• AGAR approval and signing (June meeting)</li> <li>• Arrange tree survey (June)</li> <li>• Public Spaces Protection Order (PSPO) re excluding dogs from Norman Wodson Playing Field</li> <li>• Highfield Nursery debt repayment status if payments not made</li> <li>• To review annually Pavilion Fire Risk Assessment (next due after refurbishment)</li> <li>• To sign up to the Armed Forces Covenant (May/July 2023)</li> <li>• Quarterly review of Neighbourhood Plan Appendix H outstanding action tasks: <ul style="list-style-type: none"> <li>○ Make Clarkson Memorial and the information boards more visible and maintain regularly: <i>Under consideration.</i></li> <li>○ Advertise local history in pubs (with accommodation): <i>Under consideration with Thundridge and High Cross Society.</i></li> <li>○ Promotion of the Turnpike and Doric columns on Wadesmill Bridge: <i>Under consideration with Thundridge and High Cross Society.</i></li> <li>○ Seek formal designation of parts of High Cross as a Conservation area: <i>Ongoing;</i></li> </ul> </li> <li>• Other matters raised: <ul style="list-style-type: none"> <li>• Documents held by previous Clerk to be recovered by the PC and examined before being archived. <i>Clerk to investigate archive possibility. Also, T&amp;HC Society to be asked for an update on items under their consideration.</i></li> </ul> </li> </ul>	Clerk
<b>23.099</b>	<b>Date and venue of the next Parish Council Meeting</b>	
	Tuesday 20 <sup>th</sup> June, 7.30pm at the Norman Wodson Pavilion	Clerk
	The 25 <sup>th</sup> July Parish Council Meeting to be held in High Cross Village Hall	Clerk
<b>23.092.2</b>	<b>Clerk's Allotments report with press and public excluded under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960:</b>	
	<b>The public were excluded at 8.55pm.</b>	

Tenancy issue and course of action: The Clerk verbally updated the Council on the position of the legal action taken in May.

The Chairman thanked everyone for attending and closed the meeting at 9.10pm

Signed.....

Dated.....

**APPENDIX A**

**Planning decisions and awaited notices**

<b>3/23/0575/HH</b>	<b>16 Millfield:</b> Convert garage to habitable room; insert windows; cladding. <i>The Parish Council had no comments</i>	<b>GRANTED</b>
<b>3/23/0145/HH</b>	<b>Swangles Farm:</b> Install solar panels on garage. <i>The Parish Council had no comments</i>	<b>GRANTED</b>
<b>3/23/0019/HH</b>	<b>Westmill House.</b> Retrospective: convert garage into 1-bed annexe. <i>The Parish Council had no comments</i>	<b>GRANTED</b>
<b>3/22/1663/LBC</b>	<b>Westmill House: Reconsultation.</b> Regularisation of window alterations, multiple internal alterations, roof lights etc <i>The Parish Council had no comments</i>	<b>GRANTED</b>
<b>3/23/0733/FUL</b>	<b>Meadow View Cottages:</b> Replace existing foul drainage (cess pit) with new sewage treatment unit and land drainage. <i>The Parish Council had no comments</i>	Awaited
<b>3/23/0687/HH</b>	<b>32 Cambridge Road, Wadesmill:</b> Crossover with dropped kerb. <i>The Parish Council had no comments</i>	Awaited
<b>PL/0326/23</b>	<b>Land adj to Ware Recycling Centre:</b> Temporary access for construction traffic. <i>The Parish Council had no comments</i>	Awaited
<b>3/23/0417/FUL</b>	<b>Raj Villa:</b> 5-year change of use from restaurant to retail <i>The Parish Council had no comments</i>	Awaited
<b>3/22/2406/FUL</b>	<b>Land North and East of Ware:</b> <i>The Parish Council objected</i>	Awaited
<b>3/22/1878/FUL</b>	<b>Youngsbury:</b> Erect extensions, internal alterations, etc <i>No comments, but LBC regs to be observed</i>	Awaited
<b>E/22/0109/ENF</b>	<b>Land near Fabdens:</b> Enforcement investigating caravan site	No Action
<b>E/21/0241/ENF</b>	<b>Watermill House, Ermine Street:</b> Enforcement investigation	No Action
<b>E/21/0237/ENF</b>	<b>Standon Green End House:</b> Enforcement investigation	No Action
<b>E/19/0448/ENF</b>	<b>Land adj to The Bungalow, High Cross:</b> Enforcement investigation	No Action