

THUNDRIDGE PARISH COUNCIL

MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 25th July 2023 at 7.30pm in High Cross Village Hall

PRESENT: Cllr Steve Bosson, Cllr Deryck Dipper, Cllr Brita-May Hawes, Cllr Lynn Palmer, Cllr Kim Saban, Cllr Natasha Smyth, Cllr Martin Spackman

1 member of the public.

It was reported that Clerk, Colin Marks, is still unwell and would not be available for some months. Minutes were taken by a member of the public and would be checked and amended by the Chair.

The meeting opened at 7.33 pm

23.118 Apologies for absence

Clerk: Colin Marks

23.119 Declarations of Interest and dispensations

1. Declarations: Cllr Natasha Smyth has 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**

23.120 Approval of Minutes

1. To approve the Minutes of 20th June Ordinary Parish Council Meeting

RESOLVED: to approve the Minutes of the Ordinary Parish Council Meeting were approved as drafted.

The Chairman signed a set of Minutes.

23.121 Co-option to fill one vacant seat

Noone has come forward, therefore one vacant seat remains.

7.35pm: Suspension of meeting for public comments

1. A parishioner had noted that the minutes and agenda for this meeting were not accessible on the website as usual; the Chair who is presently standing in for the Clerk will investigate and correct.
2. A parishioner noted again that the section of Old Church Lane that has become a footpath/bridleway, since its closure as a road, is still not being maintained by EHDC. She suggested it might be because EHDC have not reclassified the road. The Chair asked that the parishioner writes a report about the state of the area with her photos.
3. A parishioner asked about road surfacing at the entrance to North Drive (see later 23.124(4)).

7.40 pm The meeting was restored to order

23.122 Village Life Magazine

Cllr Dipper to write a piece about the works being carried out at the Wodson Pavilion

23.123 Police Report

No police report had been received, and no officer attended the meeting.

23.124 Planning

1. New Planning Applications

PL/0343/23 Cemex Westmill Quarry, Variation – Cllrs to peruse and return comments to the Chair who will collate a response if a majority wish to object.

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

1. Late applications:

- Stansted Airport - for interest: no Comment
- 3/23/1207 Oakleys – Steel framed building to spray vehicles – no comment
- ??? Bungalow next to St Johns Church HX – extension – Cllrs to peruse and return comments to the Chair who will collate response if the majority wish to object.
- 3/23/0981 Poles Lane - conversion of stables and outbuildings to 5 bed house. Other linked cases refused; some concerns were voiced – Cllrs to peruse and return comments to the Chair who will collate a response if the majority wish to object.

2. Other planning matters. Cllr Spackman reported that short section of footpath, north of Home Farm, has been recognised as a bridleway (part of Thundridge 45) and adopted as such:

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

4. Progress on existing development: Glebe Field

- Chair attended meeting with EHC, developers, drainage consultant – works on kerbs, manhole covers, etc to be carried out in or after September. A contractor has been booked to fill potholes ASAP.
- Ransom strip from village hall to first house in North Drive (#15) is owned by Thundridge Parish Council. It measures 0.5M from the then located edge of the North Drive road. Agreed to get it trimmed and rubbish taken away.
It was RESOLVED to get a quote – and proceed with the work if under £75.

23.125 Finance

1. Cashbook Accounts & Reserves - noted balances in bank accounts and bank statements; interest accrued on Redwood account to be moved to Long Term Reserve.
RESOLVED: to approve.
2. Reconciliations – **RESOLVED:** to approve; to be countersign later.
3. Performance vs budget at (30th June 2023) – Figures were presented and **RESOLVED** to approve. Emergency exit door in Pavilion – lock had to be changed. **RESOLVED** to approve.
4. HCC Annual Lighting – Remains in dispute and deferred to next meeting.
5. Payments list for approval – Chair reported that he is able to enter amounts using on-line banking and another two Cllrs can then approve. Discussion on adding Cllrs to the on-line banking approval mandate.
 - **RESOLVED:** payments list approved.
 - **RESOLVED** to add two additional Cllrs.
6. Redwood bank account – noted that Redwood account monies to be moved to Unity account 31/7/23, and account closed
7. Saffron bank account – noted that awaiting link to Unity account.
8. AGAR 2022/23 – noted deadline of 30th June 2023 for 2022/23 AGAR submission met.
9. Exercise of Public Rights – noted 30-day working period set as Mon 3 July to Fri 11 Aug 2023; notice placed on web site.
10. Locality Budget Scheme Grant Payment – it was reported that HCC Cllr David Andrews had agreed a grant payment of £2,000 towards the temporary roof repairs after the storm. There had been some problems at EHDC in making this payment, still to be resolved.
11. Costs and benefits of engaging a temporary clerk and propose next steps – as the Clerk may be absent for some months, it was agreed that a temporary clerk be appointed to assist the Parish Council. Chair had consulted with HAPTC; they passed on details of the temporary clerk position and 2 people had applied. Chair had spoken to them both, and asked that other Cllrs also “interview” them – Cllrs Dipper, Hawes and Saban agreed to set up conference-style telephone calls. Cllrs discussed the terms of employment, pay and how it would be arranged, and decided that there would be no fixed end date given at this time.
RESOLVED to proceed with a temporary clerk appointment.

12. VAT Claim – Cllr Dipper explained the items and amounts of VAT to be reclaimed from HMRC from March 2022 (3 items), April 2022 to March 2023 (full financial year), and 1st April to 31st July 2023. This should include the first contract payment for works on the Pavilion.

23.126 Norman Wodson Pavilion

Building Replacement Evaluation Working Group. Cllr Deryck Dipper’s detailed report previously circulated was received:

1. This report reports updated the Council on additional items which have arisen since the June Council meeting.
 - Slim line heaters
 - Internal door from toilets into main hall
 - The creation of a Control Sheet to record all decisions affecting work under the contract.
 - Steps to new external door.
 - Contract Sum update.

2. **Slim Line Heaters**

Ofstrand have supplied details of slim line heaters and information on the position of the wireless heater control unit. It has been agreed by Ofstrand to fit an additional heater on the south wall.

RESOLVED: to note the decisions on the control unit and additional heater.

3. **Internal door from toilets.**

After further consideration it has been decided not to proceed with an increased thickness door. This would be an additional cost and it is thought sufficient to rely on the new external door’s external security.

RESOLVED: to note the decisions on the control unit and additional heater.

4. **Steps to new external door**

It was agreed at the June Council meeting not to proceed with the quote from Ofstrand. Councillor Martin Spackman offered to provide a quote for this work

RESOLVED: to REQUEST Councillor Spackman to provide a quote for this work.

5. **Containers**

The containers for the Council were delivered on 14th July and Council equipment has been relocated into the container. The Day Nursery is engaged in removal of all their equipment into the containers.

RESOLVED: to note progress on containers.

6. **Contract Sum Update**

The Contract Sum remained as reported at the June meeting. The Council’s architect has provided dates for his weekly sign off of work and payment

RESOLVED: to note there was no further variation to the Contract Sum.

7. Contract update – works progressing well. There was discussion about keys and a keysafe – to be resolved by the working group.
8. Zurich storm damage claim – no further update (but note 23.125(10) above).
9. Update on possible acquisition of additional land from RABI – no further update.

23.127 Recreation Areas – No updates

23.128 Allotments

Applications and allotment waiting list and requests to Cllr Hawes. Overgrown / unused allotments – first warning letter to go out. One request for new allotment received.

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 the business to be transacted under this agenda item

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

1. North Drive – 1 - no change; 2 - Chair attended meeting (see 23.124(4) above).
2. Broken Wadesmill sign - no update.

23.130 Other Matters

1. New bench for North Drive – delivery awaited.
2. Fly tipping in The Pit – Cllr Spackman had spoken to EHDC flytipping officer, so referred on.
3. Unkempt planted area outside 40-41 High Road, High Cross - the ownership and responsibility of this land still unclear. Resolved that Parish Council to ask EHDC Highways to replant and await their answer.
4. Quotes and Options for section 106 funding – Applications for 1) Wodson Field perimeter fence – deferred to next meeting. 2) Allotments – fencing, bench, etc. discussed (this to be researched ahead of the next meeting) – deferred to next meeting.

23.131 County and District Councillor reports - none

23.132 Urgent matters - none

23.133 Correspondence (for information only)

- Parishioner – planted area outside 40-41 High Road – see 23.129(3) above.
- Burial space – Will Durrant – not Parish Council’s responsibility.
- Standon charities representation – not able to do so at present.
- Street lighting invoices outstanding – deferred.
- Neighbourhood plan data request – Jacqueline Veata resolving.
- TOCAG – request for copy of Thundridge Walking Map for Ware Museum – request passed to Thundridge & High Cross Society.

23.134 Matters for future agendas

- Arrange tree survey (June/July) – all Parish Council trees. Cllrs would like to use the same company as last time, but nobody could remember their name – Cllr Spackman to find previous report; Cllr Dipper may be able to find their invoice, possibly late Spring 2020?
- On-line bank account approver needed – Cllrs Smyth and Palmer agreed as new approvers; Cllr Hawes to be reinstated (see 23.125(5) above).

Rest of these items will be deferred to future meetings.

23.135 Date and venue of next meeting

Tuesday 26th September 2023, 7.30pm, in Norman Wodson Pavilion

Meeting closed at 9.25pm

Signed.....

Dated.....

APPENDIX A

Planning decisions and awaited notices

PL/0326/23	Land adj to Ware Recycling Centre: Temporary access for construction traffic. <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
3/22/1878/FUL	Youngsbury: Erect extensions, internal alterations, etc <i>No comments, but LBC regs to be observed</i>	Awaited
3/23/1503	2 Rennesley Cottage -Demolition of outbuilding and erection of single storey and two storey rear extension <i>The Council had no comment</i>	Awaited
PL/0343/23	Cemex Westmill Quarry – variation <i>Cllrs to peruse and return comments via the Chair</i>	Awaited
3/23/1207	Oakleys -Steel framed building to spray vehicles <i>The Council had no Comment</i>	Awaited
	Bungalow next to St John’s Church HX -Extension <i>Cllrs to peruse and return comments via the Chair</i>	Awaited
3/23/0981	Poles Lane – Conversion of stables and outbuildings to a five bed dwelling <i>Cllrs to peruse and return comments via the Chair</i>	Awaited