

THUNDRIDGE PARISH COUNCIL

MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 23rd January 2024 at 7.30pm in The Norman Wodson Pavilion

PRESENT: Cllr Steve Bosson, Cllr Brita-May Hawes (elected Chair), Cllr Lynn Palmer,
Cllr Kim Saban, Cllr Natasha Smyth, Cllr Martin Spackman

3 members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.35pm

ACTION

24.001 Election of Chairman

Cllr Steve Bosson having resigned as Chair. It was unanimously **RESOLVED that Cllr Brita-May Hawes be elected as Chair for the remainder of the current year.** The Chairman signed her Declaration of Acceptance of Office.

Clerk

24.002 Apologies for absence

Parish Councillors: Cllr Deryck Dipper – illness **ACCEPTED**

Others: Sue Patell

24.003 Declarations of Interest and dispensations

- Interests: Cllr Kin Saban: payment to her husbands's company to be approved
Cllr Brita-May Hawes: reimbursement for pavilion tables to be approved
- Written requests for dispensations for declarable pecuniary interests: **None**
- Consideration of requests for dispensations: **None**

24.004 Approval of Minutes

- RESOLVED: To approve the Minutes of the 28th November Parish Council Meeting subject to an amendment adding that Cllr Martin Spackman was present.**

Clerk

The Chairman signed the amended Minutes.

- Items not covered on the Agenda: None**

7.45 pm: Suspension of meeting for public comments

It was noted that following work on the broadband cabinet by the bus stop opposite Maltons, Gigaclear have left a lot of mess and failed to reinstate properly. Rubbish has been thrown into the hedge and verge bordering the recreation field. This should be reported to HCC who had granted Gigaclear the licence.

7.50 pm: The Meeting was restored to order

24.005 Village Life Magazine

Cllr Kim Saban agreed to write a report for the March edition.

KS

24.006 Police report

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

Area Crime Report December 2023

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

HIGH CROSS: Theft x1, Burglary x1.

THUNDRIDGE: Burglary x2.

WADESMILL: *NO RECORDED CRIMES.

PCSO Leon De Bruyn, PCSO Supervisor, East Herts Rural

24.007 Ware Charities

Parish Representative Bruce Shearman was present and gave the following report:

The last meeting took place on Wednesday 6th December 2023.

Wareside Parish Council had been unable to nominate a TWC trustee for some time. However, Kim Nicolson has now been appointed and was introduced to the meeting.

HCF reported that 11 applications had been received which was an improvement. HCF has contacted multiple agencies to make them aware of TWC. They also suggested that TWC revisit the constitution and governance documents to clarify the terms of assistance.

(TWC will very soon be conducting a strategic review.)

HCF will document all grants made on behalf of TWC and submit a quarterly report which will be consolidated into an annual report.

The draft contract for the sale of the premises at 75, High Street has been completed. Progress of the sale will be reported at the next meeting.

The 2024/25 contribution to CAEH (CAB) was agreed at the meeting. TWC will be contributing £20,035 as in previous years.

Leaside Church has submitted a requested, through HCF, for assistance with fuel costs. The church provides a "warm space" and acts as a social hub for the Ware Community. The sum of £1330 was approved by the meeting.

Dave Simpson and Jackie Turner, from the Ware Foodbank, joined the meeting to outline a case for funding. The Foodbank is now based at the Priory in Ware. They are delighted with the premises which offer good space and storage facilities with easy access for clients. Currently the Foodbank are supporting 150 individuals/month. They are looking to negotiate a 5 year rental contract with WTC. The cost per annum would be £8000 subject to review as necessary. The meeting approved the grant. The TWC property expert offered to assist with rental negotiations if required.

TWC meetings are quarterly the next one being 13th March 2024.

Bruce Shearman
TPC representative trustee.

Printed copies of the report were distributed to the meeting.

The Chair thanked Bruce for his report, who then left the meeting.

24.008 Planning

1. New Planning Applications

NONE	
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2. Applications received too late for the agenda and other planning matters

1. Late applications: NONE

2. Other planning matters:

1. Update on the two new outline applications for High Cross: No update information

Wellcroft proposed scheme: Notice received from Millen Homes of their intention to submit a planning application at Wellcroft. A parishioner has expressed interest in commenting. The Clerk has advised that the Parish Council can only comment as a statutory consultee once it receives the planning application notification from East Herts Planning and is able to study the details of the development. Public comments will be taken into account at that time.

Clerk

Chestnut Grove: The Parish Council has been made aware of a possible planning breach. The Clerk to contact EHC Planning Enforcement to investigate

Clerk

3. Decision Notices. Noted as set out in the Planning Appendix A. It was noted that the Ermines Licensing application has been granted subject to conditions. The Clerk said he would only advise of Licensing notifications that were relevant to the Parish.

Clerk

4. Conservation Area High Cross

The Temporary Clerk had sent a letter in December to East Herts District Council to pursue the designation of High Cross as a Conservation Area. It is acknowledged that EHDC work on a conservation assessment rota and the parish might not come up for review for some time. The Clerk was asked to follow this up with EHDC.

Clerk

24.009 Finance

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

1. Cashbook Accounts and Reserves 31st December 2023

	Unity Bank	Saffron B/S	Redwood
Cashbook Balance 1 st November	67,925.77	1,113.19	0.00
Income to 31st December	2,793.91	200.24	0.00
Expenditure to 31st December	10,905.35	0.00	0.00
Transfer from Unity Bank	20,000.00	20,000.00	
Cashbook balance 31 st December	39,814.33	21,313.43	0.00

Clerk

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

2. Bank Reconciliation 31st December 2023

RESOLVED: To approve the bank reconciliation at 31st December 2023 as presented.

Clerk

3. Performance against 2023/24 budget as at 17th January 2024

The Clerk presented a detailed breakdown of the performance against budget to 17th January.

Budget income £50,951. Actual income to date £52,837. Forecast £58,464

Budget expenditure £220,241. Actual expenditure to date £207,769. Forecast £226,542

RESOLVED: To approve the 2023/24 performance against budget as presented.

Clerk

4. Budget and Precept for 2024/25

Cllr Deryck Dipper had produced a detailed revised budget based on the draft agreed at the November Parish Council Meeting. If the precept was increased by 4% to £35,204, it would give a budget deficit of £4,084 which is matched by the long term reserve for final Wodson Pavilion payments of approximately £5,000 which, after taking that off, would give a surplus of around £1,000. It was noted that EHDC has approved a Council Tax increase of 4.99%. The Clerk pointed out that, using the EHDC tax base figure, a precept of £35,204 would be equivalent to a 2.87% increase in council tax for a Band D property in the parish (£1.37 a year) on that element for which the Parish Council is directly responsible.

RESOLVED: That the 2024/25 be set as drafted.

RESOLVED: That the precept for 2024/25 be set at £35,204

The Chairman, the Clerk and two councillors signed the EHDC precept form.

Clerk

The Council unanimously expressed its appreciation to Cllr Deryck Dipper for his continued hard work, and also wished him well for a speedy recovery.

SB/Clerk

5. Payments for approval

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

	Gross	VAT incl
SP Saban Ltd: Deposit for double-doors and new barrel & keys	1,260.00	210.00
E.ON: Electricity December	207.00	34.50
Everflow Water: Water 16/2 – 15/3	24.68	
Broadmead: Play equipment maintenance January	60.00	10.00
Payplus: Payroll December	36.94	6.16
Clerk: Expenses January	16.30	
Clerk reimburse: Printer paper	5.00	
Clerk reimburse: SLCC subs 1/3 rd shared cost	76.33	
Clerk: Salary January	776.04	
HMRC: PAYE	90.80	
HMRC: Employer's contribution	15.02	
Clerk: reimburse stamps	10.00	
Brita-May Hawes: reimburse Furniture@work pavilion tables	799.20	133.20

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

	6. Section 106 monies	
	1. Quotes for fencing and gates on Cold Christmas Lane Quotes awaited.	MS
	2. Quotes for allotments improvements Quotes awaited.	MS
	3. Consideration of whether gates should be bought from existing funds The Clerk to check whether S106 allocated money can be accessed piecemeal and retrospectively.	Clerk
	4. Consideration of creating a S106 working group RESOLVED: Not to pursue the creation of a S106 working group.	
	7. Highfield Nursery debt repayment status Noted: The Clerk reported that £364 of the £4,165 remains outstanding. The debt continues to be paid off regularly at £50 per month. RESOLVED: To accept the repayment position.	Clerk
	8. Wodson Pavilion rebuild cost Options for obtaining a complete rebuild cost for insurance purposes were discussed, including asking Offstrand to quote since they are familiar with the building. To be followed up.	SB/BMH
	9. HCC Annual lighting: outstanding invoices for 2020/21, 2021/22, 2022/23 The Clerk to pursue ownership question.	Clerk
24.010	Website In view of 2Commune changes, various options on the way forward were considered. RESOLVED: That the Council sign up with Cuttlefish until March 2025, subject to the following:	BMH/ Clerk
	1. That Cllr Brita-May Hawes examine the contract to confirm that it is fit for purpose;	
	2. If this is confirmed, then the Council sign with Cuttlefish;	
	3. That 2Commune is advised of the Council's decision.	
24.011	Norman Wodson Pavilion	
	1. JCT Contract report All is good at the moment and the building performed well in the recent stormy weather. However, there is a problem with the toilet door hinges which are not strong enough for the job and therefore keep breaking. To be taken up with Offstrand. It was noted that the new pavilion tables have been purchased and are in use. The old tables have been sold off.	DD/SB
	2. Contract finance approval and any amendments No comments.	
	3. Zurich Storm damage claim Left with DAS. No further action. Remove from future agenda.	Clerk
	4. RABI: acquisition of additional land No progress to report. The Clerk agreed to write again to the CEO.	Clerk
	5. Installation of new pavilion doors If the doors have been delivered in time, the most convenient date to install the new doors would be the half-term week commencing 19 th February. Alternatively, a convenient weekend.	
24.012	Recreation Areas	
	1. Play area: Safety Report. The Broadmead January report was received and noted: No action required.	
24.013	Allotments	
	1. 2024 Tenancy Agreements It was noted that five tenants have yet to pay their rent. It was further noted that there are currently five parishioners on the waiting list plus six non-parishioners.	TAWG/ Clerk

	Structures applications for Plots 21 and 26 were approved.	Clerk
	<p>2. Council inspections of allotments.</p> <p>It was agreed that the Allotments Working Group will next inspect the allotments on 16th March.</p> <p>It was agreed that compliance with Tenancy Agreement conditions should be rigorously enforced, including the maintenance of plots.</p>	TWAG
	<p>2. Tenancy issue update and course of action</p> <p>Update on legal proceedings.</p> <p>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.</p>	TWAG
24.014	Highways, Footways and Public Rights of Way (PRoW)	
	<p>1. North Drive:</p> <p>1. Resurfacing: The resurfacing work has not been completed. The work was to be completed in two phases and Phase 1 was completed, as agreed, prior to commencement of the house building. Cllr Steve Bosson reported that he has corresponded with Kylie Perrin (EHDC) who gave an assurance that EHDC is working with Osprey Homes regarding their obligation to complete Phase 2 of the road improvements on North Drive. The Chairman noted that there is a Deed of Grant between EHDC and Osprey Homes that includes £20k being lodged with the EHDC solicitor against any default by the developer for completing Phase 2 of the roadworks. The Clerk or Cllr Steve Bosson to raise with EHDC that the money should be released to effect the resurfacing work.</p> <p>The chairman noted that the same Deed of Grant also references a payment of £100k by the developer to EHDC in return for the grant of vehicular access to the building site. This is in addition to North Drive resurfacing costs.</p>	Clerk/SB
24.015	Other matters	
	<p>1. Fly tipping in The Pit. Cllr Martin Spackman is speaking to EHDC in re the offending properties.</p> <p>2. Tree survey. The Clerk to contact Tracy Clarke Tree Consultancy, the company that undertook the last survey in 2020. They to contact Cllr Martin Spackman to show them around.</p> <p>3. Unkempt village plant area outside 40-41 High Road, High Cross. It was agreed that this belongs to Herts County Council and the Parish Council cannot get involved in undertaking or financing any remedial work. The Clerk to advise concerned parishioner.</p> <p>4. High Cross conservation area: Dealt with under agenda item 24.008.4</p> <p>It was noted that a ditch on Cold Christmas Lane is blocked, causing water to overflow on to the road. This should be reported on the Highways Fault system.</p>	MS Clerk/ MS Clerk
24.016	County and District Councillor report	
	No report provided.	
24.017	Urgent and other matters not listed on the agenda	
	No matters raised.	
24.018	Correspondence: No correspondence was noted.	
24.019	Matters for future agendas (as per this meeting's agenda)	Clerk
	<ul style="list-style-type: none"> • To examine papers held by previous Clerk before considering committing to archive. <i>The Clerk to contact previous Clerk to get papers released to the PC for examination.</i> • Quarterly review of Neighbourhood Plan Appendix H outstanding action tasks: • Make Clarkson Memorial and the information boards more visible and maintain regularly: <i>Agreed to remove this from the agenda.</i> <ul style="list-style-type: none"> ○ Advertise local history in pubs (with accommodation): <i>Thundridge and High Cross Society no longer functioning. Agreed to add information to website and/or add to village magazine.</i> ○ Promotion of the Turnpike and Doric columns beneath Wadesmill Bridge: <i>Thundridge and High Cross Society no longer functioning. Agreed to add information to website and/or add to village magazine.</i> 	Clerk Clerk

- North Drive:
 1. Update: Removal of lamp post W3: *No progress.*
 2. Update: Ransom Strip boundary/road kerb installation when road resurfaced.
With SB/EHDC
- Broken Wadesmill village entrance signs: update if available.
No update available. Clerk to contact Ian Hollinrake, HCC.
- To add other matters raised: *None raised.*

SB
Clerk

24.020 Date and venue of the next Parish Council Meeting

Tuesday 20th February, 7.30pm at the Norman Wodson Pavilion

Clerk

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

The public were excluded at 9.55pm.

Tenancy issue and course of action: The Clerk verbally updated the Council on the current position of the legal action and court's Case Management Hearing on 10th April 2024.

The Chairman thanked everyone for attending and closed the meeting at 10.05pm

Signed.....

Dated.....

APPENDIX A

Planning decisions and awaited notices

3/22/1878/FUL	Youngsbury: Erect extensions, internal alterations, etc <i>The Parish Council had no comments, but LBC regs to be observed</i>	Granted with conditions
3/23/2086/CLP O	The Powder House, Barwick: -Two single storey side extensions	<i>Not within parish boundary</i>
3/23/2123	Great Henirage Cold Christmas Lane Thundridge - Erection of detached garage. <i>Parish Council had no comments</i>	Awaited
PL/0326/23	Land adj to Ware Recycling Centre: Temporary access (2 years) for construction traffic. <i>The Parish Council had no comments</i>	Awaited
3/22/2406/FUL	Land North and East of Ware (Ware2): Hybrid application <i>The Parish Council raised serious concerns</i>	Awaited
3/23/1547/FUL	Meadowview Cottage, The replacement of the existing foul drainage arrangement (cess pit) with new sewage treatment unit and land drainage field. Connection to existing below ground drainage and provision of electricity supply to the new treatment unit. <i>The Parish Council had no comments</i>	GRANTED subsequent to meeting
PL/0343/23	Cemex Westmill Quarry – variation Cllrs to peruse and return comments via the Chair	Awaited
3/23/1207	Oakleys -Steel framed building to spray vehicles <i>The Council had no Comment</i>	Awaited
PL/0357/23 (CM0081)	Westmill Landfill – construction and operation of solar farm and associated infrastructure <i>The Parish Council objected to this application</i>	Awaited
3/23/1888	Quietways, 66 Cowards Lane – Change of use of land from agricultural to residential. <i>The Council had no objection</i>	Withdrawn
3/23/1911/HH	Bourne House Cambridge Road Wadesmill - Ground floor side extension, basement side extensions, rear infill	Awaited

	extension, external steps, brick wall, metal balustrade, timber trellis, alterations to fenestration, alterations to land levels, creation of natural pool, resurfacing of parking court, replacement post and rail fencing to garden boundary and associated landscaping <i>The Council had no objection</i>	
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Licensing Applications		
23/1195/PLV	Dog & Whistle 112 Fore Street – Variation to opening hours. <i>The Parish Council had no comment</i>	Awaited
23/1202/PLV	Samy Ltd (formally Mcolls) Bulldock Road – Extension to licensing hours and 365 days opening. <i>The Parish Council had no comments.</i>	Awaited
3/23/1450/PL	Emine Café & Stores – Premises license change to increase hours from 9am – 8pm with an additional 12 late closes per year until midnight for themed evenings. <i>Whilst the Council appreciated the need to diversify the business, the Council had concerns regarding lack of parking, increased litter, potential antisocial behaviour, noise nuisance late at night with live music.</i>	GRANTED subject to conditions

The Clerk advised that he would not include future licencing applications unless they concerned the parish. This was agreed.