

# THUNDRIDGE PARISH COUNCIL

## MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 25<sup>th</sup> April 2023 at 7.30pm in The Norman Wodson Pavilion

**PRESENT:** Cllr Steve Bosson, Cllr Brita-May Hawes, Cllr Kim Saban, Cllr Joyce Spackman,  
Cllr Martin Spackman, Cllr Brian Taylor

3 members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.30pm

**ACTION**

### 23.055 Apologies for absence

Parish Councillors: Cllrs Deryck Dipper and Natasha Smyth (both unwell) **Accepted;**

Others: Derek Matthews, Sue Patell

### 23.056 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 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**

### 23.057 Approval of Minutes

1. **RESOLVED: To approve the Minutes of the 7pm 21<sup>st</sup> March Parish Council Meeting No.1 as drafted.**

The Chairman signed the Minutes.

Clerk

2. **RESOLVED: To approve the Minutes of the 8.15pm 21<sup>st</sup> March Parish Council Meeting No.2 as drafted.**

The Chairman signed the Minutes.

Clerk

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

The Thundridge School head teacher, Sarah Bridgeman, asked if the Parish Council owned any areas of land that could be accessed by children for science and wildlife studies. Cllr Martin Spackman referred to The Pit as an ideal area near to the school that is readily accessible to the public. Mrs Bridgeman thanked the Council for its help.

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

### 23.058 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 June magazine.

Clerk

### 23.059 Police report

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

#### Area Crime Report MARCH 2023

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

**ARDELEY** \*NO REPORTED CRIMES.

**BARWICK** \*NO REPORTED CRIMES

**BASSUS GREEN** \*NO REPORTED CRIMES.

**BENINGTON** \*NO REPORTED CRIMES.

**CHERRY GREEN** \*NO REPORTED CRIMES.

**COTTERED** BURGLARY – Business property, no property taken.

**CROMER** \*NO REPORTED CRIMES.

**DANE END** INTERFERING WITH A MOTOR VEHICLE – Door forced open, no property taken.

**GREAT MUNDEN** \*NO REPORTED CRIMES.

**GREEN END** \*NO REPORTED CRIMES.

**HAULTWICK** \*NO REPORTED CRIMES.

**HIGH CROSS** ARSON NOT ENDANGERING LIFE – No forensic evidence to support.

**LEVENS GREEN** \*NO REPORTED CRIMES.

**LITTLE MUNDEN** \*NO REPORTED CRIMES.

**MOOR GREEN** \*NO REPORTED CRIMES.

**NASTY** \*NO REPORTED CRIMES.

**STANDON GREEN END** \*NO REPORTED CRIMES.

**THROCKING** THEFT – Heating oil taken from a residential property.

**THUNDRIDGE** THEFT OF MAIL – Package sent to Surrey, parcel tampered with and item missing.  
 THEFT – Sporting equipment hired and not returned.  
 EXPOSURE AND VOYEURISM – Suspect dropped towel in public sauna.

**WADESMILL** \*NO REPORTED CRIMES.

**WALKERN** THEFT BY AN EMPLOYEE – Former employee refused to return items.  
 ASSAULT WITH INJURY – Suspect and victim under 18.  
 CRIMINAL DAMAGE – Graffiti in recreation area.

**WESTMILL** \*NO REPORTED CRIMES.

**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.

This has been seen across Hertfordshire and police are targeting patrols in identified areas.

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 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.

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

**23.060 Planning**

**1. New Planning Applications**

<b>3/23/0575/HH</b>	<b>16 Millfield:</b> Convert garage to habitable room; insert windows; add cladding. <b>RESOLVED: No comments</b>	<b>Clerk</b>
<b>3/23/0687/HH</b>	<b>32 Cambridge Road, Wadesmill:</b> Crossover with dropped kerb. <b>RESOLVED: No comments</b>	<b>Clerk</b>
<b>PL/0326/23</b>	<b>Land adj to Ware Recycling Centre:</b> Temporary access for construction traffic. <b>RESOLVED: No comments</b>	<b>Clerk</b>

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

**1. Late applications**

**1. 3/23/0733/FUL Meadow Cottages, Cold Christmas Lane:** Replace existing foul drainage (cess pit) with new sewage treatment unit and land drainage. Connect to existing drainage and provide electricity supply to new treatment unit. **RESOLVED: No comments**

Clerk

**2. Other planning matters:** Noted: NALC CIL and S106 reform consultation.

Clerk

It was agreed that the Clerk would contact EHC Planning Officer Kay Mead and invite her to a Parish Council meeting to give some understanding on how EHC Development Control arrive at some of their decisions.

Clerk

**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 Osprey's 24<sup>th</sup> April email exchange re North Drive issues and agreed to follow up to chase for remedial work to be done asap.

SB

**23.061 Finance**

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

**1. Cashbook Accounts and Reserves to year-end 31<sup>st</sup> March 2023**

	Unity Bank	Saffron B/S	Redwood
Cashbook Balance 1 <sup>st</sup> March	58,219.45	83,113.19	85,054.82
Income 1 <sup>st</sup> to 31 <sup>st</sup> March	1,216.66	0.00	0.00
Expenditure 1 <sup>st</sup> to 31 <sup>st</sup> March	2,583.83	0.00	0.00
Cashbook balance 31 <sup>st</sup> March	56,852.28	83,113.19	85,054.82

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

Clerk

**2. Bank Reconciliation 31<sup>st</sup> March 2023**

**RESOLVED: To approve the bank reconciliation at 31<sup>st</sup> March 2023**

Clerk

**3. Performance against budget to year end, 31<sup>st</sup> March 2023**

The Clerk presented a detailed breakdown of the performance against the budget at year end 31<sup>st</sup> March. Income totalled £51,634 against a budget of £49,054. Net expenditure totalled £40,619 against a budget of £47,598. The variances were itemised. The overall surplus against budget is £11,016. **RESOLVED: To approve the 2022/23 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

**5. New bench for North Drive**

**RESOLVED: To Accept the Earth Anchors quote for a Brighton Bench in green, for £801 net including fixings, plus £96 delivery.**

Clerk

Order subject to Cllr Martin Spackman confirming the type of fixing required.

MS/Clerk

**6. Coronation grants**

**RESOLVED: That a grant towards Coronation activities be made to each of the three parish schools, based on pupils attending, as follows: Thundridge Primary School £400; Puller Memorial School High Cross £360; Thundridge Preschool £240.**

Clerk

**7. Payments for approval**

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

Clerk

	Gross	VAT to reclaim
HAPTC: Annual subscription	696.00	
Lake Associates: Architect fees	900.00	
Broadmead Leisure: Play area inspection April	60.00	10.00
E.ON Electricity March	247.13	41.19
Payplus: Payroll March	34.62	5.77
Everflow Water – NIL charge – account in £3.29 credit	0.00	
Surrey Hills LLP: Professional charges	1,380.00	130.00

Recoverable  
VAT included

Herts Building Control: Pavilion Plan fee	360.00	60.00
Herts Building Control: Pavilion Inspection fee	504.00	84.00
Clerk: Expenses April	17.20	
Clerk: Salary April	734.64	
HMRC: PAYE April	80.20	
HMRC: Employer's NIC April	7.84	
Ofstrand Ltd: Pavilion survey works	1024.66	170.88
D Dipper: Reimbursement JCT contract scanning / printing	42.40	
Ofstrand Ltd: Emergency pavilion roof repair	3,096.00	516.00
DOV Services: Asbestos check	168.00	28.00
Frogmore Fencing: Nursery compound security gate	1,540.14	256.69
EHC: Dog bin Maintenance: CONTESTED £153.93 + £30.79		
HCC: Lighting maintenance: CONTESTED		

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

**8. Internal Audit date**

The Clerk reported that the internal audit was conducted on 21<sup>st</sup> April. On top of the Zoom interview, a considerable amount of time was involved in providing the supporting documentation. No major issues were identified, but it will be recommended that the Council adopt a purpose built parish council accounting package such as Scribe, and that it adopts the procedure of signing the payments for approval list at each meeting and the report is expected to be received in the next couple of weeks. The Council's initial reaction to these suggestions was to reject them. but they will be formally considered upon receipt of the internal auditor's official report.

**Clerk**

The Clerk also noted that he will have to format the AGAR Asset Register to conform to the statutory external audit requirements.

**Clerk**

9. The Clerk reported that he had spoken to Unity Trust Bank about their reported policy to charge for all transactions made in a 12 month period once a £100k threshold for either income or expenditure has been breached. Unity has said that they will take a broad view and if the breach has been caused by single activity payments (eg transfers and payments limited to the pavilion refurbishment in a specific time frame), the charges would not be imposed

**Clerk**

**23.062 Norman Wodson Pavilion**

**1. Building Replacement Evaluation Working Group**

**1. JCT Contractor appointment**

Cllr Deryck Dipper's detailed report was received in his absence:

**1. Introduction**

This report seeks approval of:

- The appointment of a Contractor to undertake the refurbishment works of the Wodson Pavilion.
- The outcome of the April preliminary works.
- The completion of a JCT Contract with the selected Contractor.
- The appointment of the architect as Contract Administrator with a revised fee.
- The appointment of an asbestos surveyor following the April preliminary works.

**RESOLVED: To approve these recommendations**

**2. Appointment of a Contractor**

The Wodson Pavilion Tender Panel (WPTP) reported to the Council at its March meeting, the result of its assessment of the 10 tenders received. This demonstrated a leading margin of just over 9% for the selected contractor. The WPTP therefore recommended the preferred contractor as Ofstrand Ltd, of Rochford Essex.

The Council is requested to endorse this decision.

**RESOLVED: To endorse the WPTP decision.**

**3. Preliminary Works**

The Council stated in its Invitation to Tender that it required preliminary works to be

undertaken in April to check if there were any signs of rot in the timber frame. Thus survey was completed on 5<sup>th</sup> April with the following key findings:

- There is rotten wood under each doorway in the building and this needs replacement.
- The base of the frame on the south facing wall has signs of rotting so the timber needs to be cut out and replaced.
- There is a white residue on some roofing timbers which it is recommended is checked for asbestos although the surveyor considers it a low probability – this is described below.

The cost of undertaking these repairs is shown at Appendix 1 to this report and totals £3,522 plus VAT. This sum has been added to the updated contract sum for the refurbishment works.

The Council is requested to approve this additional cost.

**RESOLVED: To approve the additional costs as set out.**

#### **4. JCT contract completion.**

##### 4.1 Contract structure

The JCT Minor Works Contract has been signed on April 19<sup>th</sup>. It is a standard contract purchased on the JCT web site and permits insertion of some terms. The contract documents comprise:

- Standard contract
- Variations – deletion of the standard Schedule 2 and replacement with a created Schedule 4 - terms noted below.
- Contract changes document showing in red font all the insertions permitted and made by the Council. A few other changes have been made by hand and initialled by both parties on the main contract.
- The Invitation to Tender Document

##### 4.2 Key Terms

- Contract Administrator – the Council has been obliged to appoint a Contract Administrator to comply with the procedures set out in the JCT contract. The Council's architect will perform this role which includes the CDM regulations. The Council retains responsibility for notifying the project to the Health and Safety authorities.
- Dates and Liquidated Damages – the Work Commencement Date is 24<sup>th</sup> July and Project Completion date is 1<sup>st</sup> September. There is provision for storage containers to be on site one week before and after these dates. If the project overruns and causes delay to the re-opening of the Day Nursery liquidated damages have been set at £1,000 per week. There is a Mitigation Plan as part of Schedule 4 which describes the plan by Ofstrand to ensure no delay occurs.
- Payments and Rectification – the contract provides for weekly payments based on a sign off by the Contract Administrator up to 97.5% after the 6<sup>th</sup> week then there is a retention fee of 2.5% for 12 months and during this 12 month period Ofstrand have obligations to rectify faults. The Payment plan also does not permit payment for materials brought on site but not yet used.
- Fluctuations - the standard schedule permitting changes for inflation has been deleted as this is an agreed fixed price contract.
- Schedule4 sets out the Mitigation Plan, Payment Plan, Project Plan for the works and also lists warranties the Council will receive from suppliers used by Ofstrand Ltd.
- Insurance – the option selected requires the Council to insure the works in joint names with the Contractor. The Councils insurers have been notified and their underwriters will be responding in 5 working days.

##### 4.3 Contract Sum

The Contract Sum is set out in the contract together with a detailed Bill of Quantities. The sum finally agreed is as follows:

	£ excl VAT
Original Bid Price	146,870.91
Deduct April Preliminary Works – separate payment	<u>853.88</u>
	146,017.03
Add	
Option for Marine Ply for frame strengthening	4,813.40
Upgrade to internal toilet door	435.95
Storage containers 2 x 20 feet	1,576.32
Rotten wood – April preliminary survey	<u>3,522.00</u>
TOTAL CONTRACT SUM	160,964.70

The Council is requested to approve this sum.

**RESOLVED: To approve the total contract sum as set out**

#### 5. Contract Administrator

As noted above the Council has been obligated to appoint a Contract Administrator in accordance with the terms of the JCT Contract. A key role is certifying weekly payments and advising on the contract. Discussions have with the architect adviser for the project for the Council has resulted in agreement on an additional fee for this enhanced role. The fee agreement is set out in Appendix 2.

The appendix shows the extract from the original fee agreement with the architect. There was a reserved fee if required which now stands at £2,080. This has been replaced with a new agreement wef 11<sup>th</sup> April. It is now £3,520. This fee may require slight adjustment for unforeseen additional duties. It is £1,440 more than the original assessment which did not include this enhanced role.

Council is requested to approve this revised fee with provision to vary it by a maximum of 10% if required.

**RESOLVED: To approve the revised fee as set out.**

#### 6. Asbestos Survey

As reported in paragraph 3 the Preliminary Works revealed the need for an asbestos check in the loft space. An approach has been made to a company Asbestosgone who can inspect for a fee of £140 plus VAT. A date was fixed for the 19<sup>th</sup> April but their representative came with no ladders and was unable to undertake the work. At the time of writing this report the company has not made contact to fix an alternative date with ladders.

The Council is requested to approve a fee which may vary if an alternative service provider needs to be engaged.

**RESOLVED: To approve the asbestos survey fee now in place with DOV Services for £140 ex VAT.**

#### 7. Roof repairs

On Thursday April 20<sup>th</sup> a sudden gale has severely damaged to felt roof of the pavilion stripping an area completely. This resulted in water coming through the ceiling. The Council's Refurbishment Works Contractor has organised an emergency repair and a report will be available on costs for the Council meeting. It will advise that the timber boards are too damaged to retain and must be replaced. The Council's insurers have been notified that a claim will be forthcoming.

#### 8. Next actions

The immediate actions are:

- Notify the H&S executive using a F10 form submission.
- Place a notice on Contract Finder of the appointment of a contractor.
- Insurance – pursue the joint names additional insurance.
- Produce a decanting plan for the equipment in the pavilion.
- Pursue the asbestos check.
- Ware Lions – agree policy on keys for the new toilet door and kitchen cupboards location, and impact on their space of the works.
- Notice in the Village Life Magazine of the works and fencing off for safety – should

Council notify local residents? **RESOLVED: To defer the notification of works impact until nearer the time of the works being undertaken and when the exact impact can be identified.**

**Appendix 1 Preliminary Works Survey – Additional Repair Costs**

<b>Description:</b> Additional costs following results of the survey works;  - New timber base to the building frame, with replacing 300mm of the uprights following rotten wood being found on the north and south elevations - Additional latexing required where timber door thresholds are rotten.	<b>Variation</b>	<b>V01</b>
	No (VO Ref):	
	Date	12-Apr-23
	Submitted:	
	Instruction:	V01

					<b>TOTAL : £3,522.00</b>
	qty	unit	rate	total	CF
<b>NOTES</b>					
1					
Costs are based on 7.30-16.30 working hours					
<b>1.0</b>					
New timber base to the building frame, with replacing 300mm of the uprights following rotten wood being found on the north and south elevations					
	1	item	3102.00	3102.00	
Additional Latexing required to door thresholds due to timbers rotting					
	1	item	420.00	420.00	
					<b>£3,522.00</b>
<b>PRELIMINARIES / DESIGN</b>					
<b>GENERAL EXCLUSIONS</b>					
1	MCD			£	-
2	V.A.T			£	-
3	Bond or PCG			£	-
<b>TOTAL EXC VAT:</b>					<b>£3,522.00</b>

**Appendix 2 Contract Administrator Revised Fee  
SCHEDULE 2 THE FEES AND CONDITIONS**

ADD PAGES 3 – 5 OF INITIAL BID with a few changes

STAGE I	Core Fee	Stage Totals (Core Fee)	Fee If Required
<ul style="list-style-type: none"> <li>• Reconfigure drawing</li> <li>• Consultation</li> <li>• Review phasing</li> </ul>	£450	<b>£450 PAID</b>	
<b>STAGE II</b>			
<ul style="list-style-type: none"> <li>• Planning consultation</li> <li>• Planning Application (if needed)</li> </ul>	£250 £250		

- Building Regulation drawing and details £700
- Contract discussion and tender enquiries £300

**£1500 PAID**

**STAGE III**

- Schedule of works (not a full specification) £400
- Building Regulation application £200
- CDM (health and safety by others) tbc
- Tender documents £250
- Issue tender and queries (site visits not included) £150

**£750 PAID**

**STAGE III & IV – ORIGINAL FEE IF REQUIRED**

- Tender return analysis and select contractor £300
- Prepare contract documents £330
- Fee based on inspections as requested capped at £1200

**TOTAL ORIGINAL ADDITIONAL FEE IF REQUIRED**

**£2080**

TOTAL OF £2,080 NOW REPLACED WITH NEW FEE BELOW

**STAGE IV –REVISED REMAINING FEE wef 11th April 2023 – see notes below.**

Fee Variation agreed 11<sup>th</sup> April 2023 for role of Contract Administrator:

- Contract Administration inclusive of Principal Designer £2,640
- Certification £ 440
- Valuation £ 440
- TOTAL £3,520**

**NOTES FOR REVISED STAGE IV**

A revised role and fee is set out for a replacement Stage IV role and fee.

**The fee is set out above totalling £3,520.**

The enhanced role is for architect services to the Council for the Wodson Pavilion Refurbishment Works scheduled to be undertaken from 24<sup>th</sup> July 2023 to 1<sup>st</sup> September 2023. A significant proportion of the time on this project will occur during this summer school holiday period.

The fee includes the following enhanced role:

1. Undertaking the role of Contract Administrator and Principal Designer as set out in the JCT Contract including CDM role.
2. Attending pre-contract meetings if required.
3. Liaising with the Council on JCT Contract final terms.
4. Attending a site meeting to commence the Works
5. Attending site meetings weekly as required for Contractor payment certification and evaluation and issue of certificates to the Council.
6. Advising the Council on any variations arising on the contract.

**2. Contract finance details: RESOLVED as per above report.**

**3. Architects additional fees: RESOLVED to approve as within Appendix 2 Stage IV above.**

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

No progress to report.

Clerk/DD

**23.063 Recreation Areas**

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



- 23.064 WLFC lease increase for Year 3**  
**RESOLVED: To increase the 2023 fee by 10.1% in line with the March RPI and as per the lease agreement.** Clerk
- 23.065 Allotments**
- 1. 2023 Tenancy Agreements**  
 The current 2023 tenancy position was reviewed against the Clerk's report. Two tenants have now paid their outstanding dues, leaving one outstanding. The Clerk has received a report of a plot not being maintained. 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.**
- 23.066 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 to be followed up. The Clerk is to chase up the road resurfacing and pothole problem noting that farm HGVs are an ongoing issue quite apart from the development landscaping lorries. SB Clerk
  - 2. Broken Wadesmill village entrance signs update:** Despite Cllr David Andrews agreeing to take this up again with Ian Hollinrake of HCC, the Clerk reported that no progress has been made. Clerk
- 23.067 Other matters**
- 1. The Feathers ACV nomination:** The Clerk was pleased to report that East Herts Council has now awarded ACV status to The Feathers. Clerk
  - 2. Parish Council elections, 4<sup>th</sup> May:** The deadline for nominations having passed, East Herts Electoral Services has confirmed that six nominations have been received for the eight Parish Council seats. Therefore those six will be elected unopposed. They are Steve Bosson, Deryck Dipper, Kim Saban, Natasha Smyth, Martin Spackman, and Lynn Palmer. They will take office on 9<sup>th</sup> May, subject to them signing their Declaration of Acceptance of Office. The two open seats may be filled by co-option. Clerk
  - 3. Section 106 money:** Quotes to be obtained for the Wodson Field perimeter fence and main gate. It was agreed that the Clerk ask Ofstrand if they knew of a contractor who might be able to quote for the gate. Clerk  
 Due to time constraints, suggestions for the allotments were deferred. AWG
  - 4. Standon Charities representative:** To be considered at the Annual Council meeting in May. Clerk
  - 5. Councillor email addresses:** The Clerk to discuss outgoing and incoming councillor email addresses with Tina Britt of 2 Commune. Clerk
- 23.068 County and District Councillor report**  
 No report received.
- 23.069 Urgent and other matters not listed on the agenda**  
 Chairman Steve Bosson said he wished to record thanks to departing members of the Parish Council for all the hard work they have put in during their terms of office. In particular he noted that Cllr Brian Taylor was finally stepping down after 36 years of service.
- 23.070 Correspondence (Noted as per the agenda).**
- EHC: Election matters (23.067.2)
  - High Cross Parishioner: Concerns about Chestnut tree being cut back at North Drive.
  - Parish schools: re Coronation celebration grants (23.061.6)

- Parishioners: re allotments waiting list (23.065.1)
- Other allotment correspondence (23.065.2)
- HAPTC/NALC: Consultation on Infrastructure Levy reform (CIL and S.106 developer contributions) (23.060.2.2)

**23.071 Matters for future agendas** (as per this meeting’s agenda)

**Clerk**

- AGAR approval and signing (May or June meetings)
- Arrange tree survey (June)
- Public Spaces Protection Order (PSPO) re excluding dogs from Norman Wodson Playing Field
- Highfield Nursery debt repayment status if payments not made
- To review annually Pavilion Fire Risk Assessment (next due after refurbishment)
- To review annually Financial Risk Assessment (next due May 2023)
- To sign the Armed Forces Covenant (May/July 2023)
- Quarterly review of Neighbourhood Plan Appendix H outstanding action tasks:
  - Retain The White Horse as a pub: *Despite a strong objection, planning is now approved.*
  - Nominate ACVs listed Neighbourhood Plan Appendix E: *The Feathers now awarded ACV status.*
  - 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

Other matters raised:

- To raise with WLFC the heap of soil and litter being left on site.
- To invite Kay Mead of East Herts Development Management to attend a Parish Council Meeting to explain the present system of determining planning applications since Parish Council comments often appear to be disregarded.

**23.072 Date and venue of the next Meetings**

**Tuesday 23<sup>rd</sup> May at the Norman Wodson Pavilion as follows:**

**6.30pm Annual Meeting of the Parish Electorate** (Not a Council meeting). Followed immediately at

**Clerk**

**7.00pm approx. Annual Parish Council Meeting.** Followed immediately at

**Clerk**

**7.30pm approx.. May Ordinary Parish Council Meeting**

**Clerk**

**23.062.2 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 in May.

The Chairman thanked everyone for attending and closed the meeting at 9.56pm

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

**APPENDIX A**

**Planning decisions and awaited notices**

<b>3/23/0202/HH</b>	<b>24 Poplar Close:</b> Erect garage. <i>No comments</i>	<b>GRANTED</b>
<b>3/23/0109/HH</b>	<b>39 Arthur Martin Leake Way:</b> Extend garage and convert into annexe. <i>The Parish Council objected</i>	<b>GRANTED</b>
<b>3/23/0046/FUL</b>	<b>Moles Farm:</b> Change of use; demolish agricultural buildings and build two dwellings. <i>The Parish Council objected</i>	<b>GRANTED</b>
<b>3/22/2370/HH</b>	<b>Standon Green End:</b> Demolish existing garage and replace, add two extensions, gazebo, replace gates and fencing, landscaping, <i>The Parish Council objected.</i>	<b>GRANTED</b>

3/21/2533/FUL	<b>Standon Green House:</b> New gates, fence, gazebo, decking, pond with fountains & lights, clay pathway, and associated landscaping. <i>The Parish Council objected</i>	<b>GRANTED</b>
3/23/0145/HH	<b>Swangles Farm:</b> Install solar panels on garage. <b>RESOLVED: <i>No comments</i></b>	Awaited
3/22/1663/LBC	<b>Westmill House: Reconsultation.</b> Regularisation of window alterations, multiple internal alterations, roof lights etc <i>The Parish Council had no comments</i>	Awaited
3/23/0019/HH	<b>Westmill House.</b> Retrospective: convert garage into 1-bed annexe. <i>The Parish Council had no comments</i>	Awaited
3/22/2406/FUL	<b>Land North and East of Ware:</b> <i>The Parish Council objected</i>	Awaited
3/22/1878/FUL	<b>Youngsbury:</b> Erect extensions, internal alterations, etc <i>No comments, but LBC regs to be observed</i>	Awaited
E/22/0109/ENF	<b>Land near Fabdens:</b> Enforcement investigating caravan site	Unknown
E/21/0241/ENF	<b>Watermill House, Ermine Street:</b> Enforcement investigation	Unknown
E/21/0237/ENF	<b>Standon Green End House:</b> Enforcement investigation	Unknown
E/19/0448/ENF	<b>Land adj to The Bungalow, High Cross:</b> Enforcement investigation	Unknown