

THUNDRIDGE PARISH COUNCIL

MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

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

PRESENT: Cllr Deryck Dipper (DD), Cllr Brita-May Hawes (Chair) (BMH),
Cllr Lynn Palmer (LP), Cllr Kim Saban (KS), Cllr Natasha Smyth (NS),
Cllr Martin Spackman (Vice-Chair) (MS)

5 members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.35pm

ACTION

24.058 Apologies for absence

Parish Councillors: Cllr Steve Bosson: Away: **ACCEPTED**

Others: Bruce Shearman

24.059 Declarations of Interest and dispensations

1. Interests: Cllr Natasha Smyth in re Pavilion matters
2. Written requests for dispensations for declarable pecuniary interests: **None**
3. Consideration of requests for dispensations: **None**

24.060 Approval of Minutes

1. **RESOLVED: To approve the Minutes of the 23rd April 2024 Parish Council Meeting.**

The Chairman signed the amended Minutes.

Clerk

2. **Items not covered on the Agenda: None**

At 7.40pm the meeting was suspended for public comments

A parishioner explained their objections to planning application 3/24/0705/HH 8 Chestnut Grove.

The comments were noted to be taken into consideration when the relevant application was considered later in the meeting.

At 7.45pm the meeting was called to order

24.061 Village Life Magazine

Cllr Natasha Smyth agreed to write a report for the June edition.

NS

24.062 Police report

The report for the area for March was received from PCSO Karen Broad:

Crime Report March 2024

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

HIGH CROSS: Burglary from non Dwelling X1; Theft From Motor Vehicle X1

STANDON GREEN END: *NO RECORDED CRIMES.

THUNDRIDGE: Theft From Motor Vehicle X4

WADESMILL: Theft From Motor Vehicle X1

Other news and updates:

Burglaries seem to be on the increase, this is dwelling and non dwelling, so please make sure you leave your properties secure and valuables are not left easily in view or accessible, mark your property with a marker pen or look on line for other methods of identifying your items, take photo's of jewellery and upload to your email or the cloud so it can be accessed from any of your devices, if you just save it to a device and it is stolen so are your pictures.

There has been an increase of incidents of Thefts of Motor Vehicles, particularly overnight. Keyless car thefts nationally continue to be trending. On most makes of vehicle, keyless entry can be disabled. Alternatively, ensure car keys, particularly any spare keys, are secured in a signal blocking/Faraday pouch when not in use. Hiding the keys in a metal tin can also restrict the signal from vehicle keys.

Your local policing teams are continuing regular patrols in hotspot areas at key times. Please continue to report suspicious vehicles that may be seen driving around in your area. If you are able to record the MAKE, COLOUR and REGISTRATION number of the vehicle, that would be very helpful.

Additional Crime Prevention Advice can be found via this link: <https://www.herts.police.uk/cp/crime-prevention/>

Thank you.

PCSO Karen Broad, East Herts Rural

24.063 The Ware Charities

Bruce Shearman submitted a summary of Charities Meeting held on 13th March 2024.

BS

The next TWC meeting is on 5th June and a report will be submitted following that meeting.

24.064 Planning

1. New Planning Applications

3/24/0587/HH 3/24/0588/LBC	Sawtrees Manor , Cold Christmas Lane. Replace existing single storey extension with new; Install flue for wood burner. RESOLVED: No comments	Clerk
3/24/0151/FUL	Bourne House, Wadesmill: Extensions and landscaping. RESOLVED: No comments	Clerk
3/24/0151/FUL	7 Eleanors Close: Detached front bike store. RESOLVED: To object on the following grounds: <i>It does not meet the criteria set out in the East Herts 2018 District Plan 14.12 in that it is not of a size, scale, mass, form, siting, design and materials of construction that are appropriate to the character, appearance and setting of the existing dwelling and/or the surrounding area. Policy HOU11(a).</i>	Clerk

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

1. Late applications:

3/24/0705/HH	8 Chestnut Grove, High Cross: Retention of detached garden room at the bottom of the garden (to be used for family/friend stays, gym, study, multi purpose room) RESOLVED: To object on the following grounds: 1. It is in breach of the conditions imposed by the developer as set out in the Land Registry Form TPI and signed by individual property purchasers. Therefore, unless the conditions have been waived, the Parish Council cannot endorse the application. 2. It is too big for the size of the plot and is an inappropriate development for the size and character of the setting. East Herts 2018 District Plan Policy GBR2.1 (d). 3. The Parish Council also has concerns that it may not comply with the necessary building regulations.	Clerk
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2. Other planning matters:

1. EHDC request for S106 possibilities for High Cross: It was agreed that swings for a recreational area would be a possibility if the Sutes Farm development was approved, in which case the Parish Council would consider negotiating to obtain land for the recreation area.

2. Possible planning violation at a property in Martin Arthur-Leake Way: **RESOLVED: that the Clerk check with EHC Planning.**

Clerk

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

Clerk

24.065 Finance

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

1. Cashbook Accounts as at Year-end, 31st March 2024

	Unity Bank	Saffron B/S
Cashbook Balance 29 th February	37,083.77	21,313.43
Income to 31 st March	13,713.37	0.00
Expenditure to 31 st March	8,410.00	0.00
Cashbook balance 31 st March	42,387.14	21,313.43

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

Clerk

2. Bank Reconciliation 31st March 2024

RESOLVED: To approve the bank reconciliation at 31st March 2024 as presented.

Cashbook and Unity Bank balance £42,387.14

Cashbook and Saffron B/S balance £21,313.43

Clr Martin Spackman signed the reconciliation sheet

Clerk

3. Performance against 2023/24 budget at Year-end, 31st March 2024

The Clerk presented a detailed breakdown of the performance against budget to 31st March.

Budget income: £50,951. Actual income £55,367.

Budget expenditure: £220,241. Actual expenditure £217,828.

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

Clerk

4. Finance Report

1. Valda electricity contract: First invoice direct debit paid £216.57. A new smart meter is being installed by Valda in May. **DD**

2. Gigaclear flying a cable across the NW corner of Wodson Field: Clr Deryck Dipper sent the Parish Council's requirement of accepting absolutely no liability for any damage or injury. Gigaclear yet to respond. **DD**

3. (i) Ware Lions 2024 invoice: The Clerk noted this was paid on 8th April.

(ii) Ware Lions lease agreement for 2026 and beyond: Clr Deryck Dipper reported that the current lease expires in August 2025 but that WLFC want to agree a new lease 1 season in advance, ie in Summer 2024. WLFC would also like a 7 year lease. It was agreed that a 7-year term should be checked by a solicitor to ensure no adverse impact on the Council. **DD**

4. VAT reclaim: The Clerk confirmed the full reclaim has now been received.

Parish Defibrillators: On a separate matter, it was noted that the recent purchase of replacement pads has eaten into the AED reserves held by the Parish Council. The defibrillators are not owned by the Parish Council and are not on its asset register. The Clerk/Clr Deryck Dipper to adjust the balance sheet AED funds. **Clerk/DD**

5. Payments for approval

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

	Gross	VAT incl
HAPTC: Annual subscription	746.35	
Clerk reimburse: Defib Warehouse pads & case	204.00	34.00
Payplus: Payroll February (missed in March)	36.94	6.16
S Macdonald: Pavilion water heater leaking valve	176.00	
Payplus: Payroll March	36.94	6.16
E.ON: Electricity March	224.34	37.39
Broadmead Leisure: Play area inspection April	60.00	10.00
Everflow Water: Water 16/4 – 15/5	4.36	
Clerk: Expenses April	17.20	
Clerk: salary April	697.64	
HMRC: PAYE April	169.2	
HMRC: Employer's NIC contribution	15.02	
Valda Energy: Electricity first payment new contract	216.57	
Everflow Water: Water	34.64	

Clerk

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

Clerk

6. Section 106 monies

1. Revised quotes and spec for fencing and gates on Cold Christmas Lane

RESOLVED: To approve the specifications, T&Cs and guarantees provided by Simon Young (CJ & DC Tyler) for the Wodson gates.

Clerk

It was noted that the lead time for the gates and fencing is approximately 2-3 weeks since all materials are off the shelf, but dependent upon work load at time of placing the order.

Clerk

2. Additional quote for allotments improvements

RESOLVED: That Cllr Martin Spackman obtain a third quote for Clerk to submit to Jackie Bruce for release of the S106 money. Upon S106 approval, Clerk to place order.

MS

Clerk

7. Highfield Nursery debt repayment status

Noted: The Clerk reported that £299 of the £4,165 remains outstanding. The debt continues to be paid off monthly, although financial difficulties resulted in only £5 and £10 being paid off in March and April respectively. It was agreed to accept these lower payments. The Clerk continues to follow up monthly. **RESOLVED: To accept the repayment position.**

Clerk

8. HCC Annual lighting outstanding invoices:

The Clerk reported that Patrick Flanagan of HCC has agreed to place the outstanding invoices on hold until the ownership dispute is resolved. It was agreed to try and get a site meeting with HCC with a view to getting the damaged North Drive lamp posts reinstated.

Clerk

Clerk

9. Cuttlefish website contract

Cllr Brita-May Hawes reported that the Cuttlefish contract is under review and that she will present a paper and a proposal to the Council in June.

BMH

10. AGAR Internal Auditor

The Clerk reported that he had held a Zoom meeting with the Internal Auditor, Monika Duong, on 22nd April. The Clerk said the inspection requirements of the auditor were very heavy and time consuming. The auditor had recommended last year that the Council use a parish council accounts package rather than a spreadsheet. She was disappointed the Council had rejected her recommendation and may repeat the recommendation this year. She said that at some point in the future there is the possibility of legislation being enacted that would make a spreadsheet package compulsory, although that is not currently the case. The Clerk was asked to ascertain from the auditor which accounts packages she is currently auditing.

Clerk

The Clerk said he intends to have the AGAR ready for approval at the June Council meeting. The deadline for submission to the external auditor is 1st July.

Clerk

24.066 Norman Wodson Pavilion

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

The Clerk had no update.

Clerk

2. **Snagging:** Cllr Deryck Dipper noted that he needs to contact Ofstrand for a snagging meeting in June or July and that a list of snagging items needs to be compiled in advance of that meeting.

DD

24.067 Recreation Areas

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

2. It was agreed that the new "No Dogs Allowed" signs would not be put up until the new fencing is installed.

NS

24.068 Allotments

1. (i) 2024 Tenancy Agreements update

The Clerk to submitted an update of the allotments register.

Clerk

It was agreed to re-enter plot 41, having been served a termination of tenancy notice.

Clerk

It was agreed that the holder of plots 35 and 36 should give one up.

Clerk

It was agreed to send plot holder 47B/48B a notice to pay and sign TA (hard copy/email)

Clerk

- (ii) Poly tunnel application Plot 31: **RESOLVED: to approve**

Clerk

	(iii) Gate/access issue: RESOLVED: <i>The Clerk to write to the tenant asking them to reinstate the gate along the plot frontage.</i>	Clerk
	(iv) Plot numbering: Ready for Cllr Martin Spackman to install.	MS
	(v) Working Group next meeting: RESOLVED: <i>Thursday 16th May 5pm.</i>	AWG
	(vi) Top gate vandalised tie-back: Cllr Martin Spackman reported it has been fixed.	MS
	(vii) Notices for notice board: In hand with Cllr Brita-May Hawes.	BMH
	(viii) Membership of Working Group: To be agreed at the May Annual Parish Council Meeting.	ALL
	2. Tenancy issue update and course of action	
	1. Zurich/DAS insurance claim: Agreed that solicitor should complete the DAS questionnaire only in re the data protection element of the claim and that she should address any queries directly to DAS.	Clerk
	2. Update on legal proceedings. The Clerk said the April 10 th hearing has been postponed until September and that there was no update to report.	
24.069	Highways, Footways and Public Rights of Way (PRoW)	
	1. North Drive resurfacing: Nothing further to report.	SB
	2. Broken Wadesmill village entrance sign: No update to report	Clerk
	3. Unkempt area opposite the White Horse: The parishioner has begun tidying up the area and sent photographs of progress to date.	Clerk
	4. Overgrown path between Wadesmill and High Cross: This was clarified as being the footway beside High Cross Hill. The Clerk noted that Herts Highways have not responded to similar overgrown footways elsewhere and in some cases it has been left to the respective County Councillor's Highways Locality Budget to provide funding to manage a footway. It was agreed to mention this in Village Life magazine.	NS
24.070	Other matters	
	1. High Cross Conservation Area The Clerk referred to the response given by the East Herts Conservation officer saying that priority is being given to Non-Designated Heritage Assets (NDHA) before giving attention to conservation matters. The Clerk to pursue.	Clerk
24.071	County and District Councillor report No report received.	
24.072	Urgent and other matters not listed on the agenda None noted.	
24.073	Correspondence: noted as per the agenda	
	• Allotment tenant: application for polytunnel permission plot 31 (24.068.1 (ii))	
	• Allotment tenant: gate/access issues (24.068.1 (iii))	
24.074	Matters for future agendas (as per this meeting's agenda)	Clerk
	• Papers held by previous Clerk: Being delivered to current Clerk on 25 th April	Clerk
	• Website. September: consider new Cuttlefish contract	BMH
	• Quarterly review of Neighbourhood Plan Appendix H outstanding action tasks:	
	○ Local history overview: <i>Add to website and/or village magazine.</i>	
	○ Promotion of the Turnpike and Doric columns beneath Wadesmill Bridge: <i>Add to website and/or village magazine.</i>	
	○ North Drive:	
	1. Update: Removal of lamp post W3. <i>No progress.</i>	
	2. Update: Ransom Strip boundary/road kerb installation when road resurfaced. <i>SB/EHDC</i>	SB
	• Other matters raised: <i>None raised</i>	
24.075	Date and venue of the next Parish Meetings	

Tuesday 21st May at the Wodson Pavilion:
 6.30pm Annual Meeting of the Parish Electorate (This is not a Parish Council Meeting). Followed at
 7.00pm approx. Annual Parish Council Meeting. Followed at
 7.30pm approx. Ordinary Parish Council Meeting.

The Chairman thanked everyone for attending and closed the meeting at 9.55pm

Signed.....

Dated.....

APPENDIX A

Planning decisions and awaited notices

3/24/0151/FUL	Campus & Co, High Cross: Canopy to rear. <i>The Parish Council had no comments</i>	GRANTED
PL/0357/23 (CM0081)	Westmill Landfill – construction and operation of solar farm and associated infrastructure <i>The Parish Council objected to this application</i>	GRANTED
3/25/0352/FUL	Land adj to Wellcroft, Wadesmill: Erect 3 three-bed dwellings <i>The Parish Council objected to this application</i>	Awaited
3/24/0284/OUT	Land West of High Road, High Cross: Up to 36 dwellings <i>The Parish Council objected to this application</i>	Awaited
3/24/0091/OUT	Land East of High Road, High Cross: Up to 95 dwellings. <i>The Parish Council objected to this application</i>	Awaited
3/24/0251/HH	16 Youngsbury Lane: Single storey front extension. <i>The Parish Council had no comments</i>	GRANTED
3/23/2123/CLP0	Great Henirage Cold Christmas Lane Thundridge - Erection of detached garage. <i>Parish Council had no comments</i>	GRANTED
PL/0326/23	Land adj to Ware Recycling Centre: Temporary access (2 years) for construction traffic. <i>The Parish Council had no comments</i>	GRANTED
3/22/2406/FUL	Land North and East of Ware (Ware2): Hybrid application <i>The Parish Council raised serious concerns</i>	Awaited
PL/0343/23	Cemex Westmill Quarry. <i>Parish Council had no comments</i>	Unknown
3/23/1911/HH	Bourne House Cambridge Road Wadesmill - Ground floor side extension, basement side extensions and other works <i>The Council had no objection</i>	REFUSED

Planning Enforcement notifications

E/24/0032/ENF	8 Chestnut Grove: Erection of a residential accommodation not incidental to main dwelling.	Unknown
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