

THUNDRIDGE PARISH COUNCIL

MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 21st May 2024 at 7.30pm in The Norman Wodson Pavilion

PRESENT: Cllr Steve Bosson (SB), Cllr Brita-May Hawes (Chair) (BMH), Cllr Lynn Palmer (LP),
Cllr Kim Saban (KS), Cllr Natasha Smyth (NS), Cllr Martin Spackman (Vice-Chair) (MS)
2 members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.23pm

ACTION

24.085 Apologies for absence

Parish Councillors: Cllr Deryck Dipper: Health: **ACCEPTED**

Others: Sue Patell

24.086 Declarations of Interest and dispensations

1. Interests: Cllr Natasha Smyth re Pavilion matters. Cllr Martin Spackman re an allotment payment.
2. Written requests for dispensations for declarable pecuniary interests: **None**
3. Consideration of requests for dispensations: **None**

24.087 Approval of Minutes

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

The Chairman signed the Minutes.

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

At 7.26pm the meeting was suspended for public comments

An allotment tenant parishioner said that he had just given a note to the Clerk explaining his tenancy position going forward, The Council acknowledged receipt of the note.

At 7.28pm the meeting was called to order

24.088 Village Life Magazine

Cllr Natasha Smyth agreed to write an article for the July edition focussing on encouraging someone to apply for the councillor vacancy yet to be filled by co-option.

NS

24.089 Police report

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

Crime Report April 2024

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

HIGH CROSS: Burglary Business – Outbuildings broken into and items removed on the High Road.

STANDON GREEN END: *NO RECORDED CRIMES.

THUNDRIDGE: *NO RECORDED CRIMES.

WADESMILL: *NO RECORDED CRIMES.

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, Make sure you take down any serial numbers and keep them safe, 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

It was further noted that a burglary in High Cross the previous week was not on the list.

24.090 The Ware Charities

Bruce Shearman confirmed that he is willing to continue for another four years as the Parish Council's Trustee for Charity. TWC ruling is that Trustees have a four-year tenure. After four years they can continue with the sponsors (TPC) support or be replaced.

BS

24.091 Planning

1. New Planning Applications: NONE

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

1. Late applications: NONE

2. Other planning matters:

1. EHDC request for S106 possibilities for High Cross:

Agreed to look at possibility of adding a climbing frame at Wodson Field

BMH

2. Update on possible planning violation at a property in Martin Arthur-Leake Way:

Noted that a planning enforcement notice has been issued (see Planning Appendix A)

Clerk

It was further reported that there is a possible planning violation in Poplar Close. The Clerk agreed to follow up with Planning Enforcement if the property concerned can be identified

Clerk

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

Clerk

24.092 Finance

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

1. Cashbook Accounts to 30th April 2024

	Unity Bank	Saffron B/S	Total
Cashbook Balance 31 st March	42,387.14	21,313.43	
Income to 30 th April	21,071.75	0.00	
Expenditure to 30 th April	2,643.19	0.00	
Cashbook balance 30 th April	60,815.70	21,313.43	82,129.13

Clerk

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

2. Bank Reconciliation 30th April 2024

RESOLVED: To approve the bank reconciliation at 30th April 2024 as presented.

Clerk

Cashbook and Unity Bank balance £60,815.70

Cashbook and Saffron B/S balance £21,313.43

Cllr Brita-May Hawes signed the reconciliation sheet

3. Performance against 2023/24 budget as at 30th April 2024

The Clerk presented a detailed breakdown of the performance against budget to 30th April.

Budget income: £53,105. Actual income £21,072.

Budget net expenditure: £57,191. Actual net expenditure £2,539.

RESOLVED: To approve the 2024/25 performance against budget to date as presented.

Clerk

4. Finance Report

1. No additional report was presented

5. Payments for approval

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

Clerk

	Gross	VAT incl
Payplus: Payroll April	36.94	6.16
Clerk reimburse: Defib Warehouse Defib pads x 2	300.00	50.00
Danny Hamlin: Plants and chippings for High Cross tidy up	110.98	
S Macdonald: Pavilion plumbing	70.00	
Broadmead Leisure: Play area inspection May	60.00	10.00
E.ON: Electricity March 25/3-26/3	30.45	5.08
Valda Energy: Electricity	134.96	6.43
Everflow Water: Water 16/6 – 15/7	34.27	
Clerk: Expenses May	17.20	
Clerk: Salary May	697.44	
HMRC: PAYE May	169.40	
HMRC: Employer's NIC contribution	15.02	
FG Fencing: Supplying 50 wooden pegs for allotment numbers	80.00	
B&W Fire Risk Assessment: £298.80 TBC on receipt of invoice		

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

Clerk

The Clerk advised the Council that he had to work a considerable number of extra hours in April and May in order to keep on top of the workload. The Council unanimously agreed that he should be paid for the extra work and that he should submit this to the next meeting.

Clerk

6. Section 106 monies

1. Update on order for fencing and gates on Cold Christmas Lane
The Clerk confirmed S106 application is with Jackie Bruce (EHC) for approval. It was noted that she has been on sick leave. Clerk
2. Additional quote for allotments improvements
With Cllr Martin Spackman to get additional quote. MS/Clerk

7. Highfield Nursery debt repayment status

Noted: The Clerk reported that £289 of the £4,165 remains outstanding. The debt continues to be paid off monthly, although financial difficulties resulted in only £10 being paid off in May. 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 to try and get a site meeting in North Drive with EHC to establish ownership of lamp posts and discuss reinstatement of damaged lamp posts, including W3. Clerk

Clerk

9. AGAR 2023/24

The Clerk reported that the intention is to have the AGAR ready for approval at the 18th June Council meeting. This will include the Internal Auditor's report, which has yet to be received. The deadline for submission to the external auditor is 1st July. Clerk

Clerk

24.093 Defibrillator ownership and maintenance

It was agreed to look at maintenance and other AED matters at the June Council meeting.

The question of having a defibrillator located at the Pavilion was discussed and it was agreed that one should be affixed to the outside wall of the Pavilion. It was also agreed to involve S&P First Responders in determining the best model to buy, including comparative costs of replacement items such as batteries and pads. Cllr Natasha Smyth to get information for the June PC Meeting. NS

NS

24.094 Cuttlefish Website contract

Cllr Brita-May Hawes reported that she had looked at the contract and was satisfied that it was fit for purpose. Going forward, the change to a .gov.uk email address could be considered.

RESOLVED: To sign the Cuttlefish contract for the remainder of the contract term and to review thereafter. The Clerk signed the contract. Cllr Brita-May Hawes to follow up the possibility of changing the email Parish Council address. Clerk
BMH

Clerk
BMH

24.095	Norman Wodson Pavilion	
	<ol style="list-style-type: none"> 1. Snagging and retention fee meeting RESOLVED: <i>That Cllr Deryck Dipper and Cllr Steve Bosson meet with Ofstrand at the Pavilion at 8am on Friday 30th August.</i> Cllr Deryck Dipper to provide a check list for agreement at the July PC meeting 	DD/SB DD
	<ol style="list-style-type: none"> 2. Fire Risk Assessment Report not available 	SB
	<ol style="list-style-type: none"> 3. RABI: acquisition of additional land: The Clerk had no update. It was agreed to write again to the Trustees for a direct response as to whether RABI is prepared to sell the land. Additional item: It was further agreed to ask BCC to undertake the annual electrics and PAT equipment test in August. 	Clerk SB
24.096	Recreation Areas	
	<ol style="list-style-type: none"> 1. Play area: Safety Report. The Broadmead May report was received. It was noted that a wooden post of the junior swings was splitting. The Clerk said he had already spoken to Broadmead Leisure and they have agreed to sand it down on their next visit in June. 	
	<ol style="list-style-type: none"> 2. Gigaclear Agreement: RESOLVED: <i>To sign the agreement.</i> The Agreement was signed by the Clerk. Cllr Deryck Dipper to send it to Gigaclear. It was agreed that a thank you note to Cllr Deryck Dipper be recorded for all his hard work in resolving the issue. 	DD
	<ol style="list-style-type: none"> 3. Cllr Natasha Smyth said the new “No Dogs Allowed” signs have been attached to the fence with cable ties that will enable them to be easily relocated to the new fencing when it is installed. Additional item: It was agreed to get legal clarification for the June meeting on the WLFC request for a 7-year lease. 	NS DD
24.097	Allotments	
	<ol style="list-style-type: none"> 1. (i) 2024 Tenancy Agreements update <ul style="list-style-type: none"> • The Clerk submitted the updated of the allotments register. • It was noted that Plots 8 and 10 need some attention. • Cllr Kim Saban agreed to produce a report with action points. • Clerk to write to Plot 26. Suggest donation to SPACE in lieu of road repair not being possible. • Cllr Kim Saban to speak to Plot 27. • Action for Plots 35/36 agreed that one should be given up. 	Clerk KS/Clerk KS/Clerk Clerk
	<p>(ii) and (iii) Gate/access issue and fence proposal Plot 26: agreed action as above. Neighbouring plot holder to be consulted.</p>	KS
	<p>(iv) Plot numbering: Numbers and posts are ready to be installed.</p>	MS
	<p>(v) Notices for notice board: Completed.</p>	BMH/MS
	<ol style="list-style-type: none"> 2. Tenancy issue update and course of action <ol style="list-style-type: none"> 1. DAS/Zurich Insurance claim: Final Response received from DAS. TPC response to Final Response from DAS to be considered. 2. Update on legal proceedings and CMC meeting. RESOLVED: <i>To defer discussion to the end of the meeting and to consider exclusion of press and public under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, excluding press and public.</i> 	BMH/SB/ DD
24.098	Highways, Footways and Public Rights of Way (PRoW)	
	<ol style="list-style-type: none"> 1. North Drive resurfacing: Nothing definitive update. Cllr Steve Bosson said there is a loose man-hole cover outside number 17 that needs fixing because it clatters when vehicles drive over it. 	Clerk

2. Broken Wadesmill village entrance sign:
No update to report. Agreed to delete from future agendas. Clerk
3. Unkempt area opposite the White Horse:
The parishioner's tidying up work was noted, supported by before and after photographs. Cllr David Andrews to be pursued for his agreed subsidy for the work. The request that HCC be pursued to tidy the area that belongs to County was also noted. Clerk

24.099 Other matters

1. High Cross Conservation Area
The letter from the East Herts Conservation officer advising that the High Cross application for it to be designated as a Conservation Area has been rejected was noted with great disappointment.
2. Proposal for a cultural event focussed around the Lunardi memorial stone.
The suggestion by a member of the public that Lunardi's balloon flight anniversary be commemorated by a cultural event cannot be pursued because the stone is on private land and the landowner is unwilling to grant en bloc public access. Clerk

24.100 County and District Councillor report

No report received.

24.101 Urgent and other matters not listed on the agenda

None noted.

24.102 Correspondence: noted as per the agenda

- Allotment tenant: gate/access issues (24.097.1 (ii))
- Lunardi memorial stone: suggested cultural event (24.099.2)
- Parishioner: planning concerns High Cross (24.091.3)
- Allotment tenant: Fence proposal for plot 26 (24.097.1(iii))

24.103 Matters for future agendas (as per this meeting's agenda) Clerk

- Papers held by previous Clerk: Cllrs Brita-May Hawes and Martin Spackman to go through papers and report as necessary to the Parish Council BMH/MS
- Quarterly review of Neighbourhood Plan Appendix H outstanding action tasks:
 - North Drive:
 1. Update: Removal of lamp post W3. *No progress.*
 2. Update: Ransom Strip boundary/road kerb installation when road resurfaced. *SB/EHDC*
- Other matters raised: The Clerk reported that the printer/scanner is no longer able to scan multiple pages. He is to resolve or look for a replacement. SB

24.104 Date and venue of the next Parish Meeting Clerk

Tuesday 18th June at the Wodson Pavilion: Clerk

24.097.2 Allotments legal update 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 Council considered the current position of the legal action in view of the court's Case Management Hearing being postponed until 18th September 2024.

The Chairman thanked everyone for attending and closed the meeting at 10.19pm

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

APPENDIX A

Planning decisions and awaited notices

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. <i>The Parish Council had no comments</i>	Awaited
3/24/0151/FUL	Bourne House, Wadesmill: Extensions and landscaping. <i>The Parish Council had no comments</i>	Awaited

3/24/0151/FUL	7 Eleanors Close: Detached front bike store. <i>The Parish Council objected to this application</i>	Awaited
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) <i>The Parish Council objected to this application</i>	Awaited
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
3/22/2406/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

Planning Enforcement notifications		
E/24/0032/ENF	8 Chestnut Grove: Erection of a residential accommodation not incidental to main dwelling.	Planning application 3/24/0705/HH
E/24/0090/ENF	39 Arthur Martin Leake Way: Possible breach of condition 4 of 3/23/0109/HH use of garage as separate residential dwelling	Awaited