

THUNDRIDGE PARISH COUNCIL

**MINUTES of the THUNDRIDGE PARISH COUNCIL MEETING
held on TUESDAY, 25th FEBRUARY 2020
in THE FEATHERS, WADESMILL (the Norman Wodson Pavilion being
inaccessible on the night)**

PRESENT: Cllr Steve Bosson, Cllr Deryck Dipper, Cllr Brita-May Hawes,
Cllr Kim Saban, Cllr Natasha Smyth, Cllr Joyce Spackman,
Cllr Martin Spackman, Cllr Brian Taylor

Five members of the public

Clerk: Colin Marks, Clerk to the Parish Council

Chairman Steve Bosson apologised that the meeting had to be moved to The Feathers at the last minute, it being the only available venue since access to the Pavilion could not be gained. He welcomed and thanked everyone for attending and opened the meeting at 7.50pm.

ACTION

The Clerk was satisfied that the venue was permissible under the circumstances, being a separate room and in accordance with LGA 1972 Sch 12 para 10(1).

20.018 Apologies for absence.

1. Councillors: None (all present)
2. Others: PC Mark Jenkins

20.019 Declarations of Interest and requests for dispensations

1. Interests:

Interests and dispensations for Councillors Steve Bosson, Brita-May Hawes and Deryck Dipper were noted as on the agenda. Cllr Martin Spackman also declared a pecuniary interest in a payment for approval in his name.

2. Dispensation requests: None

3. Consideration of dispensation requests: None

20.020 Minutes of the Parish Council Meeting held on 21st January 2020

It was proposed, seconded and unanimously **RESOLVED that the Minutes for 21st January be approved as drafted.**

Clerk

The Chairman signed the Minutes.

*At 7.55pm it was **RESOLVED to suspend the meeting for public comments***

Parishioners again raised concerns about another planning reconsultation, 3/19/2213/HH, for 5 Ermine Street on the grounds that the revised plans still do not address the original concerns which remain an issue. There were concerns that the planning officer had said there was no limit to the number of re-submissions that could be made, all at the officer's discretion. The Parish Council was asked to support another objection for the same reasons as before. The Council agreed to consider this for its consultee comments (20.023.1 below).

A parishioner asked the Parish Council to reconsider its previous objection to planning application 3/20/0031/HH, 8 Windmill Cottages, and gave his reasons for the request. The Council agreed to consider this under 20.023.3.

Ongoing concerns about HGVs using Cold Christmas Lane and also speeding issues there. The Chairman commented that he has spoken again to Cllr David Andrews who said he is working with EHC/HCC to get some momentum going to resolve these well recognised problems.

There being no further questions, the meeting was called to order at 8.05pm

20.021 Police Report

In the absence of the police, the Chairman read the following report:

- 05/11/2019 Fly Tip in High Cross
- 17/12/2019 Theft of metal from garden in Ermine street Thundridge
- 23/12/2019 Burglary from property that is a building site at the moment. Offenders have forced boarding from an entrance and entered the property. Work tools have been stolen.
- 08/01/2020 Dog out of control. Matter settled amicably.
- 23/01/2020 Damage to light in pub car park. Pub reports suspicious activity in car park. Police have erected signs and have patrolled the area. The pub reports that the problems have stopped.

20.022 Thundridge Neighbourhood Plan: update

The Chairman gave a summary of the progress to date. Public comments made during the Regulation 16 consultation have been received and the Council has made its own comments on them. These will be up on the Parish Council website in due course. Ann Skippers has been appointed as the examiner and it is hoped that she will start her examination in the next couple of weeks. The process could take anything from 1 to 6 months.

20.023 Planning

1. New Applications

3/19/2213/HH 5 Ermine Street, RECONSULTATION 2: Demolish garage and conservatory; build side and rear extensions.

The Parish Council took account of comments made earlier in the meeting by members of the public and it was unanimously **RESOLVED to object on the same basis as before:**

Clerk

1. The specification changes do not significantly address the original objections, those being:
2. The proposed extension will result in the loss of a garage parking. Ermine Street is already choked by on-street parking. The District Plan Vehicle Parking Standard Appendix, Para 5, requires that applications for extensions ensure that a suitable level of parking provision is made, particularly with regard to the impact upon highway safety and the level of provision that already exists on site. The application clearly does not meet that standard.
3. The size and height of the proposed extension, being up to the boundary of the neighbouring property, will still be overbearing in all respects. This should be observed from on-site in order to appreciate the affect it will have and is in breach of Policy VILL2 V(g) which states that development should not be significantly detrimental to the amenity of neighbouring occupiers.
4. It is out of keeping with the street scene. Policy VILL2 V (c) and (d)
5. There are also concerns that the plans indicate the wall of the extension abuts the wall of the neighbouring property, which could compromise that property if it is the case.
6. It is in a Conservation Area. Policy HA4 (c) and (d)

3/20/0248/HH 4 Woodlands Road, Thundridge: Remove attached garage. Build ground floor rear and side extension and first floor side and rear extension including pitched roof front porch extension.

It was **RESOLVED to make no comments**

Clerk

3/20/0014/HH & 0015/LBC 43 High Road, High Cross: RECONSULTATION.

Demolish single storey extension. Erect two storey side extension.

It was **RESOLVED to make no objections**

Clerk

3/19/1238/HH 6 Poplar Close, High Cross: APPEAL 2919/00158/REFUSE

It was noted this has gone to appeal and it was **RESOLVED to make no further comments.**

2. Notices of decisions: *Noted as agenda and Appendix A below*

3. Late applications and other planning matters

3.1 Late application

3/20/0313/HH 26 Cambridge Road: Replacement garage.

It was **RESOLVED to make no objections, but to raise concerns that the proposed garage is in a very prominent position and will make a high visual impact in the Conservation Area.**

Clerk

Reconsideration:

3/20/0031/HH 8 Windmill Cottages: Single storey front extension and detached garage to rear.

Following comments received from the public which gave the Parish Council more information on the proposed extension, it was unanimously

RESOLVED to withdraw the earlier Parish Council objection and to submit a revised comment as follows:

Clerk

Thundridge Parish Council wishes to withdraw its earlier objection and to now record NO OBJECTION. It was not originally clear that extensions and changes to similar properties in the row have been permitted and therefore, on closer inspection, the application proposals are now not considered to be out of keeping with the street scene. There are no objections to the detached garage.

Other matters: Report on the Glebe Field

SB

The Chairman reported back on a meeting held with Osprey Homes at their request to present a new scheme for the Glebe Field. The Parish Council remains dedicated to the draft NP as written. Once the examination of the Neighbourhood Plan is completed, Osprey Homes are welcome to present the scheme to the Parish Council and members of the NP group.

3.2 East Herts Affordable Housing Consultation: No comments

3.3 Ware North Development

1) Section 106: No update

2) Parish public meeting re land at NE Ware: Arrangements pending for a public meeting in High Cross VH.

Clerk

20.024 Finance

1. Accounts

The Clerk presented a detailed accounts statement to 31st January, which was received and accepted.

Finance Summary from 21st January meeting

	£
B/fwd bank balance: NatWest #1	58,925.88
B/fwd bank balance: NatWest #2	16,923.47
B/fwd: NatWest Reserve A/C	433.95
B/fwd bank balance: Unity Bank	31,933.65
B/fwd balance: Saffron B/Soc	60,107.53
Total B/fwd bank balances	168,324.48
Plus: Total income to 31 January	3,148.21
Minus: Total expenditure to 31 January	1,155.40
	170,317.29
Uncleared expenditure	0.00
Reconciled total Bank & B/Soc balances	170,317.29

Reconciliation of the Accounts to the bank statements was noted and it was **RESOLVED that the Accounts Statement be accepted.**

2. Payments for approval		Gross	VAT incl
NatWest #1:			
E.ON (D/Debit)	Electricity February	370.54	61.76
Unity Bank			
Broadmead Leisure	New swings	3,750.00	625.00
Broadmead Leisure	Inspection February	60.00	10.00

Clerk reimburse	Ink cartridges	53.45	8.91
Clerk reimburse	Expenses to 25 Feb	52.13	0
Affinity Water	Wodson water to 5/2	71.69	11.95
Virtual Business (Payplus)	Payroll Jan 10 of 12	31.27	5.21
Martin Spackman	Allotment hedges	100.00	0
EHDC	Litter grant refund	1,148.05	0
Clerk	Salary February	572.89	0
HMRC	PAYE February	34.60	0
Gov Resources	Glebe Field Statement Nov 2017	780.00	130.00
Gov Resources	Glebe Field Object March 2017	600.00	100.00
Gov Resources	White Horse object Oct 2019	<u>600.00</u>	<u>100.00</u>
		8,224.62	1,052.83

It was **RESOLVED to approve all payments as listed.**

3. 2019/20 Budget vs performance and forecast

The Clerk presented the performance vs budget to 31st January and a forecast to year-end, 31st March 2020 which was considered and agreed. New proposals for this presentation were considered in the next item.

Clerk

4. Proposal for new presentation of accounts and finances

The Clerk and Cllr Deryck Dipper also reported on the alternative presentation that will be more helpful to the Council in showing the statement of balances, cash, ringfenced reserves and general reserves. The cashbook would be much easier to operate if there was only one current account and one savings account. Monthly cashbook totals that would give better management and of the finances and reconciliation to bank balances. The aim is to have everything in place for the start of the new financial year (1st April). This was agreed and it was **RESOLVED to arrange the closure of the three NatWest accounts, transferring the balances to Saffron Building Society, and to move all standing payments to and from NatWest accounts to Unity Trust Bank.** The Clerk and Chairman to make arrangements with the banks/building society and signatories as necessary.

Clerk/SB

5. Business Plan: No update

6. Banks and Building Society: Mandate changes as resolved at 20.024.4 above.

7. Ware Lions: renewal of 5-year lease

Cllr Deryck Dipper reported that he continues to liaise with the Club and contractor to agree the way forward, particularly with the grass cutting contract which is to be renewed.

DD

8. Grants Policy and Procedure

A draft Grants Policy and Procedure considered and an amendment proposed regarding the typical maximum (£100) that would be considered. It was **RESOLVED to adopt the Policy and Procedure as amended.**

Clerk

9. TP Jones letter of engagement for payroll

Cllr Brita-May Hawes recommended that the contract be scrutinised before any agreement is entered into and it was agreed that she should do that.

BMH/Clerk/
SB

20.025 Allotments

1. Fencing quotes for replacement: No progress.

MS

2. Hedge cutting update: All done

3. Tenancy renewals report: The Clerk presented a spreadsheet of the position to date. Nine tenants have yet to pay. One tenant undertook to start work on his plot in the near future. The Clerk was asked to contact him to say payment is also due and must be paid or the tenancy will be terminated.

Clerk/MS

Clerk

- 20.026 Norman Wodson Pavilion and Field**
1. **Water Supply and services:** The services and invoices from both Affinity Water (fresh water supply) and Castle Water (waste water disposal) are now understood. Affinity Water would like the opportunity to quote in due course for providing the complete service. Clerk
 2. **Plumbing update** on water leaks: No further problems identified.
 3. **Highfield Nursery** debt recovery update: The Clerk reported that repayments to date continue to be made in accordance with the agreement. Clerk
 4. **E.ON: new 4-year electricity contract.** It was **RESOLVED to ratify the new agreement.** Clerk
- 20.027 Recreation areas**
1. **Play Area**
 - (i) The Broadmead Leisure February report was received and noted.
 - (ii) Swings replacement update: It was noted that this has proven satisfactory and that payment has been approved.
 - (iii) Replacement tyre swing quote: This was considered and rather than have a completely new swing it was **RESOLVED to order from Broadmead Leisure a new flat seat to replace the damaged tyre at a cost of £160** Clerk
 2. **Ware Lions:** Ground maintenance/grass cutting. Dealt with under 20.024.7 above
 3. **Incident at the Cricket ground:** An incident reported by a dog owner involving weed killer being used at the cricket ground was noted. It had been reported to the Sports Association since it was not PC business.
- 20.028 Highways, Footways and Public Rights of Way**
1. Speed monitoring and speed reduction schemes: It was noted that the speed monitoring team had been out the previous weekend. MS
 2. Speed restriction on High Cross Hill: Review following expiration of 6-month rule. It was **RESOLVED that no changes be proposed to the existing speed restrictions.**
 3. 30mph speed restriction for Cold Christmas Lane, S&V study: The Chairman has discussed with Cllr David Andrews and although it is on the Highways radar, progress is moving at an excruciatingly slow pace. SB
 4. Sugar beet lorries on Cold Christmas Lane update: The problem has reduced recently and it is believed that lorries have been entering from the other direction. To be monitored and reported as necessary. ALL
 5. Overgrown hedge: footway beside the school, between Thundridge and Wadesmill: This has now been cut.
 6. Roundabout south of Hanbury Manor: A parishioner complained about a long-term damaged/broken barrier and rubbish that needs clearing from the surrounding verges. It was acknowledged that this is effectively a village gateway and reflects very poorly on the parish. The Clerk to contact Highways to see what can be done. Clerk
- 20.029 Other Parish Matters**
1. Litter and dog bins:
 1. It was considered whether to number all the parish bins and create an inventory that could be shared with EHC and its contractor. This would make reporting much easier for both the public and the PC when issues arise. A number plate could be rivetted to each bin. It was agreed that the Chairman would organise the number plates and a handyman to affix them.
 2. A parishioner had requested that a litter bin be placed in the layby to the north of Maltons (Thundridge). It was agreed that this a spot where rubbish is dumped. The Clerk has raised it with EHC, who has agreed to look at the possibility. Clerk
 2. Tree surveys (insurance risk assessment): Cllr Martin Spackman reported that

- he is meeting with a company within the next week. He has a ball park figure of approximately £400 to do the survey, plus £200 to produce the report – subject to a site visit to determine the extent of the work. It was agreed that it is essential to have the survey done and it was **RESOLVED to go ahead with the tree survey.** MS
- 3. Thundridge Old Church**
At 9.31 it was **RESOLVED to suspend the meeting to allow a member of the public to comment**
It was reported that Historic England may be making a grant towards the work proposed by the TOCAG
- 4. Canterbury Park ransom strip:** Tees solicitor proposed an agreement be signed whereby the Parish Council undertakes to accept the £1,600 grant from BDW Trading for the PC to have the tree work done on the understanding that the grant would be returned if the work was not done by 31st October. The Chairman proposed, and it was agreed, that the Clerk contact Tees to say the PC will undertake to get the work done within 60 days of exchange of contract subject to it being outside the bird nesting season. Clerk
- 5. Bircherley Green bus depot re-development update:** It was agreed that Cllr Brian Taylor would send the wording for a request to be made that a bus shelter be included within the redevelopment plans. BT/Clerk
- 6. Following previously raised concerns about the very poor state of Church Lane, High Cross, and the absence of any knowledge who owned it, It was RESOLVED that the Clerk make enquiries to Land Registry in an attempt to identify ownership.** Clerk
- 7. High Cross AED update:** The Chairman reported that an electrician is awaited to remove the cabinet from the school and reinstall it at High Cross Service Station.
- 20.030 County and District Councillor report**
No report received.
- 20.031 Ware Charities**
Mr Bruce Shearman had produced a report of the Charity's last meeting, which was received by the Council.
- 20.032 VE Day 75th Anniversary 8 May 2020**
Cllr Deryck Dipper reported that the organising group is very active and making a lot of progress. A full programme of the day's events is well under way, following the national guidelines, and the Feathers management are working hard to facilitate everything.
It was suggested that the PC could make a donation towards High Cross and Thundridge Village Halls for the hire of tables etc.
The Chairman thanked all concerned for all the hard work going into making the day a success. DD
- 20.033 Urgent matters not included on the agenda**
A letter has been received from a developer exploring the possibility of purchasing the piece of land known as "the pit". This offer is to be rejected since the land is a parish amenity. There was a discussion on how the land could be better looked after. Rubbish is frequently dumped there and it was agreed that a letter be sent to all neighbouring houses requesting that the practice should cease and that any gates giving accessing the land from gardens be removed. An agenda item to be added for the next meeting to discuss how to make better use of the land for the community. Clerk
- 20.034 Matters for future agendas**
- Review of Standing Orders
 - Review of other Governance documents as per 3rd June Council Meeting
 - Environment Working Group Action Plan (Spring 2020)
 - Westmill Liaison Group
 - Other matters raised: none
- Correspondence received: for information only – as per the agenda**
- Tee Solicitors: re ransom strip (20.029.4)
 - Parishioner: re allotment parking space availability (20.025)

- HAPTC: re Health, Wellbeing and Environment Conference, 20th March
- Keep Britain Tidy: re Great British Spring Clean & Great Big School Clean, 20th March – 13th April
- Parishioner: request for a litter bin in the Thundridge layby north of Maltons (20.029.1.2)
- Parishioner: request for roundabout clean up and barrier repair (20.028.6)
- Parishioner: Concerns about a dog potentially being poisoned by weed killer at the cricket field (20.027.3)

20.035 Date of next Council meeting

Tuesday 17th March at 7.30pm in the Norman Wodson Pavilion

Clerk

Due to the sensitive subject of the next agenda item it was **RESOLVED to exclude press and public under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.**

20.036 A Protocol

A protocol document was considered and adopted as drafted. Cllr Natasha Smyth to check with the Church to see if they have any information or knowledge of it.

**Clerk
NS**

The Chairman thanked everyone for attending and closed the meeting at 10.30pm

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

APPENDIX 1: PLANNING DECISIONS AND AWAITED NOTICES
For information only

3/19/2425/HH	Mount Pleasant, 21 Cambridge Road: Demolish prefab shed; install garden room	GRANTED
3/19/2446/LBC	Mount Pleasant, 21 Cambridge Road: Replace windows & doors	REFUSED
3/20/0014/HH 3/20/0015/LBC	43 High Road High Cross: Demolish single storey side extension. Erect two storey side extension.	RECON-SULTED
3/19/2213/HH	5 Ermine Street RECONSULTATION #1: Demolish garage and conservatory. Replace with single storey side and two storey rear extension with rear roof light.	RECON-SULTED again
3/20/0031/HH	8 Windmill Cottages: Single storey front extension and detached garage to rear.	Awaiting
E/19/0448/ENF	Land adj to The Bungalow, High Cross: Enforcement investigation	Ongoing