

# THUNDRIDGE PARISH COUNCIL

## MINUTES OF THE THUNDRIDGE PARISH COUNCIL MEETING TUESDAY, 24<sup>th</sup> SEPTEMBER 2019 AT 7.30PM IN THE NORMAN WODSON PAVILION, THUNDRIDGE

**PRESENT:** Cllr Steve Bosson (Chairman), Cllr Brita-May Hawes,  
Cllr Kim Saban, Cllr Martin Spackman, Cllr Joyce Spackman, Cllr Brian Taylor.  
Following co-option: Cllr Deryck Dipper.

Public: 2

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.30pm

**ACTION**

**19.090 Apologies for absence.** The following councillor apologies were received and accepted:

1. Councillors: Following co-option, Cllr Natasha Smyth
2. Others: None

**19.091 Declarations of Interest and requests for dispensations**

**1. Interests**

None.

**2. Dispensation requests**

A written dispensation request was received from Cllr Steve Bosson.

**3. Consideration of dispensation requests**

Cllr Bosson's request was based on: 1) He is a Trustee of High Cross Village Hall but with no personal gain. 2) He is a resident in North Drive; planning applications associated with North Drive and the Glebe Field could constitute DPs. He is able to bring balanced opinion on planning based on a good understanding of resident opinion on that street. If all North Drive resident councillors were to withdraw during such discussions, the Parish Council could risk being inquorate.

Vice-Chair Martin Spackman presided for this matter and it was unanimously **RESOLVED to grant Cllr Bosson a dispensation to speak and vote on the above matters until the next election.** The Vice-Chair signed the dispensation approval.

**Clerk**

**19.092 Minutes of the Parish Council Meeting held on 8<sup>th</sup> July 2019**

It was proposed, seconded and unanimously **RESOLVED that the Minutes for 8<sup>th</sup> July be approved, subject to the following amendments to Finance item 19.86:**

Finance Accounts to the end of May 2019.

Amended to read: **"The figures listed were not reviewed as the accounts had not been balanced for the meeting"**

Documents presented to Councillors

Items c), d), e) asterisked and marked **"Documents not presented"**

The Chairman signed and dated the Minutes and the written amendments.

**SB/  
Clerk**

The Clerk noted that the correct name for the pavilion is the Norman Wodson Pavilion.

**Clerk**

**19.093 Co-option applications to fill the two vacancies**

Three applications were received from qualifying parishioners. Two applicants were

present, the third having sent an apology for a prior commitment. The candidates present made their case and then left the room. The Council then considered the merits of the three applicants and following a proposal, second and vote it was **RESOLVED to co-opt Deryck Dipper and Natasha Smyth as members of the Parish Council.** It was also agreed that Graham Lock be invited to join such working groups as necessary in order to help with the Council's activities; his willingness was much appreciated.

Deryck Dipper signed his Declaration of Acceptance of Office and joined the meeting Clerk

*It was agreed not to suspend the meeting for public comments*

**19.094 Police Report:** No report submitted.  
The Clerk was asked to raise with the police concerns about possible activity at Thundridge Old Church at Halloween. Clerk

**19.095 Thundridge Neighbourhood Plan**  
The Chairman reported that the next step will be to submit the final plan proposals to EHC under Regulation 15. He has been chasing for this but EHC has been awaiting the Strategic Environmental Assessment reports. It is understood that these are now in and the Parish Council therefore expects to receive the SEA report from EHC shortly. SB/  
Clerk

## **19.096 Planning**

### **1. New Applications:**

**3/19/1813/FUL Land at The Old School, Thundridge:** Demolish existing garage and build new dwelling.

It was **RESOLVED to object on the following grounds:** Clerk

- Vehicular access would be via a track that is actually FP22.
- The plans require digging into the extremely steep bank and stabilising it to enable the build and car parking space. The Parish Council has serious concerns about the viability of this proposal.
- It is within the Green Belt and the Parish Council is not satisfied that under District Plan GBR1, the replacement building meets the requirements of NPPF 145.
- The Parish Council asks whether listed building consent is required.

**3/19/1780/HH 50 Arthur Martin-Leake Way, High Cross:** Garage conversion into residential.

It was **RESOLVED to object on the following grounds:** Clerk

- It represents inappropriate development of the site.
- It would reduce the number of car-parking spaces available (including garage parking) from 3 to 2 cars, which is below the EHDC guidelines for a property of this size.
- The road suffers chronic parking problems, including on-pavement parking, that would be exacerbated by this proposal.

**2. Decision Notices.** See Planning Appendix 1

**3. Other planning matters,** including items received too late for the agenda

#### **1. Late planning applications:**

**3/19/1829/LBC Youngsbury:** Extensive alterations to listed building.

It was **RESOLVED to make no objections due to the specialised listed buildings regulations knowledge that will have to be applied, but the following concerns are to be raised:** Clerk

- The detrimental impact on North Drive, both the road surface and residents, if construction plant uses it as the site access.
- Where possible, construction access should be via the South Lodge in Wadesmill.

#### **2. Ware North Development Meeting**

Cllr Brita-May Hawes presented an action list following the meeting on 4<sup>th</sup> September with reps from Pfarmigan Land and JTP. Included in the

requirements should be an enhanced bus service for the villages. She said it is essential to send a letter to East Herts (Nick Smith, Kay Mead and David Andrews) with a comprehensive list of Section 106 requirements; this needs to be sent as early as possible w/c 30 September. Councillors to give Cllr Hawes their suggestions by Friday 27 September.

ALL

**3. Much Hadham Neighbourhood Plan Regulation 14 consultation:** Not considered.

**4. Section 106 suggestions for Ware North:** See 19.096.3.2 above

**19.097 Finance**

**1. Accounts**

Cllr Brita-May Hawes prepared the bank reconciliation

| <b>Bank reconciliation</b>                     |                   |                 |                   |
|--|-------------------|-----------------|-------------------|
|  | <b>Bank</b>       | <b>Cashbook</b> | <b>Difference</b> |
| N/West Current 1 31 July                       | 41,603.86         | 40,274.90       | 1,328.96*         |
| N/West Current 2 31 July                       | 13,005.26         | 13005.26        | -                 |
| N/West Reserve 31 July                         | 433.59            | 433.59          | -                 |
| Saffron Building Soc 31 July                   | 60,107.53         | 60,107.53       | -                 |
| Unity Bank 23 August                           | 43,899.98         | 43,899.98       | -                 |
| Balance per bank statements                    | <b>159,050.22</b> | 157,721.26      |                   |
| Less unrepresented cheques N/West 1*           | -1,328.96         |                 |                   |
| Balance per cashbook                           | <b>157,721.26</b> |                 |                   |
|  |                   |                 |                   |
| * Unrepresented cheques N/West 1               |                   |                 |                   |
| 31/3/19 chq 1169 Thundridge cricket / football | 128.96            |                 |                   |
| 31/3/19 chq 1173 GovResources Ltd              | 1,200.00          |                 |                   |
|  |                   |                 |                   |
| Total*   | <b>1,328.96</b>   |                 |                   |

It was **RESOLVED to accept the bank reconciliation**

Clerk

**2. Payments for approval**

|                                  |                                 |        |
|----------------------------------|---------------------------------|--------|
| Virtual Business (Payplus)       | Payroll Service August 5 of 12  | 31.27  |
| John O'Connor                    | Maintenance Services            | 432.00 |
| ICO                              | Data Protection renewal         | 40.00  |
| E buyer (reimbursement S Bosson) | Laptop, printer etc             | 605.96 |
| 2commune                         | Webs hosting & email accounts   | 888.00 |
| S Macdonald (plumbing)           | Pavilion wc repairs             | 84.00  |
| E.ON                             | Pavilion electricity            | 25.78  |
| Affinity Water                   | Wodsons Field water supply      | 65.56  |
| Broadmead Leisure                | Play ground inspection Sept     | 60.00  |
| PKF Littlejohn                   | External Audit fees             | 360.00 |
| Clerk                            | Salary September                | 486.09 |
| HMRC                             | PAYE September                  | 121.40 |
| Clerk - Reimbursement            | Office stationery               | 46.20  |
|                                  | <i>Recoverable VAT included</i> | 393.92 |

It was **RESOLVED to approve the payments as listed**

Clerk/  
BMH/SB

**3. 2019/20 Budget vs performance: Deferred**

Clerk

|                      |  |                          |
|----------------------|--|--------------------------|
|                      | <p><b>4. External auditor report:</b> The Clerk reported that PKF Littlejohn has completed and signed off the 2018/19 AGAR. Variance issues have been resolved and no penalty charges have been incurred. The Completion Notice is to be published.</p>  |                          |
|                      | <p><b>5. Spending Plan:</b> Deferred</p>   |                          |
|                      | <p><b>6. Unity Bank:</b> Mandate change forms to accommodate new Clerk were presented for completion and signing.</p>  | <p>Clerk/<br/>BMH/SB</p> |
|                      | <p><b>7. Locality Grant evaluation form.</b> It was noted that the HCC Locality Support Team are chasing the completed grant evaluation form for the £2,000 grant from Cllr David Andrews' Locality Budget for Highways, Footway and Road Safety Improvements. A speed gun has been purchased, but HCC had been advised that it may not be possible to complete the form until November. The Clerk was asked to inform HCC that the project is still ongoing. The Clerk reminded that the Parish Council that the grant must be spent on fulfilling the purposes for which it was given.</p>                                     | <p>Clerk</p>             |
| <p><b>19.098</b></p> | <p><b>Action Plan:</b> See Appendix 2</p>  |                          |
| <p><b>19.099</b></p> | <p><b>Allotments</b></p>   |                          |
|                      | <p><b>1. Fencing:</b> Cllr Martin Spackman asked the Clerk to send him a copy of Bullard's 2018 quote. The options are for stock wire fencing or chestnut paling.</p> <p>It was noted that an allotment tenant has installed a gate without permission. This is to be removed by the tenant or it will be disposed of when the new fencing is installed.</p>   | <p>Clerk/<br/>MS</p>     |
|                      | <p><b>2. Bonfire complaints:</b> It was noted that complaints about bonfires on the allotments have been made by a parishioner. These have been investigated and identified. Cllr Martin Spackman will put up a notice at the allotments. It was also noted that a nearby resident has burnt rubbish beside the track (FP22).</p>  | <p>MS</p>                |
| <p><b>19.100</b></p> | <p><b>Norman Wodson Pavilion</b></p>   |                          |
|                      | <p><b>1. Future developments:</b> These are linked to S106 agreements and plans must be precisely identified and set out.</p>  | <p>ALL</p>               |
|                      | <p><b>2. Current usage:</b> Linked to S106 agreements, as above.</p>   |                          |
|                      | <p><b>3. Water heater and wc water leak:</b> This has been fixed. However, it was noted that the Nursery had reported a new leak from an as yet unidentified pipe, which is to be investigated.</p>  | <p>SB/Clerk</p>          |
|                      | <p><b>4. Modification of electrical cabinet:</b> This has been dealt with.</p>   |                          |
|                      | <p><b>5. Highfield Nursery:</b></p>  |                          |
|                      | <p>1. Response to letter sent by recorded delivery<br/>2. Solicitor's advice re Small Claims Court application</p>   |                          |
|                      | <p>The Clerk confirmed that to the best of his knowledge, a recorded letter was sent in July to the former Nursery user and that no further response has been received. Cllr Hawes asked the Clerk to send her a copy of the letter.</p>   | <p>Clerk</p>             |
| <p><b>19.101</b></p> | <p><b>Recreation Areas</b></p>   |                          |
|                      | <p><b>1. Play area</b> replacement equipment. Cllr Joyce Spackman reported that replacement swings are being sought for the ones that were removed following damage, but the specification of the removed items was not recorded. The Clerk said the last RPII inspection would include photos of all the equipment and that he would send a copy of it to Cllr Spackman. It was noted that Broadmead should not have completely removed the old swings but should have salvaged the undamaged parts and made replacements as necessary. To be noted that in future, nothing is to be removed with reference to the Council.</p> | <p>Clerk</p>             |
|                      | <p>It was <b>RESOLVED that Cllr Joyce Spackman obtain three quotes be for new swings.</b></p>  | <p>JS</p>                |
|                      | <p>It was noted that an outdoor table tennis table brochure had been sent to the Clerk.</p>  |                          |
|                      | <p><b>2. The Pit:</b> signage. Cllr Bosson said he would make a warning sign for Cllr Martin</p>   | <p>SB/MS</p>             |

Spackman to erect at The Pit.

**3. Sports Association:** Parking payment query. It was explained that the arrangement is based on the fact that the Parish Council released two allotment plots to provide parking for an annual fee equivalent to the rent of the two plots, ie £60. To overcome the non-payment issue it was proposed that an invoice be sent to the Spots Association for £60 for the annual fee, but offering to waive it by issuing a credit if the SA agreed to keep the car park area tidy and free from litter for the year. Cllr Dipper proposed a form of words that was agreed in principle and which he would refine after the meeting. It was **RESOLVED to follow Cllr Dipper's proposal.**

DD/SB/Clerk

The water usage and meter arrangement is to be investigated. The Clerk to send a copy of the bill to Cllr Martin Spackman to identify how much water is used between the allotments and the sports field.

Clerk/MS

#### **4. Grounds Maintenance**

1. Stewart Bullard's appointment as the contractor was noted
2. Ware Lions: reported that litter bins are overflowing. Taken up at 19.103.1 below

#### **19.102 Highways, Footways and Public Rights of Way**

1. The Pykle: tree roots resurfacing: It was considered whether PRoW Officer Nicholas Maddex or the Parish Paths Partnership (P3) could be engaged to look at reinstating footpaths as necessary. The Clerk advised that the ProW Officer does not allow untrained and unregistered volunteers to get involved due to H&S legislation.

Clerk/SB

2. Speed monitoring and speed reduction schemes. It was agreed for a Working Group (rather than a Committee) continue to look at the issues.

MS

3. 30mph speed restriction for Cold Christmas Lane and High Cross. Cllr David Andrews considering with possible Speed & Volume Studies.

SB

4. It was noted that action against EHC is being taken by resident due to injuries sustained in a fall in North Drive.

5. Poplar Close: ownership and poor state of road. It was agreed that the Clerk write to Network Homes (owners of the road) asking them to improve the state of the road. Also, to note that parking in pavements is causing wheelchairs and pushchairs to go into the road due to parked vehicles obstructing the footway. Such obstruction should be reported to the police when observed,

Clerk

#### **19.103 Other parish matters**

1. Litter and dog bin emptying contract:

1. Litter bin North Drive/Poplar Close
2. Dog bins

SB

The Chairman is discussing this matter with the District Council. It was noted that the parish now has combined litter/dog bins.

3. Litter picking payments: Not considered

2. Tree surveys (insurance risk assessment). The Clerk said there are two levels of tree survey. A full assessment of every tree would provide a comprehensive location plan and a recommendation of necessary work. This would cost a few hundred pounds. A lesser survey would provide a similar assessment but without the location plan to support it. In either case, a location map of the trees owned by the PC is necessary. Related land involved would include the allotments, the Wodson field, and The Pit. It was wondered whether Land Registry could provide title deeds. The Clerk to send Cllr Martin Spackman details of qualified arboriculturalists who could undertake the surveys.

Clerk/MS

3. Thundridge Old Church: Deferred

4. Clarkson Memorial: Cllr Bosson had a new sign made which is to be secured to the wall behind the Memorial.

SB

5. Westmill Liaison meeting: Deferred
6. Canterbury Park: ransom strip: Deferred
7. Funding for an additional AED: Cllr Bosson reported that the ambulance authority will not accept the AED location at High Cross school due it not being visible at the back of the building. He proposed to remove the cabinet and re-site it either in the old phone kiosk – if it is confirmed that the electricity is still connected – or at the Village Hall or the most appropriate place recommended by SFR. Maintenance needs to be funded going forward. It was **RESOLVED that another AED be purchased through SFR; the PC to fund 50% of the £750 cost. Cllr Taylor agreed to speak to John Harris of Standon Charities to enquire whether they would make a grant of the £375 balance for the benefit of parish residents.** Cllr Taylor said he would do so the next day. The Clerk to inform SFR of the decision.

SB/Clerk  
BT  
Clerk

8. Bircherley Green bus depot: Deferred

Other matters raised:

- It was noted that it the Parish Council's turn to cut the sports field hedge. The Clerk to email the Sports Association acknowledging this.
- In response to the Cricket Club's enquiry about an advertising board at the field during the cricket season, it was noted that the PC itself has no issues, but it cannot comment on whether EHC Development Management might have a view. Cllr Bosson to give the Clerk a form of words for a reply to the cricket club.

MS/Clerk  
SB/Clerk

**19.104 County and District Councillor reports:** None received

**19.105 Urgent matters not on the agenda**

- Due to the sad death of trustee, Ware Charities will in due course ask the Parish Council to nominate a replacement.
- It was noted that HCC are offering bags of salt for parishioners to use in icy weather. Closing date to apply 30 October.

**19.106 Matters for future agendas**

1. To consider awarding the General Power of Competence (October)
2. Speed restriction on Wadesmill Hill: Review at end of 6-month rule – January 2020
3. Review of Governance documents (as per 3<sup>rd</sup> June PC meeting)
4. Other: To nominate a new Ware Charities trustee when invited by the Charity.

Clerk  
Clerk  
Clerk

**19.107 Date of next meetings**

1. October Council: Tuesday 15<sup>th</sup> October
2. November Council: Tuesday 19<sup>th</sup> November
3. December – Precept and Budget only: Tuesday 3<sup>rd</sup> December
4. Then the third Tuesday of each month during 2020, except August; December tbc

Clerk

The Chairman thanked everyone for attending and closed the meeting at 10.35pm

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

**APPENDIX 1: PLANNING DECISIONS AND AWAITED NOTICES**  
**For information only**

3/19/1552/HH 8 Youngsbury Lane, Wadesmill **GRANTED**  
 3/19/1089/ARPN Sawtrees Farm: **GRANTED**  
 3/19/1150/HH The Coach House, High Cross **GRANTED**  
 3/19/0884/HH The Drive, 4 Moles Farm, Thundridge **GRANTED**  
 3/19/1258/HH Oakwood House, Standon Green End **GRANTED**  
 3/19/1498/HH 8 Westmill Cottages, Westmill **WITHDRAWN**  
 3/19/1239/PNHH 6 Poplar Close, High Cross **PERMISSION NOT REQUIRED**  
 3/19/1164/FUL White Horse Inn, High Cross **REFUSED**  
 3/19/1602/HH Wheatsheaf Cottage, Wadesmill **REFUSED**  
 3/19/1758/HH Wooding Cottage, 15 Ermine Street, Thundridge **AWAITED**  
 3/19/1759/LBC ..... ditto .....  
 3/19/1665/LBC Youngsbury, Wadesmill **AWAITED**  
 3/19/1710/HH 17 Millfield, Wadesmill **AWAITED**  
 3/19/084/LBC 52 Ermine Street, Thundridge **AWAITED**  
 3/19/0029/HH Shanti, Poles Lane: Appealed **APPEAL AWAITED**  
 3/19/0622/HH 32 Ermine Street, Thundridge: Appealed **APPEAL AWAITED**

**APPENDIX 2: ACTION PLAN**  
**Environment Working Group**

| Action                             | Timing                          | Status                  |
|------------------------------------|---------------------------------|-------------------------|
| Flower planters – village entrance | Autumn                          | Discuss in early Spring |
| Bulb planting C183                 | Autumn                          | Discuss in February     |
| Re-paint telephone kiosk           | No plan                         | No agreed plan          |
| Speed Monitoring                   | Move to Highways in main agenda |                         |