

**Minutes of the High Wych Ordinary Parish Council Meeting  
Wednesday 19<sup>th</sup> May 2021  
in High Wych Memorial Hall**

Clr Tom Payne (TP)\*  
Clr John Andreotti (JA)\*  
Clr Gareth Emanuel (GE)\*

Clr Keith Jordan (KJ)\*  
Clr David Smith (DS)\*  
Clr Stacey Butcher (BS)

**\* Denotes present**

One member of the public; County Cllr Eric Buckmaster

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 7.55pm, immediately following the Annual Council and the Annual Parish Meetings that had commenced at 7.30pm

**ACTION**

**21.038 Apologies for absence** (which were accepted)

1. Councillors: Clr Stacey Butcher (unwell)
2. Others: Clr Eric Buckmaster that he will not be able to attend until later.

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

1. **Interests:** None
2. **Dispensation requests:** None received

**21.040 Casual Vacancy**

No applications received. Course of action agreed earlier at the Annual Council meeting.

**ALL**

**21.041 Approval of Minutes**

Unanimously **RESOLVED: to approve the Parish Council Minutes for 17<sup>th</sup> March 2021 as drafted.**  
The Chairman signed the Minutes.

**Public comments:** None

**21.042 Chairman's announcements:** None

**21.043 East Herts Rural Police Safer Neighbourhood Team (SNT)**

No crime report received from the police. However, it was noted that garden ornaments had been stolen from Chandini's and another property.

**21.044 Reports by County and District Councillors**

County Cllr Eric Buckmaster arrived late and gave the following summary:

- The Hunsdon & Gilston Neighbourhood Plan is going to referendum later in the month.
- Eric will send Tom a Zoom link for a meeting with Gilston development consultant, Robert Laird; this should render a separate meeting with the consultant unnecessary.
- West Road development: Eric is liaising in and out times for works traffic to allow for school times.
- If any HGVs are seen breaching the agreed times, send a timed photograph to Eric and he will take it up.

**TP**

Clr Buckmaster provided a written report for the year – this is reproduced in full in the Minutes of the Annual Meeting of the Parish electors that was held earlier in the evening.

District Cllr Ian Devonshire did not send a report.

**21.045 Planning**

**1. New Applications:**

**3/21/1050/AGPN Crumps Farm:** Erect agricultural storage building.

**RESOLVED: No objections**

**Clerk**

**3/21/1059/ARPN Greenleys, Slough Road:** Change of use, agricultural to C3 residential.

**RESOLVED: No objections**

**Clerk**

# UNAPPROVED DRAFT #1

**3/21/0824/FUL Land at Leaky Cauldron Corner:** Erect 4 No. 4-bed dwellings.

**RESOLVED: No objections** Clerk

**3/24/1113/PNHH Mountfitchet, High Wych Road:** Rear extension. Presumed permission not required.

**RESOLVED: No objections** Clerk

**2. Decision Notices.** As detailed in Appendix A below – for information only

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

1. Late planning applications:

**3/21/1220/HH 1 Tharbies Barns:** Single storey rear extension.

**RESOLVED: No objections** Clerk

**3/21/1116/FUL Broadfield/High Wych Road junction.** Erect village sign.

**RESOLVED: Support this application** Clerk

2. Request for a briefing meeting from Robert Laird, planning consultant, re Harlow & Gilston Garden Town: Cllr Eric Buckmaster said he would send the Chairman a link for the Hunsdon & Gilston Zoom meeting that would address Robert Laird's request.

EB/TP

3. Stop Stansted Expansion (SSE): The AGM date of 26th May was noted. An application is still open to increase air traffic. Agreed to continue support annually and to donate £100

TP

DS

**21.046 Finance**

**1. Treasurer's Report 2020-21 Accounts to 12<sup>th</sup> May 2021**

**The account balances as at 12<sup>th</sup> May**

Current Account balance	£293.26
Deposit Account balance	£18,975.00
Petty cash	£0.00
<b>Total</b>	<b>£19,268.26</b>

Cashbook balance	£19,268.26
Reconciliation difference	£0.00

**Accounts Reconciliation as at 12/05/2021**

	Current Account	Deposit Account	Total
Actual bank balances	£ 293.26	£ 18,975.00	£ 19,268.26
Balance as per books			£ 19,268.26
Difference			0.00
Scheduled payments			£ 0.00

Summary of transactions since the March meeting – As per Recent Transactions Lists

It was noted that the first half of the precept has been received.

Unanimously **RESOLVED: to approve the Treasurer's Accounts Report and Bank Reconciliation as at 12<sup>th</sup> May 2021.**

DS/Clerk

**2. Payments (gross) All expenditure made under The General Power of Competence**

	Value	VAT incl
HAPTC: Annual subscription	419.13	
HWMH: Post Office subsidy	87.50	
HMRC: PAYE March	55.20	
Philip Knott: Grass cutting	270.00	
J McDonagh/EHDC: village sign	464.06	77.34
Clerk: Salary April	220.60	
Alan Felstead: Litter picking	50.00	
HMRC: PAYE April	55.00	
Sam Falkner: Remove damaged tree from PF	100.00	
PWLB: Loan repayment	768.03	
<b>Total (gross)</b>	<b>£ 2,389.52</b>	
<b>VAT included</b> To be reclaimed under VAT Act 1994 (1), (3)		<b>£ 77.34</b>

# UNAPPROVED DRAFT #1

Unanimously **RESOLVED: to approve all payments as per the Treasurer's report, including the Clerk's expenses.**

DS/Clerk

### 3. Annual Governance and Accountability Return (AGAR) 2020/21

1. **RESOLVED: that the Parish Council meets the criteria and wishes to be an exempt authority**
2. The RFO and Chairman signed the **Certificate of Exemption**
3. **Internal Auditor's report:** The Internal Auditor's report was received and noted that no issues were raised.
4. **RESOLVED: To approve by Section 1: The Annual Governance Statement (p.5).**  
The Clerk and the presiding Chairman signed the Statement.
5. **Section 2: Accounting Statements (p.6)** were considered as signed and presented by the RFO.
6. **RESOLVED: To approve Section 2 Accounting Statements (p.6).**  
The Presiding Chairman signed Section 2.
7. **RESOLVED: to set the 30-working day period for the Exercise of Public Rights as Monday 13 June – Friday 23 July 2021.**

### 4. Insurance annual renewal, due 1<sup>st</sup> June

**RESOLVED: To renew the existing insurance policy at an increased premium of £0.30**

DS

21.047

### 1. Highways

1. Pavement parking in High Wych Lane: Ongoing. It was noted that there was an improvement with the school operating staggered times during Covid. Tree removal could create a few more spaces at the Memorial Hall (ref 21.047.3.1 below). It would help if the school could provide more parking spaces. It was also noted that if more local people were to be allocated school places, children might be able to walk to school. Engagement with the school would be helpful. A meeting is still awaited with Highways and Road Safety Officer Sarah Elliott, anticipated once Coronavirus restrictions are lifted.
2. Line repainting and signage, High Wych Road: It was noted that patch repairs have been done but no road lining has taken place. Also, pot holes, worn-away anti-skid and speed humps have not been reinstated.
3. Ongoing accident concerns: A photograph had been circulated of another accident in West Road/High Wych Lane. At least seven accidents are known to have occurred to date this year at that location. Adverse camber is believed to be a contributing factor. Cllr Buckmaster said he would get signs cleaned and missing signs replaced as necessary.

JA

### 2. Footpaths and other Public Rights of Way (PRoW)

1. Modification Order for footpath near Broadfields. Ongoing, with Cllr Tom Payne.
2. Footpath Broadfields to High Wych Lane: (Not on the Definitive Map). Ongoing, with Cllr Tom Payne.

TP

TP

### 3. Other Parish Matters

#### 1. High Wych Memorial Hall and car park

1. Car park: Ongoing issues remain. Removal of some trees will add a few spaces (ref 21.047.1 above and 21.047.3.1.2 below)
2. Tree safety survey and recommendations. **RESOLVED: To accept the J Salmon quote for dealing with all trees that require attention, including one on the Playing Field.** Cllr John Andreotti to give details to the Clerk to raise an order for the work.

JA

JA/  
Clerk

2. **Litter bin adjacent to bus shelter.** Update: In contention. Cllr Dave Smith has pursued this but EHC are denying all knowledge of an agreement.

DS

3. **Commemorative Village sign.** Update: Planning application for the sign is with EHC Development Control – the Parish Council supported this application (see 21.045.3.1 above).

DS

4. **Additional dog bins.** A request to consider additional dog bins was deferred.

# UNAPPROVED DRAFT #1

- 21.048 1. Playing Fields and buildings**
1. Harlow Theatre Company update: Going well; an excellent job is being done and money spent wisely. The 5-year lease renewal is due in November. **DS**
  2. HTC proposal for an outdoor theatre event in August "Shakespeare on the Green": Attendance would be gratis, but all donations would go to the village.
  3. Play area: Cllr Keith Jordan to circulate the last proposal and supplier information to the Working Group so that an appropriate way forward can be assessed. **KJ**  
Cllr Eric Buckmaster said the EHC legal people are still processing the S106 money.
  4. Annual Play Area inspection: due in July.
  5. Trustee appointments for the High Wych and Allen's Green charities: Ongoing, with Cllr Tom Payne. **TP**
- 2. Allotments:** Nothing reported.
- 21.049 Website Accessibility Compliance**  
Cllr Dave Smith reported that the new website is now up and running under the URL/domain name www.highwychparishcouncil.co.uk **DS/ Clerk**
- 21.050 Correspondence:** The list of correspondence was noted as it appeared on the Agenda:
- Parishioner: Ongoing road accident concerns (21.047.1.3)
  - Parishioner: request to consider purchase of a BT kiosk for High Wych green (noted in May meeting)
  - Robert Laird consultant re Gilston development (21.045.3.2)
  - SSE: Notice of AGM (21.045.3.3)
- 21.051 Late items and Items for future agendas**
1. Late items: None
  2. Future agendas:
    - Code of Conduct: To be reviewed upon new information from HAPTC/NALC **Clerk**
    - Consider additional dog bins, subject to a survey of potential locations **Clerk**
- 21.052 Date and venue of next Meeting**  
Wednesday 14<sup>th</sup> July 2021 at 8pm in Allen's Green Village Hall. The Clerk to confirm availability and make the booking. **Clerk**
- There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.45pm.
- Signed.....

## APPENDIX A

- 21.045.2 21.022.2 PLANNING DECISION NOTICES for information only**
- |  |                  |
|--|------------------|
| <b>3/21/0540/LBC 2 Tharbies Barns, Rook End:</b> Remove window, add bi-fold doors          | <b>GRANTED</b>   |
| <b>3/21/0599/HH 1 Alexander Cottages, Bonneys Row:</b> Demolish garage; add extensions     | <b>GRANTED</b>   |
| <b>3/20/2134/FUL Crumps Farm, West Road:</b> Change of use, agriculture to equestrian      | <b>REFUSED</b>   |
| <b>3/21/0041/HH 2 Tharbies Barns, Rook End:</b> Remove window, add bi-fold doors           | <b>GRANTED</b>   |
| <b>3/21/0515/ASDNP Wychways:</b> Presumed this will not need planning approval             | <b>Nbt req'd</b> |
| <b>3/21/0360/HH Sacombs Ash, Allens Green:</b> Alterations to Grade II Listed building     | <b>Awaited</b>   |
| <b>3/21/0361/LBC Sacombs Ash, Allens Green:</b> Alterations to Grade II Listed building    | <b>Awaited</b>   |
| <b>3/20/1665/HH Sweetdews Barn APPEALED Ref 00003/REFUSE</b>                               | <b>Awaited</b>   |
| <b>3/20/2546/HH &amp; 2547/LBC The Tallet, Slough Rd:</b> Erect extensions and other works | <b>Awaited</b>   |
| <b>3/20/0811/LBC Crumps Farm:</b> Extension to existing garage building                    | <b>Awaited</b>   |
| <b>3/20/0632/FUL Crumps Farm:</b> Extension to existing garage building                    | <b>Awaited</b>   |
| <b>3/20/0633/FUL Crumps Farm:</b> Change of agricultural use to B1 workshop                | <b>Awaited</b>   |
| <b>3/20/0816/LBC Crumps Farm:</b> Change of agricultural use to B1 workshop                | <b>Awaited</b>   |
| <b>3/19/1046/FUL Land adj to Fifth Avenue:</b> Eastwick crossing and associated works      | <b>Awaited</b>   |
| <b>E/19/0479/ENF Bonneys Row:</b> Enforcement investigation                                | <b>Unknown</b>   |

# UNAPPROVED DRAFT#1

## ACTIONS ARISING

Cllr David Smith\*

- Make payments as approved
- Continue to follow up Section 106 funds for play area
- HTC ongoing liaison
- Litter bin issue
- Village sign

Cllr Tom Payne\*

- Liaise with Sam Clark on Modification order for footpath and adoption of FP from Broadfields to High Wych being adopted by HCC
- Look into HW and AG trustee positions and status
- Robert Laird Zoom meeting
- New play equipment Working Group

Cllr John Andreotti\*

- Continue to monitor Highways parking issues
- Tree safety work
- Car park matters
- New play equipment Working Group

Cllr Stacey Butcher\*

- New play equipment Working Group
- Consider forming a working group to look at how to resolve school parking issues

Cllr Keith Jordan

- New play equipment Working Group

## ALL

- Casual vacancy volunteers

\*Cllrs Tom Payne, John Andreotti, Stacey Butcher, Keith Jordan under delegated powers granted to the Clerk: Taking forward the new play area proposals.

Clerk

- Send planning comments as agreed
- Arrange July Meeting at AGVH
- Governance document updates and revisions and new Code of Conduct – ongoing