

**Minutes of the High Wych Ordinary Parish Council Meeting
Wednesday 14th July 2021
in Allen's Green Village Hall**

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

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

* **Denotes present**

One member of the public; District ClIr Ian Devonshire

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 8pm.

ACTION

21.053 Apologies for absence (which were accepted)

1. Councillors: ClIr Gareth Emanuel (work)
2. Others: PCSO Amanda Higham; PC Nicola Hunt; ClIr Eric Buckmaster hoped to attend later.

21.054 Declarations of Interest and requests for dispensations

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

21.055 Casual Vacancy

No applications received. It was agreed to encourage eligible parishioners to apply.

ALL

21.056 Approval of Minutes

1. **RESOLVED: to approve the Annual Parish Council Minutes held on 19th May 2021 as drafted.** The Chairman signed the Minutes. **Clerk**
2. **RESOLVED: to approve the Ordinary Parish Council Minutes held on 19th May 2021 as drafted.** The Chairman signed the Minutes. **Clerk**
3. Draft Minutes of the Annual Meeting of Parish Electors were received and agreed as an accurate record. To be formally approved by electors attending the Annual Parish Electors Meeting in May 2022. **Clerk**

Public comments: None

21.057 Chairman's announcements

The Chairman announced the sad news that former Parish Councillor David Saunders has died. It was agreed to wait until funeral details are known and then send flowers or a donation to an appropriate charity as the family wishes. ClIr Dave Smith to liaise for the arrangements.

DS

21.058 East Herts Rural Police Safer Neighbourhood Team (SNT)

The following report sent by PCSO Amanda Higham was read by the Chairman:

Keyless entry vehicle crime is on the increase in the surrounding areas. We are urging people with keyless entry to purchase a faraday pouch or box and to use it when the vehicle is not in use. A faraday pouch or box will block the signal from the fob to the vehicle. Offenders use a laptop or tablet and stand outside a property to 'steal' the signal. If you see anyone acting suspiciously outside a property, ring 999 at the time.

Echo is a messaging system that gets messages about community issues to local officers anonymously and free of charge. Using the link bit.ly/police-sawbo anyone can send a message if there is an issue. Do not report crime using this link – always use 101 for non-emergency issues and 999 in an emergency. Crime remains low with no notable crimes being reported since 1st June 2021.

UNAPPROVED DRAFT #1

21.059 Reports by County and District Councillors

County Cllr Eric Buckmaster was hoping to arrive later, but had sent a written report.

District Cllr Ian Devonshire. Issues raised and discussed:

- Apologised for not attending recent meetings and promised to send reports if he was unable to attend in future.
- Waste bin collection issues have been resolved.
- Grass cutting of verges: This is not being done as often as previously for two reasons: One is to save money, and the second is to encourage the growth of meadow flowers.
- The Broadfield footpath remains a problem; agreed to speak to Nicholas Maddex to get it cleared.

21.060 Planning

1. New Applications:

3/21/1400/FUL Sayes Park Farm: Change of use – barns to residential

RESOLVED: No objections

Clerk

3/21/1220/HH & 1221/LBC: 1 Tharbies Barns: Single storey rear extension **RECONSULTATION**

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: None
2. A decision on the village sign, anticipated by 9th July, Has not materialised. Cllr Dave Smith to chase the Case Officer (agenda item 26.062.3.3 below).

DS

21.061 Finance

1. Treasurer's Report 2020-21 Accounts to 14th July 2021

The account balances as at 7th July

Current Account balance	£749.58
Deposit Account balance	£15,990.01
Petty cash	£0.00
Total	£16,739.59

Cashbook balance	£16,684.59
Reconciliation difference	£55.00

Accounts Reconciliation as at 07/07/2021

	Current Account	Deposit Account	Total
Actual bank balances	£ 749.58	£ 15,990.01	£ 16,739.59
Balance as per books			£ 16,684.59
Difference			55.00
Scheduled payments (HMRC)			£ 55.00

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

The forecast for the General Reserve at the end of year is £5,005.82.

The insurance has been renewed through Norris & Fisher.

The (estimated) water bill from Castle Water is high again although within the income from the Allotments. Looking to get more accurate reading from the meter but this is not possible as the meter is permanently clouded up. Reviewing the possibility of switching supplier through Utility Aid.

Litter picking now being carried out by Color-Board. This involves VAT which can be reclaimed.

Letter received from the Pensions Regulator with regard to Compliance. To be completed by the 1st of October.

DS

As a result of the recent power issues in High Wych, the car park lights were not operational. New bulbs and sensor have been purchased and installed to repair the lights which are now functioning again.

UNAPPROVED DRAFT#1

Decision required with regard to the grant request from Allen's Green for the hall Car Park.

No news from East Herts with regard to the Playing Fields development grant.

It was agreed to buy a Microsoft 365 Licence that will save to the cloud. The Clerk to look at sharing the cost with another Council (possibly four).

Clerk

Unanimously **RESOLVED: to approve the Treasurer's Accounts Report and Bank Reconciliation as at 7th July 2021.**

DS/Clerk

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

	Value	VAT incl
Philip Knott: Grass cutting	270.00	
Clerk: mileage	10.80	
Clerk: telephone and home working	11.00	
Norris & Fisher: Insurance	481.54	
Norris & Fisher: Insurance	260.21	
1 & 1 Internet: Website	25.20	
Clerk: Salary May	220.40	
HMRC: PAYE May	55.20	
Color-Board: Litter Picking May	96.00	16.00
Castle Water: Water	465.32	
Philip Knott: Grass cutting	335.00	
Lampshop Online: Light bulbs for car park	26.12	4.35
Clerk: Salary June	220.60	
Color-Board: Litter Picking June	96.00	
Accountancy & Book-Keeping Services: Internal audit	120.00	
HWMH: Post Office subsidy	87.50	
Screwfix (C Poole): Photocell for Car park lights	9.99	1.66
Total (gross)	£ 2,790.98	
VAT included <i>To be reclaimed under VAT Act 1994 (1), (3)</i>		£ 22.01

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

DS/Clerk

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

With external auditor PKF Littlejohn

4. Grant request from Allen's Green Village Hall

RESOLVED: To make a £1,000 grant towards resurfacing the car park.

DS

21.062

1. Highways

1. Pavement parking in High Wych Lane: The problem is ongoing and is particularly bad with a continual stream of cars at school times
2. Line repainting and signage, High Wych Road: Ongoing - road lining has still not taken place.
3. Ongoing accidents and concerns at Beanfield Road and West Road: Further accidents have happened since the last PC meeting. Cllr Buckmaster said he would confirm what is being looked at by Highways that could mitigate the accident risk.
4. TRO168887: Notice of Gangies Hill and Beanfield Road closure was noted.
5. Road aftercare works on Eastwick Road was noted.

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

UNAPPROVED DRAFT#1

1. Car park and Hall:
 1. Ongoing car park issues continue. JA
 2. Electrics: The damage to bulbs etc caused by a power surge has all been rectified for a cost of about £35.
 3. Memorial Hall: Will be fully open again from 19th July and people are flooding back.
It was noted that the Memorial Hall provides the facility gratis.
2. Tree safety work: Cllr John Andreotti reported that he has negotiated a further £200 discount for getting all the work done at once and during the school holidays. JA/
Clerk
2. **Litter bin adjacent to bus shelter.** Update: Cllr Dave Smith reported that this issue has now been resolved
3. **Commemorative Village sign.** Update: The planning application for the sign was due to have been decided last week, but nothing has been heard as yet. Cllr Dave Smith to check with EHC case officer. DS
4. **Parking issues raised by EHC's Wendy Ellis:** The issue has gone away for the present.
5. **QEII Platinum Jubilee "Queen's Green Canopy" initiative.** Trees are provided free and must be planted on public land. Cllr Tom Payne to check details and the tree species available.
RESOLVED: Cllr Tom Payne to circulate information to get agreement on the number to order and potential locations, including Allen's Green. TP
- 21.063 **1. Playing Fields and buildings**
 1. Harlow Theatre Company update on development progress: Work is proceeding well. DS
 2. HTC outdoor theatre event in August "Shakespeare on the Green": Date yet to be set; Cllr Dave Smith to check with Barry Bowen. DS
 3. Play area: Cllr Ian Devonshire agreed to chase up the S106 money. KJ
 4. Annual Play Area inspection: This was undertaken on 2nd July; the report will be sent to the PC in due course.
 5. Trustee appointments for the High Wych and Allen's Green charities: Ongoing, with Cllr Tom Payne. TP
 6. Picnic in the Park event: For local residents only, date changed to 24th July. There are three items of expense to cover: (i) Portaloo (approx. £97 + VAT); (ii) a children's entertainer; (iii) BBQ – to be charged at cost. Cllr Dave Smith said there is £300 in the budget for small grants. **RESOLVED: The Parish Council to order and pay approx £100 for the portaloo, and to reclaim the VAT.** DS
2. **Allotments**

Cllr Dave Smith reported that all plots are taken and that there is not a waiting list at the moment.
- 21.064 **New Code of Conduct for Councillors.**

The Clerk said he is waiting to receive confirmation of the version adopted by EHC and which the Parish Council's Code will be based upon. Cllr Ian Devonshire agreed to chase this up with the Monitoring Officer.
- 21.065 **Correspondence:** The list of correspondence was noted as it appeared on the Agenda:
 - Parishioner: Ongoing road accident concerns (21.062.1.3)
 - HAPTC: QEII Platinum Jubilee tree planting initiative (21.062.3.5)
- 21.066 **Late items and Items for future agendas**
 1. Late items: None
It was noted that the Clerk will be on annual leave from 9th -20th August
 2. Future agendas:
 - Consider additional dog bins at suitable locations: September Meeting Clerk/GE

UNAPPROVED DRAFT #1

21.067 Date and venue of next Meeting

TBC Wednesday 15th September 2021 at 8pm in High Wych Memorial Hall

Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.23pm.

Signed.....

APPENDIX A

21.060.2 21.060.2 PLANNING DECISION NOTICES for information only as at 8th July

3/21/1113PNHH Mountfitchet, High Wych Rd: Rear extension.	Not req'd
3/21/1050/AGPN Crumps Farm: Erect agricultural storage building	Not req'd
3/21/1059/ARPN Greenleys, Slough Rd: Change of use, agricultural to C3 residential	GRANTED
3/21/0515/ASDNP Wychways: Presumed this will not need planning approval	GRANTED
3/21/1116/FUL Village sign: Erection of sign at Broadfields/High Wych Road	Awaited
3/21/0824/FUL Land at Leaky Cauldron Corner: Erect 4 No. 4-bed dwellings	Awaited
3/21/0360/HH Sacombs Ash, Allens Green: Alterations to Grade II Listed building	Awaited
3/21/0361/LBC Sacombs Ash, Allens Green: Alterations to Grade II Listed building	Awaited
3/20/1665/HH Sweetdews Barn APPEALED Ref 00003/REFUSE	Awaited
3/20/2546/HH & 2547/LBC The Tallet, Slough Rd: Erect extensions and other works	Awaited
3/20/0811/LBC Crumps Farm: Extension to existing garage building	Awaited
3/20/0632/FUL Crumps Farm: Extension to existing garage building	Awaited
3/20/0633/FUL Crumps Farm: Change of agricultural use to B1 workshop	Awaited
3/20/0816/LBC Crumps Farm: Change of agricultural use to B1 workshop	Awaited
3/19/1046/FUL Land adj to Fifth Avenue: Eastwick crossing and associated works	Awaited
E/19/0479/ENF Bonneys Row: Enforcement investigation	Unknown

ACTIONS ARISING

Cllr David Smith

- Make payments as approved, including £1k grant to AGVH
- Continue to follow up Section 106 funds for play area
- HTC ongoing liaison, including summer event liaison
- Village sign planning application follow up with case officer
- Book HWMH for September PC meeting
- Liaise with David Saunders' family to make arrangements for flowers or donation
- Pensions Regulator compliance confirmation
- Order portaloos for summer event

Cllr Tom Payne*

- QEII Jubilee tree initiative: Circulate information for quantity and location suggestions
- 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
- New play equipment Working Group

Cllr John Andreotti*

- Continue to monitor Highways parking issues
- Tree safety work arrangements
- 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
- follow up Section 106 funds for play area

UNAPPROVED DRAFT^{#1}

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
- Governance document updates and revisions and new Code of Conduct – ongoing

DRAFT