

**Minutes of the High Wych Ordinary Parish Council Meeting  
Wednesday 15<sup>th</sup> September 2021  
8pm in High Wych Memorial Hall**

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

Clr Keith Jordan (KJ)\*  
Clr David Smith (DS)\*  
Clr Stacey Butcher (BS)  
Clr Heather Nardone (HN)\* (following co-option)

Three members of the public; District Clr Ian Devonshire, County Clr Eric Buckmaster

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 8pm.

**ACTION**

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

1. Councillors: Clr Stacey Butcher (family commitment)
2. Others: None

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

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

**21.070 Casual Vacancy**

A co-option application from Heather Nardone was considered. Having met the qualification criteria, it was unanimously **RESOLVED to co-opt Heather Nardone**. Having signed her Declaration of Acceptance of Office, the Chairman welcomed her and Clr Nardone joined the meeting. Clr Dave Smith agreed to set up a gmail account for Heather.

**Clerk**

**DS**

**21.071 Approval of Minutes**

**RESOLVED: to approve the Minutes of the Parish Council Meeting held on 14<sup>th</sup> July 2021 as drafted.** The Chairman signed the Minutes.

**Clerk**

***Suspension of meeting for public comments***

A parishioner raised concerns about overgrown hedges blocking footways in High Wych, some of which cause pedestrians to walk in the road. An email explaining this had been sent to the Parish Council the previous week. The concerns were understood and the Council addressed them at agenda items 21.077.3 and .4

**21.072 Chairman's announcements**

The Chairman gave his thanks to all those who had organised and contributed to the three recent community events. These were all successful and very enjoyable. Ideas for a suitable form of recognition for community work was discussed; the Clerk agreed to make enquiries.

**Clerk**

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

No report was provided by the police, but it was noted that there had been an incident at a local store and a suspected tyre slashing.

**21.074 Reports by County and District Councillors**

County Clr Eric Buckmaster:

- Highlighted items from his written report, including de-carbonising buildings and Fire & Rescue Service information. The text of the full report is included at Appendix B below.
- Following up from a question raised at the last meeting, Clr Buckmaster said that he had not received an answer from Highways as to how to mitigate the ongoing accident risk at Beanfield Road and West Road. It could possibly be raised with the Police & Crime Commissioner.

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District Cllr Ian Devonshire:

- Had not yet received a response from the EH Planning Case Officer regarding a decision on the Village Sign (3/21/1116/FUL)
- Was asked for an update on the Gilston Garden Town traveller site and to seek assurances that it would not encroach into High Wych parish.

## 21.075 Planning

### 1. New Applications:

**3/21/2125/HH Templewood, High Wych Lane:** Single storey rear extension.

**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

## 21.076 Finance

### 1. Treasurer's Report 2020-21 Accounts for 15<sup>th</sup> September 2021

The account balances as at 3<sup>rd</sup> September

Current Account balance	£ 320.30	
Deposit Account balance	£ 14,000.00	
Petty cash	£ 15.00	
Total	£ 14,335.30	

### Accounts Reconciliation as at 03/09/2021

	Current Account	Deposit Account	Total
Actual bank balances	£ 320.30	£ 14,000.00	£ 14,320.30
Balance as per books			£ 14,280.10
Difference			40.20
Cheques to pay in			£15.00
Scheduled payments (HMRC)			£ 55.20

Letter received from the Pensions Regulator with regard to Compliance. Details provided as required.

The £1,000 grant towards the cost of resurfacing the Allen's Green Car Park has been made as requested.

The Deed of Variation for the Section 106 funds has now been signed and information is awaited from Jackie Bruce on how to take the grant request for the Playing Fields forward.

Invoice awaited for the work on the trees in the Car Park and Playing Fields.

No New Homes Bonus received so far. This is normally received at the end of July. We have a budget figure of £2,591 in the accounts. Need to establish that the bonus will be paid this year.

Access to the HWPC Accounts file for the Clerk to be set up via Dropbox – remains outstanding. May be set up using One Drive instead.

DS

JA/Clerk

DS

DS/Clerk

Unanimously **RESOLVED: to approve the Treasurer's Accounts Report and Bank Reconciliation as at 15<sup>th</sup> September 2021.**

Summary of transactions since the July meeting – As per Recent Transactions Lists below:

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

	Value	VAT incl
HMRC: PAYE June	55.00	
Allen's Green Village Hall – car park surfacing grant	1,000.00	
Clerk Mileage	10.80	
Clerk Telephone and Home working	11.00	
Clerk Replacement mouse	13.99	
Philip Knott: Grass cutting	405.00	

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Clerk: Salary July	220.40	
Color-Board: Litter Picking July	96.00	16.00
HMRC: PAYE July	55.20	
Philip Knott: Grass cutting	270.00	
Clerk: Salary August	220.40	
Color-Board: Litter Picking August	96.00	16.00
HMRC: PAYE August	55.20	
<b>Total (gross)</b>	<b>£ 2,508.99</b>	
<b>VAT included</b> <i>To be reclaimed under VAT Act 1994 (1), (3)</i>		<b>£ 32.00</b>

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:** update  
Has been signed off by PKF Littlejohn with no issues being raised.

**4. Donation request from Stansted Airport Watch**  
**RESOLVED: To make a £100 donation from the Small Grants Fund to Stansted Airport Watch.**

DS

**5. Community Fund**  
**RESOLVED: That funds be transferred and held in the Parish Council Accounts for HTC to make grants requests as required.**

DS

**6. Pensions regulator**  
Compliance with Automatic Re-declaration of Compliance requirement was noted.

21.077

**1. Highways**

1. Pavement parking in High Wych Lane: The problem remains ongoing. Return to school has made matters worse with after school being the main problem, plus the added problem of large numbers of HGVs coming through. The Chairman to write to the Head to ask parents to park considerately because of the problems being caused.
2. Line repainting and signage, High Wych Road: Work has been completed.
3. Overgrown footway, High Wych Road east of Broadfields: This problem was noted. Where appropriate, this should be reported as a Highways Fault for either the hedge owners of HCC to deal with.

TP

It was also noted that overgrown bushes are affecting Bakers Lane. **RESOLVED: The Clerk to write to Manor of Groves and ask them to cut back the bushes on their side of the road.**

Clerk

It was also noted that drop-kerbs ought to be added.

4. Overgrown hedge outside allotments: **RESOLVED: to appoint a contractor to cut the outside of the hedge bordering allotments plots. The cost to be borne by the Council in this instance, but it is to be the responsibility of tenants in the future.**
5. Winter salt provision by HCC: **RESOLVED: to order 6 x 20kg bags, to be delivered next to the salt bin in the gateway to the Playing Field.**
6. TRO17388 and 17389 road closures: noted.

DS

Clerk

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

1. Modification Order for footpath near Broadfields. The Chairman said he had spoken to Nicholas Maddex to record the continuation of the Footpath to the Public Rights of Way map.
2. Footpath Broadfields to High Wych Lane: It was agreed that Cllr Dave Smith get a price for re-laying the path. Also to check whether it is owned by Clarion Housing.

TP

DS

**3. Other Parish Matters**

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

1. Ongoing car park issues continue.

JA

2. Tree safety work: Cllr John Andreotti reported that the work has been completed for

JA/

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	the agreed discounted price.	Clerk
	3. Porter Dodson LLP letter, 18th August: <b>RESOLVED: that the Chairman reply to PD LLP to reject their letter and to say that the Parish Council will speak directly with their client to resolve the matter in a common sense manner.</b> <b>RESOLVED: That Cllr John Andreotti speak to Kelgrove to see if a quid pro quo can be agreed for Kelgrove parking in the car park.</b>	TP JA
	2. Litter bin adjacent to bus shelter. Update: Cllr Dave Smith reported that the bin is now being emptied again but there is no sign of a replacement bin.	
	3. Commemorative Village sign. Update: Planning approval is still awaited.	DS
	4. QEII Platinum Jubilee "Queen's Green Canopy" initiative. It was agreed to apply for the trees and to canvass the community for possible locations, including hedging an possibly fruit trees for the orchard. Site proposals to be added to the November agenda.	TP
	5. Lay-by parking at Allen's Green: It was noted that this was explored a couple of years ago by a solicitor, the outcome being that it is illegal to permit parking on a registered village green.	
21.078	<b>1. Playing Fields and buildings</b> 1. Harlow Theatre Company update 1. Development work is progressing. 2. Lease renewal. <b>RESOLVED: to use the existing firm of solicitors to draw up the new 5-year lease.</b> 2. Play area: The S106 money is still awaited. The Working Group to meet again in early October. The Clerk to give Cllr Keith Jordan information on any other suppliers. 3. Annual Play Area inspection: This was undertaken on 2nd July but the report has not yet been received. Cllr Dave Smith to check on who is doing the monthly inspections. 4. Trustee appointments for the High Wych and Allen's Green charities: Cllr Tom Payne is contacting the Charity Commission. 5. EHC Parks and Open Spaces Strategy Consultation 2022-27: Noted; consultation closes 24 <sup>th</sup> September.  It was agreed that Cllr Heather Nardone prepare a report for the November Meeting on improving the boundary hedge and fencing, keeping the Conservation Area in mind.	DS DS/Clerk KJ Clerk DS TP HN
21.079	<b>2. Allotments</b> Cllr Dave Smith reported that the annual renewals have just been sent out; two plots have been reallocated.	
21.079	<b>New Code of Conduct for Councillors.</b> <b>RESOLVED: To adopt the new Code of Conduct adapted from the LGA model to be consistent with EHDC.</b>	Clerk
21.080	<b>Additional dog bins</b> Deferred to the November PC meeting.	Clerk
21.081	<b>Correspondence:</b> The list of correspondence was noted as it appeared on the Agenda: <ul style="list-style-type: none"><li>Porter Dodson LLP: re car park trees and damaged fence (21.077.3.1.3)</li><li>EHC Wendy Ellis: re parking at Broadfield Close (21.077.3.3)</li><li>Stansted Airport Watch: Donation request (21.076.4)</li><li>Cllr Eric Buckmaster: EHC Parks and Open Spaces Strategy Consultation (21.078.1.5)</li></ul>	
21.082	<b>Late items and Items for future agendas</b> 1. Late items: None 2. Future agendas: <ul style="list-style-type: none"><li>Additional dog bins at suitable locations</li><li>Hedge/fencing at KGV Playing Field (Cllr Heather Nardone)</li><li>Potential locations for QEII Jubilee trees</li></ul>	Clerk/GE

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- Broken wooden gate to the Playing Field (Cllr Keith Jordan)

21.083

## Date and venue of next Meeting

Wednesday 17<sup>th</sup> November 2021 at 8pm in Allen's Green Village Hall. The Clerk to book the hall.

Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 10.30pm.

Signed.....

## APPENDIX A

21.075.2

### 21.075.2 PLANNING DECISION NOTICES for information only as at 8<sup>th</sup> September

3/20/2546/HH & 2547/LBC The Tallet, Slough Rd: Erect extensions and other works	GRANTED
3/21/0515/ASDNP Wychways, High Wych Lane: Presumed planning not required	Not req'd
3/21/1946/LBC Vine Cottage, High Wych Lane: Repair works following fire	Awaited
3/21/1944/FUL Pole Hole Farm: Re-clad building, add windows	Awaited
3/21/1918/HH Andor, Slough Road: Remove conservatory; add 2-storey rear extension	Awaited
3/21/1783/HH Wychways, High Wych Lane: Raise roof ridge	Awaited
3/21/1400/FUL Sayes Park Farm: Change of use – barns to residential	Awaited
3/21/1220/HH & 1221/LBC: 1 Tharbies Barns: Single storey rear extension	RECONSULTATION
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
3/20/0816/LBC Crumps Farm: Change of agricultural use to B1 workshop	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
3/19/1046/FUL Land adj to Fifth Avenue: Eastwick crossing and associated works	Awaited
E/19/0479/ENF Bonneys Row: Enforcement investigation	Unknown

## APPENDIX B

### District and County report for Sept 2021

**Hertfordshire's Healthy Hubs, a free local service where people can get health and wellbeing support and advice, are re-opening their doors again.** The Healthy Hubs initially launched in early 2020 but Covid-19 restrictions meant they had to move online. With a number of venues beginning to re-open, the Covid-safe hubs are now able to welcome face-to-face visitors once again.

A nationwide survey of over 5,000 adults recently revealed that over 4 in 10 (41 per cent) adults in England say they have put on weight since the first lockdown in March 2020, with 1 in 5 (21 per cent) reporting putting on a stone or more. Of these, 89 per cent said it was important for them to introduce new healthy habits this summer.

Whether you need help to reach a healthy weight or want to stop smoking, become more active, get mental health support or even cut down on your drinking - your Healthy Hub can help you. To find your local hub, simply visit [Healthy Hub East Herts | East Herts District Council](#) on line.

**Hertfordshire County Council is unveiling plans for a new waste and recycling transfer Station, near Ware,** which will reduce lorry miles and meet the urgent need to manage waste collected from residents and business in the east of Hertfordshire. The plans, for an enclosed facility with sound and odour controls, where collection vehicles can take kerbside waste to be stored before being sent on to recovery and disposal facilities, was unveiled at a consultation event on 9 and 10 August. The transfer station will primarily accept household and business waste but will also be able to accept recyclable materials.

The proposed transfer station would sit behind the current Ware Recycling Centre, and next to the old Westmill Landfill Site. It would receive waste collected by Broxbourne Borough Council,

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East Herts District Council and Welwyn Hatfield District Council, which currently has to be taken to a facility north of Watford before being transported in bulk to recovery and disposal facilities.

**Broxbourne Studio Announcement. Blackstone and Hudson Pacific Properties announce that they intend to invest in building a new film, TV and digital studio in Broxbourne for the first expansion of the Sunset Studios platform outside of the US** This is wonderful news for local people and our ongoing commitment to ensuring high quality local employment opportunities, with more than 4,500 permanent jobs to be created in Broxbourne which will be vital to delivering sustainable growth.

This announcement is fantastic news for Hertfordshire and, together with the new Sky Studios development currently being built at Elstree, is another clear sign of our county's continued attractiveness and status as home to the UK's world-class creative media industry.

**Hertfordshire secured over £1bn investment in its world-leading cell and gene therapy and film and TV industries**, The Prime Minister visited Stevenage to open Airbus' new £35m UK space and defence headquarters.

With £400m for a new life sciences campus on the GSK site and Broxbourne chosen as the location for Hollywood's £700m Sunset Studios, investor confidence in our county has never been higher. Investments like these have a major impact on the local economy, invigorating supply chains and creating a spiral effect that continues to encourage so many major multinationals to come to Hertfordshire.

**Hertfordshire County Council is asking residents, businesses, community groups, and other interested parties to join them in planting a tree for the jubilee** The Queen's Green Canopy is a national initiative which will celebrate Her Majesty's Platinum Jubilee by sustainably planting trees, improving the environment and leaving a legacy for future generations. Residents who want to get involved by planting trees will be given advice and guidance on the correct types of trees to plant, as well as tips on aftercare to ensure they grow into healthy adult trees. Residents or businesses who are unable to plant trees on their own land can pledge funds to help facilitate planting schemes elsewhere in the county.

The county council will be playing its part by creating statement planting sites at County Hall in Hertford, and Aldenham Country Park near Elstree, where large numbers of trees will be planted in eye-catching arrangements, improving the natural beauty of these locations while also tackling carbon emissions and improving air quality,

In addition to this tree and hedge planting will take place at schools and academies across the county and along the sides of highways. District and borough councils have also committed to plant trees on their own land over the next two years, as part of the project.

## **Rogue Trader report**

In June and July of this year, the Scams and Rogues team has intervened in 17 separate incidents for a combined direct saving of over £78,385 (this is the sum of money either prevented from being handed over, or money recovered).

The end of the first quarter for the financial year has shown total intervention savings so far for 2021/2022 calculated as £285,634. The calculation uses the amount of rogue trader and scam interventions we have been involved in, the number of callblockers we have installed, and how many Friends Against Scams and Scam Marshalls we have signed up. Savings include financial savings, healthcare savings, residential care cost savings and health related quality of life savings. From this total a significant £148, 669 was from our doorstep crime intervention work.

**Hertfordshire fire engines move to greener fuel** Hertfordshire Fire and Rescue Service has moved to a greener fuel for its fleet of 162 vehicles, including its fire engines.

In a move thought to be the first in the country, the fire service will be changing the fuel in its own fuel stores to gas-to-liquid, (GTL) fuel. GTL converts natural gas – the cleanest-burning fossil fuel – into high-quality liquid fuel that would otherwise be made from crude oil. Historically, fire engines have used diesel to get around the county, but as part of the service's and county council's commitment to sustainability and tackling climate change, HFRS has been working to identify a greener solution.

Fire service vehicles can either refuel at public forecourts, or they can access one of the service's

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own “bunkered” fuel sources.

Alongside the environmental benefit to using GTL, the move is also cost-effective. The service will spend roughly the same amount on the greener fuel each year as it was previously on diesel, and no money will need to be spent on modifying equipment at the bunkered stores to accommodate the change. The switch is much cheaper than replacing the service’s fleet with electric vehicles, and it leaves room for a future move to carbon-negative fuel.

Currently, GTL is not readily available in retail stations, but the fuel can be safely mixed with diesel in the event that a fire engine needs to stop at a public forecourt to refuel.

**The emerging and tragic situation in Afghanistan** has resulted in the British government offering formal routes for certain individuals to access the United Kingdom for their own safety. A number of these individuals and families have arrived in Hertfordshire and are being housed in three hotels in the county whilst they await permanent housing across the UK.

The British Red Cross are providing initial ‘crisis’ support with the help of the local voluntary sector. Hertfordshire County Council is working to co-ordinate the efforts to meet the longer term needs of those arriving in the county. This has involved establishing a formal process for the receipt of donations and support, planning the direct provision of education, supporting the local NHS to arrange immediate healthcare provision, and working alongside District and Borough councils who are reviewing available housing and supporting the hotels in their areas.

Hertfordshire helps Afghan arrivals and refugees’ has been set up on the fundraising site JustGiving, by Hertfordshire Community Foundation (on behalf of a much wider local voluntary and public sector response co-ordinated by Hertfordshire County Council):

<http://www.justgiving.com/campaign/hertsrefugee>

## **Hertfordshire County Council has successfully bid for £313,000 from the Department of Transport’s (Dft) Local Authority Capability Fund.**

The funding, which is part of the Government’s Active Travel programme, will help the council to plan, design, consult and develop more county-wide cycle and walking infrastructure schemes. The council will also work with the pedestrian charity Living Streets to support and encourage school children and parents to walk to school more often.

Several initiatives will be supported through the funding, including:

- An increase in the number of British Cycling participation schemes, offering adult and child cycle training and led rides, including free loan bikes for those who don’t have one.
- Cycle maintenance and storage facilities, for schools, cycle hubs and proposed Sustainable Travel Towns
- Working with Living Streets to employ local coordinators to support a new initiative; The School Walk, encouraging sustainable travel to and from school
- Planning, design and consultation of a trial Low Traffic Neighbourhood in St Albans and the ongoing design of extensions to a proposed cycle route along North Road in Stevenage.

## **Businesses reminded PCC will pay for fly tip clearance**

Hertfordshire businesses which have rubbish illegally dumped on their land can apply to have it removed for free. The Police and Crime Commissioner for Hertfordshire runs the Fly Tipping on Private Land Fund which can pay the cost of having the waste removed.

The scheme covers both rural and urban areas across all ten of the county’s District and Borough councils. The cost and impact of fly tipping on firms and property owners has been raised at the Independent Business Advisory Group. IBAG, which is also run by the PCC, gives Hertfordshire businesses the opportunity to raise and discuss the crimes which most affect them.

One recent success of the flytipping scheme was a farmer in Wyddial, East Herts, who had tonnes of green waste, vehicle parts, white goods, construction and household waste dumped on their land. The fly tip was blocking access to the farm and posed a danger to wildlife. It was cleared thanks to an award of £948 from the fund.

Anyone interested in making a claim or finding out more information can contact the Environmental team at their district or borough council and mention the Police and Crime Commissioner’s private land fly tipping pilot. All contact details are available the PCC website <https://www.hertscommissioner.org/fly-tipping>

**Hertfordshire secondary school applications for September 2022 now open.** The new school year may just be about to start but it’s already time for parents and carers in Hertfordshire to

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start planning ahead for next year as the application process for transfer to secondary schools opened Wednesday 1 September.

If your child starts secondary, upper or university technical college next year, make sure you apply for a place in good time.

The easiest way to apply for a school place for September 2022 is to visit

[www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) and complete the online application form.

Online applications can be amended at any time before the closing date and you can access your school offer before allocation letters are received and accept your school allocation online.

Last year, over 99 per cent of parents applied in this way and found the system quick, easy and secure.

Information explaining the secondary transfer process will be distributed to families through their child's primary, junior or middle school at the beginning of September.

The closing date for secondary applications is Sunday 31 October 2021 and it is vital that parents make their applications on time.

## **Winter self—help salt scheme**

The link to the page is <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/gritting-the-road/winter-self-help-gritting-your-road/winter-self-help-gritting-your-road.aspx>

The page explains who can apply for free salt, what they can use it for and how they can do it. In summary though;

## **District and borough councils**

We can provide you with up to 30 tonnes of salt at no cost.

Email [winterselfhelp@hertfordshire.gov.uk](mailto:winterselfhelp@hertfordshire.gov.uk) with your order.

We can give you another 50 tonnes, but there will be a cost.

## **Schools and town/parish councils**

You can choose to have either:

- 1 tonne of salt in a hippo-style grab bag, or
- 34 individual 20kg bags.

Email [winterselfhelp@hertfordshire.gov.uk](mailto:winterselfhelp@hertfordshire.gov.uk) with your order.

This salt is for use on the public highway only. Please use it carefully – we can't deliver any more. If you opt for the hippo-style grab bag, we'll deliver it to the side of the highway at the address you give us. From there, you'll need to move it somewhere safe on your property.

**The closing date for application is 31 October 2021.** We can't guarantee to process applications received after this date.

## **Resident associations and community groups**

Resident associations, resident groups (with a constitution or agreed terms of reference) and community groups can apply for salt to grit the public highway in their area.

Resident and community groups can request between **1 – 34 x 20kg bags of salt** per group.

We can't guarantee to process applications received after 31 October.

## **How we define resident and community groups**

Resident / community groups must be "recognised":

- **Residents' associations** – people living within a specific area who take up issues of common concern. They often have a written constitution.
- **Resident groups** – people living within a specific area who organise community events or meet regularly with housing officers to undertake regular inspections. They're less formal groups than associations, but usually have agreed Terms of Reference.
- **Community groups** – an organisation of people working for the common good of the neighbourhood, usually operating under a written constitution. They can be registered with charity commissioners, for example, church, scout groups.

## **Resident and community groups – how to apply**

Applications are approved by your local county councillor.

Apply to your councillor for free salt (resident and community groups)

Key dates

**1 September 2021:** Applications open

**31 October 2021:** Applications close

**November 2021:** Estimated delivery of salt



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What you're responsible for

- Using the salt on the public highway and not private property.
- The health and safety of any volunteers. Giving volunteers advice on how best to clear snow and ice on roads and pavements.

***Cllr Eric Buckmaster, September 2021***

## **COUNCILLOR ACTIONS ARISING**

Cllr David Smith

- Make payments as approved
- Continue to follow up Section 106 funds for play area
- Community Fund: Trs to PC account and hold pending HTC grant requests
- Stansted Airport Watch: donate £100 from small grants fund
- Arrange allotments outside hedge trimming
- FP Broadfields to High Wych Lane: get quote to re-lay it & check if Clarion own it
- HTC ongoing liaison and lease renewal
- Set up gmail for Cllr Heather Nardone
- Village sign planning application follow up with case officer

Cllr Tom Payne\*

- Write to Porter Dodson LLP
- Write to the school Head
- 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\*

- Speak to Kelgrove re possible car parking quid pro quo
- Continue to monitor Highways parking issues
- Tree safety work invoice
- 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

Cllr Heather Nardone

- Prepare report on Playing Field hedge and fence

\*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
- Send Cllr Nardone's DPI register (when completed) to the Monitoring Officer
- Make enquiries about community recognition
- Write to MOG re cutting overgrown hedge, Bakers Lane
- Order Winter self-help salt from HCC
- Send agreed new Code of Conduct to Monitoring Officer