

UNAPPROVED DRAFT1



Minutes of the High Wych Ordinary Parish Council Meeting Wednesday 16th November 2022 8pm in Allen's Green Village Hall

CLlr Tom Payne (TP)*

CLlr Keith Jordan (KJ)*

CLlr John Andreotti (JA)*

CLlr David Smith (DS)*

CLlr Gareth Emanuel (GE)

CLlr Stacey Butcher (BS)

** Denotes present*

Present: 2 members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 8pm.

ACTION

22.077 Apologies for absence

1. Councillors: None
2. Others: Cllrs Eric Buckmaster and Ian Devonshire

22.078 Declarations of Interest and requests for dispensations

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

22.079 Approval of 12th October 2022 Minutes

1. **RESOLVED: to approve the Minutes of the Ordinary Parish Council Meeting held on 12th October as drafted.** The Chairman signed the Minutes.

Clerk

The meeting was suspended at 8.05pm for public comments

A concern was raised that The Manor of Groves hedge along High Wych Lane is dangerously overgrown and needs to be cut back. The Chairman said he would raise this with the MOG together with the outstanding issue of the untrimmed hedge along Bakers Lane. CLlr Eric Buckmaster is aware and the Chairman will also ask him to progress this with Herts Highways.

TP

The High Wych notice board was mentioned and it was agreed that the Parish Council would ask Mr Terry Wilson to quote for refurbishing it and for replacing the "glass" on both the High Wych and Allen's Green notice boards with light-fast Perspex.

The meeting was restored to order at 8.15pm

22.080 Chairman's announcements

The Chairman said he had no announcements, but raised the matter of a representative for the Sawbridgeworth Trust (see agenda item 22.086.5 below).

22.081 Casual Vacancy

No co-option applications have been received to date.

22.082 East Herts Rural Police Safer Neighbourhood Team (SNT)

No crime report received from the police, but it was noted that a burglary in High Wych had been reported and is being investigated by the police.

22.083 Reports by County and District Councillors

County CLlr Eric Buckmaster's November report is included in these Minutes as Appendix B.

District CLlr Ian Devonshire; No report.

22.084 Planning

1. New Applications:

3/22/2301/PNHH	Templewood, High Wych Road: Single storey extension. Presumed planning permission not needed. RESOLVED: No objections
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Clerk

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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 applications: None

22.085

Finance

1. Treasurer’s Report for 16th October 2022

DS/Clerk

The account balances as at 9th November 2022

Current Account balance	£ 1,379.89
Deposit Account balance	£ 21,001.39
Petty cash	£ 0.00
Total	£ 22,381.28

Accounts Reconciliation as at 09/11/2022

	Current Account	Deposit Account	Total
Actual bank balances	£1,379.89	£21,001.39	£22,381.28
Balance as per books			£22,381.28
Difference			£0.00
Cash to pay in			£0.00
Cheques to pay in			£0.00
Scheduled payments	HMRC PAYE		£0.00
TOTAL			£0.00

Unanimously **RESOLVED: to approve the Treasurer’s Accounts Report and Bank Reconciliation for 16th October 2022**

General Reserve is forecast to be £3,080

Forecast

The forecast has been reviewed to enable the Council to allocate as much funding as possible to the Playing Fields Upgrade including reducing the Playing Fields Maintenance amount from £1,000 to £500 and the Car Park Development amount from £2,500 to £500.

Playing Fields Development

Pending a decision from the PC on how to fund the Playing Fields Development, the accounts have been prepared on the basis of closing the funding gap by taking a 10 year loan of £25,000 from the PWLB.

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

	Value	VAT incl
HWMH: Outreach Post Office subsidy	87.50	
HWMH: Hall hire	9.00	
Color-Board: Litter picking September	96.00	16.00
HMRC: Income tax	58.60	
Clerk: telephone and home working allowance	11.00	
Philip Knott: grass cutting	290.00	
Clerk: salary October	293.40	
Color-Board: Litter picking October	96.00	16.00
HMRC: Income tax	58.60	
Total (gross)	£ 1,000.10	
VAT included To be reclaimed under VAT Act 1994 (1), (3)		£ 32.00

Unanimously **RESOLVED: to approve all payments as per the Treasurer’s report, including the Clerk’s expenses of £43.40**

DS/Clerk

3. Financial impact of admin changes after May 2023

At the October 12th meeting, the Clerk had provided a comparison of the hours worked at another council with comparable admin requirements. These were reconsidered and it was

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RESOLVED that from 1st March 2023 the Clerk would be employed on the basis presented, ie 34.7 hours per month at the recently nationally agreed SPC23 rate of £15.67 per hour (refer to agenda item 22.085.5 below).

Clerk

It was agreed that the payroll quote from TP Jones LLP would be considered at a later meeting. TP Jones would invoice quarterly in March, June, September and December at £53.67 plus vat, £64.40 (including vat) ie £257.60 per annum (£214.68 net). Cllr Dave Smith said he thought the cost was high, although the Clerk said it was very competitive against other service providers. Cllr Smith said he would consider continuing with the payroll if the Parish Council wished him to.

Clerk

The Clerk said that the current payments arrangement with Barclays does not meet the requirements of the Governance and Accountability Regulations and could fall foul of a detailed audit examination. He further reported that Unity Trust Bank provide an online banking service that very easy to operate and which is now widely used by parish councils. They charge £72 per annum, invoiced quarterly. The security levels can set at 2 or 3 authorising signatories. To be considered at a later meeting.

Clerk

4. EHC £300 grant made in error

Cllr Dave Smith reported that this has now been repaid. No further action required.

5. National pay award: The national pay award agreed in November was noted and should be backdated to 1st April 2022.

DS

6. Draft budget 2023/24

A draft budget prepared by the Clerk was considered. On the basis of the Section 106 money being limited to £49,950, the precept being lifted by approximately 33% to £20,000 and the new play area equipment cost being £70,000, the expenditure of approximately £90,400 against an income of approximately £71,400 would leave a £19,000 deficit. The projected bank balance at year-end, 31st March 2023 is approximately £12,900, ie a shortfall of around £6,000. However, it was recognised that the bank balance should not fall below 6 months expenditure to avoid forecast probable financial commitments not being compromised.

It was agreed that Cllr Keith Jordan would again see if the S106 money from EHC could be improved. If no further funding can be obtained, the Parish Council will review its options when the budget is finalised in January. Cllr Dave Smith recommended a PWLB loan.

KJ

The Clerk said he would check to confirm that the VAT on the new play equipment is not restricted and can be fully reclaimed.

Clerk

The Clerk said he would give EHC advance notice of the probable precept increase.

Clerk

22.086

1. Highways

1. Overgrown hedges, MOG/Bakers Lane update: No progress – refer to the public comments section above.

TP

2. Harlow & Gilston Garden Town online travel survey, 7th Nov – 2nd Dec: no survey comments submitted.

3. M11 Junction 8 roadworks: update report from HCC was noted.

2. Footpaths and other Public Rights of Way (PROW)

1. Modification Order for footpath near Broadfields, recording the continuation of the Footpath to the Public Rights of Way map: Ongoing with Cllr Tom Payne: This continues to be a low priority for PROW.

TP

2. Footpath Broadfields to High Wych Lane: Clarion ownership ongoing with Cllr Tom Payne.

TP

3. Other Parish Matters

1. High Wych Memorial Hall and car park

It was noted that the clothing/shoes recycling bin is now in place at the car park.

KJ

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2. Bus shelter

1. No updates from EHDC regarding the replacement of the bin by the bus shelter.

Further to Cllr Ian Devonshire's report that a new bin would be at the expense of the Parish Council, Cllr Keith Jordan agreed to get some quotes. It was agreed that if the bin was attached to the Parish Council's bus shelter there would be no need to obtain EHC permission to install it.

KJ

3. Commemorative Village sign

It is hoped the Gilston company cutting the wooden post to size will have done it by Christmas. It is proposed that the opening of the new sign will happen over the Coronation weekend in May and that it will be connected with the High Wych Memorial Hall centenary celebration.

DS

4. QEII Platinum Jubilee "Queen's Green Canopy" (QGC) trees initiative

Consideration of suitable tree locations is ongoing.

TP

5. Sawbridgeworth Trust

Further to the Trust's request for the Parish Council to appoint a representative to the Trust, the Clerk to ascertain whether the vacant 4-year term of office must be taken by a new nominee, or could Bridget Parrish be nominated again if she was willing to undertake the responsibility? It is understood that Sarah Bagnell would be prepared to be nominated if a change of trustee is preferred by the Trust.

Clerk

The Clerk to also ask if there is anything the Parish Council can do to help promote the purposes and activities of the Trust and to raise local awareness since it believes many parishioners are unaware of the help the Trust may be able to provide.

Clerk

Other matters: There is a filing cabinet at HWMH that the MHMC want to be kept elsewhere. It was agreed that Chairman Tom Payne would ask AGVH if they have a space where it could be housed.

TP

There had been a request that archive material be deposited at the County Archives so as to be readily accessible for research.

22.087

1. Playing Fields and buildings

1. Harlow Theatre Company: pavilion update

1. Finalisation of refurb work is ongoing.

2. Play area

1. New equipment and S106 funding: The fight for more S106 funding continues, although EHC insist it is limited to £49,950 for play area equipment. It is confirmed that the funds will be available until 2028. It was agreed that Cllr Keith Jordan write to Cllr Ian Devonshire as the current East Herts Council Chairman to ask for help in getting the additional £8,828 adult play equipment funding released and also the £16,500 car parking allocation reassigned to the play area equipment for the benefit of the parish rather than for it to be simply returned to the developer.
2. Annual RPII inspection: The 2022 RPII inspection report was received and noted. No action to be taken, but comments to be monitored.

KJ

2. Allotments report

1. Cllr Dave Smith will continue to oversee for now. All plots have been allocated and there is a small waiting list. A price increase is to be considered for 2024. It is proposed to change the water supplier from Castle Water to Everflow Water, which the Clerk reported had been very advantageous in other parishes.

DS/TP/
Clerk

22.088

Correspondence: The list of correspondence was noted as it appeared on the Agenda:

- Harlow & Gilston Garden Town online travel survey (22.086.1.2)
- HCC: M11 Junction 8 works update (22.086.1.3)

22.089

Late items and items for future agendas

1. Late items received: None.
2. Items for future agendas: Budget and precept – January 2023

Clerk

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22.090 Date and venue of next Meeting
8pm, Wednesday 18th January at High Wych Memorial Hall.

Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.54pm.

Signed.....

APPENDIX A

22.084.2 22.084.2 PLANNING DECISION NOTICES for information only as at 10th November

3/21/1400/FUL	Sayes Park Farm: Change of use – barns to residential	GRANTED
3/22/1714/HH	Parkview, High Wych Ln: Remove link conservatory; replace with link extension. Add window and bike store.	REFUSED
3/22/0718/FUL	Land at Primrose Cottage, High Wych Rd: Change of use to provide 6 pitches for travelling community.	REFUSED
3/22/1973/HH & 3/22/1974/LBC	The Tallet, Slough Rd: Link extension between house and garage; window and door alterations; convert loft space in garage; retaining wall and steps.	Awaited
3/22/2078/FUL	Greenleys, Slough Rd: Demolish barn and nissen huts; erect 1 new dwelling and 4 commercial units.	Awaited
3/22/1655/LBC	Vine Cottage, High Wych Ln: Demolish garage; erect extensions.	Awaited
3/22/1617/HH 3/22/1618/LBC	Four Lanterns, High Wych Lane: Internal alterations; replace existing outbuilding.	Awaited
3/22/1183/FUL	Sayes Park Farm: Change of use grain silo to Class B1	Awaited
3/22/0737/HH	Great Pennys Barn, Actons Lane: Erect cart lodge	Unknown
3/21/3035/FUL	Mountfitchet, High Wych Rd: APPEALED: Ref 22/00058/REFUSE	Appeal awaited
3/21/0824/FUL	Land at Leaky Cauldron Corner: Erect 4 No. 4-bed dwellings	Unknown
3/20/0633/FUL	Crumps Farm APPEALED Ref 00/00008/REFUSE	Awaited

APPENDIX B

E Buckmaster report for Nov 2022

An operation was held across various locations in Hertfordshire on Wednesday (26 October) to target criminals using the road network.

Op Agrarian saw officers join forces with representatives from partner agencies including local councils, Trading Standards, the Environment Agency, Driver and Vehicle Standards Agency and His Majesty's Revenue and Customs (HMRC).

Commercial vehicles were stopped and examined in East Herts, Broxbourne, North Herts, Stevenage and Hertsmere to ensure they were in a road worthy condition and had the correct licenses to operate.

During the day:

- Almost 170 vehicles were stopped
- 15 waste licence offences were identified
- 15 vehicles were prohibited from being used until they were made road worthy
- 19 Traffic Offence Reports (TOR)* were issued
- Three vehicles were seized for having no licence/insurance
- One person dealt with for a drug offence

* A TOR can be issued by police for a minor road traffic offence and can lead to drivers receiving

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a fine, points on their licence or a court summons.

Hertfordshire reuse shops are full of planet friendly bargains

Hertfordshire County Council's network of reuse shops are a prime destination for those looking to find high-quality pre-owned goods at low prices.

As the cost-of-living increases, the reuse shops provide an opportunity for residents to purchase typically more expensive items at very reasonable prices.

The items sold at the reuse shops are either dropped off directly by residents or diverted from the waste bins at one of the council's 16 recycling centres. Friendly site staff are on hand to help visitors recycle materials correctly or where appropriate direct them to use the reuse drop-off points.

An item can be reused if it's still in good condition and it's likely that other people would want to buy it and use it. Before being displayed in the shops, items are checked to ensure they are good enough quality to sell. The kinds of items available include furniture, toys, boardgames, sports equipment, bicycles, tableware, and lots more.

The reuse shops have recently started selling small electrical appliances including games consoles, televisions, and power tools which are all electrically tested on site to ensure they are safe to use.

Eric Buckmaster, Executive Member for The Environment at Hertfordshire County Council said: "As household budgets are getting stretched, we are really keen to ensure that as many people as possible use our reuse shops to give good quality, low-cost items a new home and reduce the amount of unnecessary waste in our county"

The county council currently has three purpose-built reuse shops at the Harpenden, Ware and Waterdale recycling centres, with a smaller pop-up shop at the Stevenage recycling centre. More information about the shops, including what items they will accept, and their opening hours is available at www.hertfordshire.gov.uk/reuse.

Hertfordshire County Council unanimously agrees motion around the current financial challenge: County Hall 2022 1200x675-2

At the Full Meeting of Hertfordshire County Council, held at County Hall on Tuesday 18 October 2022, a motion was moved by the Leader of the Council, Councillor Richard Roberts in relation to the financial challenge being faced by the authority.

Speaking after the meeting, Councillor Roberts re-iterated his commitment to doing everything that it takes to prudently manage the finances of the county council in the face of increasing inflation while also protecting services for those most in need.

A commitment has also been made as part of the motion to maintain the county council's £17 million cost of living support programme.

Councillor Richard Roberts said: "While the outlook for future years remains uncertain, we are committed to plan for the worst whilst delivering the best. We will maintain services to vulnerable residents and will move heaven and earth to ensure that the council continues to provide the right support, services and advice to our residents as they too seek to balance their budgets."

Hertfordshire's New Business Waste Service is Now Open: Hertfordshire County Council has recently opened its first Business Waste Service. Located at Ware Recycling Centre, the service is designed to allow small and medium sized businesses, (SMEs), the opportunity to dispose of waste generated from their trade activities in a transparent and compliant way.

Waste including wood, hardcore, green garden and plasterboard, can be disposed of at competitive prices. Some items, such as cardboard and scrap metal, can be disposed of for free. All bookings are subject to a £4.99 weighbridge charge.

Bookings can be made online and there is no need to set up an account. Payment can be made by debit or credit card, as well as Google Pay and Apple Pay, with the Business Waste Service open Monday to Friday, 10am to 5.30pm. Eric Buckmaster, Executive Member for Environment, Hertfordshire County Council, said: "We are delighted that our first Business Waste Service is now open, offering local businesses the opportunity to dispose of waste in a compliant and affordable way. This is a key infrastructure development, one which supports businesses with how they recycle their waste, providing them with a service that actively meets their needs. Our new Welwyn Garden City Recycling Centre, which is due to open in spring 2023, will provide an equivalent facility, ensuring more businesses across the county will have access to this vital service."

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The commercial waste service can also be used by residents who have too much construction, demolition and excavation waste. Paying for the excess material could mean that they avoid having to hire a skip. For further details visit Business waste | Hertfordshire County Council.

Construction begins on Hertfordshire's first full net-zero carbon school

The Buntingford First School, which is being funded by Hertfordshire County Council and built by Morgan Sindall Construction, will open for September 2023 and will be operated by the Scholars Education Trust.

This is the first school in the county to be built and operate at net zero carbon, in line with the Hertfordshire County Council's sustainability strategy and ambition to be carbon neutral in its own operations by 2030. It will utilise a Passivhaus design which will improve the school's air quality, reduce carbon emissions and lower its energy running costs.

As part of the highly sustainable project, solar panels, triple-glazing windows and air-source heat pumps will be installed. The new school will also include a rooftop outdoor classroom, play areas and a "forest school". In addition, all the teaching spaces in the school will face north, avoiding south-facing windows that cause rooms to over-heat.

New 'Warm Spaces' directory launched in Hertfordshire

Hertfordshire County Council, and the county's ten district and borough councils, have today, Thursday 27 October, launched a new directory of public spaces and buildings which people can use as warm, welcoming spaces as temperatures drop.

This online directory will let people find libraries, family centres and community spaces near them where they can stay safe and warm. Many will also be running additional activities to provide people with the opportunity to meet others and take part in events such as slipper swaps for older people in libraries and stay and play events in family centres for families with young children.

To support this initiative, we are making £100,000 worth of funding available to local community groups, with grants of up to £2,000 to help them provide welcoming indoor spaces this winter. The funding can be used to cover energy bills, staff time, venue hire as well as other relevant costs such as transport to the venue. The grant scheme is being run by Hertfordshire Community Foundation.

The warm spaces directory is just one of the ways Hertfordshire County Council is helping people to manage the cost of living and remain safe and well this winter. Other support available for residents is being highlighted through the council's **Here for You** this winter campaign which is shining a light on the services the council delivers, and those it funds other organisations to deliver.

Hertfordshire County Council launches new campaign to support residents this winter

We want residents to be aware of the help and support that's on offer locally to help them this winter. Our public reassurance campaign - 'here for you this winter' is about sharing our story with them.

The campaign is shining a light on services which will help residents to stay safe and well as temperatures drop, in addition to providing information around services and support to help them manage the rising cost of living.

From 24 October our winter health and wellbeing booklet will be landing on doorsteps across the county. Aimed at helping residents stay safe and well during the colder months (particularly those without digital access), the guide contains key information on how to receive the flu and covid vaccines, support to deal with the rising cost of living, advice on how to access NHS services and much more. It is compiled in partnership with the NHS and we have also been working with partners to ensure it's shared at key public-facing places across the county.

Help us spread the word?

There is a communications toolkit with ready-made text and shareable images.

Key links:

Campaign website www.hertfordshire.gov.uk/hereforyou

Communications toolkit www.hertfordshire.gov.uk/hereforyoutoolkit

Winter health booklet www.hertfordshire.gov.uk/winterwellbeing

If you need help, please get in touch with HertsHelp on 0300 123 4044. For more information, visit: www.hertfordshire.gov.uk/hereforyou

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Council to consult on changes to school admission numbers

Hertfordshire County Council is consulting the public on plans to reduce the number of pupils admitted at five primary schools in the county. The county council isn't proposing to make any changes to how admissions work, but with demand for primary school places falling in some areas and rising in others, the county council's Cabinet is launching a consultation on changing the number of pupils admitted each year at certain schools from 2024/25.

In each case, the demand for primary school places in these areas is falling, and reducing the PAN would provide a better match between demand and actual places. In all cases the reductions have been requested and supported by the Headteacher and Governing Board.

As part of the same review, county councillors have already agreed an increase in the PAN at two community primary schools:

Codicote C of E Primary School in Codicote, and Mandeville Primary School in Sawbridgeworth. This follows enlargement of the school premises and is needed to cater for increased demand for primary school places in these areas from new housing developments. The Governing Body and Headteacher of both schools are in agreement with the proposals.

East Herts Waste Collection Service

The Executive approval included the following recommendations

- To approve a Competitive Dialogue procedure for the procurement of the Waste, Recycling and Street Cleansing contract.
- To approve to a Contract length of 8 years with the possibility of up to an 8 year extension.
- To approve the introduction of a new weekly separate food waste collection service in 23L caddies for houses and in wheeled bins for flats in East Hertfordshire from 2025.
- To approve residual waste collections occurring on a three weekly collection cycle from 2025.
- To approve the standard receptacle for residual waste being 180L in size and that all new and replacement residual waste containers for houses will be 180L as soon as is reasonably practicable and phased in commencing no later than from 1st April 2023 in East Hertfordshire.
- To approve the transition to a standard bin colour across East and North Hertfordshire as soon as is practicable and no later than 1st April 2023.
- To approve the inclusion of plastic film in the mixed dry recycling collections from 2025, the implementation date confirmation to be delegated to the Project Board and subject to the outcomes of Resources & Waste Strategy consultation on consistency.
- To approve the cessation of bring bank services for paper in East Hertfordshire as soon as is reasonably practicable and no later than the end of 2023.
- To approve the cessation of bring bank services for textiles in East Hertfordshire and kerbside textiles collections in North Hertfordshire with the shared waste service proactively engaging with the charity-sector to promote alternative outlets for used textiles by the end of 2024.
- To approve the cessation of Parish litter picking grants and for street litter bins currently maintained under this scheme to be serviced under the waste and recycling contract from 1st April 2023.

CLlr Eric Buckmaster, November 2022

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COUNCILLOR ACTIONS ARISING

Cllr David Smith

- Make payments as approved
- HTC and HWMH ongoing liaison
- Village sign post
- Change allotments water supplier from Castle Water to Everflow
- Book High Wych Memorial Hall for January meeting

Cllr Tom Payne*

- Check MoG Bakers Lane and High Wych Lane hedges
- QEII Jubilee tree initiative: location options
- Liaise with Sam Clark on Modification order for footpath and adoption of FP from Broadfields to High Wych being adopted by HCC
- Footpath from Broadfields to High Wych Lane: confirm ownership with Clarion
- New play equipment Working Group
- Allotments

Cllr John Andreotti*

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

Cllr Stacey Butcher*

- New play equipment Working Group

Cllr Keith Jordan*

- New Play Equipment Working Group
- follow up Section 106 funds for play area

*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
- Financial implications post May 2023 election