

## STANDON PARISH COUNCIL

MINUTES of the meeting of the Standon Parish Council held on Tuesday, 28 July 2009, at 7.30 pm in the Community Centre.

Cllr M Acford	*Cllr C W Marks
*Cllr G D Cowell	*Cllr Ms E Painter
Cllr Mrs J A Dearman	*Cllr R M Stacey (Chairman)
*Cllr K Goodsell	*Cllr Mrs M Wilkinson
Cllr A Lang	Vacancy

\* denotes present.

In attendance: 5 members of the public  
PCSO Stephen Whittaker  
Cllr D Andrews (HCC/EHC)  
Mrs S Pritchard (YMCA)  
Mr B Durrant (Allotment representative)

### APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Acford, Mrs Dearman and Lang.

### CHAIRMAN'S ANNOUNCEMENTS

None.

### PARISHIONERS' COMMENTS

None.

### PCSO'S REPORT

PCSO Whittaker stated that he was building a good relationship with the local community and talking to a lot of people in the course of his duties. He referred to the following issues which had arisen since the last meeting of the Parish Council.

Chapmans End – dog fouling matters had been addressed.  
Mini-motors riding through Britannia – had spoken to the youths.  
Vehicle damage in the High Street, Puckeridge – no further problems.  
Reports of speeding traffic – Section 59 warnings issued.  
Pigeons being shot in Saffron Meadow – in touch with RSPCA.  
Indiscriminate parking of van outside the Village Hall – not causing a problem.  
A120 – 4 speedings offences.  
Burglary in Standon – offender cautioned.  
'Standon Calling' at the Lordship – all plans approved by the Police/Local Authority.  
Wheelbus visit to the Community Centre – 7 and 14 August 2009.

## MINUTES OF THE LAST MEETING HELD ON 23 JUNE 2009

RESOLVED that the Minutes of the meeting held on 23 June 2009 be accepted as a correct record of the proceedings and be signed by the Chairman.

### MATTERS ARISING

#### 1. Planning Seminar

Both Mr Drinkwater and Mr Kevin Steptoe had confirmed their agreement to attend a special meeting for the Parish Council. Cllr Marks handed out slips to all members requesting details of their preferred dates. The Clerk was requested to collate responses and liaise with Cllr Marks on the most popular date.

#### 2. Standing Orders

To note that amendments as reported at the last meeting had now been incorporated into a revised document, which would be issued to Councillors as soon as possible.

#### 3. Trees – Town Farm Crescent

The Chairman referred to an e-mail received from the owner of 7 Town Farm Crescent regarding damage caused to the drains and the drive of his property from the presence of trees on land adjoining the property.

RESOLVED that the Chairman, Cllr Cowell and the Clerk liaise on this matter with a view to determining a course of action.

### CASUAL VACANCY – CO-OPTION OF PARISH COUNCILLOR

The Chairman informed members that the Returning Officer had not received any requests from electors for an election and, as a result, the Parish Council must make arrangements to co-opt a person to fill the vacancy.

Letters had been received from the following persons indicating their desire to be considered for the vacancy.

Mr R Boardman – 6 Park Drive, Puckeridge.

Mrs R Arikans – 2 Britannia, Puckeridge.

Voting by members took place via a secret ballot following which it was RESOLVED that Mrs Arikans be duly elected to serve as a co-opted members of the Parish Council and that she be allowed to sign her declaration of acceptance of office on or before the next meeting of the Parish Council. Clerk confirmed this was in order.

The Clerk was requested to write thanking Mr Boardman for his interest in the vacancy.

## PLANNING

### 1. No objections were raised on the following applications:

3/09/0981/FP Rear conservatory at 18 Southfields, Standon.

3/09/0887/FP Single storey side and rear extension at 6 Broken Green Cottages, Broken Green, Standon.

3/09/0637/FP Proposed stable block at Hazelwood, Bromley Lane, Standon.

Comment: Concerns were raised regarding the possibility of the development being turned into a second home in the future.

3/09/0953/FP Part conversion of garage for bed and breakfast accommodation at Fox and Hounds, Bromley Lane, Standon.

3/09/0951/FP Construction of a single dwelling – amended scheme – Dowsetts Farm, Dowsetts Lane, Colliers End.

3/09/1010/FP Two storey side extension and single storey rear and front extensions with a new pitched roof across the rear at 6 Wellington Cottages, Dowsetts Lane, Colliers End.

3/09/1031/FP Single storey side extension and replacement front porch at 31 Buntingford Road, Puckeridge.

### 2. Minutes of meeting held on 14 July 2009

- RESOLVED: (i) that the Minutes of the meeting be referred to the next meeting of the Planning Committee as they were not a true record and, therefore could not be accepted;
- (ii) that the election of Chairman be the subject of an agenda item for the next Planning Meeting;
- (iii) that newly elected Cllr Mrs Arikans be elected to serve as a member of the Planning Committee.

## HIGHWAYS MEETING

### 1. Minutes of Highways Meeting held on 10 July 2009

The following amendments were confirmed:

Date of meeting: delete 'Tuesday, 10 July' and insert 'Friday, 10 July'.

Item 2: delete 'ditch' and insert 'gutter'.

Having given effect to the above amendments the Minutes were confirmed as a correct record.

2. Other matters raised by members

(i) Benches in need of refurbishment

Cllr Goodsell gave details of the location of three benches in need of repair. The Clerk to action.

(ii) Overgrown foliage – Southfields to Station Road

Martin Sallows had been requested to clear the foliage.

(iii) Overgrown branches of tree in vicinity of 1 Britannia

Highways safety issue for vehicles exiting onto Station Road. The Clerk to contact Mr Yucelt as a matter of urgency.

COMMUNITY CENTRE

1. Minutes of Community Centre Management Committee meeting held on 13 July 2009

RESOLVED that the Minutes of the above meeting be received. (See Appendix A)

2. Consideration of replacement windows

The Chairman advised members that he had received the following quotations:

Hertford Glass	£5,064.52
Layston Windows	£3,550.05

As the matter was extremely important to progress as works needed to be started, in the absence of the Clerk, the Chairman had liaised with Cllr Cowell (Vice Chairman) and they had agreed for Layston Windows to undertake the work. Members concurred with this decision.

PLAYING FIELD

(i) Erection of 'No Entry' signs

The Chairman gave details of two types of 'no entry' signs one of which he felt to be more appropriate for a private car park (white lettering on a blue background – cost £158.58 – height 1 metre).

RESOLVED that two signs be purchased.

## SURE START CHILDREN'S CENTRE

Members had been circulated with details regarding a proposal to set up a Children's Centre for the Buntingford and Puckeridge area of East Herts. YMCA Central Herts was the lead agency.

The proposal, which was claimed to have had the support of the Standon and Puckeridge Community Centre Management Committee would seek to offer a variety of services for 0-4 year olds and their families and would not be duplicating the services currently on offer in the local area.

Whilst a majority of the activities on offer could operate from within the existing Community Centre there would be a need to provide a single storey wooden framed building on the site to provide office, toilet and meeting room facilities. No responsibility for the management of the Centre would fall on either the Community Centre Management Committee or the Parish Council neither would there be any financial impact on either organisation.

## SUSPENSION OF STANDING ORDERS

RESOLVED that Standing Orders be suspended.

Mrs Serreta Pritchard, Children's Services Manager gave a short presentation covering all aspects of the proposal following which a question and answer session ensued. The following points were highlighted:

1. Why the need to provide the Centre at the Community Centre?
2. An additional building on the site might not secure the approval of the Charity Commissioners.
3. Unsure as to whether all members of the Parish Council would be in favour of the proposal.
4. Insufficient information and research detail available to formulate a constructive opinion.

RESOLVED that the matter be referred to the next meeting of the Parish Council for further discussion, as the Council was not in receipt of all facts and could not make a decision at the stage.

RESOLVED that Standing Orders be reinstated.

## STANDON VILLAGE HALL

### 1. Minutes of meeting held on 13 July 2009 (See Appendix B)

Cllr Goodsell referred to the following matters raised at the meeting, viz:

- (i) Provision of a sensory light to the back wall of the building.

Members agreed that this matter be referred to the September meeting of the Parish Council.

- (ii) Repositioning of the electricity meters to the outside of the building.

RESOLVED that the Parish Council support the proposal and contribute the sum of £1,000 towards the cost.

### 2. Member Representation

Following discussion on the make up of the Committee it was decided to bring it in line with the Standon and Puckeridge Community Centre. Therefore, it was RESOLVED that the following members be confirmed as the Parish Councils' representatives reducing the number from four to three:

Cllr Goodsell, Cllr Mrs Dearman and Cllr Ms Painter.

Members of the Committee agreed to discuss the Constitution at the next meeting of the Management Committee and arrange its amendment.

## ALLOTMENTS

Cllr Mrs Wilkinson expressed her concern that there had been no feedback from the Standon Charities regarding the request by the Parish Council to secure land to provide additional allotments. The Clerk to take up the matter with Cllr Acford.

Cllr Mrs Wilkinson requested that the old notice board be moved to the car parking area and that the cost be borne by the Parish Council. The Clerk to secure a quotation from Martin Sallows. A further request was made for the Parish Council to meet the cost of removing the brambles near the community apple tree to provide a 'community space'. Members agreed for expenditure to be incurred up to a sum of £200.

## SUSPENSION OF STANDING ORDERS

RESOLVED that Standing Orders be suspended.

Mr Durrant informed members that 71 plots were now under cultivation with 19 persons on the waiting list. Plots when becoming vacant were split in order to help reduce the list.

Members were informed that the occupant of plot 17 had not paid his rent and had sub-let the plot. Clearly this was in contravention of the hire agreement and it was agreed to serve notice to quit on the tenant.

The occupier of plot 28, although having paid his rent, had shown no sign of cultivating the plot.

The occupier of plot 50 had paid his rent and had made a start to bring the plot under cultivation. However, no activity had been witnessed since February. Members felt that in this case there might be a genuine reason for the non-cultivation and it was agreed to inform the tenant that a notice to quit would be issued if no sign of cultivation was evident within 2 months.

Letters to be agreed by the Allotment Committee.

Mr Durrant also referred to the presence of ragwort on the site which members agreed should be removed as a matter of urgency. The Clerk to arrange for work to be undertaken up to a sum of £200.

In conclusion it was RESOLVED that Standing Orders be reinstated.

#### PARISH PLAN – WAY FORWARD

Cllr Ms Painter informed members that she had made contact with the Chairman of Wheathampsted Parish Council and she had gleaned valuable information as to the topics covered in the Council's Plan, eg traffic, parking, health, education, crime, etc. All matters which would be relevant to a plan produced for Standon Parish Council.

Currently Cllr Ms Painter was researching the cost of producing a plan and how to proceed with the work. Cllr Cowell stated that he had in his possession a considerable amount of literature, including samples of plans produced by neighbouring Parish Councils, which Cllr Ms Painter would find extremely useful.

There was a genuine feeling that the production of a Parish plan should be undertaken by the Parish Council with support from parishioners and to this end it was felt that a public meeting should be convened for September to gauge the public demand. Cllr Ms Painter, Cllr Goodsell and Cllr Mrs Arikans to take this matter forward with an approach being made to Mr Rob Street for his assistance.

#### LITTER AGENCY

(i) Review of payment of Mrs D Sallows

Members had been circulated with a copy of the attached notes compiled by the Clerk. (See Appendix C)

RESOLVED that in the interim there should be an increase in the monthly payment to Mrs Sallows from the week ending 1 April 2009 to £145 (£1,740 per annum).

(ii) Volunteer litter pickers

The Clerk was requested to ascertain whether the volunteers required payment for the duties. It was agreed that the matter be referred back to the next meeting and, if necessary, the Clerk to ascertain whether the East Herts Council would increase the Litter Agency payments.

PAYMENT OF ACCOUNTS AND FINANCIAL STATEMENT

(i) Payment of Accounts

Members had been circulated with a copy of the attached list of payments for authorisation. (See Appendix D). The Chairman stated that on inspection of the work undertaken by Martin Sallows (cheque 1349) in connection with the installation of the fencing and the gate to the rear of the tennis courts, there was a problem as no key available and gate would not lock either as bolt did not go into post. Cllr Cowell asked about part payment. Clerk advised this was not possible.

RESOLVED that with the exception of cheque 1349 the accounts be duly authorised for payment.

(ii) Financial Statement (See Appendix E)

RESOLVED that the contents of the attached statement be received.

**NOTE:** Fire alarm activated – Meeting temporarily suspended.

ITEMS FOR FUTURE AGENDA

- (i) Transitional period for the Commons Act 2006 in Hertfordshire.
- (ii) Changes to Refuse and Recycling Services – Presentation by East Herts.
- (iii) Planning Seminar.
- (iv) Skateboard equipment.
- (v) Precept 2010/2011.
- (vi) Community orchard (3 Veg).
- (vii) Sure Start Children's Centre.
- (viii) Standon Village Hall – Provision of sensory light.
- (ix) Volunteer litter pickers.

CONFIRMATION OF DATES OF NEXT MEETINGS

- (i) Planning Committee – 11 August 2009.
- (ii) Finance Committee – 3 September 2009.
- (iii) Highways Meeting – 8 September 2009.
- (iv) Parish Council Meeting – 22 September 2009.

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There being no further business the meeting closed at 9.16 pm.