

SPC **STANDON PARISH COUNCIL**

Minutes of the meeting held on Tuesday, 22nd March 2011 in the Community Centre, Station Road, Puckeridge at 7.30pm

PRESENT: Councillors: Richard Stacey (Chair), Graham Cowell, Ken Goodsell, Mark Acford, Mrs Mary Wilkinson, Alex Lang, Ms Emma Painter, Colin Marks, Mrs Ruth Arikans

Interim Clerk: Belinda Irons

PUBLIC: 7

Police Sergeant Wallace

PCSO Whittaker

Mr Mario Persico: Youth Football Club proposer

11.54 Councillor apologies for absence: none

11.55 Other Councillor absences: none

11.56 Declaration of Members' Interests (prejudicial/personal):

 Cllr Stacey: Employee of Herts Highways (Herts County Council)

 Cllr Acford: Mrs Acford is Chairman of Community Centre Management Committee
 Standon Charities

 Cllr Cowell: Employee of Environment Agency

11.57 Minutes of Previous Parish Council Meeting: 22nd February 2011

 The minutes of the meeting held on the 22nd February 2011 were agreed as a true and correct record of the meeting and were duly signed.

11.58 Urgent matters not listed anywhere else on the agenda (for inclusion on the next agenda for full discussion): Fairtrade Fortnight & Community Led Plan

11.59 PCSO Report:

 PCSO Whittaker reported that the area has been very quiet, with only one burglary reported.

 The Locality Panel has agreed to keep weekly speed monitoring on the A120 for the next three months.

 Cllr Marks requested an update on a burglary in Park Lane, as, despite frequent requests, no feedback has yet been received. Cllr Marks commented that, to date, the response from Herts Constabulary had been very disappointing.

 Cllr Mrs Arikans raised the issue of fly tipping in Paper Mill Lane, Standon. PCSO Whittaker responded that it had been reported to EHDC and it should have been collected.

Cllr Mrs Wilkinson stated that the Police had failed to respond to a report of a shotgun being used on a public footpath. Many footpath users are extremely concerned.

Sgt Wallace responded to a question by a member of the public regarding calibration of speed monitoring devices. The units are checked annually by the manufacturer and are re-calibrated as required. They cannot be re-calibrated by an officer in the field.

Sgt Wallace also reported that the incidence of speeding locally was between 1-2% of the volume of traffic.

A parishioner raised the issue of someone firing what appears to be air gun pellets at a site set on the allotments from a house close to the allotments. This is extremely dangerous to any member of the public using the area, and also extremely irresponsible. The parishioner stated that he had received a very negative response when he reported it to the Police.

11.60 Mario Persico: Youth Football Club presentation:

Mr Persico outlined his plans to form a youth football club and use the field on alternate Sunday mornings commencing in September, initially for under 13s, but expanding to include other age groups over time. His aim is to use the field as a home ground to encourage local youngsters to join and enjoy themselves.

Mr Persico suggested that he would not need to utilise the Community Centre as players would not need changing rooms as the 13 year olds not wishing to shower after the game. This was also stated at the Community Centre Management Committee meeting

The pitch would be sited away from the current football pitch towards the top of the field, and would not overlap the proposed cricket square. It could contain three separately marked pitches within one perimeter pitch.

Mr Persico would maintain the pitch and supply goals at his own expense.

Meeting to be suspended for

Adjournment for Public Discussion: limited to 15 minutes

Tree Preservation Orders: a parishioner stated that he fully supported the proposed TPOs, but cautioned the Parish Council regarding maintenance as dead wood has been noted in both trees. This would be difficult to manage once the TPOs were in place. The parishioner recommended the Parish Council pay for a qualified tree surgeons report, and the work to be completed prior to the TPO being served.

Meeting to be resumed

11.61 Chairman's Announcements:

Puckeridge Museum: Brian Taylor and Barbara Norris were managing this proposal and the Parish Council fully supported the initiative. However, it was not involved in the project at this time.

11.62 Clerk Vacancy:

The Chairman reported that of 18 applications, 5 had been short-listed for interview on the 1st April. An Extra-Ordinary meeting has been called for the 5th April for Councillors to consider the recommendations of the interviewing panel.

11.63 Planning:

Minutes of the Planning Sub-Committee meeting: 8th March 2011

Planning Applications

3/11/0230/CL 3/11/0231/CL 3/11/0232/CL 3/11/0233/FP	The White Cottage, Latchford, Standon Demolition of existing conservatory and single storey extension replacement. Demolition of 2 storey extension and replacement. Erection of single storey side extension Part conversion of existing garage to form an annexe with dormer windows.
3/11/0251/FP Planning application	39 Aston Road Single storey side extension including pitched roof to replace flat roof
3/11/0258/FP Planning application	Kasteel, Wellpond Green, Standon Raise roof to provide 1 st floor accommodation and provide a glazed roof: <i>No objection</i>
3/11/0305/FP Planning application	22 Southfields, Standon 2 storey side and single storey rear extensions
3/11/0310/FP Planning application	Kiplings, 165a Station Road, Puckeridge Single storey front and rear extensions to include new chimney stack to rear extension: <i>no objection</i>
3/11/0367/FP Planning application	Cornerways, Barwick Lane, Barwick Single storey front extension, alterations to roof and formation of front dormer: <i>no objection</i>

Planning Decisions

3/10/2166/FP Permission granted	2 Britannia, Puckeridge Single storey rear and front extensions, pitched roof to replace existing flat roof over porch and garage, conversion of garage to habitable accommodation.
3/10/2172/FP Permission refused	44A South Road, Puckeridge
3/10/2193/FP Permission granted	32 South Road, Puckeridge Single storey rear extension, inc. Alterations to existing roof
3/10/2220/FP Permission granted	138 Station Road, Standon Single storey rear extension to replace

	conservatory
3/11/0028/FP Permission granted	2 Huntsman Close, Puckeridge Garage conversion
3/11/0041/FP Permission granted	10 Saffron Meadow, Standon Single storey front extension and part garage conversion
3/11/0173/FP Decision awaited	Barn Cottage, Mill End, Standon Front dormer window
3/11/0195/FP & 3/11/0196/LB Planning & Listed Building decision awaited	St Edmunds College, Old Hall Green Refurbishment of Quadrangle
3/11/0063/FP Permission granted	19 Gatesbury Way, Puckeridge First floor side extension

EHDC: Consultation on method of providing Planning Applications to PC:
Preferred method via web link: decision by Planning Committee:

The Planning Committee gave due consideration to this request. They decided that an 'on screen' plan would be impractical to view given the small size of the screen compared to the full size plan. The fine detail contained in a hard copy would be lost. Parishioners without internet access would also have to travel to Hertford to view a hard copy, which they would not have to do if a hard copy were kept in the Parish. Therefore, the decision was to continue with hard copy unless or until a more suitable viewing method became available. The Planning Committee has responded to the consultation.

11.64 Finance: Itemised Payments will be shown on a separate Appendix

Finance Summary:	Balance Brought Forward:	£55,476.66
	Plus Income	£700.00
	Less Payments	£5,105.80
	Total available to Council	£50,370.86

Interim Clerk's wages: for payment at the meeting: AGREED

The Chairman read the detailed expenditure to the meeting.

PROPOSAL: *'That the Parish Council herewith agreed payment for the items detailed in the monthly Financial Report'*. PROPOSED: Cllr Acford, seconded Cllr Lang. AGREED AND RESOLVED UNANIMOUSLY.

Finance Committee: Contracts and quotes for works:
The Finance Committee will review all contracts to ensure compliance with Financial Regulations and that best value prevails. **FINANCE COMMITTEE TO ACTION**

HMRC: Council compliance with registration as an Employer, and payment of PAYE & NICS:

The clerk explained that all Parish Councils are now required to register with HMRC as employers, and all clerks will be employees of the Council. Clerks are no longer

permitted to be self-employed. Following discussion, Councillors agreed that the clerk should register the Parish Council as an employer with HMRC.

PROPOSAL: *'That the Interim Clerk registers Standon Parish Council as an employer with Her Majesty's Revenue and Customs at the earliest opportunity'*. PROPOSED: Cllr Cowell, seconded Cllr Acford. AGREED AND RESOLVED UNANIMOUSLY. **CLERK TO ACTION**

The clerk also suggested that for financial transparency, the Council may wish to consider the appointment of an external wages service which would calculate the clerk's pay, including income tax and National Insurance contributions. Three companies have forwarded their details, and Council decided to appoint the one recommended by the Essex Association of Local Councils.

PROPOSAL: *'That Acumen Wages Service of Chichester is to be appointed as Standon Parish Council's wage calculation provider to ensure transparency of operations and best practice'*. PROPOSED: Cllr Ms Painter, seconded Cllr Stacey. AGREED AND RESOLVED UNANIMOUSLY. **CLERK TO ACTION**

Suggested book purchase: Charles Arnold Baker: Local Council Administration £53.60
This book is the 'bible' of local Council administration and the Council does not currently own a copy. **PROPOSAL:** *'That Standon Parish Council agree to purchase a copy of Charles Arnold Baker from Herts Association of Parish and Town Councils'*.
PROPOSED: Cllr Marks, seconded Cllr Stacey. AGREED AND RESOLVED UNANIMOUSLY. **CLERK TO ACTION**

Parish Council Insurance: for Finance Committee:

The clerk explained that given the information currently provided, it would appear that the Council required additional insurance cover, particularly Fidelity Guarantee and increased street lighting cover, and investigation into additional aspects of the current policy in relation to the length of term agreed, the amount of public liability and associated covers. Additional items for consideration are the contents of the village hall and community centre, the tennis courts and bowls lawn.

Cllr Ms Painter explained that Fidelity Cover was provided by a separate insurer.

Following extensive discussion, an agreement was reached whereby the Finance Committee will make an informed decision on the amount of insurance required, and which insurance company will be appointed, subject to investigation of the files, revision of current quotes by Zurich, Came & Co, Suffolk ACRE and NFU, and a summary report by Cllr Acford. The decision is to be coordinated by Cllr Ms Painter.

PROPOSAL: *'That Standon Parish Council Finance Committee are herewith authorised to vote by email on the provision of the forth coming year's insurer'*. PROPOSED: Cllr Stacey, seconded Cllr Acford. AGREED AND RESOLVED UNANIMOUSLY.

11.65 Highways Issues:
Minutes of the Highways Meeting: 9th February 2011

Service level from HCC:

Discussion: ongoing

Hadham Road:

Update: Cllr Stacey has chased repairs.

South Road/Station Road junction: Tree Preservation Order: requested:

The clerk has been in communication with Malcolm Amey, EHDC, who has advised that Circle Anglia own the land which the two oak trees are on. He will pursue a TPO as he believes these are significant in the landscape and must be properly maintained.

Council reconsidered the comments by the parishioner, but questioned why the Parish Council would pay for a tree surgeon if the land is owned by Circle Anglia. The clerk will check with Mr Amey.

CLERK TO ACTION

11.66 Community Centre:

Minutes of the meeting: 3rd March 2011: received

11.67 Standon Village Hall:

Minutes of the Standon Village Hall Committee: 7th February 2011: received.

11.68 Playing Field and Playground:

Cricket Square:

update: awaiting repairs

Playground Inspection:

update: Councillors agreed to ongoing maintenance.

Youth Football Club:

discussion:

Cllr Lang reported on the Community Centre Committee meeting which considered a presentation by Mr Persico.

The Standon and Puckeridge Football Club were agreeable provided there was only one youth team.

The Community Centre had concerns over the Youth Football Club utilising facilities which other user groups had paid for. The Community Centre does not have spare capacity for the Youth Football Club to hire any facilities.

Councillors raised concerns over the lack of toilet facilities outside the Community Centre and the inevitable inappropriate use of the field, parking in South Road, competition with existing youth football clubs such as the Hare Street Harriers and the Buntingford Cougars, and the club attracting youths from outside the village.

However, Councillors also expressed their views that it would be a positive sporting activity for local youngsters to get involved with, and felt that it should be supported provided there was strict adherence to clear and firm regulations.

PROPOSAL: *'that Standon Parish Council requires a written proposal from Mr Persico regarding the age groups expected to participate in the proposed Youth Football Club, the rate of expected expansion, an expression of commitment to the village, affiliation to the existing Standon and Puckeridge Football Club, and liaison and agreement with the Community Centre Management Committee regarding the hire of Community Centre facilities, before a formal agreement will be undertaken.'* PROPOSED: Cllr Axford, seconded Cllr Cowell. AGREED AND RESOLVED UNANIMOUSLY.

- Mowing contract: All contracts will be considered at the next Finance Committee meeting on the 7th April.
- Hedge cutting: A parishioner has liaised with the contractor to identify the elder tree which is causing a problem.
- 11.69 Allotments: Update: rabbit control:
The clerk has requested the operative contact her regarding the proposed method of control, but he has not yet responded. **CLERK TO ACTION**
The Parish Council formally requested permission for rabbit control from Cllr Acford at the meeting, who agreed on behalf of Standon Charities.
- 11.70 Community Led Plan:
Verbal summary of the Community Led Plan Group: 8th March 2011: noted. The final draft is due shortly after the April meeting. A map of the Parish is to be included in the CLP and a request for an Ordnance Survey License was received from Cllr Lang, who agreed to purchase it.
PROPOSED: 'That Standon Parish Council approve the purchase of an Ordnance Survey Licence at a cost of £54.75 plus VAT'. PROPOSED: Cllr Land, seconded Cllr Mrs Arikans. AGREED AND RESOLVED UNANIMOUSLY. **ACTION**
CLLR LANG
- 11.71 Parish Paths Partnership (P3): no meeting has been held.
- 11.72 Village of the Year Competition 2011: An article is due in the Hertfordshire Mercury shortly. Support by parishioners is required to ensure this is successful.
- 11.73 Litter Agency: update
Provision of dog waste bins in Station Road: the contractor is aware of the site and the Parish Council is waiting for it to be fitted.
EHDC: Review of litter picking agreement: EHDC has agreed to continue with grant funding for the forthcoming year.
- 11.74 Annual Parish Meeting: Proposed agenda items:
The Chairman's video
Reports from the following parish organisations:
Brownies & Scouts Local Doctors
Village Hall Local Churches
Community Centre Oliver Heald MP
Three Villages Eco Group Cllr David Andrews
U3A Cllr Andrew Dearman
May Day Committee Tennis Club
Ralph Sadlier School Bowls Club
Football Club
- 11.75 Local Council Elections: Puckeridge and Colliers End ward vacancies:

Eight Councillors have confirmed they will be standing for election. There will be two vacancies, one in Puckeridge and one in Colliers End. Anyone considering standing is requested to apply where there is a vacancy.

- 11.76 Standon Charities: Charitable Donations: noted.
- 11.77 Standing Orders: review:
The clerk has made an initial investigation into Standing Orders and recommended that a full comparison be made with NALC Model Standing Orders.
- 11.78 Bowls Club: Request for financial assistance for repair to club house:
It is believed that the Bowls Club own the club house. Finance Committee to consider.
- 11.79 Telephone boxes: update:
Clerk to contact BT to arrange maintenance on the Standon High Street box, removal of the South Road box, and enter into discussion regarding adoption of the Station Road, Puckeridge box. **CLERK TO ACTION**
- 11.80 Dog Waste Bins: update:
A bin has been removed from the field. It is to be replaced with a plastic one.
A request has been made that a bin be fitted in the alley between Roundhay and the High Street, Puckeridge.
Dog waste is being put into the litter bin rather than the existing dog bin on the field.
- 11.81 Huntsman's Close:
Untaxed vehicles in the car park: the clerk has liaised with EHDC, the Police, and DVLA and has been advised that the Parish Council will need to arrange removal as the car park is classified as private land, not public highway. The Parish Council has the right to have the vehicles removed and crushed provided suitable notice is provided on the vehicles. Council decided to monitor the situation for the time being.
Litter in the car park: a carpet and Christmas tree have been left in the car park. Cllr Lang agreed to inspect. *(Note to minutes: Cllr Acford has removed these items)*
- 11.82 Sub-Committees: Discussion:
Councillors discussed this issue at the last meeting of the Planning Sub-Committee. It was agreed that this Sub-Committee will continue as many planning applications have submission dates which fall outside a full Parish Council meeting.

Councillors also agreed that the Finance Committee should continue.
- 11.83 Correspondence:
EHDC Councillors Election Packs:
Packs have been distributed to Councillors, and notices have been posted to notice boards.
- Mr M Sallows: Litter bin & collection:
Mr Sallows reported a damaged litter bin and various items being left beside litter bins across the parish.

Email:

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| Councillors: | Rabbit damage to the allotments: | see item 11.69 above |
| Councillors: | Elections: | see item 11.75 above |
| Councillors: | Quotes for works: | see item 11.68 above |
| PCSO Whittaker: | Untaxed vehicles: | see item 11.81 above |
| Zurich: | PC Insurance: | see item 11.64 above |
| Came & Co: | PC Insurance: | see item 11.64 above |
| Willow Tree: | PC maintenance: | for future consideration |
| Glasdons: | street furniture brochure: | for future consideration |
| CDA for Herts Bulletin: | Village hall insurance: | noted |
| Mr Jones: | Request for audit document: | sent via email |
| HAPTC: | HMRC & PAYE for employers: | see item 11.64 |
- above
- | | | |
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| EALC: | HMRC guidance: | see item 11.64 above |
| Essex County Council: | Flood risk protection scheme: | |
| | Cllr Cowell reported that there were a number of properties at risk of flooding in the Parish. However, it would be a struggle to justify the costs of any flood alleviation scheme to reduce their risk, and therefore would be a low priority nationally. Schemes are more readily justified when there are large numbers of properties at high risk. Householders should be aware that the Environment Agency provides a 'Floodline Warning Direct' system which provides an automatic and free service to warn those at risk. | |
| EHDC: | Tree Preservation Order re Oak Trees: South Road: | see item |
- 11.65
- | | | |
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| Douglas Tonks: | Wages service: | noted |
| Cllr Stacey: | Confirmation of continuation of EHDC litter grant: | see item 11.73 |
| Councillors: | Bowls Club letter: | see item 11.78 above |
| Mrs Worby: | Hadham Road: failing pot hole repairs: | see item 11.65 |
- above
- | | | |
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| HCC: | street light failure acknowledgement: | received. |
| Councillors: | Gt British Elm Experiment: | |
| | Cllr Goodsell suggested that an elm replace the millennium tree on the triangle at the bottom of the field | |
- 11.84 Items for future agenda:
- Highways update requested on work orders outside 7 & 7a Park Lane 1576555 (road) and 1616351(footway)
 - Play equipment replacement program
 - Fairtrade Fortnight
 - Community Led Plan
- 11.85 Dates of Next Meetings:
- | | |
|-------------------------|----------------------------|
| Extra-Ordinary Meeting: | 5 th April 2011 |
| Finance Sub-Committee: | 7 th April 2011 |

Planning Sub-Committee: 12th April 2011
Highways Meeting: 6th April 2011
Standon Village Hall Committee: 2011
Standon & Puckeridge Community Centre: 13th April 2011
Community Led Plan Group: 6th April 2011

Parish Council Meetings:

26th April 17th May: AGM & APM 28th June 26th July
27th September 25th October 22nd November.
Annual Parish Meeting: 17th May

AGENDA AND MINUTES AVAILABLE VIA EMAIL FROM THE CLERK FREE OF CHARGE

Meeting closed at 9.45pm