

# SPC STANDON PARISH COUNCIL

## Minutes of the meeting held on Tuesday, 26<sup>th</sup> July 2011 in the Community Centre, Puckeridge, at 7.30pm

PRESENT: Cllr Richard Stacey (Chairman), Cllr Mark Acford, Cllr Colin Marks, Cllr Ken Goodsell, Cllr Mrs Mary Wilkinson, Cllr Mrs Jan Graves

Belinda Irons: Clerk

PCSO Whittaker & PC Nicola Hunt

PUBLIC: 8

11.183 Councillor apologies for absence: Cllr Mrs Ruth Arikans, Cllr Alex Lang, Cllr Graham Cowell

11.184 Other Councillor absences: Cllr Ben Harris-Quinney

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

Cllr Stacey: Employee of Herts County Council: Personal interest  
Finance: personal reimbursement of expenditure

Cllr Acford: Wife is manager of Puckeridge Community Centre: Personal interest  
Finance: personal reimbursement of expenditure

11.186 Minutes of Previous Parish Council Meeting: 28<sup>th</sup> June 2011:  
Minutes of the meeting held on the 28<sup>th</sup> June 2011 were distributed to Councillors via email for their consideration before the meeting.

**PROPOSAL: 'That the minutes be agreed as a true and correct record of the meeting'.**

PROPOSED: Cllr Marks, seconded Cllr Mrs Willkinson. AGREED AND RESOLVED UNANIMOUSLY

11.187 Urgent matters not listed anywhere else on the agenda (for inclusion on the next agenda for full discussion) None.

11.188 Mrs E Norris: Report on the removal of the Baby Clinic from the Doctor's Surgery:

Mrs Norris provided Councillors with copies of the letter she has sent to Oliver Heald MP, regarding the proposed closure of the baby clinic at the Standon & Puckeridge Doctors Surgery.

The clinic currently completes 20 baby checks each week, with 450 under 5 years also seen. The proposal from Herts Community Trust is to transfer all the clinic's services to Bowling Road in Ware. There is no parking at Bowling Road, and there can be considerable waiting times for babies to be seen.

Mrs Norris has raised a petition with 550 signatures to date.

It has been stated that the reason for the closure is that Herts Community Trust has withdrawn the funding for the rental of the room from the surgery.

Councillors were in support of the retention of the clinic as many people use it as a ‘drop in’ centre for children of all ages, and the loss would be felt across the whole community. It would have a detrimental effect on the doctors, as more people would be forced to book appointments rather than travel to Ware. **ACTION: CLERK**

11.189 PCSO Report:

PCSO Whittaker reported that a drugs warrant had been instigated in Standon, but nothing untoward had been found.

A bicycle has been stolen from Vicarage Close.

Antisocial behaviour had been reported. The youths involved had been spoken to.

The first Community meeting had taken place, and the next is planned for September.

The Locality Meeting takes place tomorrow (Wednesday), and the Policing priorities will be set for the forthcoming quarter.

PCSO Whittaker urged residents to report issues using the new ‘101’ number

*Meeting suspended for*

Adjournment for Public Discussion: limited to 15 minutes:

A parishioner commented he was unaware of the decision made to plant a fruiting ‘hedge’ on the land adjacent to the allotment, but was in favour of this happening.

*Meeting resumed*

11.190 Chairman’s Announcements:

Civic Service: The Chairman thanked all those who attended the Civic Service which was reported in the Hertfordshire Mercury newspaper. It was very successful, and there are plans for it to be repeated in the future.

11.191 Planning:

Planning Applications

3/11/1063/FP Planning application	2, Hammarsfield Close, Standon Proposed Porch Extension: <i>no objection</i>
3/11/1040/FP Planning application	The White Cottage, Latchford Demolition of existing conservatory and extension and erection of a replacement two storey extension: <i>no objection</i>
3/11/1039/FP Planning application	The White Cottage, Latchford Demolition of an existing two storey extension and erection of a replacement two storey extension: <i>no objection</i>
3/11/1161/FP Planning application	22 Southfields, Standon Single and two storey side extension: <i>no objection</i>

Planning Decisions

3/11/0714/FP Decision awaited	7 Fishers Mead, Puckeridge 2 storey side and rear extensions, single
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	storey rear extension
3/11/0754/FP Decision awaited	12 South Road, Puckeridge Single storey front extension
3/11/075/LB Listed building decision awaited	The Old Farmhouse, St Edmunds College Conversion to Estate Manager's Office: various internal and external alterations
3/11/0699/FP Decision awaited	Hazelwood, Bromley Lane, Wellpond Green 2 storey gym building, therapy area, planting
3/11/0822/FP Decision awaited	Buffalos Head, Cambridge Road, Puckeridge 2 storey single storey and first floor rear extension including pitched roof to replace flat roof. <i>No objection</i>
3/11/0924/FP Decision awaited	Tollsworth Way Caravan Site, Puckeridge Erection of 25 residential units & associated car parking, access, amenity land & landscaping
3/11/0523/FP Decision awaited	Dunstan House, Half Acres, Stortford Road, Standon: Patio doors to side elevation
3/11/1004/FP Decision awaited	5 Orchard Drive, Standon Single storey rear extension

#### APPEALS

App/J1915/A/11/2153815/NWF	Agricultural workshop and farm office Dowsetts Farm, Dowsetts Lane. Colliers End.
3/10/1692/FP; 3/10/1688/CL; 3/10/1691/CL Under Appeal APP/J1915/A/11/2152982/NWF	The White Cottage, Latchford Demolition of existing dwelling and reection of replacement dwelling. Raising roof ridge line of existing garage with alternations and use as an annexe.
3/11/0173/FP Under Appeal	Barn Cottage, Mill End, Standon Front dormer window

The clerk has written to EHDC requesting hard copies of plans be supplied, as the on-line service was cumbersome and time consuming to use. EHDC had responded, stating that hard copies were not available.

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

Finance Summary:	Balance Brought Forward:	£66,771.32
	Plus Income	£5,486.54
	Less Payments	£3,860.57
(less Ring Fenced:		
Community Led Plan	£473.05	
Play Equipment	£6,936.54	
Jubilee Trust Fund	£1,785.87	£9,195.46
	Total available to Council	£59,201.83

**PROPOSAL: 'That the monthly accounts be approved, and payments be authorised'.**

PROPOSED: Cllr Mrs Wilkinson, seconded Cllr Goodsell. AGREED AND RESOLVED (2 abstentions)

Bank Signatories: bank accounts: update:

Cllr Marks reported that the bank still has conflicting information at the branch. The clerk is receiving bank statements, but is not shown as a signatory on the account. Further action will be undertaken to formalise the situation.

Finance Committee: Minutes of meeting 21<sup>st</sup> July 2011.

The clerk provided copies of the minutes of the meeting to Councillors. Cllr Acford thanked the clerk for her commitment to providing transparent documentation for Council. The next meeting will take place end September/beginning of October. Whilst the format of reporting is a 'work in progress', there will be opportunities for all Councillors to have input into the process of refining and implementing financial decisions.

11.193 Highways Issues:

Minutes of the Highways Meeting: 6<sup>th</sup> July 2011:

Some Works have been completed (e.g. footpath clearance on old A10 past entrance to St Edmonds College towards Colliers End) - but additional items will require adding to the list.

HCC Highways waiting restrictions: update:

The clerk will formally write to Herts County Council to request this be changed to 'stopping and waiting'.

South Road/Station Road junction:

Tree Preservation Order: update:

The clerk has emailed HCC but no response as yet

Circle Anglia update:

HCC has confirmed the land belongs to Circle Anglia.

The clerk has requested a date for works to be completed to the trees.

Memorial Bench:

Dowsetts Lane: update

Herts Highways has agreed that the location is suitable and that the bench may be installed by H. Highways. The bench may now be purchased by the Family concerned, and they have agreed to delivery to their home pending the concrete base being installed at site. Once this has been done, the bench can then be placed, and fixed securely and permanently, onto the base.

Wallace Land:

naming of development: suggested 'Clements Close'

Cllr Lang has recommended via email that Herts Highways be asked to direct all traffic from this development onto the northern exit of the village onto the B1368 and not through the High Street.

**ACTION: CLERK**

11.194 Community Centre:

Minutes of the meeting: received and distributed to Councillors via email.

The clerk has received a quote of £75.00 plus VAT for weed control around the building.

**PROPOSAL: 'That Standon Parish Council herewith accept the quote for £75 plus VAT for weed clearance around the Puckeridge Community Centre from the Parish Council's grounds maintenance contractor, Stewart Bullard & Son'.** PROPOSED: Cllr Marks, seconded Cllr Mrs Graves. AGREED AND RESOLVED with one abstention.

The clerk has also received a quote for £525 for a new footpath to go around the heating installation cage to prevent people walking into it.

**PROPOSAL: 'That Standon Parish Council herewith accept the quote for £525 plus VAT for a new pathway to be installed around the Puckeridge Community Centre from the Parish Council's maintenance contractor, Broadmead Leisure'.** PROPOSED: Cllr Mrs Wilkinson, Cllr Goodsell. AGREED AND RESOLVED with one abstention.

Scaffold poles: The Football Club has offered to supply scaffold poles to form an extra cage around the heating installation. Following discussion, concerns were raised that this may form a 'climbing frame' for youngsters. The Parish Council decided that a more suitable option would be a planter underneath the heating installation cage to prevent people walking into it.

Puckeridge War Memorial:

Cllr Acford advised the meeting that the war memorial had been removed from the chapel. It had been compared to the one in St Mary's church and found to be identical. Ralph Sadlier school has been approached regarding the historical research of the playing field, which is the Standon and Puckeridge memorial, and the names of those on the war memorial. Once this work has been completed, the memorial with the historical legend will be sited in the Community Centre, and an explanatory plaque erected on the field. **ACTION: CLLR ACFORD**

11.195 Standon Village Hall:

Minutes of the Standon Village Hall Committee: 2011

Following the formation of the new Council, Standon Village Hall Committee requires another Trustee on the board.

**PROPOSAL: 'That Cllr Richard Stacey be appointed as the Parish Council Trustee on the Standon Village Hall Committee.** PROPOSED: Cllr Marks, seconded Cllr Mrs Wilkinson. AGREED AND RESOLVED UNANIMOUSLY.

11.196 Playing Field, Playground and green spaces:

Cricket Square: update:

Ware Cricket Club emailed to state that the repairs to the cricket square had been completed. Councillors inspected the site and found that the repairs were inadequate. The clerk had a subsequent meeting with the Parish Council grounds maintenance contractor, who lifted the turf, and found that the ground had not been suitably prepared, and that the turf had been folded in half to raise the level and simply placed on the ground with a grassed surface placed directly onto the ground. The area which had received this 'repair' was not the whole area affected. The clerk wrote to Ware Cricket Club immediately to state that the repair was inadequate, and that all future works must take place in conjunction with the Parish Council. **ACTION: CLERK**

Playground Inspection: update:

all scheduled works have been completed. Thanks were extended to Broadmead Leisure for all the works undertaken.

Play Equipment Replacement Programme and Fire Works Committee funding:

Thanks were extended to the Fireworks Committee for their generous donation of £5,486.54 which has been ring-fenced for use for replacement play equipment. Further funding is anticipated from Herts County Councillors Jane Pitman and David Andrews from their respective locality budgets. The swing bridge has been removed, and the suggested replacement is a roundabout.

**PROPOSAL: 'That Standon Parish Council herewith agree to the purchase and installation of a suitable roundabout to replace the swing bridge'.** PROPOSED: Cllr Stacey from the chair. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLLRS: ACFORD, STACEY, MARKS**

Dog Fouling: signage update:

A parishioner has advised that new signage has been erected.

Litter: A request for volunteer litter pickers is to be made via PS News.

Bench: The bench at the top of the field is missing a slat.

Hedge & Tree maintenance:

The clerk met with the Council's grounds maintenance contractor to inspect the hedge between the playing field and Batchelors Close.

**PROPOSAL: 'That Standon Parish Council herewith agree the quote for hedge maintenance between the playing field and the garages in Batchelors Close in the sum of £250 plus VAT'.** PROPOSED: Cllr Stacey from the Chair. AGREED AND RESOLVED UNANIMOUSLY

Burrs Meadow:

Hedge Maintenance: to be included in the schedule

Request for use of Burrs Meadow for High Street parking: a parishioner has suggested that Burrs Meadow and other areas in the High Street, Standon, be utilised for car parking. Next Agenda.

11.197 Allotments: Weed clearance:

The clerk has received a quote for weed clearance. Cllr Acford stated that whilst the Parish Council had a duty to provide allotments whilst there is a need, it is not under a financial obligation to subsidise maintenance of the site, or ancillary products the allotment holders may wish to have. Cllr Acford will produce a discussion paper for the next meeting.

**ACTION: CLLR ACFORD**

**PROPOSAL: 'That Standon Parish Council herewith agree to weed clearance being undertaken at the allotment site in the sum of £300 plus VAT'.** PROPOSED: Cllr Mrs Wilkinson, seconded Cllr Acford. AGREED AND RESOLVED UNANIMOUSLY.

11.198 Community Led Plan:

Final draft: The final draft has been distributed and quotes are being sought for printing. Cllr Marks has offered assistance.

Distribution: Councillors agreed to distribute to each household in the Parish.

11.199 Parish Paths Partnership (P3) Update from HCC:

Herts County Council has advised that no payments will be made for mowing footpaths or public rights of way. HCC has also advised that P3 will be transferred to Herts Highways in the near future.

11.200 Village of the Year Competition 2011:

Cllr Stacey reported that Standon Parish had received the 'Environment' award, and this had been reported in the Hertfordshire Mercury. The judges commented that the parish was a great place to live and work, with fantastic community spirit. Thanks were offered to everyone involved. Cllr Acford commented that this award was a great achievement because it reflected the real 'work-a-day life' of the village – no special works were undertaken to try to impress the judges in any way. The rose bowl and trophy will 'tour' the shops in the parish to ensure that everyone has the opportunity to view them. The Chairman presented a cheque for £150 from the Competition to the Parish Council. It was suggested that this may go towards the restoration of a trophy display cabinet which is currently in storage in the Puckeridge Community Centre.

11.201 Litter Agency: update  
Litter bin emptying: complaints regarding frequency of emptying:  
The clerk will investigate the return of litter bin emptying to EHDC. **ACTION: CLERK**  
Dog bin by Community Centre:  
Councillors proposed moving the metal bin from the top of the field where there are currently two bins, to the bottom of the field, and the one situated at the bottom of the field to be moved to just outside the play area at the bottom of Southfields. **ACTION: CLERK**

11.202 Bowls Club: Request for financial assistance for repair to club house:  
The Bowls Club have requested a meeting prior to the next Parish Council meeting. Cllrs Marks, Stacey, Arikans and Acford will attend. **ACTION: CLLR MARKS**

11.203 Telephone boxes: update:  
The phone boxes in High Street, Standon and Station Road, Puckeridge, are to be repainted by BT. The Station Road box will then be adopted by the Parish Council for use as a parish notice board.

11.204 Fairtrade Village: Update:  
Cllr Lang will attend the September meeting of Braughing Parish Council to give a presentation on Fairtrade, and, if there is support, to then apply for Fairtrade Zone Status. This would make it easier for the application process, and will allow for more people to become involved, and more content can be included within the application - this will make no difference to individual village Status. **ACTION: CLLR LANG**

11.205 Colliers End Village Hall: update: Cllr Acford to attend a meeting with the Trustees  
**ACTION: CLLR ACFORD**

11.206 Maintenance of PC Furniture:  
South Road/Station Road notice board: Order issued and work in progress  
Additional notice board: Order issued and work in progress

11.207 Standon Charities: Update:  
The grounds maintenance contractor has added the mowing around the Pudding Stone to the contract at no extra charge. Thanks were extended to Stewart Bullard and Son for this generous offer.

11.208 Huntsman's Close:  
Overgrowth of shrubbery: The clerk has received a quote for hedge maintenance and vegetation clearance.  
**PROPOSAL: 'That Standon Parish Council herewith accept the quote of £250 plus VAT for hedge maintenance and vegetation clearance from the Parish Council grounds maintenance contractor, Stewart Bullard and Son'.** PROPOSED: Cllr Stacey from the Chair.  
AGREED AND RESOLVED UNANIMOUSLY.

Litter: update:  
There was a considerable amount of litter in the area when the clerk visited the site. A request for volunteers will be made through PS News.

Untaxed vehicles: update on Data Protection request from Police:  
PCSO Whittaker stated that the Data Sharing Agreements have now been shelved, and the Police are able to share information with competent organisations on, for example, untaxed

vehicles. The clerk will supply information to the Police on any vehicles left in the car park that do not have a valid road tax license.

**ACTION: CLERK**

11.209 Meeting of Councillors regarding Council process and procedures:

A decision to offer Councillors an allowance of £10.00 per annum for printing documents relating to meetings was made at the Finance meeting. This would reduce Parish Council postage and stationery costs.

11.210 Parish Council IT equipment:

Also agreed at the Finance meeting was the decision to purchase a new laptop computer and printer for the clerk's use, and for use at Planning meetings to enable the viewing of plans.

**PROPOSAL: 'That Standon Parish Council herewith agree to the purchase of a Toshiba laptop computer and a printer to be agreed, to the sum of £800.00 (eight hundred pounds).** PROPOSED: Cllr Acford, seconded Cllr Marks. AGREED AND RESOLVED UNANIMOUSLY.

11.211 CPRE: decision regarding subscription:

The clerk explained that CPRE is a planning statutory consultee, and have proven to be very helpful with regard to written representation in previous planning issues at Braughing.

**PROPOSAL: That Standon Parish Council herewith agree to subscribe to the Campaign for the Protection of Rural England organisation at an annual subscription of £29.00'.**

PROPOSED: Cllr Mrs Wilkinson, seconded Cllr Mrs Graves. AGREED AND RESOLVED UNANIMOUSLY.

11.212 Tree Planting: Discussion

Three Villages Eco Group are keen to plant a community orchard at the allotments. Funding needs to be carefully considered.

Elm: the proposal to plant an elm tree outside the play area on Station Road is supported, but consideration needs to be made regarding protection from vandalism. A formal application needs to be submitted to Herts Highways.

11.213 Correspondence:

NHS	Lloyds Pharmacy: decision due 1.8.2011
Puckeridge & Standon Firework Committee:	Donation towards new play equipment
EHDC	Strategic Land Availability Assessment Partnership: The clerk has volunteered to attend on behalf of Standon Parish
Email:	
Councillors:	Planning
Cllr Marks	Freedom of Information Policy
Herts County Council	Street Lighting charges explanation
Mr Gantz	Re: Tollsworth Caravan Park planning application
PS News	copy date 10.8.2011
Ware Cricket Club	reply to SPC letter
Mr Rainbird	Puckeridge chapel
Mr Treherne	Re: Tollsworth Caravan park planning application
Mrs Beer	Tennis Club funding update
Mr Walker	Re: allotment and cans on cans
EHDC	Enforcement Policy
Mr Cooper	Hire of Football Pitch

11.214 Items for future agenda:

Removal of Parish Wards  
Grants Awards Policy  
Quality Council application  
Tender Contract & Specifications for Mowing and Litter  
Community Growing Initiative

11.215 Dates of Next Meetings:

Planning Committee: 2011 (if plans to discuss)  
Finance Committee: 3<sup>rd</sup> October 2011  
Highways Meeting: Monday, 5<sup>th</sup> September 2011  
Standon Village Hall Committee: 2011  
Standon & Puckeridge Community Centre: 2011  
Parish Council Meetings:

27<sup>th</sup> September      25<sup>th</sup> October      22<sup>nd</sup> November.

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