



STANDON PARISH COUNCIL

Minutes of the meeting held on Tuesday, 28th June 2011 in the Community Centre, Puckeridge, at 7.30pm

PRESENT: Cllr Richard Stacey (Chairman), Cllr Mark Acford, Cllr Mrs Ruth Arikans, Cllr Ben Harris-Quinney, Cllr Colin Marks, Cllr Mrs Mary Wilkinson
PCSO S Whittaker

Mrs Penny Beer on behalf of the Tennis Club

PUBLIC: There were 4 members of the public present

11.153 Councillor apologies for absence: Cllr Goodsell, Cllr Lang

11.154 Other Councillor absences: Cllr Cowell

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

Cllr Stacey: Herts County Council: Employee of Highways: personal interest

Item 11.162: Planning: Tollsworth Way: personal interest

Cllr Mrs Arikans: Allotment holder: personal interest

Cllr Mark Acford: Wife is Puckeridge Community Centre Manager: personal interest

11.156 Minutes of Annual Parish Council Meeting: 17th May 2011:

The minutes of the previous meeting had been circulated by email for Councillors consideration. Minutes presented to Council were agreed as a true and correct record of 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

11.157 Parish Council Elections: Vacancy & Co-Option of Member:

The Chairman reported that Mrs Jan Graves had indicated interest.

PROPOSAL: 'That Mrs Jan Graves be co-opted as a representative on the Puckeridge Ward'. PROPOSED: The Chairman, Cllr Stacey. AGREED AND RESOLVED UNANIMOUSLY.
Mrs Graves is interested in Schools & Families, Highways, and Communities.

11.158 Urgent matters not listed anywhere else on the agenda (for inclusion on the next agenda for full discussion) EHDC: Development Control Committee Meetings: notification of meetings available on: <http://online.eastherts.gov.uk/moderngov/ieListMeetings.aspx?Committeeld=118>

Following discussion, Councillors agreed that the Clerk will monitor and report as necessary.

11.159 PCSO Report: PCSO Whittaker

Following the previous meeting, investigation had been undertaken into the probability of amending the restrictions on double yellow lines to stopping and waiting, as requested. The regulations would have to be re-written, rather than amended, and it was therefore very unlikely that this would take place.

The Locality priorities are anti-social behaviour, of which there have been no incidents this month, and parking. Several motorists have been spoken to, and tickets have been issued.

The weekly PCSO meetings are to be replaced with community meetings, which it is hoped will have a wider appeal. Trading Standards will be present to offer advice at the first meeting which will be held on the 14th July at 7.00pm in the Community Centre.

Buntingford Police are now on Twitter, and available at..

11.160 Tennis Club: Request for funding: Mrs Penny Beer

Mrs Beer thanked the Parish Council for the letter of support for the Tennis Club's grant funding application to EHDC.

The Tennis Club wish to replace the aging perimeter fence, at a cost of £11,500. Some damage has occurred as a result of vandalism.

Subscriptions are modest to ensure the facilities are accessible to a wide range of people, which means that the Club funds are limited.

Whilst applications are being submitted to a variety of grant funding bodies, the Tennis Club would appreciate any financial aid the Parish Council is able to provide.

During discussion, Councillors discussed the need to reduce vandalism, which could include CCTV, and a lockable gate. PCSO Whittaker indicated some funding may be available if the Tennis Club targeted younger people, as this may change their perception of the facility and encourage more 'ownership' of the site.

The Chairman suggested that the Tennis Club keeps the Parish Council informed of the financial situation, whilst the Parish Council investigates whether it has a Power to financial aid the Club.

Meeting suspended for

Adjournment for Public Discussion: limited to 15 minutes: no comments were received

Meeting resumed

11.161 Chairman's Announcements:

A Civic Service is to take place on Sunday, 10th July at 10.30am in St Mary's Church, Standon. Everyone is welcome.

11.162 Planning:

Planning Applications

3/11/0822/FP Planning application	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 Planning application	Tollsworth Way Caravan Site, Puckeridge Erection of 25 residential units & associated

	car parking, access, amenity land & landscaping: <i>no objection in principle, but Councillors raised several issues of concern that will be used as recommendations for conditions. Clerk to Action</i>
3/11/0523/FP Planning application	Dunstan House, Half Acres, Stortford Road, Standon: Patio doors to side elevation: <i>no objection</i>
3/11/1004/FP Planning application	5 Orchard Drive, Standon Single storey rear extension: <i>no objection</i>

Planning Decisions

3/11/0503/FP Permission granted	7 Cannons Court, Puckeridge Front porch and kitchen extension
3/11/0714/FP Decision awaited	7 Fishers Mead, Puckeridge 2 storey side and rear extensions, single 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
3/11/0587/FP Permission refused	1 Town Farm Crescent, Standon Single storey front/side extension
3/11/0665/FP Permission granted	Bromley House, Bromley Lane, Wellpond Green Single storey rear extension: <i>objection</i>

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

Appeal allowed: 28 High Street, Puckeridge: erection of 2 attached dwellings.

Appeal allowed: Latchford Lodge, Latchford: replacement stables/garage building and open bay garage.

Conservation Area

Satellite dish erected High Street, Standon:

The clerk reported that a satellite dish was on the front elevation in a Conservation Area.

PROPOSAL: That Standon Parish Council raise no objection to the existing satellite dish in the High Street, Standon,. PROPOSED: Cllr Acford, seconded, Cllr Marks. AGREED by four votes to two against.

Planning Meeting: This will take place on the 12th July at 7.30pm. A Chairman will be elected, and issues surrounding electronic delivery of plans, and Development Control agendas and minutes will be discussed.

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

The Chairman thanked the clerk for the hard work spent on this year's accounts.

Finance Summary:	Balance Brought Forward:	£69,361.29
	Plus Income	£0.00
	Less Payments	£2,589.97
(less Ring Fenced:		
Community Led Plan	£473.05	
Play Equipment	£1,450.00	
Jubilee Trust Fund	£1,785.87	£3,709.92
	Total available to Council	£63,062.40

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

PROPOSED: Chairman. AGREED AND RESOLVED UNANIMOUSLY.

Annual Audit & Summary Receipts and Payments:

The clerk had circulated the accounts via email to Councillors, and hard copies were available at the meeting for Councillors and members of the public. The clerk explained the accounts, and read the Internal Auditor's report to the meeting. The clerk also explained that the Notice of Audit has been posted to the notice boards and the web site, and the accounts were open for public examination. The signed Annual Return would be posted to the notice board in Standon High Street, and the web site.

PROPOSAL: 'That the Annual Return and Summary Receipts and Payments prepared by the clerk be accepted and adopted'. PROPOSED: Cllr Acford, seconded Cllr Marks. AGREED AND RESOLVED UNANIMOUSLY.

Bank Signatories: bank accounts: update:

The Chairman reported that Councillors and the clerk had complied with the requirements to change the signatories on the account. Unfortunately, the bank had 'misaid' all documentation, and it had to be completed again and resubmitted.

PROPOSAL: 'That Standon Parish Council herewith agree that the clerk, Belinda Irons, and Councillor Ruth Arikans be added as signatories to the bank accounts. The clerk will be instructed to sign cheques as necessary.' PROPOSED: Chairman. AGREED AND RESOLVED UNANIMOUSLY.

Cllr Harris-Quinney will be joining the Finance Committee.

Cllr Marks requested the clerk provide the 'Powers & Duties' under which payments can be made to the Finance Committee.

ACTION: Clerk

11.164 Highways Issues:

Minutes of the Highways Meeting: 18th May 2011: the clerk circulated via email.

South Road/Station Road junction: Tree Preservation Order & Circle Anglia update:
The clerk reported less than helpful email correspondence with a member of Circle Anglia. EHDC is investigating ownership. The clerk has requested Circle Anglia update the Parish Council.

Memorial Bench: Dowsetts Lane: update:
Cllr Lang has met with the family, and a site visit will take place with Herts Highways to ensure the site is suitable. **ACTION: Cllr Lang**

Wallace Land: naming of development: suggested 'Clements Close'
The Chairman reported that a second name of 'Pockers Ridge' had been suggested by a parishioner. Cllr Acford stated that Mr Arthur Clements had lived in the parish since 1910 until his death in 2004, and two of his brothers had died in the 1st World War. This was a very relevant family in the parish.

PROPOSAL: 'That Standon Parish Council suggest the development be called 'Clements Close'. PROPOSED: Cllr Acford, seconded, Cllr Marks. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: Clerk**

Cambridge Road: TRO expired and works not completed: for Highways meeting.
Cambridge Road: vegetation overgrowth still not cut back: for Highways meeting
A10/A120 roundabout: insufficient mowing/signs knocked down and not replaced: for Highways Meeting

Weight exemption signage: ?
A120 at Broken Green: Potholes

11.165 Community Centre:

Minutes of the meeting: 11th May 2011 received and circulated via email
The trade waste bins locks have been damaged, and there have been incidences of fly tipping. The clerk has reported both issues to EHDC.
The barrier around the heating units is to be discussed at the next Finance Committee meeting.

11.166 Standon Village Hall:

Minutes of the Standon Village Hall Committee: 2011
Insurance Payment for replacement tables: the clerk confirmed that the funds can be used for similar equipment

11.167 Playing Field and Playground:

Cricket Square: update:
The clerk reported that no further updates on the repairs to the square had been received from Ware Cricket Club. Following discussion, a proposal was made to seek recompense through the small claims court once due procedure had been followed.

PROPOSAL: 'That, subject to due procedure, Standon Parish Council seek recompense for the damages caused by representatives of Ware Cricket Club to the Standon cricket square'. PROPOSED: Cllr Acford, seconded Cllr Stacey. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: Clerk & Cllr Acford**

Playground Inspection: update:
The clerk read the items under action and review to the meeting.

Swing Bridge : removed

Play Equipment Replacement Programme:

Cllr Stacey reported that members of the parish had suggested the swing bridge be replaced with a roundabout. User groups will be consulted. An action day of painting followed by a social event is planned.

Play ground annual inspection: due to take place on 4.7.2011

Youth Football Club: Permission refused
Cllr Marks raised the issue of the removal of the football pitch railings when the season has finished. This item will be raised on a future agenda.

Dog Fouling: signage update: ongoing

- 11.168 Allotments: Minutes of the meeting were circulated via email.
Two letters have been written reminding allotment holders of their obligations to keep allotments clean and tidy.
Issues raised included unauthorised access and mowing. Cllr Mrs Wilkinson reminded the meeting that a new gate was requested some time ago. The parish Council contractor will be asked to provide a quote for the requested mowing.
Cllr Mrs Wilkinson also reported that allotment holders were in support of an orchard. The clerk will contact the 3VEG group and advise. **ACTION: Clerk**

- 11.169 Community Led Plan:
The Chairman thanked all those associated with the development and production of the final version of the plan.

Verbal summary of the Community Led Plan Group: 18.5.2011:
The final draft has been sent to the Chairman of the Working Group. A pdf of the document has been sent to the printers for quotations to be submitted. The request has been made for a variety of finishes, and the cost will be reflected in the type of finish chosen.

Distribution: It is recommended that a copy be distributed to every household in the Parish, with additional copies available in public places. Distribution may be possible via the PS News. An alternative would be to have volunteers distribute.

PROPOSAL: 'That the Community Led Plan document be distributed to every household with additional copies available in public places in the Parish'. PROPOSED: Cllr Mrs Arikans, seconded Cllr Stacey. AGREED BY 5 votes to 1 abstention.

- 11.170 Parish Paths Partnership (P3): Cllr Mrs Wilkinson reported that many of the footpaths which Herts County Council Rights of Way Department should cut, are overgrown.
Two sites have been identified for the planting of Elm trees: Latchford, and outside the children's play area on Station Road, subject to HCC agreement.
The next meeting will take place on the 21st September.

- 11.171 Village of the Year Competition 2011:
The Chairman reported that he, Cllr Lang and Mrs Acford met the judges. The time period was well used, with a tour of the parish followed by presentations by village organisations, then refreshments. The judges asked many questions and seemed impressed with what they had seen. A decision will be made on the 30th June at County Hall, Hertford, and the Chairman, Cllr Lang and Mrs Acford will attend the event.

- 11.172 Litter Agency: update
Provision of dog waste bins in Station Road: EHDC to supply and fit.

Provision of additional dog waste bins in Parish: new bin fitted in wrong location:
The clerk has spoken to the contractor, who has advised that there were previously two bins at the top of the field, which was why the second bin had been sited there. The Chairman

has spoken with a parishioner, and investigation into the cost of provision of a larger bin at the bottom of the field will be undertaken. **ACTION: Clerk**

11.173 Bowls Club: Request for financial assistance for repair to club house:

The clerk has not yet received the additional information which the Bowls Club wanted to present.

11.174 Telephone boxes: update :

The clerk had received an email indicating that the photographs supplied by Cllr Lang, and the request for maintenance to be undertaken had been passed to the appropriate office.

(NOTE TO MINUTES: The Chairman spoke to a BT maintenance operative the following day, who was repairing the Station Road, Puckeridge box. The clerk will check to ensure that repainting will take place as requested.) **ACTION: Clerk**

11.175 Fairtrade Village: Update:
The application has been submitted.

11.176 Colliers End Village Hall: update :
Cllr Acford reiterated Cllr Cowell's comments from the previous meeting, adding that, in his personal opinion, the building was beyond redemption, and that he would speak with the Trustees with some suggestions for the site. **ACTION: Cllr Acford**

11.177 Maintenance of PC Furniture:
Extensive discussion regarding the maintenance of notice boards took place, with divergent views offered to the meeting.

Standon notice board: repairs quote: on hold
South Road/Station Road notice board: new notice board quotes
Additional notice board: repairs quote

PROPOSAL: 'That Standon Parish Council herewith accepts the quotes submitted for a new notice board, and the refurbishment and siting of the existing notice board at Barwick Ford'. PROPOSED: Cllr Acford, seconded Cllr Marks. AGREED 5 votes to 1 against.

Other items of furniture: bench & bus shelter maintenance:
The clerk will contact the Passenger Transport Officer to ascertain which bus shelters the Parish Council owns. **ACTION: Clerk**

Notice boards & Councillor contact details: discussion:
The Quality Council Guide best practice recommends Councillor contact details be made available in a public place. Currently, Councillors telephone and email addresses are on the web site. Following discussion, there was general agreement of Councillors present that Councillors details supplied on the main notice board was appropriate.

PROPOSAL: 'That Standon Parish Councillors photographs, telephone numbers and email addresses, be published on the main notice board which will be on the Station Road/South Road junction. Home addresses will not be publicised'. PROPOSED: Cllr Acford, seconded Cllr Harris-Quinney. AGREED 5 votes to 1 against.

11.178 Standon Charities: Pudding Stone land:

Following discussion with members of Standon Charities, the clerk was advised that the Parish Council rents the land at a peppercorn rent. The clerk will advise the mowing contractor that the area needs to be cut, with a recommendation of twice per annum.

- 11.179 Huntsman's Close: ongoing complaints re overgrowth of shrubbery, litter, and untaxed vehicles.

The Chairman reported that if the Parish Council registers with Herts Police for Data Protection, the Police will be able to supply vehicle ownership details. **ACTION: Clerk**
The clerk will obtain a quote for cutting the shrubbery.
Any anti-social behaviour has to be reported to the Police.

- 11.180 Correspondence:

EHDC Annual Play Area Safety Inspection 4.7.2011: noted.

Email:

Councillors: Planning
Tennis Club
Play Equipment

Mr Gillingwater The Moors mowing: the section of The Moors has now been cut.

NALC Information Commissioners Office and Councillors as Data
Controllers:

Cllr Aford stated that this was a minefield as the Data Protection Act contradicted the Freedom of Information Act, and that the Parish Council needed to have a transparent discussion on this issue, and policies on both Acts. **Next agenda**

Mrs Elngam Dog bins: see item 11.172

EHDC Planning via web site only:

EHDC South Road/Station Road junction: land ownership

EHDC Traffic Regulations Order: various sites in Standon

Ms Groves Burrs Meadow: tree overhanging garden: Clerk to obtain quote.

Mr M Amey, EHDC South Road/Station Road junction: trees & land ownership

Mr Willoughby, Circle Anglia: as above

Mr J Harris Pudding Stone land

Mr & Mrs Weaver Huntsman's Close complaints

- 11.181 Items for future agenda:

Information commissioner: Data Protection & Freedom of Information

Removal of Parish Wards

Grants Awards Policy

Meeting of Councillors regarding Council process and procedures

Quality Council application

Tender Contract & Specifications for Mowing and Litter

Parish Council IT equipment

Community Growing Initiative

Tree planting

CPRE: decision regarding subscription

HCC Highways waiting restrictions

Football railings: review

- 11.182 Dates of Next Meetings:

Finance Committee: 2011

Planning Committee: Tuesday 12th July 2011
Highways Meeting: Wednesday, 6th July 2011
Standon Village Hall Committee: 25th July 2011
Standon & Puckeridge Community Centre: Wednesday, 13th July 2011 AGM
Standon & Puckeridge Community Centre: Wednesday, 20th July 2011: WD Hall.

Parish Council Meetings:

26th July 27th September 25th October 22nd November.

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