

# SAWBRIDGEGWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 30 June 2014**.

### Those present

Cllr Angela Alder	Cllr Peter Mitchell
Cllr Eric Buckmaster – Town Mayor	Cllr Will Mortimer (from 20:25)
Cllr Ruth Buckmaster	Cllr Tom Reeks
Cllr Pat Coysten	Cllr Joyce Vincent
Cllr Derek Filler	Cllr Andrew Wincott
Cllr Barry Hodges	

### In attendance:

Cty Cllr Roger Beeching	2 members of the public
R Bowran - Town Clerk	Mrs J Kenny – Town Projects Manager

Welcome by the Mayor, prayers were read by Cllr Filler

### 14/26 APOLOGIES FOR ABSENCE

None; Cllr Jane Adams was absent.

### 14/27 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.

**Mr Tony Coleman** commented that he had now lived in Sawbridgeworth for 2 years. He praised the helpfulness of the Clerk and Paul Patmore of Herts Highways who had been very helpful in getting some roads remarked.

**Mr Tony Coleman** mentioned that several seats in the town needed mending or replacing.

*Clerk confirmed that the matter was being dealt with by the town ranger*

**Mr Tony Coleman** mentioned incidents of air-gins being discharged on the Bullfields allotments. He complained that the police had not responded to his “101” calls.

*Clerk confirmed that Mr Coleman had previously brought the matter to his attention and it was being dealt with by the police.*

**Mr Norman Manion** announced that this was the last meeting of the Town Council that he would be attending.

**Mr Norman Manion** commented again that he felt that Barratt Homes should be prosecuted for the removal of a number of ash trees and the accompanying environmental preservation plaques from the Saffron Gardens Site.

*Clerk will pass this comment on to the LPA Enforcement Officer.*

**Mr Norman Manion** commented that nothing had been done to institute a one way traffic system at his end of Millfields into Saffron Gardens.

*Clerk confirmed that the matter was being dealt with by Herts Highways.*

**Mr Norman Manion** commented that nothing had been done to stop a person on a yellow scramble bike with a dog on a lead.

*Having established that Mr Manion had not contacted the police, Clerk said that he would do so.*

**Mr Norman Manion** commented that a 20 mph or a 10 mph speed limit should be introduced into Saffron Gardens.

*Clerk confirmed that there were some matters over which the town council had little influence.*

**Mr Norman Manion** commented about the fumes getting into his kitchen window from cars being parked on the pavement outside his house.

**14/28 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members  
There were none

**14/29 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 27 May 2014 (M01) [*prop Cllr Alder; secd Cllr Filler*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. There were none.

**14/30 PLANNING COMMITTEE**

**Received and Noted:** The Minutes of the Planning Committee Meetings held on:

- 27 May 2014 (P01)
- 09 June 2014 (P02)

**14/31 FINANCE AND POLICY COMMITTEE**

**Received and Noted:** The minutes of the Finance and Policy Committee Meeting held on:

- 09 June 2014 (F01)

**14/32 FINANCIAL REGULATIONS**

**Resolved:** To adopt amendments to Financial Regulations as Recommended by the Finance and Policy Committee and as contained in Minute F14/07.1 of their meeting dated 09 June 2014. [*prop Cllr Wincott; secd Cllr Alder*]

**14/33 STANDING ORDERS**

**Resolved:** To adopt amendments to Standing Orders as Recommended by the Finance and Policy Committee and as contained in Minute F14/07.2 of their meeting dated 09 June 2014. [*prop Cllr Vincent; secd Cllr R Buckmaster*]

**14/34 ANNUAL ACCOUNTS AND ANNUAL RETURN**

1. **Resolved:** To adopt the Annual Accounts and the Annual Return for 2013/14 [*prop Cllr Wincott; secd Cllr Vincent*]
2. **Resolved:** To sign the Certificate of Governance. [*prop Cllr Wincott; secd Cllr Vincent*]
3. **Noted:** The report of the internal auditor and the report on actions required.

**14/35 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

The mayor announced that Sue Adams, the council's finance officer had retired that day after eight years' service with the council.

The mayor announced that he had received a letter of resignation from Cllr Jane Adams. The Clerk then explained the process for publicising the vacancy.

Town Twinning. At the end of May I went to Moosburg with Councillor Ruth Buckmaster, Jeremy and Dawn Dickson, and David and Terri Royle. It was actually the 40th Anniversary Jumilage with Bry-sur-Marne. We were very well looked after by two of the Moosburg Councillors who are very keen to pursue a closer relationship with Sawbridgeworth. The Burgermeisteren Anita Meinelt and her husband Andreus said they were prepared to give it a try.

I'd like to thank Steve Day of Sawbridgeworth Town Football club for the football shirts and pennants that we took to Moosburg as gifts.

Councillor Erwin Weber will visit us in October and discuss plans for a small twinning in Sawbridgeworth in October 2015. We have a number of potential host families. On a small scale we could probably use the council's facilities for transport and reception. There will be a 3 way concert in Bry next March.

A reminder that our Civic Service will be this coming Sunday at 3pm at Gt St Mary's, followed by afternoon tea here in the chamber and Hailey Centre.

There will be a Civic Breakfast here in the chamber on the morning of 4th August to which all members will be invited. This event will also be the launch of the commemorative events for the centenary of the 1st World War. There will be a modified coat of arms that the committee had requested for correspondence concerning the commemoration.

**14/36 REPRESENTATIVES & CHAMPIONS REPORTS**

To receive representatives reports from:

- **County Councillor Roger Beeching** reported:
  - Incorrect road markings in Bullfields had been painted out, unfortunately it has made the situation worse.
  - Many street lights are being replaced by "High-Lights" with improved energy efficiency, payback achievable in 25

- years.
- Consultation on the use and hours of opening of Recycling Centres
- Highlighted the number of unpaid carers of all ages who look after less able people and those with learning difficulties
- Charter for town and parish councillors proposed, feedback needed by the middle of August.
- **District Councillor Eric Buckmaster** reported:
  - going on an advanced public speaking course on 10th July along with some fellow East Herts Councillors.
- **District Councillor Will Mortimer** was not present.
- **Hertfordshire Police** were not present.
- **Rivers Heritage Site and Orchard**
  - We have now held two meetings of the RHSO committee. Officers have been appointed. The Chairman is Rob Richardson. The first maintenance day will be held on Sunday morning. They have discussed buying new tools and using the council's water bowser during dry weather. Archives will be held here in a storeroom and be viewable by appointment. The website will develop over time. Grass cutting will be arranged as required and there will be events such as 'apple days' as previously held. Elizabeth Waugh who wrote a book on the Rivers Nursery will try to get hold of the digital copy of the book.
- **Duckling Centre** Cllr Mitchell advised the next meeting he will attend will be on 08 July
- **Memorial Hall** Cllr Wincott reported progress:
  - Stage lighting revised
  - Heating controls reworked
  - Next projects are stage curtains and the car park
  - Several events including Sawbo's Got Talent, a model railway exhibition, WW1 centenary commemoration and 60<sup>th</sup> anniversary of the hall.
  - The Hall will support Youth Create as the mayor's charity

**14/37 PERCEPTION OF COUNCILLORS' ROLE**

The mayor introduced a debate on the visibility of councillors in the community.

We now have a very high profile Town Council with the services we have on offer and the events we hold. Our staff have a very heavy weekend coming up with the farmers market, Leventhorpe concert and Civic Service. It is possible however that the general public are not always aware of just how hands on we are as members. Perhaps the perception is that we just sit here in meetings.

Are Members prepared to have an identifying item of clothing, a T shirt, hat, or Sweatshirt with 'Town Councillor' on it when on community duty at our events.

Should we have a rota for members to be on duty at Farmers

Markets, as an informal surgery. Do Members feel that we need to be more visible/accessible?

Members discussed communications with the press, collectively and individually; making themselves more visible at events; making themselves more available.

It was agreed to:

- Establish a rota of councillors to attend Farmers Market, Cllr Ruth Buckmaster as champion to arrange.
- Make this a matter for consideration by the Communications Working Party
- Publish more widely what the role of a town councillor is in the community.
- Ask officers to make proposals for items of clothing to identify the function of councillors.

## 14/38 CLERK'S REPORT

Received and noted the following report:

- **HAPTC Executive** Cllr Mrs Angela Alder has been elected to serve on the Executive Committee of HAPTC for the next four years.
- **Newsletter** The Summer 2014 edition of the Town Council Newsletter, which includes the annual report, has been published and distributed throughout the town.
- **Farmers Market**  
The Farmers Market in June was the first truly wet market for many months and although trade was brisk the number of visitors was an all-time low at just over 400. In response to retailers concerns we re-introduced the Park and Ride service from the Leventhorpe School although the take up was minimal.
- **Sawbobus** The first of the two replacement Sawbobus vehicles goes into service on 25 June. We have now a total of £6,000 promised to us by the three tiers of council in Essex which will enable that part of the service to continue. The High Wych Post Office service has been temporarily withdrawn as new access restriction posts have made it impossible to turn the minibus, a solution is being sought. We have experienced some difficulties with drivers, but the issues appear to be resolved.
- **Mark Prisk MP** Our member of parliament has recently written to the District Council. This is in response to complaints from retailers that the monthly Saturday morning market is killing their trade. The District Council and the Town Council are exhorted to work with retailers to find a solution to their complaints. We will seek a review with the District Council and explain all that the town council has done to assist the economic wellbeing of the town. This may present an opportunity to accelerate some of the plans that are in the pipeline with EHDC.
- **Bell Street Conveniences** We are advised that the next stage is the production by EHDC of an SLA. We have been waiting for this for six weeks now. EHDC will not progress until this is done. Meanwhile the conveniences continue to be an acute embarrassment to the town. They have recently had to be jet washed to cleanse them.
- **Town Green** We hope that the solution we have proposed for re-siting the Farmers Market and developing the Town Green into a town centre focal point will assume some degree of urgency following Mark Prisk's letter to EHDC.

**14/39 HOSPITAL DIAL-A-RIDE**

Clerk presented a paper on the future of providing a Hospital service that was originally introduced as Sawbobus 2.

After debate during which a number of issues and ideas were discussed it was:

**Proposed** that STC should take up the offer of a grant from HCC, start a supply driven service and review operation after one year.  
*[proposed Cllr Mortimer; secd Cllr Reeks]* Motion defeated.

**Proposed** that more information be gathered as to demand and a more detailed proposal be submitted.  
*[prop Cllr Alder; secd Cllr Mitchell]* Motion carried.

**14/40 DEPOSIT AND CONSULTATION DOCUMENTS**

There were none

**14/41 FINANCIAL REPORT**

**Noted:** The current Financial Report

**14/42 ACCOUNTS FOR PAYMENT**

**Noted and Approved:** Accounts for payment

Meeting was closed at 21:15

The next meeting of the Town Council will be held at 7.30 pm on Monday 28 July 2014 in the Council Offices at Sayesbury Manor, Bell Street, Sawbridgeworth