

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:30 pm on **Monday 30 November 2015**.

Those present

Cllr Sotirios Adamopoulos	Cllr Don Hall
Cllr Angela Alder	Cllr Will Mortimer
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	Cllr Tom Reeks
Cllr Pat Coysten	Cllr Mike Shaw

In attendance:

Cty Cllr Roger Beeching MBE BDS JP
R Bowran - Town Clerk
J Sargant -- Town Projects Manager

Welcome by the Mayor, prayers were read by Cllr Riches

15/107 APOLOGIES FOR ABSENCE

There were none.
Cllr Alder had advised of late arrival due to EHDC commitment.

15/108 DECLARATIONS OF PECUNIARY INTEREST

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

19:34 Cllr Shaw arrives

15/109 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.
There were none

15/110 MINUTES

Resolved: To approve, after amendment, as a correct record the minutes of the Meeting of the Town Council Meeting held on 27 October 2015 (M06)

[prop Cllr Coysten; secd Cllr Adamopoulos]

15/111 PLANNING COMMITTEE

Received and Noted: The minutes of the Planning Committee Meetings of:

- 26 October 2015 (P08)
- 09 November 2015 (P09)

15/112 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive advice of the Mayor's correspondence and communications

- Attended a successful Christmas lights festival, with thanks to the police and volunteers.
- Attended a Lights of Love service
- Going to ice skating at Van Hague's
- Nominations for mayor-elect will be held in January for the role which is essentially non-political.

- A decision on the designated area for our Neighbourhood Plan will be made at the Executive meeting in December.
- Correspondence from Cllr Sheila Caves of Sheering PC about blocked drains, lights on in Bullfields and parking on footpaths.

19:50 Cllr Alder arrives

15/113 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Roger Beeching MBE JP:
 - Congratulations on Christmas Lights
 - HCC announce a gully clearing programme
 - Government Statement means Business rate will now be kept by the County Council
 - Council Tax can raise by 2% more than the referendum limit to pay for adult care.
 - HCC must save £20m pa by 2020.
 - Vitamins available for pregnant and nursing mums
 - Encouragement for apprenticeships
 - Road Gritters are ready to go with salt stock of 12k tonnes
 - Some funds remain in his locality budget.
 - Cllr Shaw asked how the District Plan would meet the target of 400,000 new homes in the county. The mayor responded by saying the process was slow and modelling for transport was still awaited.
 - Cllr Shaw asked about Gilston Park and its future as the target for East Herts was 15,000 homes by 2033. Mayor said it was likely that there would be 2,500 homes in Gilston because of infrastructure issues and the developments would be in a number of places.
- District Councillor Angela Alder:
 - Attended Dementia Training session
 - Attended Health seminars at County Hall
 - Attended Health and Wellbeing monitoring group
 - Attended training sessions on social media, licencing, development management control, standards committee and audit.
 - Escorted new CEO of EHDC, Liz Watts, on a tour of Sawbridgeworth
 - Attended Urban conference in Ware
 - Noted that the Children's Centre was now spread over a number of local sites.
- District Councillor Will Mortimer reported:
 - Meetings with Heads of Service with a Risk management review and a look at Opportunity Costs.
 - The Audit Committee were looking at a number of available investment opportunities
 - The Government Autumn statement would be looked at in the new year
 - Cllr Royle asked if the ^{size of market} costs of district planning were being monitored – "yes" and whether ~~external consultants~~ ^{how} were being employed – "no". ^{back}
- District Councillor Eric Buckmaster reported:
 - The Executive was meeting on 17 December
 - Attending the village halls conference
 - Appointing two mental health champions

- There would be a housing conference in January hosted by Mark Prisk MP
 - Cllr Royle asked about the strategy for fuel poverty in Sawbridgeworth, the mayor answered that he would investigate and forward it to the councillor.
- Hertfordshire Police were not present but reported *in absentia*:
 - Appointment of a new PCSO to work in Sawbridgeworth
- Other Representatives. Cllr Burmicz reported on EHDC Youth Programme:
 - Community Champion initiative to tackle Anti-social behaviour, behaviour leading to criminal tendencies. Every school in East Herts represented and a presentation day to be held at the Manor of Groves.
- Other Representatives. Cllr Ruth Buckmaster reported on the Memorial Hall:
 - Refund of £800 received from use of solar panels.
 - Grant of £8,000 received from EHDC to refurbish the stage, update electrics and install a cinema screen.
 - Cllr Hall reported that the food festival on 27 November had been very successful.

15/114 TOWN ACTION PLAN

To report on progress with the Town Action Plan 2015-20.
 The first Drop-in-Day for public consultation was held at the council offices on Saturday 31 October. Ideas were being consolidated and redistributed to the working parties. They will get together again in the new year for a second consultation. Plan will be presented at the 2016 Annual Town meeting.

15/115 NEIGHBOURHOOD PLAN

To report on progress with the Sawbridgeworth Neighbourhood Plan.
 Clerk reported that no action had been taken until the outcome of the decision by EHDC on the application for a Designated Area.
*Cllr Shaw asked about the costs of producing the plan
 Clerk responded that the best estimate was in the order of £40k offset by grants estimated cat £16K.
 Cllr Shaw said there must be transparency in the costs and asked what we would get for the money.*

15/116 CLERK'S REPORT

Town Clerk's report is attached as Appendix A
*Clerk was asked if we had received a grant request from CAB – answer was yes.
 Clerk was asked if we had investigated the ["community Payback Scheme" – the answer was yes, but that it involved a level of supervision that we could not provide.
 Clerk was asked if we were participating in the "Clean for the Queen" campaign – answer was that we would be looking at a number of related events in 2016.*

15/117 TOWN PROJECTS REPORT

Town Project Manager's report is attached as Appendix B and she highlighted:
*WWI Exhibition extended to end of January 2016.
 Christmas Lights thanks to Cllr Burmicz for acting as chief marshall and to Harlow college students, police and community groups
 The Grotto was a great success with Santa Claus*

zwb

*Red Cross reported one minor incident
Only downside was a lack of some sound and lighting
equipment.*

*Estimated attendance was 3,500 to 4,000 – when questioned
on how we knew, response was that it was estimated by
Police and Red Cross*

The Mayor congratulated the Town Projects Manager on a highly successful event.

15/118 DEPOSIT & CONSULTATION DOCUMENTS

To note any items for Deposit and Consultation.
There were none.

15/119 FINANCIAL REPORT

Noted: The current Financial Report

15/120 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

Meeting closed at 20:40

The next meeting of the Town Council will be held at 7.30 pm on Monday 04 January 2016 in the Council Chamber at Sayesbury Manor, Bell Street Sawbridgeworth.

*Eric D. Bentley
4-1-2016*

Appendix A

Allotments

- Vantorts paths scheduled for widening in January 2016.

Bus Shelters

- Cleaned and maintained, hanging baskets installed
- Request for a new bus shelter on Cambridge Road being researched as a possible Rotary Project.

Car Park Subsidy (First Hour Free)

- Now taken on by EHDC

Cemetery

- 44 Interments managed in 2015 to date
- Application for an exhumation to be made to MoJ

Chamber Utilisation

- World War I Exhibition extended until end of January 2016.

Christmas Festival

- Preparations finalised
- Road closure notices applied for, at date of writing, 24 November, only verbal consent received for event on 27 November.
- Post event report will be from Projects Manager.

Community Transport - Sawbobus and Minibus Hire

- Dial-a-Ride service provided; 65 so far this year.
- Saturday morning service reinstated.
- No acknowledgement of this received from passengers.

Consultee on all matters relevant to the town

- No further consultations at present

Fly Posting

- Continued surveillance and unauthorised advertising removed.
- Authorised charity banners installed and removed in a timely manner.
- Countered EHDC challenge on legality of our actions; discovered that their guidelines differ from the law.

Grants to voluntary organisations

- Appeal from CAB for further help as potential grant funding reduced after change in council's grant policy

Hertfordshire Highways

- Sign cleaning, sign removal, footpaths clearance, town sign erection and gardening works carried out.

Neighbourhood Plan

- Application made to EHDC for designation of a Neighbourhood Area – we were advised that a decision would be made by the Executive panel at EHDC on 03 November. So far we have heard nothing nor been advised if the decision has been deferred for any reason.

Planning Matters (acting as a consultee)

- 76 Applications considered since the beginning of the new term.
- Still coming to terms with a seriously flawed EHDC planning notification system.

Projects

- Bell Street Conveniences; ongoing dialogue with EHDC since October 2013 over refurbishment and maintenance responsibility.
- Town Green; ongoing dialogue with EHDC since January 2015 over project to revitalize area as a community hub and town centre focus.

Publicity/Information:

- Newsletter; latest edition concentrating on Christmas events and the Neighbourhood Plan was published in mid-November.

Staffing

- Gill Abbott's contractual sick pay ended on 31 August, she remains in sick leave,

Town Action Plan

- Drop in day held on 31 October at Council Offices and an estimated 200+ people attended and gave ideas.
- These have been consolidated and distributed to the working groups.
- Working parties are now analysing and refining the results.

Appendix B

Civic Events (promoted by the Mayor)

- Christmas Disco for under 15's – Leventhorpe School (TBC) **Friday 11th December 2015** 6pm to 8pm
- Civic Dinner – **Saturday April 9th 2016** at Sawbridgeworth Memorial Hall. This is a dinner dance event and there will be a 3 course dinner, followed by entertainment from a local band. Catering is by Magpie Catering.
- Spring Duck Race – Date TBC.
- Annual Civic Awards and Presentation of Mayor's Charity cheque to Sawbridgeworth & High Wych Girl Guiding. **Friday 20th May 2016** (7pm)

Other Civic Ceremonial Events

- The Annual Town Service of Remembrance on Sunday 08 November.
- Most members were able to attend.
- Two past mayors also attended.

World War One Exhibition

- Over 300 school children have now visited the exhibition.
- Visits are fully booked to the end of the year so the exhibition is being extended to the end of January.

Community Events

- Christmas Lights Festival - **Friday 27th November 2015**.
- Post event report will be made at the meeting of Council

Financial Summary - Cashbook

Summary between 01/04/15 and 30/11/15 inclusive.

Balances at the start of the year

Ordinary Accounts

01. Current Account £6,103.29

Short Term Investment Accounts

02. Reserves Account (Santander) £22.73

03. Community Loan Account (30 Day) £0.00

05. STC Number One Bond (Saffron) £0.00

06. STC Number Two Bond (Saffron) £0.00

07. STC Number Three Bond (Saffron) £0.00

08. STC Number 4 bond (Saffron) £0.00

09. STC Number 5 bond (Saffron) £0.00

10. STC Number 6 bond (Saffron) £25,000.00

Lloyds Treasury Account £0.00

Long Term Investment Accounts

04. High Interest Bonds £0.00

Total £31,126.02

	Net	Vat	Gross
COUNCIL			
Receipts	£359,317.55	£6.26	£359,323.81
Payments	£51,275.72	£4,589.44	£55,865.16
SALARIES			
Payments	£134,287.83	£0.00	£134,287.83
ALLOTMENTS			
Receipts	£1,708.12	£0.00	£1,708.12
Payments	£1,990.36	£0.74	£1,991.10
CEMETERY			
Receipts	£23,690.36	£0.00	£23,690.36
Payments	£9,587.23	£1,353.13	£10,940.36
RECREATION			
Payments	£2,652.05	£520.44	£3,172.49
MISCELLANEOUS			
Receipts	£1,028.50	£0.00	£1,028.50
Payments	£25,428.80	£3,446.95	£28,875.75
COMMUNITY BUS			
Receipts	£69,633.19	£0.00	£69,633.19
Payments	£14,320.65	£0.00	£14,320.65
FARMERS MARKET			
Receipts	£285.00	£0.00	£285.00
Payments	£494.85	£56.00	£550.85
MINIBUS ET53 LJA			
Receipts	£2,084.10	£0.00	£2,084.10
Payments	£2,011.13	£137.59	£2,148.72
JUMBOBUS AE53 0AO			

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Receipts	£670.25	£0.00	£670.25
Payments	£1,889.53	£124.98	£2,014.51
BABIBUS SF11 FZV			
Receipts	£1,321.00	£0.00	£1,321.00
Payments	£13,784.86	£322.06	£14,106.92
YANKEE RX54 GBY			
Payments	£2,914.62	£289.37	£3,203.99
ZULU RX54 GBZ			
Receipts	£26.66	£0.00	£26.66
Payments	£3,776.57	£469.44	£4,246.01

Closing Balances

Ordinary Accounts

01. Current Account £140,149.87

Short Term Investment Accounts

02. Reserves Account (Santander) £22.80

03. Community Loan Account (30 Day) £0.00

05. STC Number One Bond (Saffron) £0.00

06. STC Number Two Bond (Saffron) £0.00

07. STC Number Three Bond (Saffron) £0.00

08. STC Number 4 bond (Saffron) £0.00

09. STC Number 5 bond (Saffron) £0.00

10. STC Number 6 bond (Saffron) £25,000.00

Lloyds Treasury Account £50,000.00

Long Term Investment Accounts

04. High Interest Bonds £0.00

Total £215,172.67

Not all the accounts have been reconciled exactly to the end date on this summary.

Cheque list

Start of yea. /04/15

Cheque number	T.n. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
1040	7559		£459.00	£76.50	£382.50 MISC.	The Letterbox Consultancy Ltd	Distribution of WWV1 Leaflets
1041	7572		£288.00	£48.00	£240.00 STC	Lodge & Sons (Builders) Limited	PAT Testing and adjusted panel to stop flickering chamber lights
1042	7406		£1.63	£0.07	£1.56 STC	Southern Electric	Unmetered supply to Phone box
1042	7470		£1.76	£0.08	£1.68 STC	Southern Electric	Unmetered electricity supply - Phone box
1042	7573		£1.89	£0.09	£1.80 STC	Southern Electric	Unmetered supply to Telephone Box
1042			£5.28	£0.24	£5.04		
1043	7575		£627.36	£104.56	£522.80 STC	Nimbus Hosting Ltd	Backup Server Support (05/11/15-04/11/16)
1044	7584		£30.03	£5.00	£25.03 STC	HFE Signs Ltd	Date figures for Christmas Event Banners
1045	7587		£67.20	£11.20	£56.00 STC	Alba Victoria Cleaning and Suppor	Exterior window cleaning
1045	7589		£67.20	£11.20	£56.00 STC	Alba Victoria Cleaning and Suppor	Exterior window cleaning
1045			£134.40	£22.40	£112.00		
1046	7588		£15.00	£2.50	£12.50 STC	Eden Springs UK Ltd	Drinking water supply
1047	7585		£82.80	£13.80	£69.00 STC	CaterCare Catering Equipment Li	Service call-out to broken water heater
1047	7608		£180.42	£30.07	£150.35 STC	CaterCare Catering Equipment Li	Repair (Faulty PCB & Thermistor) to water heater
1047			£263.22	£43.87	£219.35		
1048	7609		£2,568.00	£428.00	£2,140.00	Rialtas Business Solutions	Finance Package set up, installation etc
1049	7610		£115.49	£19.25	£96.24 STC	HFE Signs Ltd	Correx Signs - Christmas Lights Festival
1050	7611		£424.80	£70.80	£354.00 STC	Cambridge Printers (UK) Ltd	Printing of Newsletters (4500) - Issue 20
1051	7612		£114.00	£19.00	£95.00 STC	Lodge & Sons (Builders) Limited	PAT Testing of equipment at Bakers Farm
1052	7613		£62.48	£0.00	£62.48 STC	Diamond Logos Ltd	Flleece & Polo shirts for Driver Jones
1053	7631		£4,698.23	£783.04	£3,915.19 STC	CF Corporate Finance Ltd	Early termination settlement - Hailey Centre Photocopier agreement
1054	7632		£581.77	£0.00	£581.77 STC	Hailey Day Centre Trust	Balance of early termination settlement - Photocopier
1055	7633		£80.28	£13.38	£66.90 ZULU	John Miles & Son	New Tyre
1056	7634		£371.28	£61.88	£309.40	David Allam	Servicing of ET53 and Zulu
1057	7638		£387.32	£64.55	£322.77 STC	The Letterbox Consultancy Ltd	Distribution of Newsletter No 20
1058	7639		£43.99	£7.33	£36.66 STC	Ernest Doe & Sons Ltd	Gas Cylinder for Beacon - Christmas Lights Festival
1059	7592		£29.88	£4.98	£24.90 MISC.	Ridgeons Ltd	Cable ties and Tinsnips
1059	7629		£47.98	£8.00	£39.98 MISC.	Ridgeons Ltd	2x Fence Panels
1059	7637		£40.99	£6.83	£34.16 STC	Ridgeons Ltd	Headlight Torches, cable ties and barrier tape
1059			£118.85	£19.81	£99.04		
Page Sub Total			£11,388.78	£1,790.11	£9,598.67		
Running Sub Total			£11,388.78	£1,790.11	£9,598.67		

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Cheque list

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
1060	7560		£172.37	£28.73	£143.64	Breeze Office Solutions Ltd	Laminator & Pouches
1060	7574		£62.99	£10.50	£52.49	Breeze Office Solutions Ltd	Door mat for rear Chamber door
1060	7590		£49.30	£8.22	£41.08	Breeze Office Solutions Ltd	Photocopier paper
1060			£284.66	£47.45	£237.21		
1061	7586		£120.00	£20.00	£100.00	David Allam	Safety checks - Jumbo and Babibus
1063	7653		£265.00	£0.00	£265.00	Dale Lisa	Cleaning services - November
1064	7654		£27.21	£4.54	£22.67	Ridgeons Ltd	Saws and WD40
Total			£12,085.65	£1,862.10	£10,223.55		

Page Sub Total £696.87 £71.99 £624.88
 Running Sub Total £12,085.65 £1,862.10 £10,223.55

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