

SAWBRIDGEWORTH TOWN COUNCIL

Minutes

of the meeting of the Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 26 March 2018**.

Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Roger Beeching	Cllr Don Hall
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	Cllr Mike Shaw

In attendance:

8 members of the public
R Bowran – Town Clerk

Joanne Sargant – Town Projects Manager

Welcome by the Town Mayor

17/161 APOLOGIES FOR ABSENCE

Apologies for absence received from:
Cllr Adamopoulos – family illness
Cllr Coysten - unwell

17/162 DECLARATIONS OF PECUNIARY INTEREST

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

17/163 PUBLIC FORUM

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

Members of the public wanted to hear the latest position regarding the state of the Right of Way linking Elmwood to the river. The mayor agreed that Agenda item 17/173 would be considered as an early part of business.

17/164 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 26 February 2018 (M08)
[prop Cllr Alder; secd Cllr Riches]

There were no matters arising from these Minutes not dealt with elsewhere on this Agenda.

17/165 PLANNING COMMITTEE

Received and Noted: The minutes of the Planning Committee Meeting held on:

- 26 February 2018 (P14)

Received and Noted: The draft minutes of the Planning Committee Meeting held on:

- 12 March 2018 (P15)

17/173 ELMWOOD FOOTPATH

To report on developments relating to establishing the ownership of the footpath between Elmwood and the River Stort.

Advice has been taken from TeesLaw and ownership has not been resolved. Clerk has been advised to write a further letter to the registered owner asking if work can be carried out.

Clerk mandated to seek quotations for the reinstatement works. Any decision on this and on-going maintenance obligations to be deferred to next meeting of council.

17/166 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive the Mayor's appointments and communications

The month began with the CVS AGM, they reported back on a successful May Fair last year but recorded extra help needed this year on manning the road closures. They went on to discuss the different events for this year's fair.

The Women's Day of Prayer was this year held at The Congregational Church. The service was devised by the women of Suriname, a small South American country. It reflected on their way of life and that of the Great Sea Turtle, both being endangered by the amount of plastic in the oceans. We continued by thinking of what we as individuals could do to alleviate this.

The Scouts held their AGM and it was inspiring to see what all of the packs and groups do. The membership of Scouts has doubled in the last 10 years and they hope it will double again in the next decade, and they are beginning to think about the impact of the increased population.

We welcomed the Mayor of Moosburg, Burgermeisterin Frau Anita Meinelt to Sawbridgeworth for the official signing of the declaration. Which once it is framed will be on show in the Council chamber.

Last week was Spring in Your Step day, which was extremely well organised by Cllr Furnace. All the schools took part with an Olympic style torch being taken from school to school. We started at Spellbrook school with a group of cyclists carrying the torch to Mandeville. It was then taken by scooter to Readings, walked to Fawbert and Barnard and the Town Council. Finally it was ran by Eric and the Moving Mums to High Wych. At each school the children ran laps around their playgrounds carrying the torch. It was a lovely day with everyone thoroughly enjoying it.

The preschool also held a sponsored bunny hop. We counted how many jumps the children could do in three minutes on a trampoline. It was surprising how fast they could jump. I think some parents are going to get a shock when they have to pay up.

Thanks to Cllr Furnace for organising the "Spring in your Step" event

I have attended three civic dinners these being Hertford, East Herts, and Harlow. All were very good and very different. I will just remind you of our civic dinner at the end of April and look forward to seeing you all there.

17/167 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Eric Buckmaster reported:
 - Waste consultation
 - Fly tipping incidents at Eastwick



- Reporting potholes in response to complaints from the public
- Congestion problems with multiple roadworks happening at the same time
- Secondary school admissions, 96.3% of choices were satisfied.
- District Councillor Angela Alder reported:
 - Training in the new EHDC intranet
 - Task & Finish group on grounds maintenance contract
 - Community well-being forum on 098 March
 - Tour of housing for older people in Northampton
 - Performance, Governance and Audit committee, shared anti-fraud service had achieved significant savings
 - County Health Scrutiny committee
 - Stansted Airport expansion meeting
 - Presentation on lone working and governance issues in East Herts.
- District Councillor Eric Buckmaster reported:
 - Gradual removal of council tax discounts for empty homes
 - Sawbridgeworth Masterplanning in progress
 - Warm homes scheme
 - Proposed new Arts and Culture centre in Bishops Stortford
 - PAH has received a "Good" category on a number of areas and had been frank about their current status
 - Double council tax for a resident who had suffered a fire, special circumstances will be considered
 - Update requested on cycling and walking study.
- Hertfordshire Police were not present but reported:
 - One burglary and four thefts from motor vehicles this month
 - Bishops Stortford and Sawbridgeworth police cadets starting up in August
 - On-going partner working with housing officers in relation to local issues
 - Thanks for support with CCTV. Resulted in a guilty plea after presenting visual evidence.
 - Working with Leventhorpe school on safe cycling
 - PCSO surgery on Easter Saturday at the Hailey Centre
 - Tool & property marking event on 07 April in Bell Street car park
- Other Representatives
 - Cllr Alder reported attending STACC meetings - One last week and another this Wednesday regarding the proposed expansion and the one on Wednesday particularly about freight carriers

17/168 TOWN CLERK'S REPORT

Received and Noted: The Town Clerk's report for the month of March 2018.

- Appeal for support from SSE in relation to the planning application from MAG for Stansted Airport expansion
- Proposal for double yellow lines at Cutforth Road now published
- Sawbridgeworth Digital Radios now delivered to public houses and Budgens

17/169 TOWN PROJECT MANAGER'S REPORT

Received and Noted: The Town Project Manager's report for the month of March 2018.

17/170 EAST HERTS DISTRICT PLAN

To report on any developments following the public examination of the East Herts District Plan.

Received and Noted: The response of the Town Council to the Main Modifications and Minor Changes Consultation issued by EHDC on

15 February relating to Sawbridgeworth.

Received and Noted: The Main Modifications Consultation issued by EHDC on 15 February relating to the Harlow North / Gilston Village to which the council should determine a response.

Key points to emerge were:

- The proposed road system would cut existing villages apart
- Inclusion of a major commercial area
- Little evidence of sustainability
- ~~No indication of the number of travellers site proposed~~
- The principal councils have not sought to control this plan.

*15p bus
8 p1875*

Resolved: That these points be submitted to the District Plan Main Modifications Consultation.

[prop Cllr Shaw; secd Cllr Burmicz]

17/171 ECONOMIC VIBRANCY

To report on discussions with retailers and others on economic vibrancy in the town and in particular proposals for the establishment of a weekly market.

Town Project Manager reported on:

- A possible launch of a small market in September. Clerk to initiate a consultation with the residents surrounding Fair Green.
- Discussions on co-operation with a retailer on the production of a Town App.

17/172 GENERAL DATA PROTECTION REGULATIONS (GDPR)

To report on the actions that need to be taken by the town council in respect of the introduction of GDPR on 25 May 2018

Clerk continues to work with the other East Herts Town Clerks to present a co-ordinated approach. Clerk to prepare a draft Data Protection Policy for members to consider.

17/173 ELMWOOD FOOTPATH

Addressed at a previous part of the meeting

17/174 ANNUAL RISK ASSESSMENT

Resolved: To approve the Risk Assessment relating to the activities of the Town Council in the year 2017/18.

[prop Cllr Alder; secd Cllr Beeching]

17/175 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation

17/176 FINANCIAL REPORT

To note the current Financial Report

17/177 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment

17/178 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- To discuss the inclusion of two additional ANPR cameras in the budget for 2019/20

*Rob Buckle
30.4.18*

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : G.J. Simmons Roofing Contractor	SIMM001				
27/02/2018	1503	Repair/unblock downpipe/facia		108.00	0.00	108.00	0.00
					0.00	108.00	
				Above paid on : 26/03/2018 By Cheque No 1692			
		Supplier : Gary Woods Garden & Property	WOODS001				
25/02/2018	STC3	Extend water pipe		160.00	0.00	160.00	0.00
					0.00	160.00	
				Above paid on : 26/03/2018 By Cheque No 1693			
		Supplier : The Anglia Sign Casting Company	ANG001				
08/03/2018	42356	Plaque - BOUCHER		75.41	0.00	75.41	0.00
					0.00	75.41	
				Above paid on : 26/03/2018 By Cheque No 1694			
		Supplier : Southern Electric	SSE001				
02/03/2018	0108	Unmetered telephone box		2.52	0.00	2.52	0.00
					0.00	2.52	
				Above paid on : 26/03/2018 By Cheque No 1695			
		Supplier : L.H. Cook Plumbing & Heating Ltd	LHC001				
26/02/2018	77201	Repair to toilet main sink		240.00	0.00	240.00	0.00
					0.00	240.00	
				Above paid on : 26/03/2018 By Cheque No 1696			
		Supplier : Eden Springs UK Ltd	EDEN001				
26/02/2018	31/03088236	Drinking water		24.62	0.00	24.62	0.00
					0.00	24.62	
				Above paid on : 26/03/2018 By Cheque No 1697			
		Supplier : Breeze Office Solutions	BRZ001				
19/03/2018	101840	Paper, A3, plain & conqueror		110.47	0.00	110.47	0.00
					0.00	110.47	
				Above paid on : 26/03/2018 By Cheque No 1698			

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : David Allam			ALLM001				
15/03/2018	4333	Supply fit brake pads x2		497.79	0.00	497.79	0.00
					0.00	497.79	
				Above paid on : 26/03/2018 By Cheque No 1699			
Supplier : Lodge & Sons (Builders) Limited			LODG001				
13/03/2018	8564	Supply/fit security floodlight		281.56	0.00	281.56	0.00
16/03/2018	8579	Repair to backdoor		372.00	0.00	372.00	0.00
19/03/2018	8587	Clean of Memorial - Churchyrd		804.00	0.00	804.00	0.00
					0.00	1,457.56	
				Above paid on : 26/03/2018 By Cheque No 1700			
Supplier : Moore & Son Ltd t/as Direct Moves			DMOVES001				
09/03/2018	12272	Tunnel storage		105.60	0.00	105.60	0.00
					0.00	105.60	
				Above paid on : 26/03/2018 By Cheque No 1701			
Supplier : Ridgeons Ltd			RIDG001				
21/02/2018	039/71666154	Eqmnt line marking Bus stop		4.84	0.00	4.84	0.00
					0.00	4.84	
				Above paid on : 26/03/2018 By Cheque No 1702			
PAYMENT TOTALS					0.00	2,786.81	

CONT...

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Dale, Lisa			DALE001				
26/03/2018	260318	March cleaning		200.00	0.00	200.00	0.00
					0.00	200.00	
				Above paid on : 26/03/2018 By Cheque No 1703			
Supplier : Branson Leisure Ltd			BRAN001				
21/03/2018	2316	ARMSTRONG Bench		751.20	0.00	751.20	0.00
					0.00	751.20	
				Above paid on : 26/03/2018 By Cheque No 1704			
PAYMENT TOTALS					0.00	951.20	

Non Purchase Ledger Cheque Payments - March 2018

Cheque No:	Payable to:	Amount:	Reason:	A/C Code:
1705	Frank Gowen	34.96	Saturday Bus Driving (10/03 & 3)	4045/700
1706	Adrian (Rob) Robinson	54.94	Saturday Bus Driving (24/02) training (20/02) hldy cover (22/02)	4045/700
1707	CASH	112.03	Petty Cash top-up	Various
Total:		201.93		