

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 25 January 2016**.

Those present

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

In attendance:

Cty Cllr Roger Beeching MBE BDS JP	1 member of the public
Michael Jarvis – H&E Observer	R Bowran - Town Clerk
L Dale – Finance Officer	J Sargant – Town Projects Manager

Welcome by the Mayor, prayers were read by Cllr Alder

15/137 APOLOGIES FOR ABSENCE

Received from Cllr John Burmicz, business appointment.
Cllr Will Mortimer was absent

15/138 DECLARATIONS OF PECUNIARY INTEREST

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

15/139 PUBLIC FORUM

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

Mr Norman Manion: commented that he had a letter from Cty Cllr Beeching in December 2014 concerning action in preventing vehicles parking on the pavements when visiting Saffron Gardens

Cty Cllr Beeching said he would follow this complaint up

Mr Norman Manion: said that the GPO (*sic*) had delivered the Flyer to every home and included comments about speeding vehicles in Millfields; he had spoken with the police on the issues. He also reminded Members that a one way system had been promised and accidents had occurred as a result of these two factors. He said he would hold Highways responsible if someone is killed.

Cty Cllr Beeching said he would investigate the situation with Highways again

Mr Norman Manion: commented that there were large potholes at the junction of Station Road and Bullfields.

Cty Cllr Beeching asked if they had been reported. In the absence of an affirmative answer the town council said they would do so on his behalf.

15/140 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 04 January 2016 (M08)
[prop Cllr R Buckmaster; secd Cllr Coysten]

Matters arising: **Minute 15/128.** County Cllr Beeching gave progress reports on:

Parsonage Lane flooding. Some drainage work done, flooding is currently cleared from the area.

Parsonage Lane Fly Posting. Highways and EHDC has both been contacted.

Spellbrook Lane Road Signs. One offending businesses had been spoken to and the other will be approached.

15/141 PLANNING COMMITTEE

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

- 04 January 2016 (P11)

15/142 FINANCE & POLICY COMMITTEE

Received and Noted: The minutes of the Finance & Policy Committee Meeting of:

- 06 January 2016 (F03)

15/143 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive advice of the Mayor's correspondence and communications

- This coming Friday 29th I am due to attend the Essex Wing Presentation evening with our Air Cadets. The Squadron is part of Essex Wing.
- The following Friday 5th February will be the 75th Anniversary of the Cadets.
- On Saturday 6th there will be a quiz night in support of Bry-sur-Marne Town Twinning. This year we shall be going to France.
- Councillor Royle and I plus Eugene Keddy will be meeting on the 1st September to start planning the return Visit by Moosburg in October.

Letter received from Jeremy Dickson about the state of the southern approach to the town. Cty Cllr Beeching said he would take the matters up although some were "not do-able".

The mayor asked if there were any requests relating to Agenda item 15/127. **Point of Order:** Standing Order 9; Cllr Hall asked for a secret ballot.

15/144 DETERMINATION OF A MAYOR ELECT

The mayor sought nominations for a mayor-elect for the ensuing year. There being only one, Cllr Hall withdrew his request for a secret ballot.

Resolved: That Cllr Royle be determined as mayor-elect for 2016-17. [*prop Cllr Coysten; secd Cllr R Buckmaster*]

15/145 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Roger Beeching MBE JP:
 - Mentioned "Clean for the Queen" and a blitz on the week end of 4-6 March.
 - County Budget and is likely to be an increase of 1.99% plus a 2% government allowance for social care.
 - Stroke Care at PAH has ceased and sufferers will now have to go to Stevenage or Romford. This causes

- problems in meeting the “Vital First Hour” philosophy. Cllr Alder said that the CCG would be able to cope and that 17 paramedics were being trained.
 - Grass cutting will start in late February as it's too wet to tackle the early growth immediately.
- District Councillor Angela Alder reported:
 - Attended a District Plan Policy Discussion group
 - Attended a Joint Scrutiny Committee
 - Attended a Health & wellbeing Scrutiny Committee
 - Members are visiting projects which have received funding from EHDC
 - Visited Future Living Initiative at Vale House for people with addictions and mental health issues.
 - Visited Beane Valley Children's centre, this has not extended to Sawbridgeworth due to a lack of accommodation in the town.
- District Councillor Will Mortimer was not present
- District Councillor Eric Buckmaster reported:
 - Following the introduction of our new Empty Homes Strategy I am pleased to report that we have started a Compulsory Purchase Order for a derelict home in Hertford. This followed years of trying to engage with the owner and following complaints from neighbours.
 - Earlier in the month co-hosted a Housing and Health Conference with MP Mark Prisk. It was attended by many of the Housing Associations, plus representatives from the Homes and Communities Agency, CAB, and NHS England. There were workshops and the output will feed into our East Herts Housing and Health Strategy which is still open for Public Consultation until 12th Feb. A further Housing forum will be held in May.
 - Yesterday the Public Spaces Protection Order consultation is closed. It is planned to introduce the order in April to enhance dog control, including fouling, and anti-social behaviour orders in East Herts, such as prohibiting alcohol consumption in certain areas.
- Hertfordshire Police were not present
- Other Representatives. Cllr E Buckmaster reported on RHSO:
 - The Wassail earlier this month was a great success. Weather was better than anticipated.

15/146 BUDGET 2016-17 & DETERMINATION OF PRECEPT

1. To consider the Recommendation of the Finance & Policy Committee and adopt a Budget for 2016-17

The mayor introduced the debate.

- The budget as presented received broad consensus from the Finance and Policy committee. It continues support for our community groups and provides funding for the activities we run on behalf of the town. Discretionary grants are included as usual. Our community transport will continue to be provided in partnership with funding from East Herts and our various sponsors. It is prudent to increase our reserves a little. As mentioned by both the Town Clerk

and by me the new homes bonus we have been receiving will taper off in coming years and the system is due to change anyway, and is under consultation. My recommendation to you is to provide some increases to the precept to cover the potential shortfall this coming year and future years.

- The first hour free is currently being funded by East Herts although parking charges across the district will be reviewed in the summer. I therefore recommend we make provision in the event that it returns to us to consider the subsidy. This would increase the precept by 45p per month, which is 8% of our precept but around 0.3% of the entire council tax demand.
- I should like you to carefully consider our approach to Neighbourhood Planning as it applies to Sawbridgeworth as part of the budget process. I have written to you with some brief updates on the District Plan. We have resolved to produce a Neighbourhood Plan, however I believe we should reserve a view as to the necessity or otherwise to proceed. The District Plan panels in the coming weeks will provide more detail as to how the District Plan will apply to Sawbridgeworth. In order to avoid an unnecessary increase in precept the £17,000 going into reserves could be earmarked for potential to be used in a Neighbourhood Plan and to be used for this purpose only if called upon by members to do so. I am happy to recommend this approach to members, with the brake being the need to return to council for approval to take further steps.

The Clerk advised that the budget presented showed a neutral position, with no proposed increase to the precept and a modest surplus of £17,000 to be taken to enhance general reserves.

Some debate concerned the continuation of a subsidy for the first hour free parking in the Bell Street car park. Due to the uncertainty of long term continuing support from the District Council it was agreed to add a sum of £18,000 to the budget.

Most debate concerned the need for transparency over the gross cost of producing a Neighbourhood Plan. Members were generally in agreement that a Neighbourhood Plan was desirable to protect the interests of the town, but that the need for it should be reconsidered in the light of anticipated future announcements from EHDC.

After the debate which concluded that only the anticipated gross cost to the town council should be included, net of any potential grant assistance, it was agreed to add £24,000 to the budget, such sum being the amount by which the precept would be increased.

A discussion also resulted in agreement that the proposed training budget for Members could most efficiently be used by commissioning a bespoke package from HAPTC.

Resolved: That with the addition of £18,000 for the cost of continuing to subsidise the Bell Street car park and £24,000 for the gross cost to the town council to produce a Neighbourhood Plan; a budget of £397,889 be adopted.
[prop Cllr Shaw; secd Cllr Hall] [pro 6; con 2; abs 2]

2. To determine the Precept for 2016-17 and instruct the principal authority accordingly.

Resolved: That the Precept for 2016-17 be set at £248,065 and the principal authority be instructed to collect the precept.
[prop Cllr Alder; secd Cllr Shaw]

- 15/147 GRANT APPLICATIONS**
To consider grant requests made by the following:
1. High Wych Ladies Group: £300 requested.
Resolved: Not to make a grant as the group is not located in the parish. Recommended that they should approach High Wych Parish Council or EHDC. [*prop Cllr Alder; secd Cllr Hall*]
 2. East Herts Citizens Advice Service: £1,000 requested.
Resolved: To make a grant of £500, being the maximum for any one application. [*prop Cllr Alder; secd Cllr Royle*]
- 15/148 TOWN ACTION PLAN**
To report on progress with the Town Action Plan 2015-20.
Clerk reported that the next plenary session of the working parties had been set of 17 February.
- 15/149 NEIGHBOURHOOD PLAN**
To report on progress with the Sawbridgeworth Neighbourhood Plan.
Mayor said that information on this topic had been covered in the Budget debate.
- 15/150 CLERK'S REPORT**
Town Clerk's report is attached as Appendix A
Additional points:
- Additional CCTV installed at Budgens to counter vandalism on the community buses
 - Still waiting, after 9 months, for an outcome from the DfT replacement minibus scheme
 - Response to draft EHDC Environmental Crime Enforcement policy asked for Sawbridgeworth owned play areas to be included in the scope.
 - Neighbourhood plan support grant can be applied for after 01 February 2016
 - Update received on Bell Street toilets to say that EHDC were now going out to tender
 - Gill Abbott states she wishes to retire on the grounds of ill health
 - Laura Carter has given birth to a daughter (Poppy Florence)
- 15/151 TOWN PROJECTS REPORT**
Town Project Manager's report is attached as Appendix B
- 15/152 DEPOSIT & CONSULTATION DOCUMENTS**
To note any items for Deposit and Consultation. There were none.
- 15/153 FINANCIAL REPORT**
Noted: The current Financial Report
- 15/154 ACCOUNTS FOR PAYMENT**
Noted and Approved: Accounts for payment

Meeting closed at 21:00

The next meeting of the Town Council will be held at 7.30 pm on Monday 29 February 2016 in the Council Chamber at Sayesbury Manor, Bell Street, Sawbridgeworth.

Appendix A

Clerk's Report

Allotments

- Vantorts paths scheduled for widening in January 2016, issue much bigger as some encroachment present.
- Call for a tree to be cut down, quotations sought.
- Karen Ashton taken over administration

Budget 2016-17

- Draft budget prepared and discussed with chairman of F&P committee
- Presented to F&P committee
- Information slowly emerging from EHDC

Bus Shelters

- Spellbrook shelter repaired from the effects of vandalism
- Request for a new bus shelter on Cambridge Road being researched as a possible Rotary Project.

Car Park Subsidy (First Hour Free)

- Currently provided by EHDC from NHB, decision as to continuity will be advised in February 2016

Cemetery

- 53 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

- Post event review to be held on 09 February 2016.

Community Transport - Sawbobus and Minibus Hire

- Dial-a-Ride service provided; 80 so far this year.
- Saturday morning service reinstated.
- Applied for continuation of grant from EHDC
- Instances of vandalism to vehicles
- Still waiting for promised vehicle from DfT (now 9 months!)

Consultee on all matters relevant to the town

- Draft EHDC Environmental Crime Enforcement Policy
- Draft Public Spaces Protection Orders

Fly Posting

- Continued surveillance and unauthorised advertising removed.
- Authorised charity banners installed and removed in a timely manner.

Hertfordshire Highways

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

Neighbourhood Plan

- Neighbourhood Area now approved.
- Support grant applied for

Planning Matters (acting as a consultee)

- 96 Applications considered since the beginning of the new term.
- Still coming to terms with a 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 consideration of a revised format to be discussed.

Staffing

- Gill Abbott remains on sick leave.
- Laura Carter has started maternity leave.

Town Action Plan

- Working parties are now analysing and refining the results of Drop-in-Day feed back
- Next review meeting to be arranged.

Appendix B

Town Project Manager's Report

Civic Events (promoted by the Mayor)

- 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. Closer to the Ceiling are local band that have been booked to provide the entertainment for the evening.
- Spring Duck Race – **Saturday March 19th 2016** – 1200 Ducks are to be sold around the town at different locations for £2 each (We will not physically sell the ducks! – people will buy a number). We have sponsorship from Adam Mackay from Mackay Property Agents in Bell Street. Please look out for locations to purchase your ducks around the town or from the council offices.
- Annual Civic Awards and Presentation of Mayor's Charity cheque to Sawbridgeworth & High Wych Girl Guiding. **Friday 20th May 2016** (7pm)

World War One Exhibition

- Over 1500 people including 600 school children have now visited the exhibition.
- Exhibition has been extended to January 28th – open Fridays and Saturdays 10am to 4pm and Thursdays by appointment.
- **Thursday 28th January 2016** Pie & Mash WW1 evening 6.45pm – Event sold out.

Future Dates for the diary

Sunday 12th June 2016 - Fun on the Field. This event will follow the same format as the last 2 years with community stalls, beer tent and dog show. Additionally this year we are encouraging people to bring gazebos and tables to make a giant 'street party' picnic. Please read below a summary of what is happening nationally on that weekend -

On Sunday June 12th 2016, The Mall in St James's Park will be transformed for its largest ever street party to celebrate The Queen's patronage of over 600 charities and organisations on the occasion of her 90th birthday. The Patron's Lunch will be the climax to a fantastic weekend of celebrations. It will begin with a Service of Thanksgiving at St Paul's Cathedral on Friday 10th June followed by Trooping the Colour on Saturday 11th June and culminating in The Patron's Lunch as the celebratory finale on the Sunday.

Friday 25th November 2016 – Christmas Lights Festival

Financial Summary - Cashbook

Summary between 01/04/15 and 25/01/16 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	£362,070.17	£35.48	£362,105.65
Payments	£77,299.24	£8,451.49	£85,750.73
SALARIES			
Payments	£166,374.89	£0.00	£166,374.89
ALLOTMENTS			
Receipts	£1,741.37	£0.00	£1,741.37
Payments	£1,990.36	£0.74	£1,991.10
CEMETERY			
Receipts	£30,165.36	£0.00	£30,165.36
Payments	£10,397.17	£1,515.11	£11,912.28
RECREATION			
Payments	£2,652.05	£520.44	£3,172.49
MISCELLANEOUS			
Receipts	£2,643.50	£0.00	£2,643.50
Payments	£27,575.12	£3,841.34	£31,416.46
COMMUNITY BUS			
Receipts	£70,003.53	£0.00	£70,003.53
Payments	£17,660.86	£0.00	£17,660.86
FARMERS MARKET			
Receipts	£285.00	£0.00	£285.00
Payments	£494.85	£56.00	£550.85
MINIBUS ET53 LJA			
Receipts	£3,007.60	£0.00	£3,007.60
Payments	£2,406.13	£204.68	£2,610.81
JUMBOBUS AE53 0AO			

Receipts	£1,184.36	£0.00	£1,184.36
Payments	£2,348.55	£216.78	£2,565.33
BABIBUS SF11 FZV			
Receipts	£1,346.00	£0.00	£1,346.00
Payments	£15,611.27	£355.42	£15,966.69
YANKEE RX54 GBY			
Payments	£3,591.13	£406.04	£3,997.17
ZULU RX54 GBZ			
Receipts	£26.66	£0.00	£26.66
Payments	£4,006.90	£515.51	£4,522.41

Closing Balances

Ordinary Accounts

01. Current Account £80,120.16

Short Term Investment Accounts

02. Reserves Account (Santander) £22.82

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 £155,142.98

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

Cheque list

Start of yea. 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
1086	7771		£62.48	£0.00	£62.48 STC	Diamond Logos Ltd	Fleece, Polo Shirts and Hi-viz jacket for JJ
1087	7772		£2,804.40	£467.40	£2,337.00 MISC.	Sunstone IP Systems Limited	Annual Maintenance Agreement
1088	7773		£58.60	£0.00	£58.60 MISC.	Rowland Ridgewell Ltd	MOT - Tipper Truck
1089	7775		£480.00	£80.00	£400.00 CEM.	Mynott & Son	Hedge Cutting Maintenance
1090	7777		£67.20	£11.20	£56.00 STC	Alba Victoria Cleaning and Suppor	Cleaning of exterior and inside of tail chamber windows
1091	7778		£94.78	£15.80	£78.98 CEM.	Branson Leisure	Replacement brass plaque (Brittan)
1092	7779		£252.00	£42.00	£210.00 CEM.	Froom & Co Ltd	Skip Hire
1093	7780		£95.42	£0.00	£95.42 STC	EHDC	Refuse collection
1094	7788		£39.70	£6.62	£33.08 STC	Eden Springs UK Ltd	Drinking water
1095	7789		£455.10	£75.85	£379.25 MISC.	Ivacroft Ltd	Rear floodlight & single 13 amp outside socket
1096	7817		£21.99	£0.00	£21.99 STC	Diamond Logos Ltd	Black fleece for Town Ranger
1097	7816		£2,520.00	£420.00	£2,100.00 STC	Aylesford Electrical Contractors Lt	Removal of Christmas Lights as per 3yr agreement
1098	7822		£1,050.60	£175.10	£875.50 STC	Edge It Systems Ltd	1st year of 3 year AdvantEDGE contract 1/4/14-31/3/15
1098	7823		£1,050.60	£175.10	£875.50 STC	Edge It Systems Ltd	2nd year of 3yr contract - 1/4/15-31/3/16
			£2,101.20	£350.20	£1,751.00		
1099	7821		£886.44	£147.74	£738.70 STC	Shadowfax Technology Limited	Upgrade of computer x5
1100	7829		£165.00	£0.00	£165.00 STC	Dale Lisa	Cleaning Services - January
1101	7810		£222.52	£37.08	£185.44 ZULLU	David Allam	Drain diesel/water from engine, change filter and refuel
1102	7811		£69.11	£11.52	£57.59 STC	Breeze Office Solutions Ltd	Copier paper, sellotape, paper clips and envelopes
1103	7814		£67.67	£11.28	£56.39 CEM.	Ridgeons Ltd	Top Soil
1104	7819		£4.91	£0.00	£4.91 ALLOT	Affinity Water Ltd	Water Supply
1104	7820		£34.66	£0.00	£34.66 CEM.	Affinity Water Ltd	Water supply
			£39.57	£0.00	£39.57		
1105	7783		£2.00	£0.33	£1.67 STC	Sainsbury's	Swing bin liners vchr 428
1105	7784		£2.69	£0.29	£2.40 STC	Budgens	Bleach, loo duck and milk vchr 429
1105	7785		£12.96	£0.00	£12.96 STC	Martin McColl	Stamps for office vchr 430
1105	7787		£13.82	£0.55	£13.27	Budgens	Loo cleaner, bathroom spray, handwash & coffee vche 431
1105	7805		£100.00	£0.00	£100.00 MISC.	Lil's Pie & Mash	Deposit for Pie & Mash Event 28/1/16 vchr 432
1105	7812		£10.39	£0.00	£10.39 STC	Tesco	Tea and coffee vchr 433
1105	7813		£19.98	£3.33	£16.65 STC	W.H. Smith High Street Limited	Craft knife & Cutting mat vchr 434
Page Sub Total			£10,665.02	£1,681.19	£8,983.83		
Running Sub Total			£10,665.02	£1,681.19	£8,983.83		

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Cheque list

Start of year 01/04/15

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Cheque number	Tn. no	Paid date	Gross	Vat	Net Ctee	Supplier	Details
1105	7824		£2.00	£0.00	£2.00	Martin McCall	Milk for office vchr 435
1105	7825		£1.52	£0.00	£1.52	Post Office Ltd	Special delivery - letter to Gill Abbott vchr 436
1105	7826		£1.00	£0.17	£0.83	Budgens	Sandwich bags to cover electrical plugs in WW1 trench & other vchr 437
1105	7827		£19.50	£0.00	£19.50	EHDC	Reimbursement for car parking - WW1 Historians vchr 438
1105	7828		£33.99	£0.00	£33.99	Date Lisa	Flowers purchased from NEXT for Laura - Baby Arrival! Vchr 439
1105			£219.85	£4.67	£215.18		
Total			£10,723.03	£1,681.36	£9,041.67		

Page Sub Total £58.01 £0.17 £57.84
 Running Sub Total £10,723.03 £1,681.36 £9,041.67