

SAWBRIDGECWORTH 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 29 February 2016**.

Those present

Cllr Sotirios Adamopoulos
Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr John Burmicz

Cllr Don Hall
Cllr Will Mortimer
Cllr Tom Reeks
Cllr Heather Riches
Cllr David Royle

In attendance:

Cty Cllr Roger Beeching MBE BDS JP
Michael Jarvis – H&E Observer
L Dale – Finance Officer

R Bowran - Town Clerk
J Sargant – Town Projects Manager

Welcome by the Mayor, prayers were read by Cllr Alder

15/155 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Pat Coysten – unwell and from Cllr Mike Shaw

15/156 DECLARATIONS OF PECUNIARY INTEREST

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

15/157 PUBLIC FORUM

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

15/158 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council Meeting held on 25 January 2016 (M09) [*prop Cllr Reeks; secd Cllr Royale*]

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

15/159 PLANNING COMMITTEE

Received and noted: The minutes of the Planning Committee Meetings held on:

- 25 January 2016 (P12)
- 08 February 2016 (P13)

15/160 AMENITIES COMMITTEE

Received and noted: The minutes of the Amenities Committee Meeting held on:

- 08 February 2016 (A03)



15/161

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive advice of the Mayor's correspondence and communications

- Attended
 - Essex Wing Awards evening with our Air Cadets... They won two award, one a community award and the other for fundraising
 - Harlow Civic Service It was different in that the service included elements of achievements of the town and the optimism that will come from companies increasing employment in the enterprise zone, and the future arrival of public health England on the former GSK site
- Future events
 - Spring Duck race on 19 March. Plastic Ducks are £2 each. They will of course all be collected afterwards
 - The first AGM of the Moosburg /Sawbridgeworth Town Twinning Association will be held in the Hailey Centre on 09 March
 - Civic Dinner 09 April in Sawbridgeworth Memorial Hall. Invitation will be going out this week so please look out for them and support our event.
- Letter
 - From CAB acknowledging grant

15/162

REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Cllr Roger Beeching MBE JP reported:
 - Highway Locality Budget of £90k will be spent on resurfacing Bullfields, the Spellbrook footway, a road crossing at the Jacobs Neuro Centre
 - HCC Budget Settlement will mean a 3.99% increase in their element of council tax.
 - Campaign to get HGV users to equip only with specialist truck satellite navigation systems
 - Change in profile of names being given to new children
 - "SID" signs will be provided this coming year, locations yet to be agreed.
- District Cllr Mrs Angela Alder reported attending:
 - District Plan member training
 - Task & Finish group in impact on patients referred to health facilities
 - S106 and CIL training
 - Health and Wellbeing Scrutiny committee
 - District Council meeting
 - Circle Housing meeting
 - Royal Society of Public Health training
 - District Plan Executive panel
 - Children's centre meeting at STC
 - Thriving families Network event.
- District Cllr Will Mortimer reported:
 - The Audit committee had met and met with Ernst & Young, the new external auditors



- District Cllr Eric Buckmaster reported:
 - The Clean for the Queen initiative will be this Saturday 10:00 meeting in Bell Street car park. Please come along. We have a limited number of pickers but if you could come along with your own gardening gloves and bags you are very welcome.
 - Last week we held another District Plan Panel. Included in the reports were updates on provision for Gypsies and travellers, Bishops Stortford North Sports Investment Strategy, and Hertford Town Centre Urban Design Strategy. It is still planned to go out to consultation later in the year.
 - Last week I visited Sawbridgeworth Memorial Hall with officers from the Community Engagement and Partnership Team to formalise arrangements for the successful sports activities for the over 50s.
 - The next meeting of the Executive of east Herts will be on 8th March. Included is the Housing and Health Strategy as a recommendation to be adopted and also a recommendation to continue the subsidy of the car parks in Buntingford and Sawbridgeworth for 2016/17.
- Hertfordshire Police were not present and had not sent a report.
- Other Representatives, there were no other reports.

- 15/163 TOWN ACTION PLAN**
 To report on progress with the Town Action Plan 2015-20.
 Clerk reported that the Working Group had met, reviewed the input from the first public consultation and agreed to hold a second public consultation on Saturday 12 March. Clerk to produce a first draft of the Plan for display at that consultation.
- 15/164 NEIGHBOURHOOD PLAN**
 To report on progress with the Sawbridgeworth Neighbourhood Plan.
 Clerk reported that no further action had been taken in this respect.
- 15/165 CLERK'S REPORT**
 To receive and note the Town Clerk's report
Attached as Appendix A
- 15/166 TOWN PROJECTS REPORT**
 To receive and note the Town Project Manager's report
 - Christmas Lights debrief had concluded that a better date for the event in 2016 should be Saturday
Attached as Appendix B
- 15/167 DEPOSIT & CONSULTATION DOCUMENTS**
 To note any items for Deposit and Consultation
- 15/168 FINANCIAL REPORT**
Noted: The current Financial Report

15/169 **ACCOUNTS FOR PAYMENT**
Noted and Approved: Accounts for payment

15/170 **EXCLUSION OF PRESS AND PUBLIC**
To resolve that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following item because of the confidential nature of the business to be discussed which relates to a potential commercial contract.
[prop Cllr Alder; secd Cllr R Buckmaster]

Part 2 Item

15/171 **COMMUNITY PROJECT**
To advise the potential for investment in a Community Project for the benefit of the parishioners of Sawbridgeworth and seek guidance in principle from Members.

Members were briefed.

Resolved: That the Clerk should continue to investigate the potential of the project and report back to Members in due course.
[prop Cllr Alder; secd Cllr Reeks]

Meeting closed at 20:40

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

Handwritten signature and date: 29-3-16

Appendix A Clerk's Report

Allotments

- Vantorts paths scheduled for widening in February 2016, issue has now become complicated as some "plot creep" is evident.
- Tree felled in Vantorts allotment
- Demonstration of motorised scythe for plot clearance

Budget 2016-17

- Precept demand and associated analysis filed with 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 April 2016

Cemetery

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

Chamber Utilisation

- World War I Exhibition closed at end of January 2016.
- Redecoration of Chamber being carried out
- Used for several community meetings

Christmas Festival

- Post event review held on 09 February 2016.
- Event will change from last Friday to last Saturday in November

Community Transport - Sawbobus and Minibus Hire

- Dial-a-Ride service provided; 88 so far this year.
- Five instances of vandalism to Sawbobus vehicles this year to date, CCTV camera installed at Budgens for surveillance.
- Still waiting for promised vehicle from DfT (now 11 months!)

Consultee on all matters relevant to the town

- No new consultations this month.

Financial Accounting System

- Budget entered on new RBS System
- Internal audit to take place on 03 March

Fly Posting

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

Hertfordshire Highways

- Sign cleaning, footpaths clearance and gardening works carried out.

Neighbourhood Plan

- Neighbourhood Area now approved.

Planning Matters (acting as a consultee)

- 110 Applications considered since the beginning of the new term.

Projects

- Bell Street Conveniences; ongoing dialogue with EHDC since October 2013 over refurbishment and maintenance responsibility. Latest update is that EHDC are unable to obtain quotes from suppliers who were dealing with the town council.
- 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.

Road Closures

- A1184 to be closed between Thorley Wash roundabout and Edinburgh Way, Harlow from 01 April to 05 April for "highway maintenance works". Diversion is via A120 Bishops Stortford, A10 Ware, A10 Hertford and A414 Harlow.

Staffing

- Gill Abbott is retiring on the grounds of ill health.

Town Action Plan

- Working parties met on 17 February and refined the results of Drop-in-Day feed back
- First draft Action Plan to be written by the Clerk
- Next Open Meeting on Saturday 12 March 2016

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. 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

- The Exhibition is now closed, on Thursday 28th January 2016 the Pie & Mash WW1 evening was a huge success and a very fitting event to celebrate and thank all those involved. The Herts at War Exhibition is currently not operating, but will open at Knebworth House in the spring. The WW1 Commemoration Group will continue to meet and plan future events.

Future Dates for the diary

Thursday 21st April 2016 - This is the official date of the Queen's 90th Birthday. We will be holding an evening event for Councillors and invited guests, with drinks and canapes. This is a free of charge event for invited guests only. We will light the beacon outside Sayesbury Manor as part of this event.

'Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in celebration of Her Majesty the Queen's 90th Birthday that day. To date, 255 local communities, including town and parish councils, local authorities, youth groups and organisations are taking part'

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.

Saturday 26th November 2016 – Christmas Lights Festival – briefing given in Town Clerks Report

Financial Summary - Cashbook

Summary between 01/04/15 and 29/02/16 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	£367,828.66	£40.37	£367,869.03
Payments	£84,716.18	£9,663.65	£94,379.83
SALARIES			
Payments	£181,324.22	£0.00	£181,324.22
ALLOTMENTS			
Receipts	£1,774.78	£0.00	£1,774.78
Payments	£1,995.27	£0.74	£1,996.01
CEMETERY			
Receipts	£35,395.36	£0.00	£35,395.36
Payments	£11,177.20	£1,664.19	£12,841.39
RECREATION			
Payments	£2,652.05	£520.44	£3,172.49
MISCELLANEOUS			
Receipts	£2,643.50	£0.00	£2,643.50
Payments	£31,007.08	£4,444.63	£35,451.71
COMMUNITY BUS			
Receipts	£70,808.88	£0.00	£70,808.88
Payments	£19,217.43	£0.00	£19,217.43
FARMERS MARKET			
Receipts	£285.00	£0.00	£285.00
Payments	£494.85	£56.00	£550.85
MINIBUS ET53 LJA			
Receipts	£3,201.20	£0.00	£3,201.20
Payments	£2,499.38	£204.68	£2,704.06
JUMBOBUS AE53 0AO			

Receipts	£1,421.96	£0.00	£1,421.96
Payments	£2,387.67	£224.61	£2,612.28
BABIBUS SF11 FZV			
Receipts	£1,381.00	£0.00	£1,381.00
Payments	£16,428.20	£360.69	£16,788.89
YANKEE RX54 GBY			
Payments	£3,696.32	£427.07	£4,123.39
ZULU RX54 GBZ			
Receipts	£26.66	£0.00	£26.66
Payments	£4,513.09	£597.68	£5,110.77

Closing Balances

Ordinary Accounts

01. Current Account £60,637.24

Short Term Investment Accounts

02. Reserves Account (Santander) £22.83

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 £135,660.07

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

Cheque list

Start of ye J1/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
1107	7839		£140.00	£0.00	£140.00	Alex Selmani, The Maltings Hand	Valeting of various vehicles
1108	7847		£118.50	£19.75	£98.75	Lodge & Sons (Builders) Limited	Repair to Reception Light and Door
1108	7848		£150.00	£25.00	£125.00	Lodge & Sons (Builders) Limited	Attend to burnt out light in kitchen
1108			£268.50	£44.75	£223.75		
1109	7876		£1.63	£0.07	£1.56	Southern Electric	Unmetered supply to Telephone Box
1109	7782		£2.01	£0.09	£1.92	Southern Electric	Unmetered supply to telephone box
1109	7855		£1.63	£0.07	£1.56	Southern Electric	Unmetered supply to Telephone Box
1109			£5.27	£0.23	£5.04		
1110	7873		£252.00	£42.00	£210.00	Froom & Co Ltd	Skip Hire
1111	7874		£61.99	£0.00	£61.99	Thames Water	Wastewater 20/07/15-11/01/16
1112	7875		£100.00	£0.00	£100.00	East Herts Council	Chairmans Civic Dinner (EHDC) - 19/3/16
1113	7876		£80.00	£0.00	£80.00	Hertford Town Council	Mayor of Hertford Civic Dinner - 5/3/16
1114	7885		£250.00	£0.00	£250.00	Sawbridgeworth Memorial Hall Tru	Hall hire for Civic Dinner - 9th April
1115	7886		£60.43	£10.07	£50.36	Shadowfax Technology Limited	Geotrust SSL Certificate - 1 year term
1116	7892		£35.00	£0.00	£35.00	Information Commissioner	Data protection registration - Annual charge
1117	7893		£57.60	£9.60	£48.00	L.H Cook Plumbing and Heating Lt	Repressurize boiler
1118	7929		£790.00	£0.00	£790.00	Oakridge Nursery	Plants and shrubs for Bell St planter and Christmas trees
1119	7931		£21.53	£3.59	£17.94	John Miles & Son	Puncture repair and balance
1120	7841		£1.41	£0.00	£1.41	Budgens	Sweetners for office vchr 441
1120	7842		£1.50	£0.00	£1.50	Royal Mail	Payment of insufficient postage vchr 442
1120	7843		£1.50	£0.00	£1.50	Allotment Holder	Reimbursement to C Stein for insufficient postage on Tenancy Agreement v
1120	7844		£105.00	£0.00	£105.00	Lil's Pie & Mash	Balance for Pie and Mash - Farewell to exhibition vchr 443
1120	7849		£7.00	£1.17	£5.83	Hobbycraft	Crepes/Tissue paper - trial decorations
1120	7858		£3.85	£0.00	£3.85	Martin McColl	Milk and Herts & Essex Observer vchr445
1120	7859		£11.52	£1.92	£9.60	Savers	Cleaning products for office vchr446
1120	7860		£4.19	£0.00	£4.19	Budgens	Tea bags and biscuits for Chamber booking
1120	7861		£9.29	£1.55	£7.74	Hobbycraft	Tissue paper and curling ribbon for Duck Race decs vchr448
1120	7862		£7.00	£0.00	£7.00	EHDC	Reimbursement for parking tickets vchr449
1120	7889		£5.83	£0.60	£5.23	Budgens	Milk and floor cleaner for office vchr450
1120	7890		£10.08	£1.68	£8.40	Hobbycraft	Tissue paper for events vchr451
Page Sub Total			£2,290.49	£117.16	£2,173.33		
Running Sub Total			£2,290.49	£117.16	£2,173.33		

126

Cheque list

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
1120	7891		£5.78	£0.96	£4.82	Sainsbury's	Replacement mop head and swing bin liners vchr452
1120	7927		£4.27	£0.71	£3.56	The Range	Safety glasses & decorators caulk vchr453
1120	7928		£2.00	£0.00	£2.00	Martin McColl	Milk for office vchr454
1120	7932		£18.55	£0.00	£18.55	Sainsbury's	Tea, coffee, cleaning products for office vchr455
1120	7933		£1.85	£0.00	£1.85	Martin McColl	Herts & Essex Observer and milk vchr456
1120			£200.62	£8.59	£192.03		
1121	7934		£255.00	£0.00	£255.00	Dale Lisa	Cleaning services - February
1122	7935		£480.00	£80.00	£400.00	Bishop Stortford Town Council	Influencing Skills Training - 15/03/16 - x2 delegates
1123	7936		£360.00	£0.00	£360.00	Amenity Services	Fell Sycamore/poison stump/remove from site
1124	7937		£360.00	£0.00	£360.00	Tree surgery Landscaping Contrac	Fell Sycamore/poison stump/remove from site
1125	7938		£34.65	£0.00	£34.65	Gowan, Frank Mr	Relief bus driving - Health & Safety Training
1126	7939		£50.00	£0.00	£50.00	SLCC	MILCM Membership Renewal
1127	7940		£66.02	£11.00	£55.02	The Anglia Sign Casting Co	Memorial plaque for wall - REYNOLDS
1128	7941		£6,933.60	£1,155.60	£5,778.00	Wingate Construction Limited	Palisade fencing to rear of building
1129	7942		£2,064.00	£344.00	£1,720.00	Lodge & Sons (Builders) Limited	Replacement of all old light fittings following blown unit
1130	7943		£20.34	£3.39	£16.95	HFE Signs Ltd	Town Action Plan banner stickers
1131	7882		£33.31	£5.55	£27.76	Ridgeons Ltd	Fence Panels
1131	7883		£248.65	£41.44	£207.21	Ridgeons Ltd	Fence panels and posts
1131	7922		£6.40	£1.07	£5.33	Ridgeons Ltd	Filling Blades and fence paint brush
1131	7923		£81.17	£13.53	£67.64	Ridgeons Ltd	Top soil
1131	7946		£67.44	£11.24	£56.20	Ridgeons Ltd	Stake & Plywood
1131			£436.97	£72.83	£364.14		
1132	7857		£369.76	£59.95	£299.81	David Allam	Safety checks - Various vehicles
1132	7947		£237.15	£39.52	£197.63	David Allam	Service of AE53 OAO
1132			£596.91	£99.47	£497.44		
1133	7894		£7.00	£1.17	£5.83	Ernest Doe & Sons Ltd	3in1 & grease cartridges
1133	7948		£30.78	£5.13	£25.65	Ernest Doe & Sons Ltd	Engine Oil
1133			£37.78	£6.30	£31.48		
1134	7921		£49.30	£8.22	£41.08	Breeze Office Solutions Ltd	Photocopier paper
1135	7840		£22.24	£0.00	£22.24	Affinity Water Ltd	Water Supply - Vantorts
Page Sub Total			£11,799.26	£1,782.48	£10,016.78		
Running Sub Total			£14,089.75	£1,899.64	£12,190.11		

127

Cheque list

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
1135	7880		£97.78	£0.00	£97.78 ALLOT	Affinity Water Ltd	Water supply - Southbrook
1135	7881		£154.09	£0.00	£154.09 ALLOT	Affinity Water Ltd	Water supply - Bullfields
1135			£274.11	£0.00	£274.11		
Total			£14,341.62	£1,899.64	£12,441.98		

Page Sub Total £251.87 £0.00 £251.87
 Running Sub Total £14,341.62 £1,899.64 £12,441.98

128

Paying in Reference Report

Start of year 01/04/15

Paying ref.	Received Tn. no	date	Invoice	Gross Cttee	Customer	Details
1131	1693			£23.98	CEM. Ridgeons Ltd	Credit note for one returned fence panel (purchase invoice 039/689
Total				£23.98		