

# 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 19:30 on **Monday 24 April 2017**.

### Those present

Cllr Angela Alder	Cllr Pat Coysten
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:

1 Member of the Public

R Bowran - Town Clerk

Welcome by the Mayor

Prayers were said by Cllr Riches

### 16/183 APOLOGIES FOR ABSENCE

To receive any apologies for absence. There were none.  
Cllrs Adamopoulos and Mortimer were absent

### 16/184 DECLARATIONS OF PECUNIARY INTEREST

To receive any declarations of Pecuniary Interest by Members. There were none.

### 16/185 PUBLIC FORUM

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

### 16/186 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting of the Council held on 27 March 2017 (M11)  
*[prop Cllr Beeching; secd Cllr E Buckmaster]*

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

### 16/187 PLANNING COMMITTEE

**Received and Noted:** The Draft Minutes of the Planning Committee Meeting held on:  
27 March 2017 (P17)

### 16/188 ANNUAL TOWN MEETING

To report on any matters raised at the Annual Town Meeting held on 10 April 2017 and to resolve actions arising therefrom.

Mr Neil Bramley: concerns about road safety in Vantorts Road.in particular what is being done to reduce vehicle speeds and increase pedestrian safety from cub mounting vehicles?

*County Cllr Beeching had responded with the latest response from Herts Highways. Town Council to continue pursuing this matter with the new county councillor and Herts Highways.*

What action can be taken about cars and vans parking on the pavements especially in Bell Street?

*Cllr E Buckmaster had said that EHDC were identifying "hot-spots" At the moment outside London this is not considered an obstruction, but the law is changing in this respect.*

What is being done about air pollution, especially in Station Road at the level crossing and at points where traffic is stationary:

*Cllr Royle said that we were awaiting the production by EHDC of an action plan. Mentioned a national clean air day and a campaign to stop cars at a standstill from idling their engines.*

*A suggestion was made that there be countdown timers installed at the level crossing so drivers could see how long they would be waiting.*

*Cllr E Buckmaster had said he would follow the situation up with the EHDC portfolio holder.*

## **16/189 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.

Events attended:

- 28 Mar; High Wych school council briefing
- 30 Mar; Reedings school council briefing
- 03 Apr; Received donation from Gt St Marys bell ringers
- 21 Apr; Reedings school council meeting
- 22 Apr; Mayor of B Stortford civic dinner
- 24 Apr: F&B school council briefing

Future Events

- 25 Apr; Mandeville school council briefing
- 27 Apr: Sustainable school journeys briefing
- 29 Apr: Civic Dinner
- 30 Apr: St Elizabeth's exhibition and sale
- 12 May; ATC presentations
- 16 May; Mandeville school council meeting
- 18 May; Hertford Town Council Annual Meeting
- 19 May; Civic Awards and charity cheque donation
- 21 May; Hertford civic service
- 22 May; Sawbridgeworth town school council meeting.

## **16/190 REPRESENTATIVES REPORTS**

To receive representatives reports from:

- County Councillor Roger Beeching
  - Last meeting as County Councillor
  - Two forthcoming elections
  - Tried to represent everyone with political bias
  - Councillor since 1976,
  - Vice Chairman of HCC for last two years
    - Mayor wished to record thanks to Cllr Beeching for his service to the town and county.
- District Councillor Angela Alder
  - Nothing to report as scrutiny committees have been changed.
  - Concern about future location of Sawbridgeworth Children's Centre.

- District Councillor Eric Buckmaster
  - Approved summer activities grants
  - Visited Hascoe Housing Association “passive houses”
  - Visited Breathe Easy Group
  - Churches Against Poverty in Ware next week
- District Councillor Will Mortimer
  - Was not present
- Hertfordshire Police
  - Were not present
- Other Representatives & Champions
  - There were no other reports

Cllr Beeching left the meeting at 20.10 to attend his final meeting as a County Councillor at Hunsden Parish Council.

## **16/191 TOWN CLERK’S REPORT**

Report for April 2017

### **Car Park Subsidy**

- New parking regime from EHDC now in place.
- Meters modified and updated.

### **Cemetery**

- A number of further interments managed in 2016/17 to date
- Discount sought for interment of former member of staff

### **Chamber Utilisation**

- Hosting of schools councils meetings
- Booking from The Institute of Directors
- Clerk reported that advice subsequently received from CAB indicates that due to a lack of volunteer councillors the frequency of their outreach service may be reduced from one per week to one per month.

### **CCTV**

- Retrieval of still and moving images for police witness statements

### **Community Transport - Sawbobus and Minibus Hire**

- Minibus ET53LJA disposed of.
- Clerk now carrying out weekly checks
- S22 licensing being considered
  - *Clerk was asked to describe the implications of the current s19 licence as compared with the potential earning capacity of operating under a s22 licence.*
- Request for extended service by Stort Valley & Villages Children's Centre Group
  - *Clerk said it was possible that the council could expand the community bus service to help the children’s centre but it depended on financial support from them and/or the EHDC.*
- Request for trial Park & Ride service by Rivers Hospital
  - *Clerk said it was possible that the council could assist with the Rivers Hospital Park and Ride proposal on a trial basis in May.*
  - *Clerk asked to respond to a request that all services should stop at the Hailey Centre.*

- *Clerk was questioned in detail about the maintenance routines carried out on the community buses.*

#### **East Herts District Council**

- Meeting with Director Adele Taylor to discuss future s106 monies

#### **East Herts District Plan**

- Notification of examination received.
- All STC comments appear to have been forwarded to inspector.

#### **Footpaths**

- Barbed wire obstructions on FP21
- Investigation into ownership of path from Southbrook to river

#### **Hertfordshire Highways**

- TRRO obtained on behalf of Sawbridgeworth CVS for May Fayre

#### **Planning Matters (acting as a consultee)**

- 104 Applications considered in 2016/17.

#### **Projects**

- Bell Street Conveniences; meeting with Head of Service on 31 March.
  - No progress, 3 scenarios to be examined:
    - EHDC refurbish to STC specification and STC maintain
    - EHDC refurbish as is and EHDC maintain
    - Asset and funding passed to STC for action (senior management need to be consulted)
  - Draft SLA to be rewritten to reflect which option is taken forward.
- Town Green; no further activity.
- Library; No further action at the moment.
  - *Clerk reported that advice subsequently received from Vincent & Gorbing had scheduled a consultation on the future of the library site. This was later countermanded by Herts CC, on legal advice, and postponed.*

#### **Staff**

- Training by ELAS on Fire Safety and Awareness
- Occupation Health monitoring set up to include neighbouring town councils
- Draft advert for receptionist position produced and posted
  - *Clerk now required by the A&A sub-committee to establish a Job Evaluation exercise for all staff.*

#### **War Memorial**

- Correspondence with Diocese
- Awaiting response from Diocesan Advisory Committee
  - *Clerk reported that advice subsequently received now opens the possibility of being able to proceed with the authority of an Archdeacon's Letter.*

**NABMA Regional Meeting~30<sup>th</sup> March 2017 (South Cambridgeshire District Council)** ~ Summary of findings and ongoing research into the feasibility of holding markets in the town in the future will be given in the next Town Project Report in May 2017.

**WW1 Commemoration Group** ~ The main focus of recent group meetings has been the preparation for the forthcoming visit to Belgium, 29<sup>th</sup>-31<sup>st</sup> July 2017 for the unveiling of the Hertfordshire Regiment Memorial.

**Fun on the Field 2017** ~ Main activities booked and community stall booking forms will be sent out shortly. This year there will be a new focus with a mini food festival with many local businesses participating. There had been suggestions in the past of using the event to host a continental market, this was not possible as continental market providers are not interested in coming to the town because they felt that it was not financially worthwhile / demographically we are too small and in their opinion not sustainable.

**Annual Awards** ~ Nomination forms, posters and criteria have been in circulation around the town for over 2 weeks and on the website. Key community leaders have also been directly emailed the information to promote the nomination process.

#### ***Future Dates for the diary***

Friday 19<sup>th</sup> May 2017 - Annual Civic Awards  
Sunday 2<sup>nd</sup> July 2017 – Fun on the Field ~ 12noon to 5pm  
Sunday 9<sup>th</sup> July – Civic Service (as below)  
Sunday 12<sup>th</sup> November – Remembrance Day  
Saturday 18<sup>th</sup> November – Isabel Hospice Lights of Love  
Saturday 25<sup>th</sup> November – Christmas Lights Switch On Event

#### ***Mayors Events 2016-2017 – Charity of the Year, St Elizabeth's***

Saturday 29<sup>th</sup> April – Civic Dinner at the Memorial Hall

#### ***Mayor Elect Dates set for 2017 – 2018***

Civic Service at Great St Mary's Church ~ Sunday 9<sup>th</sup> July 2017 at 3pm  
Lights of Love for Isabel Hospice Service in Bakers Walk ~ Saturday 18<sup>th</sup> November at 4pm

#### **16/193 COMMITTEE STRUCTURE FOR 2017-18**

To agree a committee structure for 2017-18, and to invite members to consider on which committee they would like to serve. Appointments to be determined at the Annual Meeting of the Council.

To agree the frequency of meetings for council and each committee, sub-committee, working party and task and finish group for 2017-18.

To agree the principle of whether to appoint champions for the year 2017/18, and if so to agree the number and designations/roles.

**Resolved:** That for 2017/18 there would be 10 meetings of the full council scheduled in the calendar of events.

There would remain fortnightly meetings of the planning committee to conform to the timetable that the LPA has to adhere to.

*[prop Cllr Alder; secd Cllr Riches]*

#### **16/194 DEPOSIT & CONSULTATION DOCUMENTS**

To note receipt of any Documents for Noting and Consultation

- Notification of Public Examination of East Hertfordshire District Plan (2011 – 2033). Although some Members declared that they would be making personal representations to the inquiry, it was agreed that the town council's response would be agreed at a full council meeting. Yet to be determined is who would speak for the council.
- Notification of Transport and Works Act 1992 – The Proposed Network Rail (Essex and Others Level Crossing Reduction) Order *[memory stick available]*
- The Hertfordshire (temporary closing of various roads in Sawbridgeworth during the "Annual May Fayre") Order 2017. TRO10279.

#### **16/195 FINANCIAL REPORT**

**Noted:** To note the current Financial Report

#### **16/196 ACCOUNTS FOR PAYMENT**

**Noted and Agreed:** The accounts for payment

#### **16/197 ITEMS FOR FUTURE AGENDAS**

The item proposed for this agenda was the consideration of the provision of a Defibrillator to be located at the Ton Council/Hailey Centre. The item was deferred to the Amenities committee for discussion.

There were no other items for consideration for future agendas.

#### **16/198 EXCLUSION OF PRESS AND PUBLIC**

Town Clerk explained the implications of a Part 2 item. That the minutes would reflect a decision, a confidential minute would be prepared which however would also be subject to a future Fol request.

**Resolved:** 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 E Buckmaster]*

## Part 2 Item

### 16/199 VARIATION OF CHARGING STRUCTURE

The principle of making an exception, upon application, to a published scaled of fees was discussed. The consequence of setting a precedent was examined.

It was agreed that each specific application for a variation from published scale fees would be referred to full council for decision.

It was agreed that the parameters and scope of the making of any such variation would be referred to the F&P committee for determination.

**Resolved:** To allow a specific discount from published cemetery charges, which is specified in the Confidential Minute associated with this item.

Meeting ended at 20:23

