

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
Hertfordshire CM21 9AN
Tel: 01279 724537



MAYOR
Cllr Salvatore Pagdades

e-mail: info@sawbridgeworth-tc.gov.uk
web: www.sawbridgeworth-tc.gov.uk

TOWN CLERK
Christopher Hunt

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Pagdades; A Parsad-Wyatt; N Parsad-Wyatt; Penney; Rattey;
Rider; R Smith; S Smith

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 24th November 2025** commencing at 7pm to transact the business set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.

Town Clerk
17th November 2025

AGENDA

Welcome by the Town Mayor followed by Thought for the Day.

25/95 APOLOGIES FOR ABSENCE

[👏] To receive any apologies for absence

25/96 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

25/97 PUBLIC FORUM

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

25/98 MINUTES

[📄] [👏]

To approve as a correct record the minutes of the meeting of the town council held on 27th October 2025 (M05)
[Attached Appendix A]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Action	Owner	Update
To produce a report for the Action Plan halfway point for publication.	Cllr Angus Parsad-Wyatt	
To email Cllrs to request they submit their views to the Clerk by the 3 rd November in support of the LCWIP recommendations for	Cllr Annelise Furnace	Email sent 28/10/2025. Clerk emailed a response to the

shared Cycling and walking route from West Road to Leventhorpe School and to increase pedestrian crossing points		LCWIP Team on 04/11/2025.
To alter Agenda items to put public forum on before minutes for approval.	Clerk	As per this agenda

25/99 PLANNING COMMITTEE



To receive and note the minutes of the Planning Committee held on 27th October 2025 (P09) *[Attached Appendix B]*



To receive and note the draft minutes of the Planning Committee held on 10th November 2025 (P10) *[Attached Appendix B]*

25/100 COMMUNITY GOVERNANCE REVIEW



To receive and note the draft minutes of the Community Governance Review (CGR) Working Group.
[Attached Appendix C]

25/101 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive mayor's appointments and communications

25/102 REPRESENTATIVES REPORTS



To receive representatives reports from:

- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives
 - Cllr R Buckmaster
 - Cllr A Furnace Sustainable Sawbridgeworth
 - Cllr S Penney Sports Association (Verbal update)

[Attached Appendix D]

25/103 TOWN CLERK REPORT



To receive and note clerk's report for the month of November 2025.
[Attached Appendix E]

25/104 TOWN PROJECT MANAGERS REPORT



To receive an update from the Town Project Manager's report for the month of November 2025.
[Attached Appendix F]

25/105 REDUCING THE COUNCILS CARBON FOOTPRINT



- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, aim to reduce the council's own carbon footprint to an absolute minimum by May 2027 (the end of the current council term), while identifying and pursuing a clear strategy to offset any residual emissions

[Report from the Clerk Attached appendix G]

25/106

SAWBOBUS OPTION TO LEASE AND DISPOSE OF COUNCIL ASSET



To debate the and vote on the following matters relating to leasing a bus to run as the Sawbobus to replace and then sell the current Ford Transit bus index YN66YEE.



- Approve the sale of the current Sawbobus for an estimated £11,000.
- Approve entering into a lease agreement with Alley Cat Hire Services at £600 per month.
- Approve the use of the earmarked reserve for vehicle replacement to fund the lease cost for the remainder of the financial year (£2,400 for 4 months).
- Note that any surplus from the sale will be transferred back into the earmarked reserve.

[Report from the Clerk Attached appendix H]

25/107

FINANCIAL REPORT



To note the current Financial Report with Variances
[Attached Appendix I]

25/108

ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

25/109

ITEMS FOR FUTURE AGENDAS

To note any items for future agendas.

Members of the Public and the Press are cordially invited to attend all meetings of the Council and its Committees.

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 27th October 2025**.

Those present

Cllr Eric Buckmaster	Cllr Angus Parsad-Wyatt
Cllr Ruth Buckmaster	Cllr Nathan Parsad-Wyatt
Cllr Annelise Furnace	Cllr Greg Rattey
Cllr Salvatore Pagdades	Cllr John Rider
Cllr Simon Penney	Cllr Reece Smith

In attendance: 5 x members of the public

Thought for the day was read by Clerk Christopher Hunt.

25/78 APOLOGIES FOR ABSENCE

Received and approved from Cllr Dawn Newell,
[prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]
Cllr Steve Smith - absent

25/79 DECLARATIONS OF PECUNIARY INTEREST

There were none.

25/80 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the town council held on 29th September 2025 (M04)
[prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Action	Owner	Update
To debate the wording for the REDUCING THE COUNCILS CARBON FOOTPRINT agenda item. To consider re wording the second paragraph of its pledge.	Clerk	Matter resolved later in this agenda
To liaise with Cllr Rattey regarding local businesses being considered for the Responsible Food Awards	Cllr Furnace	Cllrs Annelise Furnace and Greg Rattey have met and Cllr Greg Rattey has promoted the food awards but has had little response, he will try again.
To liaise with Bob Reed to collate a response to be submitted to the	Cllr Furnace	Completed and a report written by Bob Reed has been

local Nature Recovery Strategy consultation.		<i>submitted to the website with the consultation for consideration.</i>
<i>To form a working party regarding Local Government Reorganisation (LGR)</i>	<i>Clerk</i>	<i>Four Cllrs have volunteered for the group and further information has been received from EHDC for consideration for the working party. As such a date will be set for the first meeting to take place.</i>

25/81 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 29th September 2025 (P07)

Received and noted: the draft minutes of the planning committee held on 13th October 2025 (P08)

25/82 PUBLIC FORUM

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

Q1. Our recent visit to our German twin town reminded me of the value of a community market. Has the successor to the farmers market promised at the 2015 Annual Town Meeting been abandoned?

The Clerk responded that a recent team meeting had taken place and the market was being planned for Spring 2026 and market stall holders were being explored.

The Town Twinning Association is very grateful for the Mayor's wholehearted participation in last weekend's visit to Moosburg.

Q2. I note the update on the Town Action Plan in the Amenities committee minutes for 13 October, but wonder how many residents are aware of it and will see it, given that it is their/our Plan?

Cllr Angus Parsad-Wyatt will produce a report on the half way point updates to be circulated on social media and the town council website.

A further comment was made from another member of the community which they stated would be emailed to the Clerk as it was quite complex.

ACTION Cllr Angus Parsad-Wyatt to produce a report for the Action Plan halfway point for publication.

25/83 TOWN ACTION PLAN AND AMENITIES COMMITTEE

Received and noted: the draft minutes of the Town Action Plan and Amenities Committee (TAPAC) held on 13th October 2025 (A02)

25/84

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications
Cllr Salvatore Pagdades advised.

- Attended the RHSO 300 anniversary event
- Attended Welwyn Garden City with Leventhorpe teachers and pupils with the police to see the knife angel sculpture and a play called skin deep to send a strong message out regarding knife crime.
- Has attended Moosburg Germany on the town twinning event.
- Attended the SYPRC fund raising quiz night where £1,100 was raised.
- Attended Haileybury College to mark the 81st anniversary of the army benevolent fund and to remember VJ and VE Day.

25/85

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from

County Councillor Eric Buckmaster

- Has instructed several roadworks projects, Leventhorpe School pavement repairs, Station Road railing upgrades.
- Thames water works continue in Bullfields
- Hoestock Rd de restriction consultation has started.
- Town Centre parking restrictions and changes should be out for consultation this year.
- At County Council representation was made by Boycott Divestment Sanctions (BDS) for County pension schemes to be removed from companies linked to Israel supported with a petition with over 1000 signatures. Over 200 - 300 emails were received from the Jewish Community saying they didn't agree with this. The pension committee will meet to review the situation.
- He introduced a motion at County Council on infrastructure asking to write to the Secretary of State requesting funding for infrastructure being introduced by the growth agenda being asked for by the Government.

Questions

Cllr Annelise Furnace asked if there was an update on a summit around High Streets?

Cllr Eric Buckmaster stated that this was an initiative for approving business that may take place in Spring and local representation should be invited.

Cllr Greg Rattey asked about the affect changing the parking restrictions may have on local business.

Cllr Eric Buckmaster stated the restrictions are under consultation to be relaxed and should not have a detrimental effect.

District Councillor Ruth Buckmaster

Highlighted the recent DMC meeting with the following information.

There were two applications to determine this month.

The first 3/24/1275/FUL

Is a solar farm and battery storage site in Ware.

This site is owned by Glaxo. The solar farm is primarily for supplying electricity to the Glaxo site. They are hoping it will eventually provide all their electrical needs. They had not supplied the cable route, that will be determined at a later date. The committee seemed responsive to this application as the developers claimed they would increase biodiversity and use the site for sheep grazing. This was queried as Hertfordshire is not a traditional sheep area.

The application was approved.

The second application was 3/24/1707/FUL the hotel in the Goods Yard development in Bishops Stortford.

A 92 bedroom hotel had already been approved in the outline planning application. This was the full application which looked at the design details.

In the design there was no drop off and pick up parking included. Even though it is next door to the multi storey car park no parking spaces were allocated to it. Instead East Herts proposed to allocate 60 spaces in Jackson Square car park and 10 in Crown Terrace. When asked how they were going to take these places away from the shoppers and allocate them to the hotel the officers had no answer.

It was felt to be very close to the neighbouring existing apartments building and would lead to a narrow pedestrian walkway. But again the planning officers stated it was acceptable.

The vote for this application was 9 for, 1 against and 2 abstentions.

District Councillor Angus Parsad-Wyatt

Attended a full Council meeting at East Herts District Council last week. The agenda covered several topics, including the new refuse collection regime. Members were encouraged to report any further concerns locally. District Councillors' expenses and allowances were also debated, following a report from the Independent Remuneration Panel. As allowances had not been reviewed for two years, the panel recommended an increase of £821 per year (14.5%). However, members were not supportive of this proposal due to the ongoing cost-of-living challenges faced by residents. After discussion, it was agreed that a £500 increase would be awarded. Councillors will have the option to donate this amount or use it to support local initiatives.

The Local Government Reorganisation was also highlighted, and an extraordinary meeting has been requested. While the East Herts statement is to be submitted by the Council's Executive, many District Councillors expressed a desire to have input on what the new authorities should look like. Depending on how the new areas are structured, most models suggest East Herts could see a 20% increase in council tax.

Finally, the consultation on parking charges remains open. Residents are encouraged to share their views, as the proposed changes represent a significant increase in charges for the town.

Cllr Eric Buckmaster raised his concerns regarding the District Council Executive members as he felt they did not have the experience to make an educated decision on the new unitary councils. He encouraged them to work with all members with varying experience to assist them.

Cllr John Rider stated that he was concerned locally democracy was not being followed and encouraged Cllr Ben Crystal to attend the town once again. He raised his concerns that the decision by the district council executive on the unitary council set up was already made and assets were already being raised for selling on.

Cllr Angus Parsad-Wyatt clarified that assets were agreed to be sought to sell some time ago to assist in reducing the million pounds debt the district council were trying to reduce. He also explained that elections in 2027 will be for the new unitary councillors and the current district councillors will remain in place for 12 months to have a hand over period to the new unitary councils.

Cllr Eric Buckmaster updated that the upgrades had started and a review meeting was planned this week.

Herts Police report was read by the Mayor, Cllr Salvatore Pagdades
On Wednesday 15th October, PC Marshall conducted a proactive road traffic operation with team members from the Bishops Stortford and Sawbridgeworth Neighbourhood Policing Team.

The operation took place on the A1184, Spellbrook and was in conjunction with the current Policing priority to reduce reports of speeding on the A1184.

Over 40 vehicles were stopped with the following results:

- 2 drivers issued with traffic offence reports relating to excess speed
- 3 VDRS issued (Vehicle Defect Rectification Scheme)
- 1 driver dealt with for no insurance and no MOT.

RHSO Cllr Ruth Buckmaster

The windows are being replaced this week in the hall to make the building more energy efficient. A Halloween event will take place this week

SYPRC Cllr Ruth Buckmaster

788 bottles of apple juice had been produced with a new company completing the bottles. A juice stall will be held on the 13th December.

Sustainable Sawbridgeworth Cllr Annelise Furnace

An Energy Hub had been completed in Bell Street with some positive engagement with residents on heating.

LCWIP - some of the sustainable Sawbridgeworth Team met to discuss the consultation. Frustration was raised on lack of cycling improvements. Cllrs were encouraged to submit views.

She asked if a Town Council response should be submitted regarding a shared walking and cycling route near to Leventhorpe School and more pedestrian crossing points. It was agreed Cllr Annelise Furnace will email all Cllrs who in turn will submit their thoughts to the Clerk on these proposals and for a collective STC response to be sent to EHDC.

Tidy Up Sawbridgeworth is this Saturday and Fabric Folk will be holding an event on Wednesday in the parish hall.

ACTION – Cllr Annelise Furnace to email Cllrs to request they submit their views to the Clerk by the 3rd November in support of the LCWIP recommendations for shared Cycling and walking route from West Road to Leventhorpe School and to increase pedestrian crossing points.

25/86

TOWN CLERK REPORT

Received and noted: the clerk's report for the month of October 2025. The Clerk also highlighted a business proposal for a local vehicle hire company who have offered a bus on a reduced lease arrangement to replace the current Sawbobus. He will explore the financial benefits this may have for the Council and report back to members.

25/87

TOWN PROJECTS MANAGER'S REPORT

Received and noted: the Town Projects Manager's report for October 2025

25/88

FINANCE MATTERS

Received and noted: the variance report up to October 2025

25/89 COMMUNITY GOVERNANCE REVIEW

To discuss the Community Governance Review (CGR) and the impact on warding and next steps.

Cllr Angus Parsad-Wyatt stated the current petition is still running and has over 500 signatories and a further number are required. He encouraged members to push this out once again to pass the 1000 signatures required.

25/90 FOOTPATH UPDATE

To discuss the footpath from Elmwood leading to the river Stort. Clerks report refers.

25/91 REDUCING THE COUNCILS CARBON FOOTPRINT

Cllr Annelise updated that the update was on the Town Action Plan and Amenities Committee minutes. The Flyer have offered space for a regular report from Sustainable Sawbridgeworth and the Clerk is seeking new energy suppliers including greener energy suppliers.

A debate was held to change the wording of Council commitment in this agenda item in paragraph two.

From

- *In the interim, **commit** the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.*

To

- *In the interim, **aim** to reduce the council's own carbon footprint to an absolute minimum by May 2027 (the end of the current council term), while identifying and pursuing a clear strategy to offset any residual emissions*

Further suggestion was debated to change more wording in the paragraph by removing 'absolute minimum'

Resolved NOT to change further wording to remove 'absolute minimum' from the paragraph.

[prop Cllr Simon Penney; sec'd Cllr Reece Smith]

For = 4 Against = 6

Resolved to change the wording of the councils work in reducing the councils footprint to

*In the interim, **aim** to reduce the council's own carbon footprint to an absolute minimum by May 2027 (the end of the current council term), while identifying and pursuing a clear strategy to offset any residual emissions*

[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Eric Buckmaster]

For = 9 Against = 1

25/92 FINANCIAL REPORT

Noted: The current Financial Report

25/93 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment.

25/94

ITEMS FOR FUTURE AGENDAS

Cllr Angus Parsad-Wyatt asked if Minutes for approval could be together and placed before or after 'Public Forum'

Meeting ended at 8:25pm

Signed.....

Date.....

Action	Owner	Update
To produce a report for the Action Plan halfway point for publication.	Cllr Angus Parsad-Wyatt	
To email Cllrs to request they submit their views to the Clerk by the 3 rd November in support of the LCWIP recommendations for shared Cycling and walking route from West Road to Leventhorpe School and to increase pedestrian crossing points	Cllr Annelise Furnace	Email sent 28/10/2025. Clerk emailed a response to the LCWIP Team on 04/11/2025.
To alter Agenda items to put public forum on before minutes for approval.	Clerk	

Appendix B

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 27 October 2025** at 8.28pm.

Those present

Cllr Ruth Buckmaster
Cllr N Parsad-Wyatt
Cllr S Penney

Cllr A Parsad-Wyatt
Cllr S Pagdades

In attendance:
L Nolan – Planning Officer

Cllrs E Buckmaster & Furnace, one
other

P 25/87 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. None received - Cllr S Smith was absent.

P 25/88 PUBLIC FORUM

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

P 25/89 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/90 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting held on:

- 13 October 2025 (P08) [*prop Cllr Penney; secd Cllr R Buckmaster*]

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

P 25/91 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.

P 25/92 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion
- Gilston

Cllr Parsad-Wyatt gave an update on the recent opening of a venue at 28 Knight Street.

P 25/93 STREET NAMING – SAWB4 (KECKSYS FARM)

To submit considerations for new development street names to East Herts District Council. None received.

P 25/94 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/25/1589/HH 15 Falconers Park, CM21 0AU

Single storey rear extension with lantern rooflight

STC Comment: No objection [*prop Cllr R Buckmaster; secd Cllr Penney*]

3/25/1569/LBC Rose Cottage, 21 High Wych Road, CM21 0HE

Comprehensive property refurbishment including timber cladding treatment, structural repairs, fire safety upgrades, full window and door replacement, heating and electrical system modernisation, and interior improvements

STC Comment: LBC - Noted

3/25/1605/FUL 9 Bakers Walk, Bell St, CM21 9QE

Erection of glass box extension to exterior of café premises with adjoining canopy

STC Comment: No objection subject to confirmation of land ownership. Planning Officer to investigate [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]

P 25/95 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 24 October 2025.

3/25/1087/VAR Land at Railway Meadow

Variation of conditions 2 (approved plans), 11 (landscaping), 18 (access arrangements) and 22 (foundations) of planning permission: 3/24/0957/VAR for: Erection of 7 dwellings, associated vehicular access, landscaping and infrastructure. Amendments to reflect: minor alteration to size of utility spaces, blocking up of ground floor windows, update of condition triggers and removal of requirement for biodiversity net gain.

STC Comment: No objection

EHDC Decision: Granted

3/25/1188/HH 1 Falconers Park, CM21 0AU

Demolition of existing garage, construction of two storey side extension, single storey rear extension, front porch, fenestration alterations

STC Comment: No objection

EHDC Decision: Granted

P 25/96

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/1087/VAR Land at Railway Meadow

Variation of conditions 2 (approved plans), 11 (landscaping), 18 (access arrangements) and 22 (foundations) of planning permission: 3/24/0957/VAR for: Erection of 7 dwellings, associated vehicular access, landscaping and infrastructure. Amendments to reflect: minor alteration to size of utility spaces, blocking up of ground floor windows, update of condition triggers and removal of requirement for biodiversity net gain.

STC Comment: No objection

EHDC Decision: Granted

3/25/1188/HH 1 Falconers Park, CM21 0AU

Demolition of existing garage, construction of two storey side extension, single storey rear extension, front porch, fenestration alterations

STC Comment: No objection

EHDC Decision: Granted

P 25/97

PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. There were none.

Meeting Closed at 8.38pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 10 November 2025** at 7pm.

Those present

Cllr A Parsad-Wyatt
Cllr S Pagdades

Cllr N Parsad-Wyatt
Cllr S Penney

In attendance:
C Hunt – Town Clerk

P 25/98 APOLOGIES FOR ABSENCE

- To receive and approve any apologies for absence. Apologies received and accepted from Cllrs R Buckmaster & S Smith [*prop Cllr A Parsad-Wyatt; secd Cllr Penney*]

P 25/99 PUBLIC FORUM

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

P 25/100 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/101 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting held on:

- 27 October 2025 (P09) [*prop Cllr A Parsad-Wyatt; secd Cllr Pagdades*]

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

P 25/102 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.

P 25/103 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion
- Gilston

P 25/104 STREET NAMING – SAWB4 (KECKSYS FARM)

To submit considerations for new development street names to East Herts District Council. None received.

P 25/105 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/25/1642/HH 33D Crofters End, CM21 0DF

Front entrance porch

STC Comment: No objection [*prop Cllr Pagdades; secd Cllr Penney*]

3/25/1646/VAR 59 West Road, CM21 0BN

Variation of conditions 2 (approved plans) and 3 (materials) attached to 3/23/1133/FUL, to regularise minor as-built updates: addition of two small side elevation windows facing the neighbour's garage (non-habitable space); adjustment of external materials: Cladco Charcoal vertical composite cladding, black brick plinth, K-Rend white render, slate roof and white fascia with black gutters/downpipes; replacement of the previously approved ASHP with Samsung EHS Mono R290 8kW unit (59 dB(A))

STC Comment: No objection, provided neighbour's concerns regarding noise impact and privacy are considered [*prop Cllr A Parsad-Wyatt; secd Cllr Pagdades*]

P 25/106 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 7 November 2025. There were none.

P 25/107 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/1022/FUL Spellbrook House, CM23 4AU

Demolition of an existing residential dwelling and associated outbuildings and the erection of 8no. 3 bed residential dwellings, together with car parking, air source heat pumps, associated landscaping and new access

STC Comment: No objection

EHDC Decision: Refused

P 25/108 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. There were none.

Meeting Closed at 7.09pm

Appendix C

MINUTES

Local Government Reorganisation (LGR) Working Group

Inaugural Meeting MINUTES

Date: 5th November 2025

Time: 12:00pm Concluded 12:45pm

Location: Chamber

1. Appointment of Chair

- It was agreed that Cllr Reece Smith should be Chair for this Working Group
-

2. Background to Local Government Reorganisation

- The LGR process in Hertfordshire was discussed at full town council on 27th October 2025 and all were present and as such were aware of the implications for town and parish councils and the role of Sawbridgeworth Town Council in shaping outcomes
-

3. Review of Council Assets Provided by East Herts Council

- The asset list was checked through and due to the reorganisation still being considered plans could not be made at this time to make approached to the district council for any assets in particular.
 - From the initial observations and some actions were set below.
-

4. Principles and Considerations for Asset Acquisition

- This area was not discussed further at this time due to no assets being identified for acquisition
-

5. Establishing Working Group Priorities

- It was agreed for the Working Group to meet every quarter or more frequently if information was gained regarding the LGR.

- It was agreed collaboration with other town/parish councils such as Buntingford may be beneficial to assess their approach to this process.
- TOR agreed for the group to work alongside.

6. Governance and Next Steps

- Frequency and format of future meetings to be quarterly of when information dictates
- Actions below for Clerk to explore
- Timeline for engagement and decision-making has been put on hold pending further information being disseminated on the LGR.

7. Any Other Business

- there was none

8. Date of Next Meeting

- Clerk to set new meeting in February 2026
-

ACTIONS

Action	Owner	Update
To ask EHDC if we wanted to explore the purchasing/ taking over an asset would your team be able to supply costs in upkeep, maintenance, expenditure liabilities etc?	Clerk	Email received from EHDC 6/11/25 Yes, very probably. I think the best approach would be (a) you tell us what land/asset you'd be interested in acquiring – you can put through enquiries about individual sites on a case-by-case basis or send us a list, (b) we give an initial view based and, if we feel we'd been amenable to disposal, (c) we'd provide

		as much costs and liabilities info as we have
Enquire with EHDC where the Jubilee Gardens sits in this as its not listed?	Clerk	Email received from EHDC 6/11/25
Enquire with EHDC if parish/Town Councils do not take assets on, will they be maintained as they are, i.e. parks and open spaces.	Clerk	Email received from EHDC 6/11/25 Jubilee Gardens – I've reviewed the list and it isn't separately listed from the car park in Bell Street. Historically because they are under the same deeds they were recorded together but clearly this is wrong and I will get Jubilee Gardens added independently under Parks and Open Spaces.
To request an indication where the land is off Reedings Way that is ex grazing land		Email received from EHDC 6/11/25 The land is next to Town Council allotments and adjacent to the River Stort. You will see on the plan that it also includes the scout building which is leased to the scout group.  Plan of Ownership Reedings Way.pdf
To liaise with Buntingford TC to assess their approach to LGR and asset acquisition	Clerk	Email sent to Jill Jones 6/11/25 Response from Jill Jones the Clerk 6/11/25 Hi Chris, We haven't done anything yet, mainly because there is very little on it for Buntingford. Basically the public toilets. However, there is one asset which is a small

		piece of land, not big enough to do anything with but quite a high-profile location, that we would like to take over. This was not included on the asset list, it's registered to EHDC at Land Registry. I have pointed it out and they are going to add it to the list. When this is done, I imagine we'll take it to Committee and then Council with a recommendation.
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Appendix D

E Buckmaster County Councillor Report Nov 2025

Decision process underway for Hertfordshire's Local Government Reorganisation

Over the course of the next few weeks, councils across Hertfordshire will make decisions on which unitary authority model they support.

Following the Government's invitation to councils in two-tier authority areas to submit plans for local government reorganisation, the county council, all ten district councils, and the Police and Crime Commissioner have been working collaboratively to develop and review options.

Councils agreed to detailed modelling of three different options, with two, three or four new councils being created with varying geography, population and approach to services. This evidence-based approach was agreed by all 11 councils and the potential options will now be considered democratically by councillors in each council. This process also takes into account feedback from the public engagement that took place across Hertfordshire in September.

Each council will provide the opportunity for councillors to debate the merits of each option before deciding which of the three options they believe will offer the best opportunities for local residents and partners.

The joint submission will be made to Government by 28 November and will include evidence to support the three unitary model options. The document can be viewed at: www.hertfordshire-lgr.co.uk. A decision is expected from the Government in summer 2026.

Annual Survey of Hertfordshire's Parish, Town and Community Councils now open until Sunday 23 November 2025

We have invited all Parish and Town Councillors and Clerks to take part in the Annual Survey of Hertfordshire's Parish, Town and Community Councils – a key opportunity to help strengthen the relationship between Hertfordshire County Council (HCC) and Local Councils. The survey remains open until Sunday 23 November 2025.

We've also included a few questions about the Annual Meeting held on Friday 12 September for feedback to help us shape future events. Last year's survey highlighted areas of success, but also room for improvement. With the work that's been underway, we're looking to see progress reflected in this year's responses.

You can view the survey at this link here: [2025 Annual Survey of Hertfordshire's Parish, Town and Community Councils \(collectively known as Local Councils\)](#) Results will be available early December 2025.

Lead Local Flood Authority update

Cappell Lane, Stanstead Abbots:

- Detailed design of the leaky dams was completed in July 2025.
- An ecological survey has been conducted on an area of the watercourse and has determined that there are active badger setts.
- We have applied for a licence to work within the vicinity of these setts and are waiting to hear the outcome of the application.
- We hope to start construction of the leaky barriers in December, dependent on the licence being approved.

Hunsdon Alleviation Scheme:

- The team have found a product we believe could be provided as part of the flood kit to act as a barrier in front of driveways. This product is not currently on the market, but we are working with the providers to ensure we can secure it as soon as possible. We hope this will be within the next couple of months.
- Clearance works will be carried out on the watercourse in December. This is dependent on permits being granted.
- Following this, works are planned to bring the culvert to a maintainable condition. This will include any identified civil work that is needed on the ordinary watercourse.
- Finally, it is hoped that work to re-line sections of the watercourse where it is a brick culvert will be carried out next financial year. However, this is dependent on all other works being carried out.

Pilot Flood Kits in Communities

Stanstead Abbots & Hunsdon

- All community flood kits have been delivered.
- Please see our good news story on this project here: Hertfordshire County Council is expanding its Flood Kit pilot scheme| Hertfordshire County Council
- We are now opening up a second phase of the scheme where communities can register here: Hertfordshire Flood Kit Application form [Hertfordshire Flood Kit Application form](#)

Flood Investigations in Sawbridgeworth:

Site visits have taken place in Bullfields and Hoestock Road and meetings with residents affected by surface water flooding arising from heavy rainfall. This is with a view to undertake joint investigations by both HCC and Thames Water to examine the drainage systems, look for blockages and, if required, to design solutions to help protect from future incidents.

Hertfordshire Schools Shine as Finalists in National Music and Drama Education Awards

Hertfordshire is proud to be known as the county of opportunity—and once again, Hertfordshire Music Service (HMS) has been named a finalist in the prestigious Music & Drama Education Awards 2026.

These national awards celebrate the outstanding contributions of schools, educators, and organisations that enrich lives through music and drama. At a time when both performing arts and education have faced unprecedented challenges, HMS has continued to deliver exceptional work and support thousands of learners of all ages. These nominations are a chance to recognise and celebrate that commitment.

This marks the third consecutive year HMS has been recognised for its inclusive and innovative approach to music education. This year's nomination recognises a collaboration with Hertfordshire's Virtual School, which works to ensure high-quality educational outcomes for children and young people in care.

The nomination is for the Rocksteady Award for Progressive and Inclusive Music Education, highlighting the 'HertsArts' programme. This initiative empowers young people through music and demonstrates the life-changing impact it has on some of Hertfordshire's most vulnerable children and young people.

Applying for primary, junior and middle schools in 2026

The process for applying to primary, junior and middle schools in Hertfordshire opened on 3 November 2025.

If your child is due to start primary school or move on to a junior or middle school next year, make sure you apply for a place in good time.

The easiest way to apply for a school place for September 2026 is to visit www.hertfordshire.gov.uk/admissions and complete the online application form.

Online applications can be amended at any time before the closing date, and you can access your school offer before allocation letters are received and accept your school allocation online. Last year, 99 per cent of parents applied this way and found the system quick, easy and secure.

The public engagement is running on the first stages of developing the new Local Transport Plan for Hertfordshire. This is an engagement on the proposed draft vision and objectives and an opportunity to understand residents' priorities.

The [link](https://letstalktransport.hertfordshire.gov.uk/localtransportplan) to the engagement is letstalktransport.hertfordshire.gov.uk/localtransportplan

The engagement will run from Friday 7 November for six weeks until midnight on Friday 19 December 2025.

In conjunction with the public engagement, key stakeholders including the districts and borough councils will be engaged with to ensure that they have the opportunity to comment.

Have your say on Hertfordshire's new SEND strategy



Local people are being invited to have their say on an ambitious new draft strategy for special educational needs and disabilities (SEND) that has greater collaboration at its core.

(Thursday 6 November), our ambitious draft three-year strategy was approved for consultation by Hertfordshire County Council's Cabinet, who hailed it as a significant step forward in shaping inclusive services for children and young people across the county.

Directly informed by more than 1,000 voices, Hertfordshire's draft SEND strategy is driven by feedback from children, young people and their families, along with professionals from education, health and voluntary sectors. It sets out how the local area SEND partnership - led by

Hertfordshire County Council and the NHS Integrated Care Board covering Hertfordshire - will work together over the next three years, reflecting a shared commitment to improving outcomes for children and young people with SEND.

The strategy's six key ambitions reflect what families, professionals in education, health and social care sector and those working in voluntary organisations have told us is important to them. The ambitions have been shaped through extensive consultation and designed to make a tangible difference to children and families, delivering better outcomes and service experience:

- Listen, engage, collaborate, evolve: clearer communication and more opportunities for families to share thoughts and ideas. Learning from mistakes and working together to improve services.
- Early identification and support: Children are supported to have the best possible start, with needs identified early and support based on needs, not diagnosis. Families will have support to access advice and guidance available on the Local Offer
- Local provision for children and young people: Children will get the help they need in their local school, and those with more complex needs will have specialist support available and more options for college or training as they approach adulthood.
- Aspiration for all: We want every child to feel welcome, supported and able to learn in a place that works for them.
- Preparing for the future: Children are supported to plan for the future with help to understand the options available to them and services will plan for children's next steps.
- Strong foundations: A skilled, trained and supported workforce to communicate with families in an accurate, compassionate and timely manner. Leaders will continuously explore new technologies and seek innovative solutions to make processes more efficient and increase time staff can spend supporting children and families.

The consultation is due to start on Friday 14 November and will run until 6 February. Children and young people, parents and carers, and professionals in schools, health, and social care are invited to share their views to help refine the strategy and identify priorities for action.

- Read Hertfordshire's draft SEND strategy and find out how to take part in the consultation: www.hertfordshire.gov.uk/SENDstrategy

Council runs 'Stop Means Stop' campaign to raise awareness of school crossing patrols

As reported by BBC Look East, BBC London, BBC Three Counties Radio, Yahoo! UK and Southend Echo motorists across Hertfordshire are being reminded to stop whenever they are asked to do so by school crossing patrols, as part of the latest Hertfordshire County Council countywide 'Stop Means Stop' campaign. Across the county there is a network of 150 school crossing patrols on hand to help children and their parents cross busy roads before and after school. By law, motorists are required to stop whenever the distinctive 'lollipop' sign – which is clearly marked 'Stop' – is raised.

Body camera footage that showed drivers failing to stop when children were on a zebra crossing has prompted a council to try and raise safety awareness. Hertfordshire County Council has equipped school crossing patrol staff with body cameras to help identify drivers who ignored crossing rules.

UK Youth Parliament

SfYP is currently exploring building on its existing 'voice of young people' opportunities by enabling young people in Hertfordshire to participate in the UK Youth Parliament. This would provide Hertfordshire's young people with a national platform to influence change, complementing and enhancing the existing Hertfordshire-wide SfYP youth councils. Young people aged 11-18 can express their interest now.

- [See full details and find out how young people can get involved](#)

Hertfordshire is a Breastfeeding Friendly county!

Another one joins the Breastfeeding Friendly movement! And this time, our new Breastfeeding Friendly company is also a Best Foods Gold Award recipient. Herts Responsible Food Award celebrates businesses that offer healthier food choices and adopt sustainable practices – a perfect partner scheme with the Breastfeeding Friendly scheme. They both aim to build trust with customers and be recognised for doing the right thing.

2026/27 Budget Survey

as in previous years -there is a survey which will allow the public to have their say and help shape our budget for 2026/27 has been launched.

[The survey appears on our website and will be open until Sunday 7th December](#). There is also [an "easy read" version](#).

A [press release](#) gives more information. The survey is also being promoted directly to members of our Citizen's Panel, "Have Your Say" and other groups as well as social media.

Eric Buckmaster November 2025

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council
From: Christopher Hunt
Subject: Clerks Report November 2025

1. Staff Appraisals

The Clerk has completed all one-to-one meetings with staff for their annual appraisals. Additionally, the Clerk has undertaken his own appraisal following the meeting of the Appointments and Appraisals Committee with Cllr Nathan Parsad-Wyatt.

2. Sawbobus Review

The Sawbobus has been reviewed, and due to rising costs, an alternative lease arrangement has been explored. A separate agenda item refers to this matter for further discussion.

3. West Road Allotments

West Road allotments are now officially the property of Sawbridgeworth Town Council. Preparatory work has begun, including ordering a gate and locks. Layout planning is underway in collaboration with Laura.

4. Health & Safety Review

A health and safety review has been conducted by an external expert. The review highlighted several of our existing processes as examples of good working practice.

5. Front Desk Matters

Several issues have been addressed at the front desk concerning Easbies Estate and potential unlawful development. These matters have been reported to Planning Enforcement for investigation.

6. Website Development

Jo and Laura met with an IT development company to discuss improvements to the current website. The aim is to make updates easier and plan for a future redesign that is more user-friendly, including full mobile compatibility and improved navigation to subsections.

7. Remembrance Day Parade

The Clerk wishes to thank all councillors for attending the Remembrance Day Parade and acknowledges the support provided by the police in ensuring the security of the event.

8. Jubilee Gardens & Biodiversity Net Gain (BNG)

Further work is progressing at Jubilee Gardens due to offsite BNG requirements from planning. However, the proposed number of trees for the cemetery and the associated 30-year maintenance commitment is not sustainable. Alternative arrangements are being sought.

Appendix F

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Events 2025-2026
Date: 17 November 2025

Dates for Dairy: 2025 - 2026

- **Christmas Lights Switch On** – Town Centre - **Saturday 29th November** from 3pm – Lights switched on 6pm.
- **Christmas Competition Presentation Evening** – **Thursday 18th December** - **6pm** Council Chamber
- **Lights of Love** – **Saturday 13th December 4pm** – Council courtyard and chamber
- **St Georges Day Parade** – All councillors - **Sunday 26th April 2026** – 3pm Great St Marys Church
- **River Day** – Sheering Mill Lock - **Saturday 30th May 2026** – 12 to 4pm at Sheering Lock

NOTE: Civic Dinner date TBC (Potentially 18th April 2026)

Appendix G

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council
From: Christopher Hunt
Subject: Clerks Report REDUCING THE COUNCILS CARBON FOOTPRINT
Date: 17th November 2025

1. Fuel Savings from New Bus

- Transitioning to a newer, cleaner, and more fuel-efficient leased bus will reduce emissions and operating costs.
Estimated Annual Impact:
- Diesel Savings: £1,333
- Fuel Saved: 833.12 litres
- CO₂ Emissions Reduction: 2,232.78 kg (≈ 2.23 tonnes)

Calculation based on:

- Average diesel price: £1.60 per litre
- Emission factor: 2.68 kg CO₂ per litre

2. Waste Reduction

- Reduce skip hire by increasing recycling and reusing materials.
- Encourage the use of mulching mowers to recycle grass cuttings and reduce green waste.

3. Biodiversity and Carbon Capture

- Promote wild areas within allotments and small uncultivated land pockets to enhance biodiversity and natural carbon absorption.

4. Asset Management

- Prioritize repairing rather than replacing play equipment at West Road play area to minimize waste and embodied carbon.

5. Energy Supply

- Explore greener energy suppliers for Council buildings, balancing sustainability with cost implications.
-

Benefits

- Financial: Lower fuel and waste disposal costs; reduced capital expenditure through repairs.
- Environmental: Lower emissions; improved biodiversity; reduced landfill waste.
- Community: Demonstrates visible commitment to sustainability and supports local engagement in climate action.

Appendix H

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council
From: Christopher Hunt
Subject: Clerks Report **Sawbobus** November 2025
Date: 17th November 2025

1. Purpose of Report

This report outlines the financial and operational rationale for transitioning from the Council-owned Sawbobus to a leased community bus provided by Alley Cat Hire Services. The proposal supports long-term sustainability, cost predictability, and enhanced service reliability, while maintaining the community identity of the bus.

2. Background

The Sawbobus has served the community reliably but is now at a stage where ongoing maintenance, MOTs, and potential repair costs pose financial risks. A local company, Alley Cat Hire Services, has offered a significantly discounted lease arrangement tailored specifically for the Council's community transport needs.

3. Lease Proposal Summary

- **Monthly Lease Cost:** £600 (equivalent to one week's standard lease rate)
- **Annual Lease Cost:** £7,200
- **Additional Services Included:**
 - Full servicing and maintenance
 - Breakdown cover with replacement vehicle
 - Valeting as required
 - Signwriting with Council branding and sponsor logos retained

This arrangement ensures continuity of the community bus's identity and sponsorship visibility, while transferring operational risks to the leasing company.

4. Financial Comparison

Item	Owned Sawbobus	Alley Cat Lease
Annual Operating Cost	£7,436	£7,914
Fuel Efficiency Savings	—	–£1,333
Adjusted Annual Cost	£7,436	£6,581
Annual Income (fares, sponsorship, grant)	£11,750	£11,750
Net Financial Position	£4,314	£5,169

The leased vehicle offers improved fuel efficiency, saving approximately **£1,333 per year**, which improves the net financial position compared to the current owned model.

5. Reserve Impact

- **Proceeds from Sawbobus Sale:** £11,000
- **Existing Earmarked Reserves:** £87,944
- **New Reserve Total (including lease net income):**
£87,944 + £11,000 = **£98,944**

This transition strengthens the Council’s reserves while maintaining service delivery.

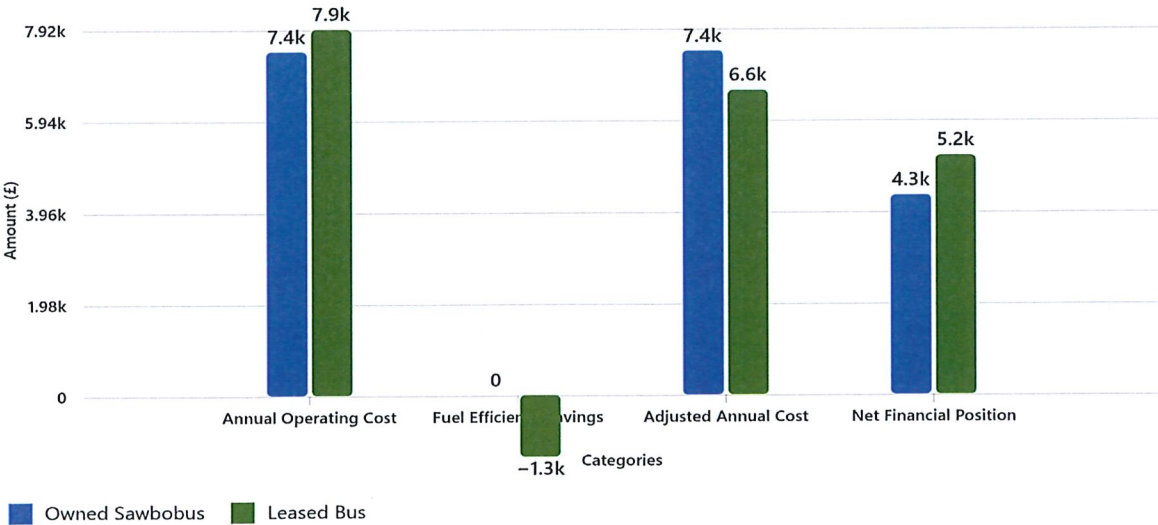
6. Strategic and Operational Benefits

- **Peace of Mind:** No exposure to unexpected repair or MOT costs.
- **Reliability:** Guaranteed replacement vehicle in case of breakdown.
- **Community Support:** Alley Cat’s offer reflects strong local partnership and commitment to community services.
- **Brand Continuity:** Bus will retain Council and sponsor branding, preserving public recognition and support.
- **Environmental Benefit:** Improved fuel efficiency aligns with Council’s sustainability goals.

7. Recommendation

Councillors are encouraged to consider the sale of the Sawbobus and proceed with the lease agreement with Alley Cat Hire Services. This arrangement offers:

- Financial prudence and improved net position
- Operational reliability and reduced risk
- Continued community engagement and visibility
- Strengthened reserves for future Council priorities



Key Insights from the Graph

- **Annual Operating Cost:** Leasing is slightly higher (£7,914 vs £7,436), but this includes full maintenance and breakdown cover.
- **Fuel Efficiency Savings:** Leasing provides a £1,333 saving due to better fuel economy.
- **Adjusted Annual Cost:** Leasing reduces overall cost to £6,581 compared to £7,436 for ownership.
- **Net Financial Position:** Leasing improves the Council's position by £855 (£5,169 vs £4,314).

Appendix I

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
4000 Salaries	0	119,314	243,480	124,166		124,166	49.0%	
4001 DNU	27,504	0	0	0		0	0.0%	
4003 DNU	43,140	0	0	0		0	0.0%	
4004 DNU	33,199	0	0	0		0	0.0%	
4005 DNU	31,632	0	0	0		0	0.0%	
4011 DNU	10,263	0	0	0		0	0.0%	
4013 DNU	31,783	0	0	0		0	0.0%	
4015 DNU	54,071	0	0	0		0	0.0%	
4035 NIC - Employers	24,251	14,657	31,270	16,613		16,613	46.9%	
4040 Pension Employers	31,229	13,751	32,070	18,319		18,319	42.9%	
Staff :- Indirect Expenditure	287,072	147,722	306,820	159,098	0	159,098	48.1%	0
Net Expenditure	(287,072)	(147,722)	(306,820)	(159,098)				
<u>200 General Administration</u>								
1076 Precept	452,775	479,835	479,835	0			100.0%	
1090 Interest Received	6,296	2,740	6,000	3,260			45.7%	
1999 Miscellaneous Income	1,035	18	0	(18)			0.0%	
General Administration :- Income	460,106	482,593	485,835	3,242			99.3%	0
4070 Subscriptions	2,283	2,509	2,860	351		351	87.7%	
4075 IT Support	9,928	9,704	13,000	3,296		3,296	74.6%	
4080 Training (Members)	163	111	500	389		389	22.2%	
4081 Travel Expenses	558	316	550	234		234	57.4%	
4082 Training (Staff)	981	0	1,000	1,000		1,000	0.0%	
4083 Clerks Expenses	17	0	100	100		100	0.0%	
4090 IT Development	0	0	1,500	1,500		1,500	0.0%	
4095 Photocopy Charges	1,349	934	1,500	566		566	62.3%	
4100 Telephone/Broadband	880	713	2,500	1,787		1,787	28.5%	
4105 Postage	682	436	800	364		364	54.5%	
4110 Stationery	807	249	1,000	751		751	24.9%	
4115 Insurance	10,956	17,237	11,000	(6,237)		(6,237)	156.7%	
4120 Bank Charges	264	147	500	353		353	29.5%	
4125 Repairs & Renewals	198	528	750	222		222	70.4%	
4130 Staff Care	2,313	719	1,600	881		881	44.9%	
4135 Office Care	1,374	1,265	3,000	1,735		1,735	42.2%	
4140 Office Equipment	449	1,937	1,500	(437)		(437)	129.1%	
4180 Accountancy Services	3,402	0	3,000	3,000		3,000	0.0%	
4185 Audit	2,365	200	3,565	3,365		3,365	5.6%	
4190 Professional Fees	3,480	2,279	6,000	3,721		3,721	38.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4195 Tourism	803	344	1,000	656		656	34.4%	
4200 Web-site	600	581	1,500	919		919	38.8%	
4201 Web-site development	0	83	1,500	1,417		1,417	5.6%	
4215 Town Signs	811	0	500	500		500	0.0%	
4990 Contingency	0	0	2,000	2,000		2,000	0.0%	
4999 Miscellaneous Costs	10	0	0	0		0	0.0%	
General Administration :- Indirect Expenditure	44,672	40,293	62,725	22,432	0	22,432	64.2%	0
Net Income over Expenditure	415,434	442,301	423,110	(19,191)				
210 Democratic Services								
1335 Civic Dinner Income	3,105	4,515	5,000	485			90.3%	
Democratic Services :- Income	3,105	4,515	5,000	485			90.3%	0
4310 Election Expenses	4,489	0	3,000	3,000		3,000	0.0%	
4315 Mayor's Allowance	1,464	1,352	1,500	148		148	90.1%	
4330 Civic Events	1,562	746	3,000	2,254		2,254	24.9%	
4335 Civic Dinner Expenditure	3,108	3,638	5,000	1,362		1,362	72.8%	
Democratic Services :- Indirect Expenditure	10,623	5,736	12,500	6,764	0	6,764	45.9%	0
Net Income over Expenditure	(7,518)	(1,220)	(7,500)	(6,280)				
220 Grants								
4350 Grants - SYPRC	1,000	(1,000)	1,000	2,000		2,000	(100.0%)	
4355 Grants - The Hailey Centre	1,000	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	54	0	75	75		75	0.0%	
4375 Freedom of the Town	1,224	488	1,500	1,012		1,012	32.5%	
4380 Grants - Other	3,300	500	3,500	3,000		3,000	14.3%	
Grants :- Indirect Expenditure	6,578	(12)	7,075	7,087	0	7,087	(0.2%)	0
Net Expenditure	(6,578)	12	(7,075)	(7,087)				
300 Civic Centre								
1400 Rental Income	1,065	898	800	(98)			112.2%	
Civic Centre :- Income	1,065	898	800	(98)			112.2%	0
4405 Rates	15,030	9,518	14,000	4,482		4,482	68.0%	
4410 Heat & Light	6,754	3,511	10,000	6,489		6,489	35.1%	
4415 Water	582	1,913	650	(1,263)		(1,263)	294.2%	
4420 Maintenance	4,670	2,741	5,000	2,259		2,259	54.8%	
4425 Fixtures & Fittings	51	235	0	(235)		(235)	0.0%	
4445 New Equipment	2,898	242	5,000	4,758		4,758	4.8%	
Civic Centre :- Indirect Expenditure	29,985	18,160	34,650	16,490	0	16,490	52.4%	0
Net Income over Expenditure	(28,920)	(17,262)	(33,850)	(16,588)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Hailey Centre</u>								
4420 Maintenance	2,937	145	5,000	4,855		4,855	2.9%	
Hailey Centre :- Indirect Expenditure	2,937	145	5,000	4,855	0	4,855	2.9%	0
Net Expenditure	(2,937)	(145)	(5,000)	(4,855)				
<u>330 Other Rented Accommodation</u>								
4400 Rent	4,660	2,800	4,800	2,000		2,000	58.3%	
Other Rented Accommodation :- Indirect Expenditure	4,660	2,800	4,800	2,000	0	2,000	58.3%	0
Net Expenditure	(4,660)	(2,800)	(4,800)	(2,000)				
<u>400 Bullfield Allotments</u>								
1500 Allotment Rent Income	1,334	70	910	840			7.7%	
1510 Allotment Water Income	146	6	200	194			3.0%	
1515 Allotment Dep Retain	100	0	0	0			0.0%	
Bullfield Allotments :- Income	1,579	76	1,110	1,034			6.8%	0
4415 Water	666	372	600	228		228	61.9%	
4420 Maintenance	196	400	700	300		300	57.1%	
Bullfield Allotments :- Indirect Expenditure	862	772	1,300	528	0	528	59.3%	0
Net Income over Expenditure	718	(696)	(190)	506				
<u>410 Bellmead Allotments</u>								
1500 Allotment Rent Income	350	165	250	85			66.0%	
1510 Allotment Water Income	36	15	30	15			50.0%	
Bellmead Allotments :- Income	386	180	280	100			64.3%	0
4415 Water	145	94	100	6		6	93.7%	
4420 Maintenance	19	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	164	94	350	256	0	256	26.8%	0
Net Income over Expenditure	222	86	(70)	(156)				
<u>420 Vantorts Allotments</u>								
1500 Allotment Rent Income	249	120	175	56			68.3%	
1510 Allotment Water Income	27	12	25	13			48.0%	
Vantorts Allotments :- Income	276	132	200	69			65.8%	0
4415 Water	168	180	120	(60)		(60)	149.7%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Maintenance	152	0	250	250		250	0.0%	
Vantorts Allotments :- Indirect Expenditure	320	180	370	190	0	190	48.5%	0
Net Income over Expenditure	(44)	(48)	(170)	(122)				
<u>430 Southbrook Allotments</u>								
1500 Allotment Rent Income	1,314	369	1,290	921			28.6%	
1510 Allotment Water Income	175	48	170	122			28.2%	
1515 Allotment Dep Retain	146	0	0	0			0.0%	
Southbrook Allotments :- Income	1,634	417	1,460	1,043			28.6%	0
4415 Water	623	384	500	116		116	76.8%	
4420 Maintenance	353	280	700	420		420	40.0%	
Southbrook Allotments :- Indirect Expenditure	976	664	1,200	536	0	536	55.3%	0
Net Income over Expenditure	658	(247)	260	507				
<u>435 West Road Allotment</u>								
1500 Allotment Rent Income	0	0	640	640			0.0%	
1510 Allotment Water Income	0	0	200	200			0.0%	
West Road Allotment :- Income	0	0	840	840			0.0%	0
4415 Water	0	0	600	600		600	0.0%	
4416 Set Up Costs -Allotments	0	0	3,500	3,500		3,500	0.0%	
West Road Allotment :- Indirect Expenditure	0	0	4,100	4,100	0	4,100	0.0%	0
Net Income over Expenditure	0	0	(3,260)	(3,260)				
<u>440 Cemetery</u>								
1550 Burial Fees	34,595	20,070	48,400	28,330			41.5%	
1560 Memorial Fees	2,390	1,165	2,500	1,335			46.6%	
1570 Grave Digging Income	2,980	1,300	2,600	1,300			50.0%	
1580 Tree Sales	3,450	1,816	3,000	1,184			60.5%	
1581 Bench Sales	2,734	3,087	3,500	413			88.2%	
1582 Memorial Plaque Sales	770	0	1,200	1,200			0.0%	
Cemetery :- Income	46,919	27,438	61,200	33,762			44.8%	0
4045 Subcontracted Labour	700	2,905	1,000	(1,905)		(1,905)	290.5%	
4415 Water	135	126	150	24		24	84.0%	
4420 Maintenance	6,457	174	5,000	4,826		4,826	3.5%	
4440 New Area (Spinney)	1,300	0	3,000	3,000		3,000	0.0%	
4520 Skip Hire	1,925	1,435	2,500	1,065		1,065	57.4%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530 Trees	500	409	550	141		141	74.3%	
4531 Benches	1,864	2,092	2,000	(92)		(92)	104.6%	
4532 Plaques	1,208	593	550	(43)		(43)	107.9%	
4675 Publicity	0	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	14,088	7,734	15,250	7,516	0	7,516	50.7%	0
Net Income over Expenditure	32,831	19,703	45,950	26,247				
6000 plus Transfer from EMR	1,300	0	0	0				
Movement to/(from) Gen Reserve	34,131	19,703	45,950	26,247				
<u>450 Playground</u>								
4420 Maintenance	1,535	1,028	2,000	972		972	51.4%	
4421 New Equipment -Playground	0	0	4,000	4,000		4,000	0.0%	
Playground :- Indirect Expenditure	1,535	1,028	6,000	4,972	0	4,972	17.1%	0
Net Expenditure	(1,535)	(1,028)	(6,000)	(4,972)				
<u>460 Rivers Heritage Site & Orchard</u>								
4700 RHSOG	1,710	2,433	3,000	567		567	81.1%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,710	2,433	3,000	567	0	567	81.1%	0
Net Expenditure	(1,710)	(2,433)	(3,000)	(567)				
<u>500 Groundsman</u>								
1600 SYPRC/STFC Grass Cut - Income	300	0	0	0			0.0%	
1603 Conveniences coin operation	663	264	800	536			33.0%	
1610 Sub Contract Watering	776	276	275	(1)			100.4%	
1615 CCTV Footage Retrieval	300	0	0	0			0.0%	
Groundsman :- Income	2,039	540	1,075	535			50.2%	0
4600 Planters	0	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	608	101	800	699		699	12.7%	
4602 Bell St Convenience Repairs	157	865	5,000	4,136		4,136	17.3%	
4615 Ranger's Mower	1,475	547	2,000	1,453		1,453	27.3%	
4620 Ranger's Tools	2,797	542	3,000	2,458		2,458	18.1%	
4625 Mower Replacement	0	0	12,000	12,000		12,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,636	3,000	364		364	87.9%	
4635 CCTV Extension	1,822	217	3,000	2,783		2,783	7.2%	
Groundsman :- Indirect Expenditure	9,312	4,908	29,800	24,892	0	24,892	16.5%	0
Net Income over Expenditure	(7,274)	(4,369)	(28,725)	(24,356)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Fun on the Field								
1670 Event Income	870	490	900	410			54.4%	
Fun on the Field :- Income	870	490	900	410			54.4%	0
4045 Subcontracted Labour	650	0	800	800		800	0.0%	
4670 Event Costs	723	1,221	1,000	(221)		(221)	122.1%	
4675 Publicity	0	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	1,373	1,221	2,000	779	0	779	61.0%	0
Net Income over Expenditure	(503)	(731)	(1,100)	(369)				
610 Events General								
4670 Event Costs	1,177	537	1,000	463		463	53.7%	
4672 RHSO 300	0	0	500	500		500	0.0%	
4673 VE Day	0	4,646	5,000	354		354	92.9%	
Events General :- Indirect Expenditure	1,177	5,183	6,500	1,317	0	1,317	79.7%	0
Net Expenditure	(1,177)	(5,183)	(6,500)	(1,317)				
620 Christmas Festival								
1670 Event Income	1,130	720	800	80			90.0%	
Christmas Festival :- Income	1,130	720	800	80			90.0%	0
4045 Subcontracted Labour	1,511	0	1,700	1,700		1,700	0.0%	
4670 Event Costs	1,568	400	1,000	600		600	40.0%	
4675 Publicity	390	0	500	500		500	0.0%	
4685 Christmas Lights	14,772	306	15,000	14,694		14,694	2.0%	
4690 Competitions	636	32	1,000	968		968	3.2%	
Christmas Festival :- Indirect Expenditure	18,877	739	19,200	18,461	0	18,461	3.8%	0
Net Income over Expenditure	(17,747)	(19)	(18,400)	(18,381)				
630 Markets								
1670 Event Income	0	0	8,000	8,000			0.0%	
Markets :- Income	0	0	8,000	8,000			0.0%	0
4674 Car Park Hire	0	0	9,000	9,000		9,000	0.0%	
4675 Publicity	0	0	4,000	4,000		4,000	0.0%	
Markets :- Indirect Expenditure	0	0	13,000	13,000	0	13,000	0.0%	0
Net Income over Expenditure	0	0	(5,000)	(5,000)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
640 Projects								
1671 HUB Funding	3,000	0	0	0			0.0%	
Projects :- Income	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4710 Hanging Baskets	0	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	0	500	500		500	0.0%	
4720 Jubilee Gardens	23,743	23,596	100,000	76,404		76,404	23.6%	
4725 Fair Green	300	0	2,000	2,000		2,000	0.0%	
4735 Remembrance Day	150	150	400	250		250	37.5%	
4740 War Memorial	260	0	1,000	1,000		1,000	0.0%	
4746 HUB Project	1,926	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	<u>26,379</u>	<u>23,746</u>	<u>105,400</u>	<u>81,654</u>	<u>0</u>	<u>81,654</u>	<u>22.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(23,379)</u>	<u>(23,746)</u>	<u>(105,400)</u>	<u>(81,654)</u>				
660 Town Selfie Walk								
4670 Event Costs	250	303	575	272		272	52.7%	
4675 Publicity	0	0	200	200		200	0.0%	
4681 Promotional Equipment	303	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>553</u>	<u>303</u>	<u>1,775</u>	<u>1,472</u>	<u>0</u>	<u>1,472</u>	<u>17.1%</u>	<u>0</u>
Net Expenditure	<u>(553)</u>	<u>(303)</u>	<u>(1,775)</u>	<u>(1,472)</u>				
670 River Day								
1670 Event Income	40	40	50	10			80.0%	
River Day :- Income	<u>40</u>	<u>40</u>	<u>50</u>	<u>10</u>			<u>80.0%</u>	<u>0</u>
4670 Event Costs	120	170	150	(20)		(20)	113.3%	
River Day :- Indirect Expenditure	<u>120</u>	<u>170</u>	<u>150</u>	<u>(20)</u>	<u>0</u>	<u>(20)</u>	<u>113.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(80)</u>	<u>(130)</u>	<u>(100)</u>	<u>30</u>				
700 Sawbobus								
1150 Grants Received	2,000	2,000	6,000	4,000			33.3%	
1800 Fares	6,655	2,854	10,000	7,146			28.5%	
1820 Fuel Rebate	2,072	1,081	1,300	219			83.1%	
1830 Sponsorship	4,000	3,750	6,000	2,250			62.5%	
Sawbobus :- Income	<u>14,727</u>	<u>9,685</u>	<u>23,300</u>	<u>13,615</u>			<u>41.6%</u>	<u>0</u>
4029 Salary Recharge	32,181	15,992	31,345	15,353		15,353	51.0%	
4045 Subcontracted Labour	291	1,250	1,000	(250)		(250)	125.0%	
4800 Fuel	4,848	2,894	8,500	5,606		5,606	34.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4805 Vehicle Maintenance	6,715	2,560	6,000	3,440		3,440	42.7%	
4810 Vehicle Tax & Insurance	1,092	1,455	1,550	95		95	93.8%	
Sawbobus :- Indirect Expenditure	45,128	24,151	48,395	24,244	0	24,244	49.9%	0
Net Income over Expenditure	(30,401)	(14,465)	(25,095)	(10,630)				
<u>800 Heffer GL61</u>								
1830 Sponsorship	500	500	0	(500)			0.0%	
1850 Vehicle Hire Income	549	345	500	155			69.0%	
Heffer GL61 :- Income	1,049	845	500	(345)			169.0%	0
4800 Fuel	2,789	1,154	550	(604)		(604)	209.8%	
4805 Vehicle Maintenance	997	302	1,250	948		948	24.1%	
4810 Vehicle Tax & Insurance	1,092	1,628	1,290	(338)		(338)	126.2%	
Heffer GL61 :- Indirect Expenditure	4,878	3,083	3,090	7	0	7	99.8%	0
Net Income over Expenditure	(3,830)	(2,238)	(2,590)	(352)				
<u>810 Rangers Truck #1 WG64</u>								
4800 Fuel	1,549	560	2,000	1,440		1,440	28.0%	
4805 Vehicle Maintenance	626	432	1,500	1,068		1,068	28.8%	
4810 Vehicle Tax & Insurance	964	942	1,070	128		128	88.0%	
Rangers Truck #1 WG64 :- Indirect Expenditure	3,138	1,934	4,570	2,636	0	2,636	42.3%	0
Net Expenditure	(3,138)	(1,934)	(4,570)	(2,636)				
<u>820 Rangers Truck #2 SY65</u>								
4800 Fuel	1,005	748	1,250	502		502	59.8%	
4805 Vehicle Maintenance	496	646	1,500	854		854	43.1%	
4810 Vehicle Tax & Insurance	964	1,289	1,080	(209)		(209)	119.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	2,464	2,683	3,830	1,147	0	1,147	70.1%	0
Net Expenditure	(2,464)	(2,683)	(3,830)	(1,147)				
<u>910 Town Action Plan</u>								
4910 Town Action Plan Costs	176	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	176	0	500	500	0	500	0.0%	0
Net Expenditure	(176)	0	(500)	(500)				

17/11/2025

Sawbridgeworth Town Council

Page 9

15:18

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>920 ATC Rent</u>								
1400 Rental Income	1,547	0	0	0			0.0%	
ATC Rent :- Income	<u>1,547</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
Net Income	<u>1,547</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	539,470	528,568	591,350	62,782			89.4%	
Expenditure	519,755	295,868	703,350	407,482	0	407,482	42.1%	
Net Income over Expenditure	<u>19,715</u>	<u>232,700</u>	<u>(112,000)</u>	<u>(344,700)</u>				
plus Transfer from EMR	1,300	0	0	0				
Movement to/(from) Gen Reserve	<u>21,015</u>	<u>232,700</u>	<u>(112,000)</u>	<u>(344,700)</u>				