

Sawbridgeworth Town Council

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



MAYOR
Cllr Ruth Buckmaster

TOWN CLERK
Christopher Hunt

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

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Pagdades; A Parsad-Wyatt; N Parsad-Wyatt; 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 30th October 2023** commencing at 7:30pm to transact the business set out in the agenda below.

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

Town Clerk
23rd October 2023

AGENDA

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

23/76

APOLOGIES FOR ABSENCE

[👏]

To receive any apologies for absence

23/77

DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

23/78









MINUTES

[📄] [👏]

To approve as a correct record the minutes of the Meeting of the town council held on 25th July 2023 (M03) [Attached Appendix A]

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

Owner	Action	Completed
Clerk	To request further information from the police on proactive work in the town	email sent 26/9/23, police report for next Full TC meeting will have update on police proactive work in the town.

- 23/79 PLANNING COMMITTEE**
 To receive and note the minutes of the Planning Committee held on 25th September 2023 (P07) *[Attached Appendix B]*
-  To receive and note the draft minutes of the Planning Committee held on 16th October 2023 (P08) *[Attached Appendix B]*
- 23/80 PUBLIC FORUM**
 To receive representations from members of the public on matters within the remit of the Town Council.
- 23/81 TOWN ACTION PLAN AND AMENITIES COMMITTEE**
 To receive and note the minutes of the Town Action Plan and Amenities Committee held on 16th October 2023 (T02) *[Attached Appendix C]*
- To receive an up-to-date position of the Action Plan 2023 2027 from Cllr A Parsad-Wyatt.
- 23/82 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive mayor's appointments and communications
- 23/83 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr R Buckmaster
 - Cllr A Furnace, Eco Representative
-  *[Attached Appendix D]*
- 23/84 TOWN CLERK REPORT**
 To receive and note clerk's report for the month of October 2023. *[Attached Appendix E]*
- 23/85 TOWN PROJECT MANAGERS REPORT**
 To receive the Town Project Managers report for the month of October 2023 *[Attached Appendix F]*
- 23/86 FINANCIAL REPORT**
 To note the current Financial Report *[Attached Appendix G]*
- 23/87 ACCOUNTS FOR PAYMENT**
 To note and approve accounts for payment.
- 23/88 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 7:30pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 25th September 2023**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr A Parsad-Wyatt
Cllr N Parsad-Wyatt
Cllr Greg Rattey
Cllr John Rider
Cllr Reece Smith
Cllr Steve Smith

In attendance:

Joanne Sargent
Chris Carter – Press

9 x members of the public

The Mayor addressed the members of the meeting and asked for everyone's thoughts and prayers for Mrs Hazel Mead after the passing of her husband Mr David Mead.

Welcome and thought of the day delivered by the Town Mayor

23/62 APOLOGIES FOR ABSENCE

None were received.

23/63 DECLARATIONS OF PECUNIARY INTEREST

None were received.

23/64 MINUTES

Resolved: To approve as a correct record the minutes of the meeting of the town council held on 31st July 2023 (M03)

[prop Cllr E Buckmaster; sec'd Cllr Furnace]

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

Actions noted from the previous minutes and both had been resolved.

23/65 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 31st July 2023 (P05)

Received and noted: the draft minutes of the planning committee held on 11th September 2023 (P06)

23/66 PUBLIC FORUM

Questions

- *Elaine Irvine.*

Q1. Referring to the information sheets provided on s106 monies, totalling over £5m, from Taylor Wimpey and BDW Trading Limited. This very large sum appears to go first to either EHDC or HCC and is then allocated back to Sawbridgeworth.

- a) How do we account for the actual sum that comes back to Sawbridgeworth for the local community? How much do EHDC and HCC retain for their own use?

Cllr E Buckmaster stated, there are 3 major developments. The many millions that have arisen from the developments are probably 99 percent for mitigations in Sawbridgeworth. The purpose of the legal agreements/contributions is to mitigate against the impacts of development and population growth which is why a large sum is going to Education, Early Years, Youth, and older people plus Highways. There are sums for the Library.

The District and County Councils only hold the money. It has to be used for the purposes stated in the legal agreements. The County and District Councils are providers of services so they would assess needs based on the nature of the developments. So some section 106 monies could be requested by the District Council to upgrade Leisure Services where demand would increase. The section 106 agreements also include the requirements for affordable housing in the developments which the developers provide at a discount for Housing Associations to bid for. Sums were included for the Bullfields Centre, and the Hailey Centre to help with increasing demands for youth and older peoples services. The County Council has a toolkit which includes sums for Education, Primary and Secondary and Early Years. Typically 500 homes equates to one form of entry. So funding was provided for Mandeville to double in size. Funding was also allocated for early years for High Wych preschool at Bullfields. County will also request obligations for Highways improvements the developers need to include. These haven't all been actioned yet but the funds are identified. They also asked for some funding for Sawbridgeworth Library. The description of the £122,000 allocated to Leventhorpe or Grange Paddocks was pretty much the exception, and the response from East Herts is that using some of that for Grange Paddocks was justified since it is a facility for the wider area. I had a very productive meeting with the head of Service at East Herts and asked for funding to refresh the facility at Leventhorpe in discussion with the Service Provider SLM.

The legal agreements are on the planning portal for anyone to read. The additional land we were hoping for towards sport didn't materialise because the landowner withdrew it from the District Plan. So the short answer is that the s106 funding is overwhelmingly for Sawbridgeworth.

- b) What is/was the process for inviting local community organisations, societies, clubs, etc. in Sawbridgeworth to request grants from the s106 monies?

Cllr E Buckmaster answered, the section 106 monies are not grants, or compensation for development. The vast majority of the 106 allocations are very specific, so only those named will be able to apply, e.g. High Wych preschool/SYPRC, Hailey Centre and based on need, hence Education, Highways, affordable homes, Early years etc. The developers also submit viability assessments for what they say they can afford to contribute, and this often means we don't reach the

Target of 40pc affordable homes but a lower figure.

There will be a review of the District Plan over the next couple of years where there will be further consultations and will include looking at sports provision based on housing growth so its important for the community and sports associations to respond to any consultations. Section 106 cannot be used to plug existing shortfalls but only to meet the need arising from the developments.

There will be more but similar contributions coming from Sawb 4 in Kecksys. we expect them to be broadly pro rata those already agreed for the West Road developments since the planning obligations were also agreed 5 years ago but could not proceed for issues around probate

Q2. SAWB2 and SAWB3 s106 allocations total £58,439 for our library in The Forebury, but in the 'Flyer' recently, an article by David Royle expressed concern about the long term strategy for the library. With such a sum spent on the library, is it safe to assume that the library will be staying on the current site?

Cllr E Buckmaster stated the library service will decide where money is spent, for the foreseeable future the library will be staying where it is but has money to spend if required.

Cllr Furnace asked if the Sawb 4 section 106 money allocation decisions could go before councillors rather than council officers through their delegated powers.

Cllr N Parsad-Wyatt stated that planning applications for developments this size will have a contract with wording similar to planning application approval are subject to section 106 legal agreements being signed. This allows lawyers from planning and developers to agree on the 106 monies utilising council officers under delegated powers.

Cllr Furnace asked if representation could be made to have all the 106 money allocated to Sawbridgeworth.

Cllr R Buckmaster stated that it was the officers and not the residents who decided where the money was spent.

Cllr E Buckmaster noted that the previous Sawb 2 and 3 planning meeting minutes from 5 years ago stated that £122,000 had been earmarked for indoor sport and leisure. From the officer report it stated the money was to go to either Leventhorpe pool and gym or Grange Paddocks which is a facility for the wider community. This amount is less than one percent of the allocated 106 money from these developments. He stated he thought that the questions had been answered and that any further questions on this subject be emailed directly to him so he can answer them outside of this meeting.

- *David Royle.*

Q1 I understand that there is no longer to be a Ukraine-related item on the Council agenda, which is very disappointing. How does this Council plan to help maintain awareness locally of this conflict and its impact and to help support our Ukrainian guests?

Cllr R Smith responded, councillors are aware and will continue to monitor the conflict in Ukraine. Local events and money

raising initiatives will be supported and publicised on the council website and on line.

Q2 I have been asking questions over the past year about progress on key town 'projects': the Jubilee Gardens, the market, EV charging points, plus the future of the library. I realise these are often dealt with in committee, but will the Council include an item on the Full Council agenda to provide a regular update, as well as on Facebook, so that there is easier access to this important information?

Cllr N Pasad-Wyatt responded that the council are currently in the consultation period for the action plan which covers this point on communication and councillors are aware this does need to be addressed. All the minutes from meetings are available on line but communication recommendations will be used from the consultation moving forwards.

- *West Road resident*

Q1 Asked what is being done regarding the traffic issues in West Road due to the high volume of traffic and vehicles driving up kerbs, it is dangerous and a child could be seriously hurt.

Cllr E Buckmaster responded stated his report will cover this subject. He has been working on this issue for two years and is working with partners to address the parking problems. This is a difficult issue to deal with and he has become aware new residents are unhappy due to parents dropping children off. He hoped existing and new residents can work together to help resolve some of the problems.

- *Tony Carr*

Q1 What are the future plans for the Leventhorpe pool and gym?

Cllr E Buckmaster responded that he has visited the gym recently and it is in a poor condition. He has had a meeting with the head of service regarding this subject and raised his concerns and this will be looked at. He explained that there are three joint use pool agreements with schools and Leventhorpe is one of these. The pools are not making enough money and the pools are heavily subsidised. There is 13 years left on the joint use agreement and he wanted the pool kept open and the facilities improved.

Mr Carr asked when were these improvements going to happen
Cllr E Buckmaster said he couldn't state when but he would keep asking for these improvements to be instigated.

- 23/67 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE**
Received and noted: the draft minutes of the Finance and Policy Committee held on 11th September 2023 (F02)
- 23/68 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive Mayor's appointments and communications
Cllr R Buckmaster advised.
- Noted the letter from citizens advice thanking the council for the recent grant.
 - Attended the West Road community engagement event with the

local police and partners.

- Attended fun on the field, thanks was given to Joanne Sargant for organising the event.
- Attended the allotment event which was running at the same time as fun on the field.
- Presented medals to the finishers of the summer reading challenge and the winners of the town trail.
- The French town twinning visitors had attended Sawbridgeworth last weekend and several activities took place and each was presented with a book with photographs of places of interest in the town. All to celebrate the 50th anniversary of the twinning.
- Attended the Dunmow festival and fayre.
- Attended the bereavement café at the Hailey Centre
- Attended the Reedings school democracy week, following this she thought it may be nice to run a school council again.
- This week is the school travel challenge and this is to reduce car travel to school and this culminates in a travel challenge on Saturday.
- Congratulated the mothers of recent births being her daughter Francesca and Cllr Reece Smiths wife Katie.

23/69

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor E Buckmaster referred to his report additionally adding;
 - Mentioned the heavy rain suffered last week and raised awareness of the fire and rescue service interventions with flooding. He is supporting residents who are in dispute with Thames water regarding flooding due to hydraulic overload. He has also been liaising with county and district officers regarding maintenance so gully's and drains are kept clear.
 - He has produced a list of local highways interventions utilising his budget. All are from resident requests regarding safety and resurfacing. He is still chasing the no entry completed at Sheering Mill Lane which he started work on five years ago.
 - Many emails and messages he receives relate to driver behaviour, parking and visibility. Due to the increase in residents in the town this calculates to an average increase of 1200 cars in the town.
 - Yellow lines around the town needs to benefit the majority and any yellow line placement will require other restrictions removed to allow enough parking for residents. He encourages drivers not to block pavements and drive on the pavement in Vantorts Road.

Questions.

Cllr A Furnace stated she had read that the air quality management areas, Sawbridgeworth being one of these, were not going to be removed. We have been allocated a DEFRA grant for a real time air quality monitor, can we keep the pressure on to ensure we are going to receive the monitor.

Cllr R Buckmaster stated that all district councillors will chase this up.

Cllr Rider asked if there was a think tank at East Herts Council due to recent weather events. He has noticed increased tree growth and is concerned regarding dangerous trees.

Cllr E Buckmaster stated it was his role as the cabinet member to keep

climate change on the agenda. Climate change is on the agenda for both district and county councils. There is information on the East Herts Council website regarding this matter.

District Councillors reports

Cllr E Buckmaster referred to his report he read previously.

Cllr R Buckmaster referred to her report.

Cllr A Parsad-Wyatt referred to his report and was supporting fellow district councillors regarding resident's concerns and is working on the towns action plan.

Police

The Clerk read the report submitted by PC Marshall, this related to an engagement event in Griffin Way, attending the fire station open day and fun on the field. The police will be supporting the walk to school week and community connections event.

Question

Cllr R Smith asked if the police had responded to the request for money to be paid to repair the toilets from those involved and the police had issued banning notices.

The Clerk, stated he had spoken to the local officer and as the evidence threshold did not support a prosecution the evidence for compensation did not exist and demanding compensation was not applicable in this case.

Cllr Rider thanked the new local PCSO walking around the streets. He felt that councillors can write to demand compensation and in the future the council should seek compensation.

Cllr Newell asked could future offenders be asked to complete work locally and *Cllr Furnace* suggested helping at community events may help them understand the effects on their actions.

Cllr A Parsad-Wyatt asked if the police could attend meetings and update councillors on proactive work being completed to deter crime as we approach winter.

ACTION – The Clerk to request further information from the police on proactive work in the town

- Cllr R Buckmaster, reminded people of Apple Day at the orchard on the 7th October 10am – 3pm.
- Cllr A Furnace, referred to her report and plugged the travel challenge and community connections event the week. Also raised that there will be a countryside rights of way work party and volunteers were welcome in Pishiobury Park Tuesday 26th September 10am – 3pm.

Question

Cllr Rider raised the fact he thought he could smell jet fuel when on his allotment in Southbrook. *Cllr A Parsad-Wyatt* stated that pilots do dump fuel if they have too much as they are limited to an amount on landing for safety reasons. It may be that Sustainable Sawbridgeworth could liaise with Stansted airport on this matter?

23/70 TOWN CLERK REPORT

Received and noted: the clerk's report for the month of September 2023.
The Clerk wanted it noted the great work completed by Graham Langley for going over and above his role. He has covered another drivers long term sickness and assisted at a community event. The chair agreed this good work should be noted.

23/71 TOWN PROJECTS MANAGER REPORT

A verbal update was made by Joanne Sargant regarding the start to the walk to school week. Community connections will take place this Saturday with different attendees including the High Sherrif and the MP Julie Marson. and confirmed the Christmas lights event with be the last Saturday in November 3pm until 6:30pm.

23/72 POLICY MATTERS

Resolved: to adopt the draft document 2.1 Standing Orders
[prop Cllr N Parsad-Wyatt; sec'd Cllr A Parsad-Wyatt]

23/73 FINANCIAL REPORT

Noted: The current Financial Report

23/74 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment.

23/75 ITEMS FOR FUTURE AGENDAS

Cllr S Smith asked if the focus of the meetings should be from the results of the town action plan survey.

Cllr A Parsad-Wyatt stated the town action plan highlights will come through from the sub committee with information that will need to be raised at full council.

Cllr E Buckmaster stated he does cover and will continue to raise safety matters in his report.

Cllr S Smith stated he wanted noted that all the councillors are volunteers and the amount of work that each invests for the town is phenomenal.

Cllr R Buckmaster thanked the members of public for attending the meeting.

Meeting ended at 8:44pm

ACTIONS

Owner	Action	Completed
Clerk	To request further information from the police on proactive work in the town	Pending, email sent 26/9/23

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 25 September 2023** at 8.50pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr John Rider

Cllr Angus Parsad-Wyatt
Cllr Greg Rattey
Cllr Steve Smith

In attendance – Cllrs E Buckmaster,
Furnace & Pagdades

1 member of public

P 23/58 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. No apologies received, all present.

P 23/59 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Cllr Furnace brought to our attention the East of Harlow, Masterplanning Guidance - Draft Supplementary Planning Document. Cllr N Parsad-Wyatt offered to circulate this to the committee, collate comments and submit response accordingly.

P 23/60 DECLARATIONS OF PECUNIARY INTEREST

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

P 23/61 MINUTES

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

- 11 September 2023 (P06) [*prop Cllr Smith; secd Cllr A Parsad-Wyatt*]

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

P 23/62 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.
(See Public Forum).

P 23/63 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/22/1469/HH 7 Cambridge Road, CM21 9JP

Erection of two storey rear extension

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

P 23/64 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 22 September 2023. There were none.

P 23/65 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/22/1854/HH &

3/22/1855/LBC Groves House, 36 London Road, CM21 9JN

Demolition of rear lean-to and erection of single storey side and rear extensions; replacement driveway and installation of gate to side; conversion of garage and installation of door above to loft space and refurbishment of windows

STC Comment: No comment

EHDC Decision: Granted

3/23/1190/HH Foxes, 125 High Wych Road, CM21 0HH

Demolition of rear lean-to and erection of single storey side and rear extensions; replacement driveway and installation of gate to side; conversion of garage and installation of door above to loft space and refurbishment of windows

STC Comment: No objection

EHDC Decision: Refused. "The proposed development by reason of its size together with previous extensions would cumulatively result in a disproportionate addition to the original building and would amount to inappropriate development in the Green Belt. The proposal would also result in further harm by loss of openness. Very special circumstances have not been identified that would clearly outweigh the harm by reason of inappropriateness, and other harm. The proposal would therefore be contrary to Policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework."

P 23/66 PLANNING APPEALS

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

Meeting Closed at 8.55pm

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 16 October 2023** at 7.30pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr John Rider

Cllr Angus Parsad-Wyatt
Cllr Greg Rattey
Cllr Steve Smith

In attendance – Cllrs Newell,
Furnace & Pagdades

5 members of public

P 23/67 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. No apologies received, all present.

P 23/68 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. David Royle questioned the planning process of St James Park, Wrenbridge - in particular the recent withdrawal of planning application 3/23/0248/VAR. Cllr N Parsad-Wyatt responded to questions explaining that the developers had successfully appealed the condition limiting traffic and as such the separate application they had submitted to East Herts had been withdrawn. Members of the public asked a range of questions about what could be done and it was agreed the Town Council would write to Planning Officers at East Herts to see whether anything could be done retrospectively to ensure there was an element of control over HGV traffic flowing through Sawbridgeworth.

P 23/69 DECLARATIONS OF PECUNIARY INTEREST

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

P 23/70 MINUTES

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

- 25 September 2023 (P07) [*prop Cllr Rattey; secd Cllr R Buckmaster*]

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

NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. (See Public Forum). Cllr A Furnace asked for an update re response to the East of Harlow Masterplanning Guidance Draft Supplementary Planning Document (SPD). Cllr N Parsad-Wyatt drafted the following to submit Tuesday, 17 October; Sawbridgeworth Town Council acknowledges the effort and thoroughness embedded within the East of Harlow Masterplanning Guidance Draft (SPD). Our response integrates concerns and comments from various parts of the document from a Sawbridgeworth perspective and we hope these are of use.

Key Concerns & Points of Consideration:

1. **Congestion & Pollution:** We welcome the emphasis on public transport, cycling, and walking. However, the anticipated increase in vehicular traffic raises concerns about congestion and consequent pollution. Measures should be implemented to ensure that any potential increases in traffic do not adversely impact the environment or quality of life for residents. We do not consider Sheering Lower Road to be suitable for increased vehicle movements. We also feel the plan would benefit from a wider look at transport connectivity with our other large populations such as Bishop Stortford and Harlow such as railway connectivity – such as within the scope of this SPD.
2. **Green Spaces & Biodiversity:** We commend the plans to integrate green spaces, particularly the Green Wedge and Gilston Park Estate. Green corridors and habitats should be preserved and enhanced for biodiversity, providing residents with natural spaces for recreation and improving mental well-being.
3. **Sustainable Growth:** The phased approach to development is important, ensuring as far as possible new areas grow with necessary infrastructure. We encourage the inclusion of renewable energy, water conservation measures, and sustainable waste management to promote a truly sustainable community.
4. **Healthcare Provision:** We are particularly enthusiastic about the introduction of the new Princess Alexandra Hospital's 'Health and Wellbeing Campus'. Its integration into the wider landscape, notably through Princey Brook's reed beds and waterways and the green networks of the Garden Town, is welcome. The dual role of the hospital as not only a healthcare provider but also a centre for jobs and retail, accentuates the importance of a holistic approach to health and well-being. By facilitating inclusive community-building activities like food growing, health initiatives, outreach, and promoting local living, it underscores a progressive and forward-thinking model for healthcare institutions. We welcome this approach.
5. **Accessibility:** We value the comprehensive plans for the Sustainable Transport Corridor (STC) and supporting Mobility Hubs. The pedestrian-first approach aligns with our sustainability objectives, yet it's imperative to continually review these strategies to accommodate actual usage and changes.
6. **Local Centres:** The designated spaces for social interactions, commercial ventures, and community gathering points within the local centres are promising. Their strategic positioning, integrating commercial and residential spaces, and emphasis on flexibility mirror our vision for a vibrant, integrated community.
7. **Education:** The planning for both primary and secondary educational facilities is welcome. Their strategic placement, considering accessibility and the potential for shared amenities will be appreciated.

8. **Sustainability:** The guidance documents from various councils provide a holistic framework for development. Incorporating green infrastructure, emphasising walking and cycling, and the active focus on sustainability resonate with our priorities.

In summary, Sawbridgeworth Town Council appreciates the intricacies and extensive planning presented in the document. Our feedback is aimed at enhancing and fine-tuning the masterplan to ensure that the East of Harlow develops sustainability and considers surrounding areas, including Sawbridgeworth.

We look forward to seeing the final SPD materialise and will continue to engage collaboratively.

Yours faithfully,

Cllr Nathan Parsad-Wyatt

Sawbridgeworth Town Council, Planning Chair

P 23/72

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/23/1330/FUL &

3/23/1331/LBC

The Three Horseshoes, Spellbrook – Amendment

External building repairs including replacement of windows. Removal of extract system and install new extract system to the roof. Removal of shed. New external fridge and freezer storage units within the back of house yard area connected to the pub with a covered walkway and installation of a new door. Replacement fencing around yard area. Formalisation of eastern end of car park and renewal of part of existing car park surfacing in block paving and loose gravel, install 4 electric vehicle charging points. External landscaping including new hard surfacing, raised planting and planted beds. Install timber pergola, fixed internal seating areas and green oak timber arches and climbing plants.

STC Comment: As per original application - no objection [prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster]

3/23/1799/HH

Northern House, The Drive, CM21 9EP

Single storey rear extension incorporating two roof lanterns and change of pitched roof to flat roof. Partial garage conversion with alterations to fenestration.

STC Comment: No objection [prop Cllr R Buckmaster; secd Cllr G Rattey]

3/23/1828/HH &

3/23/1829/LBC

19 Knight Street, CM21 9AT

Alterations to front garden brick wall

STC Comment: No objection – welcome the making safe of this wall and urge that any historic aspects/artifacts be retained [prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster]

3/23/1875/HH

21 Coney Gree, CM21 0DA

Single storey first floor side extension including new front, rear and side first floor windows

STC Comment: No objection [prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster]

LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 13 October 2023.

3/23/1577/FUL Land at Spellbrook Lane East, CM22 7SE

Erection of 3 dwellings with means of access, associated car parking and private gardens

STC Comment: Insufficient/unclear information available [prop Cllr G Rattey; secd Cllr S Smith]

3/23/1912/ADV 1 Anglian House, West Road, CM21 0DQ

Installation of 3 internally illuminated fascia signs and internally illuminated projecting sign

STC Comment: No objection to signage however urge that consideration is given to existing residents when positioning illuminated projecting signs [prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster]

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/22/2638/FUL 35-37 Bell Street, CM21 9AR

Partial retention of ground floor commercial space to be used as physiotherapy service (same use class E), removal of ATM and replace with matching window on front elevation, removal of night safe, new window to side elevation, new door to side elevation

STC Comment: No objection. We support the establishment of a local business in this town

EHDC Decision: Granted

3/23/1199/HH 35 Barnard Road, CM21 9DY

Single storey side and rear extensions and first floor rear extension (part retrospective)

STC Comment: No objection however neighbours to be reassured acceptable building times be adhered to

EHDC Decision: Granted

3/23/1313/VAR White Cottage, London Road, CM23 4AU

Removal of condition 10 (Programme of archaeological work) of planning approval 3/17/2640/FUL – Demolition of house, erection of four bedroom replacement dwelling (Amendment to planning approval 3/16/2132/FUL – Removal of chimney to the flank elevation, bay window to the front elevation, canopy and window to the side elevation. Replacement of ground floor windows to kitchen/family room with bi-fold patio doors and first floor window with double casement window. Alterations to materials)

STC Comment: No objection

EHDC Decision: Granted

3/23/1342/ADV 35-37 Bell Street, CM21 9AR

One non-illuminated fascia, one non-illuminated hanging sign, and nine window vinyls

STC Comment: No objection

EHDC Decision: Granted

3/23/1578/HH 33 Wychford Drive, CM21 0HA

Proposed first floor side extension with hipped pitched roof (over the existing single storey side projection)

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of its size, scale, and siting against the pavement edge, alongside its prominent location on a corner plot, would add considerable bulk and mass to the site and street scene that would add a dominating appearance to the street scene and would fail to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The proposal would thereby be contrary to Policies DES4 and HOU."

P 23/75 PLANNING APPEALS

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

Meeting Closed at 8.12pm

Appendix C

SAWBRIDGEWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8pm on **Monday 16th October 2023**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades
Cllr R Buckmaster (Ex Officio)

Cllr Angus Parsad-Wyatt
Cllr John Rider

In attendance:

Christopher Hunt - Town Clerk
2 x Members of the Public

Cllr Steve Smith
Cllr Nathan Parsad-Wyatt

T23/16 APOLOGIES FOR ABSENCE

None received

T23/17 PUBLIC FORUM

There were no questions from members of the public on matters within the remit of the Committee.

T23/18 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T23/19 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 12th June 2023 (T04)
[prop Cllr A Parsad-Wyatt; sec'd Cllr S Pagdades]

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

Owner	Action	Completed
Clerk	Circulate waiting list for allotments.	Attached allotment officer report refers.
J Sargent	To find out the price to extend cemetery to future proof.	To be carried forward
Clerk	To assess insurance public liability cover and that required by allotment association	Insurance does not extend to cover allotment association activity. This matches the actions for other similar groups

		i.e. Rivers Orchard
Clerk / L Carter	To task rangers to assess trees on the footpath from Southbrook allotments to the river which may need pruning/cutting back.	Routine checks and maintenance are in place, last completed 5 th October 2023
Clerk	To allocate a consideration to resolve on the Full Town Council meeting regarding this agenda item T23/13, action plan consultation.	Completed, added to 25 th September Full TC meeting and
J Sargent	To obtain prices for Cllr shirts and circulate for a decision on purchasing.	Completed, shirts purchased
Clerk	To place 'Station Adoption Scheme' on the next TAPAC agenda	Completed, added to agenda.

T23/25*

TOWN ACTION PLAN

(Moved up the agenda by the chair*)

To review status of the Town Action Plan, the first draft of the document containing the updates from the public survey was read through by Cllr A Parsad-Wyatt. Highlighting the positive points members of the community had living in Sawbridgeworth and areas for development. The action plan will go through another consultation process with members of the public and councillors, the dates for the next part of the process are as follows:

- 24th Oct - 6th Nov - 2nd Public Consultation - opportunity for residents to review the draft plan, and make any comments/suggestions.
- 10th-13th Nov - Councillors to review redrafted plan
- 13th Nov - Extra meeting (circa. 8pm, after Planning) to give Councillors an opportunity to discuss the plan and make any further comments or amendments.
- 20th November - Full Council - item to approve and adopt the Sawbridgeworth Town Action Plan for 2023-2027

T23/20

ALLOTMENTS

– Allotments Officer Report

The report was talked through by the Clerk.

[Attached appendix A]

T23/21

CEMETERY

Received and noted – Cemetery Officer Report

The report was talked through by the Clerk

[Attached appendix B]

T23/22

FOOTPATHS & OPEN SPACES

Cllr Rider highlighted the update from East Herts District Council officers for a medium term repair to footpath 22 which would allow it to be opened quickly on the result of these works. He requested the Clerk approved the medium term repair on behalf of the committee.

- Paper added re footpaths 9 and 10 due to recent email exchange relating to poor condition to Cllr Furnace
- Street Cleansing report sent to Cllr E Buckmaster from an East Herts Officer was reviewed and Cllr Rider requested the Clerk to ask why highways inspections were not being completed in Sawbridgeworth.

T23/23 OPERATIONS

Received and noted – the Clerks report on operations.
[Attached appendix C]

T23/24 ECO-AUDIT WORKING PARTY

Cllr Furnace advised that no meeting had occurred prior to this meeting.

Regarding the air quality real time monitor, East Herts are working with County to get the Sawbridgeworth monitor fitted.

The success of the travel challenge week was highlighted. There was a 22% increase in sustainable journeys to the schools taking part, one school saw an increase of 65%

Cllr Furnace wanted it noted her thanks to the council staff for organising the travel challenge.

T23/26 COUNCILLOR ENGAGEMENT

Cllr Pagdades had attended the Opals event and stated how successful it was to the attendees.

Cllr Rider attended the Memorial Hall AGM and highlighted the opportunity for events to take place at the event. He also raised that £40,000 of funding from EHDC may be redirected to another project and encouraged councillors to support the grant being awarded to the Memorial Hall.

T23/27 STATION ADOPTION SCHEME

To receive an update on the activities by the working party at the Sawbridgeworth Train Station.

Cllr A Parsad-Wyatt stated art work for local schools can be placed on recently fitted boards on the footbridge. Men in sheds project may be encouraged to assist at the station and planters are being explored.

T23/28 ITEMS FOR FUTURE AGENDAS

Nothing raised

Meeting ended at 21:19

ACTIONS

Owner	Action	Completed
J Sargent	Carried Forward To find out the price to extend cemetery to future proof.	
Clerk	To email Greg Leary to flag up any sewage leaks at the Southbrook allotment site during dry weather so this can be challenged by the Clerk with the water company.	Email sent to Greg Leary 17/10/23
Clerk	To contact EHDC officers to approve the medium term repair of footpath 22	Email sent to Keith Mattocks 17/10/23
Clerk	To contact EHDC officers regarding the concerns of the lack of inspections of road conditions and contractors remedial works.	Email sent to Jess Khanom-Metaman 17/10/23

Appendix D

Eric Buckmaster report for October 2023



Minerals and Waste Local Plan updated

Jan Sustainable Economic Growth Panel, Feb Cabinet and Council, 2024

A vision for Electric Vehicle charging in Hertfordshire



Hertfordshire County Council, working with district & borough councils and other key stakeholders in both the private and public sectors, has published its strategy for supporting and enabling Electric Vehicle (EV) charging infrastructure within the county.

The strategy sets out a plan to provide more chargepoints so residents and businesses will be able to recharge their electric vehicles conveniently and appropriately in the future. It's forecast that by 2030, a minimum of 3,000 public chargepoints will be needed in the county, a six-fold increase on current levels. Around half of these are anticipated to be provided in locations such as workplaces, supermarkets and forecourts, with public authorities providing the rest.

There is significant potential for more chargepoints in car parks, with over 26,000 parking spaces available in 400 car parks and this is the preferred first option for council provided charging. These will allow residents the opportunity to charge their vehicles in a number of easily accessible locations across the county. Other off street options on publicly owned land will also be looked at. Where off street options are unavailable and there are gaps in chargepoint provision, the potential for on street charging will be considered.

Success for campaign that encourages Hertfordshire residents to reduce food waste



- **Research shows up to 70% of food thrown away in Hertfordshire is still edible**
- **The #worthsaving campaign has reduced food waste in Three Rivers by 15%**
- **A four-step mantra of 'plan, shop, store, eat' has been the recipe for success**
- **The pilot will now be rolled out across the county**

Research undertaken earlier this year in three areas in Hertfordshire shows that between 45% and 65% of the food we throw away in food waste recycling bins, could have been eaten.

The same study, which was undertaken in Three Rivers District Council, Hertsmere Borough Council and Watford Borough Council, also found that up to 24% of average black bag bin waste contained food that could have still been used and eaten.

We know anecdotally that many Hertfordshire residents don't believe they waste much food, but the figures show a different picture. Around 40,000 tonnes of edible food is thrown away in Hertfordshire each year, which equates to 66 million meals. In fact, reducing the amount of food we throw away, could save each household up to £720 a year^[1] and reduce global greenhouse gas emissions by up to 10%.^[2]

Cllr Eric Buckmaster, Executive Member for The Environment at Hertfordshire County Council said: "At a time when household budgets are being stretched by the rising cost of living, including an increase in the price of food, it's more important than ever to reduce the food we throw away."

"We continue to receive stark warnings and local examples of what the climate crisis will mean for us all. Reducing our food waste is a really simple, cost saving way to live more sustainably and help us reach our net-zero targets as set out in our corporate plan".

Over the last 18 months, the Hertfordshire Waste Partnership has been working on a campaign to support residents in reducing how much edible food they throw away. The good news is that

reducing how much food we throw away is simple– in a 6-month trial between November 2022 and March 2023, residents in Three Rivers reduced their edible food waste by 15% and they have been inspired to do even more.

Hertfordshire Fire and Rescue Service is seeking your views on its future



Hertfordshire Fire and Rescue Service (HFRS) has opened a new survey so that people who live and work in the county can have their say on its future.

Responses to the survey will help the service understand how prepared people who live and work in the county are to deal with emergencies, build a picture of the barriers there are to people joining the fire and rescue service, and learn how it can better engage with the community.

All feedback will be incorporated into the service's [plan for a safe and resilient Hertfordshire](#) which details the key risks and challenges facing the county, as well as how HFRS will use its resources to respond.

The survey is open from 25 September to 19 November, and it takes less than 10 minutes to complete. You could win one of three £50 high street vouchers – enter your details at the end of the survey for a chance to win.

Read our plan for a safe and resilient Hertfordshire and take the survey on our website: www.hertfordshire.gov.uk/CRMP

No vehicle idling policy now in force at county council sites

Supporting our vision to create a cleaner, greener and healthier Hertfordshire, vehicle idling is now prohibited at all county council sites. Our new [no vehicle idling policy](#) has been created to help tackle the pollution and carbon emissions that come from unnecessary idling, which is when a vehicle's engine is left running while it is parked or stationary without a good reason.

This policy applies to everyone who uses our sites including colleagues, members of the public, and contractors. It will be in force twenty-four hours a day, seven days a week.

A new Development Quality Charter for Hertfordshire

The built environment is responsible for about 25% of greenhouse gas emissions, so one of the best things we can do is improve the construction, heating, cooling and powering of our homes and other buildings. Councils, council-owned development companies, housing associations, developments, and landowners are invited to commit to the [Charter](#) to achieve a new benchmark for quality and sustainability for new developments across the county and ensure residents benefit from well-designed places to live, work and visit.

The purpose of the Development Quality Charter is to achieve a new benchmark for high quality and sustainable development in Hertfordshire.

This is because the built environment is responsible for about 25% of greenhouse gas emissions, so one of the best things we can do is improve the construction, heating, cooling and powering of our homes and other buildings.

It is hoped that councils, council-owned development companies, housing associations, developers, landowners and others will voluntarily sign the Charter and commit to achieve the following pledges.

Design Pledges

- Developers must submit a design and access statement to demonstrate compliance with national and local planning policies, the National Model Design Code and local design codes.
- Major sites will submit a masterplan, which must be agreed in advance of or alongside a planning application.
- Major sites will be informed by community engagement and a design review panel as part of the pre-application and planning application process.
- Major sites must explain the long-term stewardship strategy for their development.
- Developers must incorporate environmental management systems, considerate construction, social value and construction skills development into their business models.

- All developments should achieve at least 10% biodiversity net gain for at least 30 years, in accordance with the DEFRA toolkit.

Making SEND Everyone's Business

As part of the 'Making SEND Everyone's Business' programme, our £5 million annual investment and transformation programme of our [Special Educational Needs and Disabilities \(SEND\) service](#), we are recruiting to up to 80 new roles. Along with a workforce development programme to support our current dedicated colleagues working hard in these areas, this will lead to positive outcomes for children and families.

Future of County Hall

Earlier this year [Cabinet approved plans](#) to relocate most Hertfordshire County Council services based at County Hall to the Stevenage Office Campus whilst seeking to retain a democratic and civic presence at the front of County Hall. The delivery of the project to move services is underway, and we are now looking to the future of the remaining site. One of the first options being explored is whether other organisations may wish to rent some or all of the County Hall office site. We have now begun to market this part of the site for employment use. Savills is the property agent leading this marketing activity which will include signage in the grounds of County Hall as well as advertising in property publications and newspapers. Consolidating office space will enable HCC to make significant savings, generate income and ensure we are best placed to continue to deliver excellent services to the people of Hertfordshire.

Cleaner air banners and handheld sensors for schools

Schools in Hertfordshire can borrow no idling banners and handheld air quality sensors to use with their school pupils to help them understand the science behind air pollution. If you believe a school in your area would be interested, contact cleaner.air@hertfordshire.gov.uk or share this email address directly with the school.

Slipper Swap events are back in libraries this autumn

Our hugely popular Slipper Swaps returned to Hertfordshire libraries – this is an initiative where we work closely with Adult Care Services as part of their Falls Prevention strategy. They send along occupational therapists to offer advice on how to avoid falls (thus avoiding costly hospital

visits) and encourage residents who are older or have a disability to throw away worn out slippers and swap them for a brand-new free pair of anti-slip ones while learning about keeping themselves safe and well.

It is also an opportunity for us to work with our community partners who will be there to dispense advice, such as Age UK, Herts Health Walks, the Alzheimer's Society (to name a few) and Small Acts of Kindness who will be providing Warm in Winter gift bags. Visitors can also browse memory boxes from our reminiscence collections.

Supporting SEND students in the heart of Hertfordshire's schools



Hertfordshire's schools are increasing their capacity to support pupils with SEND through six new Special Resource Provisions (SRPs) opening in mainstream schools across the county.

Hertfordshire County Council's multi-million-pound investment in the development of new SRPs is helping to address a current gap in the county's SEND service and meet increased need in Hertfordshire for SEND support.

From September 2023, more than 100 places have been created in SRPs to support children and young people with speech, language, communication needs and autism, who don't need a special school, but do need additional support so that they can access learning in a mainstream school.

Support in SRPs is tailored to each individual pupil. The number of places are kept small, with higher ratios of staff, to allow this tailoring to happen. Support will look different for every pupil, and the aim for each pupil is to help them develop their social and communication skills and confidence, to allow them to increase the time they are able to access mainstream classes.

District Full Council October notable Points

A new chairman was elected. Calvin Horner takes the chair for the remainder of the civic year.

The process for a Review and extension of the District Plan was agreed. Including a Call for Sites, Reconvening of the District Plan Executive Panel, Consultation, increase in the annual need for homes from 839 to 1,112 but over a longer plan period but which includes the shortfall from the current plan.

Approved Recommendations of the Independent Remuneration Panel on allowances.

To increase the Basic Allowance by £250 from £5,428.79 to £5,678.79

To increase the Dependants' Carers Allowance from £25.00 per hour to up to £30.00 To increase the Childcare Allowance from £12.50 per hour to up to £15.00

To increase the electric car mileage from 4p per mile to 45p per mile in line with HMRC guidance.

Motions

A Conservative motion to commence the BID plan to subsidise workers parking in Bishops Stortford was supported by Labour but defeated by the administration.

A Green Party Motion for East Herts District Council calls on the Prime Minister and the Secretary of State for the Environment to strengthen the legislation on the discharging of raw sewage into our rivers and coastal waters was supported by all parties.

A Labour Motion on the GLA Save Local Services Campaign and to call on government to: a. Put local government finances on a sustainable footing. b. Provide adequate, long-term funding, in line with inflation and demand for services, giving Councils certainty to plan their budgets and minimise service disruption. c. Provide powers that enable councils to extend the scope of charged for services. It was supported by all parties.

Eco representative report for Full Council meeting – 30 October 2023 (as of 22 October 2023)

Sawbo Travel Challenge 25-29 September with Town Walk on Saturday 30 September

- Five schools took part in the week-long initiative and results so far show sustainable journeys (across four schools) improved by 22%, ranging from 6% in one school (where sustainable journeys are already high) to a massive 65% improvement in another school – amazing results that show this week really works!
- A steady flow of families attended the Town Walk – thanks to the community groups (Evangelical Church, Rotary Club, Sustainable Sawbridgeworth and the WI) that looked after the stops, and the Hailey Centre for refreshments.
- Thanks also to those organisations that held Community Connections stalls in the car park. This included a joint stall by EHDC and HCC on clean air campaign, which saw strong interest in air quality maps plotted with data collected by Sustainable Sawbridgeworth members, as well as receiving lots of pledges from families. This is a great example of bringing different tiers of council together.
- And thank you of course to our four celebrities for attending!



Repair Café – 30 September – slots all sold out and another super session held.

East Herts Environmental & Climate Forum – 27 September

I attended this interactive session to explore actions for residential decarbonisation and local/community energy production. EHDC explained the funding available for various decarbonisation initiatives, and local sustainability groups and parish/town councillors were able to suggest actions. Further sessions will be held.

Eco Audit Working Party – next meeting to be arranged but here are a few updates:

- EHDC are pleased with the quality of tenders received for EV charging points across the District, and Sawbridgeworth has been written in as a priority.
- EHDC is working on the location of the real-time air quality monitor for Sawbridgeworth, which will be placed on HCC street furniture.
- STC has welcomed the latest Greenspaces Action Plan for Pishiobury Park.
- Both STC and Sustainable Sawbridgeworth have expressed strong disappointment with the outcome of the Wrenbridge distribution centre appeal.

COMING UP

Eco Audit Working Group meeting – date tbc

Sustainable Sawbridgeworth/HCC air quality meeting – postponed – date tbc

Sustainable Sawbridgeworth meeting – 2 November

Tidy Up Sawbridgeworth – Saturday 4 November

Hertfordshire Climate Change and Sustainability Partnership – annual event – 7 November

Cllr Annelise Furnace

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council
From: Christopher Hunt
Subject: Clerks update
Date: 23rd October 2023

Sawbobus

The Sawbobus is experiencing mechanical issues as the particulate filter is regularly getting blocked causing it to go into limp mode. This must be rectified by a mechanic and new parts are needed now to reduce these breakdowns.

The bus covers approximately 60 miles per day but never travels for long distances to clear the issue.

The bus has a noisy gearbox and as such will need it replaced soon with an estimated bill of £3,000 plus.

The back up bus has suffered the same issues with particulate filter blockage and has been repaired and gone through an MOT costing just under £1000.

Due to the above issues a replacement bus is being explored which has been budgeted for. It appears to reduce cost and carbon footprint an electric option will suite the use for the Sawbobus.

The recent survey for the Action Plan has revealed a request for an increase in disabled accessibility and the bus service has been identified as part of that. When looking at a replacement bus, wheel chair access will be featured and form part of a future report for debate.

Hailey Centre

Due to the plans to improve the Hailey Centre I have liaised with Tees Law to update the expired lease. This will be drafted soon so not to hold up the plans the trustees have.

Sound proofing has been fitted to reduce sound interference from clashing meetings held in the Hailey Centre and the Council Chamber, this can be removed to retain the access between the two buildings if required and improves the fire proofing between the buildings.

Reception

The reception has now been redecorated and storage has been purchased from Ikea as one quote for similar wood effect and capacity came to £5,875. The shared space has been decorated and WIFI and computer access improved to create an alternative meeting room and working environment where the Police, staff and councillors can work, meet and share information. The small front room will primarily become an area for staff to have a break but will be available for a more relaxed area for meetings.

Road Closure Training

Due to the withdrawal of police support to close roads at civic events nationally, councils are required to apply for road closures. One stipulation to gain approval is for qualified staff to plan diversions, place signs and lift closures to create a safe event.

I have been required to appoint the AA to assist with this years road closures at a cost of £658.00 and the Remembrance Sunday for a closure for approximately 15 minutes being £448.00.

Subsequently I have sourced training for four staff to be able to complete the same service as the AA for approximately £100 each which lasts for five years.

I also arranged training for Buntingford Town Council who have agreed that we can assist each other at events if required, saving the need to hire a qualified company on the rare occasion we don't have enough staff for a specific event.

Appendix F

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Dates for Events 2023 / 2024
Date: 24 October 2023

Forward Planning Dates for Dairy 2023 / 2024

- **Remembrance Day** – Sunday 12th November / 3pm at Great St Marys Church and War Memorial
- **Lights of Love Service** – Saturday 9th November – Sayesbury Manor and Chamber.
- **Christmas Lights Switch On** – Saturday 25th November (3pm / Lights Switched On 6pm)
- **Christmas Competition** – all schools
- **Christmas Competition Presentation** – Date TBC December / Chamber with Mayor
- **Civic Dinner** – Memorial Hall, Saturday 27th April 2024, 6.45pm start time
- **Annual Awards Evening** – Thursday 19th May, Town Council Chamber
- **River Day** – Saturday 1st June 2024 / Sheering Mill Lock
- **Fun on the Field** – Saturday 31st August 2024
- **Christmas Lights Switch On** – Saturday 30 November 2024

Appendix G

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L						40.8%	
4003 Sargent J						34.6%	
4004 Parrish S						0.0%	
4005 Dale L						40.1%	
4008 Jones J						0.0%	
4011 V Derrick						39.8%	
4013 Crank D						0.0%	
4015 C Hunt						28.7%	
4016 A Robinson						0.0%	
4018 Langley G						0.0%	
4029 Salary Recharge						0.0%	
4030 PAYE						0.0%	
4035 NIC						64.3%	
4040 Pension						43.9%	
Staff :- Indirect Expenditure	96,423	221,845	125,422	0	125,422	43.5%	0
Net Expenditure	(96,423)	(221,845)	(125,422)				
<u>200 General Administration</u>							
1076 Precept	429,324	429,324	0			100.0%	
1090 Interest Received	2,838	750	(2,088)			378.5%	
1999 Miscellaneous Income	127	0	(127)			0.0%	
General Administration :- Income	432,289	430,074	(2,215)			100.5%	0
4070 Subscriptions	1,969	2,495	526		526	78.9%	
4075 IT Support	8,423	9,000	577		577	93.6%	
4080 Training (Members)	219	1,200	981		981	18.3%	
4081 Travel Expenses	287	500	213		213	57.5%	
4082 Training (Staff)	0	2,000	2,000		2,000	0.0%	
4083 Clerks Expenses	0	250	250		250	0.0%	
4090 IT Development	0	1,000	1,000		1,000	0.0%	
4095 Photocopy Charges	645	2,000	1,355		1,355	32.3%	
4100 Telephone/Broadband	1,403	2,500	1,097		1,097	56.1%	
4105 Postage	403	900	497		497	44.7%	
4110 Stationery	568	750	182		182	75.8%	
4115 Insurance	9,453	7,554	(1,899)		(1,899)	125.1%	
4120 Bank Charges	135	600	465		465	22.5%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	549	1,500	951		951	36.6%	
4135 Office Care	1,278	2,500	1,222		1,222	51.1%	

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Office Equipment	138	3,000	2,862		2,862	4.6%	
4180 Accountancy Services	(88)	1,700	1,788		1,788	(5.1%)	
4185 Audit	415	2,500	2,085		2,085	16.6%	
4190 Professional Fees	910	3,000	2,090		2,090	30.3%	
4195 Tourism	340	500	160		160	68.0%	
4200 Web-site	738	2,000	1,263		1,263	36.9%	
4201 Web-site development	738	1,000	263		263	73.8%	
4215 Town Signs	0	500	500		500	0.0%	
4415 Water	75	0	(75)		(75)	0.0%	
4990 Contingency	8	2,500	2,492		2,492	0.3%	
4999 Miscellaneous Costs	100	0	(100)		(100)	0.0%	
General Administration :- Indirect Expenditure	<u>28,707</u>	<u>52,199</u>	<u>23,492</u>	<u>0</u>	<u>23,492</u>	<u>55.0%</u>	<u>0</u>
Net Income over Expenditure	<u>403,582</u>	<u>377,875</u>	<u>(25,707)</u>				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	0	5,000	5,000			0.0%	
Democratic Services :- Income	<u>0</u>	<u>5,000</u>	<u>5,000</u>			<u>0.0%</u>	<u>0</u>
4310 Election Expenses	9,572	8,870	(702)		(702)	107.9%	3,850
4315 Mayor's Allowance	1,392	1,500	108		108	92.8%	
4330 Civic Events	774	2,500	1,726		1,726	31.0%	
4335 Civic Dinner Expenditure	0	5,000	5,000		5,000	0.0%	
Democratic Services :- Indirect Expenditure	<u>11,737</u>	<u>17,870</u>	<u>6,133</u>	<u>0</u>	<u>6,133</u>	<u>65.7%</u>	<u>3,850</u>
Net Income over Expenditure	<u>(11,737)</u>	<u>(12,870)</u>	<u>(1,133)</u>				
6000 plus Transfer from EMR	3,850						
Movement to/(from) Gen Reserve	<u>(7,887)</u>						
<u>220 Grants</u>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Grants - Citizens' Awards	91	250	159		159	36.2%	
4380 Grants - Other	1,000	2,500	1,500		1,500	40.0%	
Grants :- Indirect Expenditure	<u>1,091</u>	<u>4,825</u>	<u>3,734</u>	<u>0</u>	<u>3,734</u>	<u>22.6%</u>	<u>0</u>
Net Expenditure	<u>(1,091)</u>	<u>(4,825)</u>	<u>(3,734)</u>				

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Civic Centre							
1400 Rental Income	280	500	220			56.0%	
Civic Centre :- Income	280	500	220			56.0%	0
4115 Insurance	7,535	0	(7,535)		(7,535)	0.0%	
4405 Rates	5,422	9,500	4,078		4,078	57.1%	
4410 Heat & Light	4,109	5,000	891		891	82.2%	
4415 Water	148	600	452		452	24.7%	
4420 Maintenance	2,727	2,080	(647)		(647)	131.1%	
4425 Fixtures & Fittings	18	1,040	1,022		1,022	1.7%	
4445 New Equipment	159	8,000	7,841		7,841	2.0%	
Civic Centre :- Indirect Expenditure	20,119	26,220	6,102	0	6,102	76.7%	0
Net Income over Expenditure	(19,839)	(25,720)	(5,882)				
310 Police Suite							
4420 Maintenance	0	250	250		250	0.0%	
Police Suite :- Indirect Expenditure	0	250	250	0	250	0.0%	0
Net Expenditure	0	(250)	(250)				
320 Hailey Centre							
4420 Maintenance	562	2,080	1,518		1,518	27.0%	
Hailey Centre :- Indirect Expenditure	562	2,080	1,518	0	1,518	27.0%	0
Net Expenditure	(562)	(2,080)	(1,518)				
330 Other Rented Accommodation							
4400 Rent	1,637	3,150	1,513		1,513	52.0%	
4420 Maintenance	438	0	(438)		(438)	0.0%	
Other Rented Accommodation :- Indirect Expenditure	2,075	3,150	1,075	0	1,075	65.9%	0
Net Expenditure	(2,075)	(3,150)	(1,075)				
400 Bullfield Allotments							
1500 Allotment Rent Income	46	750	704			6.1%	
1510 Allotment Water Income	5	200	195			2.5%	
Bullfield Allotments :- Income	51	950	899			5.4%	0
4415 Water	405	500	95		95	81.1%	
4420 Maintenance	86	1,500	1,414		1,414	5.7%	
Bullfield Allotments :- Indirect Expenditure	492	2,000	1,508	0	1,508	24.6%	0
Net Income over Expenditure	(440)	(1,050)	(610)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
410 Bellmead Allotments							
1500 Allotment Rent Income	71	120	49			59.4%	
1510 Allotment Water Income	8	30	23			25.0%	
Bellmead Allotments :- Income	79	150	71			52.5%	0
4415 Water	44	50	6		6	88.9%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	44	300	256	0	256	14.8%	0
Net Income over Expenditure	34	(150)	(184)				
420 Vantorts Allotments							
1500 Allotment Rent Income	120	125	5			96.0%	
1510 Allotment Water Income	10	25	15			40.0%	
Vantorts Allotments :- Income	130	150	20			86.7%	0
4415 Water	77	100	23		23	76.7%	
4420 Maintenance	0	750	750		750	0.0%	
Vantorts Allotments :- Indirect Expenditure	77	850	773	0	773	9.0%	0
Net Income over Expenditure	53	(700)	(753)				
430 Southbrook Allotments							
1500 Allotment Rent Income	240	1,000	760			24.0%	
1510 Allotment Water Income	33	175	143			18.6%	
Southbrook Allotments :- Income	273	1,175	902			23.2%	0
4415 Water	2,750	250	(2,500)		(2,500)	1099.8%	
4420 Maintenance	240	1,000	760		760	24.0%	
Southbrook Allotments :- Indirect Expenditure	2,990	1,250	(1,740)	0	(1,740)	239.2%	0
Net Income over Expenditure	(2,717)	(75)	2,642				
440 Cemetery							
1550 Burial Fees	15,360	25,000	9,640			61.4%	
1560 Memorial Fees	710	1,485	775			47.8%	
1570 Grave Digging Income	1,460	1,200	(260)			121.7%	
1580 Trees	1,275	2,700	1,425			47.2%	
1581 Benches	813	3,108	2,295			26.1%	
1582 Plaques	300	330	30			90.8%	
Cemetery :- Income	19,917	33,823	13,906			58.9%	0

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4029 Salary Recharge	5,597	14,013	8,416		8,416	39.9%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	54	150	96		96	36.0%	
4420 Maintenance	1,405	5,000	3,595		3,595	28.1%	
4440 New Area	0	5,000	5,000		5,000	0.0%	
4441 Cemetery Development	4,695	0	(4,695)		(4,695)	0.0%	4,695
4520 Skip Hire	1,375	3,300	1,925		1,925	41.7%	
4525 Grave Digging Costs	560	0	(560)		(560)	0.0%	
4530 Trees	454	360	(94)		(94)	126.0%	
4531 Benches	1,904	1,860	(44)		(44)	102.4%	
4532 Plaques	264	125	(139)		(139)	211.1%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	16,308	31,308	15,000	0	15,000	52.1%	4,695
Net Income over Expenditure	3,610	2,515	(1,095)				
6000 plus Transfer from EMR	4,695						
Movement to/(from) Gen Reserve	8,305						
<u>445 Gt St Marys Closed Cemetery</u>							
4029 Salary Recharge	0	1,750	1,750		1,750	0.0%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4420 Maintenance	0	7,250	7,250		7,250	0.0%	
Gt St Marys Closed Cemetery :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
<u>450 Playground</u>							
4420 Maintenance	53	5,000	4,947		4,947	1.1%	
Playground :- Indirect Expenditure	53	5,000	4,947	0	4,947	1.1%	0
Net Expenditure	(53)	(5,000)	(4,947)				
<u>460 Rivers Heritage Site & Orchard</u>							
4700 RHSOG	950	2,600	1,650		1,650	36.5%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	950	2,600	1,650	0	1,650	36.5%	0
Net Expenditure	(950)	(2,600)	(1,650)				

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Groundsman</u>							
1600 SYPRC Income	500	0	(500)			0.0%	
1603 Public Toilet Income	369	1,000	632			36.9%	
Groundsman :- Income	<u>869</u>	<u>1,000</u>	<u>132</u>			<u>86.8%</u>	<u>0</u>
4029 Salary Recharge	15,904	34,274	18,370		18,370	46.4%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	365	6,000	5,635		5,635	6.1%	
4602 Bell St Convenience Repairs	0	4,000	4,000		4,000	0.0%	
4615 Ranger's Mower	1,438	1,500	62		62	95.9%	
4620 Ranger's Tools	936	1,000	64		64	93.6%	
4625 Mower Costs	0	9,000	9,000		9,000	0.0%	
4630 CCTV	2,102	2,500	398		398	84.1%	
4635 CCTV Extension	6,508	5,500	(1,008)		(1,008)	118.3%	
Groundsman :- Indirect Expenditure	<u>27,254</u>	<u>64,774</u>	<u>37,520</u>	<u>0</u>	<u>37,520</u>	<u>42.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(26,386)</u>	<u>(63,774)</u>	<u>(37,388)</u>				
<u>600 Fun on the Field</u>							
1670 Event Income	875	1,000	125			87.5%	
Fun on the Field :- Income	<u>875</u>	<u>1,000</u>	<u>125</u>			<u>87.5%</u>	<u>0</u>
4029 Salary Recharge	0	900	900		900	0.0%	
4045 Subcontracted Labour	0	500	500		500	0.0%	
4670 Event Costs	1,220	1,000	(220)		(220)	122.0%	
4675 Publicity	125	100	(25)		(25)	125.0%	
Fun on the Field :- Indirect Expenditure	<u>1,345</u>	<u>2,500</u>	<u>1,155</u>	<u>0</u>	<u>1,155</u>	<u>53.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(470)</u>	<u>(1,500)</u>	<u>(1,030)</u>				
<u>610 Events General</u>							
4670 Event Costs	878	1,000	122		122	87.8%	
4675 Publicity	0	500	500		500	0.0%	
Events General :- Indirect Expenditure	<u>878</u>	<u>1,500</u>	<u>622</u>	<u>0</u>	<u>622</u>	<u>58.6%</u>	<u>0</u>
Net Expenditure	<u>(878)</u>	<u>(1,500)</u>	<u>(622)</u>				
<u>620 Christmas Festival</u>							
1670 Event Income	0	400	400			0.0%	
Christmas Festival :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>	<u>0</u>
4029 Salary Recharge	0	1,000	1,000		1,000	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Subcontracted Labour	0	350	350		350	0.0%	
4670 Event Costs	400	1,000	600		600	40.0%	
4675 Publicity	50	500	450		450	10.0%	
4685 Christmas Lights	1,345	15,000	13,655		13,655	9.0%	
4690 Competitions	0	600	600		600	0.0%	
Christmas Festival :- Indirect Expenditure	1,795	18,450	16,655	0	16,655	9.7%	0
Net Income over Expenditure	(1,795)	(18,050)	(16,255)				
<u>630 Markets</u>							
1670 Event Income	0	7,500	7,500			0.0%	
Markets :- Income	0	7,500	7,500			0.0%	0
4675 Publicity	0	3,000	3,000		3,000	0.0%	
Markets :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Income over Expenditure	0	4,500	4,500				
<u>640 Projects</u>							
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Town Green	1,875	10,000	8,125		8,125	18.8%	1,875
4725 Fair Green	0	1,200	1,200		1,200	0.0%	
4735 Remembrance Day	150	250	100		100	60.0%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	2,025	14,450	12,425	0	12,425	14.0%	1,875
Net Expenditure	(2,025)	(14,450)	(12,425)				
6000 plus Transfer from EMR	1,875						
Movement to/(from) Gen Reserve	(150)						
<u>660 Town Selfie Walk</u>							
4029 Salary Recharge	0	500	500		500	0.0%	
4670 Event Costs	255	0	(255)		(255)	0.0%	
4675 Publicity	0	500	500		500	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	255	2,000	1,745	0	1,745	12.8%	0
Net Expenditure	(255)	(2,000)	(1,745)				

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Sawbobus</u>							
1150 Grants Received	1,000	6,000	5,000			16.7%	
1151 STC Subsidy	0	15,000	15,000			0.0%	
1800 Fares	3,515	10,000	6,485			35.2%	
1820 Fuel Rebate	698	1,200	502			58.2%	
1830 Sponsorship	2,000	5,000	3,000			40.0%	
Sawbobus :- Income	<u>7,214</u>	<u>37,200</u>	<u>29,986</u>			<u>19.4%</u>	<u>0</u>
4029 Salary Recharge	10,900	19,576	8,676		8,676	55.7%	
4045 Subcontracted Labour	735	2,000	1,265		1,265	36.8%	
4800 Fuel	3,809	9,250	5,441		5,441	41.2%	
4805 Vehicle Maintenance	1,264	2,600	1,336		1,336	48.6%	
4810 Vehicle Tax & Insurance	1,809	2,000	191		191	90.4%	
4815 Vehicle Hire	0	1,000	1,000		1,000	0.0%	
4816 Community Bus Reserve	0	10,000	10,000		10,000	0.0%	
Sawbobus :- Indirect Expenditure	<u>18,517</u>	<u>46,426</u>	<u>27,909</u>	<u>0</u>	<u>27,909</u>	<u>39.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,304)</u>	<u>(9,226)</u>	<u>2,078</u>				
<u>800 Heffer GL61</u>							
1850 Vehicle Hire Income	150	1,000	850			15.0%	
Heffer GL61 :- Income	<u>150</u>	<u>1,000</u>	<u>850</u>			<u>15.0%</u>	<u>0</u>
4800 Fuel	235	900	665		665	26.1%	
4805 Vehicle Maintenance	241	1,200	959		959	20.1%	
4810 Vehicle Tax & Insurance	1,809	1,500	(309)		(309)	120.6%	
Heffer GL61 :- Indirect Expenditure	<u>2,285</u>	<u>3,600</u>	<u>1,315</u>	<u>0</u>	<u>1,315</u>	<u>63.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,135)</u>	<u>(2,600)</u>	<u>(465)</u>				
<u>810 Rangers Truck FT63</u>							
4800 Fuel	701	2,000	1,299		1,299	35.0%	
4805 Vehicle Maintenance	763	1,500	737		737	50.8%	
4810 Vehicle Tax & Insurance	1,085	1,500	415		415	72.3%	
Rangers Truck FT63 :- Indirect Expenditure	<u>2,549</u>	<u>5,000</u>	<u>2,451</u>	<u>0</u>	<u>2,451</u>	<u>51.0%</u>	<u>0</u>
Net Expenditure	<u>(2,549)</u>	<u>(5,000)</u>	<u>(2,451)</u>				
<u>820 Rangers Truck #2</u>							
4800 Fuel	569	1,200	631		631	47.5%	
4805 Vehicle Maintenance	1,957	1,500	(457)		(457)	130.5%	
4810 Vehicle Tax & Insurance	1,361	1,000	(361)		(361)	136.1%	
Rangers Truck #2 :- Indirect Expenditure	<u>3,887</u>	<u>3,700</u>	<u>(187)</u>	<u>0</u>	<u>(187)</u>	<u>105.1%</u>	<u>0</u>
Net Expenditure	<u>(3,887)</u>	<u>(3,700)</u>	<u>187</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>910 Town Action Plan</u>							
4910 Town Action Plan Costs	392	500	108		108	78.3%	
Town Action Plan :- Indirect Expenditure	<u>392</u>	<u>500</u>	<u>108</u>	<u>0</u>	<u>108</u>	<u>78.4%</u>	<u>0</u>
Net Expenditure	<u>(392)</u>	<u>(500)</u>	<u>(108)</u>				
Grand Totals:- Income	462,125	519,922	57,797			88.9%	
Expenditure	242,808	547,647	304,839	0	304,839	44.3%	
Net Income over Expenditure	<u>219,318</u>	<u>(27,725)</u>	<u>(247,043)</u>				
plus Transfer from EMR	10,420						
Movement to/(from) Gen Reserve	<u>229,738</u>						

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/08/2023	DD3	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
01/09/2023	7810	58.60		58.60		R <input checked="" type="checkbox"/>	Rowland Ridgwell Ltd
01/09/2023	7809	197.50		197.50		R <input checked="" type="checkbox"/>	C Lumley
01/09/2023	Direct		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/09/2023	Direct		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/09/2023	Direct		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/09/2023	Direct		433.19	433.19		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/09/2023	dd1	93.58		93.58		R <input checked="" type="checkbox"/>	The Fuelcard Company
04/09/2023	7811	120.00		120.00		R <input checked="" type="checkbox"/>	Andy Knox
04/09/2023	Direct		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/09/2023	Direct		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/09/2023	DD2	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
07/09/2023	DD3	3.19		3.19		R <input checked="" type="checkbox"/>	Techwyse
07/09/2023	DD4	479.52		479.52		R <input checked="" type="checkbox"/>	EDF Energy
11/09/2023	DD5	365.07		365.07		R <input checked="" type="checkbox"/>	Everflow Water
11/09/2023	DD7	398.46		398.46		R <input checked="" type="checkbox"/>	The Fuelcard Company
12/09/2023	DD8	720.00		720.00		R <input checked="" type="checkbox"/>	Nimbus Hosting Limited
13/09/2023	7823	58.54		58.54		R <input checked="" type="checkbox"/>	HFE Signs Ltd
13/09/2023	7824	343.80		343.80		R <input checked="" type="checkbox"/>	EDGE IT Systems Limited
13/09/2023	7825	159.90		159.90		R <input checked="" type="checkbox"/>	Create Identitiee Limited
13/09/2023	7826	92.50		92.50		R <input checked="" type="checkbox"/>	Stan Reynolds Stonemason
13/09/2023	7827	58.03		58.03		R <input checked="" type="checkbox"/>	Southern Electric
13/09/2023	7828	122.74		122.74		R <input checked="" type="checkbox"/>	Ernest Doe & Sons Ltd
13/09/2023	DD9	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
15/09/2023	500378		836.00	836.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/09/2023	500379		366.70	366.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/09/2023	7829					R <input checked="" type="checkbox"/>	
15/09/2023	7830					R <input checked="" type="checkbox"/>	
15/09/2023	7831					R <input checked="" type="checkbox"/>	
15/09/2023	7832					R <input checked="" type="checkbox"/>	
15/09/2023	7833					R <input checked="" type="checkbox"/>	
15/09/2023	7834					R <input checked="" type="checkbox"/>	
15/09/2023	7835					R <input checked="" type="checkbox"/>	
15/09/2023	7836					R <input checked="" type="checkbox"/>	
15/09/2023	7837					R <input checked="" type="checkbox"/>	
15/09/2023	7838					R <input checked="" type="checkbox"/>	
15/09/2023	7812	448.51		448.51		R <input checked="" type="checkbox"/>	Sunstone IP Systems Limited
15/09/2023	7813	560.00		560.00		R <input checked="" type="checkbox"/>	L&J Hall Digging Services Limi
15/09/2023	7814	525.60		525.60		R <input checked="" type="checkbox"/>	EOC Services Limited
15/09/2023	7815	215.00		215.00		R <input checked="" type="checkbox"/>	Dale, Lisa
15/09/2023	7816	54.00		54.00		R <input checked="" type="checkbox"/>	Shed Station
15/09/2023	7817	330.00		330.00		R <input checked="" type="checkbox"/>	Froom & Co Limited
15/09/2023	7818	600.00		600.00		R <input checked="" type="checkbox"/>	Martin and Martin
15/09/2023	7819	66.00		66.00		R <input checked="" type="checkbox"/>	National Allotment Society
15/09/2023	7821	110.46		110.46		R <input checked="" type="checkbox"/>	The Anglia Sign Casting Compan
15/09/2023	7822	43.43		43.43		R <input checked="" type="checkbox"/>	Huws Gray Ltd
15/09/2023	DD1	50.40		50.40		R <input checked="" type="checkbox"/>	Quartix Limited
15/09/2023	DD2	79.20		79.20		R <input checked="" type="checkbox"/>	Francotyp-Postalia Limited

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/09/2023	DD3	103.14		103.14		R <input type="checkbox"/>	Workplace Drink Solutions Limi
15/09/2023	DD4	904.00		904.00		R <input type="checkbox"/>	East Herts District Council
15/09/2023	DD5	57.60		57.60		R <input type="checkbox"/>	Affinity One Security Solution
15/09/2023	correction	0.06		0.06		R <input type="checkbox"/>	Huws Gray Ltd
15/09/2023	500377		3,162.60	3,162.60		R <input type="checkbox"/>	Receipt(s) Banked
15/09/2023	Direct		2,130.00	2,130.00		R <input type="checkbox"/>	Receipt(s) Banked
18/09/2023	7804	5,859.31		5,859.31		R <input type="checkbox"/>	HMRC
18/09/2023	7805	2,694.88		2,694.88		R <input type="checkbox"/>	Herts County Council
18/09/2023	7806	448.05		448.05		R <input type="checkbox"/>	NEST
18/09/2023	DD5	18.27		18.27		R <input type="checkbox"/>	Lloyds Bank plc
18/09/2023	DD6	231.99		231.99		R <input type="checkbox"/>	The Fuelcard Company
18/09/2023	Direct		380.00	380.00		R <input type="checkbox"/>	Receipt(s) Banked
19/09/2023	7820	92.94		92.94		R <input type="checkbox"/>	Initial Washroom Hygiene
19/09/2023	DD4	30.00		30.00		R <input type="checkbox"/>	SDH Window Cleaning
19/09/2023	Direct		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
21/09/2023	7848	1,638.00		1,638.00		R <input type="checkbox"/>	PKF Littlejohn LLP
21/09/2023	7847	132.60		132.60		R <input type="checkbox"/>	C Lumley
21/09/2023	7843	250.00		250.00		R <input type="checkbox"/>	East Herts Citizen Advice
21/09/2023	7846	40.00		40.00		R <input type="checkbox"/>	Broxbourne Council
21/09/2023	391.75	391.75		391.75		R <input type="checkbox"/>	A Parsad-Wyatt
21/09/2023	Direct		28.50	28.50		R <input type="checkbox"/>	Receipt(s) Banked
22/09/2023	7855	144.00		144.00		R <input type="checkbox"/>	Home & Office Fire Extinguishe
22/09/2023	DD10	1,030.82		1,030.82		R <input type="checkbox"/>	Engie Gas
22/09/2023	DD2	50.00		50.00		R <input type="checkbox"/>	Francotyp-Postalia Limited
22/09/2023	7844	250.00		250.00		R <input type="checkbox"/>	Red Kite Rape & Sexual Abuse
22/09/2023	7849	500.00		500.00		R <input type="checkbox"/>	Sawb Town Twinning
22/09/2023	Direct		35.00	35.00		R <input type="checkbox"/>	Receipt(s) Banked
22/09/2023	Direct		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
22/09/2023	Direct		35.00	35.00		R <input type="checkbox"/>	Receipt(s) Banked
22/09/2023	Direct		35.00	35.00		R <input type="checkbox"/>	Receipt(s) Banked
25/09/2023	BCARD	20.10		20.10		R <input type="checkbox"/>	Ebzon Onestop Solutions Limite
25/09/2023	BCARD2	7.35		7.35		R <input type="checkbox"/>	Amazon.co.uk
25/09/2023	BCARD3	19.99		19.99		R <input type="checkbox"/>	Amazon.co.uk
25/09/2023	BCARD4	42.99		42.99		R <input type="checkbox"/>	Screwfix
25/09/2023	BCARD5	21.00		21.00		R <input type="checkbox"/>	East Herts District Council
25/09/2023	BCARD6	109.97		109.97		R <input type="checkbox"/>	Amazon.co.uk
25/09/2023	BCARD7	200.11		200.11		R <input type="checkbox"/>	Langthornes Plantery
25/09/2023	BCARD8	43.34		43.34		R <input type="checkbox"/>	Amazon.co.uk
25/09/2023	BCARD9	9.98		9.98		R <input type="checkbox"/>	Zeyu Electronic Co Ltd
25/09/2023	BCARD10	24.77		24.77		R <input type="checkbox"/>	Scale Lane Printers Limited
25/09/2023	BCARD11	81.01		81.01		R <input type="checkbox"/>	The Range
25/09/2023	BCARD12	18.86		18.86		R <input type="checkbox"/>	B&Q
25/09/2023	BCARD13	75.35		75.35		R <input type="checkbox"/>	Tesco Stores Ltd
25/09/2023	BCARD14	21.95		21.95		R <input type="checkbox"/>	Amazon.co.uk
25/09/2023	BCARD15	209.27		209.27		R <input type="checkbox"/>	PPL PRS Limited
25/09/2023	BCARD16	113.39		113.39		R <input type="checkbox"/>	414 Timber and Fencing
25/09/2023	DD1	289.41		289.41		R <input type="checkbox"/>	The Fuelcard Company
25/09/2023	Direct		41.00	41.00		R <input type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/09/2023	Direct		20.50	20.50		R <input type="checkbox"/>	Receipt(s) Banked
26/09/2023	7850	330.00		330.00		R <input type="checkbox"/>	Froom & Co Limited
26/09/2023	7851	58.50		58.50		R <input type="checkbox"/>	Southern Electric
26/09/2023	7852	777.60		777.60		R <input type="checkbox"/>	Branson Leisure Ltd
26/09/2023	7853	1,140.00		1,140.00		R <input type="checkbox"/>	P W May Contracting Ltd
26/09/2023	7854	306.00		306.00		R <input type="checkbox"/>	Cambridge Printing Solutions (
26/09/2023	7856	95.00		95.00		R <input type="checkbox"/>	Dale, Lisa
26/09/2023	7857	750.25		750.25		R <input type="checkbox"/>	Ernest Doe & Sons Ltd
27/09/2023	7858	100.00		100.00		R <input type="checkbox"/>	SYPRC
27/09/2023	DD	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
27/09/2023	Direct		28.50	28.50		R <input type="checkbox"/>	Receipt(s) Banked
28/09/2023	DD	207.06		207.06		R <input type="checkbox"/>	Citation Limited
28/09/2023	DIRECT	120.00		120.00		R <input type="checkbox"/>	A Errington Neilson
28/09/2023	50.00		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
29/09/2023	DD1	258.00		258.00		R <input type="checkbox"/>	Onecom Limited
29/09/2023	7859	885.36		885.36		R <input type="checkbox"/>	Link Global Services Ltd
29/09/2023	7860	2,250.00		2,250.00		R <input type="checkbox"/>	Groundwork East
29/09/2023	DD	646.00		646.00		R <input type="checkbox"/>	EDF Energy
29/09/2023	Direct		20.50	20.50		R <input type="checkbox"/>	Receipt(s) Banked
29/09/2023	Direct		41.00	41.00		R <input type="checkbox"/>	Receipt(s) Banked
29/09/2023	Direct		214,662.00	214,662.00		R <input type="checkbox"/>	Receipt(s) Banked
		44,878.52	222,705.49				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate