

Sawbridgeworth Town Council

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



MAYOR
Cllr Ruth Buckmaster

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

TOWN CLERK
Christopher Hunt

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Parr; 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 25th September 2023** commencing at 19:30 to transact the business set out in the agenda below.

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

Town Clerk
18th September 2023

AGENDA

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

23/62 APOLOGIES FOR ABSENCE

To receive any apologies for absence

23/63 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

23/64 MINUTES

[📄] [👤]

To approve as a correct record the minutes of the Meeting of the town council held on 25th July 2022 (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 arrange a meeting with the Pharmacy managers to understand current issues they face locally	Meeting to be arranged for October due to availability of Pharmacy managers.
Clerk	To make East Herts planning department aware of the condition of 25 Vantorts Road	Planning do not see any issues currently and will not be taking any action unless the condition of the building deteriorates. Email response 17 th August 2023.

23/65

PLANNING COMMITTEE



To receive and note the minutes of the Planning Committee held on 31st July 2023 (P05) *[Attached Appendix B]*



To receive and note the draft minutes of the Planning Committee held on 11th September 2023 (P06) *[Attached Appendix B]*

23/66

PUBLIC FORUM

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

Questions

- *Elain 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?

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

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?

- *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?

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?

23/67

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE



To receive and note the draft minutes of the Finance and Policy Committee held on 11th September 2023 (F02) *[Attached Appendix C]*

23/68

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive mayor's appointments and communications

23/69

REPRESENTATIVES REPORTS

To receive representatives reports from:



- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives
 - Cllr R Buckmaster



- Cllr A Furnace Sustainable Sawbridgeworth
[Attached Appendix D]

23/70

TOWN CLERK REPORT



To receive and note clerk's report for the month of September 2023.
[Attached Appendix E]

23/71

TOWN PROJECT MANAGERS REPORT

To receive a verbal update from the Town Project Managers report for the month of September 2023.

23/72

POLICY MATTERS



To consider any matters relating to policies for the future development of Town Council services to the community.

- To approve the draft document 2.1 Standing Orders
[Attached Appendix F]

23/73

FINANCIAL REPORT



To note the current Financial Report
[Attached Appendix G]

23/74

ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

23/75

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 31st July 2023.**

Those present

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

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

2 x members of the public
PC Marshall
PS Funes-Walker

Welcome by the Town Mayor followed by thought for the day from Cllr Reece Smith

23/43 APOLOGIES FOR ABSENCE

None were received.

23/44 DECLARATIONS OF PECUNIARY INTEREST

Cllr John Rider – member of the history group and will not take part in the funding application on the agenda.

Cllr Annelise Furnace – Member of the history society and sustainable Sawbridgeworth and will not take part in the funding application on the agenda.

Cllr's Eric and Ruth Buckmaster – members of Town Twinning and will not take part in the funding application on the agenda.

23/45 PUBLIC FORUM

Questions

Ms Irwin – raised concerns on recent Section 106 funding and money earmarked for Health and Fitness was spent on Grange Paddocks in Bishops Stortford and nothing was invested into facilities in Sawbridgeworth. Why hasn't an investment been made in to the town swimming pool to encourage walking to and from the venue.

Why was £122,000 invested into the Leventhorpe Leisure Centre which indicates it to be Nuffield Health, a private company.

Cllr E Buckmaster responded, the Leventhorpe school and gym is owned by Leventhorpe school but has a local agreement for public use. All the money from the 106 funding went to Grange Paddocks due to the impact of Covid and the increase in building materials.

Leventhorpe School are liable to pay 40% of any capital investment or repairs on the swimming pool as they receive government funding. It was felt that if the funding was to stop this would change the dynamics so the investment into Grange Paddocks was made to offer capacity to the local area.

Ms Irwin stated that the facility was primarily for Bishops Stortford residents and people travelling from Sawbridgeworth to Grange Paddocks will drive and reduce walking to swim and reducing increasing the carbon footprint.

Cllr Rattey stated that Ms Irwin has made a valid point and praised her for speaking up.

Cllr Newell stated she supported Ms Irwin's views and had noted upgrades were being made at the pool and this was echoed by Cllr Angus Parsad-Wyatt.

Cllr R Buckmaster stated that the Council has fought to keep the pool open for over 15 years and will continue to do so.

Cllr Furnace was concerned that the Government funding may stop and Cllr E Buckmaster stated that it has continued over many years and it should continue.

Cllr Rider stated he has previously raised concerns regarding funding being diverted to the larger East Herts Towns and thinks this situation is disgraceful.

Ms Irwin raised a second matter in respect to the condition of pathways along Roseacres and Sayesbury Avenue. She is aware of three local residents who use walking aids cannot use the paths and is restricting their independency severely.

Cllr E Buckmaster will be meeting with local residents regarding pavement parking, he will raise it with County staff who are responsible for the pavement surface. He also stated he will be working on parking issues throughout the town.

Mr Royle

Will this Council once again explore any options to extend the pavement outside 25 Vantorts Road towards Fair Green? It is heavily used by parents and children on the way to school, as I observe daily, who are at some risk. It also poses risks for motorists. Is there, for example, any compulsory purchase mechanism where there is a clear health and safety risk?

Secondly, what powers does this or the District Council have to prevent development sites becoming abandoned eyesores?

Cllr R Buckmaster stated that the road is very old but there is no room to put in another path. She feels the danger is the actual junction and the blind bend.

Cllr Rider stated he felt the issue was speeding vehicles at this point and why hadn't the police been monitoring or placing a 20mph speed restriction at this junction.

Cllr R Buckmaster stated that the condition of the house under development would come under East Herts planning department jurisdiction if it became worse.

Cllr E Buckmaster stated he was waiting for speed and volume results from this area. He will be introducing this location to officers when inspecting areas for the Local Cycling and Walking Infrastructure Plan (LCWIP). There may be physical solutions that can be put in to slow vehicles.

Cllr S Smith stated that this situation has been raised on the last three Council meetings and wondered if something more urgent was needed.

Cllr N Parsad-Wyatt stated that the condition of 25 Vantorts Road can be monitored and further deterioration reported to East Herts Council to

consider enforcement. He feels that the work Cllr E Buckmaster is planning with physical traffic calming measures may be successful for the problem raised.

Cllr R Buckmaster will ask the Clerk to raise the condition of the development with planning but they have a high workload and it may be difficult for an enforcement officer to attend.

ACTION

Clerk to raise concerns for the condition of 25 Vantorts Road to the planning department at East Herts Council.

23/46

MINUTES

Resolved: To approve as a correct record the minutes of the meeting of the town council held on 26th June 2023 (M02) There was a typing error highlighted by Cllr Pagdades and Furnace which will be corrected by the Clerk.

[prop Cllr Parr; 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 one raised regarding the update on recycling bins and the removal from Bell Street car park Cllr E Buckmaster updated that other bins were available and the cost to run the programme was restrictive and the provision is mainly through charity shops.

Cllr Rattey has spoken with Doug at the Bell Street Pharmacy but has written to the Village pharmacy on three occasions without a response. Cllr R Buckmaster stated it was for the Clerk to arrange a meeting and write to the pharmacy managers.

ACTION

Carried forward, Clerk to invite Pharmacy managers to a meeting to understand the issues they face locally.

23/47

PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 26th June 2023 (P03)

Received and noted: the draft minutes of the planning committee held on 17th July 2023 (P04)

23/48

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Received and noted: the draft minutes of the Town Action Plan and Amenities Committee held on 17th July 2023 (T01)

Resolved: to use a company to promote and consult with the Sawbridgeworth community, free of charge.

Cllr A Parsad-Wyatt explained the detail and highlighted that the Clerk had sought advice from HAPTC and this was positive and supported the use of councillor skills in managing projects. Cllr Furnace ensured there was no contract, cost or data retention issues and leaflets will not be political or promoting anything other than the Town Action Plan.
[prop Cllr A Parsad-Wyatt; sec'd Cllr J Rider]

23/49

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's appointments and communications
Cllr R Buckmaster advised.

- A letter had been received from the Mayor of Bry-Sur-Marne Jubilee celebration where thanks were given to Sawbridgeworth representatives for celebrating with them.
- A card was handed to the Mayor from a child at the Civic Service welcoming her as the Mayor of Sawbridgeworth.
- The Mayor thanked everyone for attending the Civic Service and for the support of the staff.
- Attended Home Instead event celebrating their 15th anniversary and the food was supplied by the Hailey Centre and it was nice to see the collaboration to make the event special.
- I attended the High Wych preschool teddy bear races and I started many of the races.
- The Mayor thanked the deputy Mayor for attending an event in Harlow.

23/50

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor E Buckmaster additionally added;
 - Referred to his report and the updates on the local projects he is working on.
 - Currently fitting a disability drop kerb in Sayesbury Avenue
 - Exploring the 20mph in Bullfields and the West of the town.
 - Working on the street lighting on footpath 32, four lamp posts were not working and these were not listed as County Council assets. The lighting team has been contacted and these lamps will be registered and trees maintained following the nesting season.
 - Local Nature Recovery Board with multiple group members and a steering group
 - Herts waste partnership has met which Cllr E Buckmaster will chair

Questions.

Cllr Rider requested Cllr E Buckmaster focussed his report more on Sawbridgeworth and that the move of the Council staff to Stevenage was a concern. He would also like to know more on the local nature strategy and what we will be doing in Sawbridgeworth and how many of the 60,000 trees being planted are in Sawbridgeworth.

Cllr E Buckmaster regarding the trees it was for residents to apply for the trees that were available, he couldn't supply the number planted in Sawbridgeworth. The moving of office staff to Stevenage will not impact on Sawbridgeworth and the reason for the move is due to building condition and space.

Cllr R Buckmaster informed the meeting that a local resident had applied for 5000 of the trees.

Cllr Furnace asked if the sustainable Hertfordshire youth COP event had representation from pupils at Leventhorpe school.

Cllr E Buckmaster stated that Leventhorpe pupils were attending but it clashed with their sports day so were unable to.

District Councillors reports

Cllr E Buckmaster referred to his report.

Cllr R Buckmaster referred to her report.

Cllr A Parsad-Wyatt referred to his report and highlighted the electric car charging stations tender by district had been completed.

Question

Cllr Furnace asked if Cllr A Parsad-Wyatt could express the need for Sawbridgeworth to be top of the list for fitting as the town had been promised EV chargers for over four years.

Police

PC Marshall explained some of the work she and PCSO Higham had completed

- Water safety at the lead up to the summer holidays with year 9 children at Leventhorpe. This was due to regular incidents of previous years where children jump in and out of the locks.
- Tuesday 15th August will have a community event at the new development with a multi-agency approach.
- Thursday 24th August a bike marking and engagement event will take place.
- Ride along scheme is still available and councillors encouraged to take up the offer of patrolling with local officers
- The restrictions for speed enforcement was explained and why the request for enforcement at Vantorts Road could not be completed.

Question

Cllr Rider raised the concerns of the speed of vehicles at Vantorts Road.

Cllr E Buckmaster stated the average speed at the junction was not excessive and he will share recent survey results to members.

Cllr Furnace raised that other towns are moving to blanket 20mph speed restrictions and this will be a positive to slow vehicles down.

- Cllr R Buckmaster, referred to her SYPRC report and at the AGM several members have stood down and there is a space for a committee member.
- Cllr A Furnace, referred to her report highlighted the Repair Café's first anniversary and thanked Cllr R Smith for his support. Also Sawbridgeworth will be receiving a real time air quality monitor and the data streamed to East Herts Council website and residents can sign up to real time air quality alerts. This compliments the work Sustainable Sawbridgeworth members have completed with mobile air quality monitors for Hertfordshire Council.

23/51

TOWN CLERK REPORT

Received and noted: the clerk's report for the month of July 2023.

23/52

TOWN PROJECTS MANAGER REPORT

Received and noted: the Town Project Managers report for July 2023

- The order for Councillor t-shirts has been made.
- Asked if a councillor could attend future meetings that have been arranged by Sheering PC regarding M11 junction 7A and traffic volume on the small roads serving Sheering and Sawbridgeworth.
- Love Parks event has returned and was a great event held in

23/53

GRANT APPLICATIONS

To consider and **resolve** the following grant applications:

1. Hertfordshire Boat Rescue
Drowning Prevention £300
Rejected but encouragement to apply through the County Councillor
2. Sawbridgeworth Local History Society
Website update £500
Deferred until January for further information to be submitted
3. Sawbridgeworth Community Allotments
Seeds and plants £250
Supported
[prop Cllr A Parsad-Wyatt; secd Cllr N Parsad-Wyatt]
4. Red Kite Rape and Sexual Abuse Support Services
12 free therapy session for Sawbridgeworth residents £500
Half the amount awarded £250
[prop Cllr N Parsad-Wyatt; secd Cllr S Pagdades]
5. Sawbridgeworth Town Twinning Association
Bry-Sur-Marne Twinning Visit Set 2023 £500
Supported
[prop Cllr A Furnace; secd Cllr N Parsad-Wyatt]
6. Citizens Advice East Herts
Support volunteer advisers phone costs **£500**
Half the amount awarded £250
[prop Cllr F Parr; secd Cllr S Pagdades]

Total of £1,250 grants agreed.

23/54

COMMUNITY GOVERNANCE REVIEW

The matter was debated and the view from Councillors was that to move to different wards would be divisive rather than encouraging to incorporate new community members and areas in to the Town.

Resolved for the town to remain unwarded and for District Councillors to raise representation at East Herts Council.

[prop Cllr A Parsad-Wyatt; secd Cllr J Rider]

23/55

LOCAL CYCLING AND WALKING INFRASTRUCTURE PLANS (LCWIPs)

Cllr Furnace explained that Sustainable Sawbridgeworth had submitted set of walking and cycling recommendations. Could the Town Council write a letter of support for these recommendations.

Cllr E Buckmaster stated he would prefer not to recommend compulsory purchasing of land and didn't support changing Bell Street into a two way road for cycling.

Cllr Pagdades echoed his concerns regarding the two way cycling changes to Bell Street.

Cllr R Smith asked that more detail be submitted prior to decisions to be made for a proposal.

Cllr Furnace stated that the proposals have been made by local people and not professionals and would not have time to submit a more detailed plan. Could the letter be supporting suggestions and not finding

solutions at this stage.

Further debate was had and held that in principle the overall proposal was supported but the detail not agreed due to some of the suggestions not being detailed enough.

Resolved STC not to write a formal letter in support of the recommendations from Sustainable Sawbridgeworth in a formal letter to the LCWIP team.

[prop Cllr R Smith; secd Cllr S Pagdades] 8 in support, 3 abstained 1 against of the proposed resolution.

23/56

POLICE AND COUNCILLOR ENGAGEMENT

Cllr Pagdades explained that the walk and talk engagement events had been scrapped and a move towards engagement during council events were to be made. He had been on a ride along with the police.

23/57

UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS

Mr Royle updated on East Herts guest numbers and enquired if his report is still required.

The Mayor asked if just local events could be reported on.

23/58

DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Consultation
Noted

23/59

FINANCIAL REPORT

Noted: The current Financial Report

23/60

ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment.

23/61

ITEMS FOR FUTURE AGENDAS

Cllr Rider wanted local electrical outages on the agenda due to the recent increase in issues in the town.

Meeting ended at 9:42pm

ACTIONS

Owner	Action	Completed
Clerk	To arrange a meeting with the Pharmacy managers to understand current issues they face locally	
Clerk	Clerk to raise concerns for the condition of 25 Vantorts Road to the planning department at East Herts Council.	

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 31 July 2023** at 9.45pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr John Rider

Cllr Angus Parsad-Wyatt
Cllr Greg Rattey
Cllr Steve Smith

In attendance:
L Dale - Planning Officer

Cllrs E Buckmaster & Furnace present

- P 23/39 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. None received, all present.
- P 23/40 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 23/41 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 23/42 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
 - 17 July 2023 (P04) [*prop Cllr R Buckmaster; 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 23/43 NEIGHBOURING DEVELOPMENTS**
To report & receive updates on proposed neighbouring developments. There were none.
- P 23/44 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/23/1136/HH

31 Vantorts Road, CM21 9NB

Removal of front bay window, rear conservatory and outbuilding; erection of two storey and part single storey rear extension, single-storey front extension; loft conversion with rear dormer and hip gable roof extensions; increase in ridge height; insertion of roof light windows to front; additional windows to side elevations; and alterations to fenestration and external materials

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

3/23/1139/HH

13 School Lane, CM21

Part single and part two-storey rear extension with new window to first floor side elevation

STC Comment: Objection on the grounds of bulk/massing, particularly in relation to a daylight/sunlight assessment, design justification, floor plans, potential overlooking, privacy concerns and residential amenity. We urge the applicant to engage in a neighbourly way with nearby residents to discuss the issues and see if responses and compromise can be achieved on an amended application. [*prop Cllr S Smith; secd Cllr Rattey*]

3/23/1188/VAR

Spellbrook Farm, London Road, CM21

Variation of condition 2 (approved plans) and 11 (Visibility Splays) of planning approval 3/19/0835/FUL – (Change of use from commercial to residential. Conversion of building to form 1no3 bedroom dwelling and 3no4 bedroom dwellings, with first floor roof terraces, associated operation development, provision of private gates and 12no parking spaces) – Alterations to the access road arrangements. Alteration of wording to – Before first occupation of the approved development, the access arrangement, including visibility splays, onto London Road shall be completed in accordance with the approved proposed re-aligned access plan BAS216-101

STC Comment: Objection. Support Highway's objection. Urge applicant to engage with neighbours to address their concerns [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]

3/23/1190/HH

Foxes, 125 High Wych, CM21 0HH

Erection of single storey rear and side extension. Extension of front porch

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

P 23/45

LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 28 July 2023.

3/23/1330/FUL &

3/23/1331/LBC

The Three Horseshoes, Spellbrook Lane East

External building repairs including replacement of windows. Removal of extract system and install new extract system on the roof. New external fridge freezer storage units within the back of house yard area connected to the pub with a covered walkway. Formalisation of eastern end of car park and renewal 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 external seating areas and green oak timber arches with climbing plants

STC Comment: Support these enhancements. Encourage engagement with neighbouring properties re proposed outdoor seating areas [*prop Cllr A Parsad-Wyatt ; secd Cllr R Buckmaster*]

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/23/0473/HH **Bonks Hill House, High Wych Road, CM21 9HT**

Creation of access, alterations to fence line and landscaping

STC Comment: We object to potential safety issues with regards to proposed access to property

EHDC Decision: Granted

3/23/0685/FUL **Farlea, Spellbrook Lane West, CM23 4AY**

Erection of single dwelling

STC Comment: No objection

EHDC Decision: Granted

3/23/0718/FUL **The Colt, Redricks Lane, CM21 0RL**

Construction of a single dwellinghouse, access and associated works

STC Comment: No objection

EHDC Decision: Granted

3/23/0983/HH **59 West Road, CM21 0BN**

Removal of single storey side projection, rear bay window and 1 chimney. Construction of two storey side extension. Alteration to ground floor external window and door openings

STC Comment: No objection

EHDC Decision: Granted

PLANNING APPEALS

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

Meeting Closed at 9.55pm

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 11 September 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:

C Hunt – Town Clerk
J Sargent – Town Projects Manager

Cllrs E Buckmaster was present

- P 23/48 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. None received, all present.
- P 23/49 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 23/50 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 23/51 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
• 31 July 2023 (P05) [*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.
- P 23/52 NEIGHBOURING DEVELOPMENTS**
To report & receive updates on proposed neighbouring developments.
Town Clerk gave update re exploratory works at Gilston Park and surrounding area.
- P 23/53 DELEGATED POWERS**
Report on comments made under delegated powers

3/23/1313/VAR **White Cottage, London Road**
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

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

3/23/1423/FUL **Telephone Exchange, London Road, CM21 9JJ**
Creation of secure storage compound with 1 storage container (that will house equipment and materials in support of the local telecoms infrastructure network, such as excavations tools, ducting, fibre cable and man hole covers). The perimeter fence will be a heras galvanized metal fence with weighted plastic footings to the perimeter of the storage area.
STC Comment: No objection but encourage applicant to reassure neighbours in relation to views

3/23/1534/FUL **Land Between 136 and 130 Sheering Mill Lane, CM21 9ND**
Erection of dwelling and shed with creation of access, landscaping and associated works
STC Comment: No objection

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

3/23/1602/HH **Shree Vihar, Harlow Road, CM21 0AJ**
Removal of rear conservatory. Construction a single storey rear extension. Garage conversion, removing the garage door and replacing with ground floor front window. Replacement of ground floor front window. Block up side door
STC Comment: No objection

P 23/54

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/23/1199/HH **35 Barnard Road, CM21**
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

3/23/1514/HH &

3/23/1515/LBC 2 Fair Green, CM21 9AG

Erection of single storey side extension; single storey side infill extension; replacement roof to existing link buildings and partial garage conversion. (LBC - Internal alterations; installation of utility room; new doorway through to entrance hall and installation of cloakroom; re-siting of boiler and hot water cylinder; and alterations to entrance way and external and internal doorways

STC Comment: No objection [*prop Cllr N Parsad-Wyatt; secd Cllr A Parsad-Wyatt*]

P 23/55 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 8 September 2023. There were none.

P 23/56 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/22/1580/FUL Redrick House, Hampton Gardens, CM21 0AN

Demolition of dwelling. Erection of 2 dwelling with associated parking and landscaping and relocation of dropped kerb

STC Comment: No objection

EHDC Decision: Granted

3/23/0569/FUL Rose Cottage, Redricks Lane, CM21 0RL

Proposed extension to create an additional two bedroom dwelling, and alterations to include new window to south elevation, rooflight window, EV charger and solar panels

STC Comment: No objection

EHDC Decision: Refused. "The proposed development constitutes inappropriate development in the Metropolitan Green Belt and other harm is identified in respect of loss of openness and encroachment into the countryside. Other considerations have not been identified that would clearly outweigh the harm by reason of inappropriateness, and the harm to openness and the countryside so as to constitute very special circumstances. The proposal would therefore be contrary to Policy GBR1 and DES4 of the East Herts District Plan 2018 and the National Planning Policy Framework". "The proposed development by reason of its design and layout would not be in keeping with the existing pattern and grain of development. The proposed development would erode the wider rural character of the site and the countryside and would encourage residential paraphernalia and the site would take on a more urban appearance significantly altering the character and appearance of the locality. As such the proposal would fail to respect the rural character of the area and would be contrary to Policy DES4 and of the East Herts District Plan 2018 and the National Planning Policy Framework". "The application lacks sufficient information regarding the issue of the impact of the proposed development on trees within the site to enable the local planning authority to properly consider the planning merits of the application. The proposal would therefore be contrary to Policy DES3 of the East Herts District Plan 2018". & "Insufficient information has been provided to demonstrate a net

biodiversity gain on site. This falls contrary to policies NE2 and NE3, of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework.”

3/23/0680/FUL Anglian House, West Road, CM21 0DQ

Change of use of the ground floor from mixed use retail/commercial unit (Class E/Sui Generis) to hot food takeaway (Sui Generis). Installation of external plant, ventilation and extraction equipment and minor external alterations

STC Comment: We STRONGLY object to this change of use application on the following grounds:

- **Principle of Change of Use** - There is a great deal of difference between a fast-food outlet and an ordinary retail unit serving customers 9-5. There is no doubt that this would be a significant intensification of customers, staff and journeys that were never envisaged for this location. It sits outside the main Sawbridgeworth Town Centre and would be out of place for a junction that is surrounded by predominately residential uses and a generally 9-5 businesses.
- **Impact on Residential Amenity** - The site is surrounded by residents and has residents living above. The planning statement and associated material says Noise Impact Assessment put the level of increase at an acceptable level. It also focuses on the impact of cooking odours saying these will be mitigated. We believe that the assessment fails to adequality chart an increase in customers waiting for pizza making noise, the potential
- rises in gatherings for anti-social behaviour and the fact that right now - the shop closes at normal business hour and therefore there is no noise, footfall is low and doesn't have many customers coming in and out on a daily basis. There will clearly be an increase in noise, traffic, visitors, potentially anti-social behaviour, and this has an unacceptable impact on residential amenity.
- **Impact on Highways & Parking** - The junction is a busy pedestrian crossing. The coming and going of delivery vehicles / mopeds until late into the evening will be noisy and disruptive. The Transport Assessment makes a number of faulty assumptions. People will NOT walk from across town to make collections as is assumed, the existing parking restrictions do NOT stop people from parking antisocially and dangerously to visit other establishments in the area, the suggestion that the site has five car parking spaces seems ambitious based on the drawings and therefore insufficient for staff, customer and delivery vehicle use and it is ridiculous to suggest that the traffic generated will be similar to the current retail use.
- We also consider the pollution impact to be unacceptable and the fact this would be located on a walking route for school children would encourage unhealthy fast food choices.

On this basis, we STRONGLY object to the principle of change of use, the impact on residential amenity and the impact on highways and parking and urge refusal of the application.

EHDC Decision: Granted

3/23/0831/HH 12 East Drive, CM21 9EU

Removal of chimney. Demolition of rear extension. Erection of single storey rear extension. Raising of roof pitch for loft conversion. Installation of a rear dormer, front and rear rooflights. Alterations to front and side elevations. Insertion of 2 dormer windows to front and alterations to roof from flat roof to pitched

STC Comment: No objection

EHDC Decision: Granted

3/23/0864/HH 23 Cambridge Road, CM21 9JP

Dropped kerb to provide vehicle access

STC Comment: Support Highways objection. Echo concerns re safety

EHDC Decision: Refused. "The proposed dropped kerb and parking area would result in unacceptable Highway Safety impacts. The site is not large enough to allow vehicles to turn on site, meaning that vehicles will have to enter or exit the site in reverse to the detriment of Highway safety. Furthermore, no visibility splays have been demonstrated and parking in the lay-by would be within the visibility splay required for such an access, creating a further Highway Safety impact. In addition, the proposed access would reduce the availability of public parking within an existing lay-by, the displaced parking space is not adequately compensated by the provision of off-road parking within the application site, and the proposal would therefore increase the potential for indiscriminate on-road parking to the detriment of highway safety. The proposal would be detrimental to highway safety, causing obstruction to the free and safe flow of traffic, contrary to policy TRA2 of the East Herts District Plan 2018 and the National Planning Policy Framework

3/23/1133/FUL 59 West Road, CM21 0BN

Demolition of semi-detached garage. Erection of single storey detached bungalow with associated parking

STC Comment: No comment

EHDC Decision: Granted

3/23/1136/HH 31 Vantorts Road, CM21 9NB

Removal of front bay window, rear conservatory and outbuilding; erection of two storey and part single storey rear extension, single-storey front extension; loft conversion with rear dormer and hip to gable roof extensions; increase in ridge height; insertion of roof light windows to front; additional windows to side elevations and alterations to fenestration and external materials.

STC Comment: No objection

EHDC Decision: Refused. "The proposed raising of the roof ridge would relate poorly to the adjacent dwellings and would appear overly dominant within the street scene. This would have detrimental impact on the character and appearance of the surrounding area. The proposal would be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018."

3/23/1139/HH 13 School Lane, CM21 9FA

Part single and part two-storey rear extension with new window to first floor side elevation

STC Comment: Objection on the grounds of bulk/massing, particularly in relation to a daylight/sunlight assessment, design justification, floor plans, potential overlooking, privacy concerns and residential amenity. We urge the applicant to engage in a neighbourly way with nearby residents to discuss the issues and see if responses and compromise can be achieved on an amended application

EHDC Decision: Granted

P 23/57

PLANNING APPEALS

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

Meeting Closed at 7.39pm

Appendix C

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8:00pm on **Monday 11th September 2023**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt

Cllr Greg Rattey
Cllr Reece Smith
Cllr Steve Smith

In attendance:

Christopher Hunt - Town Clerk
Joanne Sargent Projects Manager

F 23/13 APOLOGIES FOR ABSENCE

Non received.

F 23/14 DECLARATIONS OF INTEREST

There were no declarations of interest by members

F 23/15 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 12th June 2023 (F01).

[prop Cllr N Parsad-Wyatt sec'd Cllr R Smith]

F 23/16 STAFF MATTERS

To consider any matters relating to members of staff.

The Clerk referred to his report and no other questions were raised.

F 23/17 FINANCE MATTERS

To consider any matters relating to the finances and year end arrangements of the Council.

- **Motioned postponed** for further investigation in to the water use and increased water charges from October 2023.

[prop Cllr R Buckmaster sec'd Cllr R Smith]

- The Clerk updated members on the return from the external audit which had been returned as approved with no comments or recommendations.
- Clerk reported no significant variances against expenditure versus the budget so far apart from the back dated water bill for Southbrook allotments which related to the postponed motion.

F 23/18 JUBILEE GARDENS WORKING PARTY

Update on the current project status, the clerk informed the members of the issues with two appointed designers had resigned from the company who were appointed to complete the design. A third designer had now been appointed and were waiting to have a Teams meeting with her to progress the project.

ACTION Clerk to chase Groundworks designer for a Teams meeting to be arranged.

F23/19 COUNCILLOR ENGAGEMENT

It was agreed this agenda item was to include the results of the action plan engagement

F23/20 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town:
Joanne Sargent and Cllr Rattey discussed the development of a food festival month. Several premises owners were interested and this will be progressed to run next year. Agenda item to remain for updates moving forwards.

F23/21 POLICY MATTERS

To consider any matters relating to policies for the future development of Town Council services to the community.

- To approve the draft document 2.1 Standing Orders.
One amendment to Page 9 point x;
A meeting shall not exceed a period of 2.5 hours unless fifteen minutes prior to the 2.5 hours it is agreed via majority vote to proceed beyond this time limitation.

F23/22 FUNDING OPPORTUNITIES

Cllr Buckmaster stated that he had been made aware of funding for rural bus services and he would forward the link to the Clerk for dissemination to the neighbouring parish councils who have indicated they would be keen in starting a service to link to the Sawbobus.

ACTION Cllr Eric Buckmaster to forward the link to the rural bus funding stream.

F23/23 ITEMS FOR FUTURE AGENDAS

Nothing raised

Meeting Closed at 8:25pm

Appendix D

E Buckmaster report for August/September 2023



As a County Councillor I have a limited Highways Locality Budget to use each Year. I cover 7 parishes but as Sawbridgeworth is the largest urban area the largest proportion of schemes are in Sawbridgeworth which are listed below. I can safely say that all of them are the result of resident requests related to safety, resurfacing, or siding out of vegetation. The Highways interventions such as the No Entry, Double Yellow Lines, 20 mph etc are funded piecemeal over several financial periods owing to the investigation work, statutory consultation requirements, design by consultants and implementation.

Location	Town/Parish	Works Summary	Procurement Route	Status	Commence or Completed Date
Various Locations	Sawbridgeworth (West Area)	Traffic Speed and Volume Surveys	WSP Data Team	Surveys Completed – Data to be analysed	

2022/2023

Location	Town/Parish	Works Summary	Procurement Route	Status	Commence or Completed Date
Sheering Mill Lane	Sawbridgeworth	PTRO Implementation – No Entry & Junction change of Priority	Ringway	Ordered	Expected to start October 2023
The Orchards	Sawbridgeworth	PTRO Waiting Restriction Stage 2 – Statutory Consultation	WSP Design Service	In Progress	Statutory Consultation in Progress
The Orchards	Sawbridgeworth	PTRO Waiting Restrictions (Implementation)	Ringway	To be Ordered	See Note (1) below
Station Road (Sawbridgeworth Town Centre WR Review)	Sawbridgeworth	PTRO Waiting Restrictions Stage 1 – Design and Public Engagement	WSP Design Service	Ordered	

Sawbridgeworth South East Quadrant	Sawbridgeworth	Traffic Speed and Volume Surveys (Seven Devices)	WSP Data Team	Surveys Complete – Data to be analysed
High Wych Road	Sawbridgeworth	Traffic Speed and Volume Surveys (Two Devices)	WSP Data Team	Surveys Complete – Data to be analysed

Note (1) – Dependant on outcome of Previous PTRO Stage

Note (2) – Dates of Traffic Speed and Volume Surveys are not Published in advance

2023 2024 (Confirmed Schemes)

- Value of Member Confirmed Schemes below - £87,050.

Location	Town / Parish	Works Summary	Procurement Route	Status	Commence or Completed Date
A1184 Harlow Road and Bonks Hill	Sawbridgeworth	Footway Resurfacing (Micro)	LRMT	Ordered	TBA
A1184 Cambridge Road Lay-by (Tednambury Farm Layby)	Spellbrook	Footway Resurfacing	LRMT	Ordered	TBA
Vantorts Road	Sawbridgeworth	Footway Resurfacing	LRMT	Ordered	TBA
Sayesbury Avenue	Sawbridgeworth	New Pram Crossings	Ringway	Ordered	TBA
Sawbridgeworth NE Area	Sawbridgeworth	Proposed 20 MPH Zone – Public Engagement Exercise	WSP Design Service	Ordered	
High Wych Road	High Wych	School Advisory 20 MPH Zone - Implementation	Ringway	Ordered	
West Road	Sawbridgeworth	PTRO Stage 1 – Design and Public Engagement	WSP	Ordered	
High Street	Hunsdon	20 MPH School Advisory Signs - Design	Ringway	Ordered	

Knight Street (Sawbridgeworth Town Centre WR Review)	Sawbridgeworth	PTRO Stage 1 – Design and Public Engagement	WSP Design Service	Ordered	
Bullfields j/w Barnards Road and Northfields	Sawbridgeworth	PTRO Stage 1 – Design and Public Engagement	WSP	Ordered	
Hand Lane	Sawbridgeworth	Vegetation Clearance and Siding Out	Ringway	Ordered	
Station Road	Sawbridgeworth	Vegetation Clearance and Signage	Ringway	Ordered	
A1184	Spellbrook	Vegetation Clearance and Signage	Ringway	Ordered	
Sawbridgeworth NE Area	Sawbridgeworth	Proposed 20 MPH Zone – Statutory Consultation	WSP	To be ordered	See Note (3) below
SID Warrantee (One Device)	Spellbrook	Standard Charge	N/A	Complete	
TTRO Contribution	Division Wide	Standard Charge	N/A	Complete	

Note (3) – Dependant on outcome of Previous PTRO Stage

East Herts Capital Projects. Hartham Leisure.



I was pleased to attend the official opening of Hartham Leisure on 9th September. The Leisure facilities, Hertford Theatre, Cultural Strategy and Parks and Open Spaces had been in my portfolio for 8 years. It has been good to see them worked through to delivery despite the hurdles we faced on the way. The aim was always to turn facilities that were subsidised into self-financing where the council receives positive revenue. This is on the way to being achieved. When we embarked on the projects we factored in Brexit, but no one could have predicted the financial impacts of inflation from Covid and then the invasion of Ukraine. It is these factors that have put the councils finances under pressure but less so than many other councils around the country. Certainly in terms of our social and community infrastructure we have produced a lasting legacy for our residents.

Overview and Scrutiny East Herts

I attended as a member of the committee. One of the papers under consideration was the Air Quality Action Plan. There was a feeling from some members that it needs more work. The statistics on the 3 Air Quality Management Areas show that while to some extent the Nitrogen Dioxide levels had reduced owing to move to electric or more efficient engines, the levels of traffic were rising. There was nothing to suggest any of three areas, Hertford, Bishop's Stortford, or Sawbridgeworth should be removed as AQMA areas. A recent Public Health seminar highlighted that over the coming years No2 should reduce but Carbon Dioxide and particulates remain constant. I mentioned that a serious source of pollution in the home was burning fossil fuels or log fires. The way forward is a multi agency approach. I will have a paper coming to my Environment Cabinet Panel at County soon on Air quality which I'll share with Town and District colleagues.

From the **recent government pothole** fund, from which HCC was granted £3.9m this is an update on what exactly it is being spent on and what methods (both current and new) are being used to treat carriageway defects.

How we are allocating the pothole fund across Hertfordshire:

HCC's share of the fund will allow us to fix up to 20,000 additional potholes across the County. Work is being phased, so will be taking place at different times and locations this year. This means that work will not be taking place in all areas at the same time. Teams are working from town to town (drawing on all the evidence, as we have to target our activity where it is most needed), identifying potholes or surface defects that otherwise wouldn't currently meet our intervention levels, and then planning them in to be fixed under this programme. As of 18 August, the funding will have led to over 6,222 potholes* being filled at 1,014 locations across Hertfordshire. Whilst this work is being undertaken, the repair of potholes that meet our intervention criteria will continue to be actioned as normal. The pothole fund work is in addition to this, and will not be used to repair potholes that would otherwise be repaired under normal business and process. Residents should continue to report potholes via the fault reporting system as normal. Whilst the pothole fund is a substantial investment and will see many of the lower category potholes/defects being filled.

*Ta pothole is assessed as 1 sq.m. (i.e. 6,222 sq.m. of road has been repaired)

What it is being spent on:

In the roll out of this funding, the service is looking to repair more of the minor potholes that would usually be planned into nearby and/or future works. In a normal year, the Highways service will fix/repair approx. 20,000 Cat1 potholes that meet intervention levels. This funding is allowing an additional amount (we estimate up to 20,000) to be repaired, which is hugely beneficial to road users.

Methods we are using to complete the works:

- **Traditional patching** – Used for small distinct defect areas where the edges of the pothole are saw cut and then hot asphalt is laid and compacted. This is our standard pothole repair but is inefficient if used for large areas.
- **JCB Pothole Pro** – Being trialled, and used for larger patches, this semi-automated process allows for larger areas to be cut out and cleared efficiently, but the capital cost of the machine and the number that we deal with means it cannot be used to replace traditional patching. The Pothole Pro is a machine that cuts the patches and removes the loose material before the hot material is laid and compacted. This partially automated process allows us to cover larger areas more quickly.
- **Thermal Road Repairs** – Being trialled, used for small distinct defect areas. This is being looked at as an alternative to traditional patching. Large areas cannot be done as the material cannot be heated across large areas. The defect area is heated to melt the bitumen binder and then new material is added and compacted to fill the hole. No material is taken off site and there is no need to saw cut the edges.
- **Roadmender** – Again, being trialled, and used mostly for areas where asphalt overlaying a concrete base is cracking or even peeling off (delamination). These defects are generally shallower than potholes, and a large area can be covered in one application, meaning that a potholed area and any surrounding cracking can be covered. Roadmender uses Elastomac, which is a new non-invasive, eco-friendly repair material that lowers the carbon footprint of patch repairs by 85%. It uses a sustainable repair material that replaces fossil fuel bitumen (the glue in asphalt) with end-of-life waste tyres. In addition to being highly durable, the material delivers significant circular economies with 9 end-of-life waste tyres recycled into every ton. Unlike conventional repairs that require potholes to be saw cut and excavated purely to accommodate the compaction requirements of using asphalt, Elastomac is a flowable material that is simply poured into and over the top of defects in a fraction of the time.
- **Spray Injection Patching** – Used mostly on rural roads, because this is a time efficient process which enables us to fill shallow potholes/defects quickly with minimum disruption. It would never be used for Cat 1 potholes and we usually limit to a depth of 30mm. It can be used in urban areas, but requires surrounding vehicles and properties to be protected as overspray can happen. Spray injection patching is a process where aggregate is simultaneously premixed with a heated asphalt emulsion and sprayed through a hose and nozzle into the pothole

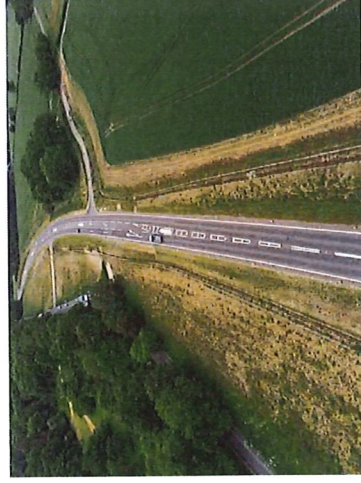
A414 speed restrictions and Barrier Repairs

Work has been undertaken on the worst section of vehicle safety fence eastbound, the temporary barriers have been removed and the speed restrictions raised from 40 to 50 mph. This speed restriction has been retained due to several other sections of Vehicle Safety Fence which as sub-standard and have only been approved for 50 mph. Remaining work is within the design and approval cycle awaiting programming once we have the go ahead.

Westbound there has been a vehicle collision with the bridge parapet fence over the railway. In order to protect this the lane closure has been extended by 500m. Work on the Vehicle Safety Fence has been scheduled for October/November following which we will remove the current traffic management, reinforce the bridge temporary parapet protection and raise the speed limit to 50 mph. Repair to the bridge parapet is dependent upon a rail closure as the damaged section is above the live lane.

Serious Collision on A414 closing both lanes on 5th September. At the time of writing I don't know the cause but have asked officers for data relating to the past 5 years of recordable incidents.

Upgraded section of the A602 opens to traffic



The newly upgraded section of the A602 between Watton-at-Stone and Tonwell has opened to traffic today (Monday 7 August), bringing this important link between the A1(M) at Stevenage and the A10 at Ware up to modern highway standards, reducing delays and improving journey times.

The new section of road, which replaces the previous A602 carriageway, has been realigned to smooth out sharp bends, improve visibility, and create right-turn lanes at junctions to reduce delays caused by vehicles turning off the road.

A new bridge has also been constructed at the Sacombe Pound junction with a new cycleway to allow cyclists and pedestrians to cross safely under the A602.

This is the final stage of improvements on the A602 between Stevenage and Ware, following previously completed works to improve the roundabouts at the A119 and A10 junctions, and the junctions with Anchor Lane, Westmill Road and Hertford Road.

The Mental Health and Suicide Prevention Team within Public Health at HCC commission Samaritans to deliver Suicide Prevention Training FREE to all front-line public-sector staff. This is aligned to our Hertfordshire Suicide Prevention Strategy to promote more awareness and help reduce the number of suicides in the county.

Exam results support

Young people who are getting their A-level and GCSE results this summer can get support from Services for Young People as they decide on their next steps. Whatever the results, our Advisers are on hand with the latest information and impartial advice to help young people with their important choices. [News \(servicesforyoungpeople.org\) https://www.servicesforyoungpeople.org/about-services-for-young-people/news/exam-results-support-2023/](https://www.servicesforyoungpeople.org/about-services-for-young-people/news/exam-results-support-2023/)

Statement on Reinforced Autoclaved Aerated Concrete (RAAC) in Hertfordshire schools Hertfordshire County Council is not aware of any Hertfordshire schools needing to close as a result of the direction from the Department for Education (DfE) on managing Reinforced Autoclaved Aerated Concrete (RAAC) in schools.

Between 2020 and 2021, we carried out surveys on 279 local authority maintained schools that had buildings constructed during the risk period identified by the DfE. This identified three schools that needed remediation works, and those works were completed in 2022.

While we have no reason to believe that any other school buildings contain RAAC, as a precaution we will now also be carrying out surveys on a further 95 lower risk schools.

We are encouraging parents to contact their school directly if they have any concerns.

Salt Bags and Winter Self Help scheme for this year is now open and will run until the 31st of October 2023.

Please forward any request you might receive, from Residents and community groups (to be approved by County Member), to the

winterselfhelp@hertfordshire.gov.uk

“Resident associations, resident groups (with a constitution or agreed terms of reference) and community groups can request between 1 – 34 x 20kg bags of salt per group to grit the public highway in their area”.

Hertfordshire County Council to increase payments to sponsors of Ukrainian guests

Following the Russian invasion of Ukraine in 2022, over a thousand Hertfordshire residents stepped forward to join the national Homes for Ukraine Scheme, welcoming Ukrainian guests into their own homes.

As the war continues and the financial pressures of day to day living remain, some hosts have been unable to continue on the scheme and the county council is seeking new sponsors who may have a spare room or vacant property able to accommodate a guest.

In addition to the thank you payments of £350 per month¹ Hertfordshire County Council has today announced enhancements to sponsor payments to encourage more applications from potential hosts while also recognising the tremendous ongoing good will of existing hosts.

From September, a host new to the Homes for Ukraine scheme in Hertfordshire will receive²:

- The monthly ‘thank you’ payment (£350 per month)
- An additional £50 per person for each Ukrainian guest, up to £200 per month
- Between October and March each year, an additional £50 per person for each Ukrainian guest up to £200.

The enhancement to sponsor payments would see a new host with three Ukrainian guests receive £500 per month, with payment increasing over the winter months to £650 per month

District Councillor Report – Cllr Angus Parsad-Wyatt
Sawbridgeworth Town Council – September 2023

Due to the schedule of meetings, there has not been either a Full Council or Standards Committee meeting since my last update. However, member briefings and training sessions continue periodically.

Locally, I have been working with my ward colleagues (Cllrs E & R Buckmaster) on issues raised by residents, including on trying to get further clarity around funding for the gym and swimming pool at Leventhorpe.

Although part of my role as a Town Councillor, the ongoing consultation around the Town Action Plan will likely provide useful info for shaping how we work as District Councillors and with officers at both the District and County Council.

Upcoming meetings

- Full Council: The next East Herts Full Council meeting is on Wednesday 18th October.
- Committee – Standards: The next Standards Committee meeting is on Tuesday 23rd January.

Eco representative report for Full Council meeting – 25 September 2023 (as of 17 September 2023)

Tidy Up Sawbridgeworth – Saturday 19 August

- The summer litter pick collected 22 bags of rubbish
- Thanks to all pickers and to Cllr Salvatore Pagdades for organising the session
- Laybys on the way to Spellbrook are proving to be particularly nasty in terms of debris.

HCC/Sustainable Sawbridgeworth meeting on air quality – 6 September 2023

- Smarter Travel representatives, who are working on EHDC's Breathe Clean campaign, presented their activities so far – these include working with schools such as High Wych Primary School where pupils produced an anti-engine idling video
- Sustainable Sawbridgeworth offered further ideas for campaigning, including use of data showing health impacts of air pollution and the potential cost savings of having cleaner air in Hertfordshire
- Smarter Travel will contact Cllr Greg Rattey as business champion to help them work with local businesses to promote sustainable journeys in the workplace
- HCC and EDHC will have a stall at the Town Walk to further promote their clean air campaigns.



Sustainable Sawbridgeworth update

- A successful No-Dig stall run by group member Shona Password attracted a lot of attention at this year's Sawbridgeworth Gardens & Allotment Show on 2 September
- Meeting on 7 September covered group structure, insurance renewal, influencing, website, recent group activities (air quality, thermal imaging camera, Repair Café, Tidy Up Sawbridgeworth) and options for a COP 28-related event in January 2024.

COMING UP

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

Repair Cafe – Saturday 30 September 2pm to 5pm

Sustainable Sawbridgeworth/HCC air quality meeting – 19 October

Sustainable Sawbridgeworth meeting – 2 November

Tidy Up Sawbridgeworth – Saturday 4 November

Cllr Annelise Furnace

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Committee members
From: Christopher Hunt
Subject: Full Town Council Report for September 2023
Date: 18th September 2023

Update

- The Clerk updated members on the Town Council's Annual Governance and Accountability Return had been examined by the external auditors, PKF Littlejohn and were approved with no comments or recommendations.
- A meeting had been attended by the Clerk with the other East Herts Clerks and the Chief Executive Richard Cassidy. An area wide meeting for councillors and clerks is being planned pre-Christmas to share best practice and introduce key stakeholders working across agencies on projects in our areas.
- The Clerk would like it noted regarding the dedication of driver, Graham Langley, who has covered another driver's long term sick period and volunteered to assist staff for the 'Fun on the Field' event.
- All scaffolding has now been removed which was obscuring the CCTV at Knight Street albeit an incident was being investigated by the police and these cameras even covered helped identify a person involved and subsequently dealt with to resolve an initial report of theft.
- JUBILEE GARDENS WORKING PARTY
- Jubilee Gardens two designers had resigned from the company who were appointed to complete the design. A third designer had now been assigned and an initial meeting has taken place for a final concept design to be developed by the end of September.

Appendix F



SAWBRIDGEWORTH TOWN COUNCIL

STANDING ORDERS

To be reviewed 2026

**Reviewed 11th September 2023
Agenda Item 23/21**

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings •
Committee meetings •
Sub-committee meetings •

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 - and the meeting shall be closed. The business on the agenda for the meeting
 - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours unless fifteen minutes prior to the 2.5 hours it is agreed via majority vote to proceed beyond this time limitation.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting

of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- i. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;

- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 4 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **3** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **1** clear day before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings •
 Committee meetings •
 Sub-committee meetings •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the (name of committee) held on [date] in respect of (matter raised) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. they may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council Monitoring Officer.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR the planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement

exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR the Appointments and Appraisals committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Appointments and Appraisals committee or, if they are not available, the vice-chairman (if there is one) of the Appointments and Appraisals committee of absence occasioned by illness or other reason and that person shall report such absence to the Appointments and Appraisals committee at its next meeting.
- c The chair of the Appointments and Appraisals committee or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Appointments and Appraisals committee or in their absence, the vice-chair of the Appointments and Appraisals committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Appointments and Appraisals committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed*

£25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised

by a resolution.

- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Appendix G

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Committee members
From: Christopher Hunt
Subject: Budget Variances for September 2023
Date: 19th September 2023

Update

Location	Spend	Budgeted	% YTD
IT Support	7768	9000	86%
Website Dev	738	1000	73%
Contingency	1813	2500	72%
Election Expenses	9572	8870	107%
Mayors Allowance	1352	1500	90%
Maintenance	2141	2080	107%
Southbrook Water	2554	250	1021%
Rangers Tools	933	1000	93%
CCTV	2102	2500	84%
CCTV Extension	4704	5500	85%
Fun on the Field Publicity	125	100	125%
Tax Ins GL61	1809	1500	120%
Tax Ins Ranger 2 veh	1361	1000	136%
Veh Maintenance Ranger 2 veh	1750	1500	116%

Commentary

Contingency has the new CCTV post included, this I will place under *CCTV extension* to reflect the expenditure to the correct location being £1500

Maintenance is high due to an alarm issue as the telephone landline was closed and VOIP implemented, the alarm needed enhancing and signal faults were met during upgrade.







Southbrook Water, reported on at the finance meeting, back dated bill for over a year as the water meter is inside the locked allotment area, further examination it appears there is a water leak and this is being rectified. Also, during Clerks inspection several hosepipes were found and holders have now been reminded that using hosepipes is a breach of tenancy agreement.

Veh Maintenance Ranger 2 veh, has had routine repairs, now appears to be in good order after wear and tear items replaced.

Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/07/2023	2270	309.12		309.12		R 	Petty Cash
01/08/2023	7776	377.86		377.86		R 	Ricoh UK Limited
01/08/2023	7777	226.78		226.78		R 	John Miles & Son Tyre & Exhaust
01/08/2023	7778	139.10		139.10		R 	East Herts District Council
01/08/2023	7779	1,320.00		1,320.00		R 	HGC Accountancy Services Limit
01/08/2023	7780	398.64		398.64		R 	The Anglia Sign Casting Compan
01/08/2023	7781	177.14		177.14		R 	Huws Gray Ltd
01/08/2023	7782	60.56		60.56		R 	Southern Electric
01/08/2023	7783	330.00		330.00		R 	Froom & Co Limited
01/08/2023	7784	72.00		72.00		R 	Rubber Cheese Limited
01/08/2023	7785	210.00		210.00		R 	Design Chambers Limited
01/08/2023	7786	47.09		47.09		R 	Ernest Doe & Sons Ltd
01/08/2023	7787	135.00		135.00		R 	Dale, Lisa
01/08/2023	7788	229.81		229.81		R 	Airdrome Cars Ltd
01/08/2023	7789	700.00		700.00		R 	Tree Surgery Landscaping Contr
01/08/2023	7790	321.83		321.83		R 	Rheidol Rosettes
01/08/2023	7791	300.00		300.00		R 	Pear Technology Services Limit
01/08/2023	7792	780.00		780.00		R 	Citation Limited
01/08/2023	7793	190.80		190.80		R 	Breeze Office Solutions
01/08/2023	7789CORR	-700.00		-700.00		R 	Tree Surgery Landscaping Contr
01/08/2023	7789	700.00		700.00		R 	Tree Surgery Landscaping Contr
01/08/2023	DD1	646.00		646.00		R 	EDF Energy
02/08/2023	Direct		414.16	414.16		R 	Receipt(s) Banked
02/08/2023	DD1	42.00		42.00		R 	WESTWOOD PARK FARM LTD
03/08/2023	500374		483.55	483.55		R 	Receipt(s) Banked
03/08/2023	Direct		600.00	600.00		R 	Receipt(s) Banked
04/08/2023	7807	245.87		245.87		R 	Arthur J Gallagher Insurance
04/08/2023	Direct		30.00	30.00		R 	Receipt(s) Banked
04/08/2023	Direct		30.00	30.00		R 	Receipt(s) Banked
04/08/2023	Direct		45.00	45.00		R 	Receipt(s) Banked
04/08/2023	CANCELLED		30.00	30.00		R 	Receipt(s) Banked
04/08/2023	CANCELLED		-30.00	-30.00		R 	Receipt(s) Banked
07/08/2023	dd3	223.46		223.46		R 	The Fuelcard Company
07/08/2023	Direct		40.20	40.20		R 	Receipt(s) Banked
07/08/2023	Direct		20.10	20.10		R 	Receipt(s) Banked
08/08/2023	Direct		70.00	70.00		R 	Receipt(s) Banked
09/08/2023	DD1	42.00		42.00		R 	WESTWOOD PARK FARM LTD
11/08/2023	dd4	424.21		424.21		R 	Everflow Water
11/08/2023	Direct		6,356.58	6,356.58		R 	Receipt(s) Banked
14/08/2023	DD	167.82		167.82		R 	The Fuelcard Company
14/08/2023	dd3	132.00		132.00		R 	Techwyse
15/08/2023	DD	30.00		30.00		R 	SDH Window Cleaning
15/08/2023	DD1	904.00		904.00		R 	East Herts District Council
15/08/2023	DD2	57.60		57.60		R 	Affinity One Security Solution
15/08/2023	7794					R 	Carter, Laura
15/08/2023	7795					R 	Sargant, Joanne
15/08/2023	7796					R 	Parrish, Stephen
15/08/2023	7797					R 	Dale, Lisa

Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/08/2023	7798					R 	Jones, John
15/08/2023	7799					R 	Derrick, Viv
15/08/2023	7800					R 	Hunt, Christopher
15/08/2023	7801					R 	Robinson, Adrian
15/08/2023	7802					R 	Crank, Darren
15/08/2023	7803					R 	Langley, Graham
16/08/2023	7770	5,524.35		5,524.35		R 	HMRC
16/08/2023	7771	2,701.35		2,701.35		R 	Herts County Council
16/08/2023	7772	448.05		448.05		R 	NEST
16/08/2023	DD2	42.00		42.00		R 	WESTWOOD PARK FARM LTD
17/08/2023	500375		1,325.00	1,325.00		R 	Receipt(s) Banked
17/08/2023	Direct		3,890.00	3,890.00		R 	Receipt(s) Banked
17/08/2023	Direct		30.00	30.00		R 	Receipt(s) Banked
17/08/2023	500376		135.00	135.00		R 	Receipt(s) Banked
17/08/2023	Direct		30.00	30.00		R 	Receipt(s) Banked
17/08/2023	Direct		30.00	30.00		R 	Receipt(s) Banked
18/08/2023	DD	20.55		20.55		R 	Lloyds Bank plc
21/08/2023	DD2	306.58		306.58		R 	The Fuelcard Company
21/08/2023	dIRECT		45.00	45.00		R 	Receipt(s) Banked
23/08/2023	DD5	53.17		53.17		R 	Engie Gas
23/08/2023	DD3	42.00		42.00		R 	WESTWOOD PARK FARM LTD
23/08/2023	Direct		30.00	30.00		R 	Receipt(s) Banked
23/08/2023	Direct		30.00	30.00		R 	Receipt(s) Banked
24/08/2023	BCARD1	21.53		21.53		R 	Metalines
24/08/2023	BCARD2	22.50		22.50		R 	Amazon.co.uk
24/08/2023	BCARD3	54.89		54.89		R 	Triton Media Limited
24/08/2023	BCARD4	18.99		18.99		R 	Amazon Services Europe
24/08/2023	BCARD5	12.49		12.49		R 	Goods Wholesale Limited
24/08/2023	BCARD6	58.17		58.17		R 	Amazon.co.uk
24/08/2023	BCARD7	21.00		21.00		R 	Amazon Services Europe
24/08/2023	BCARD8	4.50		4.50		R 	Amazon.co.uk
24/08/2023	BCARD9	9.96		9.96		R 	Amazon Services Europe
24/08/2023	BCARD10	21.70		21.70		R 	Amazon Services Europe
24/08/2023	BCARD11	71.45		71.45		R 	Amazon.co.uk
24/08/2023	BCARD12	25.80		25.80		R 	Stapleoffice Ltd
24/08/2023	BCARD13	9.49		9.49		R 	Galaxy Wholesalers Limited
24/08/2023	BCARD14	26.09		26.09		R 	The Co-operative Food
24/08/2023	BCARD15	7.93		7.93		R 	Go Cable Ties Limited
24/08/2023	BCARD16	12.99		12.99		R 	Tanki Limited
24/08/2023	BCARD17	38.32		38.32		R 	TFH Gazebos
24/08/2023	BCARD18	20.14		20.14		R 	Amazon Services Europe
24/08/2023	BCARD19	43.00		43.00		R 	Harlow Playhouse
24/08/2023	BCARD20	14.00		14.00		R 	Hertford Town Council
24/08/2023	Direct		45.00	45.00		R 	Receipt(s) Banked
25/08/2023	Direct		30.00	30.00		R 	Receipt(s) Banked
29/08/2023	DD6	207.06		207.06		R 	Citation Limited
29/08/2023	DD7	387.48		387.48		R 	The Fuelcard Company
29/08/2023	DIRECT	120.00		120.00		R 	A Errington Neilson

Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/08/2023	DD	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
31/08/2023	DD8	259.98		259.98		R <input type="checkbox"/>	Onecom Limited
31/08/2023	DD10	785.60		785.60		R <input type="checkbox"/>	Techwyse
		<u>35,365.79</u>	<u>13,709.59</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

	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							
4003 Sargent J							
4004 Parrish S							
4005 Dale L							
4008 Jones J							
4011 V Derrick							
4013 Crank D							
4015 C Hunt							
4016 A Robinson							
4018 Langley G							
4029 Salary Recharge							
4035 NIC							
4040 Pension							
Staff :- Indirect Expenditure	68,128	221,845	153,717	0	153,717	30.7%	0
Net Expenditure	(68,128)	(221,845)	(153,717)				
<u>200 General Administration</u>							
1076 Precept	214,662	429,324	214,662			50.0%	
1090 Interest Received	2,195	750	(1,445)			292.7%	
1999 Miscellaneous Income	127	0	(127)			0.0%	
General Administration :- Income	216,984	430,074	213,090			50.5%	0
4005 Dale L	1,771	0	(1,771)		(1,771)	0.0%	
4070 Subscriptions	1,969	2,495	526		526	78.9%	
4075 IT Support	7,768	9,000	1,232		1,232	86.3%	
4080 Training (Members)	219	1,200	981		981	18.3%	
4081 Travel Expenses	221	500	279		279	44.2%	
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	1,188	2,500	1,312		1,312	47.5%	
4105 Postage	237	900	663		663	26.3%	
4110 Stationery	536	750	214		214	71.5%	
4115 Insurance	246	7,554	7,308		7,308	3.3%	
4120 Bank Charges	99	600	501		501	16.5%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	359	1,500	1,141		1,141	23.9%	
4135 Office Care	1,135	2,500	1,365		1,365	45.4%	

Detailed Income & Expenditure by Budget Heading 01/10/2023

Month No: 5

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	30	3,000	2,970		2,970	1.0%	
4180 Accountancy Services	(88)	1,700	1,788		1,788	(5.1%)	
4185 Audit	(950)	2,500	3,450		3,450	(38.0%)	
4190 Professional Fees	737	3,000	2,263		2,263	24.6%	
4195 Tourism	284	500	216		216	56.9%	
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%	
4990 Contingency	1,813	2,500	687		687	72.5%	
4999 Miscellaneous Costs	100	0	(100)		(100)	0.0%	
General Administration :- Indirect Expenditure	19,795	52,199	32,404	0	32,404	37.9%	0
Net Income over Expenditure	197,189	377,875	180,686				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	0	5,000	5,000			0.0%	
Democratic Services :- Income	0	5,000	5,000			0.0%	0
4310 Election Expenses	9,572	8,870	(702)		(702)	107.9%	3,850
4315 Mayor's Allowance	1,352	1,500	148		148	90.1%	
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	11,697	17,870	6,173	0	6,173	65.5%	3,850
Net Income over Expenditure	(11,697)	(12,870)	(1,173)				
6000 plus Transfer from EMR	3,850						
Movement to/(from) Gen Reserve	(7,847)						
<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	0	2,500	2,500		2,500	0.0%	
Grants :- Indirect Expenditure	91	4,825	4,734	0	4,734	1.9%	0
Net Expenditure	(91)	(4,825)	(4,734)				
<u>300 Civic Centre</u>							
1400 Rental Income	280	500	220			56.0%	
Civic Centre :- Income	280	500	220			56.0%	0

Detailed Income & Expenditure by Budget Heading 01/10/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	7,535	0	(7,535)		(7,535)	0.0%	
4405 Rates	4,518	9,500	4,982		4,982	47.6%	
4410 Heat & Light	2,173	5,000	2,827		2,827	43.5%	
4415 Water	101	600	499		499	16.8%	
4420 Maintenance	2,141	2,080	(61)		(61)	102.9%	
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	16,645	26,220	9,575	0	9,575	63.5%	0
Net Income over Expenditure	(16,365)	(25,720)	(9,355)				
<u>310 Police Suite</u>							
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)				
<u>320 Hailey Centre</u>							
4420 Maintenance	500	2,080	1,580		1,580	24.0%	
Hailey Centre :- Indirect Expenditure	500	2,080	1,580	0	1,580	24.0%	0
Net Expenditure	(500)	(2,080)	(1,580)				
<u>330 Other Rented Accommodation</u>							
4400 Rent	1,215	3,150	1,935		1,935	38.6%	
4420 Maintenance	438	0	(438)		(438)	0.0%	
Other Rented Accommodation :- Indirect Expenditure	1,653	3,150	1,497	0	1,497	52.5%	0
Net Expenditure	(1,653)	(3,150)	(1,497)				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	14	750	736			1.8%	
1510 Allotment Water Income	3	200	198			1.3%	
Bullfield Allotments :- Income	16	950	934			1.7%	0
4415 Water	347	500	153		153	69.5%	
4420 Maintenance	50	1,500	1,450		1,450	3.3%	
Bullfield Allotments :- Indirect Expenditure	397	2,000	1,603	0	1,603	19.9%	0
Net Income over Expenditure	(381)	(1,050)	(669)				

	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	16	120	104			13.5%	
1510 Allotment Water Income	3	30	28			8.3%	
Bellmead Allotments :- Income	19	150	131			12.5%	0
4415 Water	37	50	13		13	74.6%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	37	300	263	0	263	12.4%	0
Net Income over Expenditure	(19)	(150)	(131)				
420 Vantorts Allotments							
1500 Allotment Rent Income	0	125	125			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	0	150	150			0.0%	0
4415 Water	30	100	70		70	29.8%	
4420 Maintenance	0	750	750		750	0.0%	
Vantorts Allotments :- Indirect Expenditure	30	850	820	0	820	3.5%	0
Net Income over Expenditure	(30)	(700)	(670)				
430 Southbrook Allotments							
1500 Allotment Rent Income	35	1,000	965			3.5%	
1510 Allotment Water Income	8	175	168			4.3%	
Southbrook Allotments :- Income	43	1,175	1,132			3.6%	0
4415 Water	2,554	250	(2,304)		(2,304)	1021.5%	
4420 Maintenance	240	1,000	760		760	24.0%	
Southbrook Allotments :- Indirect Expenditure	2,794	1,250	(1,544)	0	(1,544)	223.5%	0
Net Income over Expenditure	(2,751)	(75)	2,676				
440 Cemetery							
1550 Burial Fees	14,200	25,000	10,800			56.8%	
1560 Memorial Fees	610	1,485	875			41.1%	
1570 Grave Digging Income	1,160	1,200	40			96.7%	
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	18,357	33,823	15,466			54.3%	0

Detailed Income & Expenditure by Budget Heading 01/10/2023

Month No: 5

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	4,626	14,013	9,387		9,387	33.0%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	45	150	105		105	29.8%	
4420 Maintenance	550	5,000	4,450		4,450	11.0%	
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	1,100	3,300	2,200		2,200	33.3%	
4525 Grave Digging Costs	560	0	(560)		(560)	0.0%	
4530 Trees	272	360	89		89	75.4%	
4531 Benches	1,256	1,860	604		604	67.5%	
4532 Plaques	264	125	(139)		(139)	211.1%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	13,367	31,308	17,941	0	17,941	42.7%	4,695
Net Income over Expenditure	4,991	2,515	(2,476)				
6000 plus Transfer from EMR	4,695						
Movement to/(from) Gen Reserve	9,686						
<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	0	5,000	5,000		5,000	0.0%	
Playground :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
<u>460 Rivers Heritage Site & Orchard</u>							
4700 RHSOG	0	2,600	2,600		2,600	0.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	0	2,600	2,600	0	2,600	0.0%	0
Net Expenditure	0	(2,600)	(2,600)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Groundsman							
1600 SYPRC Income	500	0	(500)			0.0%	
1603 Public Toilet Income	301	1,000	699			30.1%	
Groundsman :- Income	801	1,000	199			80.1%	0
4029 Salary Recharge	13,112	34,274	21,162		21,162	38.3%	
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	813	1,500	687		687	54.2%	
4620 Ranger's Tools	933	1,000	67		67	93.3%	
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	4,704	5,500	796		796	85.5%	
Groundsman :- Indirect Expenditure	22,029	64,774	42,745	0	42,745	34.0%	0
Net Income over Expenditure	(21,228)	(63,774)	(42,546)				
600 Fun on the Field							
1670 Event Income	595	1,000	405			59.5%	
Fun on the Field :- Income	595	1,000	405			59.5%	0
4029 Salary Recharge	0	900	900		900	0.0%	
4045 Subcontracted Labour	0	500	500		500	0.0%	
4670 Event Costs	449	1,000	551		551	44.9%	
4675 Publicity	125	100	(25)		(25)	125.0%	
Fun on the Field :- Indirect Expenditure	574	2,500	1,926	0	1,926	23.0%	0
Net Income over Expenditure	21	(1,500)	(1,521)				
610 Events General							
4670 Event Costs	552	1,000	448		448	55.2%	
4675 Publicity	0	500	500		500	0.0%	
Events General :- Indirect Expenditure	552	1,500	948	0	948	36.8%	0
Net Expenditure	(552)	(1,500)	(948)				
620 Christmas Festival							
1670 Event Income	0	400	400			0.0%	
Christmas Festival :- Income	0	400	400			0.0%	0
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	0	15,000	15,000		15,000	0.0%	
4690 Competitions	0	600	600		600	0.0%	
Christmas Festival :- Indirect Expenditure	450	18,450	18,000	0	18,000	2.4%	0
Net Income over Expenditure	(450)	(18,050)	(17,600)				
630 Markets							
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				
640 Projects							
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Town Green	0	10,000	10,000		10,000	0.0%	
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	150	14,450	14,300	0	14,300	1.0%	0
Net Expenditure	(150)	(14,450)	(14,300)				
660 Town Selfie Walk							
4029 Salary Recharge	0	500	500		500	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	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				
700 Sawbobus							
1150 Grants Received	1,000	6,000	5,000			16.7%	
1151 STC Subsidy	0	15,000	15,000			0.0%	
1800 Fares	2,930	10,000	7,070			29.3%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1820 Fuel Rebate	698	1,200	502			58.2%	
1830 Sponsorship	2,000	5,000	3,000			40.0%	
Sawbobus :- Income	6,629	37,200	30,571			17.8%	0
4029 Salary Recharge	9,255	19,576	10,321		10,321	47.3%	
4045 Subcontracted Labour	405	2,000	1,595		1,595	20.3%	
4800 Fuel	3,219	9,250	6,031		6,031	34.8%	
4805 Vehicle Maintenance	957	2,600	1,643		1,643	36.8%	
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	15,645	46,426	30,781	0	30,781	33.7%	0
Net Income over Expenditure	(9,016)	(9,226)	(210)				
800 Heffer GL61							
1850 Vehicle Hire Income	150	1,000	850			15.0%	
Heffer GL61 :- Income	150	1,000	850			15.0%	0
4800 Fuel	111	900	789		789	12.4%	
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	2,161	3,600	1,439	0	1,439	60.0%	0
Net Income over Expenditure	(2,011)	(2,600)	(589)				
810 Rangers Truck FT63							
4800 Fuel	565	2,000	1,435		1,435	28.2%	
4805 Vehicle Maintenance	643	1,500	857		857	42.8%	
4810 Vehicle Tax & Insurance	1,085	1,500	415		415	72.3%	
Rangers Truck FT63 :- Indirect Expenditure	2,292	5,000	2,708	0	2,708	45.8%	0
Net Expenditure	(2,292)	(5,000)	(2,708)				
820 Rangers Truck #2							
4800 Fuel	441	1,200	759		759	36.8%	
4805 Vehicle Maintenance	1,750	1,500	(250)		(250)	116.6%	
4810 Vehicle Tax & Insurance	1,361	1,000	(361)		(361)	136.1%	
Rangers Truck #2 :- Indirect Expenditure	3,552	3,700	148	0	148	96.0%	0
Net Expenditure	(3,552)	(3,700)	(148)				

	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	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Grand Totals:- Income	243,873	519,922	276,049			46.9%	
Expenditure	182,538	547,647	365,109	0	365,109	33.3%	
Net Income over Expenditure	<u>61,335</u>	<u>(27,725)</u>	<u>(89,060)</u>				
plus Transfer from EMR	8,545						
Movement to/(from) Gen Reserve	<u>69,880</u>						