

SAWBRIDGEWORTH TOWN COUNCIL

ANNUAL MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 22 May 2017**.

Those present

Cllr Sotirios Adamopoulos	Cllr John Burmicz
Cllr Angela Alder	Cllr Pat Coysten
Cllr Roger Beeching	Cllr Don Hall
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle

In attendance:

5 members of the public	Lisa Dale – Admin Officer
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager

Welcome by the Mayor, who congratulated Cllr Adamopoulos on the birth of his son. Prayers were then read by Cllr Royle

17/01 ELECTION OF TOWN MAYOR

Resolved: To elect Cllr Ruth Buckmaster as Town Mayor for the civic year 2017/18
[Prop Cllr Alder; Secd Cllr Riches]

17/02 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr R Buckmaster signed the Declaration of Acceptance of Office and took the chair.
Town Mayor's Address was given at item 17/11.

17/03 APOLOGIES FOR ABSENCE

To receive any apologies for absence. There were none.
Cllr Shaw was absent.

17/04 THE RETIRING MAYOR

To receive an address from the retiring Mayor, Cllr David Royle.

First of all, can I congratulate Cllr. Ruth Buckmaster on being elected and hope that she enjoys her year as much as I have done. She knows that she has my full support and I'm looking forward to working with her, for example on school links, subject to what we decide later about Champions for the new Council year. I think it's very important that we maintain and develop these links as schools will provide our future councillors, mayors and community leaders. Further, we should seek to involve them more in key events and activities like the Civic/Community Awards, the Annual Town Meeting and the monitoring and updating of the Town Action Plan. We need to show that we are listening to our youngest citizens. With the new mayor's agreement, I am still arranging an art competition during the summer term for Reedings, Spellbrook, Mandeville and Fawbert and Bernard, based on the theme of journeys to school. This links neatly to the schools' existing sustainable journeys activities.

I would like to thank those members who have supported me and my fund-raising events over the past year, Council Officers and staff for their support and helping to organise my fund-raising events. I would also like to thank our PCSO's and PC for all their work for the town and enthusiastic support for school activities.

When I was elected mayor, Cllr Eric Buckmaster told me that it was a privilege and that I would enjoy it. He was right on both counts. I've especially enjoyed working with our excellent local schools, getting to know the ones I was less familiar with, attending assemblies and school events, reinstating the town school council and hosting individual schools here in the Council chamber for briefings about what we do and their own school council meetings. The gavel, toilet and water cooler plus the Mayor's chair were particularly popular! Question and Answer sessions have been very instructive; the pupils are very mature for their age and have views on the town that are worth listening to and acting on.

It has also been a privilege to get to know the town better despite living here for 40 years and to meet some of the excellent and dedicated people who run our community organisations and businesses.

I've also enjoyed working with St Elizabeth's and in particular with Kat Pulford, who is a one-woman fund-raising team! We may not have hit our target of £5,000 for a side-by-side bicycle but we managed to raise almost £4,000. More importantly perhaps, we were able to raise awareness of the Centre and establish some links with schools, for example Reedings and Spellbrook. Reedings school council visited the Centre and hopefully have established a longer-term relationship. I'm also grateful to Peyman at Tudor House for agreeing to host a St Elizabeth's exhibition and sale over the May Fayre weekend. This will lead to future joint events and to stocking items made by St Elizabeth's residents.

Just for completeness, the last few events I attended were as follows: ATC meeting and briefing and introduction to their new flight simulator; Ash Valley Quilters' exhibition at the Memorial Hall; Mayor of Ware's garden party; the Hertford Mayor making ceremony last Thursday and the civic service yesterday; and the town school council meeting this morning to discuss the Baker's Walk community art project.

The Mayor presented Cllr Royle with a Past Mayor's medal.

17/05 DECLARATIONS OF PECUNIARY INTEREST

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

17/06 ELECTION OF DEPUTY TOWN MAYOR

A request had been made under Standing Order 9 that voting on this item be by signed ballot. An objection was made to signing the ballot papers and it was agreed that papers would remain unsigned.

Nominations were received for:

- Cllr Alder [*Prop Cllr Burmicz; Secd Cllr Royle*] and
- Cllr Riches [*Prop Cllr Hall; Secd Cllr Adamopoulos*]

Of the 10 ballot papers issued, 4 votes were made in favour of each nominee and 2 papers were spoiled.

Resolved: That on the casting vote of the Mayor, Cllr Alder be elected as Deputy Town Mayor for the civic year 2017/18

17/07 PUBLIC FORUM

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

17/08 MINUTES

Resolved: With one change in the sense of item 16/190, to approve as a correct record the minutes of the Council Meeting held on 24 April 2017 (M12)
[Prop Cllr E Buckmaster; Secd Cllr Alder]

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

17/09 PLANNING COMMITTEE

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

- 24 April 2017 (P19)
- 15 May 2017 (P20)

17/10 COUNCILLOR VACANCY

Noted: That due to the disqualification of William Mortimer under section s85(1) LGA (1972) there is a vacancy on the town council. Notices of the vacancy have been published and local electors have until 30 May 2017 to request an election. If no election is requested then the town council may co-opt to fill the vacancy.

17/11 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications

First of all I'd like to thank our outgoing mayor David Royle for his successful year and the great work he has done with our local schools, and I hope that he will continue to do so. I hope your wife Terry enjoyed the year. I know she can't be here this evening but would you accept these flowers on her behalf.

I'd like to thank my fellow councillors for this opportunity to serve the town as mayor. I'm looking forward to working with residents, members and staff during the civic year and at our many events.

My emphasis during the year will be through working with the young families of Sawbridgeworth because I feel that is with them that we need to build the future. To this end my charities will be the High Wych pre-school nursery based in Bullfields, and the Make Lunch charity. It is a national initiative and ours takes place at the Congregational church.

The events I expect to hold will be a quiz night, a pamper evening, and possibly a movie night. I shall also of course hold a civic dinner. My first event will be the civic service which will be on 9th July.

Finally while I'm on my feet I'd like to give a plug for a concert at St James Church High Wych, on 9th June at 7:30. Beverley Jane and

John Sharples will be singing classics from 50s and 60s. Details are also in our reception.

Again many thanks and I look forward to working with you all.

REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster
 - First of all I'd like to thank Councillor Beeching for his hard work during eight years on the County Council, and I'm sure I'll be seeking his opinion on local matters from time to time.
 - The County Division now includes the parishes Sawbridgeworth, Wareside, Widford, High Wych and Allens Green, Stanstead Abbots, Hunsdon, and Gilston and Eastwick.
 - On County I have asked to be on committees that enable me to have a crossover with District so my expectation is that I shall be on the Adult Care Services Panel, and Health Scrutiny following the annual meeting tomorrow. My ambition is to focus on the prevention of ill health in residents so there will be joint meetings between officers and Executive members of County and District to ensure we have a coordinated approach.
 - During June I'll have the opportunity to attend induction awareness sessions for all of the County panels. I have arranged meetings this week with the interim highways officers and footpaths officers allocated to me to discuss residents' concerns across the division. I'll include general items of interest in future reports. I am waiting to have a permanent highways officer allocated, hopefully soon. I am also arranging a meeting with PC Shelley Marshall to sense check any community safety issues there may be from a police perspective.
 - There is a new Hertfordshire Police App which people can use to get neighbourhood watch/OWL information or even to report a crime.
 - I have a highways locality budget. There are a number of projects already allocated by my predecessor Roger Beeching for this year so my budget will be used for projects the following year.
 - I also have a grants locality budget so I am happy to discuss projects or events in the community that may benefit from some funding. One I am considering would need pooled funding from a number of County Councillors to improve awareness and support for young carers.
- District Councillor A Alder
 - Congratulated Cllr E Buckmaster on being elected as our County Councillor
 - Will be attending her first scrutiny meeting tomorrow on Governance
 - Had met four heads of service
 - Announce that the new chair of STC had been chosen but the name has not yet been released
- District Councillor E Buckmaster
 - Health and Wellbeing. Grants. We'll have the second meeting of our grants review this week. Following that we'll start promoting grants again based on new policies

which we expect to be more closely aligned with our emerging health and wellbeing strategies, including encouraging more focus on social, physical, and mental health needs, and in wards of greater need.

- At last week's executive we considered the report from the task and finish group on sustainable transport. 15 recommendations were presented in the report which can be found on the East Herts website, ranging from potential charging systems to softer options to encourage behaviour change in encouraging people to walk or cycle, or car share. Also in making further provision for electric car charging points. Officers were tasked with looking further into funding requirements associated with some of these provisions. There was also a reference to the presentations held here with the Town Clerk and Annelise Furnace representing the great work done by our schools, officers and members in the Travel Challenge and recommending it be rolled out to other schools in the District.
- We provide some funding for Citizens Advice in East Herts and they provide us with feedback on usage. The two biggest areas of advice representing around 50% of what they do is around Benefits 37% and debt 14%. More women than men access their services. Sawbridgeworth had 143 clients in the year representing around 5% of the total. There are some wards in Bishops Stortford with much higher levels of usage.
 - *Clerk commented that the Citizens Advice Service was being reduced to the first Monday of the month from June due to lack of demand and a lack of volunteer counsellors.*
- Hertfordshire Police were not present
- Other Representatives
 - Cllr E Buckmaster presented the Stort Valley Partnership Agreement, and said that Herts and Middlesex Wildlife Trust were applying for support from the Heritage Lottery Fund. He sought approval from the Town Council for the mayor or the clerk to sign a Declaration of Intent to support the project.
[Prop Cllr Alder; Secd Cllr Royle]

17/13 TOWN CLERK'S REPORT

Received and Noted: The Town Clerk's report for the month of May 2017
[Attached as Appendix A]

Cllr Royle asked about progress on refurbishing the conveniences and asked what the three options were. Clerk reiterated the three options and said that he had been advised that the issue now had to be referred to Members at EHDC.

Cllr Riches asked if any new vehicles acquired would be environmentally friendly. Clerk responded that they would meet at least Euro6 standards if diesel powered.

Cllr Beeching asked about the employment of litter enforcement agents. Clerk said that EHDC had employed Kingdom Security to carry out the function, and asked that councillors relay any complaints from the public to the office.

Cllr Beeching asked about the barbed wire on FP21. Clerk said it had been removed. Members asked that in future a full description of which footpath was being referred to be given.

Cllr Alder said that interviews for a receptionist were being carried out on 30 May.

Clerk advised that STC had been awarded one SID (Speed Indicating Device) from the PCC Safety Fund. This would be erected by Herts Highways in the summer at a location to be agreed.

- 17/14 TOWN PROJECT MANAGER'S REPORT**
Received and Noted: The Town Project Manager's report for the month of May 2017
[Attached as Appendix B]
- 17/15 THE HAILEY CENTRE REPORT**
Received and Noted: The Hailey Centre Executive Committee Chairman's Report for 2016
[Attached as Appendix C]
- 17/16 YOUNG PEOPLE'S RECREATION CENTRE REPORT**
Received and Noted: The Sawbridgeworth Young People's Recreation Centre Chairman's Report for 2016
[Attached as Appendix D]
- 17/17 COMMITTEE STRUCTURE**
Resolved: To agree a Committee structure for the year 2017/18
[Prop Cllr E Buckmaster; Secd Cllr Beeching]
[Attached as Appendix E]
- 17/18 COMMITTEES**
Resolved: To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2017/18.
[Prop Cllr E Buckmaster; Secd Cllr Royle]
[Attached as Appendix F]
- 17/19 DELEGATION OF AUTHORITY**
Resolved: To agree the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee for the months of August and December.
[Prop Cllr Alder; Secd Cllr Burmicz]
- 17/20 CHAMPIONS**
Resolved: To appoint Members as Champions for areas of Council responsibility.
[Prop Cllr E Buckmaster; Secd Cllr Beeching]
[Attached as Appendix G]
- 17/21 REPRESENTATIVES**
Resolved: To appoint Members as representatives to serve on other organisations. In addition to those proposed in Draft:
- SYPRC – Cllr R Buckmaster & Cllr Royle
 - HAPTC – Cllr Alder

*[Prop Cllr E Buckmaster; Secd Cllr Royle]
[Attached as Appendix H]*

17/22 SUBSCRIPTIONS

Resolved: To make payment of Subscriptions for the year 2017/18
*[Prop Cllr Royle; Secd Cllr Burmicz]
[Attached as Appendix I]*

17/23 CALENDAR OF MEETINGS

Resolved: To approve the Calendar of Council and Committee meetings for the year to June 2018. With one amendment to dates, observing that working parties should commence earlier than 19:00 and noting a comment that STAP meetings should be more frequent and been given a reassurance that members of the public should be involved.
*[Prop Cllr E Buckmaster; Secd Cllr Alder]
[Attached as Appendix J]*

17/24 REPLACEMENT OF TOWN RANGER'S VEHICLE

Resolved: To approve the proposal to replace the Town Ranger's vehicle with a utility vehicle to be obtained on a 3-year contract hire agreement
[Prop Cllr Hall; Secd Cllr Burmicz]

17/25 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation. There were none

17/26 FINANCIAL REPORT

Noted: The current Financial Report

17/27 ACCOUNTS FOR PAYMENT

Noted and Agreed: Accounts for payment

Meeting closed at 20:55