

# SAWBRIDGEGWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL

### Minutes

of the Meeting of Sawbridgeworth Town Council held at the The Council Offices, 49-51 Bell Street, Sawbridgeworth at 7.30 pm on **Monday 25 June 2012**.

#### Those present

Cllr Barry Hodges  
Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Derek Filler  
Cllr Adam Lowe  
Cllr Peter Mitchell

Cllr Will Mortimer  
Cllr Brian Rochester  
Cllr Tom Reeks  
Cllr Joyce Vincent  
Cllr Andrew Wincott

#### In attendance:

County Cllr Roger Beeching  
PC Ray Larcombe – Herts Police  
R Bowran - Town Clerk

Eleanor Patmore – H&E Observer  
3 members of the public  
Mrs Jo Kenny – Admin Officer

Welcome by the Mayor, prayers were read by Cllr Reeks

#### 12/27 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Pat Coysten – hospital appointment.

#### 12/28 PUBLIC FORUM

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

**Mrs Jackie Barnard** said that she spoke in support of Norman Manion about the state of the carriageway in Millfields.

*Clerk responded that following the last council meeting he had met with the ADM of Herts Highways and tabled the situation for attention.*

**Mr Norman Manion** reported that there was a traffic pinch point at the south end of Millfields at the entrance to Saffron Gardens, and that his point hadn't been minuted.

*Clerk referred him to the minutes of the last meeting.*

**Mr Manion** further reported that seven ash trees had been cut down during the construction of the Barrett's site. The trees were protected and have destroyed several squirrel drays.

*Clerk responded that he would discuss the issue with the EHDC Trees Officer.*

#### 12/29 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members.

#### 12/30 MINUTES

**Resolved:** To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 28 May 2012 (M01) after amendments had been made. [*prop Cllr Buckmaster; secd Cllr Alder*]

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

- 12/31 PLANNING COMMITTEE**  
*Received and noted:* The minutes of the Planning Committee Meetings held on:
- 28 May 2012 (P01)
  - 11 June 2012 (P02)
- 12/32 FINANCE & POLICY COMMITTEE**  
*Received and noted:* The minutes of the Finance & Policy Committee Meeting held on:
- 11 June 2012 (F01)
- 12/33 ANNUAL ACCOUNTS AND ANNUAL RETURN 2011/12**
1. **Resolved:** To approve the Annual Accounts and Annual Return for 2011/12 [*prop Cllr Buckmaster; secd Cllr Filler*]
  2. **Resolved:** To sign the Certificate of Governance. [*prop Cllr Buckmaster; secd Cllr Wincott*]
  3. **Resolved:** To receive the report of the internal auditor and to report on any actions required. [*prop Cllr Alder; secd Cllr Lowe*]
- The Recommendations of the Finance and Policy Committee were contained in Minute F12/06 of their meeting dated 11 June 2012.
- 12/34 POLICY ON FLY POSTING**  
**Resolved:** To adopt as Council Policy, “6.12 : Policy on Fly Posting” as Recommended by the Finance and Policy Committee, Minute F12/09. [*prop Cllr Vincent; secd Cllr Mitchell*]
- 12/35 CODE OF CONDUCT**  
**Resolved:** To adopt a revised Code of Conduct as required by Finance Act 2011(s27) and as recommended by the Finance and Policy Committee, Minute F12/09 [*prop Cllr Lowe; secd Cllr Rochester*]
- 12/36 COMMUNICATIONS WORKING PARTY**  
**Resolved:** To confirm the Recommendation of the Finance and Policy Committee to establish a Communications Working party responsible to the F&P Committee to investigate and develop ways and means of establishing and improving on communications between bodies and parishioners in the town. Minute F12/09. [*prop Cllr Alder; secd Cllr Filler*]
- 12/37 MAYOR’S CORRESPONDENCE/COMMUNICATIONS**  
 To receive Mayor’s appointments and communications
- 02 June Cricket Club 150 year anniversary
  - 03 June Bishops Stortford Civic Service
  - 04 June Jubilee Proms at Leventhorpe School
  - 05 June Jubilee Beacon Lighting
  - 08 June Opening of Vantorts playground
  - 16 June Mayors Charity Dinner
  - 24 June Sawbridgeworth Civic Service
  - 28 June Daniel Robinson Jubilee party
  - 29 June Buntingford Civic Reception

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## REPRESENTATIVES REPORTS

To receive representatives reports from:

- **County Councillor Roger Beeching** reported:
  - Wanting feedback on proposals to sell advertising on roundabouts; HCC and Bucks CC providing £4.4m to enhanced Broadband; Herts "Falls Project" to treat 52,00 falls in the over 65 age group; Robert Gordon, leader of the council awarded a CBE; Herts waste partnership reached 2103 target of recycling 50 % of waste; register to vote in Police Commissioner elections; street lights to go out 12 midnight to 6am in certain streets but not in main roads or the town centre.
- **District Councillor Eric Buckmaster** reported:
  - Being on licencing and health engagement committees and being an alternate member of Development Control committee; also on community and environmental scrutiny committees.
- **District Councillor Will Mortimer** reported:
  - Being on the finance committee.
- **Hertfordshire Police PC Ray Larcombe** reported:
  - 18 crimes reported in the month. 3 thefts from motor vehicles, 2 stolen pedal cycles and 13 burglaries – persons are under arrest. On 7/8 July Cazfest and the Olympic Torch progression means that resources will be diverted to Bishops Stortford. Thanks to Cllr Filler for donating an all-terrain pedal cycle to the police.
- **Footpaths Officer Brian Rochester** reported:
  - Some damage at the Boardwalk and lots of footpath clearance to be done because of rapid grass growth at the moment.

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## CLERK'S REPORT

- **Farmer's Market** A market was held on Saturday 02 June. Seven regular stall holders did not attend out of our full complement of 30. This was also the last market supported by East Herts Council. It is time for a rethink and a re-launch in September.
- **Jubilee Event** The Jubilee event was held on Sunday 03 June in conjunction with Leventhorpe School. Despite the inclement weather and thanks to sterling efforts by Jo Kenny and Steve Parrish it went off as well as we could have hoped. There is enthusiasm for other events using this superb venue.
- **Fly Posting** Town Clerks from the five towns have undergone training in the processes needed now that there is an agreement from EHDC to proceed with this project. STC is now in position to remove fly posters.
- **Power of General Competence** As part of the Localism Act, Town Clerks have been trained in the use of the General Power of Competence. This will give the Council greater scope for action for the benefit of the community. The Clerk's submission is now being evaluated.
- **Maternity Leave** Laura Carter returned from Maternity Leave on 14 June and will be working with us on Thursdays and Fridays. Joanne Kenny is now on a full time contract but will work with Laura to cover first line reception and "help desk" duties.
- **Civic Centre** Work continues on the refurbishment and extension. The interior and the garden have been stripped and pile driving is scheduled for this week.
- **Bell Street car park** The proposal is confirmed and will commence in August. Meeting scheduled with the Parking Manager to agree details of publicity and monitoring
- **Minibuses** A series of accidents causing over £500 of damage will mean that the conditions of hire will have to change to make the hiring organisation financially responsible for damage to the vehicles.

- **CCTV** We still await planning consent for one of the pair of cameras from EHDC. The conservation officer continues to state her opposition to the camera proposed for The Square.
- **Security Cameras** Cameras recommended by Herts Police have been purchased and are waiting installation.
- **May Fayre 2012** The post event review with police was scheduled for 21 June, but has now been postponed.

**12/40 GENERAL POWER OF COMPETENCE**

Having met the criteria of Electoral Mandate and having endorsed the qualification of the Clerk, General Power of Competence, CiLCA 2012. Section 7,

**Resolved:** That the Council now adopts the General Power of Competence as prescribed in the Parish Councils (General Power of Competence)(Prescribed Condition) Order 2012.

**12/41 TOWN CIVIC CENTRE**

To report on the progress towards the creation of a Civic Centre for the benefit of the parishioners of Sawbridgeworth.

**12/42 DEPOSIT & CONSULTATION DOCUMENTS**

There were none tabled.

**12/43 FINANCIAL REPORT**

**Noted:** The current Financial Report

**12/44 ACCOUNTS FOR PAYMENT**

**Noted and approved:** Accounts for payment

Meeting was closed at 20:52

The next meeting of the Town Council will be held at 7.30 pm on Monday 30 July 2012 in the Council Offices at 49/51 Bell Street Sawbridgeworth