

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL

### Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 25 November 2019.**

#### Those present

Cllr Angela Alder	Cllr Craig Chester
Cllr Annelise Berendt Furnace	Cllr Peter Gray
Cllr Eric Buckmaster	Cllr Dinesh Patel
Cllr Ruth Buckmaster	Cllr Spencer Richards
Cllr John Burmicz	Cllr David Royle

In attendance:	3 members of the public
PS Mark Collins – Herts Police	Chris Carter – BS Independent
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager

The meeting of council was preceded at 7.00pm by a presentation to be given by Mr Bob Reed on Pishiobury Park as a Local Nature Reserve.

Welcome by the Town Mayor  
Prayers were said by Cllr Gray

#### 18/97 APOLOGIES FOR ABSENCE

Town Clerk advised that he had received that morning the resignation of Steven Jones, for personal reasons. Apologies for absence had been received from Cllr Coysten - unwell.

#### 18/98 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Interest by Members.

#### 18/99 PUBLIC FORUM

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

**Mrs Hazel Mead** thanked the council for the use of a minibus for the Nostalgia Day on 09 November.

**Mrs Hazel Mead** reported on a meeting held by the Sawbridgeworth History Group at the memorial Hall to discuss VE Day Anniversary celebrations in 2020. Suggestions were:

- A Ration Book challenge
- A display in the council chamber
- A street party in the Memorial Hall, with entertainment
- Bell ringing at 15:00
- Souvenirs for children
- Decibells entertainment in the evening

Next meeting on 22 January in SMH. Funding required but no indication yet of what costs might be.

**18/100 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Meeting of the Town Council held on 28 October 2019 (M05)  
*[prop Cllr Alder; secd Cllr R Buckmaster]*

There were no matters arising from these Minutes not dealt with elsewhere on this Agenda.

**18/101 PLANNING COMMITTEE**

**Received and noted:** The minutes of the Planning Committee Meeting held on:

- 28 October 2019 (P09)

**Received and noted:** The draft minutes of the Planning Committee Meeting held on:

- 11 November 2018 (P10)

**18/102 ECONOMIC DEVELOPMENT AND STAP COMMITTEE**

**Received and noted:** The notes relating to the Economic Development and STAP Committee Meeting scheduled for:

- 11 November 2019 (E03)

Cllr R Buckmaster asked that it be minuted that she had advised she would be late for the meeting and regretted that it had been declared inquorate before she had arrived.

*Clerk responded that there had subsequently been a discussion with those present which was agreed to have been useful.*

**18/103 FINANCE & POLICY COMMITTEE**

**Received and noted:** The draft minutes of the Finance and Policy Committee Meeting held on:

- 18 November 2019 (F03)

**18/104 COMMITTEE APPOINTMENTS**

**Resolved:** To appoint Craig Chester to serve on the Planning Committee *[prop Cllr R Buckmaster; secd Cllr Gray]* and on the Economic Development & STAP committee. *[prop Cllr Alder; secd Cllr Gray]*

**18/105 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

**Received and noted:** Mayor's appointments and communications.

1. 29<sup>th</sup> October: Sawbobus 10 year anniversary. Lovely to see so many appreciative faces in the audience. TC gave a splendid résumé of the last 10 years of operation with excellent snaps of the past buses and drivers. Cyril was specially rewarded.
2. 29<sup>th</sup> October pm: PAGO Meeting at EHDC. Councillor Alder has already commented.
3. 8<sup>th</sup> November: Mini Police awards. Very entertaining and we once again had the Mayor for a minute option which went down really well. There were interestingly 2 chaps with the name of "Rocco" expressed a keenness for a future Mayoral role: not sure if the town was big enough for the both of them!! After a conversation with some of the kids and the teachers, I have also agreed to donate about 6 guitars for

- their use in encouraging musical engagement at the school.
4. 8<sup>th</sup> November: Pickle Night: sadly cancelled. Origins?
  5. 9<sup>th</sup> November: attended a memorial service in Lille, Flanders.
  6. 10<sup>th</sup> November: attended the remembrance service at Gt. St. Marys which was wonderful. I expressed my delight at seeing so many youngsters attending. Also had the honour of dismissing the Scouts and Guides after the service.
  7. 11<sup>th</sup> November: In my role as Mayor I was invited by the Czech Ambassador and the Military Attaché to attend Czech armed Services Day. Also Lady Mayoress in attendance.
  8. 11<sup>th</sup> November: Gave a talk at the local Rotarians Meeting about the Polish RAF units and my father's role from Siberia to the UK via North Africa and Monte Casino. Lovely evening with some very charming people.
  9. 12<sup>th</sup> November: Invited to Polish Embassy in my role as Mayor for a meeting on expanding Anglo-Polish Relations: unfortunately ended up in Theatre to repair my eye so could not attend.
  10. 19<sup>th</sup> November: PAGO meeting: could not attend as my eye was a bit sensitive still to night lights from cars.
  11. 23<sup>rd</sup> November: Excellent evening organised by Johnathan Kaye at The Fletcher's Lea in Ware to raise money for the Isabel Hospice. Also attended by Cllrs R & E Buckmaster.

## 18/106 REPRESENTATIVES REPORTS

**Received:** Representatives reports from:

- o County Councillor E Buckmaster
 

**YC Hertfordshire has developed a survey for young people aged 11-17 and up to 25 for those with special educational needs.** The aim of the survey is to hear and capture the voices of young people, to help us understand what they would like from out-of-school provision, the issues of greatest concern to them, and how we can make services and activities better.

**Hertfordshire schools being enriched by over 600 art donations** Sixty schools are set to benefit from the diverse artworks being donated by Hertfordshire County Council.

**New rapid cross-county transport system proposed for Hertfordshire** A new high-speed, east-to-west public transport system could be on the way for Hertfordshire after county councillors recommended developing a detailed proposal for a new Mass Rapid Transport (MRT) system to run along the A414 corridor.

**Hertfordshire's over-55s to enjoy new community-centric housing following £33million investment** Councillors have agreed to approve capital investment of £33million into developing around 750 new homes that will provide flexible care services and community spaces for the over-55s across the county.

**Young people in Hertfordshire can now be 'Fearless' about reporting crime** A new website has been launched ([www.fearless.org](http://www.fearless.org)) to enable Hertfordshire's younger residents to anonymously report criminal or violent activity.

In addition

- o Posts installed in Wisemans Gardens
- o Vantorts Road relined

- EHDC conservation officer to look at London Road railings
- Considering Double Yellows in School Lane
- Considering residential parking zone in Sheering Mill Lane
- Investigating illness of dogs in Pishiobury Park
- Spellbrook School Bronze Modeshift award.

Asked to consider

- Dangerous footpath across Fair Green
  - A relief road from Mandeville to Leventhorpe
  - Installation of vision mirrors at Malins Drive
- District Councillor Alder
    - 7<sup>th</sup> Standards Training – Cllr. R. Buckmaster has fully reported on this session
    - 14<sup>th</sup> Community Wellbeing Forum – I reported on my role as Champion for Loneliness, isolation and dementia covering increased provision of Services for people living with dementia at Age concern Bishop’s Stortford, increase in the number of Chatter tables around the district. We discussed wider dissemination of the work of the champions in various fields including, the breathe easy group, drugs and alcohol abuse, gambling, particularly in relation to young people, work with developing wellbeing via the arts and health scrutiny at County level.
    - 19<sup>th</sup> PAGO meeting – Statement of Accounts were approved. There is a predicted under spend of £37K out of a net cost of services budget for 2019/20 is £14.201m.
    - Members of the committee agreed the work programme going forward in January we will be looking at performance of Public Health covering Housing and Health as well as the Corporate Service Plans update and asset management update.
    - 20<sup>th</sup> Human Resources Committee - We received the Health and Safety Quarterly review Confirming that all contracts are overseen by a contract manager who is responsible for ensuring contracts are delivered safely and that the contractor has appropriate Safety procedures in place. Under the Human Resources Management statistics
    - Quarterly Review – Learning and Development events I asked that Town and Parish councils be given information on the various events which are organised when there are unfilled take ups i.e. First aid refreshers etc. and this was agreed.
  - District Councillor R Buckmaster

Dmc 6.11 There were four planning applications on the agenda. Three were granted one of which was Grange Paddock new leisure centre. One was withdrawn shortly before the meeting.

Standards 7.11.19 All councils must have a code of conduct, they are based on the Nolan Principles, all councillors usually sign them when they take up office. All complaints must be investigated and Parish cases are by district. The standards committee doesn’t have to have political proportion in its composition and can have other representatives. If a council doesn’t have a committee it can lose sight of keeping standards. There should be transparency of

decisions and outcomes. When a complaint arrives it is dealt with by the Monitoring Officer, it is better to seek committees views early on. Steps that are taken

- complaint received
- Decision whether to take action
- Is it a breach of conduct
- Does it need a sanction?

Sanctions You cannot remove someone from the council only by the ballot box, but they can be censured and restricted from committees. Hearings shouldn't be behind closed doors. All findings must be made public as residents have a right to know.

HGGT. 11.11.19 Stewardship. To ensure community assets are looked after in perpetuity. This meeting was in a Workshop style with the attendees in small groups. We looked at the assets that could be included for stewardship. What model of stewardship should be used. What governance and legal statutes for stewardship body. How is it to be funded. Some of the ideas

- Long term funding streams for future investments for benefit of communities.
- Letchworth model, no free holds sold, rents from commercial properties give income.

#### Stewardship Model Choices

- Local council led model, funding can be allocated by District Council
- Development Trusts, use self trading/ ownership of land to gain revenue
- Community Land Trusts, can acquire land and assets, must use profits for the benefit of the local community
- Management Companies, can apply a service charge to residents
- Community Interest Company, limited by shares or guarantee
- Community Benefit Society, a corporate body which carries a business, trade or industry for the benefit of the community
- Housing Associations, varied structure and funding, can gain charitable status.

I will be attending training on BREEAM and sustainable design on 21st November. I will give a verbal report on this at the Council Meeting.

- District Councillor Burmicz
  - Nothing further to report
- Hertfordshire Police, PS Mark Collins
  - Thanks for use of minibus for Remembrance Day
  - 43 crimes reported in month



- Fireworks night saw injury and criminal damage, next year s35 orders might be used
- Priorities are thefts from motor vehicles
- Spellbrook mini-police
- School talks re: Halloween
- Other Representatives & Champions
- Cllr Royle – Dep Mayor, Schools and Footpaths

**1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS**

I am awaiting responses from schools to confirm briefing dates for the 2019/20 school year and town school council meetings.

I went to FandB's Eco Council meeting on 13 November to brief them on Plastic Free Sawbridgeworth and help judge their eco mascot competition. The egg-box Recyclosaurus won. John Rider and I have been invited to help with their Street Detectives history walk in January.

**2 FOOTPATHS, OPEN SPACES AND DOG FOULING**

I have no updates on Footpath 27 (Sheering Mill Lane to the Church), Footpath 32 (Bell Street 'Surgery' Car Park to London Road). The Town Clerk has confirmed that the Modification Order on the Elmwood to the river path is still pending and that the FandB footpath to the Nursery and Parish Rooms would cost some £2,000 plus to resurface, currently unbudgeted. I hope that we will give some serious consideration to funding this.

**Open Spaces**

I hope that there will be a presentation from Bob Reed at this meeting on the Park's Nature Reserve status. As far as I am aware there have been no further incidents of sickness or death in dogs using the Park.

**Dog fouling** note reported dog fouling incidents in the Selfie Walk survey. Our EHDC contact has reported that dog fouling has been added to the Fix My Street drop-down menu so that reports go direct to EHDC rather than HCC.

**3 CLIMATE CHANGE MOTION/PLASTIC FREE SAWBRIDGEWORTH (PFS) I**

attended the excellent Hertfordshire Sustainability Forum Climate Change conference on 7 November. There were presentations on climate change impact globally and in Hertfordshire, on transport, energy and Passivhaus standards, as well as on waste management. Three district councillors attended. I can circulate the presentations if members are interested. I understand that the proposed environmental/climate change forum for all interested groups and councillors has been postponed to January because of election purdah...

The PFS 'committee' met on 16 November. We are working on Surfers Against Sewage accreditation as a **Plastic Free Community** with local businesses and groups. We await the outcome of the Brownies' logo competition. We need to fund the noticeboard that Budgens has kindly agreed to put up for us for recycling news and information. We hope that the planned weekly market can be used to highlight recycling and provide an opportunity for information sharing, even specific recycling and/or repair opportunities (e.g. electrical goods), if feasible, working with EHDC. We very much welcome the idea of an additional community website where we can also inform and educate about recycling. We want to maximise recycling opportunities, not only for residents but also for schools, businesses and community groups. Our request to visit the Pearse St Albans Recycling Centre was refused. We will pursue in the New Year. The Facebook page has 234 members.

#### 4 TOWN TWINNING

During our visit to Moosburg over the weekend of 25-27 October we were shown the new Moosburg/Sawbridgeworth Town Twinning sign, shorn of EU stars. The town Clerk/Cllr. Buckmaster can perhaps update us on progress on, and positioning of, our new town signs incorporating Moosburg?

#### 5 VE DAY 8 MAY 2020

A meeting was held on 20 November with community group representatives to discuss the detail of the day. I will report back on 25th.

- o Cllr R Buckmaster – SYPRC & RHSO
  - o SYPRC. Next meeting is on 27th November nothing to report other than Music night going ahead on the 7th December.

RHSO We are having a juice stalk in Bell Street Car Park on 14th December 9.00 - 1.00. Please come and buy your Apple juice .The Wassail this year will be on 18th January 6.00 - 7.30. The Ukes of Hazard will be playing again and refreshments will be available.

#### 18/107 DISTRICT PLAN

To report on latest information relating to the following proposed developments:

- Gilston Villages [Ref: 3/19/1045/OUT]
  - o Current status is that a "Village 7" consultation is taking place.
- Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]
  - o No further information, sign boards erected on Cambridge Road saying "new homes coming soon"

#### 18/108 OFFICERS REPORTS

**Received and noted:** Officers' reports from:

- Town Clerk
- Town Projects Manager

#### 18/109 ECO AGENDA & CLIMATE CHANGE

To determine the council's approach to an Eco Agenda and Climate Change. Clerk advised 3Acorns Eco-Audit first visit will be on 03 December and feed-back to Members on 04 December.

#### 18/110 V.E. Day 75<sup>th</sup> ANNIVERSARY

**Noted:** the report of the meeting led by the Local History Group on 20 November 2019 at the Memorial Hall, described at Minute 18/99.

#### 18/111 DEPOSIT & CONSULTATION DOCUMENTS

There were no Documents for Noting and Consultation.

#### 18/112 FINANCIAL REPORT

**Noted:** The current Financial Report.

#### 18/113 ACCOUNTS FOR PAYMENT

**Noted and Approved:** Accounts for payment.

**18/114 ITEMS FOR FUTURE AGENDAS**

There were no items submitted for inclusion on future agendas.

**18/115 EXCLUSION OF PRESS AND PUBLIC**

**Resolved:** That pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following item because of the confidential nature of the business to be discussed which relates to staff contracts of employment.

*[prop Cllr Alder; secd Cllr R Buckmaster]*

**PART 2**

**18/116 STAFF CONTRACTS OF EMPLOYMENT**

**Resolved:** To make a change to staff contracts of employment in order to clarify the qualifying period in relation to the council's sickness policy. *[prop Cllr Alder; secd Cllr Burmicz]*

Meeting closed at 21:00





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20/11/2019

Sawbridgeworth Town Council 2019/20

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List of Purchase Ledger Payments

User: LD

Linked to Cashbook 1

Entered Month 8  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RBS001</b> <b>Rialtas Business Solutions Limited</b>							
<i>Accounts system support</i>	13/11/2019	SM20939	1	596.40	0.00	596.40	0.00
					<u>0.00</u>	<u>596.40</u>	
Above paid on 25/11/2019 by Cheque 2123							
<b>RIDG001</b> <b>Ridgeons Ltd</b>							
<i>Fixings for cemetery bench</i>	01/10/2019	127997	1	61.73	0.00	61.73	0.00
					<u>0.00</u>	<u>61.73</u>	
Above paid on 25/11/2019 by Cheque 2124							
<b>Total Purchase Ledger Payments</b>					<u>0.00</u>	<u>658.13</u>	

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## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 8  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NIMB001</b> <b>Nimbus Hosting Limited</b>							
<i>Email domain &amp; backups</i>	04/11/2019	137915	1	627.36	0.00	627.36	0.00
					0.00	627.36	
Above paid on 25/11/2019 by Cheque 2125							
<b>HAILEY001</b> <b>HAILEY CENTRE</b>							
<i>10yr Anniversary tea &amp; Cake</i>	30/10/2019	1709	1	74.47	0.00	74.47	0.00
					0.00	74.47	
Above paid on 25/11/2019 by Cheque 2126							
<b>WODS001</b> <b>Gary Woods Garden &amp; Property Maintenance</b>							
<i>Clearing of allotments</i>	01/11/2019	STC12	1	340.00	0.00	340.00	0.00
					0.00	340.00	
Above paid on 25/11/2019 by Cheque 2127							
<b>HFE001</b> <b>HFE Signs Ltd</b>							
<i>Various signs/banners</i>	06/11/2019	INV28599	1	399.88	0.00	399.88	0.00
<i>Replacement vinyls - various</i>	11/11/2019	INV28675	1	125.64	0.00	125.64	0.00
					0.00	525.52	
Above paid on 25/11/2019 by Cheque 2128							
<b>BRAN001</b> <b>Branson Leisure Ltd</b>							
<i>Mortimer - Bench</i>	23/10/2019	3328	1	697.20	0.00	697.20	0.00
					0.00	697.20	
Above paid on 25/11/2019 by Cheque 2129							
<b>TLC001</b> <b>Tree Surgery Landscaping Contractors</b>							
<i>Maint work - allotment sites</i>	15/10/2019	15102019	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 25/11/2019 by Cheque 2130							
<b>BRZ001</b> <b>Breeze Office Solutions</b>							
<i>Paper, blue roll &amp; envelopes</i>	12/11/2019	108869	1	86.86	0.00	86.86	0.00
<i>Petty Cash book</i>	15/11/2019	108918	1	10.48	0.00	10.48	0.00
					0.00	97.34	
Above paid on 25/11/2019 by Cheque 2131							

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## List of Purchase Ledger Payments

Linked to Cashbook 1							Entered Month 8 by user LD	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>SSE001</b> <b>Southern Electric</b>								
<i>Unmetered supply</i>	04/11/2019	0002	1	16.27	0.00	16.27	0.00	
					0.00	16.27		
Above paid on 25/11/2019 by Cheque 2132								
<b>DESIGN001</b> <b>Design Chambers Limited</b>								
<i>Banners &amp; flyers</i>	08/11/2019	1775	1	599.04	0.00	599.04	0.00	
					0.00	599.04		
Above paid on 25/11/2019 by Cheque 2133								
<b>LM001</b> <b>David Allam</b>								
<i>Repair water leak/hose</i>	07/11/2019	4813	1	177.08	0.00	177.08	0.00	
<i>Brake repairs - RO11</i>	20/11/2019	4816	1	222.00	0.00	222.00	0.00	
					0.00	399.08		
Above paid on 25/11/2019 by Cheque 2134								
<b>DOE001</b> <b>Ernest Doe &amp; Sons Ltd</b>								
<i>Gas cylinder &amp; refill agrment</i>	06/11/2019	315718	1	65.00	0.00	65.00	0.00	
<i>Long hi-vis jacket - G Howell</i>	16/11/2019	316179	1	34.00	0.00	34.00	0.00	
<i>Long hi vis jacket S Parrish</i>	20/11/2019	316349	1	34.00	0.00	34.00	0.00	
					0.00	133.00		
Above paid on 25/11/2019 by Cheque 2135								
<b>SHAD001</b> <b>Shadowfax Technology Limited</b>								
<i>Replacement battery &amp; fit</i>	30/10/2019	22928	1	283.12	0.00	283.12	0.00	
					0.00	283.12		
Above paid on 25/11/2019 by Cheque 2136								
<b>FROOM001</b> <b>Froom &amp; Co Limited</b>								
<i>Skip hire</i>	11/11/2019	36646	1	252.00	0.00	252.00	0.00	
					0.00	252.00		
Above paid on 25/11/2019 by Cheque 2137								
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>4,294.40</b>		

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\* linked to Cashbook 1

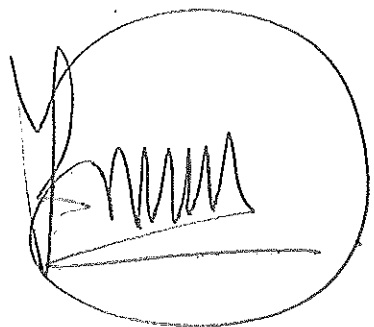
Entered Month 8  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TFH001</b> <b>TFH Gazebos</b>							
<i>Gazebo weights x10</i>	19/11/2019	20914	1	328.95	0.00	328.95	0.00
					<u>0.00</u>	<u>328.95</u>	
Above paid on 25/11/2019 by Cheque 2138							
<b>DALE001</b> <b>Dale, Lisa</b>							
<i>Office cleaning - November</i>	22/11/2019	22112019	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 25/11/2019 by Cheque 2139							
<b>TCARP001</b> <b>R.T. Carpentry Service</b>							
<i>Plaster to wall</i>	22/11/2019	22112019	1	395.00	0.00	395.00	0.00
					<u>0.00</u>	<u>395.00</u>	
Above paid on 25/11/2019 by Cheque 2140							
<b>STDAY001</b> <b>S T Day Electrical Contractors</b>							
<i>Replacement bulbs</i>	19/11/2019	2677	1	140.00	0.00	140.00	0.00
					<u>0.00</u>	<u>140.00</u>	
Above paid on 25/11/2019 by Cheque 2141							
<b>RBS001</b> <b>Rialtas Business Solutions Limited</b>							
<i>Asset register training</i>	22/11/2019	27274	1	406.20	0.00	406.20	0.00
					<u>0.00</u>	<u>406.20</u>	
Above paid on 25/11/2019 by Cheque 2142							
<b>Total Purchase Ledger Payments</b>					<u>0.00</u>	<u>1,450.15</u>	



# Non-Purchase Ledger Cheques - November 2019

Cheque No:	Payable to:	Amount:	Reason:	
(Already Paid) 2122	RBL Poppy Appeal	67	Town & STC Wreaths	4735/640
2143	Adrian (Rob) Robinson	104.89	Relief bus driving	4045/700
2144	Frank Gowen	34.96	Relief bus driving	4045/700
2145	Harlow Council	24	Quiz night - Mayor & Consort	4315/210
2146	Hertford Town Council	30	Charity Wine Tasting - Mayor & Consort	4315/210
2147	CASH	154.61	Top up of petty cash	Various
		415.46		



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