

Sawbridgeworth Town Council

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



MAYOR
Cllr Greg Rattey

TOWN CLERK
Christopher Hunt

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

web: www.sawbridgeworth-tc.gov.uk

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;
Furnace; Parsad; Rattey and Royle

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 28th February 2022** commencing at 7:30pm to transact the business set out in the agenda below.

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

Town Clerk
22nd February 2022

AGENDA

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

21/138 APOLOGIES FOR ABSENCE

[👏]

To receive and approve any apologies for absence

21/139 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

21/140 PUBLIC FORUM

To receive and respond to questions from members of the public on matters within the remit of the Town Council.

21/141 MINUTES

[📄][👏]

To approve as a correct record the minutes of the Meeting of the town council held on 31st January 2022 (M07) *[Attached]*

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

21/142 PLANNING COMMITTEE

[📄]

To receive and note the minutes of the Planning Committee held on 31st January 2022 (P12) *[Attached]*

[📄]

To receive and note the draft minutes of the Planning Committee held on 14th February 2022 (P13) *[Attached]*

- 21/143 AMENITIES COMMITTEE**
[📎] To receive and note the draft minutes of the Amenities Committee held on 14th February 2022 (E04) *[Attached]*
- 21/144 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 21/145 REPRESENTATIVES REPORTS**
[📎] To receive representatives reports from:
[📎]
 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
[📎]
 - Cllr Royle
 - Cllr R Buckmaster
 - Cllr A Furnace
[📎]
- 21/146 CLERKS REPORT**
[📎] Report regarding updates in staff and meetings *[Attached]*
- 21/147 TOWN PROJECT MANAGERS REPORT**
A verbal update on current project and planning for events 2022
- 21/148 JUBILEE FOUR DAY WEEKEND**
A verbal update on current planning for the four-day weekend to celebrate the Queens Jubilee
- 21/149 ANNUAL RISK ASSESSMENT**
[📎] To note and resolve to approve the Risk Assessment relating to the activities of the Town Council in the year 2020/21
[Report available in the council office and will be tabled at the meeting]
- 21/150 FREEMAN OF THE TOWN**
[📎][👤] Report and proposal, Cllr Royle
[Attached]
- 21/151 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 21/152 FINANCIAL REPORT**
[📎] To note the current Financial Report
[Attached]
- 21/153 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.

21/154 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.

PART 2

21/155



EXCLUSION OF PRESS AND PUBLIC

To resolve 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 agenda item.

21/156

ASSET DEVELOPMENT

To receive a presentation on opportunities for future development of council assets.

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 19.30hrs in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 31st January 2022.**

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr John Burmicz

Cllr Annelise Furnace
Cllr Greg Rattey
Cllr David Royle
Cllr Nathan Parsad

In attendance:

Christopher Hunt Town Clerk
Joanne Sargent Town Project Manager
3 members of the public

Thought of the day read by Cllr J Burmicz

21/121 APOLOGIES FOR ABSENCE

Cllr Angela Alder - Apology received and accepted
[prop Cllr N Parsad; sec'd Cllr R Buckmaster]
Cllr D Patel – Apology received and accepted
[prop Cllr D Royle; sec'd Cllr J Burmicz]
Cllr Craig Chester - Apology received and accepted
[prop Cllr R Buckmaster; sec'd Cllr R Buckmaster]
Cllr P Gray – Absent
Cllr P Coysten – Absent

All members present resolved to approve these apologies for absence.

21/122 DECLARATIONS OF PECUNIARY INTEREST

Cllr Annelise Furnace – funding bid, Sustainable Sawbridgeworth
Cllr David Royle – funding bid, Sustainable Sawbridgeworth

21/123 PUBLIC FORUM

Mrs Mead asked how the arrangements are going to celebrate the Queens platinum jubilee. This item will be answered in the Town Projects Managers update further along the agenda and it was agreed this could be dealt with there.

21/124 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 29th November 2021 (M06)
[prop Cllr R Buckmaster sec'd Cllr A Furnace]

21/125 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 29th November 2021 (P10)
Received and noted: the draft minutes of the planning committee held on 17th January 2022 (P11)

21/126 ECON DEVT & STAP COMMITTEE

Received and noted: the minutes of the Econ Devt & STAP Committee held on 17th January 2022 (E04)

21/127 FINANCE AND POLICY COMMITTEE

Received and noted: the minutes of the Finance and Policy Committee held on 17th January 2022 (F03)

Resolved: To approve the Recommendation of the Finance & Policy Committee and adopt the updates at points current Standing Orders amendments.

Points 12, 13 and 69

[prop Cllr N Parsad sec'd Cllr E Buckmaster]

21/128 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

- Three grants have been awarded to local businesses
- Attended Christmas Lights event
- Carols on Fair Green
- Presented prizes to the winners of the design a badge competition
- Men's mental health organisations
- Meeting with Glen Brown of Taylor Wimpey at West Road and local businesses affected by the developments which was constructive.
- Has opened a new shop and two further are to open soon.
- Worked with Vlogger Adam Day regarding the promotion of Sawbridgeworth and a second video has been posted on Facebook.
- Held a meeting with the East Herts Black Parents Assembly in the Chamber with a view to developing an event with other support groups for the community to attend
- Currently working on the new Omicron grant for hospitality businesses.
- The percentage of grants awarded is very high in Sawbridgeworth when compared to other East Herts Towns thanks to the work of the Sawbridgeworth Town Council.
- Has supported many traders with grant applications and he was thankful to the East Herts District Council for their support.

The Mayor then read a resignation letter from Councillor Pat Coyston due to her current ill health. The Mayor and Councillors commended her on the years of service and volunteering she has delivered over many years.

A thank you letter from the Rotary Club was read regarding the support for the Carols on Fair Green from the staff of Sawbridgeworth Town Council.

21/129 REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

County Councillor E Buckmaster added:

- East Herts District Council were also going through the budget process and the consultation process.

- There is a consultation over waste and the large amount of food waste has been highlighted.
- Further explanation was given regarding the emergency utility work, which is unplanned, but he encouraged members to complain to the utility companies if they felt these were overly disruptive.
- The statutory consultation to the no entry sign and larger project in sheering Mill Lane is underway.
- Fairway double yellow lines should be painted soon.
- Currently funding is being explored for an internet safety project for schoolchildren.

Questions

Cllr A Furnace asked if East Herts Council were promoting the new Highway Code changes to increase road safety.

Cllr E Buckmaster responded that the new rules were reflected in design work such as the West Road junction improvements but was not aware of any communications that may be put out.

- District Councillor R Buckmaster:
 - Referred to her report.

Police Report - this was read by the Clerk sent by PC Shelly Marshal regarding road safety work on the street and in Leventhorpe school. Coffee with a Cop will be planned now restrictions are lifted and the Chamber will be used. Also a good arrest had followed from evidence gained from the Councils CCTV system.

- Other Representatives –
 - Councillor Royle
 - Has met with the head of Spell brook school
 - Funding of £4,500 needs to be found for the Internet Safety Project for schools
 - Has contacted the all the schools who are also suffering from food waste and is collating comments
 - The footpath 26 has been upgraded
 - We have two new leaflets for the explore Sawbridgeworth and the millennium walk and 7 of the 9 QR codes are now up around the town.

Questions

Cllr A Furnace asked about a water leak on footpath 27 which Cllr Royle felt was a spring.

- Councillor R Buckmaster
 - Mentioned a new student from Leventhorpe who is sitting on SYPRC.
 - The grant for the kitchen and CCTV is being explored and poor behaviour is still occurring on a Thursday.
 - Play ground maintenance is up to date
 - RHSO Wassail event was a great success with £150 people attending with £350 raised for charity
- Councillor Furnace:
 - Thanked Cllr R Buckmaster and Mr and Mrs Mead for their work on the Wassail event.
 - Community Garden meeting has gone ahead with

- guest speakers who have encouraged and given ideas for a Sawbridgeworth project.
- The film showing was a good event and further people are looking at joining the group for community gardening.

21/130 DETERMINATION OF A MAYOR-ELECT

Resolved: To designate Greg Rattey as mayor-elect for the civic year 2022-23. Election of a mayor to be determined by resolution at the Annual meeting of the Town Council in May 2022.

Cllr Greg Rattey

[prop Cllr R Buckmaster sec'd Cllr J Burmicz]

BUDGET 2022-23 & DETERMINATION OF PRECEPT

Cllr E Buckmaster highlighted some of the budgeting items to allow the Town Council to deliver a service to the town.

Cllr Parsad thanked Cllr Buckmaster, the Clerk and Joanne Sargent for the work put in to develop the budget for the forthcoming year.

1. **Resolved:** To consider the Recommendation of the Finance & Policy Committee and adopt a Budget for 2022-23
[prop Cllr E Buckmaster sec'd Cllr R Buckmaster]

2. **Resolved:** To determine the Precept for 2022-23 and instruct the principal authority accordingly.
[prop Cllr E Buckmaster sec'd Cllr R Buckmaster]

Precept on billing authority signed by the Mayor, Councillor E Buckmaster, Councillor Parsad and the Clerk.

GRANT APPLICATIONS

Resolved: To consider grant requests made by the following:

1. Sustainable Sawbridgeworth

Supported

[prop Cllr Parsad sec'd Cllr R Buckmaster]

2. Redricks Target Shooting Club

Not Supported further information requested but not submitted

[prop Cllr R Buckmaster sec'd Cllr Furnace]

3. Citizens Advice East Herts

Supported

[prop Cllr Furnace sec'd Cllr Burmicz]

4. Bell Street Pharmacy

Supported

[prop Cllr R Buckmaster sec'd Cllr Parsad]

21/131 TOWN PROJECT MANAGERS REPORT

- The new West Road slide has been replaced and a boundary fence and bramble clearance has been completed.
- The Town market is ongoing work

21/132 JUBILEE FOUR DAY WEEKEND

(Town project manager updated the meeting)

- The Project manager will be the point of contact for all town events for collation and promoting on the Town Council website
- The Town Cryer will be explored
- The Project manager then discussed murals and wrapping of finger posts in Sawbridgeworth to celebrate the jubilee
- Benches for the jubilee are very expensive and will need maintenance and are not being considered currently
- Food outlets will be contacted to assess if they would work together event over the jubilee weekend

21/133 DEPOSIT AND CONSULTATION DOCUMENTS

Noted: The Deposit and Consultation Documents

FINANCIAL REPORT

21/134 ***Noted:*** The current Financial Report

ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

21/135 ITEMS FOR FUTURE AGENDAS

Nothing submitted

Meeting ended at 20.43hrs

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 January 2022** at 8.45pm.

Those present

Cllr Nathan Parsad

Cllr David Royle

(Ex officio Cllr Greg Rattey)

In attendance:

C Hunt - Town Clerk

L Dale – Planning Officer

Meeting Recorded

P 21/103 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies from Cllr Alder (unwell), Cllr Chester (unwell) & Cllr Patel received and approved [prop Cllr Parsad; secd Cllr Royle] Cllr Gray was absent.

P 21/104 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

P 21/105 DECLARATIONS OF PECUNIARY INTEREST

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

P 21/106 MINUTES

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

- 17 January 2022 (P11) [prop Cllr Royle; secd Cllr Parsad]

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

P 21/107 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. Cllr Royle to share Bishop's Stortford Climate Group's response to Wrenbridge Proposals. No further plans submitted to EHDC to date. Town Clerk to approach Cllr Buckmaster to request a briefing regarding proposed West Road/double roundabout development.

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/22/0017/NMA (SAWB3) Land at Chalks Farm South of West Road
[A non-material amendment to 3/18/1523/FUL – To substitute the hard and soft landscaping plan relating to the allotment design](#)

STC Comment: Objection to reduction in commitment made by developer regarding allotment land [prop Cllr Parsad; secd Cllr Rattey]

3/22/0062/HH 2 Harvest Close, CM23 4RE
[Single storey rear extension. New ground floor side window and door](#)

STC Comment: No objection [prop Cllr Parsad; secd Cllr Rattey]

3/22/0063/HH The Fuschias, 5 Rowan Walk, CM21 9EF
[Removal of conservatory. Construction of single storey side extension](#)

STC Comment: No objection [prop Cllr Royle; secd Cllr Parsad]

3/22/0093/HH 4 Bluebell Walk, CM21 0JQ
[Creation of a new rear two storey extension, open front porch and separate garden summerhouse](#)

STC Comment: No objection [prop Cllr Parsad; secd Cllr Royle]

3/22/0096/VAR 84 High Wych Road, CM21 0HQ
[Removal of conservatory, rear projection, side projection and integrated car-port. Construction of single storey rear extension, detached timber-framed car-port, alteration and extension to rear first floor external wall with new flat roof and sash window. Variation of conditions 2 \(approved plans\) and 3 \(external materials of construction\) of planning permission; 3/12/2147/HH – Exchange the external materials of the single storey rear extension from a pre-weathered zinc finish to a brick-masonry finish](#)

STC Comment: No objection [prop Cllr Royle; secd Cllr Parsad]

3/22/0109/COMP 37 Bell Street, CM21 9AR
[Change of use from class E to class C3 \(Residential\) for 2 one bed apartments, with partial retention of existing ground floor commercial space](#)

STC Comment: Regret loss of retail at ground level [prop Cllr Parsad; secd Cllr Royle]

LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 28 January 2022.

3/22/0160/HH 30 East Park, CM21 9EX
 Single storey side extension and two storey rear extension. Alterations to fenestration
STC Comment: No objection [prop Cllr Parsad; secd Cllr Royle]

3/22/0171/HH 47 Cambridge Road, CM21 9JP

Construction of 3 crown roof dormers. Insertion of 4 roof light windows to side elevations.
STC Comment: No objection provided neighbours previous concerns are overcome.
[prop Cllr Royle; secd Cllr Parsad]

3/22/0180/HH 7 Brook Road, CM21 9HA

Single storey front extension
STC Comment: No objection *[prop Cllr Royle; secd Cllr Parsad]*

P 21/101 PLANNING DECISIONS MADE BY EHDC
To receive Planning Decisions from EHDC.

3/21/2658/HH 50 and 52 Bullfields, CM21 9DF

Demolition of outbuildings and erection of an integrated single storey rear extension
STC Comment: No objection
EHDC Decision: Granted

3/21/2720/FUL Land between 136 & 130 Sheering Mill Lane, CM21 9ND

Proposed new dwelling and associated landscaping
STC Comment: No objection.
EHDC Decision: Refused. "The proposed dwelling would incorporate an inappropriately bulky dormer, which would dominate the roof slope of the building. This dormer would appear visually incongruous and out of keeping in the street scene. As a result of this inappropriate design feature, the proposed dwelling would not represent a high standard of design. The proposed works to the front of the site would result in a cluttered and harsh appearance for the frontage. There would be an adverse impact upon the character and appearance of the site, the street scene and the surrounding area. The approach to the Sawbridgeworth Conservation Area would be visually harmed, with the special interest of this heritage asset not preserved. The proposed scheme would be contrary to Policies DES3, DES4, HA1 and HA4 of the East Herts District Plan (2018)", "Insufficient information has been provided to demonstrate that the proposed dwelling would be adaptable to climate change, would be suitably efficient in terms of water usage and would be of sustainable construction. Therefore, the proposed scheme would fail to accord with Policies DES4, CC1, CC2 and WAT4 of the East Herts District Plan (2018)." & "The proposed new access would not provide satisfactory levels of visibility. Therefore, highways safety would be compromised. The proposed scheme would be contrary to Policy TRA2 of the East Herts District Plan (2018)."

3/21/2885/HH 49 Sayesbury Road, CM21 0EB

Demolition of conservatory and replacement single storey rear extension. Pitched roof to front porch. Insertion of two windows to side elevation. Cladding to front and alterations to fenestration
STC Comment: No objection
EHDC Decision: Granted

3/21/2942/HH 46 Newton Drive, CM21 9HE

Insertion of dormer and glass balcony to the rear. Replacing first floor window on side elevation with juliette balcony

STC Comment: No objection

EHDC Decision: Granted

P 21/102 PLANNING APPEALS

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

Meeting Closed at 9.03pm

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 14 February 2022** at 7.30pm.

Those present

Cllr Angela Alder
Cllr David Royle

Cllr Nathan Parsad

(Ex officio Cllr Greg Rattey)

In attendance:
C Hunt - Town Clerk
J Sargent – Town Project Manager
L Dale – Planning Officer

Meeting Recorded

P 21/112 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies from Cllr Chester received and approved [*prop Cllr Parsad; secd Cllr Royle*]

P 21/113 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

P 21/114 DECLARATIONS OF PECUNIARY INTEREST

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

P 21/115 MINUTES

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

- 31 January 2022 (P12) [*prop Cllr Parsad; secd Cllr Royle*]

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

P 21/116 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.
Wrenbridge - No further plans submitted to EHDC to date.

P 21/117 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/21/2244/FUL 17 Bell Street, CM21

Change of use of existing detached garage with first floor bedsit room above to A1 use class to use as a shop with first floor staff amenity and storage space. Alterations to South elevation to remove the 2 garage doors and replace with a window and door

STC Comment: No objection [*prop Cllr Rattey; secd Cllr Parsad*]

3/22/0211/FUL 25 Vantorts Road, CM21 9NA

Erection of 1, 4 bedroom dwelling. Creation of vehicle access and driveway and erection of cycle shed

STC Comment: No objection if footpath provided [*prop Cllr Royle; secd Cllr Parsad*]

3/22/0213/HH 10 Forebury Avenue, CM21 9BG

Erection of open porch, erection of gabled roof to front bay window, part raising of roof ridge, cladding of external walls

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

3/22/0244/REM 4 High Wych Road, CM21 0AZ

Approval of reserved matters relating to appearance and scale for planning approval 3/21/0926/OUT (Outline permission for single detached dwelling with detached double garage – all matters reserved except for access, landscaping and layout)

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Rattey*]

P 21/118 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 11 February 2022.

3/22/0262/HH 100 Sheering Mill Lane, CM21 9ND

Demolition of garage. Construction of single storey rear extension

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

P 21/119 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/1358/HH Roselands, Bell Street, CM21 9AN

Replacement windows

STC Comment: No objection

EHDC Decision: Granted

3/21/1727/VAR Orion, London Road, CM23 4AX

Erection of 1 detached dwelling with integrated annexe and new vehicular access onto London Road. Variation of condition 2 (Approved plans) of planning approval 3/20/2213/FUL. Changes to window detail

STC Comment: No objection

EHDC Decision: Granted

3/21/2627/HH 10 Falconers Park, CM21 0AU

Single storey rear extension and insertion of window to side elevation

STC Comment: No objection

EHDC Decision: Granted

3/21/2715/HH Inglis, Spellbrook Lane West, Spellbrook, CM23 4AY

Front porch and side extension with external alterations. Addition of 2 rear patio doors as well as bi-folding doors. Extension to garage with part demolition

STC Comment: No objection

EHDC Decision: Refused. "The proposed development would constitute inappropriate development within the Green Belt and additional harm would result from loss of openness. The harm by reason of its inappropriateness and loss of openness is not clearly outweighed by other considerations, nor have very special circumstances been demonstrated. The proposal is therefore contrary to Policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework 2021".

3/21/2903/COMPN 35 Bell Street, CM21 9AR

Change of use from Class E to Class C3 for one 1-bed apartment with partial retention of existing ground floor commercial space

STC Comment: Regret the loss of Class E at first floor, we welcome the retention at ground floor

EHDC Decision: Prior Approval is Required and Granted Subject to Conditions

3/21/3028/HH Hill View, London Road, Spellbrook, CM23 4AU

Single storey side extension and raising roof height

STC Comment: No objection

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

3/21/3017/HH 42 Pishiobury Drive, CM21 0AE

Two storey front extension and rear ground floor infill extension. Insertion of first floor window to side elevation. Alterations to fenestration and external alterations

STC Comment: No objection

EHDC Decision: Granted

P 21/120 PLANNING APPEALS

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

Meeting Closed at 7.45pm

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES COMMITTEE

Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:00 hrs on **Monday 14th February 2022**.

Those present

Cllr Annelise Furnace (Chaired)
Cllr Angela Alder

Cllr Nathan Parsad
Cllr Greg Rattey

In attendance:

Christopher Hunt - Town Clerk
J Sargent – Town Projects Manager

A21/25 APOLOGIES FOR ABSENCE

Cllr John Burmicz *absent*
Cllr Craig Chester *accepted*
[prop Cllr Parsad; secd Cllr Rattey]

A21/26 PUBLIC FORUM

There were no members of the public present and no questions were made on matters within the remit of the Amenities Committee.

A21/27 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

A21/28 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on **Monday 11th October 2021** (A02)
[prop Cllr Alder; secd Cllr Rattey]

Action – To advertise the old West Road slide on the Clerks forum **JS**

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

A21/29 ALLOTMENTS

Received and noted Allotments Officer Report

- Cllr Alder thanked allotments officer for the detailed report

Action – To obtain further detail on the waiting lists for the allotments at the different locations. **CH**

A21/30 CEMETERY

Cemetery Officer Report was given verbally

- Planning to apply for a cemetery award this year from the SLCC
- Op Hypnos is continuing but slowing down and moving to a voluntary group
- Extend the wildflower meadow to the banked area
- Cremation area is almost full

Question – Cllr Alder asked if the toilet was being used.

JS informed that it was only unlocked for work staff and ceremonies. One resident has reported ASB in the location, but no other reports or damage found.

A21/31 FOOTPATHS & OPEN SPACES

- No reports of leaves and freezing pavements
- A complaint was received regarding the footpath leading from Fawbert and Barnard school to Station Road was covered in leaves, EHDC informed and cleared and added signage re dog fouling.
- A county Council poster has been shared on the Facebook site in relation to overgrowing garden plants affecting footpaths.

A21/32 OPERATIONS

To receive, note and discuss matters relating to Operations

- SawboBus has been awarded £4000 support by Essex CC A further lottery application for £80,000 over 5 years has been made. Sawbridgeworth Trust have increased support from £1000 to £2000 and the passenger fee of £1 per day will need to start on the 1st April 2022 unless the lottery funding was successful.
- Public Toilets Bell Street, the manger from the cleaning company has been met with last week due to concerns of the cleaning regularity. The current contract will be re written and a new cleaner found
- New full-time ranger, the Clerk feels this is a good time to draw up a job description and advertise due to the time that may be required for notice time for the successful candidate. It was agreed to start this process with the Clerk and JS to write a job description as it will be a role with different requirements to the current Ranger.

A21/33 ECO-AUDIT WORKING PARTY

Received and noted – Eco Audit Report

- Cllr Furnace reports that members from the Sustainable Sawbridgeworth group are meeting with Cllr E Buckmaster to identify a cycle route between Sawbridgeworth, High Wych and on to the Gilston development.
- 21st February the Waste Warriors are presenting on Waste issues via an online Zoom meeting and a young resident will be showing a short film he produced on litter.

Question – Cllr Alder asked if the report could be explained without the use of acronyms as people may not understand what each of them means.

Action – Cllr Furnace to liaise with Councillor Royle to edit the report prior to publication.

A21/34 ITEMS FOR FUTURE AGENDAS

No items were raised.

Meeting ended at 20:26 hrs

County report for February 2022

Strategy to establish 1.8 million new trees in Hertfordshire recommended by councillors

Hertfordshire County Councillors today (Thursday 3 February) recommended the adoption of the county council's first Tree and Woodland Strategy. The strategy sets out the council's approach to improve tree and woodland management in Hertfordshire, as well as outlining ambitions to establish 1.8 million new trees in the county by 2030.

The establishment of 1.8m new trees will support the council's target to improve nature across the county by 20% by 2050 as outlined in its Sustainable Hertfordshire Strategy. In addition, the 1.8m new trees will also play a role in improving air quality and reducing carbon in the atmosphere.

The strategy also outlines ways the county council will improve the management of existing trees and woodlands in Hertfordshire to ensure that they remain as healthy as possible while providing maximum benefits to landowners, wildlife, and residents.

The strategy also includes plans to allow residents and businesses to play their part in establishing and enhancing trees and woodlands in their local communities through grant schemes and volunteering opportunities.

Eric Buckmaster, Executive Member for The Environment said:

"This strategy clearly sets out our approach to increasing the number of trees across Hertfordshire, while also better conserving and protecting our existing trees and woodlands. This approach will play a vital role in our work to tackle climate change and its effects locally."

"There are also a number of added benefits, the most obvious being the positive impacts on our residents physical and mental health. The ambitions in the Tree and Woodland Strategy will be pivotal in our efforts to make Hertfordshire a cleaner, greener, healthier county."

Trading Standards Rogues and Scams team update for December 2021 and January 2022

In December the team joined up with the Police's RPU (Roads Policing Unit) as part of a partnership initiative aiming to reduce road casualties and disrupt criminality and provide a rich source of criminal intelligence. Partner agencies represented included HMRC, Environment Agency, and DVSA. In what turned out to be a crisp morning, police officers were deployed to the road network to identify and stop motorists suspected of crime, and other offences of interest to police and partner agencies. Once directed to a designated check site police and partners exercised their legal powers to conduct enquires on the vehicle, motorist and passengers as required, and as legislation allows. The team spoke to a number of businesses on the day, including driveway/landscaping, roofing, scaffolding and gardening companies, handing out guidance on the law and gaining valuable intelligence.

This year's National Consumer Week campaign theme was about misleading environmental and energy efficiency claims. Increasingly many of us are taking steps to be 'greener', eg making our homes more energy efficient, and installing energy technologies like solar panels. This awareness-raising week aimed to increase consumer confidence to make the best 'eco-friendly' decisions, and avoid 'green scams', examples being fraudsters pretending to offer government grants, pressure selling of goods and services that might not be appropriate for the consumer and making misleading claims.

Residents have their say about our new Health and Wellbeing strategy

Hertfordshire's Health and Wellbeing strategy aims to improve the health of our residents. We are renewing the strategy for 2022-26 so that it reflects current health needs in the county, and we need your help to make sure that we are focusing on the right things.

The strategy is underpinned by five core values:

- ✓ Be community-focused
- ✓ Make evidence-based decisions
- ✓ Communicate clearly
- ✓ Build strong partnerships
- ✓ Provide early help

We have chosen three ambitions to help everyone live healthy and independent lives.

These are the things that we feel are most important for us to achieve.

- Strong communities
- Healthy and fulfilling lives
- Effective, joined up health and care services

Hertfordshire County Council has recently submitted its bid for government funding to support the introduction of over 20 electric buses in Stevenage.

The Zero Emission Bus Regional Areas (ZEBRA) scheme is a central government initiative to help local transport authorities introduce zero emission buses, together with the infrastructure needed to support them. The county council, in partnership with bus operator Arriva, were successful with their initial proposal and have now submitted their final business plan. A decision on whether the plan has been successful should be known by March 2022.

The ZEBRA scheme funding would see a total of 27 of Stevenage's ageing diesel bus fleet replaced with new electric ones, which should be in service by 2024.

Sexual Health support for young people

Young people (aged 13+) can access support with relationships and sexual health from HCC Services for Young People (SfYP) at Access Point Projects across Hertfordshire.

These are available for both drop-ins and appointments, and young people can access support for a range of issues including sexual health. Trained staff can provide young people with condoms, pregnancy testing and the new dual tests (chlamydia and gonorrhoea) as part of a free and confidential service.

Young people can also access support and advice via SfYP's sexual health text service on 07860 057369. Young people are able to find out where they can find services locally as well as get free condoms and dual testing via post.

Dual testing is a simple and effective way for young people to undertake STI testing with results text to their phone within 7-10 days.

For more information on SfYP's sexual health services, please visit www.servicesforyoungpeople.org

Hertfordshire Dementia Strategy 2022-2027 | Hertfordshire County Council

[Hertfordshire Dementia Strategy 2022-2027 | Hertfordshire County Council](#) Hertfordshire County Council, East and North Hertfordshire Clinical Commissioning Group and Herts Valleys Clinical Commissioning Group are developing Hertfordshire's Dementia Strategy for 2022-2027. The strategy is being Co-produced with the support of carers and individuals with dementia, and our statutory, voluntary, and independent sector partners, and will be signed off in 2022 by the County Council and the two Clinical Commissioning Groups.

We want to ensure that the voices of people with dementia, and their carers, shape how we use our resources most effectively to enable good quality of life for people with dementia, and to ensure that our services and communities are accessible to everyone.

We want to know what you think is important in ensuring that people with dementia and their carers and family receive the right support

Hertfordshire Mental Health Strategy 2022-2027

We're developing a strategy to make sure every adult in Hertfordshire gets the help they need to enjoy good mental health and wellbeing.

The strategy will set out how health, social care, housing, public health and voluntary sector services will work together to help everyone in our community achieve this.

Consultation start: 21 December 2021

Consultation end: 31 March 2022 (4pm)

We'd like your views on the following draft priorities and themes. We developed these through workshops and focus groups with service users, carers, and health and care system partners.

- Do you think they're the right things to focus on at this time?
- Is there anything missing?
- What feedback do you have about mental health services in Hertfordshire?

After the 12 week consultation period, we'll develop a detailed action plan setting out how we will work together to achieve these objectives. If you'd like to stay involved, [Have your say on the draft mental health strategy](#)

Hunsdon Skips

Following visits we have written to the operators and advised that the structure requires planning permission. We have requested that they advise us of their intentions by 4th March 2022. They will let me know when we receive a response.

East Herts Projects

Hartham Leisure Centre Work continues on the refurbishment of the pool and is anticipated to open in the Spring. A temporary Gym has been set up and demolition and construction of the new extension should commence by the end of March.

Budgets Both East Herts and HCC have been going through very extensive budget examinations with officers and members towards arriving at balanced budgets during extremely difficult times of cost escalation owing to the impact of covid. Inflation currently seems to be running at around 6 percent and is affecting councils of all sizes across the country. My portfolio at County is looking to increase resource/ support for Sustainable Hertfordshire as well as Countryside Rights of way and in the Lead Local Flood Authority. We are also looking for significant capital investment in Waste Disposal infrastructure and Recycling Centres, In other areas a substantial sum will be put in place to support Adult and Children's social care, support for Domestic Abuse Services and greater emphasis on Prevention Services to support individuals and families. Also to increase wages of care workers.

Storm Eunice

By 5 pm on the day Hertfordshire County Council's highways team have received over 300 reports of fallen trees or other tree related faults and Hertfordshire Fire and Rescue Service have received more than 100 calls to unsafe structures and fallen trees.

Eric Buckmaster

District and County Councillor Report

February 2022

YOUNG PEOPLE AND SCHOOLS/FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT FOR TOWN COUNCIL 28 FEBRUARY 2022

1 YOUNG PEOPLE AND SCHOOLS

- **School Council briefings and Town School Council meetings:** I am still waiting to confirm dates for this term or next. I also hope to attend eco council meetings.
- **School Yellow Book:** funding for the Sawbridgeworth-specific edition of Claire Evans' wellbeing book has been secured through Cllr Eric Buckmaster's locality budget and a Zoom meeting has been arranged on 1 March to confirm the details and timetable.
- **Waste management:** I have had some responses from schools about the current North/East Herts recycling/waste management offer (food waste is a big issue). I am attending two Zoom presentations on this theme before Council.
- **Sports Association:** I attended the Herts Clubs Conference on 10 February to better understand funding options, given the current and future capacity pressures on our Sports Association members. I also attended workshops on community engagement and the sustainability of refurbished facilities. Peter Reed delivered an excellent talk for the History Society last month on the contribution of Sir Arthur Cutforth to the town, and there are plans to mark the SSA's 100th anniversary this year and Cutforth's major contribution.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

- **'Lost paths':** good news that Defra has decided to scrap the 2026 deadline to register 41,000 miles of 'lost'/historic footpaths. These paths were left off the official maps that councils were required to draw up in the 1950s. I am not sure to what extent, if at all, this affects our application for the path from Elmwood to the river. In April last year I was told that the Town Council's application, made in April 2020, had been logged. The application was prioritised and put in the top 20 of over 300 outstanding applications. I have asked for an update.
- **Tow path/Environmental audit/Citizen Science:** 21 May has been fixed for a joint River Stort event with the Canal and River Trust. Cllr Furnace will report in more detail.
- **Pishiobury Park LNR:** the weather has severely affected walking and work in the Park but wind damage was seemingly minor. Wood chippings still piled up awaiting dispersal.
- **Footpath repairs/recovery:** Footpath 26 has been restored. No information on Footpaths 21, 22 and 23.
- **Town walks:** the History Society has installed all the QR codes for the Millennium Walk and is planning a formal launch in March.
- **Litter/dog fouling:** we await (consultation on) the waste bin location survey. Braughing has a helpful map on its website: <https://www.braughing.org.uk/dog-bin-map>

David Royle 200222

Green champion report for Full Council meeting 28 February 2022 (as at 20 February 2022)

Eco-Audit Working Group meeting 1 February

- This STC working group comprising residents and councillors included updates on:
 - 3 Acorns visit to be arranged for February if possible (for STC's Eco Audit next steps)
 - Revised date for EV chargers to be installed in Bell Street carpark is April
 - Ongoing work at Pishiobury Park and the Citizen Science Group from Bob Reed
 - Full minutes are available in the Amenities pack http://www.sawbridgeworth-tc.gov.uk/uploads/meeting-files/Amenities_committee_pack_220214.pdf

River Day in May

- STC has arranged to hold a celebration of the Stort River and Navigation together with the Canal & River Trust on Saturday 21 May in the afternoon
- A Citizen Science Group event will take place led by Bob Reed with the opportunity for residents to take part in river water sampling and fish counting
- It is hoped the event will also involve local organisations connected with the river.

Sustainable Sawbridgeworth focuses on cycling and gardening

- Members of the cycling working group met with County Councillor Eric Buckmaster to present a potential leisure cycle route between Sawbridgeworth, Bishop's Stortford and Harlow – the next step is to arrange a meeting with HCC Highways officers
- The group held its Community Gardening & Growing online event – after overcoming a few technical problems it had inspiring presentations from Mary Clear, chair of Incredible Edible Todmorden, and Gini Trower from the Walled Garden near Stanstead Abbots. The group's next step is to gather together those interested to identify potential growing sites in Sawbridgeworth
- On 21 February a webinar on Waste Reduction will be given by Garden Organic as part of East & North Herts 'Waste Warriors' campaign. The event includes a short film by 18-year old local resident Thomas Cubitt entitled 'How clean is our countryside'
- The group would like to thank STC for the grant of £500 towards the running costs of its 2022 activities and events.

Sawbo Travel Group to get up and running again

- We hope to revive the Sawbo Travel Challenge and Town Selfie Walk for this September and are in the process of contacting local schools together with HCC's Active and Safer Travel representative.

Cllr Annelise Furnace

Sawbridgeworth Town Council

Subject: Clerk's Report February 2022

Date: 22nd February 2022

Councillor Vacancies

- For the by-election on 7 April 2022 nominations will open on Friday 4 March and close at 4pm on Friday 11 March. I have forwarded a PDF of the nomination pack that you can forward to any prospective candidates. The candidates must deliver their completed nomination forms by hand at Wallfields, Hertford.

Recent Storms

- We have escaped the recent poor weather relatively unscathed with two trees coming down, and some minor fencing damage to the allotments.

Chamber Use

- A voluntary solicitor project is being trialed next March or April, the scheme will be free of charge for local residents to receive legal advice in the case of domestic violence cases.
- CAB telephone and new laptop has been delivered this week for local residents to be able to contact partner support agencies in private at no charge in a safe environment.

Police Meeting

- I have met with the local police officers to discuss the welcome pack and multi-agency meeting as it appeared were planning something similar. We can now move this idea forward and already the officers have struck up a good relationship with the sales teams who are happy for information to be added to their pack for new residents.

FREEDOM OF THE TOWN PROPOSAL TO FULL COUNCIL 31 JANUARY 2022 BY CLLR DAVID ROYLE

BACKGROUND

- The Sawbridgeworth Local History Society wishes to mark the long service given by Wally Wright to the history of Sawbridgeworth (and Bishops' Stortford). Together with the committee, I as Chairman explored the options open to us. Research on the Internet indicated that local councils have had the power since 2010¹ to confer honorary titles of 'honorary freeman' or 'honorary freewoman', to persons of distinction and those who, in the council's opinion, have rendered eminent service in the council's area.
- **I would like to propose that this Council adopts such a policy with appropriate selection criteria. There are model policies online. I have adapted the one from Romsey.**
- Section 249(8) of the 1972 Act as amended says that the admission of an honorary freeman or honorary freewoman must be by resolution at a meeting of the full council and passed by two-thirds of the members.
- The amended Act also allows a local council to spend a reasonable sum on a suitable presentation to an approved honorary freeman or honorary freewoman.

CRITERIA

- Should the council agree to such a policy, a set of criteria will be required, for example:
- Individuals from all sections of the community who have made a significant difference to the parish are eligible to be nominated as honorary freemen/freewomen.
- The award should be limited to those who have made a significant contribution to the parish of Sawbridgeworth and who have demonstrated 'service above self.'
- The honour will be awarded for the individual's lifetime and not as a hereditary award. The maximum number of freemen or freewomen at any one time is not restricted.
- It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government, i.e., service to other organisations, voluntary and community groups, in a voluntary capacity.
- The nominee must have made an outstanding contribution to the parish.
- If the nomination is for that of a former Member of the Town Council, then to be eligible for consideration, they must have served at least three terms of office (12 years), but these do not have to have been consecutive.
- Nominations will not be accepted for current serving members of the Town Council and a suitable qualifying period of one month must have elapsed after resignation from the Council before a nomination is accepted.
- Nominations can be made by any person who has links with the parish through a nomination form and by forwarding it in a confidential envelope to the Town Clerk.
- The submission should outline the voluntary service provided by the individual to the community. On receipt of a nomination, it should be circulated to all elected members for confidential consideration and included on a council agenda.
- If members agree that the nominee should be made an honorary freeman or freewoman of the town, the nomination shall then be put before the council and a formal vote taken, again in confidence.

¹ On 12 January 2010 the Local Democracy, Economic Development and Construction Act 2009 amended the provisions of the 1972 Act to enable all local councils to confer honorary titles (Section 249 (5)-(10) of the 1972 Act as amended).

- Two-thirds of the members of the council must agree to the nomination.
- All nominations of honorary freeman are to be treated in the strictest of confidence. The nominee should not be informed that they have been nominated. Submissions should not be discussed with any other persons. Any disclosure will make the application invalid.
- The awards for each year will be presented at an individual ceremony and this will normally be the Annual Town Meeting of the Council each April.
- Nominations should reach the Town Clerk by 31 December in the preceding year.

ENTITLEMENTS

- Any person declared an honorary freeman or freewoman of the Town may designate him/herself 'honorary freeman/freewoman of the Parish of Sawbridgeworth.'
- Any honorary freeman or freewoman of the parish shall be Invited to all subsequent civic events and functions.

Time: 11:16

Bank Reconciliation up to 31/01/2022 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>
04/01/2022	DD1	188.90		188.90		R ■	The Fuelcard Company
05/01/2022	DD2	42.00		42.00		R ■	WESTWOOD PARK FARM LTD
05/01/2022	DD3	224.11		224.11		R ■	Onecom Limited
05/01/2022	DD4	60.00		60.00		R ■	The Society of Local Council C
05/01/2022	Direct		7.63	7.63		R ■	Receipt(s) Banked
10/01/2022	DD5	61.96		61.96		R ■	The Fuelcard Company
11/01/2022	DD6	119.79		119.79		R ■	Everflow Water
12/01/2022	DD7	42.00		42.00		R ■	WESTWOOD PARK FARM LTD
13/01/2022	Direct		1,960.00	1,960.00		R ■	Receipt(s) Banked
14/01/2022	7154					R ■	
14/01/2022	7155					R ■	
14/01/2022	7156					R ■	
14/01/2022	7157					R ■	
14/01/2022	7158					R ■	
14/01/2022	7159					R ■	
14/01/2022	7160					R ■	
14/01/2022	7161					R ■	
14/01/2022	7162					R ■	
14/01/2022	Direct		51.30	51.30		R ■	Receipt(s) Banked
14/01/2022	Direct		17.40	17.40		R ■	Receipt(s) Banked
17/01/2022	DD8	57.60		57.60		R ■	Affinity One Security Solution
17/01/2022	DD9	112.30		112.30		R ■	The Fuelcard Company
17/01/2022	DD10	786.00		786.00		R ■	East Herts District Council
17/01/2022	7149	3,221.91		3,221.91		R ■	HMRC
17/01/2022	7150	2,714.91		2,714.91		R ■	Herts County Council
17/01/2022	Direct		166.67	166.67		R ■	Receipt(s) Banked
18/01/2022	DD11	7.00		7.00		R ■	Lloyds Bank plc
19/01/2022	DD12	42.00		42.00		R ■	WESTWOOD PARK FARM LTD
19/01/2022	Direct		70.00	70.00		R ■	Receipt(s) Banked
20/01/2022	500316		60.00	60.00		R ■	Receipt(s) Banked
20/01/2022	500316		158.40	158.40		R ■	Receipt(s) Banked
21/01/2022	DD13	30.00		30.00		R ■	SDH Window Cleaning
21/01/2022	DD14	500.00		500.00		R ■	Jonathan Smith
21/01/2022	DD15	90.00		90.00		R ■	MWS Properties
24/01/2022	DD16	50.00		50.00		R ■	Francotyp-Postalia Limited
24/01/2022	DD17	135.34		135.34		R ■	The Fuelcard Company
24/01/2022	BCARD1	33.00		33.00		R ■	Tesco Stores Ltd
24/01/2022	BCARD2	90.43		90.43		R ■	Amazon Export Sales LLC
24/01/2022	BCARD3	51.82		51.82		R ■	Amazon.co.uk
24/01/2022	BCARD4	6.29		6.29		R ■	Shenzhenshir dashanghong
25/01/2022	Direct		2,960.00	2,960.00		R ■	Receipt(s) Banked
26/01/2022	DD1	42.00		42.00		R ■	WESTWOOD PARK FARM LTD
27/01/2022	DD	423.85		423.85		R ■	British Gas
27/01/2022	7168	185.00		185.00		R ■	SMHT
28/01/2022	DD	120.00		120.00		R ■	A Errington Neilson
31/01/2022	7169	96.00		96.00		R ■	Inst. of Cem. and Crem. Manage
31/01/2022	7170	1,587.50		1,587.50		R ■	Beverley Porter
31/01/2022	7171	50.22		50.22		R ■	Southern Electric

Time: 11:16

Bank Reconciliation up to 31/01/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/01/2022	7172	392.23		392.23		R <input type="checkbox"/>	Ricoh UK Limited
31/01/2022	7173	720.00		720.00		R <input type="checkbox"/>	Lodge & Sons (Builders) Limite
31/01/2022	7175	3,585.60		3,585.60		R <input type="checkbox"/>	Play Source Ltd
31/01/2022	7176	1,040.00		1,040.00		R <input type="checkbox"/>	Gary Woods Garden & Property M
31/01/2022	7177	80.00		80.00		R <input type="checkbox"/>	JRG Plumbing and Heating
31/01/2022	7178	100.09		100.09		R <input type="checkbox"/>	The Anglia Sign Casting Compan
31/01/2022	7179	428.70		428.70		R <input type="checkbox"/>	Home & Office Fire Extinguishe
31/01/2022	7180	90.44		90.44		R <input type="checkbox"/>	Ridgeons Ltd
31/01/2022	7181	126.56		126.56		R <input type="checkbox"/>	Breeze Office Solutions
31/01/2022	7182	10,620.00		10,620.00		R <input type="checkbox"/>	Aylesford Electrical Contracto
31/01/2022	7183	1,380.00		1,380.00		R <input type="checkbox"/>	Tree Surgery Landscaping Contr
31/01/2022	7184	600.00		600.00		R <input type="checkbox"/>	Froom & Co Limited
31/01/2022	7185	300.00		300.00		R <input type="checkbox"/>	Oakridge Nursery
31/01/2022	7186	672.08		672.08		R <input type="checkbox"/>	David Allam
31/01/2022	7187	98.75		98.75		R <input type="checkbox"/>	East Herts District Council
31/01/2022	7188	93.87		93.87		R <input type="checkbox"/>	Recognition Express Essex
31/01/2022	7189	310.00		310.00		R <input type="checkbox"/>	Dale, Lisa
31/01/2022	7190	318.72		318.72		R <input type="checkbox"/>	Ricoh UK Limited
31/01/2022	7174	5,990.12		5,990.12		R <input type="checkbox"/>	East Herts District Council
31/01/2022	DD18	219.85		219.85		R <input type="checkbox"/>	Onecom Limited
31/01/2022	DD20	276.45		276.45		R <input type="checkbox"/>	The Fuelcard Company
31/01/2022	7169x	-96.00		-96.00		R <input type="checkbox"/>	Inst. of Cem. and Crem. Manage
31/01/2022	7170x	-1,587.50		-1,587.50		R <input type="checkbox"/>	Beverley Porter
31/01/2022	7171x	-50.22		-50.22		R <input type="checkbox"/>	Southern Electric
31/01/2022	7172x	-392.23		-392.23		R <input type="checkbox"/>	Ricoh UK Limited
31/01/2022	7173x	-720.00		-720.00		R <input type="checkbox"/>	Lodge & Sons (Builders) Limite
31/01/2022	7175x	-3,585.60		-3,585.60		R <input type="checkbox"/>	Play Source Ltd
31/01/2022	7177x	-80.00		-80.00		R <input type="checkbox"/>	JRG Plumbing and Heating
31/01/2022	7178x	-100.09		-100.09		R <input type="checkbox"/>	The Anglia Sign Casting Compan
31/01/2022	7179x	-428.70		-428.70		R <input type="checkbox"/>	Home & Office Fire Extinguishe
31/01/2022	7180x	-90.44		-90.44		R <input type="checkbox"/>	Ridgeons Ltd
31/01/2022	7181	-126.56		-126.56		R <input type="checkbox"/>	Breeze Office Solutions
31/01/2022	7182x	-10,620.00		-10,620.00		R <input type="checkbox"/>	Aylesford Electrical Contracto
31/01/2022	7183x	-1,380.00		-1,380.00		R <input type="checkbox"/>	Tree Surgery Landscaping Contr
31/01/2022	7184x	-600.00		-600.00		R <input type="checkbox"/>	Froom & Co Limited
31/01/2022	7185	-300.00		-300.00		R <input type="checkbox"/>	Oakridge Nursery
31/01/2022	7186x	-672.08		-672.08		R <input type="checkbox"/>	David Allam
31/01/2022	7187	-98.75		-98.75		R <input type="checkbox"/>	East Herts District Council
31/01/2022	7188x	-93.87		-93.87		R <input type="checkbox"/>	Recognition Express Essex
31/01/2022	7189x	-310.00		-310.00		R <input type="checkbox"/>	Dale, Lisa
31/01/2022	7190x	-318.72		-318.72		R <input type="checkbox"/>	Ricoh UK Limited
31/01/2022	7174x	-5,990.12		-5,990.12		R <input type="checkbox"/>	East Herts District Council
31/01/2022	7176x	-1,040.00		-1,040.00		R <input type="checkbox"/>	Gary Woods Garden & Property M
		21,441.25	5,451.40				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>100 Staff</u>						
4000						
4001						
4003						
4004						
4005						
4008						
4011						
4012						
4014						
4015						
4016						
029 Salary Recharge						
4035 NIC	46,231	28,437	20,304	(8,133)		(8,133)
4040 Pension	43,819	24,278	25,099	821		821
Staff :- Indirect Expenditure	194,115	122,895	179,683	56,788	0	56,788
Net Expenditure	(194,115)	(122,895)	(179,683)	(56,788)		
<u>200 General Administration</u>						
1076 Precept	339,283	361,628	361,628	0		
1078 New Homes Bonus	8,863	0	0	0		
1090 Interest Received	82	43	750	707		
1999 Miscellaneous Income	1,404	151	0	(151)		
General Administration :- Income	349,632	361,822	362,378	556		
4045 Subcontracted Labour	490	366	0	(366)		(366)
4070 Subscriptions	2,619	1,632	1,500	(132)		(132)
1075 IT Support	9,689	8,421	6,000	(2,421)		(2,421)
4080 Training (Members)	30	240	1,000	760		760
4081 Travel Expenses	36	149	240	91		91
4082 Training (Staff)	281	2,058	1,600	(458)		(458)
4083 Clerks Expenses	79	5	250	245		245
4090 IT Development	0	0	1,000	1,000		1,000
4095 Photocopy Charges	1,068	1,310	1,500	190		190
4100 Telephone/Broadband	2,137	1,654	2,500	846		846
4105 Postage	681	534	900	366		366
4110 Stationery	1,138	725	750	25		25
4115 Insurance	0	0	6,100	6,100		6,100
4120 Bank Charges	195	170	600	430		430
4125 Repairs & Renewals	0	0	500	500		500

Detailed Income & Expenditure by Budget Heading 01/01/2022

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4130 Staff Care	893	1,126	1,500	374		374
4135 Office Care	3,256	3,676	2,500	(1,176)		(1,176)
4140 Office Equipment	864	1,978	1,000	(978)		(978)
4180 Accountancy Services	110	1,588	1,500	(88)		(88)
4185 Audit	2,100	0	2,200	2,200		2,200
4190 Professional Fees	3,627	5,124	1,700	(3,424)		(3,424)
4195 Tourism	217	197	500	303		303
4200 Web-site	1,900	0	2,000	2,000		2,000
4201 Web-site development	0	0	1,000	1,000		1,000
4410 Heat & Light	28	0	0	0		0
4800 Fuel	42	0	0	0		0
4990 Contingency	5,249	5,025	2,500	(2,525)		(2,525)
4999 Miscellaneous Costs	2,564	804	0	(804)		(804)
General Administration :- Indirect Expenditure	39,293	36,781	40,840	4,059	0	4,059
Net Income over Expenditure	310,339	325,041	321,538	(3,503)		
<u>210 Democratic Services</u>						
1335 Civic Dinner Income	639	2,065	6,000	3,935		
Democratic Services :- Income	639	2,065	6,000	3,935		
4310 Election Expenses	0	5,870	2,500	(3,370)		(3,370)
4315 Mayor's Allowance	65	30	1,500	1,470		1,470
4330 Civic Events	0	714	2,500	1,786		1,786
4335 Civic Dinner Expenditure	1,800	3,685	5,000	1,315		1,315
Democratic Services :- Indirect Expenditure	1,865	10,299	11,500	1,201	0	1,201
Net Income over Expenditure	(1,226)	(8,234)	(5,500)	2,734		
<u>220 Grants</u>						
1375 Income	(56)	0	0	0		
Grants :- Income	(56)	0	0	0		
4350 Grants - SYPRC	0	0	1,000	1,000		1,000
4355 Grants - The Hailey Centre	0	0	1,000	1,000		1,000
4360 Grants - Twinning - Bry	1,000	0	0	0		0
4370 Grants - S137	0	0	75	75		75
4375 Grants - Citizens' Awards	0	0	500	500		500
4380 Grants - Other	3,000	270	2,500	2,230		2,230
Grants :- Indirect Expenditure	4,000	270	5,075	4,805	0	4,805
Net Income over Expenditure	(4,056)	(270)	(5,075)	(4,805)		

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300 Civic Centre						
1400 Rental Income	0	120	500	380		
Civic Centre :- Income	<u>0</u>	<u>120</u>	<u>500</u>	<u>380</u>		
4115 Insurance	1,723	12,421	0	(12,421)		(12,421)
4405 Rates	7,859	7,859	9,000	1,141		1,141
4410 Heat & Light	2,997	2,923	3,000	77		77
4415 Water	1,221	(56)	100	156		156
4420 Maintenance	4,136	4,285	2,000	(2,285)		(2,285)
4425 Fixtures & Fittings	530	0	1,000	1,000		1,000
4445 New Equipment	0	0	2,000	2,000		2,000
Civic Centre :- Indirect Expenditure	<u>18,465</u>	<u>27,432</u>	<u>17,100</u>	<u>(10,332)</u>	<u>0</u>	<u>(10,332)</u>
Net Income over Expenditure	<u>(18,465)</u>	<u>(27,312)</u>	<u>(16,600)</u>	<u>10,712</u>		
310 Police Suite						
1400 Rental Income	3,840	2,880	3,840	960		
Police Suite :- Income	<u>3,840</u>	<u>2,880</u>	<u>3,840</u>	<u>960</u>		
4420 Maintenance	0	0	250	250		250
Police Suite :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>
Net Income over Expenditure	<u>3,840</u>	<u>2,880</u>	<u>3,590</u>	<u>710</u>		
320 Hailey Centre						
4420 Maintenance	250	1,430	2,000	570		570
Hailey Centre :- Indirect Expenditure	<u>250</u>	<u>1,430</u>	<u>2,000</u>	<u>570</u>	<u>0</u>	<u>570</u>
Net Expenditure	<u>(250)</u>	<u>(1,430)</u>	<u>(2,000)</u>	<u>(570)</u>		
330 Other Rented Accommodation						
4400 Rent	3,115	2,705	3,020	315		315
4410 Heat & Light	601	0	0	0		0
Other Rented Accommodation :- Indirect Expenditure	<u>3,716</u>	<u>2,705</u>	<u>3,020</u>	<u>315</u>	<u>0</u>	<u>315</u>
Net Expenditure	<u>(3,716)</u>	<u>(2,705)</u>	<u>(3,020)</u>	<u>(315)</u>		
400 Bullfield Allotments						
1500 Allotment Rent Income	1,288	1,077	750	(327)		
1510 Allotment Water Income	128	110	200	90		
Bullfield Allotments :- Income	<u>1,415</u>	<u>1,187</u>	<u>950</u>	<u>(237)</u>		

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4415 Water	343	656	500	(156)		(156)
4420 Maintenance	2,423	716	1,500	784		784
Bullfield Allotments :- Indirect Expenditure	2,766	1,372	2,000	628	0	628
Net Income over Expenditure	(1,351)	(186)	(1,050)	(865)		
<u>410 Bellmead Allotments</u>						
1500 Allotment Rent Income	241	240	120	(120)		
1510 Allotment Water Income	58	23	30	8		
Bellmead Allotments :- Income	299	263	150	(113)		
4415 Water	72	80	50	(30)		(30)
4420 Maintenance	765	600	250	(350)		(350)
Bellmead Allotments :- Indirect Expenditure	837	680	300	(380)	0	(380)
Net Income over Expenditure	(538)	(418)	(150)	268		
<u>420 Vantorts Allotments</u>						
1500 Allotment Rent Income	270	263	125	(138)		
1510 Allotment Water Income	33	28	25	(3)		
Vantorts Allotments :- Income	303	291	150	(141)		
4415 Water	53	65	100	35		35
4420 Maintenance	659	839	750	(89)		(89)
Vantorts Allotments :- Indirect Expenditure	712	904	850	(54)	0	(54)
Net Income over Expenditure	(409)	(613)	(700)	(87)		
<u>430 Southbrook Allotments</u>						
1500 Allotment Rent Income	1,405	1,220	1,000	(220)		
1510 Allotment Water Income	180	163	175	13		
Southbrook Allotments :- Income	1,585	1,382	1,175	(207)		
4415 Water	168	273	250	(23)		(23)
4420 Maintenance	291	452	1,250	799		799
Southbrook Allotments :- Indirect Expenditure	459	724	1,500	776	0	776
Net Income over Expenditure	1,126	658	(325)	(983)		
<u>440 Cemetery</u>						
1550 Burial Fees	26,400	21,010	33,594	12,584		
1560 Memorial Fees	1,880	1,865	2,428	563		

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1570 Grave Digging Income	1,990	1,200	2,000	800		
1580 Trees	6,000	3,425	6,694	3,269		
1581 Benches	4,025	1,572	4,666	3,094		
1582 Plaques	120	(144)	750	894		
Cemetery :- Income	40,415	28,928	50,132	21,204		
4029 Salary Recharge	17,292	10,560	12,398	1,838		1,838
4045 Subcontracted Labour	0	0	5,000	5,000		5,000
4415 Water	117	211	150	(61)		(61)
4420 Maintenance	1,486	3,175	5,000	1,825		1,825
4440 New Area	0	0	10,000	10,000		10,000
4441 Cemetery Development	1,602	0	0	0		0
4520 Skip Hire	3,540	2,680	3,000	320		320
4525 Grave Digging Costs	590	0	0	0		0
4530 Trees	676	660	1,000	340		340
4531 Benches	3,887	623	2,500	1,877		1,877
4532 Plaques	1,036	829	500	(329)		(329)
4675 Publicity	0	0	500	500		500
Cemetery :- Indirect Expenditure	30,226	18,737	40,048	21,311	0	21,311
Net Income over Expenditure	10,189	10,191	10,084	(107)		
450 Playground						
4420 Maintenance	7,372	10,830	5,000	(5,830)		(5,830)
4580 Playschemes	0	0	2,000	2,000		2,000
Playground :- Indirect Expenditure	7,372	10,830	7,000	(3,830)	0	(3,830)
Net Expenditure	(7,372)	(10,830)	(7,000)	3,830		
460 Rivers Heritage Site & Orchard						
1700 RHSOG Income	0	50	0	(50)		
Rivers Heritage Site & Orchard :- Income	0	50	0	(50)		
4700 RHSOG	1,075	1,290	2,500	1,210		1,210
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,075	1,290	2,500	1,210	0	1,210
Net Income over Expenditure	(1,075)	(1,240)	(2,500)	(1,260)		
500 Groundsman						
1100 Asset Disposal	7,413	0	0	0		
1603 Public Toilet Income	701	760	1,250	491		

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1610 Contract - Other	710	0	500	500		
Groundsman :- Income	<u>8,824</u>	<u>760</u>	<u>1,750</u>	<u>991</u>		
4029 Salary Recharge	9,116	7,661	12,398	4,737		4,737
4045 Subcontracted Labour	0	0	10,000	10,000		10,000
4600 Planters	50	1,672	1,000	(672)		(672)
4601 Bell St Conveniences	9,653	10,285	10,000	(285)		(285)
4605 Parish Paths	0	0	3,000	3,000		3,000
4615 Ranger's Mower	17,862	430	1,500	1,070		1,070
4620 Ranger's Tools	1,506	1,986	1,000	(986)		(986)
4625 Mower Costs	393	0	0	0		0
4630 CCTV	2,640	2,241	2,500	259		259
4635 CCTV Extension	0	1,935	2,500	565		565
Groundsman :- Indirect Expenditure	<u>41,220</u>	<u>26,210</u>	<u>43,898</u>	<u>17,688</u>	<u>0</u>	<u>17,688</u>
Net Income over Expenditure	<u>(32,396)</u>	<u>(25,451)</u>	<u>(42,148)</u>	<u>(16,697)</u>		
<u>600 Fun on the Field</u>						
1670 Event Income	0	0	1,000	1,000		
Fun on the Field :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>		
4029 Salary Recharge	0	0	600	600		600
4045 Subcontracted Labour	0	0	300	300		300
4670 Event Costs	0	0	1,000	1,000		1,000
4675 Publicity	0	0	500	500		500
Fun on the Field :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,400</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(1,400)</u>	<u>(1,400)</u>		
<u>610 Events General</u>						
4670 Event Costs	93	1,527	1,000	(527)		(527)
4675 Publicity	0	0	500	500		500
Events General :- Indirect Expenditure	<u>93</u>	<u>1,527</u>	<u>1,500</u>	<u>(27)</u>	<u>0</u>	<u>(27)</u>
Net Expenditure	<u>(93)</u>	<u>(1,527)</u>	<u>(1,500)</u>	<u>27</u>		
<u>620 Christmas Festival</u>						
1670 Event Income	0	515	400	(115)		
Christmas Festival :- Income	<u>0</u>	<u>515</u>	<u>400</u>	<u>(115)</u>		
4029 Salary Recharge	0	0	1,000	1,000		1,000
4045 Subcontracted Labour	0	0	350	350		350

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4670 Event Costs	1,321	2,478	1,000	(1,478)		(1,478)
4675 Publicity	0	0	500	500		500
4685 Christmas Lights	14,816	9,600	15,000	5,400		5,400
4690 Competitions	242	256	600	344		344
Christmas Festival :- Indirect Expenditure	16,379	12,333	18,450	6,117	0	6,117
Net Income over Expenditure	(16,379)	(11,818)	(18,050)	(6,232)		
630 Markets						
1670 Event Income	0	0	7,500	7,500		
Markets :- Income	0	0	7,500	7,500		
4029 Salary Recharge	0	0	2,250	2,250		2,250
4675 Publicity	2,950	0	3,000	3,000		3,000
Markets :- Indirect Expenditure	2,950	0	5,250	5,250	0	5,250
Net Income over Expenditure	(2,950)	0	2,250	2,250		
640 Projects						
4700 RHSOG	400	0	0	0		0
4710 Hanging Baskets	0	0	2,000	2,000		2,000
4715 Planters Project	0	0	500	500		500
4720 Town Green	2,348	250	10,000	9,750		9,750
4725 Fair Green	0	450	1,200	750		750
4735 Remembrance Day	37	37	0	(37)		(37)
4740 War Memorial	920	0	0	0		0
Projects :- Indirect Expenditure	3,705	737	13,700	12,963	0	12,963
Net Expenditure	(3,705)	(737)	(13,700)	(12,963)		
660 Town Selfie Walk						
1670 Event Income	0	0	500	500		
Town Selfie Walk :- Income	0	0	500	500		
4029 Salary Recharge	0	0	500	500		500
4670 Event Costs	47	0	0	0		0
4675 Publicity	0	0	500	500		500
4681 Promotional Equipment	0	0	1,000	1,000		1,000
Town Selfie Walk :- Indirect Expenditure	47	0	2,000	2,000	0	2,000
Net Income over Expenditure	(47)	0	(1,500)	(1,500)		

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
700 Sawbobus						
1150 Grants Received	31,232	14,805	14,525	(280)		
1151 STC Subsidy	0	0	15,000	15,000		
1800 Fares	194	215	250	35		
1820 Fuel Rebate	698	698	1,000	302		
1830 Sponsorship	1,667	1,333	2,000	667		
1850 Vehicle Hire Income	21,028	0	0	0		
Sawbobus :- Income	54,819	17,052	32,775	15,723		
4029 Salary Recharge	15,087	8,801	4,124	(4,677)		(4,677)
4045 Subcontracted Labour	3,397	3,691	7,280	3,589		3,589
4800 Fuel	1,202	2,491	5,000	2,509		2,509
4805 Vehicle Maintenance	2,413	4,150	2,500	(1,650)		(1,650)
4810 Vehicle Tax & Insurance	1,533	2,240	2,000	(240)		(240)
4816 Community Bus Reserve	0	0	10,000	10,000		10,000
Sawbobus :- Indirect Expenditure	23,632	21,374	30,904	9,530	0	9,530
Net Income over Expenditure	31,187	(4,322)	1,871	6,193		
710 Lofty WK05						
4800 Fuel	131	0	0	0		0
4805 Vehicle Maintenance	276	0	0	0		0
4810 Vehicle Tax & Insurance	325	0	0	0		0
Lofty WK05 :- Indirect Expenditure	731	0	0	0	0	0
Net Expenditure	(731)	0	0	0		
800 Heffer GL61						
1850 Vehicle Hire Income	250	300	1,000	700		
Heffer GL61 :- Income	250	300	1,000	700		
4800 Fuel	20	783	600	(183)		(183)
4805 Vehicle Maintenance	973	3,584	1,000	(2,584)		(2,584)
4810 Vehicle Tax & Insurance	1,602	631	2,000	1,369		1,369
Heffer GL61 :- Indirect Expenditure	2,595	4,998	3,600	(1,398)	0	(1,398)
Net Income over Expenditure	(2,345)	(4,698)	(2,600)	2,098		
810 Rangers Truck FT63						
1850 Vehicle Hire Income	8,000	0	0	0		
Rangers Truck FT63 :- Income	8,000	0	0	0		

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4800 Fuel	29	1,231	500	(731)		(731)
4805 Vehicle Maintenance	88	1,735	1,000	(735)		(735)
4810 Vehicle Tax & Insurance	221	653	450	(203)		(203)
Rangers Truck FT63 :- Indirect Expenditure	<u>338</u>	<u>3,620</u>	<u>1,950</u>	<u>(1,670)</u>	<u>0</u>	<u>(1,670)</u>
Net Income over Expenditure	<u>7,662</u>	<u>(3,620)</u>	<u>(1,950)</u>	<u>1,670</u>		
<u>910 Town Action Plan</u>						
4910 Town Action Plan Costs	0	0	500	500		500
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>		
<hr/>						
Grand Totals:- Income	469,965	417,612	470,200	52,588		
Expenditure	396,841	307,147	437,818	130,671	0	130,671
Net Income over Expenditure	<u>73,124</u>	<u>110,465</u>	<u>32,382</u>	<u>(78,083)</u>		
Movement to/(from) Gen Reserve	<u>73,124</u>	<u>110,465</u>				