

# 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 28 February 2018~~

25 February 2019 *DLB*

#### Those present

Cllr Angela Alder  
Cllr Roger Beeching  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster  
Cllr John Burmicz

Cllr Don Hall  
Cllr Annelise Furnace  
Cllr Heather Riches  
Cllr David Royle

#### In attendance:

3 members of the public  
R Bowran - Town Clerk

Joanne Sargent – Town Projects Manager

Welcome by the Town Mayor.

The meeting was preceded by a presentation by County Councillor Graham McAndrew on the cycle highway project from Stansted Airport to Welwyn Garden City

Followed by prayers which were said by County Councillor Graham McAndrew

#### PREAMBLE

The mayor referred to Agenda Item 18/149 and updated members on the timetable for the various major development applications.

SAWB2: Considered by DMC 13 February, representations made by ward members and the clerk. Consent granted for 140 units.

SAWB3: Scheduled to be considered by DMC on 20 March. Draft response by town council to be agreed at planning meeting on 11 March.

SAWB4: Extra planning committee scheduled for 04 March. Town council response to be considered by planning committee on 11 March.

#### 18/140 APOLOGIES FOR ABSENCE

Received from Cllr Coysten – unwell  
Cllrs Adamopoulos and Shaw were absent.

#### 18/141 DECLARATIONS OF PECUNIARY INTEREST

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

#### 18/142 PUBLIC FORUM

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

**Mr Greg Leary** asked what progress had been made on establishing the Elmwood footpath as a Right of Way.

*Clerk responded that initial papers had been submitted to Herts County Council to establish whether they could be considered as proof of ownership by the council.*

*AA*

**18/143 MINUTES**

**Resolved:** After one amendment, to approve as a correct record the minutes of the Meeting of the Town Council held on 28 January 2019 2018 (M07) [*prop Cllr E Buckmaster; secd Cllr Burmicz*]

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

Cllr Royle asked what progress had been made on the Pocket Parks grant application.

*Clerk responded that the update was included in his report, circulated to Members.*

Cllr Furnace commented that the subject of Sustainable Travel Towns had not been included on the agenda for this meeting.

*Clerk responded that it would be added to the March agenda.*

**18/144 PLANNING COMMITTEE**

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

- 28 January 2019 (P11)

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

- 11 February 2019 (P12)

**18/145 AMENITIES COMMITTEE**

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

- 11 February 2019 (A03)

**18/146 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.

- 01 Feb: Attended ATC Essex Wing presentation evening
- 04 Feb: opening of Chemo Unit at Rivers Hospital with Sir Rod Stewart
- 15 Feb: visited F&B to see models of enhancements to Sawbridgeworth – ice rink, museum, skate board park, hotel, zoo and a dance hall.
- 19 Feb attended funeral of former Ch. Insp Gerry McDonald, over 500 attendees, loan of minibuses for the occasion.
- 24 Feb: farewell lunch for Rev Frances Arnold, thanks to town council officers for their help during her tenure.

Future events:

- 02 Mar: Open morning at Town Council; also open morning at Central surgery
- 30 Mar: mayor's Charity dinner in Memorial Hall
- 10/11 Apr: Flower basket workshop
- End of Apr: Charity football match

**18/147 REPRESENTATIVES AND CHAMPIONS REPORTS**

To receive reports from:

- County Cllr Eric Buckmaster highlighted:
  - A414 consultation
  - Minerals local plan review
  - Consultation of eligibility for Blue Badges

*JJA*

- Herts "Gearing up for Growth"
- Trailblazing mental health in Herts schools
- Step up to Social Work
- Bishops Stortford North school sponsor competition
- Council Tax and Budget plans for 2019-20
- Grants awarded from Grants Locality Budget
- RBL trip to Normandy , Voyage of Remembrance
- A414 Fly Tipping and Litter Picking
- Harlow & Gilston Town awarded £715,000 funding for planning consultations
- Old River Lane proposals.
  
- District Cllr Angela Alder highlighted attending:
  - Financial Sustainability Group seeking to increase District Council income
  - EHDC Executive meeting
  - EHDC DMC committee as Ward member representing constituents
  - Interviews for post of new CEO at EHDC
  - Old River lane briefing meeting
  
- Hertfordshire Police reported in absentia:
  - We are currently in the process of contacting the schools with regards to offering talks on gangs and knives under Op Sceptre (national operation to reduce knife crime).
  - We are working with various locations around the town in preparation for the lighter evenings and an expected increase in anti-social behaviour.
  - We are supporting 'Spring in your Step' day. PC Marshall will again be on the quad bike and PCSOs Paul and Amanda will be on foot assisting Spellbrook School.
  - Theft from motor vehicle patrols have been upped due to increase in offences in gym car parks in neighbouring areas.
  
- Other Representatives & Champions
  - Cllr Royle – Schools, Footpaths & Open Spaces, Sports Association and Town Twinning already circulated.
  - Cllr R Buckmaster – SYPRC. Contracted with Broadmead Leisure to inspect and repair play equipment. Replacement of floor covering at a cost of £14,600, approval sought for expenditure of £2,800 towards this from own funds. Asked for this limit to be increased.
  - Cllr E Buckmaster – May Fayre. Confirmed road closures had been approved, EHDC Safer Events Group had been contacted and Risk Assessment will be prepared shortly.
  - Cllr Alder – STACC meeting to discuss settling compensation claims and DfT consultation of future aviation strategy 2050.

## 18/148 OFFICERS REPORTS

*Received and noted:* The reports from:

- Town Clerk, already circulated, and added:
  - Work to manage the Old Beech Hedge on the Rivers Hospital site had been completed
  - Herts Highways had published the enhanced requirements for licencing festive lighting, hanging baskets, banners, dog bins and other street furniture.
  - Meeting with Herts Highways to seek a solution for

- pedestrian safety barriers at the New Mexico site.
- Town Projects Manager, already circulated, and added:
  - BBC Bargain Hunt filmed in Sawbridgeworth and at the Orchard to be screened at 12:15pm on 08 March.

**18/149 EAST HERTS DISTRICT PLAN**

To report on any developments following the adoption of the East Herts District Plan 2018.

- SAWB2 – considered by EHDC Development Management Committee on 13 February.  
Cllr E Buckmaster commented:
  - Disappointment as DMC's response to STC's presentations, that the Masterplanning process had not been understood, that the infrastructure requirement cannot be determined until costed.
  - The town council needs to be consultee and have a continuing monitoring role, this will be pursued.
- SAWB3 – to be considered by EHDC Development Management Committee on 20 March.  
Cllr E Buckmaster commented:
  - Essential that the provision of amenity space and allotment space is incorporated into a legal agreement.
- SAWB4 – Consultation received 13 February and deferred by Planning Committee on 25 February to an extra Planning Committee meeting on 04 March.
  - Initial comments from this meeting to be sent to the case officer.

**18/150 DEPOSIT & CONSULTATION DOCUMENTS**

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

**18/151 FINANCIAL REPORT**

*Noted:* The current Financial Report.

**18/152 ACCOUNTS FOR PAYMENT**

*Noted and approved:* Accounts for payment.

**18/153 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

- Request by SYPRC management committee to increase the spending limit of £2,000 requiring notification to the managing trustees. (Cllr R Buckmaster)
- To consider the participation by Sawbridgeworth in the Sustainable Travel Towns initiative. (Cllr A Furnace)

Meeting closed at 22:00

*Angela Alder  
25th March 2019*

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ANG001</b> <b>The Anglia Sign Casting Company</b>							
<i>LAIGHT - Plaque x2</i>	08/02/2019	INV-45442	1	147.22	0.00	147.22	0.00
					0.00	147.22	
Above paid on 25/02/2019 by Cheque 1941							
<b>VAUGH001</b> <b>Vaughtons</b>							
<i>Myrs chains - engraving/collar</i>	13/02/2019	56735	1	438.31	0.00	438.31	0.00
					0.00	438.31	
Above paid on 25/02/2019 by Cheque 1942							
<b>JC001</b> <b>EOC Services Limited</b>							
<i>Maintenance service - Air Con</i>	14/02/2019	132522	1	445.20	0.00	445.20	0.00
					0.00	445.20	
Above paid on 25/02/2019 by Cheque 1943							
<b>ALLM001</b> <b>David Allam</b>							
<i>Safety checks &amp; other</i>	25/01/2019	4424	1	359.92	0.00	359.92	0.00
<i>Ft Chqr plts &amp; wiper blades</i>	06/02/2019	4427	1	117.48	0.00	117.48	0.00
					0.00	477.40	
Above paid on 25/02/2019 by Cheque 1944							
<b>BRZ001</b> <b>Breeze Office Solutions</b>							
<i>Ear Defenders - Town Ranger</i>	28/01/2019	105591	1	20.48	0.00	20.48	0.00
<i>"Its, ppr, clips, ear dfndrs</i>	25/01/2019	105572	1	86.34	0.00	86.34	0.00
<i>Various &amp; 1st aid sppls</i>	11/02/2019	105787	1	94.15	0.00	94.15	0.00
					0.00	200.97	
Above paid on 25/02/2019 by Cheque 1945							
<b>FROOM001</b> <b>Froom &amp; Co Limited</b>							
<i>Cemetery Skip</i>	31/01/2019	35958/2	1	252.00	0.00	252.00	0.00
					0.00	252.00	
Above paid on 25/02/2019 by Cheque 1946							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>2,963.09</b>	

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## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MYN001</b> <b>Mynott &amp; Son</b>							
<i>Hedge cutting</i>	07/01/2019	2022	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 25/02/2019 by Cheque 1934							
<b>NALC001</b> <b>National Association of Local Councils</b>							
<i>Registration Fee</i>	28/01/2019	13898	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 25/02/2019 by Cheque 1935							
<b>SEU01</b> <b>Southern Electric</b>							
<i>Unmetered Elec - Tel Box</i>	04/02/2019	0119	1	1.76	0.00	1.76	0.00
					0.00	1.76	
Above paid on 25/02/2019 by Cheque 1936							
<b>LODG001</b> <b>Lodge &amp; Sons (Builders) Limited</b>							
<i>PAT Testing</i>	06/02/2019	9072	1	354.00	0.00	354.00	0.00
					0.00	354.00	
Above paid on 25/02/2019 by Cheque 1937							
<b>MILES001</b> <b>John Miles &amp; Son Tyre &amp; Exhaust Cntr Ltd</b>							
<i>New Tyre</i>	06/02/2019	JM603449	1	119.93	0.00	119.93	0.00
					0.00	119.93	
Above paid on 25/02/2019 by Cheque 1938							
<b>EHDC001</b> <b>East Herts District Council</b>							
<i>Refuse Collection</i>	07/02/2019	INV0024761	1	215.02	0.00	215.02	0.00
					0.00	215.02	
Above paid on 25/02/2019 by Cheque 1939							
<b>HFE001</b> <b>HFE Signs Ltd</b>							
<i>Election Banners</i>	08/02/2019	INV22435	1	71.28	0.00	71.28	0.00
					0.00	71.28	
Above paid on 25/02/2019 by Cheque 1940							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>ANG001</b> <b>The Anglia Sign Casting Company</b>								
NICOLAS/KEN&GWEN plaques	14/02/2019	INV-45492	1	153.22	0.00	153.22	0.00	
					0.00	153.22		
Above paid on 25/02/2019 by Cheque 1947								
<b>EDGE001</b> <b>EDGE IT Systems Limited</b>								
3rd Year of contract	04/02/2019	33381	1	1,104.72	0.00	1,104.72	0.00	
2nd yr of cntrct - late pymnt	07/02/2019	32160	1	1,061.76	0.00	1,061.76	0.00	
					0.00	2,166.48		
Above paid on 25/02/2019 by Cheque 1948								
<b>ALFA001</b> <b>Alfa Tail Lifts Limited</b>								
Heater service & repair	14/11/2018	377690	1	612.52	0.00	612.52	0.00	
					0.00	612.52		
Above paid on 25/02/2019 by Cheque 1949								
<b>DALE001</b> <b>Dale, Lisa</b>								
Office Cleaning - February	25/02/2019	250219	1	195.00	0.00	195.00	0.00	
					0.00	195.00		
Above paid on 25/02/2019 by Cheque 1950								
<b>VITAL001</b> <b>Vital Signs Learning</b>								
First Aid Course	21/02/2019	1026	1	550.00	0.00	550.00	0.00	
					0.00	550.00		
Above paid on 25/02/2019 by Cheque 1951								
<b>RIDG001</b> <b>Ridgeons Ltd</b>								
Fence Panel	06/02/2019	039/72838311	1	25.09	0.00	25.09	0.00	
Topsoll	12/02/2019	039/72856086	1	57.36	0.00	57.36	0.00	
Post mix concrete	21/02/2019	039/72886819	1	25.20	0.00	25.20	0.00	
					0.00	107.65		
Above paid on 25/02/2019 by Cheque 1952								

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Linked to Cashbook 1

Entered Month 11  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>BRZ001</b> <b>Breeze Office Solutions</b>								
<i>C5 env &amp; thick white paper</i>	18/02/2019	105873	1	28.25	0.00	28.25	0.00	
					0.00	28.25		
Above paid on 25/02/2019 by Cheque 1953								
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>3,813.12</b>		

*RTA*

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# Non-Purchase Ledger Cheques - February 2019

Cheque No:	Payable to:	Amount:	Reason:	A/C Code:
1932	East Herts Citizens Advice Service	500	Grant Awarded	4380/220
1933	Keech Hospice Care	500	Grant Awarded	4380/220
1954	Above (2) cheques already signed & awarded Harlow Council	80	x2 Civic Dinner Tickets - Mayor & Consort	4315/210
1955	Adrian (Rob) Robinson	34.96	Saturday service & relief driving	4045/700
1956	Frank Gowen	34.96	Saturday service & relief driving	4045/700
1957	East Herts District Council	100	x2 Civic Dinner Tickets - Mayor & Consort	4315/210
1958	Cash	63.53	Top-up of Petty Cash	Various

Total: 1313.45

AA