

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 February 2019**.

Those present

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

March
Cllr Don Hall
Cllr Annelise Furnace
Cllr Heather Riches
Cllr David Royle
Cllr Mike Shaw

In attendance:

Emma Vandore – BS Independent
R Bowran - Town Clerk

Joanne Sargant – Town Projects Manager

Welcome by the Town Mayor.
Prayers were said by Cllr Furnace.

The Mayor reminded Members that we had now entered a state of Purdah which precedes the local elections on 02 May.

18/154 APOLOGIES FOR ABSENCE

Received from Cllr Burmicz – business commitment.
Cllr Adamopoulos and Cllr Coysten were absent.

18/155 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest by Members.

18/156 PUBLIC FORUM

There were no representations from members of the public on matters within the remit of the Town Council.

18/157 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 25 February 2019 (M08)
[prop Cllr R Buckmaster; secd Cllr Furnace]

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

18/158 PLANNING COMMITTEE

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

- 25 February 2019 (P14)

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

- 04 March 2019 (P14A)

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

- 11 March 2019 (P15)

18/159 STAP & ECONOMIC DEVELOPMENT COMMITTEE

Received and Noted: The draft minutes of the STAP & Economic Development Committee Meeting held on:

- 11 March 2019 (A03)

18/160 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's appointments and communications.

Mayor presented correspondence from:

- Herts police, thanks for loan of minibus for former Ch. Insp MacDonald's funeral
- St Mary's PCC, thanks for use of chamber for leaving lunch for Rev Frances Arnold
- Citizens Advice for grant
- Keech Hospice Care for grant

Mayor's month:

- 2nd March Many thanks to those of you who attended the Information morning regarding standing for election to the Town Council. It was much appreciated and a number of people have expressed an interest in standing.
- 5th March I felt very privileged to be invited to attend the award ceremony at Portcullis House when Mandeville School won the School Travel challenge trophy beating all participating Primary Schools in England – a really fine achievement reflecting the community involvement of all the primary schools in Sawbridgeworth.
- 12th March I chaired the Sawbridgeworth Primary Schools' School Council meeting – always an interesting meeting hearing the views of our younger citizens.
- 16th March I attended the Scout's AGM and heard a lot about the activities on offer to our young people via the Scout movement. I was pleased that Cty Cllr. Eric Buckmaster attended together with Cllrs Furnace and Riches.
- 20th March Saw the Spring in Your Step initiative with a relay cycled, walked or scootered with all the primary schools in the town participating starting with Spellbrook who carried the torch to Mandeville School then on to Reedings then on to Fawbert & Barnard with those children walking to the Council Chamber where they had refreshments and then the Moving Mums fitness group ran on to High Wych School and the pupils there carried the torch on the final lap around the playground. Buster appeared at all the schools much to the delight of the children especially when Buster tried his hand on the scooter leg – unfortunately we did not manage to get a picture of this rather hilarious episode.
- 22nd March Ron and I went to the Harlow Civic dinner which was most enjoyable.
- 24th March Ron accompanied me to the Borough of Broxbourne Civic Service which we thoroughly enjoyed.
- I am now looking forward to my civic dinner next Saturday which has now reached capacity numbers.

18/161 REPRESENTATIVES AND CHAMPIONS REPORTS

To receive reports from:

County Cllr Eric Buckmaster report summarised:

- Response to Minerals Local Plan Review
- Hospital Trust scrutiny
- Future of Princess Alexandra Hospital
- Hertfordshire air pollution service
- Contracts for the provision of Drug and Alcohol services
- Community Rehabilitation Services for Adults
- Feeling Good Week
- Secondary school places announced for 2019
- Meeting with HCC on Education at Mandeville

- o District Cllr Angela Alder report summarised:
 - District Council meeting when the Council Tax for the year 2019/20 was agreed.
 - The financial aim for East Herts, is to minimise the burden on local council tax and business rate payers and is the key driver to deliver a financial return which contributes to the council spending plans and to support priority outcomes in the local community.
 - The Financial Sustainability Strategy Group now Board's proposal was adopted as the key methodology for delivering the Medium Term Financial Plan 2020 onwards.
 - It was further agreed that a capital sum of £3m be made available to invest in commercial income generating activity that achieves the Financial Sustainability Board's key requirements.
 - I attended Hertfordshire Older People's Network at Welwyn Garden City – this group is aimed at getting older people who have previously felt lonely and isolated to share their experience in coping with their situation and how they overcame their problem with those currently suffering from loneliness.
 - In the evening I attended the Financial Sustainability Group meeting.
 - I attended the Performance, Audit and Governance Scrutiny Committee meeting when we received a report from Broxbourne and East Herts CVS on their activities in relation to the use of the Service Level Agreement (SLA) monies.
 - Other items considered at the meeting covered the 2018-19 Audit Plan, the Shared Anti-fraud Service, Annual Review of Risk Management and the work programme going forward.
 - I attend a Dementia Training session followed by the Community Forum Group where the various Champions share the work they are doing in the community.
 - I attended the DMC meeting at Hertford as a Ward member for Sawbridgeworth to express the concerns of the Town Council with regard to SAWB3. Both Cllr Buckmaster and myself were unsuccessful in persuading the Committee to acknowledge the legitimate reason for our wish to be part of the legal agreement in respect of the development particularly in regard to the Allotment site where it is anticipated that the Town Council will have the financial and management responsibility for the efficient running of the site going forward. A very disappointing outcome from the Town's viewpoint.

- o District Cllr Eric Buckmaster report summarised:
 - Old River Lane proposals
 - Expansion of Hertford Theatre
 - Appointment of Richard Cassidy as new CEO of EHDC.

- o Hertfordshire Police reported in absentia
 - There are no matters in the area that are critical and no exceptional crimes reported since last month

- o Other Representatives & Champions
- o Cllr Royle –
 - SCHOOLS Town council briefing meeting and school

town council meetings: The first Town School Council meeting was held on 12 March, chaired by the Mayor and attended by three of the four primary schools. We talked about Town Action Plan issues and recycling and invited the schools to contribute further ideas for the new Action Plan. The next meeting is scheduled for June.

- All but one school have now confirmed a date for a town council briefing in the Chamber.
 - I have arranged a meeting at Leventhorpe to discuss closer community links.
 - Recycling: I understand that an enhanced recycling 'offer' is imminent from East Herts Council, but doesn't currently include food or green waste.
 - FOOTPATHS AND OPEN SPACES Footpath 21: I have reported a tree blocking the twitchell to HCC following the recent storms. It was established that the clearance work off Springhall Lane is to restore the land to a meadow.
 - SAWBRIDGEWORTH SPORTS ASSOCIATION Arising from the EHVHCBC meeting (see below) I passed on to SSA the idea of tackling dementia, memory loss, depression through sport and sporting memories (<http://www.sportingmemories.org.uk/>).
 - SYPRC I attended the East Herts Village Halls and Community Buildings Consortium meeting at Tewin. Claire Pullen and the social prescribing coordinator did presentations on EHC grants and EHC's support for Connecting lives, 'chatter tables' in coffee shops; community hubs in halls or elsewhere for the 40 plus age group providing health and social services support (two-year project presented by social prescribing coordinator; £30k from HCC this year and next); 'warm hubs' and 'frail hubs'
 - TOWN TWINNING A party from Moosburg is visiting us from 5-7 April; guests from Bry will be here from 13-15 September and we will visit Moosburg from 25-27 October.
- Cllr R Buckmaster – Sawbridgeworth YPRC. No report as committee has not met since last council meeting.
 - Cllr R Buckmaster – Sawbridgeworth Memorial Hall Trust. No report as committee has not met since last council meeting
 - Cllr E Buckmaster – May Fayre.
 - Cllr Alder – HAPTC. Board meeting of HAPTC. A presentation by the member from the Luton Airport area. A consultation paper will be issued later this year outlining the Airports Authorities views on future development of the aviation industry.

18/162 OFFICERS REPORTS

Received and noted: reports from:

- Town Clerk and Town Projects Manager

To discuss any updates and matters arising from the report

Cllr Beeching asked for an update on Christmas Lighting

Clerk responded that he had attended the annual briefing by HCC and Ringway. Rules on licensing are being tightened.

Cllr R Buckmaster asked if Sawbobus would be running down Knight Street on 18 May for the Big Breakfast

Clerk confirmed that no change to the Guide to Timings was planned.

Cllr Furnace asked for an update on the repairs to the Sheering Lock bridge

Clerk responded that a briefing from Essex Highways suggested that repairs were likely to be in June 2019.

Cllr Furnace asked about tree preservation orders at the site next to Springhall Lane

Clerk agreed that he would raise the issue with East Herts District Council.

Cllr Royle asked for an update on the Elmwood footpath

Clerk confirmed that the process has commenced to establishing the footpath as a Right of Way.

Cllr Shaw asked if we has any response to the invitation to the Policed and Crime Commissioner to attend a council meeting.

Clerk responded that we hadn't, and agreed to issue a further invitation.

The Mayor asked about the future of the Fun-on-the-Field event.

Clerk responded that the viability of the event was being considered and the costs and benefits were being scrutinised before any conclusion could be reached.

18/163 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.
- SAWB3 – considered by EHDC Development Management Committee on 20 March.
- SAWB4 – Consultation received 13 February and to be considered by Planning Committee on 04 March.

Cllr E Buckmaster said that a Steering Group should have an on-going monitoring role – EHDC leader Cllr Haysey has said that the Masterplanning process should continue. The delegation of authority to the planning officer over s106 determination leaves many unanswered questions.

18/164 BELL STREET CONVENIENCES

Resolved 1: To accept the quotation from Healthmatic in the sum of £59,456 for the refurbishment and upgrade of the Bell Street conveniences. This sum to be provided by East Herts District Council. [*prop Cllr Alder; secd Cllr Beeching*]

Resolved 2: To accept in principle the proposal from Healthmatic in the sum of £13,900 for the provision of a dry toilet unit for the cemetery and to authorise the Clerk to explore the use of the balance of the capital sums available from the East Herts District Council. [*prop Cllr Alder; secd Cllr Riches*]

18/165 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE

Request by SYPRC management committee to increase the spending limit of £2,000 requiring notification to the managing trustees. (Cllr R Buckmaster)

Instead of the agenda item Chair of the SYPRC management

committee wanted to seek consent to spend £2,900 on redecoration of the centre. Since this was from the SYPRC's own funds this was tacitly agreed.

Agreed: That the proposal to increase the £2,000 limited be deferred until after the management committee had met to determine what limit should be sought.

18/166 SUSTAINABLE TRAVEL TOWNS

To consider the Transport Research Laboratory report on Sustainable Travel Towns. (Cllr A Furnace)

Reference was made to this initiative being progressed by the Shaping Stortford Group. There was a difference of views about whether the close physical relationship between Sawbridgeworth and Bishops Stortford constituted an internal link between towns.

It was agreed that Sawbridgeworth would initially register their interest in becoming a Sustainable Travel Town.

18/167 EXTENSION OF CEMETERY ROADWAYS

To consider tenders received for the extension of the roadways in the town cemetery and determine which project or projects to approve.

Resolved: To accept the tender from RA Swann for Projects 1 & 2 in the sum of £20,502.

[prop Cllr E Buckmaster; secd Cllr R Buckmaster]

18/168 ADDITION TO CCTV SYSTEM

To consider a quotation from Sunstone for enhancements to the town CCTV system. Stage 1 is to upgrade existing server at a cost of £5,011. Stage 2 is to provide additional high definition cameras at the West Road junction. This has not yet been quoted for but an estimate is for a further £5,000.

Agreed: To consider these proposals further at a future council meeting.

18/169 DEPOSIT & CONSULTATION DOCUMENTS

There were no Documents for Noting and Consultation.

18/170 FINANCIAL REPORT

Received and Noted: The current Financial Report.

18/171 ACCOUNTS FOR PAYMENT

Received and Noted: Accounts for payment.

18/172 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- Presentation by Sophie Childs from NCS, the National Citizen Service.
- Review of enhancements and additions to the town CCTV system

Meeting closed at 21:20

List of Purchase Ledger Payments

Linked to Cashbook 1							Entered Month 12 by user LD	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
JRG001 JRG Plumbing and Heating								
<i>Replace double bowl sink waste</i>	03/03/2019	JRG93	1	110.00	0.00	110.00	0.00	
					0.00	110.00		
Above paid on 25/03/2019 by Cheque 1959								
SIMM001 G.J. Simmons Roofing Contractor								
<i>Repair and Gutter clearance</i>	26/02/2019	1571	1	245.00	0.00	245.00	0.00	
					0.00	245.00		
Above paid on 25/03/2019 by Cheque 1960								
UGH001 Vaughtons								
<i>Case for Mayors Chains</i>	07/03/2019	48606	1	502.72	0.00	502.72	0.00	
					0.00	502.72		
Above paid on 25/03/2019 by Cheque 1961								
SSE001 Southern Electric								
<i>Unmetered supply - Tiphne box</i>	04/03/2019	0120	1	1.63	0.00	1.63	0.00	
					0.00	1.63		
Above paid on 25/03/2019 by Cheque 1962								
FROOM001 Froom & Co Limited								
<i>Skip hire del 05/02 & 27/02/19</i>	28/02/2019	36012	1	504.00	0.00	504.00	0.00	
					0.00	504.00		
Above paid on 25/03/2019 by Cheque 1963								
ALLM001 David Allam								
<i>Fit & Supply new radiator hose</i>	07/03/2019	4437	1	162.00	0.00	162.00	0.00	
					0.00	162.00		
Above paid on 25/03/2019 by Cheque 1964								
DOE001 Ernest Doe & Sons Ltd								
<i>Grss seed, rake, oil, coil</i>	05/03/2019	302745	1	88.94	0.00	88.94	0.00	
<i>Mulching Mower</i>	11/03/2019	B53214	1	780.00	0.00	780.00	0.00	
					0.00	868.94		
Above paid on 25/03/2019 by Cheque 1965								

Ledger to Cashbook 1

Entered Month 12
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RIDG001 Ridgeons Ltd							
<i>Post mix concrete</i>	28/02/2019	039/72910051	1	21.70	0.00	21.70	0.00
<i>Bricks</i>	28/02/2019	039/72910066	1	5.47	0.00	5.47	0.00
<i>Barrier tpe, stkes, paint brsh.</i>	06/03/2019	039/72927324	1	82.66	0.00	82.66	0.00
<i>Adhsv for wall plqs & strps</i>	21/03/2019	039/72975820	1	50.88	0.00	50.88	0.00
					0.00	160.71	
Above paid on 25/03/2019 by Cheque 1966							
BRAN001 Branson Leisure Ltd							
<i>HELM - Bench</i>	27/02/2019	3147	1	751.20	0.00	751.20	0.00
					0.00	751.20	
Above paid on 25/03/2019 by Cheque 1967							
SLCC001 The Society of Local Council Clerks							
<i>Annual Membership</i>	25/03/2019	25032019/1	1	439.00	0.00	439.00	0.00
					0.00	439.00	
Above paid on 25/03/2019 by Cheque 1968							
SLCC001 The Society of Local Council Clerks							
<i>ALCC Membership</i>	25/03/2019	25032019/2	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 25/03/2019 by Cheque 1969							
BRZ001 Breeze Office Solutions							
<i>First Aid kit items</i>	22/03/2019	106276	1	64.46	0.00	64.46	0.00
					0.00	64.46	
Above paid on 25/03/2019 by Cheque 1970							
DALE001 Dale, Lisa							
<i>Office cleaning</i>	25/03/2019	25032019	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 25/03/2019 by Cheque 1971							
Total Purchase Ledger Payments					0.00	4,049.66	

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Non-Purchase Ledger Cheques - March 2019

Cheque No:	Payable to:	Amount:	Reason:	A/C Code:
1972	Adrian (Rob) Robinson	134.86	Saturday service, relief driving, First Aid Course	4045/700
1973	Frank Gowen	34.96	Saturday service 23/3/19	4045/700
1974	Cash	310.59	Petty cash top-up	Various
Total:		480.41		

Frank Gowen
29th April 2019