

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Annelise Furnace

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
web: [www.sawbridgeworth-tc.gov.uk](http://www.sawbridgeworth-tc.gov.uk)

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;  
Coysten; Furnace; Gray; Patel; Rattey; and Royle

## MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held via the video conference service **Zoom** on **Monday 26 April 2021** commencing at 19:00 to transact the business as set out in the agenda below.

A handwritten signature in black ink, appearing to read 'J. Smith'.

Interim Town Clerk  
20 April 2021

## AGENDA

Welcome by the Town Mayor followed by Thought for the Day

**20/183 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

**20/184 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members

**20/185 PUBLIC FORUM**

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

**20/186 MINUTES**

[📄] [👉]

To approve as a correct record the draft minutes of the Meeting of the Town Council held on 29 March 2021 (M09) [Attached]

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















**20/187 PLANNING COMMITTEE**

[📄]

To receive and note the minutes of the Planning Committee held on 29 March 2021 (P17) [Attached]

[📄]

To receive and note the draft minutes of the Planning Committee held on 12 April 2021 (P18) [Attached]

- 20/188 FINANCE AND POLICY MEETING**  
 To receive and note the draft minutes of the Finance and Policy Committee on 12 April 2021 (F04) *[Attached]*
- 20/189 ECO-AUDIT WORKING PARTY**  
 To receive and note the notes of the Eco-Audit Working Party held on 22 March 2021. *[Attached]*
- 20/190 TOWN GREEN WORKING PARTY**  
 To receive and note the notes of the Town Green working Party held on 06 April 2021. *[Attached]*
- 20/191 STANDING ORDERS**  
 To amend Standing Orders by the addition of the following clause:
- 1 (d). Subject to the provisions of the Coronavirus Act 2020, meetings of the Council and its Committees and sub-Committees may be held remotely by a media platform such as Zoom or Teams.
- This will be debated at the meeting of full council of 26 April 2021 in accordance with Standing Order 77:
- A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*
- 20/192 APPOINTMENT OF TOWN CLERK**
- To note that interviews to select a new town clerk were set for Friday 23 April 2021.
- 20/193 WEST ROAD DEVELOPMENTS (SAWB 2 & SAWB 3)**  
 To consider any updates and recommendations
- 20/194 TOWN EVENTS 2021**  
 To consider any updates from the Town Projects Manager.
- 20/195 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
 To receive Mayor's report
- 20/196 REPRESENTATIVES REPORTS**  
 To receive representatives reports from:
-  • County Councillor E Buckmaster
  -  • District Councillor Alder (nothing to report, no meetings this month)
  -  • District Councillor R Buckmaster
  -  • District Councillor Burmicz
  -  • Hertfordshire Police
  -  • Other Representatives
-  Cllr Royle - Footpaths; Schools; Town Twinning;  
 Cllr R Buckmaster – RHSO; SYPRC
- 20/197 LOCAL BUSINESSES**  
 To consider an update on support for local businesses and shops
- 20/198 DEVOLUTION AND RECOVERY**  
 To provide an update on the Government proposals, which is delayed from publication scheduled to be in a White Paper in September, to

force through a reorganisation of local government.

**20/199 DEPOSIT & CONSULTATION DOCUMENTS**

To note receipt of any Documents for Noting and Consultation

- NALC Consultation – Remote Meetings, email circulated to members on 01 April 2021  
<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

**20/200 FINANCIAL REPORT**



To note the current Financial Report.

**20/201 ACCOUNTS FOR PAYMENT**

To note and approve accounts for payment.

**20/202 BANK RECONCILIATIONS**



To receive and note the latest bank reconciliation.

**20/203 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.**

Zoom meeting.

<https://us02web.zoom.us/j/87355117103?pwd=U1JzakdzeJHZjU5QWIZL1VVaXp2Zz09>

Meeting ID: 873 5511 7103

Passcode: 271646

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN held on Zoom at 19:00 on Monday 29 March 2021.

### Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Greg Rattey
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	
In attendance:	J Sargent - Interim Clerk
Chris Carter – BS Independent	2 Members of the Public

Welcome by the Town Mayor followed by Thought for the Day

### 20/160 APOLOGIES FOR ABSENCE

Received and accepted from:  
Cllr Coysten – long term sick leave.  
Cllr Chester - unwell  
Cllr Patel – work commitment  
Cllr Gray - absent

### 20/161 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest by Members

### 20/162 PUBLIC FORUM

To respond to communications received by the Clerk from members of the public on matters within the remit of the Town Council.  
Hazel Mead confirmed that a Guide leader would undertake the repair work on the millennium maze that is sited on the green space outside the doctors surgery.

### 20/163 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting of the Town Council held on 22 February 2021 (M08). One correction in Mayor's Correspondence 20/152 – 'a message was received' not 'a letter'

*[prop Cllr R Buckmaster; sec'd Cllr Rattey] All in favour*

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

### 20/164 PLANNING COMMITTEE

**Received and noted** the minutes of the Planning Committee held on 01 March 2021 (P15)

**Received and noted** the draft minutes of the Planning Committee held on 15 March 2021 (P16)

### 20/165 AMENITIES MEETING

**Received and noted** the draft minutes of the Amenities Committee on 15 February 2021 (A03)

**20/166 ECO-AUDIT WORKING PARTY**

*Received and noted* the notes of the Eco-Audit Working Party held on 8 February 2021.

**20/167 ECONOMIC DEVELOPMENT AND STAP COMMITTEE**

*Received and noted* the draft minutes of the Economic Development and STAP Committee on 15 March 2021 (E04)

**20/168 STANDING ORDERS**

*Noted:* to amend Standing Orders by the addition of the following clause:

1 (d). Subject to the provisions of the Coronavirus Act 2020, meetings of the Council and its Committees and sub-Committees may be held remotely by a media platform such as Zoom or Teams.

This will be debated at the meeting of full council of 26 April 2021 in accordance with Standing Order 77:

*A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*

**20/169 APPOINTMENT OF INTERIM CLERK AND RFO**

- **Resolved** to appoint an Interim Clerk as Miss Joanne Sargent until the 30 June 2021  
*[prop Cllr Alder; sec'd Cllr Rattey] All in favour*
- **Resolved** to appoint an RFO as required by s151 of LGA (1972) as Mrs Lisa Dale until 31 July 2021  
*[prop Cllr Alder; sec'd Cllr R Buckmaster] All in favour*
- **Resolved** to appoint Mr Richard Bowran on a consultancy basis to assist the RFO with year-end accounts in preparation for internal audit and to close the financial year down.  
*[prop Cllr Alder; sec'd Cllr Burmicz] All in favour*

Cllr Burmicz expressed that this was a welcomed approach in the current situation and looked forward to working with the officers appointed.

**20/170 WEST ROAD DEVELOPMENTS (SAWB 2 & SAWB 3)**

Cllr E Buckmaster updated as follows:

- Following complaints from residents and an incident that was reported to the police, a driver from the contractor Houlihan (SAWB2 - Taylor Wimpey) has been banned from delivering to the site.
- Developers for SAWB2 have made the following commitments in writing:
  - No deliveries will be made prior to 9.30am or after 3pm to avoid timings of the school day, failure to comply will lead to suppliers losing the contract to supply the site.
  - Houlihan have confirmed that if a delivery arrives after 2.30pm and is offloaded that they will be held on site until after 3.30pm.
  - Taylor Wimpey have issued a non-conformity notice which attracts a £500 fine and requires the directors of

the company to explain what punitive actions they have taken with regards to measure and controls to their suppliers.

- Taylor Wimpey have made Houlihan erect clear signage stating the deliveries can only be made strictly between 9.30am and 3pm as detailed in the construction management plan.
  - Houlihan have written to all suppliers indicating that they must contact the site thirty minutes before their impending arrival.
- Developers for SAWB3 have made the following commitments in writing:
- Confirming that all suppliers and sub-contractors have been written to detailing the specific delivery times, failure to comply will lead to suppliers being turned away at their own cost.
  - A website has been put in place for residents and the town council to access for better communication. Postcards will be delivered to a number of roads in the area (West Road, Crofters, Crofters End, Atherton End, Roseacres, Coney Gree) with details of the website that can be accessed that will give up to date information such as road closures. Interim Clerk to register the town council on the website to receive updates for dissemination.

Cllr E Buckmaster confirmed that once the sites have been handed back to the developers from the groundwork contractors that a site visit could be arranged for town councillors to visit, this is envisaged to be late summer 2021.

*Cllr Furnace thanked Cllr E Buckmaster for his tenacity on this issue and additionally Cllr Royle for their regular visits to West Road.*

*Cllr Alder thanked Cllr Buckmaster for the huge amount of work that he had done in relation to the developments and asked if the restricted delivery timings applied during school holidays? Cllr E Buckmaster confirmed that they delivery restriction times only applied in term time, however variations in school end times means that the schools will have to coordinate with the developers giving an outline of their term dates and times. Cllr E Buckmaster has also liaised with the County Council's School Safety Manager over the safety of the school crossing patrol.*

*Cllr Burmicz has spoken with a resident who was concerned over a violation of his boundary in relation to those set out in the ground plans for the development. Cllr E Buckmaster confirmed that he also had been contacted by residents with their concerns, it appears that the problem is one of orientation as the homes are located side on right up to the boundary. Cllr E Buckmaster has looked into this and it appears that there has not been a violation, residents are in contact directly with the contracts manager to discuss any concerns or issues that they have.*

*Cllr Furnace confirmed a response from East Herts Council with regards to the developments was still outstanding. Cllr Furnace asked Cllr E Buckmaster for an update on the community liaison group that had been discussed previously and if it had been set up yet and also made a suggestion that Cllr E Buckmaster could write a regular bulletin that*

could be placed on the town council website. Cllr E Buckmaster would contact Taylor Wimpey requesting that they also provide a line of communication similar to that of Barratts (David Wilson Homes) in the form of a website where residents and the town council could access information about the developments. Cllr E Buckmaster to provide a monthly bulletin about the developments that will be uploaded on the town council website.

Cllr Furnace shared correspondence from a resident in the town and gave apologies for the delay in bringing this letter to full council, it had arrived at the council offices in February 2021:

'Madam Mayor, please will the town council tell the people of Sawbridgeworth if the promised by pass will be starting very soon as the criteria of 500 new homes will shortly be reached and possibly exceeded. The people of Sawbridgeworth are getting increasingly agitated at the behaviour of many road users i.e. going too fast, being over the weight limit on certain roads and generally ignoring road signs and local conditions. The actual construction of the planned building sites are going to have a huge impact on the community by causing damage to verges and construction mud on the road, causing danger to both cyclists and pedestrians. The route taken by some of the construction traffic will pass schools, a hospital entrance and the entrance to a retirement complex for older people plus a neurological centre from which the staff and relatives take the residents out in the wheelchairs, of course all of this also add to the air pollution of the town. I would like to think that all members of the East Herts District Council Planning Committee along with County Highways team will visit West Road very soon to fully appreciate the impact on the local community including traffic flow, medical services and schools. Please can this letter be read out and discussed at the next full council meeting via the agenda item for the public forum or your mayor's report publishing the results for all the towns people to understand the views of all councillors, our elected representatives.

Cllr E Buckmaster responded in relation to this communication that during the early communications with East Herts Council on preferred options that Sawbridgeworth was being assessed to take between 500 and 3000 new homes and the up to 3000 was predicated on having a by-pass. Weight limits have been highlighted with the groundwork contractors on both sites and interaction to stop this at source by detailing clearly to drivers that there are designated routes to the developments and must be adhered to.

#### **20/171 TOWN EVENTS 2021**

Town projects Manager reported that there were no further updates to the previous list of events detailed. At the earliest it is hoped that Fun on the Field would be able to go ahead in September, but this will all be in line with government guidelines on holding large scale events. The same would also apply for the annual Christmas event, potentially to keep people safe this could become a whole day event so that large crowds do not form over a short period of time. Cllr R Buckmaster suggested that community group leaders could meet with the town council and make suggestions for a whole day Christmas event.

#### **20/172 MAYOR'S CORRESPONDENCE AND COMMUNICATIONS**

Additionally, to the submitted report:

- Correspondence from Sheila Rochester thanking the council for putting forward her husband's name for consideration as a street name on the new development.



- Also letters of thanks from a resident with regards to May Slater and Candida Tobin for the recommendation on using their names on road developments from their contributions to the life of the town.
- Letter from the Mayor of Bry-sur-Marne inviting a delegation from Sawbridgeworth in September.
- Shell Garage update from the contractor who at time of writing were still waiting for the approval to restart work on the site. However, it appears today that work has resumed on site with the arrival of site huts and vehicles.
- Letter of thanks from Cyril Lumley for the retirement gift from Councillors.
- Letter of best wishes from the Mayor of Dunmow as the year draws to a close.
- Air Quality letter that was sent to East Herts Council has been responded to and meeting will be arranged with the officer for housing and health, all interested councillors will be invited to attend.
- The Annual Town Meeting will not take place as scheduled on 6<sup>th</sup> April 2021.
- Sawbo Daily Mile charity event started on 29/4/21

20/173

## REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster in addition to the report detailed:
  - Double yellow lines at Three Mile Pond, the work is now completed.

*Cllr Alder requested that the area on the corner of Parsonage Lane be looked at and to consider a new information board detailing all of the businesses based in Parsonage Lane rather than the plethora of assorted signs cluttering the verge. Cllr Buckmaster agreed to investigate.*

*Cllr Alder asked for an update on the double yellow lines at Walnut Tree Crescent. Cllr Buckmaster reported that the statutory consultation has now closed and feedback from some residents is to extend the proposed yellow lines further than detailed in the recommendation. Discussions are ongoing with officers at highways so no further update at present.*

- District Councillor Alder Report in addition to the report detailed:
  - Attendance at an East Herts Council meeting with the Local Government Boundary Commission for England. Councillors were welcome to comment at the meeting, however the final decision would be with the Boundary Commission.
- District Councillor R Buckmaster in addition to the report detailed:
  - An email update was sent about the relocation of the cycle rack that is situated in Bell Street Car Park. The footpath has been widened so that the cycle rack can be turned around ninety degrees to allow better access on the footpath for pedestrians, wheelchairs and mobility scooter users and will not impede access to the public conveniences.

*Cllr Royle asked if there was any further information on the District Plan Review? Cllr R Buckmaster confirmed that the review would be taking place later in the year or early 2022 and that the approved Supplementary Planning Document would be included in the review.*



- District Councillor J Burmicz in addition to the report detailed:
  - Attendance at East Hertfordshire Electoral Review meeting on 24<sup>th</sup> March, Cllr Burmicz strongly advised all councillors to attend further meetings with regards to this topic as once decisions are made they will be final and it is important to make representations on the subject. The consultation is due out in September 2021.
- Other Representatives
  - Cllr Royle - Footpaths; Schools; Town Twinning and in addition:
    - Footpath Recovery Scheme has been introduced. Cllr Royle has made some recommendations as to which footpaths require attention in and around the town.
    - Pishiobury Local Nature Reserve – chased officer at East Herts Council for an update. No response yet received.
    - Litter picking group is not currently going ahead as an organised event with COVID restrictions, but Cllr Royle thanked individuals that were carrying out litter picking in their local area. *Cllr E Buckmaster advised that he has asked East Herts Council for clarification on what is and is not permitted and what support they could offer with this initiative.*
  - Cllr R Buckmaster – RHSO; SYPRC and in addition;
    - Community shop at the Evangelical Congregational Church is still operating and numbers are increasing weekly, donations are welcome by contacting Gary Hanson directly.
  - Cllr Alder – HAPTC
    - To advise that the Annual Meeting of HAPTC will take place on the 6<sup>th</sup> July 2021 via zoom. Invitation has been sent to MP Gagen Mohindra to speak at the meeting.

#### 20/174 OFFICERS REPORTS

**Received and noted:** Town Project Managers report for the month of March 2021 – there were no further updates to the report.

#### 20/175 ONLINE MEETINGS

Cllr Furnace advised that with the exception of some grammatical errors the policy that was proposed was acceptable and suitable. To note that the audio only would be published on the town council website for three months and then removed and deleted.

*[prop Cllr Alder; sec'd Cllr Burmicz] All in favour*

#### 20/176 LOCAL BUSINESSES

Cllr G Rattey expressed how proud he was of the resilience of all our local businesses on how they had conducted themselves in this last year. They had expressed to Cllr Rattey that they would like it noted that they too are hugely grateful for the support that the town council had given. The additional restriction grant closes on the 31<sup>st</sup> March, this is for businesses that have remained open. Re-Start Grant will commence from the 1<sup>st</sup> April 2021.

Town Projects Manager detailed attendance at the East Herts Council Town Vibrancy Meeting on 24<sup>th</sup> March and confirmed that they would be

making an application for the recently launched 'Welcome Back' grant that will be less restrictive than the previous RSS grant.  
*Cllr E Buckmaster thanked Cllr Rattey for his dedication and commitment to the businesses and local community halls with signposting them to the grants available.*

**20/177      DEVOLUTION AND RECOVERY**

No update

**20/178      DEPOSIT & CONSULTATION DOCUMENTS**

*Received and noted:* Minerals Local Plan 2014

**20/179      FINANCIAL REPORT**

*Received and noted*

**20/180      ACCOUNTS FOR PAYMENT**

*Received and noted*

**20/181      BANK RECONCILIATIONS AND MANDATES**

*Received and noted*

**20/182      ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas

**Meeting ended at 20:24**

Thought for the Day given by Cllr Furnace:

There was a Day of National Reflection on the 23rd March, which was organised by the charity Marie Curie. It marked a year since the first national lockdown began and the fact that many lives have been cut short and so many have been bereaved. We know that here in Sawbridgeworth there are residents who have lost loved ones and on behalf of Sawbridgeworth Town Council, I would like to express our deepest sympathies. The National Day of Reflection provided an opportunity to reflect on our collective loss, support those who have been bereaved, and of course to hope for a much brighter future to come.

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 8:27pm on **Monday 29 March 2021**.

#### Those present

Cllr Angela Alder

Cllr Greg Rattey

*(Ex-officio Cllr Furnace)*

In attendance:

L Dale – Planning Officer

One member of the public

#### **P 20/129 APOLOGIES FOR ABSENCE**

To receive any apologies for absence. Apologies received from Cllrs Chester & Patel. Cllr Gray was absent

#### **P 20/130 PUBLIC FORUM**

To receive representations from members of the public on matters within the remit of the Planning Committee. Member of public declared an interest in Agenda item 20/133 – High Trees, 8 Beech Drive (amended to remove Willowhayne from published Agenda) Members agreed to consider this application first.

#### **P 20/131 DECLARATIONS OF PECUNIARY INTEREST**

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

#### **P 20/132 MINUTES**

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

- 15 March 2021 (P16) *[prop Cllr Rattey; secd Cllr Furnace]*

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

#### **P 20/133 PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

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3/20/1864/HH

94 Station Road, CM21

Extension of dropped kerbs to both sides at the front of the property

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

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3/20/2071/HH &

3/20/2072/LBC      2 Fair Green, CM21

Partial conversion of garage to office. Extension to the rear entrance and replacement of the roof of the existing link structure. A new vehicle and pedestrian access gates and new greenhouse

**STC Comment:** No objection & No comment [prop Cllr Furnace; secd Cllr Rattey]

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3/21/0630/HH

High Trees, 8 Beech Drive, CM21 0AA

Part two storey and part first floor rear extension

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

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**P 20/134      LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 26 March 2021.

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3/21/0704/HH

20 Rowney Wood, CM21 0HR

Single storey rear extension incorporating roof lantern

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

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**P 20/135      PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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3/20/2129/HH &

3/20/2130/LBC      1 Fair Green, CM21 9AG

Rebuilding of damaged boundary wall

**STC Comment:** No objection & No comment

**EHDC Decision:** Granted

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3/21/0074/HH

13 Gilders, CM21 0EE

Single storey front extension. Two storey rear extension and insertion of window to flank elevation

**STC Comment:** No objection

**EHDC Decision:** Granted

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3/21/0112/FUL

Farlea, Spellbrook Lane, West Spellbrook

Erection of dwelling with linked garage with room over, swimming pool, pool house, with associated landscaping, parking and the creation of new access

**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".

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**3/21/0144/HH                      3 Pishiobury Mews, Pishiobury Drive, CM21 0AP**

Two storey rear extension

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/21/0223/HH &**

**3/21/0224/LBC                      3 Fair Green, CM21 9AG**

Demolition of lean-to and erection of single storey rear extension with sky light. Removal of external wall at lower level. Alteration of pedestrian access and replacement fence

**STC Comment:** No objection

**EHDC Decision:** Granted

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**P 20/136                      PLANNING APPEALS**

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

Meeting Closed at 8.44pm



# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 7pm on **Monday 12 April 2021**.

#### Those present

Cllr Angela Alder

Cllr Greg Rattey

*(Ex-officio Cllr Furnace)*

In attendance:

L Dale – Planning Officer

#### **P 20/137 APOLOGIES FOR ABSENCE**

To receive any apologies for absence. Apologies received from Cllr Patel. Cllrs Chester & Gray were absent.

#### **P 20/138 PUBLIC FORUM**

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

#### **P 20/139 DECLARATIONS OF PECUNIARY INTEREST**

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

#### **P 20/140 MINUTES**

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

- 29 March 2021 (P17) *[prop Cllr Rattey; secd Cllr Furnace]*

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda - Cllr Rattey advised that he had been contacted in relation to planning application **3/21/0630/HH High Trees, 8 Beech Drive CM21 0AA** [Part two storey and part first floor rear extension](#). He was told that neighbours of this property had not received letters of notification regarding this application and was concerned the residents had not been given the opportunity to submit any objection in good time. Cllr Rattey spoke to an officer at EHDC who confirmed that letters of notification had not been sent out. The committee requested that STC Planning Officer write to EHDC to inform them of this omission.

#### **P 20/141 PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

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**3/21/0539/FUL**      **11, 13 and 15 London Road, CM21 9EH**  
Proposed crossover and the regularisation of a hardstanding and a levelled parking area to provide 2 off-street parking spaces for nos. 11, 13 and 15 London Road properties  
**STC Comment:** Objection. Neighbours objection noted [prop Cllr Furnace; secd Cllr Rattey]

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**3/21/0664/HH**      **100 Cambridge Road, CM21 9BU**  
Demolition of conservatory, construction of two storey rear and side extensions, single storey rear extension, single storey front infill extension, new side porch and door opening  
**STC Comment:** No objection [prop Cllr Rattey; secd Cllr Alder]

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**3/21/0772/HH**      **11 Farnham Close, CM21 0HB**  
Proposed conversion of double garage to single garage and office  
**STC Comment:** No objection [prop Cllr Alder; secd Cllr Furnace]

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**3/21/0777/FUL**      **1 Bullfields, CM21 9DB**  
Demolition of dwellinghouse. Erection of 4no. 2 bed flats with dedicated refuse and cycle storage provision, parking provision for 4 vehicles and associated outside amenity space  
**STC Comment:** Objection. Overdevelopment of site [prop Cllr Rattey; secd Cllr Furnace]

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**3/21/0786/HH**      **Mandevilles, Bonks Hill, CM21 9HS**  
Demolition of existing outbuilding and erection of garden room to provide gym and home office  
**STC Comment:** No objection [prop Cllr Rattey; secd Cllr Furnace]

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**P 20/142      LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 9 April 2021. There were none.

**P 20/143      PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/21/0080/HH**      **Fairswell, 25 Vantorts Road, CM21 9NA**  
Alterations and raising of roof. First floor extension and alterations to fenestration  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/21/0145/FUL**      **4 The Square, CM21 9AE**  
Retention of: installation of additional AC unit added externally to rear elevation  
**STC Comment:** No objection  
**EHDC Decision:** Refused. "Insufficient information has been submitted regarding the noise impacts of the proposed AC unit. In the absence of such information, the proposed development is contrary to Policies DES4 and EQ2 of the East Herts District Plan (2018)"

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**3/21/0274/HH**

**33 The Orchards, CM21 9BB**

Single storey front extension, single storey and part two storey rear extension incorporating first floor Juliet balcony, replace flat roof to the existing front dormer with a pitched roof, new first floor rear windows and relocated side window and an increase in depth, new rear roof light windows, garage conversion, alterations to fenestration and external materials, enlarged driveway and permeable paving.

**STC Comment:** No objection

**EHDC Decision:** Granted

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**P 20/144      PLANNING APPEALS**

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

Meeting Closed at 7.29pm

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE AND POLICY COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held by Zoom conference  
at 19.30 on Monday 12<sup>th</sup> April 2021

#### Those present

Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

Cllr Annelise Furnace  
Cllr David Royle

In attendance:

J Sargent – Interim Town Clerk

#### F 20/30 APOLOGIES FOR ABSENCE

There were no apologies for absence

#### F 20/31 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

#### F 20/32 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 11 January 2021 (F03)

*[prop Cllr Alder; secd Cllr R Buckmaster] All in favour*

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

#### F 20/33 STAFF MATTERS

To consider any matters relating to members of staff.

- **Approved:** the contractual reinstatement of hours from 16.5 to 22 hours per week for Mrs Laura Carter.

*[prop Cllr R Buckmaster; secd Cllr A Furnace] All in favour*

#### F 20/34 FINANCE MATTERS

To consider any matters relating to the finances and year end arrangements of the Council:

##### Year-end arrangements

- **Noted:** the appointment of former clerk Richard Bowran to attend Rialtas and RFO to close accounts for 2020/21 on 27 April 2021.
- **Noted:** the attendance of Chris Clark as Internal Auditor on 17th and 18th May 2021.
- **Noted:** that bank Mandates and Signatories are now updated. Paperwork complete and submitted adding RFO, Lisa Dale.

#### F 20/35 BULLFIELDS ALLOTMENT CLEARANCE WORK EXPENDITURE

**Approved:** the expenditure as quoted from Brace Turner Limited for the clearance of Bullfields Allotment to release new plots in summer 2021.

### Summary of expenditure:

Ro-Ro-Bin £680.00 Includes First 3 Tonnes, £130.00 Tonne thereafter allow 10 Tonnes. Total £1,590.00

9 Tonne Excavator, Operator, Fuel, Delivery And Collection. Total £400.00

Excavator will load Ro-Ro-Bin, Excavate parking area and lay type 1 base for car park for up to 1 day.

Provide 10 Tonnes of granite scalping's and consolidate. Total £350.00

Provide Tractor comes with power harrow to cover previously cleared area. For the sum of £300.00 Plus VAT @ Current Rate

*[prop Cllr A Alder; secd Cllr R Buckmaster] All in favour*

#### **F 20/36    POLICY MATTERS**

There were no matters relating to policies for the future development of Town Council services to the community.

#### **F 20/37    ITEMS FOR FUTURE AGENDAS**

There were no items for inclusion on future agendas.

Closed at 19:58

## **Eco-Audit Working Group at 12.00 22<sup>nd</sup> March 2021**

Zoom meeting attendees Cllr Annelise Furnace, Cllr David Royle, Cllr Eric Buckmaster, Mrs Hazel Mead, Ms Sarah Brown, Mr Bob Reed, Ms Joanne Sargant; notes taken by Cllr Annelise Furnace

### **Environmental audit update**

- Major strides made by Bob who has visited all locations and listed all notable trees
- Next step is to lists of plants
- Looking at writing the audit up, including maps
- And producing a biodiversity action plan with recommendations for improving different locations in Sawbridgeworth
- Recommends format by Leicester and Rutland Wildlife Trust biodiversity action plan; Borough of Oadby & Wigston plan of action; Parish Wildlife map toolkit
- Eric mentioned getting Scouts involved and the group discussed how other community groups may be able to help make improvements, including residents in terms of their gardens
- Sarah suggested elements and recommendations of the plan could be used in The Flyer

### **Actions**

- Bob to create draft
- Eric/Annelise to look at funding options after May
- Output could include the plan itself and a series of green walks, similar to the series of countryside walks on the STC website
- These could also use Kamoot, similar to the town walks designed for the Sawbo Daily Mile
- Sarah suggested a Sustainability Forum could be a launch event for the plan

### **STC Eco-Audit next steps**

- Town Council has paid for one return visit and update report
- It has achieved quite a lot of the objectives

### **Action**

- Joanne to contact 3 Acorns about return visit

### **Air quality & anti-engine idling campaigns**

- STC received a positive letter back from EHDC regarding air quality
- Meeting to be arranged between STC and EHDC on joint working
- Posters for schools being produced by HCC – Eric explained these look like official DoT signs. By putting them on school property there is no need for permissions required for street furniture
- EHDC plans to put anti-idling posters in their car parks, which would include Bell Street's; we could posters up in shop windows to deter idling; David noted that posters are available from Mums for lungs [www.mumsforlungs.org](http://www.mumsforlungs.org)

- Hazel mentioned Full of Beans has had to ask car drivers to turn off their engines while waiting outside CJs
- David reported that Airly offers free monitors for six months and that Mandeville school is interested, suggested STC could facilitate
- Bob suggested getting schools involved in a project similar to Acid Drops run a few years ago by Leventhorpe
- Sarah wondered if a grant might be sought for school library resources to initiate conversations around the topic of air quality, similar to the well-being library already set up in F&B

#### **Actions**

- Sarah will mention the HCC posters at F&B's next governing meeting
- Could also use signage at Memorial Hall if agreeable
- David to chase Network Rail about signs and countdown board at the level crossing
- Annelise to ask EHDC if car park posters could be used by shops
- Ask Amenities Committee if STC should sign up/purchase air quality monitors for schools
- Bob to include lichen in environmental audit as a natural indicator of air quality

#### **Tiny Forest & tree planting**

- 1,000 hawthorns have been planted in Pishiobury Park
- The Queen's Green Canopy in May for the Queen's Platinum anniversary was mentioned
- Tiny Forest initiative by Sustainable Sawbridgeworth – Bob is working with the group to look at locations and suitability
- Eric mentioned the Barratt development on West Road as a possible location
- Land by the river at the bottom of the Forebury may also be of interest
- An area on the Bell Mead allotment has not been cultivated for several years, and has access to water

#### **Allotments**

- Pros and cons of bonfires on allotments were discussed by the group
- STC and EHDC policy is no fires on allotments
- Bob noted composting is now deemed to be the best approach
- The group discussed other wildlife elements that allotments could incorporate including particular plants for blighted areas, and hedgehog tunnels
- Eric noted there will be allotments on the new Barratt site on West Road

#### **Actions**

- Hazel will use her next newsletter to ask allotment holders for ideas

#### **Working group members**

- The group discussed keeping focused as a bridge between residents and STC, which may not work so well if membership was widened

- Agreed a (?six-monthly) Sustainability Forum (see above) could bring local parties together e.g. businesses, Guides, Scouts, allotments, Memorial Hall, a wider constituency of stakeholders including those interested in enabling cycling

#### **Actions**

- STC could arrange a meeting once Covid-19 permits – this would showcase ongoing initiatives and be similar to EHDC's Climate Forum – suggestion to go to Amenities Committee

#### **AOB**

- Greening of town events was raised, including reducing single use plastic at the Christmas Lights switch on
- Sarah suggested this could incorporate a lantern festival to tie in with Diwali, involving local schools and community groups
- STC had worked on cup recycling in 2019 but without much success as people did not return them for composting
- STC will continue to encourage stall holders to use less plastic
- Annelise suggested these ideas are picked up later in the year when there is more certainly over large gatherings

#### **Next meeting**

TBC

# SAWBRIDGEWORTH TOWN COUNCIL

## NOTES ON INFORMAL TOWN GREEN WORKING PARTY MEETING ON 6 APRIL 2021 VIA ZOOM

In attendance: Gill Squire (GS) and Colette Briden (CB); Greg Leary (GL); Hazel Mead (HM); Steve Hyam (SH); Kelly Walker (KW); Corinne Lewis (CL); Cllrs Angela Alder (AA); Eric and Ruth Buckmaster (EB; RB); Annelise Furnace (AF); Greg Rattey (GR); David Royle (DR); Joanne Sargent (JS), Town Projects Manager; Facilitator: EB; notes taken by DR.

ITEM	SUBJECT
	<b>Introductions</b>
	<b>PREAMBLE/SCENE SETTING</b> <ul style="list-style-type: none"> <li>• Informal working party meeting to discuss potential uses of the space between Bell Street and the car park</li> <li>• Belongs to EHDC; need to present a business case to them</li> <li>• Long-standing ambition of STC to improve</li> <li>• Consider activities in landscaped green space to attract visitors, residents</li> <li>• Not a town square; car park retained</li> <li>• Tree survey done; any which need to be removed will be replaced</li> <li>• Wall will be left and/or modified</li> <li>• Conservation Officer has reviewed; no major obstacles</li> </ul>
1.	<b>USAGE/ACTIVITY</b> <ul style="list-style-type: none"> <li>• Community stalls/gazebos on grass</li> <li>• Enhanced area for children to play in</li> <li>• Music venue</li> <li>• Outdoor performances, workshops, e.g. Youth Create and other groups like guides, scouts etc.</li> <li>• Sensory garden</li> <li>• Public art</li> <li>• Retain as area for guides to practice tent pitching and games/activity area</li> <li>• Facilitate inter-generational opportunities</li> <li>• Flexible space for outdoor chessboard or similar, on rotating schedule</li> <li>• Venue for library-related activities</li> <li>• Involve schools etc. on an ongoing basis to promote ownership and/or responsibility for different areas</li> </ul>
2	<b>PLACE/ENVIRONMENT</b> <ul style="list-style-type: none"> <li>• Divide into plots/themed areas with different seating types/configurations; 'friendship' benches</li> <li>• Needs more seating; lack of seats in town centre; current path constrains seating layout</li> <li>• Keep and repair Millennium Maze</li> <li>• Install closed bins to prevent wind-driven litter</li> <li>• Yew hedge screening car park needs attention/pruning and/or alternative, more sympathetic planting</li> <li>• Wall may need remedial work (possible health and safety issues); tree root damage; reduce height also to make users feel safer; would benefit from more attractive shrubs/climbers</li> <li>• Possible (daytime) gated entrance from Bell Street</li> <li>• Open up space; thin out trees and replace</li> </ul>



	<ul style="list-style-type: none"> <li>• Set up bird boxes, bat boxes, sow wildflowers to attract pollinators; support biodiversity and wildlife to respond to environmental awareness of local children; sympathetic lighting for insects etc. not too bright</li> <li>• Fully accessible to buggies, wheelchairs, mobility scooters</li> <li>• Opportunities for interpretation boards, tree labelling, links to history of the area/town, Rivers etc.</li> </ul>
3	<p><b>ACTION POINTS</b></p> <ul style="list-style-type: none"> <li>• Important to involve and consult young people before briefing landscape designer with wish list; create ownership through schools and other groups (Reedings and Mandeville will consult after Easter break)</li> <li>• JS to follow up with other primary schools after Easter break plus Leventhorpe (Mrs Crosby Head of 6th Form and link to Head Students' election)</li> <li>• CB/GS will follow up with Rainbows/Brownies/Guides</li> <li>• JS will follow up Scouts and ATC contacts</li> <li>• Cllrs/JS will consult with police/PCSOs given current issues/ASB in town</li> <li>• STC Economic Development and Town Action Plan (EDSTAP) Committee will review and follow up outcomes of this meeting (next meeting is in May)</li> <li>• Further working party meetings with same group to be arranged by EDSTAP</li> </ul>

## Mayor's report for full council meeting on 26<sup>th</sup> April 2021 (*as of 18th April 2021*)

### Remembering Prince Philip

- Along with other councillors, I attended several events to mark the death of HRH Prince Philip, The Duke of Edinburgh, who passed away on the 9<sup>th</sup> April 2021.
- I signed the book of condolence when it was opened at the council chambers on Monday 12<sup>th</sup> April.
- On 17<sup>th</sup> April I led a two-minute silence with other councillors, Alderman Roger Beeching, our interim clerk and PCSO Amanda Higham outside the chambers to mark the Prince's funeral.
- At a socially distanced Service of Remembrance at Great St Mary's Church led by Father Simon Vivian on Sunday 18<sup>th</sup> April, I gave a reading along with Cllr Jonathan Kaye, Chairman of EHDC.
- This series of events felt a fitting way for the town to pay its respects to Prince Philip and remember his years of public service.

### Terence Charles Parker

- Along with other residents I was able to pay my respects to Terry, who was Sawbridgeworth's road sweeper for many years, as his funeral procession passed through Bell Street and Knight Street on 15<sup>th</sup> April. The town will miss him.

### Scouts' Good Service Awards

- I was honoured to help present the Bishop's Stortford and District Good Service Awards to some wonderful Scout leaders and volunteers at an online meeting on 6<sup>th</sup> April.
- Awards given were for 5 Years' Service, 10 Years' Service, the Chief Scout Commendation for Good Service, and the Award for Merit.
- It was an opportunity to thank all the volunteers who make Scouting in Bishop's Stortford, Much Hadham and Sawbridgeworth possible – their work is needed by young people more than ever.

### Sawbridgeworth Bowling Club

- I was very pleased to attend the club's re-opening on 18<sup>th</sup> April, to make the first bowl, and to learn the rules of the game as I watched members play on one of the best greens in the county.
- I also had a tour of the fantastic clubhouse which has been refurbished, and to see how STC grant funding had helped with the installation of walkway railings.

### Retailers re-opening

- It was wonderful to see so many of our town retailers re-opening on 12<sup>th</sup> April. I was able to visit several of them on Saturday 17<sup>th</sup> April – they are so pleased to be back and we are so glad to have them back!

### Town Twinning Association

- I attended the Sawbridgeworth Town Twinning Association's online AGM on 14<sup>th</sup> April.
- It was super to hear about ongoing activities with our twinned towns Bry-sur-Marne and Moosberg, ensuring our international connections grow stronger and closer. The group has done a fantastic job in a difficult year – Merci beaucoup and Vielen Dank!

Sawbo Daily Mile – thank you!

- A massive thank you to everyone who has taken part in, sponsored and donated to the Sawbo Daily Mile for this year's Sawbridgeworth Mayor's Charities – 1st Sawbridgeworth Scouts and the Essex & Herts Air Ambulance.
- Special thanks to Boyletts Law and the Tuck Shop for their ongoing support.
- If you would like to donate please visit  
<https://www.justgiving.com/crowdfunding/sawbomayorcharities>

Boundary Commission call

- I attended the Boundary Commission call for local councillors and clerks on 24<sup>th</sup> March.
- The Local Government Boundary Commission for England (LGBCE) will be conducting an electoral review of East Hertfordshire District Council, including of the number of councillors for each ward.
- The initial consultation will take place September to December 2021.

*Annelise Furnace*

## County councillor report April 2021

### Hertfordshire Highlighted in the Governments press release on Decarbonisation funding.

<https://www.gov.uk/government/news/major-blueprint-to-create-green-jobs-and-slash-emissions-from-industry-schools-and-hospitals>

The areas receiving £932 million government investment through the Public Sector Decarbonisation Scheme (PSDS) in England include:

£24,007,737 for Hertfordshire County Council to upgrade 182 council buildings, including 74 schools and 23 emergency service buildings.

This will include the installation of heat pumps, battery storage and solar panels and improving the energy efficiency of the buildings through installing double glazing and cavity wall insulation. Demand Responsive Transport set to arrive in Herts

### **Hertfordshire County Council is just one of 17 councils in the country to be awarded a Rural Mobility Fund to trial new on-demand bus services in their area.**

The council put a bid in to the Department for Transport last year for funding to run a Demand Responsive Transport (DRT) project in Herts, meaning that new bus routes would be introduced. The proposed scheme will serve North and East Herts, focusing primarily on Buntingford and the surrounding areas. Travel will be allowed anywhere within this zone, however, passengers would also be able to travel to key points (such as hospitals and high streets) within the six main towns surrounding the area: Royston, Letchworth, Hitchin, Stevenage, Bishop's Stortford and Baldock.

The scheme aims to improve transport in North and East Herts and to improve connections between rural areas and town centres, as well as expand access to employment, education, healthcare, and shopping. The DRT service will help to reduce social isolation and improve accessibility for transport-disadvantaged people in the focus area, particularly people who have access to neither private cars nor public transport.

The DRT service will be bookable via an app or by telephone. If a passenger books by the app, they will be able to track the vehicle in real-time and see where they will need to walk to in order to board the vehicle. It will also be possible to pre-book both for one-off trips and recurring journeys . The service will offer passengers shorter waiting times, shorter walking distances to pick-up locations, and shorter average journey times to key destinations. The service will run from Monday – Sunday.

## **Sniffer dog helps Hertfordshire Trading Standards seize hoard of 79,000 illegal cigarettes and tobacco**

A tobacco detection dog helped sniff out almost 79,000 illegal cigarettes and over a kilo of tobacco in a two-day operation led by Hertfordshire Trading Standards.

The specially trained dog accompanied Hertfordshire County Council's trading standards officers who carried out inspections across the county to identify and disrupt the supply of illegal tobacco.

During the operation targeting areas including Stevenage, Watford, Hemel Hempstead and Borehamwood, the dog helped to locate counterfeit tobacco products concealed at various premises.

Acting on prior intelligence, the biggest haul was uncovered in Stevenage, with the support of Hertfordshire Police, after officers targeted retail premises and a vehicle. A total of 972 cigarettes were seized from a retail premises and a further 64,761 cigarettes and 223 pouches of hand rolling tobacco were uncovered from the vehicle.

The Hertfordshire-wide initiative took place under Operation CeCe, a National Trading Standards campaign in partnership with HMRC, to tackle illegal tobacco.

The seized products will now be fully assessed to determine the exact offences that have been committed. Enquiries and investigations are now ongoing.

**Contracts complete for £171m investment in Harlow Gilston Garden Town.** Contracts have now been signed and completed to release £171m of government funding for the Harlow and Gilston Garden Town (HGGT) project.

The original bid was led by Hertfordshire County Council on behalf of local authority partners Essex County Council, East Herts, Epping Forest and Harlow District Councils, the Harlow Gilston Garden Town under the Harlow Gilston Garden Town Partnership, supported by leading affordable homes-led placemaker, Places for People.

The successful bid was confirmed in the 2020 budget, with funding from Homes England and the Ministry of Housing, Communities and Local Government, under the Housing Investment Grant. This investment shows the government's confidence in Hertfordshire County Council's ability to build the infrastructure needed to support new homes and growth. The partnership can now start to deliver on its commitments of

20,000 new homes across the Garden Town by 2040, including 10,000 new homes in the Gilston Area Allocation with at least 3,000 in place by 2033, together with employment and new community facilities.

### **HONG KONG BRITISH NATIONAL (OVERSEAS) UK WELCOME PROGRAMME**

MHCLG has announced a new UK wide welcome programme to support Hong Kong BN(O) status holders backed by an initial £43.1 million. £30m will be made available to local authorities in England to provide targeted support to BN(O) status holders who need additional English for Speakers of Other Languages (ESOL) and/or destitution support. Since Hong Kong BN(O) status holders will be free to settle in any part of the UK, we have designed this targeted fund to be available on a retrospective, per-capita basis. I believe this will provide all areas welcoming new arrivals from Hong Kong with the resources required to put support in place for BN(O) status holders.

A further £5.1m will be used to establish 12 Welcome Hubs across the whole of the UK, utilising the existing local architecture of the Strategic Migration Partnerships (SMP) to coordinate preparations to welcome BN(O) status holders and provide practical advice and assistance to provide locally bespoke support to help BN(O) status holders settle into their new communities and understand the services available to them. We are also expecting the new Welcome Hubs to work with partners to tackle hate crime should it arise; therefore, an additional £300,000 will be available to address BN(O) related hate crime in 2021/22.

MHCLG is also launching an £986,000 national VCSE grant scheme to cover broader projects, to support employment, mental health and wellbeing. As part of this scheme, MHCLG will work with resident communities and VCSE partners to develop dedicated Hong Kong educational resources for schools so that they can teach young people about our historic connection and commitment to Hong Kong.

### **Trading Standards act against unfair letting fees**

Hertfordshire Trading Standards are encouraging tenants in rented accommodation to report rogue landlords and letting agents who ask for unfair fees and payments.

Since new rules on fees came in under the 2019 Tenant Fees Act, Trading Standards Officers have been taking action, including working with landlords and letting agents, to protect residents from illegal fees.

As a result, a rogue lettings agent who offered accommodation in the Welwyn Hatfield area to three University of Hertfordshire students last year has been issued with penalty charge notices totalling £10k, for charging excessive holding deposits and advanced payments.



The students, were asked to pay money up front to secure accommodation. However, the agent failed to deliver anything at all and gave no refunds. The students were £10,000 out of pocket in total and had to find alternative accommodation, effectively paying twice.

The fees that landlords and letting agents can charge are set out in law, and agents must display information about their fees in their offices and on their websites naming which redress and client money protection scheme they belong to.

For each prohibited payment breach, there is a financial penalty of up to £5000. If further breaches are committed within five years, this can rise to a maximum penalty of £30,000 or a criminal conviction with penalties of unlimited fine and a banning order.

Tenants who need advice or want to report a rogue landlord or agent should contact Citizens Advice Consumer Service on 0808 223 1133 or at <https://www.citizensadvice.org.uk/about-us/contact-us/contact-us/consumer-service/>

### **HCC's new community rapid testing provision**

From Thursday 22nd April the rapid testing provision for the county will be changing as we move away from the externally commissioned model and begin delivering a new model which will be delivered by HCC staff. This will provide a much more cost effective, efficient and flexible provision for the foreseeable future.

As we see the need for supervised swabbing reduce greatly in the last few weeks, and especially following on from the latest guidance where everyone should be using rapid tests twice a week, the provision will now focus on facilitating the Community Collect model which enables members of the public to collect a box of rapid tests that they can complete in the comfort of their own home.

From 22nd April, a limited provision of supervised rapid testing will still be available, however the main focus will be on handing out test kits in high footfall community areas, targeting vulnerable groups who are not already accessing test provision, and providing testing support for outbreaks and surges. This model will also offer assisted / supervised testing where needed, particularly to help introduce the rapid test process to provide people with confidence in taking the test and reporting results.

Lateral Flow (rapid) testing update: Week commencing 12 April 2021

### **National update**

A universal offer for rapid testing for everyone twice a week as part of lockdown easing measures has been announced.

As part of this offer and in addition to community testing, online ordering of home testing kits is now accessible to the entire population.



Some community pharmacies are now operating as collection points for home testing kits. The number of pharmacies opting into the scheme has increased significantly in the last two weeks.

Expressions of interest in the Workplace Collect scheme for workplaces with more than 10 employees closed on 12 April.

### **Local update**

Community collect

First order of home test kits has been received and kits distributed. A second order is due for delivery w/c 19 April.

A successful pilot of handing out test kits to the public took place in Bishops Stortford, Hemel Hempstead, Letchworth, Rickmansworth, St Albans, Ware and Welwyn Garden City, led by COVID marshals. The pilot will be rolled out further. Over 7,000 kits have been distributed so far. A video clip of the pilot has been created.

215 pharmacies in Hertfordshire are offering test kit collection, giving good coverage across the county.

Roving test sites

Continued assisted testing offered across Hertfordshire. The contract with the existing service provider ends on 21 April.

New HCC in-house model of roving testing currently being finalised for deployment. The first day of testing will be 22nd April. The provision will initially be smaller across the County due to a staggered recruitment approach and people will be encouraged to order home test kits.

Roving model will focus on providing assisted testing and distribution of test kits to vulnerable groups and high-risk communities, informed by local intelligence.

### **Workplace testing**

Over 500 Herts businesses signed up for DHSC workplace testing scheme to support testing in the workplace. Data should soon be shared from DHSC on how many businesses have signed up for the new workplace collect testing kit scheme alongside this.

HCC are distributing home testing kits to Districts this week on request, to aid testing of District staff and contractors.

HCC are planning for home testing kits to be distributed to staff who cannot work from home in the next few weeks.

Schools, colleges and higher education

Children are back at school and continuing to test twice a week. Parents can access test kits through the channels mentioned above.

**Eric Buckmaster, April 2021**

## EHDC report for TC 26.04.21 From Cllr Ruth Buckmaster

### 31.3.21 DMC

#### Hertford Theatre

3/20/2285/FUL Retention and refurbishment of the auditorium and back of house facilities, demolition of ancillary and supporting areas, and redevelopment to provide new performance, cinema and ancillary facilities. Provision of cycle parking and ancillary landscaping, public realm improvements and associated works.

There was a lot of discussion over the internal layout for users but these can be changed at a later date. The loss of disabled parking caused concern. But a drop of area was considered and will be looked into.

The application was approved.

3/20/0113/FUL Creation of a 29 bedroomed hotel with ancillary parking, landscaping and a new vehicle access.

Woodlands Lodge Dunmow Rd. Bishops Stortford.

Several points were raised including access for wheelchair users, an extra condition for water use and for more electric points. There was a discussion on the classification between a hostel and a hotel. As a hotel Class C1 occupation can be no more than three months.

### 14.4.21 Members Briefing

This covered the new changes to the IT system used by East Herts. It is being changed to Microsoft office 365 later in the year. It means EH will now use Teams not Zoom. We were given a presentation on its uses.

We also had a presentation on Hertfordshire Building Control. This is a limited company that was formed in 2016 for 7 local authorities, this has now increased to 8. It is an ethical organization competitively run.

They looked at the outcomes and have started to improve them with service benefits and commercial benefits.

They employ 46 surveyors, 14 staff on the help desk. It funds 7 undergraduates and internal training.

They are accredited with ISO 9001, RICS, LABC, and CABE. They process 500 applications per month and have between 2,500 – 3,000 site visits monthly.

Most big developments employ their own building control inspectors.

### 19.4.21 DMC site visit for Hert 5

### 21.4.21 DMC

### 29.4.21 East Herts Annual Meeting

## **Councillor Report for Dr J. S Burmicz**

### **1. Passing of HRH Prince Phillip.**

I was pleased to attend, as part of a sad duty, the short but fitting memorial service held outside the Council Offices at 11.00am on Saturday 17<sup>th</sup> April, 2021 along with the Mayor, Councillors, Alderman Roger Beeching and his wife Jean as well as PCSO Amada Higham.

### **2. Passing of HRH Prince Phillip.**

I signed the Book of Condolences last week (Thursday) in memory of HRH The Prince Phillip expressing my sadness at his passing, thanking him for his years of Duty and Public Service and wishing him God Speed and a final safe anchorage.

### **3. Passing of Terrance "Terry" Parker.**

I was privileged to have attended his funeral service at our Cemetery on 15<sup>th</sup> April. 2021. Again, another person who had given years of service to the Town. He will be missed. I have to mention that the service was more of a memorial to his life and contribution which I feel was important. I would also add that the inclusion of flowers on his coffin as well as a can of Fosters lager represented a more light hearted moment. I think that a big thank you for all that contributed to his funeral fund is in order and I would like this noted in our minutes.

### **4. Public House Temporary Structures.**

I have been asked to get in touch with EHDC regarding clarification of the Planning Permission for certain temporary structures in Public Houses. I have done so, as requested, but had to wait for a slot which I have on 29<sup>th</sup> April, 2021. I will report on this meeting after it has taken place.

### **5. The Boundary Commission Review.**

I have attended a preliminary boundary review Commission meeting on 24<sup>th</sup> March, 2021. I think that I was one of at least two people who asked for information to be sent to our council offices as we are in an "*interregnum*" situation regarding our Town Clerk at this time and as the first transmission of information regarding this topic on 26<sup>th</sup> January, 2021 had not appeared to have filtered down. Further consultations will be happening later on this year.

## Joanne Sargant

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**From:** HIGHAM, Amanda 6666 <Amanda.HIGHAM@Herts.pnn.police.uk>  
**Sent:** 19 April 2021 12:25  
**To:** Joanne Sargant; MARSHALL, Shelly 2277; WESTON, Paul 6597  
**Subject:** RE: A message from Doug at the Chemist

Jo – for the Town Council meeting

The new priorities for the town set after the Priority Setting Forum Monday 8<sup>th</sup> March and using feedback from an OWL survey sent to residents, are as follows:

**1. Reduce reports of drug dealing and associated anti-social behaviour**

To reduce reports of drug dealing and associated ASB **Monday-Sunday 8am-11pm** in **FAIRWAYS, VANTORTS PARK** and **CROFTERS/CROFTERS END CAR PARK** inc path to side of **HIGHFIELDS**

**2. Reduce reports of illegal and antisocial use of E-Scooters around Town**

To reduce reports of illegal and antisocial use of e-scooters around town **Monday-Sunday 8am-8pm** in particular **BELL STREET, KNIGHT STREET, THE FOREBURY** and **OUTSIDE SCHOOLS**

The team have been patrolling all areas. We have stopped and advised quite a few youths who we have seen riding e-scooters. They are currently illegal to use anywhere other than on private land. Our initial response is always education around legality. If the same person is stopped again, we have the power to seize the e-scooter. To date, we have not seized any e-scooters. We have asked 3 schools to put out an information piece via parent mail, have visited a local business and upped patrols.

The team are working closely with Cllr Buckmaster because of issues around the 2 new developments on West Road. On Tuesday 13<sup>th</sup> April, we all had a meeting with the site foremen. Inspector Hunt was in attendance and he set out what was expected and is now in contact with the developers.

Bell St Surgery has been having issues with youths congregating outside and causing damage to the newly installed bike shelter. The team have liaised with the surgery and offered some ideas for stopping this behaviour. It is an area that is at the top of our patrol plan.

We are really pleased to say we will be starting our Mini Police scheme with Reedings School on Tuesday 20<sup>th</sup> April. It is shorter than normal and we are unable to do anything offsite but it is great to get back into the school. We will aim to take the scheme to 1 school per term and will be offering it to Spellbrook and High Wych next.

The team have had a couple of early starts so we can carry out speed enforcement on the High Wych Road and through the village. One motorist has been dealt with by way of Traffic Offence Report (TOR) and others have been given words of advice. We continue to monitor this area.

Kind regards  
Amanda



*Amanda Higham*

*PCSO 6666*

*Sawbridgeworth Safer Neighbourhood  
Team*

*W3W /// knee.stump.blank  
Hertfordshire Constabulary*

*T 01279 600827*

*M 07736 478665*

## **SAWBRIDGEWORTH TOWN COUNCIL 26 APRIL 2021: FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT**

**1 SCHOOLS:** Briefing/Town School Council meetings postponed until later in 2021. Schools are involved in the Town Green consultation process.

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

**Tow path:** we still await a response from the Canal and River Trust re path maintenance.  
**Footpath repairs/recovery:** I have given HCC a shortlist of paths which could do with repairs following responses from residents/regular walkers. I'm advised that Footpath 21 (Vantorts Play area to Fair Green) is not sufficiently degraded to be a trip hazard. I quote the response from Ringway: 'in this instance the localised deformation, cracking and fretting is below the 20mm threshold that defines a trip hazard and therefore does not require immediate attention...' I disagree. I assume the same applies to Footpath 32 (Fair Green to London Road). No action yet on the area around the post box at the exit to the Bell Street car park. I've reported what appears to be householder unilateral action on Footpath 26 from Springhall Lane to Pishiobury pending resurfacing, plus garden waste fly tipping. I am not aware that anyone has made use of the disabled parking space at the Newton Drive Pishiobury entrance. Parking continues the grass area, pending prevention measures.

**Open Spaces.** I have had no confirmation from EHDC, despite chasing emails, that Local Nature Reserve status for Pishiobury has been finalised (promised this month). We have asked the owners of the land off Springhall Lane for an update on their plans for that land, in relation to our environmental audit and adjoining allotments.

**Litter/dog fouling.** We await EHDC's 'consultation' on the possible relocation/dualling of litter and dog waste bins. No action so far on a long-standing request to move a dog waste/dual bin nearer to Mandeville. I have asked for a bin location map and dog fouling report through Customer Services, as we are no longer allowed to contact officers direct. Unfortunately, responses are more formulaic than informative.

**3 Town twinning.** We have held our AGM and await developments here and in France and Germany to see if the planned visits for September and October can go ahead. We now have two informal conversation classes in French and German.

**4 Sustainable Sawbridgeworth.** Litter continues to be an issue in the town and on the road verges and laybys between Parsonage Lane and Spellbrook. The group plans to draw up a list of hotspots so that they can respond to the EHDC consultation on bin locations mentioned above. Duncan Jones, Partnership Development Manager, Hertfordshire Waste Partnership, has offered a presentation on 19 May on two important Defra waste management consultations: the Deposit Return and Extended Producer Responsibility schemes. The DRS would incentivise consumers to take empty drinks containers to return points hosted by retailers; the EPR would mean that manufacturers bear the full costs of managing and recycling packaging waste, with higher fees for hard-to-recycle packaging. The consultation on the introduction of consistent recycling collections for all households and businesses has been delayed and no date has been given. **David Royle 180421**

### SYPRC report for TC

We are hoping with the dryer weather to be able to install the table and benches.

Next meeting 28.4.21

### RHSO report for TC

The juice stall held on Saturday 3<sup>rd</sup> April raised £277. It was interesting to hear that some people had only found the Orchard during lockdown, so were keen to try the juice. We thank Full of Beans for stocking our juice and selling it year round.

Next meeting 27.4.21

**Detailed Income & Expenditure by Budget Heading 01/03/2021**

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>100 Staff</b>					
4029 Salary Recharge	0	(55,222)	(55,222)		(55,222)
4035 NIC	47,606	24,145	(23,461)		(23,461)
4040 Pension	45,437	40,242	(5,195)		(5,195)
<b>Staff :- Indirect Expenditure</b>	<b>198,932</b>	<b>202,327</b>	<b>3,395</b>	<b>0</b>	<b>3,395</b>
<b>Net Expenditure</b>	<b>(198,932)</b>	<b>(202,327)</b>	<b>(3,395)</b>		
<b>200 General Administration</b>					
1076 Precept	339,283	339,283	0		
1078 New Homes Bonus	8,863	0	(8,863)		
1090 Interest Received	82	750	668		
1100 Asset Disposal	0	10,000	10,000		
1999 Miscellaneous Income	1,404	0	(1,404)		
<b>General Administration :- Income</b>	<b>349,632</b>	<b>350,033</b>	<b>401</b>		
4045 Subcontracted Labour	490	0	(490)		(490)
4070 Subscriptions	2,619	1,500	(1,119)		(1,119)
4075 IT Support	8,875	5,000	(3,875)		(3,875)
4080 Training (Members)	30	1,000	970		970
4081 Travel Expenses	23	240	218		218
4082 Training (Staff)	281	600	319		319
4083 Clerks Expenses	79	250	171		171
4085 Staff Development	0	1,000	1,000		1,000
4090 IT Development	0	1,000	1,000		1,000
4095 Photocopy Charges	1,068	1,500	432		432
4100 Telephone/Broadband	2,137	2,500	363		363
4105 Postage	662	900	238		238
4110 Stationery	1,044	750	(294)		(294)
4115 Insurance	0	6,100	6,100		6,100

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 01/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4120 Bank Charges	187	600	413		413
4125 Repairs & Renewals	0	500	500		500
4130 Staff Care	819	1,500	681		681
4135 Office Care	3,219	2,500	(719)		(719)
4140 Office Equipment	864	1,000	136		136
4180 Accountancy Services	110	1,500	1,390		1,390
4185 Audit	(900)	2,200	3,100		3,100
4190 Professional Fees	5,939	1,700	(4,239)		(4,239)
4195 Tourism	217	500	283		283
4200 Web-site	1,900	2,000	100		100
4201 Web-site development	0	1,000	1,000		1,000
4410 Heat & Light	28	0	(28)		(28)
4800 Fuel	42	0	(42)		(42)
4950 CCLA Investment	100,000	0	(100,000)		(100,000)
4990 Contingency	5,249	2,500	(2,749)		(2,749)
4999 Miscellaneous Costs	2,564	0	(2,564)		(2,564)
General Administration :- Indirect Expenditure	<u>138,581</u>	<u>39,840</u>	<u>(98,741)</u>	<u>0</u>	<u>(98,741)</u>
<b>Net Income over Expenditure</b>	<u>211,052</u>	<u>310,193</u>	<u>99,141</u>		
<u>210 Democratic Services</u>					
1335 Civic Dinner Income	639	6,000	5,361		
Democratic Services :- Income	<u>639</u>	<u>6,000</u>	<u>5,361</u>		
4315 Mayor's Allowance	65	1,500	1,435		1,435
4330 Civic Events	0	2,500	2,500		2,500
4335 Civic Dinner Expenditure	1,800	5,000	3,200		3,200
Democratic Services :- Indirect Expenditure	<u>1,865</u>	<u>9,000</u>	<u>7,135</u>	<u>0</u>	<u>7,135</u>
<b>Net Income over Expenditure</b>	<u>(1,226)</u>	<u>(3,000)</u>	<u>(1,774)</u>		
<u>220 Grants</u>					
1375 Income	(56)	0	56		
Grants :- Income	<u>(56)</u>	<u>0</u>	<u>56</u>		
4350 Grants - SYPRC	0	1,000	1,000		1,000
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000
4360 Grants - Twinning - Bry	1,000	1,000	0		0
4370 Grants - S137	0	75	75		75
4375 Grants - Citizens' Awards	0	500	500		500
4380 Grants - Other	3,000	2,500	(500)		(500)
Grants :- Indirect Expenditure	<u>4,000</u>	<u>6,075</u>	<u>2,075</u>	<u>0</u>	<u>2,075</u>
<b>Net Income over Expenditure</b>	<u>(4,056)</u>	<u>(6,075)</u>	<u>(2,019)</u>		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>300 Civic Centre</b>					
1400 Rental Income	0	500	500		
Civic Centre :- Income	<u>0</u>	<u>500</u>	<u>500</u>		
4115 Insurance	6,892	0	(6,892)		(6,892)
4405 Rates	7,859	9,000	1,141		1,141
4410 Heat & Light	2,997	3,000	3		3
4415 Water	1,221	100	(1,121)		(1,121)
4420 Maintenance	4,136	2,000	(2,136)		(2,136)
4425 Fixtures & Fittings	530	1,000	470		470
4445 New Equipment	0	2,000	2,000		2,000
Civic Centre :- Indirect Expenditure	<u>23,635</u>	<u>17,100</u>	<u>(6,535)</u>	<u>0</u>	<u>(6,535)</u>
<b>Net Income over Expenditure</b>	<u>(23,635)</u>	<u>(16,600)</u>	<u>7,035</u>		
<b>310 Police Suite</b>					
1400 Rental Income	2,880	3,840	960		
Police Suite :- Income	<u>2,880</u>	<u>3,840</u>	<u>960</u>		
4420 Maintenance	0	250	250		250
Police Suite :- Indirect Expenditure	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>
<b>Net Income over Expenditure</b>	<u>2,880</u>	<u>3,590</u>	<u>710</u>		
<b>320 Hailey Centre</b>					
4420 Maintenance	250	2,000	1,750		1,750
Hailey Centre :- Indirect Expenditure	<u>250</u>	<u>2,000</u>	<u>1,750</u>	<u>0</u>	<u>1,750</u>
<b>Net Expenditure</b>	<u>(250)</u>	<u>(2,000)</u>	<u>(1,750)</u>		
<b>330 Other Rented Accommodation</b>					
4400 Rent	3,115	3,020	(95)		(95)
4410 Heat & Light	601	0	(601)		(601)
Other Rented Accommodation :- Indirect Expenditure	<u>3,716</u>	<u>3,020</u>	<u>(696)</u>	<u>0</u>	<u>(696)</u>
<b>Net Expenditure</b>	<u>(3,716)</u>	<u>(3,020)</u>	<u>696</u>		
<b>400 Bullfield Allotments</b>					
1500 Allotment Rent Income	1,288	750	(538)		
1510 Allotment Water Income	128	200	73		
Bullfield Allotments :- Income	<u>1,415</u>	<u>950</u>	<u>(465)</u>		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4415 Water	343	500	157		157
4420 Maintenance	2,423	1,500	(923)		(923)
Bullfield Allotments :- Indirect Expenditure	2,766	2,000	(766)	0	(766)
<b>Net Income over Expenditure</b>	<b>(1,351)</b>	<b>(1,050)</b>	<b>301</b>		
<u>410 Bellmead Allotments</u>					
1500 Allotment Rent Income	241	120	(121)		
1510 Allotment Water Income	58	30	(28)		
Bellmead Allotments :- Income	299	150	(149)		
4415 Water	72	50	(22)		(22)
4420 Maintenance	765	250	(515)		(515)
Bellmead Allotments :- Indirect Expenditure	837	300	(537)	0	(537)
<b>Net Income over Expenditure</b>	<b>(538)</b>	<b>(150)</b>	<b>388</b>		
<u>420 Vantorts Allotments</u>					
1500 Allotment Rent Income	270	125	(145)		
1510 Allotment Water Income	33	25	(8)		
Vantorts Allotments :- Income	303	150	(153)		
4415 Water	53	100	47		47
4420 Maintenance	659	750	91		91
Vantorts Allotments :- Indirect Expenditure	712	850	138	0	138
<b>Net Income over Expenditure</b>	<b>(409)</b>	<b>(700)</b>	<b>(291)</b>		
<u>430 Southbrook Allotments</u>					
1500 Allotment Rent Income	1,405	1,000	(405)		
1510 Allotment Water Income	180	175	(5)		
Southbrook Allotments :- Income	1,585	1,175	(410)		
4415 Water	168	250	82		82
4420 Maintenance	291	1,250	959		959
Southbrook Allotments :- Indirect Expenditure	459	1,500	1,041	0	1,041
<b>Net Income over Expenditure</b>	<b>1,126</b>	<b>(325)</b>	<b>(1,451)</b>		
<u>440 Cemetery</u>					
1550 Burial Fees	26,400	56,640	30,240		
1560 Memorial Fees	1,880	3,784	1,904		

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1570 Grave Digging Income	1,990	2,000	10		
1580 Trees	6,000	3,347	(2,653)		
1581 Benches	4,025	3,668	(357)		
1582 Plaques	120	750	630		
<b>Cemetery :- Income</b>	<b>40,415</b>	<b>70,189</b>	<b>29,774</b>		
4029 Salary Recharge	16,221	12,398	(3,823)		(3,823)
4045 Subcontracted Labour	0	5,000	5,000		5,000
4415 Water	117	150	33		33
4420 Maintenance	1,468	5,000	3,532		3,532
4440 New Area	0	10,000	10,000		10,000
4441 Cemetery Development	1,602	0	(1,602)		(1,602)
4520 Skip Hire	3,540	3,000	(540)		(540)
4525 Grave Digging Costs	590	0	(590)		(590)
4530 Trees	513	1,000	487		487
4531 Benches	4,455	2,500	(1,955)		(1,955)
4532 Plaques	1,036	500	(536)		(536)
4675 Publicity	0	500	500		500
<b>Cemetery :- Indirect Expenditure</b>	<b>29,542</b>	<b>40,048</b>	<b>10,506</b>	<b>0</b>	<b>10,506</b>
<b>Net Income over Expenditure</b>	<b>10,873</b>	<b>30,141</b>	<b>19,268</b>		
<u>450 Playground</u>					
4420 Maintenance	7,372	5,000	(2,372)		(2,372)
4580 Playschemes	0	2,000	2,000		2,000
<b>Playground :- Indirect Expenditure</b>	<b>7,372</b>	<b>7,000</b>	<b>(372)</b>	<b>0</b>	<b>(372)</b>
<b>Net Expenditure</b>	<b>(7,372)</b>	<b>(7,000)</b>	<b>372</b>		
<u>460 Rivers Heritage Site &amp; Orchard</u>					
4700 RHSOG	1,075	2,500	1,425		1,425
<b>Rivers Heritage Site &amp; Orchard :- Indirect Expenditure</b>	<b>1,075</b>	<b>2,500</b>	<b>1,425</b>	<b>0</b>	<b>1,425</b>
<b>Net Expenditure</b>	<b>(1,075)</b>	<b>(2,500)</b>	<b>(1,425)</b>		
<u>500 Groundsman</u>					
1600 SYPRC Income	0	500	500		
1603 Public Toilet Income	701	2,000	1,299		
1610 Contract - Other	710	500	(210)		
<b>Groundsman :- Income</b>	<b>1,411</b>	<b>3,000</b>	<b>1,589</b>		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4029 Salary Recharge	8,358	12,398	4,040		4,040
4045 Subcontracted Labour	0	10,000	10,000		10,000
4600 Planters	50	1,000	950		950
4601 Bell St Conveniences	9,653	10,000	347		347
4605 Parish Paths	0	3,000	3,000		3,000
4615 Ranger's Vehicle	10,389	2,500	(7,889)		(7,889)
4620 Ranger's Tools	1,496	1,000	(496)		(496)
4625 Mower Costs	393	1,000	607		607
4630 CCTV	4,882	2,500	(2,382)		(2,382)
4635 CCTV Extension	0	2,500	2,500		2,500
<b>Groundsman :- Indirect Expenditure</b>	<b>35,219</b>	<b>45,898</b>	<b>10,679</b>	<b>0</b>	<b>10,679</b>
<b>Net Income over Expenditure</b>	<b>(33,808)</b>	<b>(42,898)</b>	<b>(9,090)</b>		
<b>600 Fun on the Field</b>					
1670 Event Income	0	1,000	1,000		
<b>Fun on the Field :- Income</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>		
4029 Salary Recharge	0	600	600		600
4045 Subcontracted Labour	0	300	300		300
4670 Event Costs	0	1,000	1,000		1,000
4675 Publicity	0	500	500		500
<b>Fun on the Field :- Indirect Expenditure</b>	<b>0</b>	<b>2,400</b>	<b>2,400</b>	<b>0</b>	<b>2,400</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,400)</b>	<b>(1,400)</b>		
<b>610 Events General</b>					
4670 Event Costs	93	1,000	907		907
4675 Publicity	0	500	500		500
<b>Events General :- Indirect Expenditure</b>	<b>93</b>	<b>1,500</b>	<b>1,407</b>	<b>0</b>	<b>1,407</b>
<b>Net Expenditure</b>	<b>(93)</b>	<b>(1,500)</b>	<b>(1,407)</b>		
<b>620 Christmas Festival</b>					
1670 Event Income	0	400	400		
<b>Christmas Festival :- Income</b>	<b>0</b>	<b>400</b>	<b>400</b>		
4029 Salary Recharge	0	1,000	1,000		1,000
4045 Subcontracted Labour	0	350	350		350
4670 Event Costs	1,321	1,000	(321)		(321)
4675 Publicity	0	500	500		500
4685 Christmas Lights	14,816	15,000	184		184

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4690 Competitions	229	600	371		371
Christmas Festival :- Indirect Expenditure	<u>16,367</u>	<u>18,450</u>	<u>2,083</u>	<u>0</u>	<u>2,083</u>
<b>Net Income over Expenditure</b>	<u>(16,367)</u>	<u>(18,050)</u>	<u>(1,683)</u>		
<u>630 Markets</u>					
1670 Event Income	0	7,500	7,500		
Markets :- Income	<u>0</u>	<u>7,500</u>	<u>7,500</u>		
4029 Salary Recharge	0	2,250	2,250		2,250
4675 Publicity	2,950	3,000	50		50
Markets :- Indirect Expenditure	<u>2,950</u>	<u>5,250</u>	<u>2,300</u>	<u>0</u>	<u>2,300</u>
<b>Net Income over Expenditure</b>	<u>(2,950)</u>	<u>2,250</u>	<u>5,200</u>		
<u>640 Projects</u>					
4700 RHSOG	400	0	(400)		(400)
4710 Hanging Baskets	0	2,000	2,000		2,000
4715 Planters Project	0	500	500		500
4720 Town Green	2,348	10,000	7,652		7,652
4725 Fair Green	0	1,200	1,200		1,200
4731 Defibrillator	0	2,500	2,500		2,500
4735 Remembrance Day	37	250	213		213
4740 War Memorial	920	2,500	1,580		1,580
4745 Bakers Walk Project	0	600	600		600
Projects :- Indirect Expenditure	<u>3,705</u>	<u>19,550</u>	<u>15,845</u>	<u>0</u>	<u>15,845</u>
<b>Net Expenditure</b>	<u>(3,705)</u>	<u>(19,550)</u>	<u>(15,845)</u>		
<u>660 Town Selfie Walk</u>					
1670 Event Income	0	500	500		
Town Selfie Walk :- Income	<u>0</u>	<u>500</u>	<u>500</u>		
4029 Salary Recharge	0	500	500		500
4670 Event Costs	42	0	(42)		(42)
4675 Publicity	0	500	500		500
4681 Promotional Equipment	0	1,000	1,000		1,000
Town Selfie Walk :- Indirect Expenditure	<u>42</u>	<u>2,000</u>	<u>1,958</u>	<u>0</u>	<u>1,958</u>
<b>Net Income over Expenditure</b>	<u>(42)</u>	<u>(1,500)</u>	<u>(1,458)</u>		

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>700 Sawbobus</b>					
1150 Grants Received	31,232	25,050	(6,182)		
1151 STC Subsidy	0	8,000	8,000		
1800 Fares	194	500	306		
1810 Concessionary Fares	0	5,000	5,000		
1820 Fuel Rebate	698	1,000	302		
1830 Sponsorship	1,667	4,000	2,333		
1850 Vehicle Hire Income	21,028	0	(21,028)		
<b>Sawbobus :- Income</b>	<b>54,819</b>	<b>43,550</b>	<b>(11,269)</b>		
4029 Salary Recharge	14,056	20,475	6,419		6,419
4045 Subcontracted Labour	3,397	3,500	103		103
4800 Fuel	1,202	5,000	3,798		3,798
4805 Vehicle Maintenance	2,413	2,500	87		87
4810 Vehicle Tax & Insurance	1,997	2,000	3		3
4816 Community Bus Reserve	0	10,000	10,000		10,000
<b>Sawbobus :- Indirect Expenditure</b>	<b>23,064</b>	<b>43,475</b>	<b>20,411</b>	<b>0</b>	<b>20,411</b>
<b>Net Income over Expenditure</b>	<b>31,755</b>	<b>75</b>	<b>(31,680)</b>		
<b>710 Lofty WK05</b>					
4800 Fuel	131	250	120		120
4805 Vehicle Maintenance	276	250	(26)		(26)
4810 Vehicle Tax & Insurance	325	478	153		153
<b>Lofty WK05 :- Indirect Expenditure</b>	<b>731</b>	<b>978</b>	<b>247</b>	<b>0</b>	<b>247</b>
<b>Net Expenditure</b>	<b>(731)</b>	<b>(978)</b>	<b>(247)</b>		
<b>800 Heffer GL61</b>					
1850 Vehicle Hire Income	250	3,600	3,350		
<b>Heffer GL61 :- Income</b>	<b>250</b>	<b>3,600</b>	<b>3,350</b>		
4800 Fuel	20	600	580		580
4805 Vehicle Maintenance	973	1,000	27		27
4810 Vehicle Tax & Insurance	2,065	2,000	(65)		(65)
<b>Heffer GL61 :- Indirect Expenditure</b>	<b>3,058</b>	<b>3,600</b>	<b>542</b>	<b>0</b>	<b>542</b>
<b>Net Income over Expenditure</b>	<b>(2,808)</b>	<b>0</b>	<b>2,808</b>		
<b>810 Rolley Bus R011</b>					
1850 Vehicle Hire Income	8,000	0	(8,000)		
<b>Rolley Bus R011 :- Income</b>	<b>8,000</b>	<b>0</b>	<b>(8,000)</b>		

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4800 Fuel	29	0	(29)		(29)
4805 Vehicle Maintenance	88	0	(88)		(88)
4810 Vehicle Tax & Insurance	221	0	(221)		(221)
Rolley Bus R011 :- Indirect Expenditure	338	0	(338)	0	(338)
<b>Net Income over Expenditure</b>	<b>7,662</b>	<b>0</b>	<b>(7,662)</b>		
<u>910 Town Action Plan</u>					
4910 Town Action Plan Costs	0	500	500		500
Town Action Plan :- Indirect Expenditure	0	500	500	0	500
<b>Net Expenditure</b>	<b>0</b>	<b>(500)</b>	<b>(500)</b>		
<b>Grand Totals:- Income</b>	<b>461,592</b>	<b>492,537</b>	<b>30,945</b>		
<b>Expenditure</b>	<b>499,308</b>	<b>477,411</b>	<b>(21,897)</b>	<b>0</b>	<b>(21,897)</b>
<b>Net Income over Expenditure</b>	<b>(37,716)</b>	<b>15,126</b>	<b>52,842</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(37,716)</b>				



## Bank Reconciliation up to 31/03/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/12/2020	6810	3,997.84			3,997.84	<input type="checkbox"/>	HMRC
15/12/2020	6811	3,942.41			3,942.41	<input type="checkbox"/>	Herts County Council
25/01/2021	6835	80.00		80.00		R <input checked="" type="checkbox"/>	JRG Plumbing and Heating
25/01/2021	6837	367.24			367.24	<input type="checkbox"/>	The Anglia Sign Casting Compan
25/01/2021	6841	11.94			11.94	<input type="checkbox"/>	HAILEY CENTRE
01/03/2021	DD6	487.22		487.22		R <input checked="" type="checkbox"/>	British Gas
01/03/2021	DD7	51.45		51.45		R <input checked="" type="checkbox"/>	The Fuelcard Company
01/03/2021	DD8	18.00		18.00		R <input checked="" type="checkbox"/>	Nimbus Hosting Limited
01/03/2021	DD	120.00		120.00		R <input checked="" type="checkbox"/>	Alison Errington Neilson
02/03/2021	Direct		3.06	3.06		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2021	6868	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	SYPRC
02/03/2021	6816/2	40.00		40.00		R <input checked="" type="checkbox"/>	Lynne Crank
02/03/2021	6816	-40.00		-40.00		R <input checked="" type="checkbox"/>	Lynne Crank
02/03/2021	6865	500.00		500.00		R <input checked="" type="checkbox"/>	Sawbridgeworth Cricket Club
02/03/2021	6866	500.00		500.00		R <input checked="" type="checkbox"/>	East Herts Citizen Advice
02/03/2021	XXXX	40.00		40.00		R <input checked="" type="checkbox"/>	Lynne Crank
02/03/2021	Direct		2,170.00	2,170.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/03/2021	DD5	524.40		524.40		R <input checked="" type="checkbox"/>	Shadowfax Technology Limited
03/03/2021	DD4	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
05/03/2021	6881	255.00		255.00		R <input checked="" type="checkbox"/>	J Sargant
08/03/2021	DD	36.55		36.55		R <input checked="" type="checkbox"/>	The Fuelcard Company
08/03/2021	Direct		8,152.53	8,152.53		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2021	DD2	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
11/03/2021	DD4	140.12		140.12		R <input checked="" type="checkbox"/>	Everflow Water
12/03/2021	Direct		375.00	375.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/03/2021	6870					R <input checked="" type="checkbox"/>	
15/03/2021	6871					R <input checked="" type="checkbox"/>	
15/03/2021	6872					R <input checked="" type="checkbox"/>	
15/03/2021	6873					R <input checked="" type="checkbox"/>	
15/03/2021	6874					R <input checked="" type="checkbox"/>	
15/03/2021	6875					R <input checked="" type="checkbox"/>	
15/03/2021	6876					R <input checked="" type="checkbox"/>	
15/03/2021	6877					R <input checked="" type="checkbox"/>	
15/03/2021	6878					R <input checked="" type="checkbox"/>	
15/03/2021	DD1	95.34		95.34		R <input checked="" type="checkbox"/>	Workplace Drink Solutions Limi
15/03/2021	DD2	79.20		79.20		R <input checked="" type="checkbox"/>	Francotyp-Postalia Limited
15/03/2021	DD3	50.40		50.40		R <input checked="" type="checkbox"/>	Quartix Limited
15/03/2021	DD	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
16/03/2021	DD	29.39		29.39		R <input checked="" type="checkbox"/>	Lloyds Bank plc
16/03/2021	6852	3,648.74		3,648.74		R <input checked="" type="checkbox"/>	HMRC
16/03/2021	6853	2,325.12		2,325.12		R <input checked="" type="checkbox"/>	Herts County Council
17/03/2021	DD1	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
18/03/2021	DD	50.00		50.00		R <input checked="" type="checkbox"/>	Francotyp-Postalia Limited
24/03/2021	DD1	194.51		194.51		R <input checked="" type="checkbox"/>	British Gas
24/03/2021	DD2	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
24/03/2021	DIRECT	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
24/03/2021	BCARD1	60.99		60.99		R <input checked="" type="checkbox"/>	ShenZehbShiSongHuaKeJiDianZi Y
24/03/2021	BCARD2	96.00		96.00		R <input checked="" type="checkbox"/>	Amazon.co.uk

Time: 15:40

## Bank Reconciliation up to 31/03/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/03/2021	BCARD3	27.95		27.95		R ■	Executive Retail Limited
24/03/2021	BCARD4	20.97		20.97		R ■	Executive Retail Limited
24/03/2021	BCARD5	15.45		15.45		R ■	Amazon.co.uk
24/03/2021	BCARD6	23.98		23.98		R ■	Viaan Enterprise Limited
24/03/2021	BCARD7	167.50		167.50		R ■	DVLA Vehicle Licensing Online
25/03/2021	500298		1,725.00	1,725.00		R ■	Receipt(s) Banked
25/03/2021	500299		139.57	139.57		R ■	Receipt(s) Banked
29/03/2021	6885	141.30		141.30		R ■	Alfa Tail Lifts Limited
29/03/2021	6886	598.50		598.50		R ■	GR8 Tool & Equipment Hire
29/03/2021	6888	906.64		906.64		R ■	Gary Woods Garden & Property M
29/03/2021	6889	288.00		288.00		R ■	Froom & Co Limited
29/03/2021	6890	59.55		59.55		R ■	Rowland Ridgwell Ltd
29/03/2021	6891	16.08		16.08		R ■	Southern Electric
29/03/2021	6892	55.84		55.84		R ■	Ridgeons Ltd
29/03/2021	6893	12.00		12.00		R ■	John Miles & Son Tyre & Exhaus
29/03/2021	6894	76.82		76.82		R ■	Ernest Doe & Sons Ltd
29/03/2021	6895	180.00		180.00		R ■	Dale, Lisa
29/03/2021	6888	681.60			681.60	<input type="checkbox"/>	Gary Woods Garden & Property M
29/03/2021	6887	681.60		681.60		R ■	Branson Leisure Ltd
29/03/2021	6896	62.31		62.31		R ■	Breeze Office Solutions
29/03/2021	dd3	86.17		86.17		R ■	The Fuelcard Company
29/03/2021	6907	139.86		139.86		R ■	Adrian (Rob) Robinson
29/03/2021	DD	140.00		140.00		R ■	A Errington Neilsom
29/03/2021	DD	351.66		351.66		R ■	British Gas
30/03/2021	DD4	216.00		216.00		R ■	Nimbus Hosting Limited
30/03/2021	Direct		70.00	70.00		R ■	Receipt(s) Banked
31/03/2021	DD5	212.06		212.06		R ■	Onecom Limited
31/03/2021	DD6	524.40		524.40		R ■	Shadowfax Technology Limited
31/03/2021	DIRECT	35.00		35.00		R ■	Stort Storage
		<u>34,226.61</u>	<u>12,635.16</u>				