

SPC STANDON PARISH COUNCIL

Minutes of the Meeting of Standon Parish Council held on Thursday 30th May 2024 at 7.30pm in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge

PRESENT: Cllr Tony Cracknell (Chairman), Cllr Pat Foot, Cllr Ralph Granville, Cllr Leage, Cllr Michael Marshall, Cllr Maureen Wren.

CLERK: Belinda Irons

Herts Constabulary: PCSO Leon DeBruyn, PC Honor Yates.

PUBLIC: 5

24.68 Election of Chairman and Signing Declaration of Acceptance of Office
RESOLUTION: That Standon Parish Council herewith appoints Cllr Tony Cracknell as Chairman with immediate effect. PROPOSED: Cllr Wren, seconded Cllr Granville. AGREED AND RESOLVED UNANIMOUSLY. Cllr Cracknell signed the declaration at the meeting.

24.69 Councillor absences:
 No absences.

24.70 Declaration of Members' Interests for this meeting:
 Cllr Cracknell Community Centre committee
 Cllr Wren Community Centre committee
 Cllr Leage Community Centre committee
 FORQ
 Cllr Foot Allotment holder
 Standon Charities: PC Representative
 Cllr Crook: Village Hall committee: PC representative
 Cllr Marshall Village Hall committee: PC representative

24.71 Minutes of Parish Council Meeting
RESOLUTION: That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 25th April 2024
 PROPOSED: Cllr Cracknell, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY.

The Chairman changed the running order of the meeting:

24.75 Police, County & District Council reports
 PC Yates advised crimes which took place in April which were burglaries and attempted burglaries, and car crimes.
 PCSO DeBruyn advised that the April spike was falling but was not restricted to East Herts but was cross border and county. There have been two ATM thefts.
 The OWL service is now not operating. Residents were urged to sign up to Herts Connected and ECHO. QR codes and posters will be available shortly.
 ECHO: <https://capture.rantandrave.com/s3/EastHerts>
 Herts Connected: <https://hertsconnected.co.uk/>
 Theft of number plates: this can be linked to other criminal acts but may not.
 Speeding: this item was transferred from the Annual Parish Meeting as more residents were present at this meeting.

Chairman's signature..... 27th June 2024

PCSO DeBruyn advised that the rural crime team has a large area to cover and undertakes speed monitoring as duties allow. The most important message PCSO DeBruyn made was that the Police need information on times of day, location and any details of vehicles. These can be reported on Herts Connected. Action is more likely when detailed information is provided. There are numerous speeding hot spots which are reviewed, but once officers are present, speed generally drops as officers must maintain visibility. An effective mechanism is the Drivesafe scheme which is managed by volunteers trained to use speed monitoring equipment. PCSO DeBruyn will request attendance at Standon parish.

24.72 A vote of thanks was extended to the Police following action in Colliers End.
Roger de Clare School: consultation: School presentation: The Headmistress of the school provided an emailed update of the rationale for the proposed reduction in pupil numbers which was accepted by the Parish Council.
RESOLUTION: That Standon Parish Council herewith agrees to withdraw its objection to the proposed pupil reduction at Roger de Clare school. PROPOSED: Cllr Cracknell, seconded Cllr Leage. AGREED AND RESOLVED UNANIMOUSLY.

24.73 Public comment or representation:
Allotments: a request was received that the water is scheduled to be turned on and operational by the 1st April annually.
Allotments: a request was received that the main path is mown on a regular basis.
Annual Parish Meeting: a resident arrived to attend the APM and was not aware that the meeting commenced at 7pm.

24.74 Election of Vice-Chairman
RESOLUTION: That Standon Parish Council herewith appoints Cllr Chris Leage as Vice-Chairman with immediate effect. PROPOSED: Cllr Cracknell, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY
A vote of thanks was extended to Cllr Foot who has been Vice-Chair for the past three years.

24.76 Standon Village Hall: Cllr Marshall & Crook
Annual Meeting: Cllr Marshall advised that the meeting was very informative. Cllr Marshall presented a portrait of King Charles III at the meeting.
Culvert: progress update: The culvert works are nearing completion. A request for a donation towards the cost has been submitted to the Village Hall Committee. A formal letter of response to the Chairman's email will be created for the Parish Council's consideration. **ACTION: CLERK**

24.77 Legal update: Clerk
Burrs Meadow: licence agreement sent to adjacent householders. The Parish Council solicitor has received one signed agreement. The agreement was countersigned by the Clerk and Chairman at the meeting and will be returned to the solicitor for ongoing processing. **ACTION: CLERK**
Huntsmans Close lease renewal: This is due 2025. A licencing issue with an adjacent property is to be investigated. **ACTION: CLERK**

24.78 Highways: Cllr Wren:
Formal highway signage to the Community Centre has been discussed with Cllr Jeff Jones and an update is awaited.

24.79 Planning Matters: Cllr Leage

Planning applications:

3/24/0787/HH	49 Aston Road, Standon Erection of single storey front and side extensions and conversion of attached side building: <i>Comment: considered out of keeping in the street scene; overdevelopment.</i>
3/24/0920/LBC 3/24/0919/FUL Not previously advertised	St Edmunds College, Old Hall Green Creation of a new covered atrium including first floor glazed lantern within an existing courtyard, which forms part of the Grade II listed main school block and the Grade II listed Allan Hall including removal of windows and low level brickwork, internal corridor partitions and doors, and the installation of new corridor doors, partitions at ground floor, with the installation of an external ground level air source heat pump
3/24/0895/FUL Not previously advertised	Highfield Nursery, Wellpond Green Replacement cladding, roof material and alterations to fenestration and openings (retrospective)
3/24/0914/FUL Not previously advertised	Highfield Nursery, Wellpond Green Replacement cladding, roof material and alterations to fenestration and openings (retrospective)

Other Planning Matters:**Enforcement:** 24 Southfields, Standon: E/22/0239/ENF: 3/22/1713/CLPOWithdrawn: Retrospective planning application awaited **Case****reference: EHDC567143343**Land Adj Buntingford Road/ B1368/A10: E/22/0305/ENF: trees removed possibly with TPOsChaldean Farms, Great Barwick Farm, Barwick: E/23/0041/ENFSkeleton Green: E/23/0056/ENF: change of use/ highway obstruction**Standon Business Park** EHDC update received.Little Croft, Colliers End: 3/23/1659/CLEO: Erection of 2 separate outbuildings within the curtilage of a dwelling house as a use incidental to the enjoyment of a dwelling house: permission refused: appeal submitted. APP/J1915/X/23/3336014Little Croft, Colliers End: Appeal: Retrospective application for the temporary use of outbuilding as C3 dwellinghouse during construction of primary dwellinghouse If you wish amend your comments or make any new ones, please contact the Planning Inspectorate quoting reference APP/J1915/W/24/3337130 by 1st May 2024.Lorne Croft: appeal dismissedKings Yard, B1368: Concerns raised regarding change of use, encroachment on highway verge, dangerous parking resulting in sight obstruction of entrance to highway, dangerous working practices.EHDC: Village Hierarchy Study: response: to be submitted. **ACTION: CLERK**24.80 Finance: Cllr FootChairman's signature..... 27th June 2024

a.	Bank Reconciliation 30 th April 2024 (Scribe)	
	Cash in Hand 01/04/2024	264,846.64
	ADD Receipts 01/04/2024 - 30/04/2024	49,758.91
		314,605.55
	SUBTRACT Payments 01/04/2024 - 30/04/2024	23,967.18
	A Cash in Hand 30/04/2024	290,638.37 (per Cash Book)
	Cash in hand per Bank Statements	
	Petty Cash 30/04/2024	0.00
	Standon Parish Council current account 30/06/2024	70,912.62
	Standon Parish Council reserve 30/04/2024	22,725.59
	Unity Trust Bank 30/04/2024	115,598.02
	Saffron Building Society 30/04/2024	81,147.14
	Standon Recreation Ground Charity 30/04/2024	0.00
		290,383.37
	B	
	Less unrepresented payments	255.00
	Plus unrepresented receipts	
	Adjusted Bank Balance	290,638.37

A = B Checks out OK

RESOLUTION: That Standon Parish Council herewith agrees the bank reconciliation for 30th April 2024 calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting PROPOSED: Cllr Wren, seconded Cllr Leage. AGREED AND RESOLVED UNANIMOUSLY

b. May Payments

Cheque No	Description	Supplier		VAT Type	Net
	Play Inspection	Broadmead Leisure Ltd	S	60.00 12.00	72.00
	Administration	HAPTC	Z	417.30	417.30
	Community Centre Cleaning	Tina the Cleaner	Z	600.00	600.00
	community centre water	Castle Water	Z	174.59	174.59
	Community Centre	BT Group plc	S	60.77 12.15	72.92
	Community Centre	East Herts District Council	Z	785.25	785.25
	Culvert beneath Village Hall	Jonathan Wilson (Contracting)	Z	4,969.50	4,969.50
	Salary	NEST Pension	Z	116.45	116.45
	Administration	EE Ltd	S	0.18 0.04	0.22
	Community Centre	TV Licencing	Z	159.00	159.00
	Salary	Belinda Irons	Z	1,664.73	1,664.73
	Salary	HMRC	Z	648.96	648.96
	Administration	Starboard Systems Ltd t/a Scribe Accounts	S	561.60 112.32	673.92
	Culvert beneath Village Hall	Jonathan Wilson (Contracting)	Z	6,951.00	6,951.00
	Community Centre electricity	Eon	S	511.69 102.34	614.03
	Community Centre electricity	Eon	S		
		Total		17,681.0 2	238.85 7

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RESOLUTION: *That Standon Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting* PROPOSED: Cllr Leage, seconded Cllr Crook. AGREED AND RESOLVED UNANIMOUSLY

- c. Bank signatories: update: Unity complete. Nat West Complete. Other accounts to be actioned: Building Society.
- d. Budget against expenditure: report
- e. Internal Audit: update:

- i. Quarterly provision of budget against expenditure: to be provided from the Scribe accounting system.
- ii. Open new Building Society Account and Transfers of Funds:

f. Audit

1) Internal Audit report

PROPOSAL: *That Standon Parish Council herewith agrees to accept the findings of the internal auditor and agrees to take appropriate action to ensure any recommendations are implemented.* PROPOSED: Cllr Cracknell, seconded Cllr Leage. AGREED AND RESOLVED UNANIMOUSLY

2) PROPOSAL: *That Standon Parish Council herewith review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised* PROPOSED: Cllr Leage, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY

3) PROPOSAL: *That Standon Parish Council herewith agrees by resolution to ensure the electorate is able to exercise its public right to inspect the Parish Council accounts for a single period of 30 working days commencing Monday 3rd June to 12th July 2024* PROPOSED: Cllr Cracknell, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY

4) PROPOSAL: *That Standon Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2023/24* PROPOSED: Cllr Leage, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY

5) PROPOSAL: *That Standon Parish Council herewith agrees by resolution the Accounting Statement for 2023/24:* PROPOSED: Cllr Wren, seconded Cllr Granville. AGREED AND RESOLVED UNANIMOUSLY

24.81 SECTION 106:

a) Outdoor Sports Provision: MUGA: proposal to install a multi-use games area between the playground and the skate park to enable netball, basketball and 5 a-side football. Suitable fencing with a tarmac top. Planning permission will be applied for as necessary. Update on progress. Budget: **£101,210.38**

Cllr Granville advised the issues obtaining quotes from contractors at the Annual Parish Meeting. He will continue to seek three quotes for submission to EHDC.

ACTION: RGRANVILLE

b) Parks & Public Gardens - towards the improvement of parks & public gardens facilities within the Parish of Standon - **£10,306.11**: options
Works to comply with the EHDC biodiversity report will be considered at:
Recreation Field
Burrs Meadow
Mansfield, Colliers End,

The Moors
Buntingford Road

Allotments: the entrance to the allotments is in very poor condition.
The Parish Council contractors will be asked for advice and quotes.

ACTION: CLERK

- c) Community Centres and Village Halls Contribution - Towards an extension to the Puckeridge Community Centre – total available **£32,820.29**: options
Following discussion, Councillors agreed to approach Wilby & Burnett to create drawings for a covered shelter for the main entrance to incorporate the ramp, to include new entrance doors, and new doors into the Fordham Hall.

ACTION: CLERK

24.82 Members Portfolio Allocation:

Cllr Leage: FORQ: serious concerns have been expressed about sewage in local rivers and the lack of action to improve the situation.

Cllr Cracknell Colliers End: Environmental Improvements: see above
Phone box: defibrillator cabinet & electrical installation: Cabinet received. Electrician to install. Defibrillator to be supplied by Community First Responders.
Contractors attended site to install. A BT engineer is required to make the connections.

ACTION: CLERK

Cllr Crook: Paper Mill Lane: issues: The bridges have been damaged by vehicles winching themselves out of the ford to a degree that the bridge is considered dangerous. Four 4x4 vehicles got stuck in the ford on May Day. The ditch is now full of mud and needs clearing. The surface damage created by water following work by the Environment Agency continues to worsen.

Cllr Foot Allotments
Water: The Parish Council agreed that the water must be turned on and operational by the 1st April annually.

ACTION: CLERK

Mowing: The Parish Council agreed that it will request the allotment manager make contact with the Clerk to advise when mowing needs to be undertaken. The Clerk will contact a Parish Council contractor to arrange.

ACTION: CLERK

Additional comments were received which will be discussed in camera.

Standon Charities

: Pudding Stone land: agreement at last meeting: to revert to Standon Charities. SPC to consider a management agreement whereby Standon Charities pays SPC to maintain the land:

- : Pudding Stone: bollards need replacing: quotes awaited
- The Clerk will send a letter, and include previous correspondence, to
- a) Seek agreement on the management agreement
- b) Seek agreement on responsibilities for maintenance

ACTION: CLERK

Cllr Granville Playground: report: items flagged by the contractor were authorised Asset Management : benches have been photographed. Cllr Granville will liaise with the Parish Council contractors to assess whether individual benches require maintenance or removal.

ACTION: RGRANVILLE

Cllr Marshall Environment:
Memorial Field: hedges require extensive work/ north west corner: issues re antisocial behaviour: recommendation to cut back vegetation in north west corner including hedge reduction on South Road

Community Centre carpark: safety recommendation to install bollards to prevent vehicular access to ramped entrance:

RESOLUTION: That Standon Parish Council herewith accepts the quotation received from AJD Landscapes in the sum of £6,307 to supply and install railings to the accessible ramps to the rear of the Community Centre, to supply and install bollards to the front of the Community Centre to prevent vehicular access adjacent to the accessible ramp as identified as a risk to pedestrians, to supply and install railings to the Recreation Field South Road entrance, and to conduct repairs within the Williams-Davies hall chair cupboard identified as a user risk. PROPOSED: Cllr Leage, seconded Cllr Marshall. AGREED AND RESOLVED UNANIMOUSLY.

Puckeridge Tributaries: A number of complaints have been received that the Puckeridge Tributaries are running with water. Investigation has established the water is coming from the Café Field development. Cllr Marshall advised that it will be filtering from the SUDS. Riparian owners have expressed grave concern that the river banks are being eroded. Life long residents stated the tributaries have been dry except in exception rainfall events. The Parish Council will write to the respective authorities to express concerns. **ACTION: CLERK**

24.83 Cllr Wren **Governance:** Communications: The latest PS News contribution has been published

- a. Data Protection and associated documents
- b. Environment Act 2021: Parish Council duty to comply: <https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>
- c. Councillor vacancy: Cllr Chalkley vacancy can be co-opted.
- d. Annual Parish Meeting: matters arising for next agenda
Allotments: water/ mowing

24.84 **Clerk's updates:**
Bench & noticeboard: weatherproofing: Two noticeboards in planned works. Benches in planned works. Cllr Granville producing a works list.
Huntsmans Close Car Park: signage for terms of use: on hold subject to lease/ fencing: Cllr Marshall has discovered a licence is required to be in place for an adjacent property owner. The Clerk will check the records. **ACTION: CLERK**

24.85 **Correspondence**
EHDC: energy efficiency survey: to be completed
Puckeridge Tributary: constant flow leading to damage to banks

24.86 **Dates of Next Meetings 2024:** Annual Parish Meeting:
30th May (APCM); 27th June; 25th July; 26th September; 24th October; 28th November;
Annual Parish Meeting: Thursday 30th May

24.87 Planning decisions and awaited decisions: Cllr Leage

<p>3/20/1146/OUT Decision awaited</p>	<p>Standon Business Park Stortford Road Standon Outline planning permission for demolition of existing buildings and construction of mixed use development comprising 30 residential dwellings and commercial development of 1021 square metres of B1(a) office use, with associated</p>
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	p.2024.43 96 car parking spaces and landscaping - all matters reserved except for access.
3/23/1477/FUL Permission granted	Hillside, Ermine Street, Colliers End Erection of an agricultural barn
3/23/1659/CLEO Permission refused: appeal submitted	Little Croft, Colliers End The erection of two separate outbuildings within the curtilage of a dwellinghouse as a use incidental to the enjoyment of a dwelling house.
3/23/2094/FUL Decision awaited	Little Croft, Colliers End Retrospective erection of a workshop and change of use of land to residential curtilage
3/23/2010/FUL Decision awaited	New Street Farm, Kents Lane, Standon Change of use from agricultural roadside barn to Class B2 (industrial), Class B8 (storage and distribution) and Class E (commercial, business and services). Timber part glazed screen and wall added to the South elevation. New window added to East elevation.
3/23/2403/HH Decision awaited	41 Buntingford Road, Puckeridge Creation of access & driveway with associated landscaping
3/23/2351/SCREEN Screening opinion not required	Land off Standon Hill, Café Field, Puckeridge Screening opinion for proposed residential development up to 100 dwellings.
3/23/2210/FUL Decision awaited	Vintage Corner Service Station, Cambridge Road, Puckeridge Demolition of filling station, shop and associated outbuilding. Erection of small supermarket with car parking and plantroom. Creation of new vehicle and pedestrian access ways
3/24/0208/FUL Decision awaited	New Street Farm, Kents Lane, Standon Demolition of an agricultural building and grain silo and erection of a replacement agricultural building
3/24/0329/HH Permission granted	Frogs Hall House, Frogs Hall Lane, Standon Removal of greenhouse and the raised beds. Construction of detached store / gym building.
3/24/0491/LBC Decision awaited	New Street Farm, Kents Lane, Standon

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	p.2024.44 Conversion of agricultural roadside barn to industrial, storage and distribution and commercial, business and services. Timber part glazed screen and wall added to the South elevation. New window added to East elevation. Internal alteration to remove partition wall, install new partition walls and doors.
3/24/0562/FUL Withdrawn	Rigery Lane, Colliers End Creation of agricultural access
3/24/0566/FUL Permission granted	Valentines, Wellpond Green Demolition of dwelling and outbuildings. Construction of a replacement dwelling, parking and landscaping
3/24/0553/ADV Decision awaited	44High Street, Puckeridge Erection of 2 vinyl graphics to front window
3/24/0282/LBC Decision awaited	Mentley Farm, Mentley Lane, Puckeridge External works to include - Re-pointing of chimneys, replacement of roof slates, replacement and repair of parapet copings. Replacement of rainwater goods and waste pipe. Re-pointing to brickwork, Window and door repairs, works to outside toilet to include the replacement of roof, SVP and lead verge. Internal repairs to include - Provision of insulation, replacement of ceilings to attic, stairs and cellar. Repairs and replacement of joists, posts, brick plinths, and fireplace in cellar. Replacement of electrics and plumbing and housing of new boiler. Replacement of all bathroom fixtures and fittings.
3/24/0742/HH Decision awaited	4 Vicarage Close, Standon New front porch and addition of white K-render to the external walls

Meeting closed at 9.45pm

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