



STANDON PARISH COUNCIL

Clerk to the Council: Belinda Irons, 14 Crawley End, Chrishall. SG8 8QL
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To: MEMBERS OF STANDON PARISH COUNCIL

You are hereby summoned to attend the **Annual Meeting of Standon Parish Council** to be held on Thursday 18th May 2023 at **7.30pm** in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge to transact the business shown in the Agenda below. Public and press are invited to attend.

Belinda Irons

Signed: Belinda Irons

dated 11/5/23

AGENDA

Procedural Items

- 23.83 Election of Chairman & Signing of Chairman's Declaration of Acceptance of Office
- 23.84 Election of Vice-Chairman
- 23.85 Councillor apologies for absence
- 23.86 Other Councillor absences:
- 23.87 Declaration of Members' Interests (pecuniary/non-pecuniary) for this meeting:
Completion and signing of Declarations
- 23.88 Minutes of Parish Council Meeting held on the 23rd March 2023.
PROPOSAL: That Standon Parish Council herewith agrees the minutes of the Parish Council meeting and Annual Parish Meeting both held on 27th April 2023
- 23.89 Public comment or representation:
In accordance with Standing Order 3, members of the public present at the meeting are permitted to make representations and give evidence in respect of any item included in this agenda. This section shall not exceed 15 minutes. Each person may speak once only for no longer than three minutes. All comments must be directed to the Chairman
- 23.90 Election
- 23.91 Police, County & District Council reports
- 23.92 S & P Community Centre: Cllr Leage
CCMC: minutes of meeting 25.4.2023: matters arising:
i) SPC/CCMC agreement:
CCMC: Refusal to be a committee of the Parish Council unless it can retain its own bank account
ii) New footpath: WASPS refuse to use the path
iii) CC toilets: Wilby & Burnett specification to include hot water system, toilet flush systems, urinals, ventilation system upgrade if necessary, new hand dryers.
iv) Accessibility Ramp: installation update: Summer 2023
v) Lift and relay perimeter footpath slabs: installation update: Summer 2023
- 23.93 Standon Village Hall: Cllr Marshall & Crook
Committee Report/update
Culvert: update: works to commence June/July depending on weather conditions
- 23.94 Legal update: Clerk
Land Registry: Standon High Street Common Land: solicitor instructed

Burrs Meadow: licence agreement update
 The Moors: solicitor advice on rear access to 22 High Street
 Licences to Occupy:
 Football: Standon & Puckeridge Hares: agreement with SPC
 Bowls
 Tennis

23.95

Highways: Cllr Wren

- a) South Road: double yellow lines: update
- b) Southfields: dangerous parking: update
- c) Paper Mill Lane, Standon: highway deformation reported: HCC no action
- d) Blocked gullies: Station Road

401003102264

HCC009099

Gullies still blocked and road flooded: Engineers attended site knowing the drains are blocked without the necessary equipment to clear the blockages. Further compliant and Fol submitted to HCC.

e) Standon Hill: A120/Cambridge Road junction: vehicles driven wrong way at no-entry

f) Café Field Barleymead access to Standon Hill and A120: parked cars/ queuing vehicles causing obstruction leading to road rage

g) Colliers End highways issues:

i) Caution Deer sign

ii) vegetation needs cutting back

h) Puckeridge: micro-surfacing works: Roman Way, The Moat, Chapmans End, Larkens Way and Park Lane: resident access may be restricted weekend 2nd-4th June

i) High Street, Puckeridge: parked vehicles blocking drive access and creating highway danger

23.96

Planning Matters: Cllr Leage

Planning applications:

3/23/0813/HH	20 Clements Close, Puckeridge Loft extension with dormer to side of house

Other Planning Matters:

Appeal: Fishers Farm, Colliers End: 3/22/0563/FUL: Previous appeals dismissed

LPA Appeal Reference: 22/00073/REFUSE

Appeal: Highfield Nursery: 3/22/1433/FUL: Appeal

If you wish amend your comments or make any new ones, please contact the Planning Inspectorate quoting reference APP/J1915/W/22/3311566 by 3rd May 2023. You can make a comment to The Planning Inspectorate at

<https://acp.planninginspectorate.gov.uk> or in writing to, The Planning Inspectorate, Room 3/05 Temple Quay House, 2 The Square, Bristol, BS1 6P.

LPA Appeal Reference: 22/00103/NONDET: Demolition of four agricultural buildings and erection of two detached four bedroom dwellings with integrated garages.

Appeal: The Conifers Old Hall Green: *If you wish to follow the appeal you can look up the appeal documentation and decision on the government's national planning website – www.planningportal.gov.uk/pes using the reference APP/J1915/D/23/3318103. The Planning Inspectorate aim to decide the appeal within 8 weeks of the start date which is 31st March 2023. Please remember that you cannot make any further comments on this planning application.*

Enforcement: The Bell PH, 4 High Street, Standon: Erection of pen free standing fabric tent (retrospective) 3/22/0078/FUL: dismissed. Enforcement update.

Enforcement: 24 Southfields, Standon: E/22/0239/ENF: 3/22/1713/CLPO

Withdrawn: Retrospective planning application awaited

Land Adj Buntingford Road/ B1368/A10: E/22/0305/ENF: trees removed possibly with TPOs

Chaldean Farms, Great Barwick Farm, Barwick: E/23/0041/ENF

Skeleton Green: E/23/0056/ENF: change of use/ highway obstruction

Standon Business Park No further updates from EHDC

South Road/Station Road: TPO application for Oak trees: update

Colliers End Telephone Box: listed building application to change sign 'Telephone' to 'Defibrillator' – email sent to Planning as there isn't an appropriate form online

23.97 Finance:

- a. Bank Reconciliation 30th April 2023 (Scribe)
PROPOSAL: That Standon Parish Council herewith agrees the bank reconciliation for April 2023 calculated through the Scribe accounting system, against the bank statements presented at the meeting
- b. April Payments
PROPOSAL: That Standon Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting
- c. Bank signatories:
 - i) **Nat West: PROPOSAL: That Standon Parish Council herewith agrees to remove former Councillors Mark Acford, Graham Cowell, Kenneth Goodsell, Alex Lang, Colin Marks, Richard Stacey and Mary Wilkinson and appoints Cllrs Claudia Chalkley, Pat Foot, Chris Leage and Maureen Wren as Nat West bank signatories. The Clerk Belinda Irons is to remain as a signatory on the account.**
 - ii) **Unity Trust Bank: PROPOSAL: That Standon Parish Council herewith agrees to remove Cllrs Boxall, Cowell, and Hall as Unity Trust bank signatories and appoints Cllrs Claudia Chalkley, Pat Foot, Maureen Wren, and Chris Leage as signatories. The Clerk Belinda Irons is to remain as a signatory on the account.**
 - iii) **Saffron Building Society: PROPOSAL: That Standon Parish Council herewith agrees to remove Cllr Cowell as Saffron Building Society signatories and appoints Cllrs Claudia Chalkley, Pat Foot, Maureen Wren, and Chris Leage as signatories. The Clerk Belinda Irons is to remain as a signatory on the account.**
 - iv) **PROPOSAL: Standon Parish Council herewith agrees to review Financial Regulations and add 'That two Councillors will check invoices raised for payment on the Unity Bank account, and against the Scribe payments list for accuracy, and to ensure no duplication or anomalous payments are made**
- d. **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.
 - 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**

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 26th June to 4th August 2022

4) PROPOSAL: That Standon Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2022/23

5) PROPOSAL: That Standon Parish Council herewith agrees by resolution the Accounting Statement for 2022/23:

23.98 Members Portfolio Allocation:

Planning: all Councillors at a full PC meeting

Ward Representatives:

Colliers End

Standon

Puckeridge

Finance

Highways

Allotments

Standon Charities: SPC representatives x 2

Community Centre: SPC representatives x 2

Village Hall: SPC representatives x 2

Asset management: to ensure SPC assets are maintained as required

Environment – to include trees; grounds maintenance

Sport & Playground: weekly check of equipment

Governance: to review SPC governing documents and ensure compliance

HR: 3 Councillors

Community & Communications

Recreation Ground Charity: Standon Parish Council is the trustee

23.99 Governance:

Honorary Freedom of the Parish Award Policy

PROPOSAL: That Standon Parish Council herewith agrees and adopts the Honorary Freedom of the Parish Award Policy with immediate effect

23.100 Clerk's updates:

Bench & noticeboard: weatherproofing: update

Section 106 fund availability:

Litter bins: Ongoing issues with EHDC emptying.

Littering across the Parish: fly tipping: update

Dog Bin: Papermill Lane: received

Huntsmans Close Car Park: signage for terms of use

Wellpond Green: request for gate entry signs

Playground: Mason bees under slide

23.101 Correspondence

Mr Blake: Huntsmans Close bin overflowing: EHDC reference 573458

FORQ: ditch clearance on The Moors

23.102 Dates of Next Meetings 2023:

22nd June; 27th July; 28th September; 26th October; 23rd November

23.103 Proposal to exclude public and press from the meeting

PROPOSAL: That Standon Parish Council herewith excludes members of the press and public from the meeting in accord with Standing Orders 3 (d) due to the sensitive nature of the following item titled 23.104 Honorary Freedom of the Parish Award nominations

23.104 Honorary Freedom of Standon Parish Award nominations: discussion

23.105 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 96 car parking spaces and landscaping - all matters reserved except for access.</p>
<p>3/21/2678/VAR Decision awaited</p>	<p>Plot 1, Kasteel, Wellpond Green Variation of Condition 6 of planning permission ref: 3/20/1693/VAR: Variation of condition 2 of planning permission 3/18/1011/VAR. Demolition of existing bungalow and industrial unit, erection of two detached dwellings and a new vehicular access. For the re-siting of dwelling, alterations to fenestration and internal layout and increase in size of outbuilding). Variation of condition 6 (Tree/hedge retention and protection) of planning permission: 3/21/0403/VAR - Revised design of proposed front boundary treatment and planting to provide better security and enhance the setting.</p>
<p>3/22/1433/FUL Decision awaited Appeal lodged</p>	<p>Highfield Nursery, Wellpond Green Demolition of agricultural building and erection of one x four bedroom single storey detached dwelling</p>
<p>3/22/1535/FUL Decision awaited</p>	<p>Parcel Of Land Adjacent To Ashleigh Home Mobile Home Site And Wellington House Gore Lane Barwick Change of use of land from public house curtilage land to include land within the established mobile home site.</p>
<p>3/23/0237/VAR (original permission granted 2018) Permission lasts for two years from the last date that the reserved matters were approved, or, three years from the date that outline planning permission was approved – whichever date is the later. Decision awaited</p>	<p>Land adjacent to Buntingford Road/ A10 and Clements Close, Puckeridge Variation of condition 1 for planning approval 3/18/0083/REM (Application for reserved matters in respect of appearance, scale, layout and landscaping in relation to the erection of 7no. dwellings granted outline permission under ref. 3/16/0589/OUT). To retain, remove and replace approved plans.</p>
<p>3/23/0278/HH Decision awaited</p>	<p>6 Stortford Road, Standon Proposed front and rear hipped roof</p>

	dormers
3/23/0411/HH Decision awaited	3 West View Cottages, Colliers End Single storey rear extension
3/23/0459/HH Decision awaited	5 Town Farm Crescent, Standon Removal of chimney. Erection of part single, part two storey side and rear extensions. Loft conversion with insertion of 4 roof light windows and rear loft window. Installation of 3 roof mounted solar PV panels. Installation of air conditioning unit and air source heat pump.
3/23/0492/FUL Permission granted	Mill End Farm House, Mill End, Standon Demolition of existing domestic storage building and stables. Construction of single storey front and side extensions and conversion of an existing detached garage into 1 self contained independent dwelling with 3 off street car parking spaces and new gated entrance
3/23/0628/FUL Decision awaited	38 High Street, Puckeridge Removal of single storey rear projections. Construction of two storey rear extension and part ground floor side extension.
3/23/0629/LBC Decision awaited	38 High Street, Puckeridge Removal of single storey rear projections. Construction of Two storey rear extension and part ground floor side extension. Block up first floor side window, install rooflight windows, alter ground floor side window and replace rear pitched roof concrete pantiles with natural slate.
3/23/0605/HH Decision awaited	8 Hawken Close, Standon Single storey rear extension
3/23/0576/HH Decision awaited	85 Station Road, Puckeridge New vehicle entrance with dropped kerb
3/23/0713/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 plant room. Creation of new vehicle and pedestrian access ways.
3/23/0405/HH Decision awaited	42 Stanelow Crescent, Standon Conversion of front garden to hardstanding for vehicular access to provide for wheelchair using

	occupant.
3/23/0549/HH Decision awaited	28 South Road, Puckeridge Demolition of outbuilding. Construction of ground floor side and rear extension. Replacement of flat roof to first floor rear extension with pitched roof. Alterations to fenestration