

SPC 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 **Meeting of Standon Parish Council** to be held on Thursday 22nd June 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 16/6/23

AGENDA

Procedural Items

- 23.106 Other Councillor absences:
- 23.107 Declaration of Members' Interests (pecuniary/non-pecuniary) for this meeting:
Completion and signing of Declarations
- 23.108 Minutes of Annual Parish Council Meeting held on the 18th May 2023.
PROPOSAL: That Standon Parish Council herewith agrees the minutes of the Annual Parish Council meeting held on 18th May 2023
- 23.109 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
- 23.110 Police, County & District Council reports
THEFT FROM MOTOR VEHICLE – a van has been broken into whilst parked outside a residential property in Lunardi Court, PUCKERIDGE. Power tools and gardening equipment has been removed from within.

INTERFERE WITH MOTOR VEHICLE – a vehicle has been damaged whilst parked in Lunardi Court, PUCKERIDGE. Unknown Suspects have drilled a hole next to the lock in the side door in an attempt to gain entry.
- Other news and updates:**
- **LOCAL POLICING PRIORITY set objective** - To address threats to livestock and pets in and around the WESTLAND GREEN area.
 - Successful OWL sign up event in PUCKERIDGE earlier in the month with the help of Bishops Stortford Cadets and another 99 homes have now joined the NHW scheme.
 - The next OWL sign up event in MUCH HADHAM on Saturday 24th June 2023
- Please encourage the members in the community to use the police non-emergency number 101 to report incidents directly. This is the most effective and efficient way to contact police.
- 23.111 S & P Community Centre:
Interim Community Centre Committee Report: (Richard Boxal (Chairman)
Cllrs Cracknell, F Luca, Wren, with Leage)
a) Documents to aid transfer from CCMC to SPC: majority received
b) **PROPOSAL: That Standon Parish Council herewith agrees to subscribe to CDA for Herts to obtain professional assistance with**

agreements and charitable status in the sum of £36 (thirty six pounds) renewing on the 1st September annually

- c) Transfer of insurance, utilities and contracts to Standon Parish Council: in process including payment by direct debits
- d) Day to Day management: Interim process
 - : Entry to building: ad-hoc hire and maintenance
 - : Responding to issues raised by users: email or telephone the Clerk for onward processing
 - : OFSTED: requirement
- e) Caretaker: contract
- f) Cleaning: contract
- g) Hire Contracts: interim contracts to be produced immediately for regular and ad-hoc hire. To be reviewed by 31st March 2023 including reviewed hire charges
- h) Door Entry System: Cllr Cracknell
- i) Hallmaster booking system
- j) Accounts:
 - :Scribe Accounting System
 - : Latest invoices sent by CCMC: payment to be made to Standon Parish Council
- k) Installation of electricity smart meters
- l) Fire risk assessment
- m) Electrical system assessment
- n) CCTV
- o) Legionella testing
- p) Meetings with users: ICCM to arrange and conduct
- q) Internal Auditor requirements
- r) CC toilets: Wilby & Burnett specification to include hot water system, toilet flush systems, urinals, ventilation system upgrade if necessary, new hand dryers: Tenders sent to contractors 12.6.2023
Extraordinary meeting to be held on Tuesday 4th July commencing 7pm to appoint contractor
- s) Asbestos Survey
- t) Accessibility Ramp: installation update: Summer 2023
- u) Lift and relay perimeter footpath slabs: installation update: Summer 2023
- v) Renovation: reconfigure/ increase thermal efficiency/ energy generation: options

23.112 Standon Village Hall: Cllr Marshall & Crook
Committee Report/update

Culvert: update: Phase 1 work commenced 14 June

23.113 Legal update: Clerk

Land Registry: Standon High Street Common Land: Cllr Cracknell

Burrs Meadow: licence agreement update

The Moors: solicitor advice on rear access to 22 High Street: update

Licences to Occupy:

Football: Standon & Puckeridge Hares: agreement with SPC

Bowls

Tennis

23.114 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: HCC has stated it is investigating

f) Café Field Barleymead access to Standon Hill and A120: parked cars/ queuing vehicles causing obstruction leading to road rage: HCC has stated it is investigating

g) Colliers End highways issues:

i) Caution Deer sign

ii) vegetation needs cutting back

23.115

Planning Matters: Cllr Leage

Planning applications:

3/23/1053/HH	The Powder House, Barwick Erection of part single, part two storey side and rear extension, Infill of roof.
3/23/0937/HH	Falkenham, Wellpond Green New front bay window, repositioned entrance door, two storey rear/side extension, single storey rear extension, covered verandas to rear and side elevations, loft conversion with new second floor front window and insert 3 rooflight windows, new first floor side and rear windows, and changes to external materials.
3/23/1064/FUL	Pearces Farm Shop, Puckeridge Removal of 6 outbuildings. Erection of two storey side and rear extensions and detached overflow café with associated landscaping
3/23/1069/HH	Lorne Croft, Wellpond Green Single storey garage and gym building.
3/23/1082/HH	Star Cottage, 56 High Street, Standon Conversion of detached garage to gym/office and installation of roof lights, high level windows and French doors with side lights; front porch roof canopy; installation of air source heat pump, additional roof-light and bifold doors to the rear elevation

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

reference APP/J1915/W/22/3311566 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: Appeal allowed with conditions.

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
South Road/Station Road junction: application for TPO on Oak trees

23.116 Finance: Cllrs Foot & F Luca

a. Bank Reconciliation 30th May 2023 (Scribe)

PROPOSAL: That Standon Parish Council herewith agrees the bank reconciliation for May 2023 calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting

b. May 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: update

d. **Audit:** Documents emailed to PKF Littlejohn

23.118 Members Portfolio Allocation:

Cllr Leage: FORQ

Cllr Cracknell Colliers End issues: items for the next agenda

Cllr Foot Allotments

: Recommendation to charge a deposit to offset clearing allotments on
: termination

: Signage

: Skip

: Grass mowing

Communications / PS News

Standon Charities (Cllr Z Luca)

: Pudding Stone land : agreement

: Pudding Stone: bollards need replacing

Environmental Initiatives:

Cllr Granville Playground: report

Asset Management

Standon issues: items for the next agenda

Cllr Marshall Environment

: The Moors: recommend gated entry to prevent incursion

Cllr Wren Puckeridge issues: items for the next agenda

23.119 Recreation Ground Charity: Standon Parish Council is the trustee: Solicitor Advice:

a) The Trustee (Standon Parish Council) must hold separate meetings:

PROPOSAL: THAT STANDON PARISH COUNCIL AS THE TRUSTEE, HEREWITH AGREES TO CALL A MEETING OF THE RECREATION GROUND CHARITY TO BE HELD ON 13th July 2023 IN THE LANKESTER LOUNGE, PUCKERIDGE COMMUNITY CENTRE COMMENCING 7.30PM.

b) The Trustee must have a separate bank account and accounting system prepared in accordance with Charity Commission requirements

c) Income: Sports Clubs: Solicitor advice shown below:

if these are all operating off of the land owned by the charity, arguably licence fees / rents belong to the charity, provided they all fall within the charitable objects, which they appear to do.

I am not sure that a new charity needs to be formed, but perhaps that there needs to be a review of how the land and users of it are managed, and who meets the cost of that.

It seems to me the charity should be generating a revenue from the various uses of the land and have some form of agreement in place where by it then pays the council, from that revenue, to manage the land.

d) **Management of the Community Centre:** The management of the community centre is being undertaken by the council as the trustee of the charity. It is up to the Council how internally it chooses to manage the community centre i.e by committee.

23.120 Governance:

Honorary Freedom of the Parish: update

HR: review of Clerk's duties

Data Protection and associated documents

23.121 Clerk's updates:

Bench & noticeboard: weatherproofing: update

: South Road/Station Road notice board completed

: quote requested to weather proof Burrs Meadow gates

: quote requested for Standon High Street noticeboard

: Mile Stones (Colliers End and High Street, Puckeridge: complete)

Section 106 fund availability:

Litter bins: Ongoing issues with EHDC emptying. Standon High Street: EHDC has stated this bin will be emptied daily

Littering across the Parish: fly tipping: update

Dog Bin: Papermill Lane: installed

Huntsmans Close Car Park: signage for terms of use

Wellpond Green: request for gate entry signs

Playground: Mason bees under slide: recommendation by Broadmead Leisure to renovate mound to prevent bee access in the autumn. Removal not possible due to nature of construction.

23.122 Correspondence

Mrs Cameron: request that SPC remove Lime Tree in Huntsmans Close Car Park to prevent sap going onto the car

Mrs Norris: request that SPC cut back tree at Southfields due to blossom fall and bird droppings on the car and drive.

Ms Ashcroft: by telephone: Stortford Road handrail still missing

23.123 Dates of Next Meetings 2023:

27th July; 28th September; 26th October; 23rd November

23.124 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</p>

	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.
3/22/1433/FUL Decision awaited Appeal lodged	Highfield Nursery, Wellpond Green Demolition of agricultural building and erection of one x four bedroom single storey detached dwelling
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	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.
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.
3/23/0361/FUL Permission granted	Tarrandune, Wellpond Green Demolition of existing dwelling and erection of detached dwelling and installation of replacement gate with piers and stone clad walls
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

	<p>window, install rooflight windows, alter ground floor side window and replace rear pitched roof concrete pantiles with natural slate.</p>
<p>3/23/0576/HH Permission granted</p>	<p>85 Station Road, Puckeridge New vehicle entrance with dropped kerb</p>
<p>3/23/0713/FUL Decision awaited</p>	<p>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.</p>
<p>3/23/0769/HH Permission granted</p>	<p>The Winnatts, Kents Lane, Standon Two storey rear extension. Juliet balcony to rear first floor. Insertion of two velux sun tunnels to side elevations. Wood-burner flue being added to rear extension, part retrospective.</p>
<p>3/23/0405/HH Decision awaited</p>	<p>42 Stanelow Crescent, Standon Conversion of front garden to hardstanding for vehicular access to provide for wheelchair using occupant.</p>
<p>3/23/0549/HH Permission granted</p>	<p>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</p>
<p>3/23/0813/HH</p>	<p>20 Clements Close, Puckeridge Loft extension with dormer to side of house</p>