



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 27th July 2023 at **8.00pm** 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 19/7/23

AGENDA

Procedural Items

- 23.125 Other Councillor absences:
- 23.126 Declaration of Members' Interests (pecuniary/non-pecuniary) for this meeting:
Completion and signing of Declarations
- 23.127 Minutes of Parish Council Meeting held on the 22nd June 2023.
PROPOSAL: That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 22nd June 2023
- 23.128 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
- 23.129 Police, County & District Council reports
- 23.130 S & P Community Centre:
Interim Community Centre Committee Report: (Richard Boxall (Chairman)
Cllrs Cracknell, F Luca, Wren, with Leage)
a) Transfer from CCMC to SPC: update
b) Day to Day management: Interim process
: Entry to building:
PROPOSAL: That Standon Parish Council herewith agrees to appoint Lock Stock & Barrel to change the entry door locking systems to ensure security to the Standon & Puckeridge Community Centre at a cost of £75 plus £34 per barrel plus VAT.
: Responding to issues raised by users: email or telephone the Clerk for onward processing
: OFSTED: requirement
: Key holders
: Alarm contacts
c) Caretaker: contract
d) Cleaning: contract
e) 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. Some users have extensive storage use in the building.
PROPOSAL: That Standon Parish Council herewith agrees to appoint a professional organisation to assess the commercial rate of hire of the Community Centre at a cost to be agreed
f) Automated Door Entry System: Cllr Cracknell: quotes received: recommend on hold subject to building renovation and potential grant funding.
g) Hallmaster booking system

PROPOSAL: That Standon Parish Council herewith agrees to use the Hallmaster booking system in the sum of £199 per annum plus VAT

h) Accounts:

:Scribe Accounting System: already operational

: Main contractors contacted by Clerk to assess costs and contracts.

EHDC business waste: PC to decide service level agreement: £25.30 per bin per collection, fortnightly: current bins not lockable – request submitted 18.7.2023 for bins to be changed to locking.

EHDC: business rates: no dispensation available unless management transferred to the Recreation Ground charity. May be able to request revaluation.

PROPOSAL: That Standon Parish Council herewith agrees to pay EHDC business rates for the Community Centre by Direct Debit

Electricity: transfer to SPC 22.7.2023

PROPOSAL: That Standon Parish Council herewith agrees to pay Eon for electricity supply to the Community Centre by Direct Debit

Water: move in form to be completed. meter reading to be undertaken by Castle Water.

PROPOSAL: That Standon Parish Council herewith agrees to pay Castle Water for the water supply to the Community Centre by Direct Debit

Sanitary bins: Recommend change to Dove to reduce costs

BT: cheaper to be a new customer than try to take over. Need landline phone number. May be cheaper with different supplier.

PROPOSAL: That Standon Parish Council herewith agrees to pay for telephony service to the Community Centre by Direct Debit – the supplier is yet to be agreed

Insurance: inventory to be carried out

Consumables: assessment of costs eg Viking/ Amazon/ Bookers & controls

Paper hand towels: expensive units to fill. Reconsider system.

i) Fire risk assessment

j) Electrical system assessment: Wilby & Burnett to provide a quote

k) CCTV

l) Legionella testing

m) Meetings with users: on hold

n) 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

PROPOSAL: That Standon Parish Council agrees to submit a grant application to EHDC in the sum of £7,428.87 to support the cost of the proposed work to the Community Centre toilets

PROPOSAL: That Standon Parish Council herewith agrees to appoint SJP Mechanical Services to complete the necessary plumbing pipework in the sum of £9,789 plus repair urinals, replace broken sink at a cost to be agreed, all plus VAT.

PROPOSAL: That Standon Parish Council herewith agrees to appoint Gareth White Electrical Services to renovate the toilet ventilation system in the Standon & Puckeridge Community Centre in the sum of £1,025 plus VAT.

o) Asbestos Survey: completed 25.07.2023

p) Accessibility Ramp: installation update: Summer 2023

q) Lift and relay perimeter footpath slabs: installation update: Summer 2023

r) Renovation: reconfigure/ increase thermal efficiency/ energy generation: options

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

Culvert: update: Phase 1 work commenced 14 June and completed. Second phase to clear gravel and line the culvert are recommended to commence as soon as possible and before the weather changes. Cllr Marshall to continue to provide oversight.

PROPOSAL: That Standon Parish Council herewith appoints Marks Heeley to manage the contract to clear the culvert beneath Standon Village Hall and beneath the associated access road of gravel, and to appropriately line the interior of the culvert, in compliance with Health & Safety legislation including working in enclosed conditions, at a cost of £1,000 (one thousand pounds) per meter with work to commence as soon as possible.

23.132

Legal update: Clerk

Land Registry: Standon High Street Common Land: Cllr Cracknell

Burrs Meadow: licence agreement update; objection by a householder to the annual charge.

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

Objection received to the annual cost of the licence by prospective Licensee: discussion

Licences to Occupy:

Football: Standon & Puckeridge Hares & Veterans: agreement with SPC

Bowls

Tennis

23.133

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:

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

23.134

Planning Matters: Cllr Leage

Planning applications:

3/23/0967/LBC	Public Telephone Ermine Street Colliers End Hertfordshire SG11 1ER Change to the top title panels on the telephone kiosk from "Telephone" to "Defibrillator".
3/23/1293/HH	12 Hammarsfield Close, Standon Erection of single storey rear extension incorporating 2 rooflights and a roof lantern, creation of patio with external steps.
3/23/1174/HH	4 Fishers Mead, Puckeridge Erection of 2 storey side extension. Insertion of 2 rear rooflight windows.
3/23/0405/HH Reconsultation	42 Stanelow Crescent, Puckeridge Conversion of front garden to hardstanding including changes to land levels, installation of a steplift for vehicular access to provide for wheelchair using occupant and creation of dropped kerb.

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.

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

Little Croft, Colliers End: Building demolished

Standon Business Park EHDC update received.

South Road/Station Road: TPO 653 application for Oak trees:

Colliers End Telephone Box: 3/23/0967/LBC: listed building application to change sign 'Telephone' to 'Defibrillator'

Stansted Airport:

23.135 Finance: Cllrs Foot & F Luca

a. Bank Reconciliation 30th June 2023 (Scribe)

Cash in Hand 01/04/2023	241,285.58
ADD Receipts 01/04/2023 - 30/06/2023	42,152.96
	283,438.54
SUBTRACT Payments 01/04/2023 - 30/06/2023	33,408.52
A Cash in Hand 30/06/2023	250,030.02 (per Cash Book)
Cash in hand per Bank Statements	
Petty Cash 31/03/2023	0.00
Building Society 30/06/2023	80,634.61
Unity 30/06/2023	27,309.02
Reserve 30/06/2023	22,455.39
Current account 30/06/2023	121,089.60
	251,488.62
B Less unrepresented payments	1,458.60
Plus unrepresented receipts	
Adjusted Bank Balance	250,030.02
A = B Checks out OK	

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

b. June 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

23.136 Members Portfolio Allocation:

Cllr Leage: FORQ

Cllr Cracknell Colliers End issues: items for the next agenda

Cllr Crook: Standon Calling

Paper Mill Lane: issues

- Cllr Foot Allotments
: Recommendation to charge a deposit to offset clearing allotments on
: termination
: Signage
PROPOSAL: That Standon Parish Council herewith agrees the quote received from Sign Express (Harlow) in the sum of £320 plus installation
: Skip
: Grass mowing
Communications / PS News
Standon Charities (Cllr Z Luca)
: 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: discussion
: 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
- 23.137 Recreation Ground Charity: Standon Parish Council is the trustee: update on meeting:
- 23.138 Governance:
Honorary Freedom of the Parish: update
HR: review of Clerk's duties
Data Protection and associated documents
Terrorism (Protection of Premises) Bill: discussion/action
- 23.139 Clerk's updates:
Bench & noticeboard: weatherproofing: update
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: new site to be agreed
Huntsmans Close Car Park: signage for terms of use
PROPOSAL: That Standon Parish Council herewith agrees the quote received from Sign Express (Harlow) in the sum of £160 plus installation
Wellpond Green: request for gate entry signs
Email responses: All Councillors are asked to respond to emails when the Clerk requests a response
HCC Consultation: Rural Estate Stratetic Plan open to 16.08.2023
- 23.140 Correspondence
Stansted Airport: Noise consultation to 28.8.2023
<https://www.stanstedairport.com/community/noise/noise-action-plan/>
Mrs Gray: objection to cost of charge
Mrs Skipper: objection to cost of charge
North-East Herts: trade waste
Mr Dobson re Hares FC: agreement/ goal posts broken
Mrs Norris: goal posts broken
Mrs Norris: Stansted Airport: planning application and aircraft noise
Ms Santurri: Standon Calling expansion concerns
- 23.141 Dates of Next Meetings 2023:
28th September; 26th October; 23rd November

23.142 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>3/23/0237/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>3/23/0411/HH Permission granted</p>	<p>3 West View Cottages, Colliers End Single storey rear extension</p>
<p>3/23/0459/HH Permission granted</p>	<p>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</p>

	mounted solar PV panels. Installation of air conditioning unit and air source heat pump.
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.
3/23/0713/FUL Withdrawn	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.
3/23/0813/HH Permission refused	20 Clements Close, Puckeridge Loft extension with dormer to side of house
3/23/0805/FUL Permission granted	Rigery Farm, Labdens Lane, Colliers End Proposed Agricultural building for livestock
3/23/0857/HH Permission granted	Lorne Croft, Wellpond Green 1 st floor side extension
3/23/1053/HH Decision awaited	The Powder House, Barwick Erection of part single, part two storey side and rear extension, Infill of roof.
3/23/0937/HH Decision awaited	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.

<p>3/23/0975/HH Permission refused</p>	<p>92 High Street, Puckeridge Removal of side car port. Construction of first floor and part Two storey side and rear extension, single storey side extension, replace front door with fixed window, new front door and canopy roof, new rear French doors.</p>
<p>3/23/1007/HH Permission granted</p>	<p>36 High Street, Standon Erection of single storey rear extension. Alterations to rear and side fenestration. Removal of rear chimneystack.</p>
<p>3/23/1064/FUL Decision awaited</p>	<p>Pearces Farm Shop, Puckeridge Removal of 6 outbuildings. Erection of two storey side and rear extensions and detached overflow café with associated landscaping</p>
<p>3/23/1069/HH Decision awaited</p>	<p>Lorne Croft, Wellpond Green Single storey garage and gym building.</p>
<p>3/23/1082/HH Decision awaited</p>	<p>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</p>