

SPC STANDON PARISH COUNCIL

Minutes of the Meeting of Standon Parish Council held on Thursday 26th October 2023 at 7.30pm in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge

PRESENT: Cllr Chris Leage (Chairman), Cllr Tony Cracknell, Cllr Sally Crook, Cllr Pat Foot, Cllr Michael Marshall, Cllr Maureen Wren.

CLERK: Belinda Irons

EHDC Cllr Frankie Woolfe

PUBLIC: 8

Procedural Items

23.160 Councillor absences: Cllr Claudia Chalkley, Cllr Ralph Granville, Cllr Frank Luca, Cllr Zarina Luca

23.161 Declaration of Members' Interests (pecuniary/non-pecuniary) for this meeting: Completion and signing of Declarations

Cllr Leage: Interim Community Centre Committee:
FORQ: Treasurer: personal
Bowls Club: personal

Cllr Cracknell Interim Community Centre Committee:
Cllr Foot Allotments

Cllr Marshall Standon Villiage Hall: PC representative
Cllr Wren Interim Community Centre Committee:

23.162 Minutes of Parish Council Meeting

PROPOSAL: That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 28th September 2023 PROPOSED: Cllr Wren, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY

23.163 Public comment or representation:

Burrs Meadow: strong presentation was received regarding the annual cost of the permissive licence for gated access, and objection to the installation of fencing to prevent access.

Community Centre: the booking system was not easy to use, and detailed instructions are required.

Community Centre: cost of hire needs to be reviewed in relation to user type as businesses are paying the same as community groups and charities.

23.164 Police, County & District Council reports

EHDC: Cllr Frankie Woolfe:

Cllr Woolfe advised that the work load has been arranged to ensure Cllr Bull attends PC meetings, and Cllr Woolfe attends District Council meetings. However, she will endeavour to attend alternate PC meetings.

Parish Councillors raised the following issues:

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Planning: the Parish Council does not appear to be taken seriously by the District Council. Standon Business Park is a case in point. This application has changed from flats with business units, to houses, without consultation or updates on the EHDC website. It has been a live application without decision for more than 3 years with no published updates from EHDC, and a lack of liaison with the Parish Council which would ensure it is kept apprised of the situation. Cllr Woolfe responded that this is a stagnating position which lacks focus, and she would investigate.

Highways: the A120 is frequently subjected to temporary traffic lights with no apparent work taking place. Traffic jams are thus a frequent occurrence which is highly frustrating, but also polluting to local households and businesses.

Cllr Jeff Jones: Herts County Council: by email:

County Councillor Report

Unfortunately, once again I'm unable to attend tonight's meeting which clashes with a Buntingford Town Council meeting at the same time.

Looking at the agenda I believe all the Highways issues I have responded to recently.

Winter Self Help Programme – *this is where a supply of salt is available to PC or community/residential groups to apply for. Delivered in 20kg bags to a designated person/location for use on the public highway and not private property, community areas/footpaths/pavements etc. A normal supply would be 12 bags. Closing date for applications end of this month. Please apply:*

[Winter self-help \(gritting your own road\) | Hertfordshire County Council](#)

Puckeridge High St Resurfacing - *I believe these works have been completed ahead of schedule. Concern was raised with the bus diversion during the works avoiding Puckeridge and Standon. I contacted the Passenger Transport Team at HCC who agreed with my proposal for the buses to divert via Standon Hill, South Rd and Station Rd. This new route was implemented on Monday 23rd October.*

New Doctors Surgery in Buntingford – *there are concerns that the Buntingford Medical Centre have got into bed with Taylor Wimpey, whereby in exchange for 200 new homes we will receive a new medical facility outside the town settlement boundary. Residents feel they are being held to ransom for this much needed facility that is not in a convenient location in the town. The Town Council recently held a survey on residents opinion of the proposal and a resounding 89% were opposed to the idea. At a recent public meeting held in the town to discuss the proposal neither any representative of the Medical Centre or Taylor Wimpey turned up to listen to or respond to residents concerns.*

Highways: Cllr Wren: Cllr Jones assistance requested: all items awaiting scheduling.

a) South Road: double yellow lines: update – **TRO consultation completed. No scheduled date yet**

b) Southfields: dangerous parking: update – reported to Highways, **Not aware of this issue**

c) Paper Mill Lane, Standon: highway deformation reported: HCC no action – *D.Andrews area*

d) Blocked gullies: *Where? Report via Fault Reporting Portal*

e) Standon Hill: A120/Cambridge Road junction: vehicles driven wrong way at no-entry: HCC has stated it is investigating – *update sent to clerk 23/10*

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 – *update sent to clerk 23/10*

g) Colliers End highways issues:

i) Caution Deer sign

ii) vegetation needs cutting back

23.165 Recreation Ground Charity: establishment of agreements ongoing:
The Community Centre management will be retained by the Parish Council for at least one year.
Licences and leases are still in progress.

23.166 Standon Village Hall: Cllr Marshall & Crook
Culvert: update:
Cllrs Leage and Marshall expressed their deep concerns that Mr Finch, who was appointed to project manage the work, cannot be contacted, and Marks Heeley is thus unable to produce the plans necessary for the work to be commenced. A formal letter will be sent to both, requesting an update on progress. The Clerk will request a refund of fees paid to date if the work is not to be progressed to a satisfactory conclusion. **ACTION: CLERK**

23.167 Standon & Puckeridge Community Centre
a) SPiNS: use of Lankester Lounge for emergency welfare purposes
PROPOSAL: That Standon Parish Council herewith agrees that SPiNS preschool is permitted to use the Lankester Lounge free of charge for emergency welfare purposes on an infrequent basis, and that any additional uses are chargeable at the regular hire rate, provided the Lankester Lounge is not hired to another user. All emergency uses to be reported to the Clerk.

The Parish Council did not carry the motion. All use of halls must be booked and paid.

b) Agreements

(i) SPiNS: the Parish Council has provided the documentation but no response as yet.

(ii) WASPS: agreed in principle. Plan to be provided.

(iii) General hire: Mind & Music re charges: Terms and conditions to be loaded to the website with instruction on use of the booking system. Charges will be reviewed as part of the budgeting system.

c) Building:

- (i) Door entry: keys/ automated entry/ alarm & fobs: A key holder has been arranged for ad hoc hire access. Automated entry is on hold pending refurbishment.
- (ii) Fire risk assessment 27.10.2023: NOTE TO MINUTES: No major issues raised at the inspection.
- (iii) Changing rooms: hot water: Meeting with Wilby & Burnett to discuss.
- (iv) Utilities & heating: connections to building to be established/ heating to be assessed for efficiency: aircon meeting 27.10.2023; high electricity charges: Cllr Marshall is investigating where energy is being used.
- (v) Fordham Hall Cupboards: floors: builder to provide quote
- (vi) Fordham Hall: carpet cleaning: carpet tiles will not survive cleaning. Item on hold pending refurbishment.
- (vii) Entertainment Committee: to generate income for the building: Item for the New Year
- (viii) Toilets: leak: urinals still leaking. Contractor to be asked what action need to be taken to resolve the issues. **ACTION: CLERK**
- (ix) Football Hut: renovations update: work progressing well.
- d) Valuation: **PROPOSAL: *That Standon Parish Council herewith agrees to appoint Mullucks Wells Commercial to undertake formal valuation of its assets in the sum of £1,500*** PROPOSED: Cllr Wren, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**
- e) Air Ambulance: fund raising collection of donated items: monthly attendance in CC car park: decision: AGREED. **ACTION: CLERK**

23.168

Legal update: Clerk

Land Registry: Standon High Street Common Land: Cllr Cracknell: Documentation provided by Cllr Marshall demonstrates that HCC should hold the deeds. This application is now being assessed as lost deeds application.

Burrs Meadow: licence agreement: letter sent to adjacent households
 The Parish Council undertook extensive and very robust discussion on this point. The Parish Council was split on a decision regarding the annual fee. It became apparent through discussion that at least two Councillors have been subject to intense personal pressure by members of the public on this point, which is unacceptable.
PROPOSAL: *That Standon Parish Council herewith agrees to review the £200 annual charge for a permissive licence for gated access to Burrs Meadow and now set it at £50 per household, plus an equal share of the solicitors fee for creating the licence.* PROPOSED: Cllr Leage, seconded Cllr Crook. SUPPORTED: 1 Councillor. OBJECTION: 3 Councillors.

Counter-Proposal:
PROPOSAL: *That Standon Parish Council herewith agrees to retain its agreed price of £200 annual charge for a permissive licence for gated access to Burrs Meadow, plus an equal share of the solicitors fee for creating the licence.* PROPOSED: Cllr Cracknell, seconded Cllr Wren. SUPPORTED 1 Councillor. OBJECTION: 3 Councillors.

The Chairman used his casting vote and the fee is to be set at £50.

Councillors objecting to the change of the previously agreed fee structure made it very clear that such action by members of the public was unacceptable and should be robustly challenged. The applicants are those who are seeking access for their own private use to access public land. It has

been made clear to the Parish Council by HCC that failure to protect the Meadow from unauthorised access may result in severe penalties. The Chairman commented that protecting the Meadow is the key issue.

It will be made clear to those householders with gated access that this fee is subject to an annual review by the Parish Council.

The Moors: rear access to 22 High Street: letter sent to applicants: no response to date.

The Moors: Access track: letter received. Legal advice sent.

23.169 Highways: Cllr Wren: Cllr Jones assistance requested: all items awaiting scheduling.

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

23.170 Planning Matters: Cllr Leage Planning applications:

| | |
|----------------|---|
| 3/23/1951/HH | 1 Town Farm Crescent, Standon Single storey rear extension: <i>no objection</i> |
| 3/23/1659/CLEO | 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. <i>Objection: At least one of the outbuildings is not compliant with Certificate of Lawfulness legislation.</i> |

Other Planning Matters:

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 EHDC update received.

Buntingford: proposal for new Doctors surgery, Hare Street Road, Puckeridge: public consultation: <https://www.harestreetroadconsultation.co.uk/> commencing 19.10.2023 to 6.11.2023: Commitment needed that the Puckeridge Surgery is to be retained to ensure residents do not have to travel to Buntingford.

23.171 Finance: Cllrs Foot & F Luca

a. Bank Reconciliation 30th September 2023 (Scribe)

Cash in Hand 01/04/2023 241,285.58

ADD Receipts 01/04/2023 - 30/09/2023 121,613.96

362,873.61

SUBTRACT Payments 01/04/2023 - 30/09/2023 74,197.60

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|--------------------------------------|--------------------------------|
| A Cash in Hand 30/09/2023 | 288,701.94 (per Cash Book) |
| Cash in hand per Bank Statements | |
| Petty Cash 30/09/2023 | 0.00 |
| Recreation Ground Charity 30/09/2023 | 0.00 |
| Building Society 30/09/2023 | 80,634.61 |
| Unity Bank 30/09/2023 | 114,792.19 |
| Reserve 05/09/2023 | 22,533.33 |
| Current account 05/09/2023 | 70,940.41 |
| | 288,900.54 B |
| Less unrepresented payments | 198.60 |
| Plus unrepresented receipts | 0.00 |
| Adjusted Bank Balance | 288,701.94 |
| | 288,701.94 A = B Checks out OK |

PROPOSAL: That Standon Parish Council herewith agrees the bank reconciliation for September 2023 calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting PROPOSED: Cllr Wren, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY.

b. Oct Payments

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|-------------------------------------|-------------------------------------|-----------------------------|---|----------|--------|----------|
| Play inspection | Play Inspection | Broadmead Leisure Ltd | S | 60.00 | 12.00 | 72.00 |
| Community Centre Wilby & Burnett | Community Centre fees | Wilby & Burnett Surveyors | S | 576.66 | 115.33 | 691.99 |
| Community Centre Sanitary Bin Empty | Community Centre sanitary bin empty | Bibby Factors Slough Ltd | S | 50.75 | 10.15 | 60.90 |
| | Community Centre electricity | Eon | S | 545.55 | 109.11 | 654.66 |
| Annual play inspection | Play Inspection | East Herts District Council | S | 106.30 | 21.26 | 127.56 |
| Clerk salary Oct 2023 | Salary | Belinda Irons | Z | 1,182.56 | | 1,182.56 |
| PAYE Oct 2023 | Salary | HMRC | Z | 1,182.56 | | 1,182.56 |
| Community Centre Trade Waste | Community Centre Trade Waste | East Herts District Council | Z | 328.90 | | 328.90 |

PROPOSAL: 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. Other accounts to be actioned.
d. Internal Audit: appointment of HAPTC

PROPOSAL: That Standon Parish Council herewith appoints HAPTC to conduct the Internal Audit for the financial year 2023/ 2024 PROPOSED: Cllr Wren, seconded Cllr Leage. AGREED AND RESOLVED UNANIMOUSLY.

23.172 Members Portfolio Allocation:

Cllr Leage: FORQ: ongoing
Cllr Cracknell Colliers End: Environmental Improvements
Phone box: cabinet £680. Electrical connection £90.
Defib signs to be installed

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- Back board to be installed
- Application to Standon Charities for cabinet
- Cllr Crook: Standon Calling: Cllr Crook will keep the Parish Council apprised of the situation.
- Paper Mill Lane: issues: local landowners are forming a group to try to protect the River Rib as the Environment Agency does not appear to be acting to do so.
- Cllr Foot Allotments
 - : Recommendation to charge a deposit to offset clearing allotments on
 - : termination
 - : Signage: purchased
 - : Skip: completed
 - : unlawful use of an allotment: letter sent to tenant. Further inspection to be undertaken to ensure the allotment has been cleared. The Clerk will formally write to the tenant if clearance has not been undertaken.
- ACTION: CLERK**
- Communications / PS News: Cllr Wren will develop the PS News article and the central spread of Community Centre activities.
- 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: letter sent
 - : Pudding Stone: bollards need replacing
- Cllr Marshall Environment: The Croate: fencing failed: to be reported to HCC Contractor to be contacted again about outstanding work.

23.173 Governance:

- Data Protection and associated documents
- Environment Act 2021: Parish Council duty to comply: <https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>
- Zero Hour: Climate and Ecology Bill second reading 24.11.2023: request to support

23.174 Clerk's updates:

- Bench & noticeboard: weatherproofing: Two noticeboards completed. Three in planned works. Benches in planned works.
- Section 106 fund availability:
- Litter bins: Ongoing issues with EHDC emptying. Standon High Street: EHDC has stated this bin will be emptied daily. EHDC seems unable to keep to the schedule as Standon High Street and Community Centre bins are routinely missed.
- Littering across the Parish: fly tipping: update
- Dog Bin: new site Burrs Meadow
- Huntsmans Close Car Park: signage for terms of use: purchased

23.175 Correspondence

23.176 Dates of Next Meetings 2023:

- 23rd November
- 2024
- 25th January (Budget & Precept); 22nd February; 28th March; 25th April; 30th May (APCM); 27th June; 25th July; 26th September; 24th October; 28th November
- Annual Parish Meeting: 9th May

23.177 Meeting closed to public & press

PROPOSAL: That Standon Parish Council herewith invokes Standing Order 3 d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons and agrees to

close the meeting to public and press due to the sensitive nature of the following item, titled 2023.179 HR.

2023.178:

HR:

Clerk contract: ongoing

Cleaner contract:

PROPOSAL: that Standon Parish Council herewith agrees to formally employ the cleaner on Salary Scale point 21 for 12 hours per week with immediate effect. PROPOSED: Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will liaise with the cleaner to obtain any necessary documentation to formalise the agreement.

2023.179

Planning decisions and awaited decisions: Cllr Leage

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| 3/20/1146/OUT Decision awaited | 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. |
| 3/21/2678/VAR Permission granted | 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. |
| 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. |

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| 3/23/0628/FUL Decision awaited | p.2023.102 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. |
| 3/23/1293/HH Decision awaited | 12 Hammarsfield Close, Standon Erection of single storey rear extension incorporating 2 rooflights and a roof lantern, creation of patio with external steps. |
| 3/23/1477/FUL Decision awaited | Hillside, Ermine Street, Colliers End Erection of an agricultural barn |
| 3/23/1467/HH Permission granted | 12 Town Farm Crescent, Standon Erect of ground floor rear conservatory incorporating 2 rooflights |
| 3/23/1552/HH Decision awaited | 36 South Road, Puckeridge Single storey rear extension incorporating roof light |
| 3/23/1658/FUL Permission granted | Little Croft, Colliers End Retrospective application for the erection of a replacement dwelling |
| 3/23/1592/HH Reconsultation to 26.10.2023 | Cota, Hadham Road, Standon Removal of chimney. Roof alterations including raising the roof height. Alterations to fenestration. |
| 3/23/1650/HH Permission granted | The Old House, Wellpond Green Addition of render to front elevation |
| 3/23/1729HH Decision awaited | 36 High Street, Standon Erection of single storey rear extension. Alterations to rear and side fenestrations, including rear facing Juliette balcony. Removal of rear chimneystack. |
| 3/23/1572/HH Permission granted | 20 Clements Close, Puckeridge Loft extension with dormer to side of house with insertion of 2 roof light windows |

Meeting closed at 10.15pm

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