



# 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 25<sup>th</sup> January 2024 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 19/01/24

## AGENDA

- 24.01 Councillor absences:
- 24.02 Declaration of Members' Interests for this meeting:
- To receive declarations of interest from Councillors on items on the agenda
  - For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
  - To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - To grant any requests for dispensation as appropriate
- 24.03 Minutes of Parish Council Meeting  
**PROPOSAL: That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 23<sup>rd</sup> November 2023**
- 24.04 Public comment or representation:  
Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
  - At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total
- 24.05 Police, County & District Council reports
- 24.06 Standon Village Hall: Cllr Marshall & Crook  
Committee Report/update  
Culvert: update:
- 24.07 Standon & Puckeridge Community Centre
- a) Agreements
    - (i) SPiNS: signed agreement awaited
    - (ii) WASPS: signed agreement awaited
    - (iii) General hire: Terms & Conditions on the SPC website.  
**PROPOSAL: That Standon Parish Council herewith agrees to implement an administration fee for each change of time, date or any other change requested to a hire in the sum of £5.00 per transaction with immediate effect.**  
**PROPOSAL: That Standon Parish Council herewith agrees to implement a minimum hire period of one hour with immediate effect.**
    - (iv) Hire fees:  
Mullucks Wells report providing professional evaluation of hire costs.

**PROPOSAL: That Standon Parish Council herewith agrees that the hourly business hire charge for each hall is increased to £12.00 for Fordham Hall, £10.00 for Williams-Davis Hall, and £8.00 for Lankester Lounge commencing 1st September 2024. Hire fees to be assessed annually in January for implementation 1<sup>st</sup> September of the same year.**

b) Building:

(i) Door entry:

(ii) Fire risk assessment & site inspection by Herts Fire Brigade 8<sup>th</sup> December recommendations:

- All Hirers must sign Fire Evacuation document
- Area between Lankester Lounge Bar and Fordham Hall Kitchen to be cleared and passage to be kept clear as it is a fire escape.
- Fire alarms to be tested weekly & recorded
- Fire lighting to be tested monthly and recorded
- Fire assembly point sign to be installed: on order

(iii) Changing rooms:

- hot water
- use of toilets charges
- Urinals

(iv) Energy use

(v) Fordham Hall Cupboards: floors

(vi) Electrics

(vii) Water use

(viii) Williams-Davies Hall: water leak? Water in light fitting? Wilby & Burnett to investigate.

(ix) Fordham Hall: ladies toilets: taps leaking

(x) Air con units: condensing pipes to be replaced.

c) Entertainment Committee: to generate income for the building

d) Valuation:

e) Fire Risk Assessment and Strategy

f) Wilby & Burnett Surveyors: report on meeting regarding refurbishment

g) Volunteers needed

h) Future tasks

24.08 Legal update: Clerk

Land Registry: Standon High Street Common Land: Cllr Cracknell

Burrs Meadow: licence agreement update;

The Moors: rear access to 22 High Street: no response to SPC letter

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

24.09 Highways: Cllr Wren

TRO 24181: Standon Green End

TRO 24184: A120

24.10 Planning Matters: Cllr Leage

Planning applications:

3/23/2422/HH	25 Saffron Meadow, Standon Erection of single storey rear extension with link to garage. Insert rear window to garage.
3/23/2403/HH	41 Buntingford Road, Puckeridge Creation of access & driveway with associated landscaping
3/23/2351/SCREEN	Land off Standon Hill, Café Field, Puckeridge Screening opinion for proposed residential development up to 100 dwellings.
3/23/2210/FUL	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

Other Planning Matters:

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

Withdrawn: Retrospective planning application awaited\_Case

**reference: EHDC567143343**

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.

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/23/3336014

Lorne Croft: appeal: APP/J1915/D/3331929

24.11 Finance: Cllrs Foot & F Luca

- a. Bank Reconciliation 31<sup>st</sup> December 2023 (Scribe)

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

- b. Jan 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: Unity complete. Other accounts to be actioned.  
d. Budget against expenditure: report  
e. Budget & Precept: **PROPOSAL: *That Standon Parish Council herewith adopts the budget and sets the precept for 2024 2025 at £90,000 (ninety thousand pounds)***  
f. Internal Audit: update:

- i. Quarterly provision of budget against expenditure: to be provided from the Scribe accounting system.  
ii. Buildings valuations; **PROPOSAL: *That Standon Parish Council herewith agrees to appoint a qualified surveyor to undertake a valuation of the Standon & Puckeridge Community Centre, and the Standon Village Hall.***  
iii. Investment strategy: **PROPOSAL: *That Standon Parish Council herewith approves and agrees the Standon Parish Council Investment Strategy with immediate effect.***  
iv. Recreation Ground Charity: recommendation that professional advice is sought regarding the soundness of allocating the land under the Charity; recommendation that Mr Roger Taylor of Wellers Hedley is appointed.

**PROPOSAL: That Standon Parish Council herewith agrees to appoint Wellers Hedley Solicitors to investigate (a) the legal status of the Memorial Field in relation to the 1949 conveyance, (b) Standon Parish Council ownership status, (c) the relationship, if any, of Standon Parish Council with the Recreation Ground Charity and (d) the legal entity of the Memorial Field and the Recreation Ground Charity, if any exists.**

- g. Direct Debit: **PROPOSAL: That Standon Parish Council herewith agrees to pay BT services at the Standon & Puckeridge Community Centre by Direct Debit.**
- h. Direct Debit: **PROPOSAL: That Standon Parish Council herewith agrees to pay Castle Water services at the Standon & Puckeridge Community Centre by Direct Debit.**
- i. Review of Existing Direct Debits:  
**PROPOSAL: That Standon Parish Council herewith agrees to continue to pay Castle Water for water services at the Standon & Puckeridge allotments by Direct Debit.**

DD to EE for clerk mobile phone service.

Cancel O2 mobile phone contract.

#### 24.12 Members Portfolio Allocation:

Cllr Leage: FORQ

Cllr Cracknell Colliers End: Environmental Improvements  
Phone box: defibrillator cabinet & electrical installation: Funds supplied via Cllr D Andrews Locality Budget. Defibrillator to be supplied by Community First Responders

Cllr Crook: Standon Calling  
Paper Mill Lane: issues

Cllr Foot Allotments  
: Recommendation to charge a deposit to offset clearing allotments on termination  
: Signage: installed  
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

Cllr Granville Playground: report  
Playground: new litter bin purchased awaiting installation  
Asset Management

Cllr Marshall Environment:  
Rewilding as recommended by EHDC/HCC:  
Burrs Meadow  
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 Mansfield  
Burrs Meadow: vegetation management to north side: discussion  
Community Centre carpark: safety recommendation to install bollards to prevent vehicular access to ramped entrance: discussion.

#### 24.13 Governance:

Data Protection and associated documents  
 Environment Act 2021: Parish Council duty to comply:  
<https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>

Standing Orders review  
 Financial Regulations review  
 Risk Assessment review  
 Health & Safety review  
 Parish Council communication: emails & correspondence  
 Website: termination by provider: HAPTC working to resolve.

- 24.14 Clerk's updates:  
Bench & noticeboard: weatherproofing: Three noticeboards 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  
Littering across the Parish: fly tipping: update  
Dog Bin: new site Burrs Meadow  
Huntsmans Close Car Park: signage for terms of use: on hold subject to lease
- 24.15 Correspondence
- 24.16 Dates of Next Meetings 2024:  
 22<sup>nd</sup> February; 28<sup>th</sup> March; 25<sup>th</sup> April; 30<sup>th</sup> May (APCM); 27<sup>th</sup> June; 25<sup>th</sup> July; 26<sup>th</sup> September; 24<sup>th</sup> October; 28<sup>th</sup> November  
 Annual Parish Meeting: 11<sup>th</sup> April

24.17 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>3/23/0237/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.          Permission granted</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>3/23/1477/FUL          Decision awaited</p>	<p>Hillside, Ermine Street, Colliers End          Erection of an agricultural barn</p>
<p>3/23/1552/HH          Permission granted</p>	<p>36 South Road, Puckeridge          Single storey rear extension</p>

	incorporating roof light
3/23/1592/HH Permission granted	Cota, Hadham Road, Standon Removal of chimney. Roof alterations including raising the roof height. Alterations to fenestration.
3/23/1951/HH Permission granted	1 Town Farm Crescent, Standon Single storey rear extension
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
3/23/2083/FUL Permission refused	Little Croft, Colliers End Retrospective application for the, temporary use of outbuilding as C3 dwelling house during construction of primary dwelling house
3/23/2013/LBC 3/23/2012/HH Decision awaited	New Street House, Kents Lane, Standon New swimming pool and pool house
3/23/2011/LBC Withdrawn	New Street Farm, Kents Lane, Standon 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.
3/23/2010/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.
3/23/1935/FUL Permission granted	28B High Street, Standon Alteration to front elevation to change 1 window into a new door to provide a separate entrance to the Post Office/ Store

