

SPC STANDON PARISH COUNCIL

Minutes of the Meeting of Standon Parish Council held on Thursday 25th January 2024 at 7.30pm in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge

PRESENT: Cllr Chris Leage (Chairman), Cllr Claudi Chalkley, Cllr Tony Cracknell, Cllr Sally Crook, Cllr Pat Foot , Cllr Ralph Granville, Cllr Frank Luca, Cllr Zarina Luca, Cllr Michael Marhsall, Cllr Maureen Wren.

CLERK: Belinda Irons

PUBLIC: 8

24.01 Councillor absences: none

24.02 Declaration of Members' Interests for this meeting:

Cllr Leage: Planning: 3/23/1996/CLXU the Oaks: disclosable pecuniary interest
Community Centre committee
Bowls Club: personal
Cllr Cracknell Community Centre committee
Cllr Wren Community Centre committee
Cllr Crook Village Hall Committee: PC representative
Cllr Chalkley Tennis Club: personal
Cllr Foot Allotment holder
Standon Charities: PC Representative
Cllr Z Luca Standon Charities: PC Representative
WASPS: personal
Cllr F Luca WASPS: personal
Cllr Granville Bowls Club: personal
Cllr Marshall Village Hall committee: PC representative

24.03 Minutes of Parish Council Meeting

PROPOSAL: That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 23rd November 2023 PROPOSED:

Cllr F Luca, seconded Cllr Wren. AGREED AND RESOLVED

24.04 Public comment or representation:

Land off Standon Hill, Café Field, Puckeridge
Residents of Barleymead Way attended the meeting to express their concern over the potential of the field above their properties being developed.

Specifically:

- a) Use of a private turning point proposed as access for the potential development.
- b) Use of private road for all vehicular and pedestrian access to the potential development.
- c) Increase in traffic accessing the A120 increasing queues into Barleymead Way and potential obstruction of the A120
- d) Inappropriate speed limits on the A120 next to a residential estate
- e) Potential flood risk

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It was suggested that residents may wish to seek their own professional advice and assistance to submit a formal response should a planning application be submitted.

24.05 Police, County & District Council reports

Police: by email:

THEFT FROM MOTOR VEHICLE – A vehicle parked in Rib Close was broken into and items removed from within.

BURGLARY – residential property was broken into by unknown Suspects who have then left the area by means unknown.

CRIMINAL DAMAGE - a gate post and fence was damaged at a residential property in Puckeridge. Suspects have caused damage and then left the area.

3 X VEHICLE INTERFERENCE – 2 offences in Batchelors and 1 x offence in Dawkins Close, Puckeridge. Vehicle doors have been tried by unknown Suspects who have then left the area and have not gained entry to the vehicle.

Other news and updates:

○ **SUMMARY –**

Hertfordshire police are targeting patrols in the identified area’s where there has been an increase in these crimes.

At this time of year there is likely to be an increased risk of hare coursing. Please continue to report suspicious Vehicles that may be seen driving around in your area. If you are able to record the Make and Registration number of the vehicle, that would be very helpful.

Please ensure that area’s around you properties where there are sheds and outbuildings are locked and secured, with sufficient external lighting and crime prevention measures such as padlock alarms, CCTV and perimeter alarms.

Please ensure that all vehicles are locked and secured, dashcams used where applicable and external light at your homes are working. External ‘sensor’ lights are recommended to illuminated the front/ side of your homes should unknown persons approach your property.

EHDC: Apologies received from Cllrs Bull and Woolf

Herts County Council: Cllr Jones via Cllr Wren:

Cllr Wren spoke to Cllr Jones regarding access onto and across the A120 from South Road, Standon. Cllr Jones advised that the Little Hadham bypass has resulted in no gaps for vehicles to access the A120. HCC would not fund speed cameras. Cllr Jones recommended that Standon Parish Council approaches David Lloyd, Police and Crime Commissioner, to pay for SIDS. The Parish Council needs to contact HCC to request a highways survey to assess speed and volume of traffic. The data can then be used to assess any potential mitigation measures. It was also recommended this situation is raised with Herts Police. **ACTION: MW & CLERK**

24.06 Standon Village Hall: Cllr Marshall & Crook
Committee Report: External light is to be changed
Culvert: update: The Clerk has again chased the contractor who has assured the Parish Council that a report will be provided by 29.01.2024

24.07 Standon & Puckeridge Community Centre
a) Agreements
(i) SPiNS: signed agreement awaited **ACTION: CLERK**
(ii) WASPS: signed agreement received
(iii) General hire: Terms & Conditions on the SPC website.

Change hire dates/ times: **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 one free change per month allowed per hirer, with immediate effect.** PROPOSED: Cllr Cracknell, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

Minimum Hire Time Period **PROPOSAL: That Standon Parish Council herewith agrees to implement a minimum hire period of one hour with immediate effect.** Cllr Cracknell, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

(iv) Hire fees:
Mullucks Wells surveyors report providing professional evaluation of hire costs. The report has provided a detailed evaluation relating to each hall and its facilities. The Parish Council will publicise why the hire fees need to be increased. The Parish Council cannot subsidise private businesses or clubs. **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 1st September of the same year.** PROPOSED: Cllr Cracknell, seconded Cllr Crook. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

b) Building:
(i) Door entry: Keys to be cut for Councillors. **ACTION: CL**
(ii) Fire risk assessment & site inspection by Herts Fire Brigade 8th December
recommendations:
• All Hirers must sign Fire Evacuation document: to be emailed to all hirers
•

- Area between Lankester Lounge Bar and Fordham Hall Kitchen to be cleared and passage to be kept clear as it is a fire escape.

ACTION: CLERK

- Fire alarms to be tested weekly & recorded **ACTION: CLERK**
- Fire lighting to be tested monthly and recorded **ACTION: CLERK**
- Fire assembly point sign to be installed: Installed.

(iii) Changing rooms:

- hot water: awaiting revised scheme from Wilby & Burnett.

ACTION: CLERK

- use of toilets charges: to remain at £10.
- Urinals: completed. Pressure reported to be too high leading to splashing. To be raised when changing room hot water system is modified.

ACTION: CLERK

(iv) Energy use:

- (v) Fordham Hall Cupboards: floors: awaiting advice from Wilby & Burnett.

ACTION: CLERK

(vi) Electrics: Cllr Marshall advised that the building is using 20kW of energy when empty. It was agreed that the bulbs in the outside bulk head lights be changed for LED.

A capacity charge is triggered when energy use reaches 63kW, which is most days. It has reached 150kW on one day.

An excess charge is triggered when 16kW is reached in any hour. Cllr Marshall and the Clerk will seek to address these charges with UK Power Networks.

ACTION: MM/ CLERK

Cllr Marshall has investigated installation of a photovoltaic array with storage battery in line with recommendations suggested by the Air Conditioning company. The Clerk is awaiting further advice from EHDC regarding bulk purchase of photovoltaic systems.

(vii) Water use: Cllr Marshall has been monitoring water use.

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

(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: documents awaited.

ACTION: CLERK

g) Volunteers needed

h) Future tasks: railings to be installed to the disabled ramps. PAT Testing.

24.08 Legal update: Clerk

Land Registry: Standon High Street Common Land: Cllr Cracknell: ongoing Burrs Meadow: licence agreement update; with the Parish Council solicitor.

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

Cllr Leage raised the issue of parking outside The Heron on Station Road, which is preventing vehicles leaving the A120 creating a hazard. This has been raised a number of times. Item for next agenda.

ACTION: CLERK

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. <i>No objection</i>
3/23/2403/HH	41 Buntingford Road, Puckeridge Creation of access & driveway with associated landscaping: <i>HCC Highways has no objection. No objection.</i>
3/23/2351/SCREEN	Land off Standon Hill, Café Field, Puckeridge Screening opinion for proposed residential development up to 100 dwellings. <i>Comment: Recommend Environmental Impact Assessment be undertaken: contrary to Neighbourhood Plan views, vistas, landscape; contrary to previous planning application refusal for whole of Café Field re landscape impact; traffic increase impact, use of private road for vehicular access, potential flood risk</i>
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 <i>Councillors to review and advise comments to Clerk: Environment; pollution; increase in traffic on Cambridge Road; A120 access issues.</i>

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 TPOsChaldean Farms, Great Barwick Farm, Barwick: E/23/0041/ENFSkeleton 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/23/3336014Lorne Croft: appeal: APP/J1915/D/333192924.11 Finance: Cllrs Foot & F Luca

- a. Bank Reconciliation 31st December 2023 (Scribe) not available.

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b. Jan Payments					
Description	Supplier	VAT Type	Net	VAT	Total
Allotment Water	Castle Water	Z	5.00		5.00
Community Centre Cleaning	Cleaning	Z	576.00		576.00
Payroll	James Todd & Co Ltd	S	33.00	6.60	39.60
Pension	NEST Pension	Z	67.37		67.37
Clerk mobile phone	EE Ltd	S	15.00	3.00	18.00
community centre water	Castle Water	Z	28.09		28.09
Community Centre	BT Group plc	S	55.95	11.19	67.14
Community Centre electricity	Eon	S	628.82	125.76	754.58
Salary	Belinda Irons	Z	1,654.02		1,654.02
PAYE & NICs	HMRC	Z	659.67		659.67
Training	HAPTC	Z	45.00		45.00
Training	HAPTC	Z	90.00		90.00
Community Centre Trade Waste	East Herts District Council	Z	328.90		328.90
Community Centre	East Herts District Council	Z	1,364.00		1,364.00
Administration	Belinda Irons	S	66.66	13.33	79.99
Asset Maintenance	David Pearce	Z	12.35		12.35
		S			
Asset	Imperative Training Ltd t/a Defib Shop	S	545.00	109.00	654.00
Community Centre Cleaning	Cleaning	Z	576.00		576.00
Valuation	MW East Anglia Ltd t/a Mullucks	S	1,500.00	300.00	1,800.00
Asset Maintenance	David Pearce	Z	500.00		500.00
Community Centre	Leage Chris	Z	27.00		27.00
Sign	P & L Signs Ltd	S	330.00	66.00	396.00
Community Centre	SJP Mechanical Services Ltd	S	725.94	145.19	871.13
Football Hut	Eco Answers Ltd t/a Loft Zone	S	54.15	10.83	64.98
			Total	9,887.92	790.90
					10,678.82

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 Wren, seconded Cllr F Luca. AGREED AND RESOLVED UNANIMOUSLY

- c. Bank signatories: update: Unity complete. Other accounts to be actioned.
- d. Budget against expenditure: report: Clerk to seek further support from Scribe to generate reports. **ACTION: CLERK**
- e. Budget & Precept:

The draft budget was provided to all Councillors, and was also scrutinised in detail by Councillors utilising Zoom, in advance of the full Parish Council meeting. Amendments were made and the revised budget circulated by email in advance of the full Parish Council meeting.

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PROPOSAL: That Standon Parish Council herewith adopts the budget and sets the precept for 2024 2025 at £90,000 (ninety thousand pounds)

PROPOSED: Cllr Leage, seconded Cllr Granville. AGREED AND RESOLVED UNANIMOUSLY.

f. Internal Audit: update:

i. Quarterly provision of budget against expenditure: to be provided from the Scribe accounting system. Additional Scribe support required.

ii. Buildings valuations; revaluation undertaken in 2023.

iii. Investment strategy: **PROPOSAL: That Standon Parish Council herewith approves and agrees the Standon Parish Council Investment Strategy with immediate effect.** PROPOSED: Cllr Leage, seconded Cllr F Luca. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will submit proposals for the next agenda.

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. Cllrs Cracknell and Wren strongly supported the appointment of Mr Roger Taylor of Wellers Hedley Solicitors as recommended by the Internal Auditor, as he is an expert in Charity law.

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. PROPOSED: Cllr Wren, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY.

g. Direct Debit: **PROPOSAL: That Standon Parish Council herewith agrees to pay BT services at the Standon & Puckeridge Community Centre by Direct Debit.** PROPOSED: Cllr Leage, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY.

h. Direct Debit: **PROPOSAL: That Standon Parish Council herewith agrees to pay Castle Water services at the Standon & Puckeridge Community Centre by Direct Debit.** Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY.

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.** Cllr Cracknell, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY.

DD to EE for clerk mobile phone service.

Cancel O2 mobile phone contract AGREED.

24.12 Members Portfolio Allocation:

- Cllr Leage: FORQ: The Chairman of FORQ has sent a strong presentation to the Environment Agency regarding the disproportional rates of abstraction from Hertfordshire chalk rivers, high levels of sewage and other pollutants which do not appear to have any resolution or mitigation, and the Environment Agency lack of objection to housing development in Hertfordshire against its strong presentation against development in Cambridgeshire..
- Cllr Cracknell Colliers End: Environmental Improvements: ongoing
Phone box: defibrillator cabinet & electrical installation: Funds supplied via Cllr D Andrews Locality Budget: on order. Defibrillator to be supplied by Community First Responders
- Cllr Crook: Standon Calling: issues surrounding Standon Calling are in circulation
Paper Mill Lane: issues: The Environment Agency has supplied more sand bags. The road surface has not been repaired and is considered dangerous. It has been reported to HCC on a number of occasions. A vehicle got stuck in the ford, used its winch gear to pull out using a railing post as an anchor point, and has damaged the bridge in the process. The concrete footbridge that connects with the Croat field has been hit by a collapsing tree and the rails and post supports are damaged. The pathway is open but the tree is still in the river.
- Cllr Foot Allotments
: Recommendation to charge a deposit to offset clearing allotments on termination
: Signage: installed
Communications / PS News: A vote of thanks was extended to Cllr Wren for an excellent report.
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: a letter has been received from Standon Charities seeking clarification on costs.
: Pudding Stone: bollards need replacing: Cllr Marshall to obtain a quote to replace the damaged railings and bollards to supply to Standon Charities. **ACTION:MM**
- Cllr Granville Playground: report: Cllr Granville raised issues over the annual report. The Clerk will recirculate the annual report to all Councillors. **ACTION: CLERK**
Playground: new litter bin purchased awaiting installation
Asset Management
- Cllr Marshall Environment:
Rewilding as recommended by EHDC/HCC:
Burrs Meadow: it was agreed that the areas beneath trees on the northern side will only be cut annually in line with the EHDC recommendation. **ACTION: CLERK**
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: Cllr Marshall recommended the installation of fencing to ensure the curtilage of the Memorial Field is managed. The Clerk will seek advice from the grounds maintenance contractor. **ACTION: CLERK**

Mansfield: Cllr Cracknell.

Burrs Meadow: vegetation management to north side: discussion: Councillors agreed that vegetation overhanging adjacent fencing can be cut by the householder from within the confines of the respective curtilages.

Community Centre carpark: safety recommendation to install bollards to prevent vehicular access to ramped entrance: discussion. The Clerk will seek a quote for the bollards. Cllr Marshall will contact the installation contractor for a quote. **ACTION: MM/ CLERK**

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

PROPOSAL: That Standon Parish Council herewith agrees the reviewed Standing Orders, Financial Orders, Risk Assessment and Health & Safety policies with immediate effect. PROPOSED: Cllr Leage, seconded Cllr Wren.

AGREED AND RESOLVED UNANIMOUSLY. Documents to be loaded to the website.

ACTION: CLERK

Parish Council communication: emails & correspondence: Cllr Cracknell reminded the meeting that Councillors need to respond to emails. He is in process of setting up Teams for internal communication.

Website: termination by provider: HAPTC working to resolve.

PROPOSAL: That Standon Parish Council herewith agrees to appoint Cuttlefish to provide website and email services commencing 1st April 2024

PROPOSED: Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY.

ACTION: CLERK

24.14 Clerk's updates:

Bench & noticeboard: weatherproofing: Three noticeboards in planned works.

Benches in planned works. Broken bench at the Memorial Field needs attention.

Section 106 fund availability: New skate park to be investigated. **ACTION: CLERK**

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: Wellpond Green has again received fly tipping.

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:

22nd February; 28th March; 25th April; 30th May (APCM); 27th June; 25th July; 26th

September; 24th October; 28th November

Annual Parish Meeting: 11th April

24.17 Planning decisions and awaited decisions: Cllr Leage

3/20/1146/OUT Decision awaited	Standon Business Park Stortford Road Standon Outline planning permission for
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	p.2024.10 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.
3/23/0237/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	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.
3/23/1477/FUL Decision awaited	Hillside, Ermine Street, Colliers End Erection of an agricultural barn
3/23/1552/HH Permission granted	36 South Road, Puckeridge Single storey rear extension 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	New Street Farm, Kents Lane,

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Withdrawn	Standon p. 2024.11 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

Meeting closed at 10.00pm