

SPC STANDON PARISH COUNCIL

Minutes of the Meeting of Standon Parish Council held on Thursday 22nd February 2024 at 7.30pm in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge

PRESENT: Cllr Chris Leage (Chairman), Cllr Tony Cracknell, Cllr Pat Foot , Cllr Frank Luca, Cllr Zarina Luca, Cllr Michael Marshall, Cllr Maureen Wren.

CLERK: Belinda Irons

EHDC: Cllr Stan Bull

PUBLIC: 1

24.18 Councillor absences: Cllr Crook, Cllr Granville
Standon Parish Council accepts the reasons for absence

24.19 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 Foot Allotment holder

Standon Charities: PC Representative

Cllr Z Luca Standon Charities: PC Representative

WASPS: personal

Cllr F Luca WASPS: personal

Cllr Marshall Village Hall committee: PC representative

24.20 Minutes of Parish Council Meeting

RESOLUTION: *That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 25th January 2024*

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

24.21 Public comment or representation: no comments received

24.22 Police, County & District Council reports

EHDC Cllr Bull: Cllr Bull has been involved with planning, licencing, and issues with Clarion Housing Association. He advised that Cllr Woolfe offered apologies.

HCC: Cllr Andrews: by telephone: Cllr Andrews is chasing a number of Highways issues including repairs to the railing on Standon Hill, potholes, and vegetation cut back in Colliers End and the wider Parish.

HCC: Cllr Jones: by email: Cllr Jones is pressing HCC on highways issues in Puckeridge.

24.23 Standon Village Hall: Cllr Marshall

Committee Report/update

Culvert: update: The March commencement date is unlikely to be met due to the exceptional wet weather conditions. Safety of the work force must be the

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priority. Health & Safety documentation is awaited which will be provided to the Parish Council insurer.

RESOLUTION: That Standon Parish Council herewith agrees to accept the quote to clear the Culvert beneath Standon Village Hall provided by Jonathan Wilson (Contracting) in the sum of £36,916 (thirty six thousand, nine hundred and sixteen pounds) to fulfil the specification provided by Marks Heeley Construction with supervision of works to be carried out by Mr Tony Finch.

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

24.24

Standon & Puckeridge Community Centre: Following advice received from Wellers Hedley, this item will be transferred to the Recreation Ground Charity.

a) Agreements

(i) SPiNS: signed agreement received

(ii) WASPS: signed agreement received

(iii) General hire: Revised Terms & Conditions on the SPC website.

Martyn's Law: hire agreements need to be revised in line with advice received from Central Government as the capacity is greater than 100 and it is publicly accessible

ACTION: CLERK

(iv) Hire fees: Response to not for profit organisations re increase in fees:

Options:

- If management of the Community Centre is retained by the Parish Council: That not-for-profit organisations have a reduce rate: rate to be decided by the Parish Council
- OR not-for-profit organisations have to apply for a grant provided a third party such as EHDC
- If management of the Community Centre is advised by the solicitor that it has to be part of the Recreation Ground Charity: That the Parish Council provides a grant to cover part/all of the hire fee, subject to a cap to be decided by the Parish Council
- OR not-for-profit organisations have to apply for a grant provided a third party such as EHDC

Councillors discussed the options. Cllr Wren reported that other Parish Councils and Charities do offer some form of discount to non-profit organisations. The Parish Council agreed that, subject to calculations, a discount is offered to non-profit organisations, with recommendation that grant applications be submitted to pay for the residual hire charge. This item will go onto the next Recreation Ground Charity meeting for formal resolution

RESOLUTION FOR CHARITY MEETING

(v) Gigaclear: **RESOLUTION: That Standon Parish Council herewith agrees to the installation of fibre connection by Gigaclear.**

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

b) Building:

(i) Door entry: main door needs replacement: additional quotes to be achieved.

(ii) Fire risk assessment

(iii) Changing rooms: hot water system: three quotes received via Wilby & Burnett LLP surveyors.

RESOLUTION: That Standon Parish Council herewith agrees to apply to East Herts District Council for Section 106 funds to pay for a hot water system compliant with Legionella legislation, providing three quotes

supplied by Wilby & Burnett Surveyors PROPOSED: Cllr Leage, seconded Cllr Cracknell. AGREED AND RESOLVED UNANIMOUSLY

- (iv) Energy use: Approximately £71 per day plus standing charges plus VAT
- (v) Fordham Hall Cupboards: floors: Cupboards will need to be emptied in advance of the attendance of Leesafe. The Clerk will write to users.

ACTION: CLERK

- (vi) Electrics
- (vii) Water use
- (viii) Williams-Davies Hall: water leak? Water in light fitting? A qualified electrician has advised the light has failed. A new light will be installed.
- (ix) Fordham Hall: ladies toilets: taps leaking
- (x) Air con units: condensing pipes to be replaced
- (xi) Disabled access to the Lankester Lounge. A quote will be sought to assess costs.
- c) Entertainment Committee: to generate income for the building
- d) Valuation: Achieved in 2023.
- e) Fire Risk Assessment and Strategy: policy document on Parish Council website.
- f) Wilby & Burnett Surveyors: report on meeting regarding refurbishment: Wilby & Burnett will be appointed to produce a feasibility report regarding rebuilding the Community Centre. Indicative refurbishment costs have been provided which suggest that rebuilding to current building regulation standards is a financially viable option subject to grant funding.

RESOLUTION: That Standon Parish Council herewith agrees to appoint Wilby & Burnett LLP Surveyors to produce a feasibility report and master plan to rebuild the Standon & Puckeridge Community Centre in the sum of £3,000 (Three thousand pounds) PROPOSED: Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY

- g) Volunteers needed
- h) Future tasks

24.25

Legal update: Clerk

Land Registry: Standon High Street Common Land: Cllr Cracknell
 Burrs Meadow: licence agreement update; marked plans to be provided to the Solicitor.

ACTION: CLERK/MM

The Moors: rear access to 22 High Street: no response to SPC letter
 The Moors: Access track: letter received. Legal advice sent.

24.26

Highways: Cllr Wren

Parking and obstruction

24.27

Planning Matters: Cllr Leage

Planning applications:

3/24/0102/FUL	Fox & Hounds, Bromley Lane, Standon Demolition of swimming pool, pool house and tennis court. Erection of 1, 4 bedroomed dwelling, garage with room over and external staircase, with formation of a vehicular access. <i>No objection</i>
3/24/0123/HH	2 The Hoppitts, Puckeridge 2 storey rear extension with single storey side extension: <i>no objection</i>
3/24/0208/FUL	New Street Farm, Kents Lane, Standon Demolition of an agricultural building and grain silo and erection of a replacement

	p. 2024.15 agricultural building: <i>Support: proposal is considered an improvement on existing</i>
3/24/0157/HH	Bromley Farm West, Bromley Lane Install 2 Velux roof lights on front elevation: <i>No objection</i>
3/24/0329/HH Not previously advertised	Frogs Hall House, Frogs Hall Lane, Standon Removal of greenhouse and the raised beds. Construction of detached store / gym building. <i>No objection</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 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

Kings Yard, B1368: Concerns raised regarding change of use, encroachment on highway verge, dangerous parking resulting in sight obstruction of entrance to highway, dangerous working practices.

Standon Parish Council agreed to write again to East Herts District Council Planning Department requesting information on outstanding planning application decisions, and outstanding enforcement items. The length of time to decide applications / take action, is considered excessive and is undermining resident trust in the process.

ACTION: CLERK

24.28 Finance: Cllrs Foot & F Luca

a.	Bank Reconciliation 31 st January 2024 (Scribe)	
	Cash in Hand 01/04/2023	241,285.58
	ADD	
	Receipts 01/04/2023 - 30/01/2024	144,388.90
		385,674.48
	SUBTRACT	
	Payments 01/04/2023 - 30/01/2024	119,174.51
	A Cash in Hand 30/01/2024	266,499.97
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash 31/10/2023	0.00
	Standon Parish Council current account 31/01/2024	70,855.39
	Standon Parish Council reserve 29/12/2023	22,614.88
	Unity Bank 31/01/2024	93,940.27
	Building Society 31/12/2023	81,147.14
	Standon Recreation Ground Charity 31/10/2023	0.00
		268,557.68
	B	
	Less unrepresented payments	2,057.71
	Plus unrepresented receipts	
	Adjusted Bank Balance	266,499.97
		266,499.97

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A = B Checks out OK

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

b. Feb Payments

Description	Supplier		VAT Type		Gross
Allotment Water	Castle Water	Z	5.00		5.00
Community Centre electricity	Eon	S	1,245.26	249.05	1,494.31
Pension	NEST Pension	Z	116.45		116.45
Clerk mobile phone	EE Ltd	S	15.00	3.00	18.00
Administration	Cuttlefish Multimedia Ltd	S	935.00	187.00	1,122.00
Community Centre	Leage Chris	Z	30.00		30.00
Salary	Belinda Irons	Z	1,654.02		1,654.02
PAYE & NICs	HMRC	Z	659.67		659.67
Subscription	Information Commissioners Office	Z	40.00		40.00
Administration	James Todd & Co Ltd	S	33.00	6.60	39.60
Play Inspection	Broadmead Leisure Ltd	S	60.00	12.00	72.00
Play Inspection	Broadmead Leisure Ltd	S	60.00	12.00	72.00
Community Centre	BT Group plc	S	15.95	3.19	19.14
Community Centre electricity	Eon	S	1,245.26	249.05	1,494.31
Community Centre	BT Group plc	S	15.95	3.19	19.14
Grounds Maintenance	The Landscape Concept Ltd	S	60.00	12.00	72.00
Grounds Maintenance	The Landscape Concept Ltd	S	120.00	24.00	144.00
Grounds Maintenance	The Landscape Concept Ltd	S	2,400.00	480.00	2,880.00
Grounds Maintenance	The Landscape Concept Ltd	S	320.00	64.00	384.00
Grounds Maintenance	The Landscape Concept Ltd	S	840.00	168.00	1,008.00
Grounds Maintenance	The Landscape Concept Ltd	S	380.00	76.00	456.00
Grounds Maintenance	The Landscape Concept Ltd	S	130.00	26.00	156.00
Community Centre	Castle Water	Z	110.06		110.06
Community Centre	New Flame Fire Equipment Co Ltd	S	67.50	13.50	81.00
Community Centre	SJP Mechanical Services Ltd	S	150.00	30.00	180.00
Total			10,708.12	1,618.58	12,326.70

RESOLUTION: That Standon Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting PROPOSED: Cllr Foot, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY

- b. Bank signatories: update: Unity complete. Other accounts to be actioned.
- c. Budget against expenditure: report
- d. Internal Audit: update:

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- i. Quarterly provision of budget against expenditure: to be provided from the Scribe accounting system.
- ii. Open new Building Society Account and Transfers of Funds:
RESOLUTION: *That Standon Parish Council herewith agrees to open a Cambridge Building Society account with Cllrs Chris Leage, Maureen Wren, Pat Foot and Tony Cracknell as signatories, with an opening cheque from Unity Trust Bank in the sum of £50,000 (fifty thousand pounds).* PROPOSED: Cllr F Luca, seconded Cllr Marshall. AGREED AND RESOLVED UNANIMOUSLY

24.29 Members Portfolio Allocation:

- Cllr Leage: FORQ: The group is working well on local issues and in the community.
- Cllr Cracknell Colliers End: Environmental Improvements: Cllr Cracknell will liaise with the Parish Council contractor to arrange installation of new fruit trees in Mansfield
 Phone box: defibrillator cabinet & electrical installation: Cabinet received. Electrician to install. Defibrillator to be supplied by Community First Responders **ACTION: CLERK**
 Colliers End Village Sign: renovation
RESOLVED: *To appoint Mr Paul Curtis to renovate and reinstall the Colliers End village sign.* PROPOSED: Cllr Leage, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY
- Cllr Foot Allotments
 : Recommendation to charge a deposit to offset clearing allotments on : termination: The Clerk will include a notification in the allotment tenancy letters to be sent to all allotment holders, and insert it into the tenancy agreement. **ACTION: CLERK**
 : Signage: installed
Communications / PS News: a vote of thanks was extended to Cllr Wren for producing the newsletter
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: quotes to be provided to Standon Charities
 : Pudding Stone: bollards need replacing
- Cllr Granville Playground: report received by email. Cllr Granville to meet the play ground contractor.
 Playground: new litter bin purchased awaiting installation: ongoing
 Asset Management : ongoing
- Cllr Marshall Environment:
 Rewilding as recommended by EHDC/HCC: Work to be included in the Stewart Bullard contract. **ACTION: CLERK**
 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: Councillors agreed that it was not appropriate for an adjacent

householder to be granted permission to carry out any grounds maintenance on Parish Council owned land.
 Community Centre carpark: safety recommendation to install bollards to prevent vehicular access to ramped entrance: Quotes to achieved.

24.30 Governance:

- a. Data Protection and associated documents
- b. Environment Act 2021: Parish Council duty to comply:
<https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>
- c. Resignation: Cllr Chalkley: a vote of thanks was extended to Cllr Chalkley for her very appreciated work as a Councillor
- d. Councillor vacancy: the Clerk will advise EHDC of Cllr Chalkley's resignation. Documentation will be posted to the website.
- e. Martyn's Law: Terrorism (Protection of Premises) Bill: consultation open to 18.3.2024
https://www.gov.uk/government/consultations/martyns-law-standard-tier-consultation?utm_campaign=Village%20Hall%20Communications&utm_medium=email&_hsmt=293782640&_hsenc=p2ANqtz--PF8udxlpbJjpb89vJXiNSkhHA0I_MDrUoW3ZDnF4IVPE9PdrM0vI_nJRUuy62UIC5JUB0fl-ABTZmKie2sJUq1kxKeexA1y0OfcwL4I3Z-MMSJ5Y&utm_content=293782640&utm_source=hs_email
- f. Standon & Puckeridge Community Centre Terms & Conditions will be amended as appropriate.
- f. Stewart Bullard and Son: Grounds Maintenance Contract: review: additional work to be instructed.

24.31 Clerk's updates:

Bench & noticeboard: weatherproofing: Three noticeboards in planned works. Benches in planned works.
Section 106 fund availability: Following Councillor discussions, it was agreed a specialist company be appointed to explore options around the skate ramp area. The S106 fund must be spent on a sporting feature. The current skate ramps are very old and not considered to be compliant with current safety legislation.

ACTION: CLERK/TC

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: More fly tipping dumped on top of an existing fly tip.
Dog Bin: new site Burrs Meadow: awaiting installation
Huntsmans Close Car Park: signage for terms of use: on hold subject to lease/fencing

24.32 Correspondence

Resident: Lankester Lounge: disabled access issues
 Resident: Standon Hill: railing missing/ littering/ highway vegetation overgrowth
 Resident: Huntsmans Close Car Park: fencing issues

24.33 Dates of Next Meetings 2024:

28th March; 25th April; 30th May (APCM); 27th June; 25th July; 26th September; 24th October; 28th November
 Annual Parish Meeting: Wednesday 10th April

24.34 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. 2024.19 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
3/23/1659/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
3/23/2012/HH Permission granted	New Street House, Kents Lane, Standon New swimming pool and pool house
3/23/2010/FUL Decision awaited	New Street Far, 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.
3/23/2422/HH Permission granted	25 Saffron Meadow, Standon Erection of single storey rear extension with link to garage. Insert rear window to garage.
3/23/2403/HH Decision awaited	41 Buntingford Road, Puckeridge Creation of access & driveway with associated landscaping
3/23/2351/SCREEN	Land off Standon Hill, Café Field,

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Decision awaited	p. 2024.20 Puckeridge Screening opinion for proposed residential development up to 100 dwellings.
3/23/2210/FUL Decision awaited	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

Meeting closed at 9.40pm

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