

SPC STANDON PARISH COUNCIL

Minutes of the Meeting of Standon Parish Council held on Thursday 27th June 2024 at 7.30pm in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge

PRESENT: Cllr Tony Cracknell (Chairman), Cllr Sally Crook, Cllr Ralph Granville, Cllr Leage, Cllr Michael Marshall, Cllr Maureen Wren.

CLERK: Belinda Irons

EHDC Cllr Stan Bull

HCC Cllr Jeff Jone

PUBLIC: 3

24.88 Councillor absences: Cllr Foot

Standon Parish Council accepts the reasons for absence

24.89 Declaration of Members' Interests for this meeting:

Cllr Cracknell Community Centre committee

Cllr Wren Community Centre committee

Cllr Leage Community Centre committee

FORQ

Cllr Crook: Village Hall committee: PC representative

Cllr Marshall Village Hall committee: PC representative

24.90 Minutes of Parish Council Meeting

RESOLUTION: That Standon Parish Council herewith agrees the minutes of the Annual Parish Council meeting held on 30th May 2024 and the Annual Parish Meeting held on 30th May 2024

PROPOSED: Cllr Cracknell, seconded Cllr Leage. **AGREED AND RESOLVED UNANIMOUSLY**

24.91 Public comment or representation:

Nitrous Oxide canisters – reported to EHDC 18 months ago. No action to remove to date.

Hadham Road: another tree has fallen on two vehicles, broken the BT pole and brought down telephony wires. The road was closed for a substantial period of time. Vehicles were badly damaged. Some of the trees are very tall and if they fall, may hit the houses in Greenleys. It was reported that the land is the responsibility of the Environment Agency, which has not maintained the trees or the tributary to a satisfactory level.

24.92 Police, County & District Council reports

Police: no additional report received.

Community Centre CCTV: following a meeting with a hirer, it was reported that a third party took a photograph of the CCTV, and then passed the photograph to third party(s). The photograph was presented to the Parish Council at the meeting. The Parish Council views this as a serious breach and will report it to the Police. **ACTION: CLERK**

EHDC: Cllr Bull reported on activities he has undertaken, and requested an update on issues raised with him related to tree ownership in Saffron Meadow. Cllr Andrews has established the tree is within the curtilage of the property, not on the public highway.

HCC: Cllr Jones reported a tree in Gatesbury Way has been inspected by the arborist and is likely to be removed. Significant tree work is to be undertaken across the County.

Chairman's signature..... 25th July 2024

Cllr Wren requested an update on a sign for the Community Centre. Cllr Jones advised that if it is paid through his Locality budget, it will be next year, unless the Parish Council pays for it.

Cllr Wren advised that new fencing has been installed at Standon Hill, and new barriers at the Station Road end of Southfields.

Cllr Wren raised the issue of water constantly running in the Puckeridge Tributary. It has been reported that Affinity Water are using the Tributary to flush its system of a contaminant, but it has been divulged that a filter was left off and has now been installed. Riparian owners are very concerned that the flow of water is damaging banks which they are financially responsible for. Cllr Jones commented that this is a fact of riparian ownership. He wanted to be kept apprised of progress.

Cllr Marshall commented that the speed sign near Town Farm Crescent has been missing for a number of years, despite frequent reports submitted to HCC..

Cllr Leage raised the issue of the piling company at Skeleton Green abusing the highway and verges. Seven vans were parked on the verge and the verge has been covered with gravel creating parking space. Cllr Jones advised this was a planning enforcement matter.

24.93 Parish Council vacancies: Three vacancies. A resident has expressed an interest.

24.94 Standon Village Hall: Cllr Marshall & Crook
Culvert: progress update: the final section is to be cleared and lined.

24.95 Legal update: Clerk
Burrs Meadow: licence agreement sent to adjacent householders:
RESOLUTION: That Standon Parish Council agrees that the Burrs Meadow licence will apply to 19 High Street and 3 Grafton Place only. Standon Parish Council will absorb the remaining 1/3rd cost of the agreement provided the remaining householder with gated access adheres to the requirement not to use the gate. PROPOSED: Cllr Cracknell, seconded Cllr Wren. AGREED AND RESOLVED UNANIMOUSLY.
Huntsmans Close lease: The adjacent householder has a lease from 2006 which specifies that permission must be sought from the Parish Council prior to erection of a fence. The fence is thus the sole responsibility of the householder. The Parish Council will not make any financial contribution to the new fence.

24.96 Highways: Cllr Wren
A120: extensive complaints have been made on Facebook regarding speed. Councillors expressed concern that access to the High Street is very difficult both access and egress. Facebook comment has also been seen stating a Standon bypass is needed. A bypass has been discussed on several occasions in the past, with both a northern and southern route proposed. Neither have been implemented as residents objected.

24.97 Planning Matters: Cllr Leage Planning applications:

3/24/0862/FUL	Falkenham, Wellpond Green Demolition of sheds. Erection of 2 single storey dwellings with associated access, car parking, amenity space, air source heat pumps, cycle/refuse storage and landscaping: <i>Objection: this site was granted Class Q permission. The application is for two new dwellings not on the same footprint</i>
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	p. 2024.47 <i>or of the same size or location on the site.</i>
3/24/0553/ADV	44 High Street, Puckeridge Erection of 2 hand painted hanging timber signs to front window: <i>Support</i>
3/24/0968/HH	The Old House, Wellpond Green Construction of 1 st floor rear balcony & external spiral staircase. <i>Comment: the property has been subject to extensive extension -no reason provided to this additional work</i>

Other Planning Matters:

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

Withdrawn: Retrospective planning application awaited_Case

Reference: EHDC567143343

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

Little Croft, Colliers End: Appeal: Retrospective application for the temporary use of outbuilding as C3 dwellinghouse during construction of primary dwellinghouse If you wish amend your comments or make any new ones, please contact the Planning Inspectorate quoting reference APP/J1915/W/24/3337130 by 1st May 2024.

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. This is issue will be raised again as enforcement does not appear to have occurred. **ACTION: CLERK**

EHDC: Village Hierarchy Study: response

24.98 Finance: Cllr Foot

a. Bank Reconciliation 31st May 2024 (Scribe)

<u>Cash in Hand 01/04/2024</u>	264,846.64
ADD Receipts 01/04/2024 - 31/05/2024	56,750.74
	321,597.38
SUBTRACT Payments 01/04/2024 - 31/05/2024	42,688.77
A Cash in Hand 31/05/2024	278,908.61 (per Cash Book)
<u>Cash in hand per Bank Statements</u>	
Petty Cash 31/05/2024	0.00
Standon Parish Council current account 31/05/2024	70,926.90
Standon Parish Council reserve 31/05/2024	22,753.58
Unity Bank 31/05/2024	104,184.91
Building Society 31/05/2024	81,147.14
Standon Recreation Ground Charity 31/05/2024	0.00
	279,012.53
B Less unrepresented payments	673.92
Plus unrepresented receipts	570.00
Adjusted Bank Balance	278,908.61
	278,338.61
	A = B Checks out OK

Chairman's signature..... 25th July 2024

RESOLUTION: That Standon Parish Council herewith agrees the bank reconciliation for 31st May 2024 calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting PROPOSED: Cllr Cracknell, seconded Cllr Leage. AGREED AND RESOLVED UNANIMOUSLY

b. June Payments

Cheque No	Description	Supplier		VAT Type	Net	VAT	Total
	Play Inspection	Broadmead Leisure Ltd	S	60.00	12.00		72.00
	Administration	James Todd & Co Ltd	S	36.00	7.20		43.20
	Administration	James Todd & Co Ltd	S	36.00	7.20		43.20
	Community Centre	Leesafe Ltd	S	2,000.00	400.00		2,400.00
	Community Centre	Wren Maureen	Z	45.00			45.00
	Community Centre	East Herts District Council	Z	786.00			786.00
	Community Centre	TV Licencing	Z	10.50			10.50
	Pension	NEST Pension	Z	116.45			116.45
	Community Centre	BT Group plc	S	60.64	12.13		72.77
	community centre water	Castle Water	S	150.64	30.13		180.77
	Community Centre	Sturgeon K & W	Z	240.00			240.00
	Asset Maintenance	David Pearce	Z	600.00			600.00
	Asset Maintenance	David Pearce	Z	15.00			15.00
	Clerk mobile phone	EE Ltd	S	16.18	3.24		19.42
Community Centre locksmith	Community Centre	AV Walker		Z		188.89	188.89
Community Centre Racking	Community Centre	Belinda Irons		S		33.32	6.67 39.99
Culvert	Culvert beneath Village Hall	TF Projects		Z		1,550.00	1,550.00
	Salary	Belinda Irons	Z	1,664.73			1,664.73
	PAYE & NICs	HMRC	Z	648.98			648.98
	Community Centre S106	SJP Mechanical Services Ltd	S	30,116.78	6,023.36		36,140.14
		Total		38,375.11	6,501.93		44,877.04

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 Wren, seconded Cllr Leage. AGREED AND RESOLVED UNANIMOUSLY

RESOLUTION: That Standon Parish Council herewith notes income received to 19 June 2024 as £1,201.08 PROPOSED: Cllr Wren, seconded Cllr Granville. AGREED AND RESOLVED UNANIMOUSLY

- c. Bank signatories: update: Building Society. ongoing
- d. Budget against expenditure: report: sent to Councillors by email
- e. Internal Audit: update:

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- i. Quarterly provision of budget against expenditure: to be provided from the Scribe accounting system. Completed
 - ii. Open new Building Society Account and Transfers of Funds:
- f. Audit: documents submitted to PKF Littlejohn and on Standon Parish Council website. Open for public inspection.
- g. Community Centre Hire: building not suitable for hire:

RESOLUTION: *That Standon Parish Council herewith agrees to waive the hire fee for the event which took place in the Williams-Davies hall on Saturday, 22nd June 2024 as the hall was not considered in a clean and hygienic condition when the hirers arrived.* PROPOSED: Cllr Cracknell, seconded Cllr Crook. AGREED AND RESOLVED UNANIMOUSLY

24.99 SECTION 106:

- a) Outdoor Sports Provision: MUGA: proposal to install a multi-use games area between the playground and the skate park to enable netball, basketball and 5 a-side football. Suitable fencing with a tarmac top. Planning permission will be applied for as necessary. Update on progress. Budget: **£101,210.38**. Cllr Granville reported that he is still waiting for specifications and quotes which he was advised will take some four weeks to generate. Cllr Granville is waiting a third quote. Once quotes have been received, a meeting will be arranged to enable all Councillors to review and make a recommendation to present to EHDC regarding Section 106 funding application.
- b) Parks & Public Gardens - towards the improvement of parks & public gardens facilities within the Parish of Standon - **£10,306.11**: options:
To implement in part or whole the EHDC biodiversity plan
To install an 'open garden' area to the entrance to the allotments for community benefit.
A contractor has been approached to provide a quote, and a specification for the allotment area.
- c) Community Centres and Village Halls Contribution - Towards an extension to the Puckeridge Community Centre – total available **£32,820.29**: option: front extension with new automated entry doors. Wilby & Burnett surveyors are in process of developing a scheme.

24.100 Members Portfolio Allocation:

- Cllr Leage: FORQ: Members are concerned at the continually running water in the Puckeridge Tributary but have not been able to obtain any information from Affinity Water.
- Cllr Cracknell Colliers End: Environmental Improvements: see 24.99 above
Phone box: defibrillator cabinet & electrical installation: Cabinet received. Electrician to install. Defibrillator to be supplied by Community First Responders
The Clerk has emailed BT and requested assistance regarding electrical installation with no response. The Clerk will contact X2Connect for assistance. Failing that, a letter will be sent to the CEO of BT for assistance. **ACTION: CLERK**
- Cllr Crook: Paper Mill Lane: issues: The bridge remains in a state of disrepair. Cllr Crook has contacted the Environment Agency repeatedly with no response on matters including repairs to the highway deformation created when the EA diverted water from an adjacent ditch. The timber edging to the ford has been pulled off by 4x4 vehicles travelling through the ford. The area around the footbridge is dangerous. The

official highway runs between Hadham Road, through Paper Mill Lane to Barwick Road. The assertion that Paper Mill Lane is not a highway is therefore disputed, given that motorised vehicles are allowed to travel it including through the ford. No action has been taken to remove Himalayan Balsam which is a notifiable invasive weed. This is a Conservation Area. The Parish Council agreed to raise issues around Paper Mill Lane with the Environment Agency.

ACTION: CLERK

Clerk

Allotments:

RESOLUTION: That Standon Parish Council herewith agrees to enter into a grounds maintenance contract with TLC Ltd to cut the central accessway on a regular basis. PROPOSED: Cllr Wren, seconded Cllr Marshall. AGREED AND RESOLVED UNANIMOUSLY

Standon Charities

: Pudding Stone land: letter sent clarifying SPC wants Standon Charities to amend the management agreement whereby Standon Charities reimburses SPC to maintain the land:

: Pudding Stone: bollards need replacing: quotes awaited

Cllr Granville

Playground: report

Asset Management : benches need to be removed or repaired: Cllr Granville will draft a list of benches to be removed.

RESOLUTION: That Standon Parish Council herewith agrees to remove benches which are beyond economic repair and replace with recycled plastic equivalents on a rolling basis. PROPOSED: Cllr Wren, seconded Cllr Crook. AGREED AND RESOLVED UNANIMOUSLY

Cllr Marshall

Environment:

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
Community Centre carpark: safety recommendation to install bollards to prevent vehicular access to ramped entrance: contractor instructed.
Tree management – next agenda. Limes and Cherries need attention.
Burrs Meadow – next agenda

Cllr Wren

Communications: PS News – rumours abound that the Community Centre is closing down. This will be refuted in the next edition. The allotments will be highlighted and new allotment holders sought.

24.100 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>

RESOLUTION: That Standon Parish Council herewith agrees and adopts the NALC Model Biodiversity Policy and Action Plan. PROPOSED: Cllr Cracknell, seconded Cllr Crook. AGREED AND RESOLVED UNANIMOUSLY

c. Standing Orders: **RESOLUTION: That Standon Parish Council herewith agrees and adopts the reviewed Standing Orders.** PROPOSED: Cllr Wren, seconded Cllr Crook. AGREED AND RESOLVED UNANIMOUSLY

d. Financial Regulations: **RESOLUTION: That Standon Parish Council herewith agrees and adopts the 2024 NALC Model Financial Regulations.** PROPOSED: Cllr Leage, seconded Cllr Granville. AGREED AND RESOLVED UNANIMOUSLY

e. Risk Assessment: **RESOLUTION: *That Standon Parish Council herewith agrees and adopts the reviewed Risk Assessment.*** PROPOSED: Cllr Leage, seconded Cllr Granville. AGREED AND RESOLVED UNANIMOUSLY

f. Annual Parish Meeting: Speeding on A120: see Highways 24.96 above

24.102 Clerk's updates: no additional updates

24.103 Correspondence

EHDC: energy efficiency survey

Puckeridge Tributary: constant flow leading to damage to banks: following further supply of information, Councillors agreed to approach Affinity Water for a formal update.

ACTION: CLERK

24.104 Dates of Next Meetings 2024: Annual Parish Meeting:

25th July; 26th September; 24th October; 28th November;

24.105 Planning decisions and awaited decisions: Cllr Leage

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.
3/23/1659/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
3/23/2010/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.
3/23/2403/HH Permission granted	41 Buntingford Road, Puckeridge Creation of access & driveway with associated landscaping
3/23/2210/FUL Decision awaited	Vintage Corner Service Station, Cambridge Road, Puckeridge

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	p. 2024.52 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
3/24/0208/FUL Permission granted	New Street Farm, Kents Lane, Standon Demolition of an agricultural building and grain silo and erection of a replacement agricultural building
3/24/0491/LBC Decision awaited	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.
3/24/0553/ADV Decision awaited – changed to painted signs	44High Street, Puckeridge Erection of 2 vinyl graphics to front window
3/24/0282/LBC Decision awaited	Mentley Farm, Mentley Lane, Puckeridge External works to include - Re-pointing of chimneys, replacement of roof slates, replacement and repair of parapet copings. Replacement of rainwater goods and waste pipe. Re-pointing to brickwork, Window and door repairs, works to outside toilet to include the replacement of roof, SVP and lead verge. Internal repairs to include - Provision of insulation, replacement of ceilings to attic, stairs and cellar. Repairs and replacement of joists, posts, brick plinths, and fireplace in cellar. Replacement of electrics and plumbing and housing of new boiler. Replacement of all bathroom fixtures and fittings.
3/24/0742/HH Permission granted	4 Vicarage Close, Standon New front porch and addition of white K-render to the external walls
3/24/0787/HH Permission granted	49 Aston Road, Standon Erection of single storey front and side extensions and conversion of attached side building
3/24/0920/LBC 3/24/0919/FUL	St Edmunds College, Old Hall Green Creation of a new covered atrium

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Decision awaited	p. 2024.53 including first floor glazed lantern within an existing courtyard, which forms part of the Grade II listed main school block and the Grade II listed Allan Hall including removal of windows and low level brickwork, internal corridor partitions and doors, and the installation of new corridor doors, partitions at ground floor, with the installation of an external ground level air source heat pump
3/24/0895/FUL Decision awaited	Highfield Nursery, Wellpond Green Replacement cladding, roof material and alterations to fenestration and openings (retrospective)
3/24/0914/FUL Decision awaited	Highfield Nursery, Wellpond Green Replacement cladding, roof material and alterations to fenestration and openings (retrospective)

Meeting closed 9.05pm

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