



STANDON PARISH COUNCIL

Tel: 01763-838732 e-mail: clerk@standonparishcouncil.gov.uk

To: **MEMBERS OF STANDON PARISH COUNCIL**

You are hereby summoned to attend the **Meeting of Standon Parish Council** to be held on Thursday 26th September 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 19/09/24

AGENDA

- 24.137 Councillor absences:
Standon Parish Council accepts/rejects the reasons for absence
- 24.138 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
- 24.139 Minutes of Parish Council Meeting
RESOLUTION: That Standon Parish Council herewith agrees the minutes of the Parish Council meeting held on 25th July 2024
- 24.140 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
- 24.141 Police, County & District Council reports
- 24.142 Parish Council resignation & vacancies:
Cllrs Pat Foot & Maureen Wren have resigned
- 24.143 Standon Village Hall: Cllr Marshall & Crook
Culvert: progress update:
Updated security re Southport incident
- 24.144 Recreation Ground Management Committee: Report
Updated security re Southport incident
Westmill Football Club: request to use pitch: discussion
Legionella:
RESOLUTION: That Standon Parish Council herewith agrees to appoint Herts Enviro Services Ltd to produce a written compliance scheme in the sum of £234; to conduct an annual service, inspection and report in the sum of £714, to provide a Legionella training service for up to six persons in the sum of £594 all including VAT
Changing room showers: leaking shower heads: update
Men's toilets: leaking tap: plumber required

- 24.145 Standon Charities:
Appointment of Parish Council representative: Cllr Leage
Pudding Stone: meeting to discuss requested
- 24.146 Legal update: Clerk
Burrs Meadow: Signed licence agreements x 2 returned to solicitor. Payment awaited
- 24.147 Highways:
Hadham Road: dangerous trees/ highway surface/ mowing
- 24.148 Planning Matters: Cllr Leage Planning applications:

3/24/1533/CUAPN	Mentley Farm, Mentley Lane West, Puckeridge Change of use of 3 agricultural buildings to a flexible commercial use within Class E (g) (iii) (Light Industrial)
3/24/1532/CUAPN	Mentley Farm, Mentley Lane West, Puckeridge Change of use of 3 agricultural buildings to a flexible commercial use within Class B8 (Storage or Distribution)
3/24/1512/HH	The Old House, Wellpond Green Partial retrospective application for front porch, 2 storey rear extension incorporating a 1 st floor rear balcony with glass privacy screen, removal of chimney, alteration to doors and 1 st floor windows, alteration to side hipped roof to create gable roof
3/24/1665/HH	The Poplars, Wellpond Green Erection of car port with storage room
3/24/1681/HH	Hawkhurst, Wellpond Green Demolition of garage and erection of an annexe
3/24/1663/HH	24 Southfields, Standon Retrospective planning application for an outbuilding
3/24/1708/FUL 3/24/1687/LBC	Fishers Farm, Colliers End Demolition of existing 19 th & 20 th Century buildings and replacement with a single detached dwelling; alteration and conversion of listed barn into 2 residential dwellings and associated parking and landscaping.

Other Planning Matters:

Chaldean Farms, Great Barwick Farm, Barwick: E/23/0041/ENF

Standon Business Park

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

Little Croft, Colliers End: 3/23/2094/FUL Retrospective erection of a workshop and change of use of land to residential land. Appeal submitted

Kings Yard, B1368: E/23/0056/ENF Concerns raised regarding change of use, encroachment on highway verge, dangerous parking resulting in sight obstruction of entrance to highway, dangerous working practices.

EHDC: Village Hierarchy Study: response submitted

EHDC: District Plan Call for sites open 5.7.2024 to 30.9.2024

Land between A10 and Mentley Lane West update

24.149 Finance:

a. Bank Reconciliation 31st August 2024 (Scribe)

Cash in Hand 01/04/2024	264,846.64
ADD Receipts 01/04/2024 - 31/08/2024	75,563.78
	340,410.42
SUBTRACT Payments 01/04/2024 - 31/08/2024	127,640.53
A Cash in Hand 31/08/2024	212,769.89 (per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/08/2024	0.00
Standon Parish Council current account 31/08/2024	71,455.46
Standon Parish Council reserve 31/08/2024	22,835.93
Unity Trust Bank 31/08/2024	42,742.25
Building Society 31/08/2024	81,147.14
Standon Recreation Ground Charity 31/08/2024	0.00
218,180.78 B	
Less unrepresented payments	5,410.89
Plus unrepresented receipts	
Adjusted Bank Balance	212,769.89

A = B Checks out OK

RESOLUTION: That Standon Parish Council herewith agrees the bank reconciliation for 31st August 2024 calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting

b. Sept Payments

Cheque No	Description	Supplier		VAT Type		Net
	Play Inspection	Broadmead Leisure Ltd	S	60.00	12.00	72.00
	Administration	James Todd & Co Ltd	S	36.00	7.20	43.20
	External Audit	PKF Littlejohn LLP	S	420.00	84.00	504.00
	Allotment Rent	Standon Charities	Z			
	Community Centre air-conditioning	Airway Group	S	900.00	180.00	1,080.00
	Hallmaster	Hallmaster Ltd	S	220.83	44.17	265.00
	Culvert beneath Village Hall	Marks Heeley Ltd	S	500.00	100.00	600.00
	Community Centre PAT testing	Chris Collins Electrician	Z	120.00		120.00
	Community Centre car park height barrier	H.S. Jackson & Son (Fencing) Ltd	S	78.79	15.76	94.55
	Bus Shelter	UK City Roofing Contractors	S	1,200.00	240.00	1,440.00
	Community Centre electricity	Marks Electrics	S	365.00	73.00	438.00
	Salary	Belinda Irons	Z	1,664.73		1,664.73
	Salary	HMRC	Z	653.52		653.52
	Community Centre Cleaning	Tina the Cleaner	Z	791.05		791.05
	Community Centre Business Rates	East Herts District Council	Z	786.00		786.00
	Community Centre Business Rates	East Herts District Council	Z	786.00		786.00
		Total		8,581.92	756.13	9,338.05

RESOLUTION: That Standon Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting

RESOLUTION: That Standon Parish Council herewith notes income received to 31st August 2024 as £12,172.04 which includes £10,000 (ten thousand pounds) from Standon Village Hall Committee towards repair of the culvert.

- c. Bank signatories: update: Cllrs Granville and Cracknell to be added
- d. Building Society. As above
- e. Unity Trust Bank Instant Savings Account: as above
- f. Audit: documents submitted to PKF Littlejohn and on Standon Parish Council website.

PKF Littlejohn report:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 9 has been incorrectly completed. The figures in Section 2 include transactions in respect of a trust fund due to the trust fund not having its own bank account and therefore the response to Section 1, Assertion 9 should be 'No'. The smaller authority should ensure that, where it acts as sole managing trustee, the trust has its own bank account and any minutes of meetings are maintained separately. This is consistent with the Internal Auditor's response to Internal Control Objective O.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed reports, the internal auditor has drawn attention to weaknesses in relation to information in salary review letters. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

Standon Parish Council has sought legal advice regarding management and accounting relating to the Recreation Ground Charity and is actively and vigorously pursuing resolution for the betterment of the community.

RESOLUTION: That Standon Parish Council herewith accepts the findings of the external auditor, PKF Littlejohn, and will endeavour to comply as soon as is practicably possible due to the complexity of the situation related to the Recreation Ground Charity. Standon Parish Council agrees to immediately comply with salary review letters.

24.150 SECTION 106:

- a) Outdoor Sports Provision: MUGA: EHDC approval for expenditure received. Wicksteed appointed. Planning application to be submitted.
- 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 a garden area around the proposed MUGA to include evergreen flowering hedging and wild flower meadow banking. EHDC has approved expenditure.
- 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.
Quotes received: discussion/ decision. Application to EHDC to release S106 funding.

RESOLUTION: That Standon Parish Council herewith agrees to apply to EHDC to release funding to enable the installation of a protective canopy to the main entrance to the Standon & Puckeridge Community Centre to include new front doors with an automated entry system to increase security in line with the

24.151 Members Portfolio Allocation:

Cllr Leage: FORQ

Cllr Cracknell Colliers End: Environmental Improvements
Phone box: defibrillator cabinet installed. Community First Responders have installed a defibrillator and committed to managing and maintaining the full installation. Registered on The Circuit. Access via East of England Ambulance Trust by dialling 999 for the entry code.

Cllr Crook: Paper Mill Lane: issues

Cllr Granville Playground: report
Asset Management : benches need to be removed or repaired:
Asset Management : Station Road brick bus shelter: Completed

Cllr Marshall Environment:

Burrs Meadow: Horse Chestnut:

RESOLUTION: That Standon Parish Council herewith agrees to apply to EHDC to remove the Burrs Meadow Horse Chestnut tree adjacent to 41 High Street, Standon due to main trunk disease where the trunk has split in two, as it is considered dangerous by the tree surgeon.

Tree works:

RESOLUTION: That Standon Parish Council herewith agrees to appoint Evergreen Tree Services to carry out the following tree related works

BURRS MEADOW: CHESTNUT. QUITE URGENT.

decay at main fork, fell close to ground level. £2150.00+VAT

Reduce by 50% to make safe. £1300.00+VAT

BURRS MEADOW HEDGE.

Reduce to lowest point and face back field side. £1900.00+VAT

THE MOORES POPLARS AND ASH.

Remove 3 x dead stumps from Poplars and remove epicormic growth.

£1100.00+VAT

ASH AGAINST SARGENTS FENCE.

Sever ivy at base to die off and allow future inspection of tree. £160.00+VAT

COMMUNITY CENTRE PLAYING FIELDS.

Dying cherry at top of field, fell close to ground level. £240.00+VAT

***Dying tree with fruiting bodies opp 22 Southfields, fell close to ground.
£380.00+VAT***

HEDGE RUNNING ALONG THE SIDE OF PLAYING FIELD.

Reduce to lowest point and face back field side.

Remove and poison self set Sycamores and Elders within hedge.

Pull back fallen tree to block access.

£4950.00+VAT

TOTAL COST £10,500 (ten thousand and five hundred pounds)

Lower Southfields: SPC responsibility

24.152 Governance:

a. Data Protection and associated documents

24.153 Clerk's updates:

24.154 Correspondence

24.155 Dates of Next Meetings 2024:

24th October; 28th November;

24.156 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 Permission refused: appeal submitted	Little Croft, Colliers End Retrospective erection of a workshop and change of use of land to residential curtilage
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
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.
3/24/0920/LBC 3/24/0919/FUL Permission granted	St Edmunds College, Old Hall Green Creation of a new covered atrium 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
3/24/0968/HH Withdrawn	The Old House, Wellpond Green Construction of 1 st floor rear balcony & external spiral staircase.
3/24/1089/HH Permission granted	Cotta, Hadham Road, Standon Removal of chimney. Proposed loft conversion, roof extension raising the roof height and alterations to roof comprising 2 rear facing dormers, 2 front facing roof light windows, re-align front gables and covered front porch. Re-position front door and windows. Alterations to fenestration.
3/24/1088/FUL Decision awaited	Skeleton Green, Buntingford Road, Puckeridge Retention of containers ground and first floor with associated external stair access
3/24/0812/FUL Permission granted	Rigery Farm, Colliers End Creation of agricultural access
3/24/1214/HH Permission refused	The Poplars, Wellpond Green Erection of Car port/ outbuilding
3/24/1504/HH 3/24/1205/LBC Decision awaited	42 High Street, Standon Demolition of rear conservatory. Construction of single storey rear extension, installation of 3 side facing rooflight windows to detached garage. Internal alterations to the ground floor to install partition walls to

	create new shower room, block up 1 door and remove internal wall and to the first floor to install partition walls to create new en suite and cupboard and create 1 new doorway.
3/24/1457/OUT Decision awaited	Land north of Standon Hill (Café Field), Puckeridge Outline planning application for up to 91 dwellings (including affordable homes) with all matters reserved apart from access.
3/24/1390/HH Permission granted	20 Vicarage Close, Standon Proposed garage conversion, replace garage door with new front window. Proposed pitched roof to replace the front porch flat roof. New first floor side window. Replacement windows. Alterations to external materials. Creation of additional parking space on front lawn.
3/24/1313/HH Permission granted	The Powder House, Barwick Single storey side extension