

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
Hertfordshire CM21 9AN
Tel: 01279 724537



MAYOR
Cllr Greg Rattey

e-mail: info@sawbridgeworth-tc.gov.uk
web: www.sawbridgeworth-tc.gov.uk

INTERIM TOWN CLERK
Joanne Sargent (CILCA)

A G E N D A

and supporting papers for the meetings on

28 June 2021

Meeting of the Town Council

At

7.30pm

in the
Council Chamber, Sayesbury Manor

Where a matter arises at a meeting which relates to an interest which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to a pecuniary interest, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

A member only has to declare his/her interest if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds a pecuniary interest which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

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INTERIM TOWN CLERK
JL Sargent CILCA

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;
Coysten; Furnace; Gray; Patel; Parsad; Rattey; and Royle

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 28 June 2021** commencing at 19:30 to transact the business as set out in the agenda below.

A handwritten signature in black ink, appearing to read 'JL Sargent'.

Interim Town Clerk
22 June 2021

AGENDA

Welcome by the Town Mayor followed by Thought for the Day.

21/26 APOLOGIES FOR ABSENCE

To receive any apologies for absence

21/27 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

21/28 PUBLIC FORUM

To receive and respond to questions from members of the public, submitted to the Clerk by **5pm on Friday 25 June**, on matters within the remit of the Town Council.

21/29 MINUTES

[📄] [👉]

To approve as a correct record the minutes of the Annual Meeting of the town council held on 24 May 2021 (M01) [Attached]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

21/30 PLANNING COMMITTEE

[📄]

To receive and note the minutes of the Planning Committee held on 24 May 2021 (P20) [Attached]

To receive and note the draft minutes of the Planning Committee held on 14 June 2021 (P01) [Attached]

- 21/31 FINANCE AND POLICY COMMITTEE**
To receive and note the draft minutes of the Finance and Policy Committee held on 14 June 2021 (F01) *[Attached]*
[📎]
- 21/32 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21**
1. To note the report of the Internal Auditor as reviewed by the F&P committee at its meeting on 14 June.
[📎] [👤]
2. To approve and sign the Annual Governance Statement, as recommended by the F&P committee at its meeting on 14 June.
[📎] [👤]
3. To approve and sign the Annual Return for 2020/21 as recommended by the F&P committee at its meeting on 14 June.
- 21/33 WRENBRIDGE B8 LOGISTICS CENTRE**
[📎] To note matters recently brought to the council's attention concerning a proposed logistics centre at St James Way on the northern parish boundary, summarised in the attached briefing, that would affect the town and about which the council has not been consulted for an opinion.
[👤] Please refer to 4 potential resolutions included in the paper.
- 21/34 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 21/35 REPRESENTATIVES REPORTS**
To receive representatives reports from:
[📎]
[📎][📎]
[📎]
[📎]
[📎]
[📎]
[📎]
• County Councillor
• District Councillors
• Hertfordshire Police
• Other Representatives
• Cllr Royle
• Cllr R Buckmaster
• Cllr Furnace
- 21/36 INTERIM TOWN CLERK REPORT**
[📎] To receive and note clerk's report for the month of June 2021.
- 21/37 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 21/38 FINANCIAL REPORT**
To note the current Financial Report
- 21/39 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 21/40 ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas.

Members of the Public and the Press are cordially invited to attend all meetings of the Council and its Committees.

Members of the public wishing to attend must reserve a place by contacting the Interim Town Clerk by midday on Friday 25 June 2021.

SAWBRIDGEWORTH TOWN COUNCIL

ANNUAL MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at 19.30 in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 24 May 2021**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr John Burmicz
Cllr Craig Chester

Cllr Annelise Furnace
Cllr Greg Rattey
Cllr David Royle
Cllr Nathan Parsad
Cllr Dinesh Patel

In attendance:

J Sargant – Interim Town Clerk
Lisa Dale – Admin Officer

Chris Carter Bishop's Stortford Independent
1 member of the public
2 members of Hertfordshire Constabulary

Welcome by the Town Mayor followed by thought for the day from Cllr Ruth Buckmaster

21/01 ELECTION OF TOWN MAYOR

Cllr Greg Rattey was elected as Town Mayor for the civic year 2021/22
[prop Cllr Alder; secd Cllr Burmicz]

21/02 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor signed the Declaration of Acceptance of Office

Town Mayor's Address:

First of all fellow councillors ladies and gentlemen, can I say what an honour it is for me to be Mayor of Sawbridgeworth and I shall take my responsibilities as an honour to the office. To our outgoing Mayor, Cllr Furnace, there was not really a worse time for someone to become Mayor, but can I say you did it with dignity and grace and you literally had to Zoom your way around the town but carried out your duties amazingly and you were a great Mayor, a great example to others and can I say a great example to me, so for that I truly thank you.

(Presentation of past Mayor badge made by Cllr Rattey to Cllr Furnace)

Moving on, the charities that I have chosen are firstly the Men's Health Forum, this is a fantastic charity and is there for men with mental illness, depression or for those that have suicidal tendencies. This is something that I have worked with in the past and sadly something that has touched me personally, at the age of 25 I left home in Bishop's Stortford with the direct intent of taking my own life at a difficult time. As I walked to the train station I had a memory, a light bulb moment and I had a vision in my head of my dear mum and dad receiving the news from the local police. It was at that point that I stopped and I turned around and I never looked back and I am never going to either, so this makes me very happy to support the Men's Health Forum.

On a lighter note, I have chosen the Hailey Centre as my second charity, I have been a trustee of the Hailey Centre for 18 months and have seen the fantastic work that they do for the elderly in our community, there are activities and classes, and I would like to give a

big shout out tonight to the staff there and the marvellous volunteers who do such a sterling job.

Annelise, when she made her address to the council said that she wanted her theme to be building bridges, and she did just that. I would like my theme to be about the positivity of our town and I fully intend to spend the next 12 months talking this town up. We have so much going for us with incoming growth which will greatly help our local economy and really build it up. I also have to say that I am going to conclude by saying, for the shop owners in this town that I have the utmost respect for and have got to know so many of them so well over this past 18 months, and for all those that remained open to serve the community through the pandemic, I give my heartfelt thanks to you.

Finally, to those shops and businesses in the town I simply want to say to you 'I've got your back'

21/03 APOLOGIES FOR ABSENCE

Cllr Coysten – Long term illness

Cllr Gray - Illness

21/04 THE RETIRING MAYOR

It's surprising just how quickly the year has passed since that online Annual Meeting of the Town Council last May. Even in the midst of our first national lockdown it was hard to imagine that 12-months on our daily lives would still be so affected by Covid-19.

Firstly I would like to express my deepest sympathies for those who have lost loved ones. And I know that times continue to be difficult for those affected by worry and by grief. But unlike 12-months ago, there is light at the end of the tunnel and we know we will get through.

Secondly I would like to reflect on how lucky we are to be here in Sawbridgeworth. The past year has shown what an amazing community we belong to, from support for those self-isolating led by the churches, innovation from our fantastic businesses, to the amazing efforts by key workers who have continued to serve the town throughout. Sawbridgeworth is clearly a place where residents, businesses and professionals pull together to help and support one another.

As we re-awaken and move into much better times, I believe we are now equipped with greater resilience, greater imagination and a far greater appreciation of what we have right here on our doorstep, and which we perhaps took for granted before. The coming year is not without its challenges as Sawbridgeworth recovers, changes and grows, but it also brings us new opportunities, new ways of thinking and the chance to welcome new residents to our community.

My theme for the year has been building bridges – between generations, communities and countries – and the past year has shown us just how connected we all are. I have so enjoyed meeting new people and groups, connecting through online events and in-person meetings when restrictions allowed. I have learnt about our charities, voluntary groups, schools, businesses, faith groups and our twinned towns in France and Germany. As a result I feel that I understand this not so big world a little more.

Thank you so much to our council officers who have worked incredibly hard this past year under difficult circumstances, keeping business going "as usual" while putting in place Covid-secure procedures, processes and facilities.

Thank you too to my fellow councillors for all your support, for your

Thoughts for the Day, and for mastering Zoom and the mute button.
And thank you to Cllr Rattey for having been a fantastic Deputy Mayor and for all his work together with our Town Projects Manager in supporting local businesses through such difficult times – I am so glad to be passing the baton onto him – Cllr Rattey, you will do an amazing job.

Finally thank you to the people of Sawbridgeworth for all their support – I am deeply honoured to have served as Mayor of this remarkable and amazing town.

21/05 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of Pecuniary Interests.

21/06 ELECTION OF DEPUTY TOWN MAYOR

Cllr Craig Chester was elected as Deputy Town Mayor for the civic year 2021/22

[prop Cllr Furnace; secd Cllr R Buckmaster]

21/07 PUBLIC FORUM

There was one question from a member of the public, submitted to the Clerk prior to the meeting, on matters within the remit of the Town Council:

Question Southbrook allotment holder - eco-audit:

There are two plots 34A and 35A which cannot be rented out as a storm drain overflows there. With the help of others we are looking at making these into eco-friendly areas for the benefit of all. There is currently a hedgehog survey taking place and plans are for a refugia for toads, frogs etc and compost bins for various creatures. We will be using reclaimed material where possible but will have to purchase new for some projects. Therefore we need to know if there would be some funding we could apply for so that we know this exciting project can go ahead.

Interim Clerk responded that there was not a sum budgeted for this project, but would advise the group to make a grant application for the next Town Council grants in July 2021.

A phone call into the office on 24th May 2021 from a member of the public who wanted to pass on thanks in the public forum to the amazing work that the local police community team had done with regards to the vandalised bench in Bakers Walk.

21/08 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 26 April 2021 (M10) *[prop Cllr E Buckmaster; secd Cllr R Buckmaster]*

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

21/09 PLANNING COMMITTEE

Received and noted: the draft minutes of the planning committee held on 26 April 2021 (P19)

21/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications
There was none to consider

21/11

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor E Buckmaster who added:
 - Yellow lines at Burnside are imminent.
 - Sheering Mill Lane, potential one way system public consultation around Vantorts Road and Fairway – first public engagement around the beginning June 2021.
 - School Lane – ongoing problems with vehicles being monitored, School contacted and the problem explained, this should be resolved after the May half term when the children return to school.
 - More work required on the double yellow lines in Bullfields as there was no consensus on requirements.
 - Speed Volume Surveys ordered for Cambridge Road.
 - 20MPH zone for the central part of the town is due to be ordered. Approval complete with Traffic Regulation Orders.
 - County Council Annual Meeting will be held on 25th May 2021, Cllr Buckmaster will have a portfolio for the Environment which includes Sustainable Hertfordshire and Waste Disposal.
 - **District Council Role** – waiting to sign of a non-key decision for Pishiobury Park for it to become a local nature reserve.
- **West Road Update** – Marshalls in place at the top of West Road are working out well. Unplanned major work is required from one of the sites as the current water and gas supply is not adequate to supply the development.
- District Councillor Cllr R Buckmaster added:
 - Draft Easts Herts Housing Strategy work in ongoing and will go out for consultation in July 2021.
 - DMC – most of the applications were granted with a focus on diversity and inclusion.
- District Councillor Cllr A Alder – no further information to report.
- District Councillor Cllr J Burmicz – no further information to report.
- Hertfordshire Police – no further information given to that in the report.
- Other Representatives – **Cllr D Royle**, updated his report on FP 21 between Fair Green and Vantorts Park, he is progressing plans for resurfacing the path as the surface is dangerous in places.

21/12

OFFICERS REPORTS

Received and noted: Officers' reports for the month of May 2021

21/13

ECO-AUDIT

Received and noted: the notes from the EHDC and STC Eco-Audit Meeting held on 12 May 2021.

21/14

ALLOTMENTS

Received and noted: the Allotment Officer's Report and resolve on matters relating to Allotments.

- Resolved to approve updated Tenancy Agreement
[prop Cllr E Buckmaster; secd Cllr A Alder]

- Resolved to approve allotment rent increase for October 2022.
[prop Cllr R Buckmaster; secd Cllr D Patel]

- Resolved to approve Bee Keeping Policy

[prop Cllr A Furnace; secd Cllr J Burmicz]

21/15 COMMITTEE STRUCTURE & MEMBERSHIP

Resolved: To agree a Committee structure for the year 2021/22 and to appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2021/22.

[prop Cllr R Buckmaster; secd Cllr A Alder]

21/16 DELEGATION OF AUTHORITY

Resolved: to confirm the delegation of authority to the chair and vice - chair and clerk of the Planning Committee for the months of August and December 2021.

[prop Cllr J Burmicz; secd Cllr R Buckmaster]

21/17 CHAMPIONS AND REPRESENTATIVES

Resolved: To appoint Members as Champions and Representatives for areas of Council responsibility.

[prop Cllr E Buckmaster; secd Cllr N Parsad]

21/18 SUBSCRIPTIONS

Resolved: The payment of the Subscriptions for the year 2021/22

[prop Cllr E Buckmaster; secd Cllr R Buckmaster]

21/19 CALENDAR OF MEETINGS

Resolved: To approve the Calendar of Council and Committee meetings for the year to June 2022

[prop Cllr E Buckmaster; secd Cllr J Burmicz]

21/20 STANDING ORDERS

Resolved: To approve the continuation of current Standing Orders

[prop Cllr R Buckmaster; secd Cllr C Chester]

21/21 FINANCIAL REGULATIONS

Resolved: To approve the continuation of current Financial Regulations.

[prop Cllr A Alder; secd Cllr D Royle]

21/22 DEPOSIT & CONSULTATION DOCUMENTS

There were no Documents for Noting and Consultation

21/23 FINANCIAL REPORT

Noted: The current Financial Report

21/24 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

21/25 ITEMS FOR FUTURE AGENDAS

There were no items for future agendas

Meeting ended at 20.28

Thought for the day – Cllr Ruth Buckmaster

As we return to meetings in person after 15 months of zoom. I would like us to reflect on the what those months have wrought. Being in lockdown, not seeing family or friends, missing some of those important milestones in our lives

Firstly I feel we should be thankful. Thankful that we are here, able to meet again, thankful for the NHS, thankful that the vaccine is giving us a way forward, and to remember those whom we have lost, for what ever reason, on the way.

Our way of life has gone through many changes, some temporary some permanent and we are all learning to deal with the new normal. The world has changed. Our world is not the same world we knew 18 months ago.

While we reflect on this, the poem I would like to read is called The World by William Brighty Rands.

Great, wide, beautiful, wonderful World, With the wonderful water round you curled, And the wonderful grass upon your breast- World, you are beautifully drest.

The wonderful air is over me,
And the wonderful wind is shaking the tree, It walks on the water, and whirls the mills, And talks to itself on the tops of hills.

You friendly Earth, how far do you go,
With the wheat fields that nod and the rivers that flow, With cities and gardens, and cliffs, and isles, And people upon you for thousands of miles.

Ah, you are so great and I am so small,
I tremble to think of you World at all,
And yet when I said my prayers today,
A whisper inside me seemed to say,
"You are more than the Earth, though you are such a dot, You can love and think, and the Earth cannot".

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 7pm on **Monday 24 May 2021**.

Those present

Cllr Angela Alder
Cllr Dinesh Patel

Cllr Craig Chester
Cllr Rattey

(Ex-officio Cllr Furnace)

In attendance:
L Dale – Planning Officer

P 20/153 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Gray - unwell.

P 20/154 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

P 20/155 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. There were none.

P 20/156 MINUTES

Resolved: To approve as a correct record minutes of the Meeting held on:
• 26 April 2021 (P19) [*prop Cllr Rattey; secd Cllr Furnace*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda.

P 20/157 TO NOTE COMMENTS SUBMITTED TO EHDC PLANNING PORTAL FOLLOWING THE CANCELLATION OF MEETING SCHEDULES 10 MAY 2021

3/21/1006/HH 131 West Road, CM21 0BW
Demolition of conservatory; construction of two storey rear extension with side dormer window; and single storey front porch extension
STC Comment: No comment

3/21/1009/HH **3 Rowney Gardens, CM21 0AT**
Part single-storey and part two-storey side/rear extension
STC Comment: No comment

3/21/1012/PNHH **Greenways, The Drive**
Single storey extension with a glazed roof: Depth 4.6 metres, Maximum height: 3.5 metres; Eaves height 2.9 metres
STC Comment: No comment

3/21/1016/FUL **11 Cambridge Road, CM21 9JP**
Demolition of the existing property and construction of a replacement dwelling
STC Comment: No comment

3/21/1041/FUL &
3/21/1042/LBC **27 Bell Street, CM21 9AR**
Single storey detached outbuilding, lowering ground level of rear terrace, installation of connecting pergolas and new rear sliding doors to replace existing window
STC Comment: No comment

3/21/1048/HH **1 The Orchards, CM21 9BB**
Single storey front extension, insertion of 2 rooflights to rear and alterations to fenestration
STC Comment: No comment

P 20/158 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/21/0748/HH&
3/21/0749/LBC **136 Sheering Mill Lane, CM21 9ND**
Re-pointing back chimney and front chimneys with new flaunching with lime mortar and replacement of bricks. Chimney cowls to be placed on all chimneys. Placement of 3 air-bricks to the dining room. Replace base of 2 supporting posts to porch with metal brackets cast into concrete feet. Removal and replacement of boundary fence
STC Comment: No objection & No comment [*prop Cllr Rattey; secd Cllr Chester*]

3/21/1098/LBC **Falconers, 15 High Wych Road, CM21 0AY**
Rear single storey extension to create a utility room off the existing kitchen
STC Comment: No objection [*prop Cllr Patel; secd Cllr Chester*]

3/21/1104/HH **6 Rowney Wood, CM21 0HR**
Construction of a Summerhouse
STC Comment: No objection [*prop Cllr Chester; secd Cllr Furnace*]

3/21/1157/FUL 15 Bullfields, CM21 9DE

Demolition of garage and erection of one 2 bedroom attached dwelling with associated car parking and landscaping

STC Comment: Objection – overdevelopment of site [prop Cllr Rattey; secd Cllr Furnace]

3/21/1174/HH 35 Wychford Drive, CM21 0HA

Alterations to front single storey extension from flat roof to pitched roof

STC Comment: No objection [prop Cllr Patel; secd Cllr Furnace]

3/21/1178/FUL Land at Railway Meadow, London Road, Spellbrook

Erection of 7 dwellings, associated vehicular access, landscaping and infrastructure

STC Comment: No objection [prop Cllr Patel; secd Cllr Furnace]

3/21/1207/FUL Farlea, Spellbrook Lane West

Construction of two detached dwellings with detached carports

STC Comment: No objection [prop Cllr Patel; secd Cllr Rattey]

3/21/1215/HH 18 Pishiobury Drive, CM21 0AE

Installation of swimming pool and terracing to rear garden

STC Comment: No objection [prop Cllr Chester; secd Cllr Patel]

3/21/1232/HH Inglis, Spellbrook Lane West

Demolition of double garage; side extension and front porch extension with first floor crown roof extension; loft conversion and gable roof extension to side elevations with dormer windows to front and rear elevations; and alterations to fenestration

STC Comment: No objection [prop Cllr Patel; secd Cllr Furnace]

P 20/159 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 21 May 2021. There were none.

P 20/160 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC. There were none.

P 20/161 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals

LPA Appeal Reference: 21/00025/REFUSE 36 Sayesbury Road, CM21 0EB

LPA Appeal Reference: 21/00029/REFUSE 13 Hampton Gardens, CM21 0AN

LPA Appeal Reference: 21/00151/REFUSE Kecksys Farm, Cambridge Road

Meeting Closed at 7.19pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 14 June 2021**.

Those present

Cllr Angela Alder
Cllr Dinesh Patel
Cllr David Royle

Cllr Craig Chester
Cllr Nathan Parsad

(Ex-officio Cllr Rattey)

In attendance:

J Sargent – Interim Clerk

L Dale – Planning Officer

One member of public

P 21/01 ELECTION OF CHAIRMAN

To elect a chairman of the committee for the year 2021/22. Cllr Angela Alder was elected chairman of the committee for the year 2021/22. *[prop Cllr Parsad; secd Cllr Royle]*

P 21/02 ELECTION OF DEPUTY CHAIRMAN

To elect a deputy chairman of the committee for the year 2021/22. Cllr Parsad was elected deputy chairman of the committee for the year 2021/22. *[prop Cllr Patel; secd Cllr Rattey]*

P 21/03 APOLOGIES FOR ABSENCE

To receive any apologies for absence. No apologies received – Cllr Gray was absent.

P 21/04 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Member of public raised the following "I would like to raise concerns about the logistics centre planned for Bishop's Stortford South. I understand that the Wrenbridge Employment Zone will be raised in June or July as a Reserved Matters application. It is a B8 planning class development for warehousing and distribution with heavy truck movements in and lighter vans movements out operating on a 24x7 basis. This would have major impact on local traffic and surrounding residential areas. I am very concerned that HGVs and associated traffic will travel through Sawbridgeworth to access the new J7A junction for the M11, when we already have traffic problems on the A1184 and an AQMA due to poor air quality." It was agreed to add this item to the next Full Council meeting Agenda.

P 21/05 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. There were none.

P 21/06 MINUTES

Resolved: To approve as a correct record minutes of the Meeting held on:

- 24 May 2021 (P20) [*prop Cllr Patel; secd Cllr Rattey*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda.

P 21/07 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/21/1097/HH Falconers, 15 High Wych Road, CM21 0AY

Single storey front extension

STC Comment: No objection [*prop Cllr Patel; secd Cllr Parsad*]

3/21/1064/HH 103 High Wych Road, CM21 0HH

Single storey rear extension, conversion of loft, insertion of 2 side dormer windows and 1 rear dormer window incorporating Juliet balcony and rooflight to front elevation

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Chester*]

3/21/1323/FUL 38 Bell Street, CM21 9AN

Regularisation for the erection of canopy and erection of 3 lights

STC Comment: No objection [*prop Cllr Chester; secd Cllr Rattey*]

3/21/1339/HH Highbank, London Road, Spellbrook

Demolition of rear extension. Single storey side and rear extension; raising of roof to create first floor extension with roof lights to front; dormer windows with Juliet balconies to rear and side; and alterations to fenestration

STC Comment: No objection [*prop Cllr Royle; secd Cllr Patel*]

3/21/1342/HH 11 Rushfield, CM21 9NF

First floor rear extension incorporating Juliet balcony, part garage conversion with new pitched roof to garage and porch, insertion of windows to flank elevations and rooflight to side

STC Comment: No objection [*prop Cllr Chester; secd Cllr Rattey*]

3/21/1344/HH 13 Honeymeade, CM21 0AR

Demolition of conservatory and erection of a single storey rear extension with roof lantern

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Patel*]

3/21/1347/HH 11 Walnut Tree Crescent, CM21 9EB

Replacement of access ramp

STC Comment: No objection [*prop Cllr Patel; secd Cllr Chester*]

3/21/1381/HH 35 Barnard Road, CM21 9DY

Single storey side and rear extension

STC Comment: No objection although concerns over impact on neighbouring properties
[*prop Cllr Chester; secd Cllr Patel*]

3/21/1397/FUL 39 London Road, CM21 9EH

Single storey side extension, new shop window glass façade and entrance door

STC Comment: No objection [*prop Cllr Patel; secd Cllr Parsad*]

P 21/08 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the
Publication of this Agenda and received before 11 June 2021.

3/21/1448/HH 6 Elmwood, CM21 9NL

Single storey front and rear extensions

STC Comment: No objection however we support the neighbour's request for extended
time to respond.

P 21/09 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/0416/HH Old Meade, London Road, Spellbrook

Formation of dormer to rear roof and installation of rooflight to front roof

STC Comment: No objection.

EHDC Decision: Refused. "The proposed development would constitute an extension, together with previous additions, that would result in disproportionate additions over and above the size of the original building. Therefore, the proposal would be inappropriate development in the Green Belt. There would be other harm due to the loss of the openness of the Green Belt. Other considerations would not clearly outweigh the harm by reason of inappropriateness and loss of openness. Consequently, the very special circumstances required to approve inappropriate development in the Green Belt do not exist. The proposed development would be contrary to Policy GBR1 of the East Herts District Plan (2018) and Section 13 of the National Planning Policy Framework (2019)"

3/21/0664/HH 100 Cambridge Road, CM21 9BU

Demolition of conservatory, construction of two storey rear and side extensions, single storey rear extension, single storey front infill extension, new side porch and door opening

STC Comment: No objection

EHDC Decision: Granted

3/21/0833/HH 4 Rowney Wood, CM21 0HR

Demolition of garage. Two storey side extension incorporating Juliet balcony and single storey rear extension with roof lanterns

STC Comment: No objection

EHDC Decision: Granted

3/21/0879/HH 10 Knight Street, CM21 9AT

Insertion of roof lantern to rear extension

STC Comment: No objection

EHDC Decision: Granted

P 21/10 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. There were none.

Meeting Closed at 8.10pm

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:00 on **Monday 14th June 2021**.

Those present

Cllr Angela Alder

Cllr Eric Buckmaster

Cllr Ruth Buckmaster

In attendance:

J Sargant – Interim Town Clerk

L Dale – Finance Officer & RFO

Cllr David Royle

Cllr Nathan Parsad

Cllr Dinesh Patel

Cllr Greg Rattey (Ex Officio)

F 20/01 ELECTION OF CHAIRMAN

Cllr E Buckmaster was elected Chairman of the Committee for the year 2021/22. *[prop Cllr A Alder; secd Cllr R Buckmaster]*

F 20/02 ELECTION OF VICE CHAIRMAN

Cllr D Royle was elected Vice Chairman of the Committee for the year 2021/22. *[prop Cllr R Buckmaster; secd Cllr A Alder]*

F 20/03 APOLOGIES FOR ABSENCE

There were none.

F 20/04 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 20/05 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 12 April 2021 (F04)
[prop Cllr A Alder; secd Cllr R Buckmaster]

F 20/06 STAFF MATTERS

To consider any matters relating to members of staff.

- Current working arrangements. All staff actively employed.
All staff attend the office for their working hours, with occasional working from home for Jo Sargant and Laura Carter as required.
- Groundwork hours are under-resourced and at present complaints from parishioners have been coming in over the last week about various areas of overgrown footpaths, cemetery and West Road play area. Town Ranger is currently taking one day off a week to use up holiday entitlement that would otherwise be lost if not used. Cllr E Buckmaster advised Interim Town Clerk to take a pragmatic approach to get this backlog of work dealt with in a timely manner, potentially using sub-contractors.
- Cllr E Buckmaster thanked Jo Sargant and Lisa Dale for stepping into their interim roles as Town Clerk and RFO and asked the officers if they would continue until the 5th September with this extra workload until the new Clerk was in place.

Resolved: To extend the position of Jo Sargant as Interim Town Clerk to 5th September 2021.

[prop Cllr N Parsad; secd Cllr R Buckmaster]

Resolved: To extend the position of L Dale as RFO to 5th September 2021.

[prop Cllr R Buckmaster; secd Cllr D Patel]

F 20/07 FINANCE MATTERS

To consider any matters relating to the finances and year end arrangements of the Council

- To advise members of the visit of the Internal Auditor on 17th and 18th May 2021.
 - The internal auditor report had been received and was circulated in hard copy to members at the meeting. The Internal Audit was good, the internal auditor would now complete the necessary page of the AGAR in preparation for full council on the 28th June 2021.
- To advise members of the arrangements for External Audit by PKF Littlejohn.
 - Plan to keep to the traditional time table and get approval at the full council meeting on 28th June, following adoption, this will be posted off to PKF Littlejohn by special delivery on 29th June 2021 to arrive before their deadline date.
- To advise members of the draft Annual Return for 2020/21.
 - Members agreed with the draft copy that had been circulated, Interim Town Clerk advised that there was one small error that would be corrected before submitting to full council on 28th June, members agreed that the AGAR be presented for adoption to full council.

F 20/08 POLICY MATTERS

- Consideration to transfer the current energy provider to a 'green/ renewable' provider was discussed. A table was produced with comparatives with current plan that is due to expire in February 2022. Members would like to see further quotations using companies such as Octopus, OVO, Ecotricity and Good Energy. RFO to research further for presentation at next meeting.
- **Resolved:** to extend the Christmas Lighting contract with Aylesford Electrical for a further year.
[prop Cllr N Parsad; secd Cllr R Buckmaster]

F 20/09 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.
There were none

Meeting Closed at 20.33

Annual Internal Audit Report 2020/21

SAWBRIDGEWORTH TOWN COUNCIL

www.sawbridgeworth-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17 05 2021 18 05 2021

CHRISTOPHER CLARK

Signature of person who carried out the internal audit

C. P. Clark

Date

21/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2020/21 for

SAWBRIDGEWORTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	144,410	113,994	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	318,277	339,283	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	227,695	130,682	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	259,095	235,610	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	317,293	161,231	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	113,994	187,118	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	102,787	180,349	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	910,462	949,810	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

22/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

28/06/2021

as recorded in minute reference:

21/32.3

Signed by Chairman of the meeting where the Accounting Statements were approved

GR

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

SAWBRIDGEWORTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/06/2021

and recorded as minute reference:

21/32.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Sawbridgeworth Town Council

Memorandum from the Interim Town Clerk

To: All Members
From: Joanne Sargant
Subject: Wrenbridge B8 Logistic Centre on St James Way
Date: 21 June 2021

A request at a recent Planning Meeting to bring this subject to Full Council following questions raised in the public forum on the subject on 14 June 2021.

Background

Bishop's Stortford South (BSS) is detailed in the approved and adopted District Plan of 2018, in chapter 5 under BISH5 (pages 56/57/58 & 59). On page 58(h) it details – '4-5 hectares of new employment land of landmark design, in an accessible location'

Cllr Graham McAndrew (HCC councillor, Executive Member for Environmental Sustainability) copied me into an email to Fiona Dunning of EHC who is a Principal Planning Consultant where he raised several questions about the BSS Industrial units and the classification of B8. During the masterplanning process, Cllr McAndrew has advised to me that initially the use of B1,B2 was a likely use of the site and it had been muted during this process that a business park was a preferable option and thus creating and estimated 1000 jobs to the local economy. In the Bishop's Stortford Independent newspaper of 16 June it is reported that *'The proposal for the £50m centre was announced in March by Fiera Real Estates (FRE UK) and Wrenbridge, with the promise of 1000 jobs in the employment area on the 750 homes site of St James' Park estate being developed by Countyside.'*

In his email of 02 June to Fiona Dutton, Cllr McAndrew wrote:

.....with the application for the BSS Industrial units classed as B1, B2 & B8, employment around 300-550 which would create considerable vehicle movements just for employees, let alone vehicle traffic generated by the industrial units (HGV's) and the layout of the Industrial units accommodating the larger articulated vehicles and the opening of the M11 J7a around the same time. Would consultation have to take place with Highways England and Essex Highways due to both Junctions M11 J8 & M11 J7a being used as routes of equal distance to the BSS. I note that a planning application has been turned down by Essex county council on M11 J8?

Over and above as vehicles will be using the A1184 from Harlow through the Sawbridgeworth AQMA onto the BSS site will Sawbridgeworth Town Council be part of the consultation?

Fiona Dutton responded with the following:

The outline planning permission identified the employment site of 4ha for B1, B2 and B8 uses and the height parameter plan set a maximum height of 15 metres, with part of the site near the spine road being 13 metres. The conditions on the outline planning does not have any floor space limit, hours of use, mix of uses or the maximum floor space for an individual building.

The Transport Assessment submitted with the outline planning application covered the employment site and required a detailed travel plan. Each phase of the development requires a new Travel Plan. As part of the pre-application, the applicant was advised to

seek pre-application advice from the Highway Authority. I do not have any details of the outcome of this.

I have reviewed the Development Management Procedure Order and Highways England is a statutory consultee where development is likely to result in an adverse impact on the safety of, or queuing, on a trunk road. I have checked the outline application and Highways England, Essex County Council or Sawbridgeworth Town Council were not consulted and did not comment on the outline application. Normally, if the local highway authority consider there are wider impacts then they would recommend contacting Highways England.

The original condition 19 is below. The details to address this condition were submitted and approved under planning reference X/20/0222/CND.

19. Prior to commencement of the development apart from Enabling Works, a Highway Impact

Monitoring and Management Plan shall be submitted to and approved in writing by the Local Planning Authority. This will set out a framework for undertaking surveys in accordance with [Schedule 8] of the Section 106 agreement dated [XXX] to monitor the vehicle trip rates arising from the development to include (but not be restricted to) the installation of traffic counters upon each access, travel plan monitoring and regular dialogue between the Developer, the Local Planning Authority and the Highway Authority. Reason- To ensure that the development is appropriately mitigated to ensure impacts are no worse at any time during the construction phase and on completion of the development

Summary

You should note that the original outline planning consent reference **3/18/2253/OUT** granted consent for class B8 usage as a car showroom – Sui Generis and not as a warehouse and distribution centre. Please see <https://democracy.eastherts.gov.uk/mgAi.aspx?ID=22229>

Members will need to discuss what action the town council should take in response to this application that has outline approval as it affects the A1184 and Sawbridgeworth in terms of traffic and the AQMA.

Below are included the suggested wording of resolutions that members may like to consider.

Draft Resolutions re: Wrenbridge

- To Resolve to contact Wrenbridge / Polity and require a meeting to discuss the impact of the proposed warehouse and distribution centre off St James Way upon traffic likely to transit the A1184 through Sawbridgeworth and the AQMA.
- To Resolve to contact the LPA (East Herts District Council) and require a response to why Sawbridgeworth Town Council, as an immediate neighbour, was not consulted of the proposed plans for a warehouse and distribution centre off St James Way, Bishops Stortford. District Plan 2018; Reference Policy BISH5.
- To Resolve to contact the LPA (East Herts District Council) and require a response to whether the LPA will honour and abide by the Bishops Stortford Neighbourhood Plan All Saints, Central, South and part of Thorley Para 3.10.
- To Resolve contact the LPA (East Herts District Council) and require a response to whether it will release the Metropolitan Green belt area off St James Way for Class B8 development.

District and County Annual report for June 2021

Statement from HCC Public Health team being shared with schools.

We're now at a crucial time in our fight against coronavirus. In line with the recent Government announcement we're asking everyone to not drop your guard just yet – Covid-19 is still here.

Remember hands, face, space, fresh air – each school may have different rules around face coverings, but everyone aged over 11 should be wearing a face covering when in indoor venues. If you can still meet outside do

Testing – students in year 7 and above are being provided with a free, regular supply of rapid tests and they should continue to take these twice a week. Parents and carers of children in nursery, school or college should also take regular rapid tests along with the rest of the community www.hertfordshire.gov.uk/rapidtest

Vaccination – please get your vaccine once you are invited to

Please do not send children back into education if they are sick or feel unwell – be cautious.

Hertfordshire County Council is joining thousands of people from across the UK in celebrating the Queen's Platinum Jubilee in 2022.

On behalf of Hertfordshire's Lord-Lieutenant, the county council will help lead the county's tree planting efforts for the **Queen's Green Canopy initiative**, which encourages people to "Plant a Tree for the Jubilee."

Residents, community groups, farmers, schools, district councils and local businesses will be encouraged to plant trees and hedges, in a county-wide effort, from October 2021, when the tree planting season begins, through to the end of the Jubilee year in 2022.

"The Queen's Green Canopy will help progress our current ambitions for the natural environment and improving biodiversity across the county".

Plans are underway with the county council currently looking at its land to identify opportunities for an avenue of trees or signature tree planting in each of its 10 districts. The feasibility of a 'jubilee woodland' is also being explored as well as hedges, all increasing natural habitat and green spaces.

The county council will also be sign-posting its schools and academies to the Woodland Trust's Free Trees for Schools and Communities Scheme. Giving schools an opportunity to receive a free tree saplings pack on a first come first served basis. As well as engaging with local community groups, sports clubs, youth groups, care homes, town and parish councils, and more.

The Queen's Green Canopy is a project which both reflects and supports the county council's own ambitions within the Sustainable Hertfordshire Strategy, which pledges to improve nature and wildlife across the county.

Council ambition for 1.2 million new trees in Hertfordshire by 2030

The idea being presented to members at last week's new environment cabinet panel meeting, HCC councillors have welcomed the organisation's ambitions to grow over 1 million new trees and 100km of hedgerows across Hertfordshire.

Sustainable Hertfordshire

Preparations are well underway for a Hertfordshire COP 26, with a series of virtual events being planned.

The Conference of Parties (COP) is the UN's Climate Change Convention and this year the event will take place in Glasgow in November 2021. Climate change is a global problem which needs to be tackled by us all, even at a local level. Since the County Council declared a Climate Emergency in 2019, significant progress has been made to approve the Sustainable Hertfordshire Strategy and Action Plan with all directorates now implementing the actions attributed to them. Hosting a Hertfordshire COP will give the opportunity to inform residents, schools, businesses and others across the county, showcase the achievements made to date and amplify the message to take action locally.

In addition to the work being undertaken 'in-house' we are also actively engaged and involved in the delivery of the work of the Hertfordshire Climate Change and Sustainability Partnership; HCC officers have supported the delivery of the Water Action Plan, the Biodiversity Action Plan and the Carbon Action Plan – each of which have been approved and are now being implemented. The fourth action plan will cover the theme of Transport.

Services for Young People (SfYP)

YCH Services for Young People will now be known as Services for Young People (SfYP). The vision for SfYP is that the needs of young people who are challenged in education, their community or home life are met, to ensure a successful transition to adulthood.

The primary purpose of SfYP is "Enabling Young People to Succeed" through the delivery of targeted prevention and early intervention work to address emerging needs, improve life chances and reduce escalation to more expensive and intensive services.

Youth Workers, Personal Advisers and other practitioners work in schools, colleges, young people's centres, access points, on the streets and in other local community venues delivering youth work, information, advice, guidance and work-related learning.

For more information about SfYP including the local offer for young people and contact details for all the teams, please visit www.servicesforyoungpeople.org or email headofsfp@hertfordshire.gov.uk

Highways and transport

New bus service supporting aspiration for a 'cleaner, greener and more sustainable' Hertfordshire

As reported by [In Your Area](#), following HCC's successful application for extra funding to improve bus routes and to increase frequency of bus services in Hertfordshire, a new bus service will begin travelling between Ware and Welwyn Garden City.

Covid marshals will be kept on by local authorities

As reported by Inews, MSN and London News Time, Covid marshals will be remaining in their positions past 21 June, with several councils awarding contracts for new marshals. In a statement, HCC made it clear that no council tax money would fund the provision of these marshals in Hertfordshire and they will instead be funded by a Government grant.

Recycling Centres

Three of Hertfordshire's largest recycling centres now open seven days a week

As reported by In Your Area, Hertfordshire's three largest household waste recycling centres - Ware, Stevenage and Waterdale (Garston) - are now open seven days a week as the county council responds to high use of the network. Simon Aries, HCC's Assistant Director for Transport, Waste and Environmental Management, said: "Increasing the opening hours at our biggest and busiest centres will mean we can make the most of our new supersite in Ware, and reduce pressure at our smaller sites now, but also as lockdown restrictions continue to ease."

Reuse Centres go from strength to strength. The newly refurbished Harpenden Reuse Centre, located next to the recycling centre, will be opening in the summer. This is the third centre where residents can buy good quality items, at a reasonable price, that would otherwise have been needlessly thrown away and destroyed. Increasing the diversion of different waste types which can have a second life is also a priority for the service and following liaison with trading standards and the council's insurance team a trial sale of electrical items is scheduled to take place in June.

our fourth reuse centre which is being provided as part of the new recycling centre at Tewin Road, Welwyn Garden City.

High Street Recovery schemes

Hertfordshire County Council has kept residents and its communities safe for the last 10 months by putting in place measures to support government guidance and social distancing. The changes were made to help businesses reopen and ensure everyone could access our busier towns and high streets across Hertfordshire. These changes included footway widening, road closures, reduced speed limits and increased cycle parking provision. As we continue to follow the roadmap for easing this current lockdown, Hertfordshire County Council is reviewing with local councils each of the locations where changes were made.

In some locations, the changes have helped local businesses by providing outside trading space and creating a better environment to walk and cycle in. In other sites, following discussions with key stakeholders and public health, these schemes were deemed to have provide no added benefit apart from social distancing and therefore will be removed at the earliest opportunity. We will be providing updates informing that some sites may be removed but others will be staying at least till we have completed public engagement which is due to take place from 24th May – 20th June.

There will be an opportunity for the residents, business owners and visitors to the high streets where the schemes were deployed to have their say via a survey and interactive map. This public engagement exercise will provide feedback to HCC on whether there are elements that might be retained, altered or removed and this information can be used to inform discussions about the future of Hertfordshire's high streets.

Hertfordshire's Mass Rapid Transit

Working together for sustainable growth

So that we can achieve our ambitions for the MRT, we are working together with the countywide Growth Board for Hertfordshire which is made up of the County Council, 10 District and Borough Councils and Hertfordshire's Local Enterprise Partnership (LEP).

The MRT would form a key part of Hertfordshire's ambitious growth agenda to support a sustainable transport network. Working collaboratively to enable a coordinated response to tackling future pressures across the A414 – both in terms of sustainability, enabling economic growth and net zero carbon – while simultaneously making the design development process more transparent.

As we move towards public consultation of the MRT later in the year we will be looking to undertake early engagement with members, MPs, Growth Board Partners, and their networks, to help raise awareness about the MRT and enhance our reach to communities that would benefit from this new cross-county transport system.

The public consultation is planned to take place in Autumn this year. It will be a chance to get views on a short list of indicative MRT route corridor options, the type of MRT system and how it could operate

Gilston Neighbourhood Plan wins two Awards

The HEGNP Group have won a Plan Making Award and in addition to that the Editors Award of the best overall entry. The Editor commented that Planners have 'got to work with the community to deliver development'.

The Chairman of the Neighbourhood Plan Group said 'We are clearly delighted as this recognises the vast amount of time our community put into this as well as the professionalism of our advisors, Urban Silence, who helped us so much on the way'.

The task is now to use the Plan to help shape the development to be what was promised as a being development of exceptional quality.

Adopt an Area litter campaign launches in East Herts

Litter-conscious residents in East Herts will now get extra support to help keep their streets and parks free of litter by signing up to our Adopt An Area scheme. East Herts District Council (EHDC) alongside North Herts District Council have launched the campaign to support both existing volunteers who have already been litter picking in the district, as well as to appeal for new volunteers to adopt an area and make a real community effort to reduce litter. Volunteers will be asked to let the council know the area they wish to adopt and will be provided with safety information and dedicated bags. Anyone who adopts an area will be able to have their litter picked waste collected alongside their normal scheduled waste and recycling collections.

The launch coincides with the Great British Spring Clean, organised by Keep Britain Tidy - an annual litter picking campaign which calls on people to be litter heroes and be the change they wish to see, because what is good for our environment is good for our mental and physical health too.

This new 'Adopt an Area' scheme will complement existing street cleaning across the towns and villages in East Herts. The scheme is open to individuals, schools, and community groups. Any litter picked will be collected by EHDC's waste contractor. Initial volunteers will receive litter-picking equipment and bags, hi-viz vest, gloves, and advice on health and safety. Numbers of kits are limited to first come first served but residents can still take part with their own equipment. Community groups can be provided with sets of 10 packs at cost, for more information email wasteandrecycling@north-herts.gov.uk

Hertfordshire hits record high number of officers

Hertfordshire Constabulary now has more officers than at any time in its history.

The latest intake of 18 new recruits means there are now 2,212 officers in the county, the previous high was 2,202 in 2007.

To mark the milestone Police and Crime Commissioner David Lloyd and Chief Constable Charlie Hall welcomed the latest student officers at Police Headquarters in Stanborough, Welwyn Garden City.

The final target at the end of the uplift is planned to be even higher with 2,314 officers in post by April 2023.

The Constabulary are now offering these new entry routes to become a police officer:

- Police Constable Degree Apprenticeship (PCDA) – join as a police officer and achieve a BSc (Hons) degree in Professional Policing Practice. This is a three-year, work-based, practical and vocational degree;
- Degree Holder Entry Programme (DHEP) – aimed at those who have a degree in any subject. In your first two years, you will achieve a Graduate Diploma in Professional Policing Practice whilst you train as a police officer.

Armed Forces Week, a national campaign, starts on Monday 21 June, a chance for everyone to pay tribute to the Armed Forces community. Hertfordshire County Council is encouraging everyone to show support for those in the Armed Forces, and their families, to provide them with a much-valued morale boost. Reservists are celebrated on Reserves Day which will take place on 23 June.

This year Hertfordshire County Council are working in partnership with Hertford Town Council on a small, private and socially distanced flag raising ceremony at Hertford Castle. In addition, the Armed Forces flag will fly at County Hall, Hertford, from 21 June through to Armed Forces Day which takes place on 26 June 2021.

AFW resources have been shared with colleagues at the district and borough councils, parish and town councils and with schools. Throughout the week we will be promoting Armed Forces Week and the work of the Hertfordshire Armed Forces Covenant Board across social media.

County and District Councillor Eric Buckmaster June 2021

District Council Report – May June 2021

26th May – Human Resources Committee

The issues dealt with under this committee relate to staff care/facilities etc. The Skills and Learning platform has been updated. Asbestos awareness and legionella risk management was conducted via zoom and was very well delivered. Refresher training has been booked. Defib awareness training is also available for staff.

Parking Enforcement has been outsourced, the health and Safety Officer confirmed that effective COVID secure practices are in place and being managed by the Contract6 Manager.

Additional staff have been recruited to the Planning Department to ease the delay with planning applications.

27th May - Audit and Governance Committee

The Financial Sustainability Committee has been suspended due to COVID, however the work of the Committee will continue as a Working Group until such time as it will be appropriate to reform the formal Committee.

The District continues to monitor and deal with incidents of fraud as identified and where appropriate, legal action is taken.

The Insurance and Risk Management Strategy was now much clearer and comprehensible. Regarding the risks posed by COVID 19 and climate change business continuity and emergency planning had always formed part of the strategy but the pandemic had sharpened Officer focus on the importance of this. Staff training on climate change was planned. It was noted that due to the high temperatures experienced last summer the work schedule for the Refuse collection

teams had had to be amended and had taken into account the working conditions then prevalent.

10th June – Transformation and Agile Working project

This was an interesting session looking at how the District council will be working and looking towards how the services we currently deliver will be provided for the community going forward.

Appraisals and Appointments Committee

Members may like to know that the Town Council is looking to recruit a third driver for Sawbo Bus to enable the service to be reinstated to a 5.5 days a week. Members will be informed once an appointment has been made.

Angela Alder
District Cllr. Sawbridgeworth Ward
22nd June 2021

East Herts District Council Report for Town Council 28.6.21

2.6 Parish and Town Councillors Forum

The three council system can be difficult for residents to know where to go for answers. It was suggested different ways of working together to look at what is considered important.

David Thorogood gave an update on EV charging hubs. There are 13 in Bishops Stortford and Hertford but hope to increase to 60+. They will be private, destination e.g. car parks/ shops, on street and rapid charging hubs. They would like to create community electric hubs possibly in village halls or other sites. There has been some expression of interest and there is an external funding bid Autumn 21.

Claire Pullen went through the grants and lottery. Last year 50 grants were awarded, the headings they awarded under are; Health for all, community issues, Arts and Culture and Environmentally sustainability.

Small grants are up to £300 these are awarded to small groups and individuals. Large Project grants up to £10,000. The Lottery provides a monthly income but they would like more good causes to sign up to it. The Health Protection Board helps groups that have worked through Covid.

Mekhola Ray went through the Cultural Strategy and actions to be delivered.

8.6. Overview and Scrutiny

This meeting had many reports to look at and scrutinise. The first was the Council Tax Support scheme. After looking at and discussing the different ways this scheme operates it was decided to keep the current way of operation in which the Council Tax entitlement is 91.5% for working age customers.

The next report was Council Tax long term empty home premiums. After discussion it was agreed to support the proposal coming before Council that brings EH in line with the majority of local districts.

Other reports looked at included Data Retention Policy, Data breach policy, Draft equalities and Inclusion strategy and Annual plan and Corporate plan.

It has been decided to look at how Overview and Scrutiny should function as a committee. It is thought that when there are too many reports to look into the committee cannot give them full attention. Changes to how it operates are being looked at.

16.6 DMC meeting cancelled.

Update on the Actions of the Planning Service

1. Increase in Planning Applications and Conservation Support

The Council has an existing contract with Capita to outsource planning applications if required. It is not unusual to seek external support and a number of other planning authorities outsource planning applications or validation of planning applications at various points in order to assist with workloads.

2. Staff Turnover

Recent recruitment has been successful and we are in the process of confirming appointments for the Service Manager for Development Management, a Principal Planning Officer and two Planning Officers.

Recruitment is also anticipated to get underway over the next couple of weeks for the Principal Enforcement Officer post as well as another Planning Officer post and two Assistant Planning Officer posts.

We have also been successful in securing an agency based Principal Planning Officer.

3. Enforcement Matters

The new Enforcement Plan that was agreed by Council on 2 March is being implemented and the backlog of cases is being worked through. The Enforcement Team continue to respond to urgent cases and undertake site visits as required.

4. Site Visits

Internal site visits for conservation have commenced in line with the Council's health and safety risk assessments and protocols.

I'm happy to take questions on the evening.

Cllr Ruth Buckmaster

YOUNG PEOPLE AND SCHOOLS/FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT TOWN COUNCIL 28 JUNE 2021

1 YOUNG PEOPLE AND SCHOOLS: Following the NALC Online Event on 26 May I attended 'How to get young people involved in local councils' and my email of 31 May to members, I attach some thoughts on possible actions for 2021/22.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

Tow path: Cllr Furnace set up a Zoom meeting with Canal and River Trust on 21 June, which we will report on at Council.

Pishiobury Park: the long grass taking over the park has, it seems, also engulfed the confirmation of Pishiobury's Local Nature Reserve status; the inexplicable delay continues (one of several current decision-making delays at EHDC). The idea was first put forward by the Friends in 2013, now eight years ago. As for the grass, I'm told EHDC/Glendale has a plan to liberate overgrown paths, benches, and waste bins.

Footpath repairs/recovery: Work on repairs to the shortlisted paths submitted to HCC, especially Footpath 26 Springhall Lane to Pishiobury, awaits recruitment of additional temporary officer posts to deliver the COVID-19 Recovery Project. There were interviews in early June. I'm told things should get 'fully moving' in about a month's time. Nothing further to report on Footpath 21 (Vantorts Play area to Fair Green) or Footpath 32 (Fair Green to London Road). No action yet on the area around the post box at the exit to the Bell Street car park; the two benches there will hopefully soon be cleaned/repainted (the WI is due to take over the flower bed).

Litter/dog fouling. We await EHDC's 'consultation' on the possible relocation/dualling of litter and dog waste bins. There has been some recent coverage in the *BS Independent*.

Additionally

Town twinning. The planned visits for September and October will have been discussed at the committee meeting on 21 June, so I can report on any outcomes at Council. Informal conversation classes in French and German continue.

David Royle 200621

YOUNG PEOPLE AND SCHOOLS FORWARD PLAN 2021/2

- Liaise with local community and church youth groups, youth-based initiatives (street pastors, Operation Community youth ambassadors, Centre of Wellbeing's School Yellow Book, and wellbeing radio station) and PCSOs.
- Restart primary school council briefings and town school council meetings in the chamber, in consultation with the Mayor, from Spring term 2022.
- Attend school eco council meetings and/or set up group of green champions if feasible to discuss town sustainability issues, our eco and environmental audits, HCC and EHDC climate emergency action plans.

- Re-establish links with Leventhorpe, meet student council, eco group; organise briefing/Q&A session on what the town council does (in line with NALC event mentioned above). Liaise with PCSOs on Leventhorpe links.
- Investigate the viability of a youth council/youth action group, based on good practice elsewhere (local examples include Harlow and Epping Forest; this has been tried before and there was an 'Involving Young People' initiative in 2007 through Cllrs Beeching and Alder at Bullfields). There is a Facebook group, set up following the NALC event to share experience of setting up youth councils etc.
- Investigate the viability of non-voting youth representation on the Council, based on good practice elsewhere.
- Following discussion at the police priority setting session on 9 June and my summary email circulated to members on 10 June, look at the possibility of youth groups taking ownership of areas of the town, keeping them litter free etc.; possible areas include Church Park, Vantorts Park, West Road play area. Investigate possible link to Leventhorpe Duke of Edinburgh Award programme.
- Investigate youth (and eco) links with our twin towns.
- Continue to support the involvement of young people in town developments (Town Green, etc.).

Reports for Town Council 28.6.21

SYPRC

The committee meeting was held on 26.5.

We are still looking into the best broadband provider before we can install any CCTV. It was decided to ask if any staff or pupils wanted to join committee at the AGM in July.

Financially the centre is sound, but was decided to look at insurance rebuild cost due to other village halls having their premiums increased.

It was agreed to replace the broken blinds and check how many chairs need replacing.

We are still looking at how best to repair the car park to prevent the flooding that occurs in bad weather.

The bicycle rack has been installed but the tools are not being attached until we have met with the PCSO's to discuss the safety issues.

The Centre is hoping to start the Film Club at some point this year, when covid restrictions allow. We now have all the equipment needed.

The Cooking Club that hopefully will be funded by Clarion is also on hold until we know more in the future.

SYPRC are also going to set up new Gmail accounts for chair, secretary and treasurer. We are also updating the Facebook page.

The AGM will be held on 20th July. At the Bullfields Centre.

Ruth Buckmaster Chair SYPRC

RHSO

Rhso held a juice stall on 19th June. It raised £257. The monthly maintenance is ongoing with new members coming along. Apple Day will be 2nd October. We will also be at the Scarecrow Festival, 11th and 12th September.

Our next meeting is 26th June.

Ruth Buckmaster Chair.

Green champion report for Full Council meeting 28th June 2021

(As of 21st June 2021)

Clean Air Day 2021

- STC has worked with EHDC and local residents' group Sustainable Sawbridgeworth to produce a local campaign supporting this year's Clean Air Day (17th June)
- A poster was produced, using a design by The Gold Brush, an art group from Bishop's Stortford, which won an EHDC competition during last year's Clear Air Day campaign
- Sustainable Sawbridgeworth held a stall in Bell Street car park on Saturday 12th June to raise awareness of the anti-engine idling message, and several local traders are displaying the poster in their windows. The response from residents was excellent.
- Local schools were sent the poster to display on notice boards and to send home to parents/carers.
- A3 signs are to be displayed in Bell Street car park using the poster design.
- A press release was issued including a quote from our Mayor Cllr Rattey, and press coverage has been received through the Bishop's Stortford Independent and The Flyer
<https://www.eastherts.gov.uk/latest-news/2021/cleaning-our-act-clean-air-day>
<https://www.flyeronline.co.uk/the-sawbridgeworth-flyer-june-21/>

Next air quality meeting with EHDC

- The joint campaign is a direct result of STC's letter to EHDC in February 2021 raising concerns about air quality in Sawbridgeworth, and subsequent meeting, as reported at our last Full Council in May.
- A follow-up meeting is arranged for 22nd July 2021 to discuss further actions related to air quality.

Annelise Furnace

Sawbridgeworth Town Council

Memorandum from the Interim Town Clerk

To: All Members
From: Joanne Sargant
Subject: Briefing for 28 June 2021
Date: 21 June

Annual Governance and Accounting Review (AGAR)

Year-end accounts return will be submitted to the external auditor following approval by the council at the meeting on the 28 June 2021.

Cemetery

Cemetery operating in line with the current guidelines, the ICCM give detailed updates to Cemetery Manager to help with compliance.

Electric Vehicle Points / ECO Issues

Latest update is that EHDC Property Services Department have now received the signed Deed of Easement from Interim Town Clerk, a meeting has taken place with some members and Jonathan Geall and his team at EHC. Action points were in relation to Clean Air Day, Engine Idling, Electric bus and charging points. The next meeting of this group is on Thursday 22 July at 2pm.

Events

Fun on the Field - With the extension of coronavirus restrictions from government and the current staffing levels this event will not take place as scheduled for September 4th 2021.

Christmas Lights - Finance and Policy agreed an extension to the tender with Aylesford Electrical, therefore the application to HCC for a Christmas Lights Licence will be submitted over the coming weeks. The date of Saturday 27th November has been earmarked for an extended event to allow for social distancing and in line with the coronavirus guidelines at the time.

Travel Challenge - Travel Challenge week and Town Selfie Walk is hoping to proceed. The travel group have made contact once again and a meeting should take place soon.

Sawbobus

The Sawbobus service still operates on a limited basis, normal Guide to Timings but only on Monday, Wednesday and Friday. Budgens discount voucher scheme has been transferred to Wednesdays. Advertisement to recruit a bus driver to replace Cyril Lumley who recently retired has now been circulated and once the role has been filled and when appropriate consideration to return to a full 5.5 day a week service will resume.

Hire minibus is available to our usual community groups.

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100 Staff					
4001					
4003					
4004					
4005					
4008					
4011					
4012					
4015					
4016					
4029 Salary Recharge	0	(32,282)	(32,282)		(32,282)
4035 NIC	5,027	20,304	15,277		15,277
4040 Pension	5,064	25,099	20,035		20,035
Staff :- Indirect Expenditure	27,317	179,683	152,366	0	152,366
Net Expenditure	(27,317)	(179,683)	(152,366)		
200 General Administration					
1076 Precept	180,814	361,628	180,814		
1090 Interest Received	11	750	739		
1999 Miscellaneous Income	46	0	(46)		
General Administration :- Income	180,871	362,378	181,507		
4070 Subscriptions	1,460	1,500	40		40
4075 IT Support	1,446	6,000	4,554		4,554
4080 Training (Members)	150	1,000	850		850
4081 Travel Expenses	0	240	240		240
4082 Training (Staff)	120	1,600	1,480		1,480
4083 Clerks Expenses	0	250	250		250
4090 IT Development	0	1,000	1,000		1,000
4095 Photocopy Charges	307	1,500	1,193		1,193
4100 Telephone/Broadband	364	2,500	2,136		2,136
4105 Postage	123	900	777		777
4110 Stationery	90	750	660		660
4115 Insurance	0	6,100	6,100		6,100
4120 Bank Charges	34	600	566		566
4125 Repairs & Renewals	0	500	500		500
4130 Staff Care	56	1,500	1,444		1,444
4135 Office Care	775	2,500	1,725		1,725
4140 Office Equipment	0	1,000	1,000		1,000
4180 Accountancy Services	0	1,500	1,500		1,500

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4185 Audit	(2,000)	2,200	4,200		4,200
4190 Professional Fees	2,406	1,700	(706)		(706)
4195 Tourism	38	500	462		462
4200 Web-site	0	2,000	2,000		2,000
4201 Web-site development	0	1,000	1,000		1,000
4990 Contingency	1,774	2,500	726		726
4999 Miscellaneous Costs	46	0	(46)		(46)
General Administration :- Indirect Expenditure	<u>7,188</u>	<u>40,840</u>	<u>33,652</u>	<u>0</u>	<u>33,652</u>
Net Income over Expenditure	<u>173,683</u>	<u>321,538</u>	<u>147,855</u>		
<u>210 Democratic Services</u>					
1335 Civic Dinner Income	0	6,000	6,000		
Democratic Services :- Income	<u>0</u>	<u>6,000</u>	<u>6,000</u>		
4310 Election Expenses	0	2,500	2,500		2,500
4315 Mayor's Allowance	0	1,500	1,500		1,500
4330 Civic Events	119	2,500	2,381		2,381
4335 Civic Dinner Expenditure	3,500	5,000	1,500		1,500
Democratic Services :- Indirect Expenditure	<u>3,619</u>	<u>11,500</u>	<u>7,881</u>	<u>0</u>	<u>7,881</u>
Net Income over Expenditure	<u>(3,619)</u>	<u>(5,500)</u>	<u>(1,881)</u>		
<u>220 Grants</u>					
4350 Grants - SYPRC	0	1,000	1,000		1,000
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000
4370 Grants - S137	0	75	75		75
4375 Grants - Citizens' Awards	0	500	500		500
4380 Grants - Other	0	2,500	2,500		2,500
Grants :- Indirect Expenditure	<u>0</u>	<u>5,075</u>	<u>5,075</u>	<u>0</u>	<u>5,075</u>
Net Expenditure	<u>0</u>	<u>(5,075)</u>	<u>(5,075)</u>		
<u>300 Civic Centre</u>					
1400 Rental Income	0	500	500		
Civic Centre :- Income	<u>0</u>	<u>500</u>	<u>500</u>		
4115 Insurance	5,169	0	(5,169)		(5,169)
4405 Rates	2,357	9,000	6,643		6,643
4410 Heat & Light	1,087	3,000	1,913		1,913
4415 Water	(153)	100	253		253
4420 Maintenance	844	2,000	1,156		1,156

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4425 Fixtures & Fittings	0	1,000	1,000		1,000
4445 New Equipment	0	2,000	2,000		2,000
Civic Centre :- Indirect Expenditure	9,304	17,100	7,796	0	7,796
Net Income over Expenditure	(9,304)	(16,600)	(7,296)		
<u>310 Police Suite</u>					
1400 Rental Income	0	3,840	3,840		
Police Suite :- Income	0	3,840	3,840		
4420 Maintenance	0	250	250		250
Police Suite :- Indirect Expenditure	0	250	250	0	250
Net Income over Expenditure	0	3,590	3,590		
<u>320 Hailey Centre</u>					
4420 Maintenance	0	2,000	2,000		2,000
Hailey Centre :- Indirect Expenditure	0	2,000	2,000	0	2,000
Net Expenditure	0	(2,000)	(2,000)		
<u>330 Other Rented Accommodation</u>					
4400 Rent	625	3,020	2,395		2,395
Other Rented Accommodation :- Indirect Expenditure	625	3,020	2,395	0	2,395
Net Expenditure	(625)	(3,020)	(2,395)		
<u>400 Bullfield Allotments</u>					
1500 Allotment Rent Income	80	750	670		
1510 Allotment Water Income	10	200	190		
Bullfield Allotments :- Income	90	950	860		
4415 Water	108	500	392		392
4420 Maintenance	7	1,500	1,493		1,493
Bullfield Allotments :- Indirect Expenditure	115	2,000	1,885	0	1,885
Net Income over Expenditure	(25)	(1,050)	(1,025)		
<u>410 Bellmead Allotments</u>					
1500 Allotment Rent Income	0	120	120		
1510 Allotment Water Income	0	30	30		
Bellmead Allotments :- Income	0	150	150		

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4415 Water	25	50	25		25
4420 Maintenance	0	250	250		250
Bellmead Allotments :- Indirect Expenditure	25	300	275	0	275
Net Income over Expenditure	(25)	(150)	(125)		
420 Vantorts Allotments					
1500 Allotment Rent Income	13	125	113		
1510 Allotment Water Income	3	25	23		
Vantorts Allotments :- Income	15	150	135		
4415 Water	29	100	71		71
4420 Maintenance	0	750	750		750
Vantorts Allotments :- Indirect Expenditure	29	850	821	0	821
Net Income over Expenditure	(14)	(700)	(686)		
430 Southbrook Allotments					
1500 Allotment Rent Income	28	1,000	972		
1510 Allotment Water Income	5	175	170		
Southbrook Allotments :- Income	33	1,175	1,142		
4415 Water	64	250	186		186
4420 Maintenance	210	1,250	1,040		1,040
Southbrook Allotments :- Indirect Expenditure	274	1,500	1,226	0	1,226
Net Income over Expenditure	(241)	(325)	(84)		
440 Cemetery					
1550 Burial Fees	6,430	33,594	27,164		
1560 Memorial Fees	360	2,428	2,068		
1570 Grave Digging Income	500	2,000	1,500		
1580 Trees	1,125	6,694	5,569		
1581 Benches	120	4,666	4,546		
1582 Plaques	0	750	750		
Cemetery :- Income	8,535	50,132	41,597		
4029 Salary Recharge	3,370	12,398	9,028		9,028
4045 Subcontracted Labour	0	5,000	5,000		5,000
4415 Water	39	150	111		111
4420 Maintenance	187	5,000	4,813		4,813
4440 New Area	0	10,000	10,000		10,000

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4520 Skip Hire	960	3,000	2,040		2,040
4530 Trees	0	1,000	1,000		1,000
4531 Benches	623	2,500	1,877		1,877
4532 Plaques	310	500	190		190
4675 Publicity	0	500	500		500
Cemetery :- Indirect Expenditure	5,488	40,048	34,560	0	34,560
Net Income over Expenditure	3,047	10,084	7,037		
<u>450 Playground</u>					
4420 Maintenance	0	5,000	5,000		5,000
4580 Playschemes	0	2,000	2,000		2,000
Playground :- Indirect Expenditure	0	7,000	7,000	0	7,000
Net Expenditure	0	(7,000)	(7,000)		
<u>460 Rivers Heritage Site & Orchard</u>					
1700 RHSOG Income	50	0	(50)		
Rivers Heritage Site & Orchard :- Income	50	0	(50)		
4700 RHSOG	160	2,500	2,340		2,340
Rivers Heritage Site & Orchard :- Indirect Expenditure	160	2,500	2,340	0	2,340
Net Income over Expenditure	(110)	(2,500)	(2,390)		
<u>500 Groundsman</u>					
1603 Public Toilet Income	220	1,250	1,030		
1610 Contract - Other	0	500	500		
Groundsman :- Income	220	1,750	1,530		
4029 Salary Recharge	2,285	12,398	10,113		10,113
4045 Subcontracted Labour	0	10,000	10,000		10,000
4600 Planters	0	1,000	1,000		1,000
4601 Bell St Conveniences	0	10,000	10,000		10,000
4605 Parish Paths	0	3,000	3,000		3,000
4615 Ranger's Mower	382	1,500	1,118		1,118
4620 Ranger's Tools	369	1,000	631		631
4630 CCTV	2,241	2,500	259		259
4635 CCTV Extension	0	2,500	2,500		2,500
Groundsman :- Indirect Expenditure	5,278	43,898	38,620	0	38,620
Net Income over Expenditure	(5,058)	(42,148)	(37,090)		

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
600 Fun on the Field					
1670 Event Income	0	1,000	1,000		
Fun on the Field :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>		
4029 Salary Recharge	0	600	600		600
4045 Subcontracted Labour	0	300	300		300
4670 Event Costs	0	1,000	1,000		1,000
4675 Publicity	0	500	500		500
Fun on the Field :- Indirect Expenditure	<u>0</u>	<u>2,400</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>
Net Income over Expenditure	<u>0</u>	<u>(1,400)</u>	<u>(1,400)</u>		
610 Events General					
4670 Event Costs	0	1,000	1,000		1,000
4675 Publicity	0	500	500		500
Events General :- Indirect Expenditure	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>
Net Expenditure	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>		
620 Christmas Festival					
1670 Event Income	0	400	400		
Christmas Festival :- Income	<u>0</u>	<u>400</u>	<u>400</u>		
4029 Salary Recharge	0	1,000	1,000		1,000
4045 Subcontracted Labour	0	350	350		350
4670 Event Costs	40	1,000	960		960
4675 Publicity	0	500	500		500
4685 Christmas Lights	0	15,000	15,000		15,000
4690 Competitions	0	600	600		600
Christmas Festival :- Indirect Expenditure	<u>40</u>	<u>18,450</u>	<u>18,410</u>	<u>0</u>	<u>18,410</u>
Net Income over Expenditure	<u>(40)</u>	<u>(18,050)</u>	<u>(18,010)</u>		
630 Markets					
1670 Event Income	0	7,500	7,500		
Markets :- Income	<u>0</u>	<u>7,500</u>	<u>7,500</u>		
4029 Salary Recharge	0	2,250	2,250		2,250
4675 Publicity	0	3,000	3,000		3,000
Markets :- Indirect Expenditure	<u>0</u>	<u>5,250</u>	<u>5,250</u>	<u>0</u>	<u>5,250</u>
Net Income over Expenditure	<u>0</u>	<u>2,250</u>	<u>2,250</u>		

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
640 Projects					
4710 Hanging Baskets	0	2,000	2,000		2,000
4715 Planters Project	0	500	500		500
4720 Town Green	0	10,000	10,000		10,000
4725 Fair Green	0	1,200	1,200		1,200
Projects :- Indirect Expenditure	0	13,700	13,700	0	13,700
Net Expenditure	0	(13,700)	(13,700)		
660 Town Selfie Walk					
1670 Event Income	0	500	500		
Town Selfie Walk :- Income	0	500	500		
4029 Salary Recharge	0	500	500		500
4675 Publicity	0	500	500		500
4681 Promotional Equipment	0	1,000	1,000		1,000
Town Selfie Walk :- Indirect Expenditure	0	2,000	2,000	0	2,000
Net Income over Expenditure	0	(1,500)	(1,500)		
700 Sawbobus					
1150 Grants Received	0	14,525	14,525		
1151 STC Subsidy	0	15,000	15,000		
1800 Fares	30	250	220		
1820 Fuel Rebate	0	1,000	1,000		
1830 Sponsorship	0	2,000	2,000		
Sawbobus :- Income	30	32,775	32,745		
4029 Salary Recharge	1,008	4,124	3,116		3,116
4045 Subcontracted Labour	1,179	7,280	6,101		6,101
4800 Fuel	380	5,000	4,620		4,620
4805 Vehicle Maintenance	332	2,500	2,169		2,169
4810 Vehicle Tax & Insurance	2,240	2,000	(240)		(240)
4816 Community Bus Reserve	0	10,000	10,000		10,000
Sawbobus :- Indirect Expenditure	5,138	30,904	25,766	0	25,766
Net Income over Expenditure	(5,108)	1,871	6,979		
800 Heffer GL61					
1850 Vehicle Hire Income	0	1,000	1,000		
Heffer GL61 :- Income	0	1,000	1,000		

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4800 Fuel	35	600	565		565
4805 Vehicle Maintenance	1,828	1,000	(828)		(828)
4810 Vehicle Tax & Insurance	463	2,000	1,537		1,537
Heffer GL61 :- Indirect Expenditure	<u>2,326</u>	<u>3,600</u>	<u>1,274</u>	<u>0</u>	<u>1,274</u>
Net Income over Expenditure	<u>(2,326)</u>	<u>(2,600)</u>	<u>(274)</u>		
<u>810 Rangers Truck FT63</u>					
4800 Fuel	133	500	367		367
4805 Vehicle Maintenance	21	1,000	979		979
4810 Vehicle Tax & Insurance	376	450	74		74
Rangers Truck FT63 :- Indirect Expenditure	<u>529</u>	<u>1,950</u>	<u>1,421</u>	<u>0</u>	<u>1,421</u>
Net Expenditure	<u>(529)</u>	<u>(1,950)</u>	<u>(1,421)</u>		
<u>910 Town Action Plan</u>					
4910 Town Action Plan Costs	0	500	500		500
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>		
Grand Totals:- Income	189,844	470,200	280,356		
Expenditure	67,456	437,818	370,362	0	370,362
Net Income over Expenditure	<u>122,388</u>	<u>32,382</u>	<u>(90,006)</u>		
Movement to/(from) Gen Reserve	<u>122,388</u>				

Time: 11:41

Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/01/2021	6837	367.24			367.24	<input type="checkbox"/>	The Anglia Sign Casting Compan
25/04/2021	6931	20.35		20.35		R <input checked="" type="checkbox"/>	Southern Electric
25/04/2021	6932	828.00		828.00		R <input checked="" type="checkbox"/>	Froom & Co Limited
25/04/2021	6933	1,365.00		1,365.00		R <input checked="" type="checkbox"/>	Hert Assoc of Parish & Town Co
25/04/2021	6934	92.45		92.45		R <input checked="" type="checkbox"/>	The Anglia Sign Casting Compan
25/04/2021	6935	355.84		355.84		R <input checked="" type="checkbox"/>	Ridgeons Ltd
25/04/2021	6936	217.10		217.10		R <input checked="" type="checkbox"/>	Bowran, Richard
25/04/2021	6937	672.00		672.00		R <input checked="" type="checkbox"/>	Rialtas Business Solutions Lim
25/04/2021	6938	58.46		58.46		R <input checked="" type="checkbox"/>	Breeze Office Solutions
25/04/2021	6939	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
25/04/2021	6940	576.00		576.00		R <input checked="" type="checkbox"/>	Lodge & Sons (Builders) Limite
25/04/2021	6941	675.72		675.72		R <input checked="" type="checkbox"/>	W.P.S. Insurance Brkrs & Rsk S
25/04/2021	6942	180.00		180.00		R <input checked="" type="checkbox"/>	Dale, Lisa
04/05/2021	DD1	336.60		336.60		R <input checked="" type="checkbox"/>	The Fuelcard Company
04/05/2021	DD2	529.20		529.20		R <input checked="" type="checkbox"/>	Shadowfax Technology Limited
04/05/2021	DD		2.64	2.64		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/05/2021	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
07/05/2021	DD3	90.87		90.87		R <input checked="" type="checkbox"/>	British Gas
11/05/2021	6929	45.64		45.64		R <input checked="" type="checkbox"/>	C Lumley
11/05/2021	DD4	146.54		146.54		R <input checked="" type="checkbox"/>	Everflow Water
12/05/2021	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
12/05/2021	Direct		660.00	660.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/05/2021							
14/05/2021							
14/05/2021							
14/05/2021							
14/05/2021							
14/05/2021							
14/05/2021							
16/05/2021	6904	2,522.96		2,522.96		R <input checked="" type="checkbox"/>	HMRC
16/05/2021	6905	2,538.28		2,538.28		R <input checked="" type="checkbox"/>	Herts County Council
17/05/2021	DD5	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
17/05/2021	DD6	786.00		786.00		R <input checked="" type="checkbox"/>	East Herts District Council
18/05/2021	DD7	15.57		15.57		R <input checked="" type="checkbox"/>	Lloyds Bank plc
18/05/2021	Direct		155.00	155.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/05/2021	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
19/05/2021	Direct		2,755.00	2,755.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/05/2021	Direct		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/05/2021	Direct		15.00	15.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/05/2021	Direct		45.64	45.64		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/05/2021	BCARD1	55.00		55.00		R <input checked="" type="checkbox"/>	Violets Floral Designs
24/05/2021	BCARD2	119.99		119.99		R <input checked="" type="checkbox"/>	Aquatix-2u Ltd
24/05/2021	BCARD3	36.98		36.98		R <input checked="" type="checkbox"/>	dhxsoft Limited
24/05/2021	BCARD4	7.12		7.12		R <input checked="" type="checkbox"/>	Amazon.co.uk
24/05/2021	BCARD5	42.95		42.95		R <input checked="" type="checkbox"/>	Amazon.co.uk
24/05/2021	BCARD6	9.90		9.90		R <input checked="" type="checkbox"/>	EETOOLS LTD
24/05/2021	BCARD7	1,324.80		1,324.80		R <input checked="" type="checkbox"/>	Discount Displays Limited
24/05/2021	BCARD8	738.00		738.00		R <input checked="" type="checkbox"/>	Office Furniture Online.co.uk

Time: 11:41

Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/05/2021	DD8	50.00		50.00		R ■	Francotyp-Postalia Limited
25/05/2021	6930	95.00		95.00		R ■	Inst. of Cem. and Crem. Manage
25/05/2021	6943	559.44		559.44		R ■	Adrian Robinson
25/05/2021	6944	1,750.00		1,750.00		R ■	Essex & Herts Air Ambulance
25/05/2021	6945	1,750.00		1,750.00		R ■	1st Sawbridgeworth Scouts
25/05/2021	6946	118.63		118.63		R ■	J Sargant
25/05/2021	Direct		15.00	15.00		R ■	Receipt(s) Banked
26/05/2021	2242	96.89			96.89	<input type="checkbox"/>	Petty Cash
26/05/2021	DD	35.00		35.00		R ■	Stort Storage
27/05/2021	DD	325.62		325.62		R ■	British Gas
27/05/2021	Direct		3,909.85	3,909.85		R ■	Receipt(s) Banked
28/05/2021	DD1	216.96		216.96		R ■	Onecom Limited
28/05/2021	DIRECT	120.00		120.00		R ■	A Errington Neilson
		<u>27,968.65</u>	<u>7,608.13</u>				