

# SAWBRIDGEWORTH TOWN COUNCIL

## ANNUAL MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 13 May 2019**.

### Those present

Cllr Angela Alder	Cllr Peter Gray
Cllr Annelise Berendt Furnace	Cllr Don Hall
Cllr Eric Buckmaster	Cllr Steven Jones
Cllr Ruth Buckmaster	Cllr Dinesh Patel
Cllr John Burmicz	Cllr David Royle
Cllr Pat Coysten	

### In attendance:

7 members of the public	Emma Vandore – BS Independent
PCSO Amanda Higham – Herts Police	PCSO Paul Weston – Herts Police
R Bowran - Town Clerk	Joanne Sargant – Town Projects Manager
	Lisa Dale – Admin Officer

Welcome by the Town Mayor followed by an address and prayers which were given by Brother Khaliq of the Muslim faith.

The Mayor made a presentation to former councillor Roger Beeching to mark his retirement from the council after 43 years of service.

### 19/01 ELECTION OF TOWN MAYOR

Cllr John Burmicz was elected as Town Mayor for the civic year 2019/20  
*[prop Cllr Berendt Furnace; secd Cllr Patel]*

### 19/02 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor signed the Declaration of Acceptance of Office

#### Town Mayor's Address

Thanks were given to past Mayor Cllr Angela Alder.

Local elections have taken place and the outcome has no relevance to national issues. We must concentrate on Sawbridgeworth and the impact of new houses and new people coming to the town. It is important that we maintain the character of the town.

The membership of the town council is diverse but it is important that the primary focus is on the town.

My charity for the year is ATC 309 (Sawbridgeworth) Squadron

### 19/03 APOLOGIES FOR ABSENCE

To receive any apologies for absence

Received from Cllr Richards – holiday booked pre-election.

### 19/04 THE RETIRING MAYOR

To receive a valedictory address from the retiring Mayor, Cllr Mrs Angela Alder.

Thank you Mr. Mayor for giving me the opportunity to share with you all some of the highlights of my Mayoral year.

The first was my Civic Service which was well attended but more importantly for me as a committed Christian it was a good way to start my year. Also this year I have been pleased to welcome representatives from all the main faiths in our community to open our meetings with a short address and prayer. This evening, as you know, we were pleased to receive a few words and a prayer from Brother Khaliq from the Islamic faith.

Here may I make a heart-felt plea to all members, particularly to you, our new members, always to remember that you have a duty to attend all Civic events of which there are only three - the Mayor's Civic Service, the Evangelical Congregational church Service at the end of September and the Remembrance Day Service in November when the whole town congregates at Gt. St. Mary's church for the wreath laying followed by the Service of Remembrance in church. All the dates are notified well in advance so there is no excuse for not being there.

The Selfie Walk Day at the end of September was great fun and again a well-run event. As a Town Council we have actively supported the efforts of the local schools in promoting walking, cycling and scootering to school. The Travel Challenge group under the chairmanship of Cllr Furnace achieved national recognition in the Modeshift STARS School Travel challenge when Mandeville Primary School was awarded the trophy beating all participating Primary schools in England. I was privileged to be present when the award was given at Portcullis House when a number of MP's were also present.

Another fascinating event for me was attending the 25<sup>th</sup> anniversary celebration of our local Wood Turners when I saw a small piece of wood turned into a spoon in a matter of minutes. It is currently on view in our entrance hall display cabinet.

This last year's Remembrance Service and acts of commemoration in remembering the fallen of the First World War was both moving and emotionally draining for all who attended the various activities provided by different groups within the town. I presented a book to our MP. Mark Prisk, to be placed in the House of Commons Library recording the work of this Council's WWI group.

The Christmas Lights Switch-on was a huge success and a thoroughly enjoyable Saturday afternoon and evening was had by all. This event is run by the Town Council under the direction of our Project Manager, Jo Sargant, who has it all organised down to the last gazebo and power connection.

In January I attended the ATC 35<sup>th</sup> Anniversary Dinner in the Memorial Hall. At that dinner Flight Lieutenant Andrew Passfield Commander of 309 Squadron here in Sawbridgeworth was given a special commendation for his long years of service to our local group. We are extremely fortunate to have such a dedicated person leading this youth group and who also organises the annual Poppy Appeal collection.

As well as recognising the ATC I would like to add the local Scouters and Guiders who give of their time week in and week out on a voluntary basis to run these youth groups which are playing a huge part in shaping the character and values of our young people. They really do need our support and help as do all the other groups and individuals who are providing services for our young people.

During my year I have made many visits to the local schools to join in some of their activities. I was delighted to be asked to plant the last tree of 200 at Reedings School where they are helping to "green up" Sawbridgeworth and then going to Bishop's Stortford Police Station with the Mini Police from Spellbrook School to present their certificates – I declined to be put in the cells but the children enjoyed it. It was also good to see the Police Cadets on duty during the Selfie Walk day in September.

In conclusion I would like to thank the Officers for organising my Charity Dinner which attracted the largest number of guests ever leading to the Council having to buy an

extra table etc. and my thanks to the members who attended and the generous donations from those who could not attend but contributed to the total I was able to give to my chosen charity Jacobs Neurological Centres.

Finally, I would like to thank everybody who has helped to make this last year memorable for me remembering especially my darling man who has supported me throughout even missing his favourite football team games in order to be by my side at all the events I attended.

Thank you all and I wish you John every success in the coming year may you enjoy every minute – even the aggravating ones!

- 19/05 DECLARATIONS OF PECUNIARY INTEREST**  
There were no declarations pending completion of individual members' Register of Disclosable Interests.
- 19/06 ELECTION OF DEPUTY TOWN MAYOR**  
Cllr David Royle was elected as Deputy Town Mayor for the civic year 2019/20  
*[prop Cllr E Buckmaster; secd Cllr Alder]*
- 19/07 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Town Council
- Mrs Val Bright** asked about the current situation regarding solutions to traffic issues in The Square and Sheering Mill Lane.  
*County Councillor E Buckmaster responded that the public consultation on the proposed schemes will take place soon. His preferences were for a one way scheme down Sheering Mill Lane, additional waiting restrictions on Fairway, Linwood and Elmwood. There was no immediate solution for the issue of cars on pavements on Vantorts Road. Proposal for a 20mph speed limit for The Square.*
- 19/08 MINUTES**  
**Resolved:** To approve as a correct record the minutes of the Council Meeting held on 29 April 2019 (2018 M10)  
*[prop Cllr Alder; secd Cllr R Buckmaster]*
- There were no matters arising from these Minutes not dealt with elsewhere on this Agenda.
- 19/09 PLANNING COMMITTEE**  
**Received and Noted:** The minutes of the Planning Committee Meeting held on 29 April 2018 (P18)
- 19/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive new Mayor's appointments and communications  
There was nothing to report.
- 19/11 REPRESENTATIVES REPORTS**  
To receive representatives reports from:  
○ Hertfordshire Police  
○ PCSO Amanda Higham introduced her police colleagues. Current issues are ASB in the churchyard. There is now a new system for setting police priorities. Police are dealing with parking issues in West Road and School lane. However

- the incidence of crime remains low.
    - Cllr Alder highlighted bad behaviour at Bullfields and asked PCSO's to keep an eye on this.
    - Cllr Jones mentioned drugs in Vantorts Park
    - Cllr Gray mentioned road rage in School Lane
    - Cllr Berendt Furnace mentioned motor cycles in High Wych Road *Roger Beeching said this was a rally to North Weald raising money for Herts and Essex Air Ambulance*
- County Councillor
  - Cllr E Buckmaster reported:
    - Update on Minerals Local Plan
    - Enrich Festival in Watford
    - Just Talk campaign shortlisted for a national award
    - County Council cabinet set to consider future financial approach
    - LEPs tasked to develop Local Industrial Strategies to help create more prosperous communities. Emerging priorities are east/west growth axis, Stevenage Innovation District, London fringe management and Loss of employment land.
      - Cllr Berendt Furnace asked about future financial approach, how does it affect Sawbridgeworth especially cuts in youth services. Cllr E Buckmaster said *that structural amendments were needed and youth services were a relatively minor element in savings needed to be made.*
      - Cllr Berendt Furnace asked about the Economic Plan and how can we ensure that Sawbridgeworth is included. *Cllr E Buckmaster said the area between Gilston Village and Bishops Stortford will inevitably mean changes for our town.*
- District Councillors
  - Cllr Alder said nothing much has happened yet. Reminded Members that next week is Dementia Action week, Hertswise would be at the Hailey Centre on the Wednesday.
  - Cllr R Buckmaster said she had only recently been elected but had been on a training day last Saturday.
  - Cllr Burmicz said his report was similar.
- Other Representatives
  - SMHT – Cllr R Buckmaster reported the hall showed a full calendar of events booked through to the new year. With the Allotment show in August, a German Oktoberfest and Nostalgia Day as usual in November.  
The lighting project is almost complete with mirror balls and stage lighting finished. Other lights over the dance floor to be added at a later date.  
The new online booking system seems to be working well with regular users directly invoiced.  
They are financially robust and make a significant profit on their events each year.  
This year's AGM will be held on 26th September.
  - Schools – Cllr Royle reported that schools briefing meetings had been arranged.
  - May Fayre – Cllr E Buckmaster reported that the event had gone off very well in its new format.

**OFFICERS REPORT**

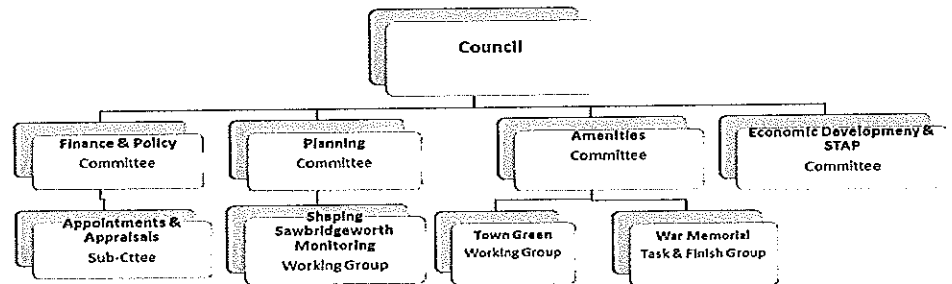
To receive Officers' verbal report for the month of May 2019

- Town Clerk reported
  - Year end books now closed, internal audit on 21 May, Annual Return to be signed off on 24 June
  - Parish Hall footpaths, contractor inspecting and making recommendations
  - Cemetery roadways, waiting for a start date
  - Sawbobus will be going back to its makers in June for repairs
  - Local elections, introductory session given, training by HAPTC available to all members new and old.
  - Sustainable Travel Towns interest had been registered
  - Conveniences now waiting for EHDC to give itself planning permission.
  - Steve Parish, Town Ranger, seriously ill and will be absent from work for some months.
    - Members sent their best wishes to him.
- Town Project Manager reported
  - Fun on the Field would be on Saturday 31 August.
  - Civic Service provisionally booked for 21 July.
  - Researching in preparation for Selfie Walk
  - Cemetery management is currently taking 70% of her time.

19/13

## COMMITTEE STRUCTURE

**Resolved:** To agree a Committee structure for the year 2019/20 as follows:



[prop Cllr R Buckmaster; secd Cllr Alder]

19/14

## COMMITTEES

**Resolved:** To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2019/20 as follows:

### Finance & Policy Committee

- A Alder
  - E Buckmaster
  - R Buckmaster
  - Berendt Furnace
  - Richards
  - Royle
- Ex Officio J Burmicz*

### Appointments & Appraisals Sub-committee

- A Alder
- E Buckmaster
- A Berendt Furnace

### Planning Committee

- A Alder
  - P Coysten
  - P Gray
  - D Hall
  - D Patel
  - S Richards
- Ex Officio J Burmicz, D Royle*

### Shaping Sawbridgeworth & Monitoring Working Group

- A Alder
  - E Buckmaster
  - R Buckmaster
  - A Berendt Furnace
  - P Gray
  - D Royle
- Plus Officers and Residents*

Amenities Committee

- J Burmicz
- P Coysten
- A Berendt Furnace
- P Gray
- S Jones
- D Royle

Town Green Working Group

- P Coysten
- E Buckmaster
- R Buckmaster
- D Patel

War Memorial Task & Finish Group

- Barry Hodges
- Barry Leslie
- Val Bright
- A Alder
- R Bowran
- J Sargant

Economic Development and STAP Committee

- A Alder
- R Buckmaster
- D Hall
- S Jones
- D Patel
- D Royle
- Ex Officio J Burmicz*

*[prop Cllr E Buckmaster; secd Cllr Alder]*

**19/15 DELEGATION OF AUTHORITY**

**Resolved:** That the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee be for the months of August and December. *[prop Cllr Gray; secd Cllr Jones]*

**19/16 CHAMPIONS**

**Resolved:** To appoint Members as Champions for areas of Council responsibility as follows:

Allotments	Chair of Amenities Committee
Cemetery	Chair of Amenities Committee; <i>with Cllr Coysten</i>
Crime & Disorder	Cllr Burmicz
Dementia Awareness	Cllr Alder
Emergency Plan	D.Cllrs Alder, R Buckmaster & Burmicz
Footpaths & Open Spaces incl. dog fouling	Cllr Royle <i>with Chair of Amenities Committee</i>
Rivers Heritage Site & Orchard	Cllrs E Buckmaster & R

	Buckmaster
Young People & Schools	Cllr Royle <i>with the Mayor</i>

*[prop Cllr Alder; secd Cllr E Buckmaster]*

**19/17 REPRESENTATIVES**

**Resolved:** To appoint Members as representatives to serve on other organisations

F&B Education Foundation (SBW & Harlow)	Cllr R Buckmaster
Friends of Pishiobury Park	Cllr Royle
Hailey Centre	Cllrs Alder, Coysten & Burmicz
Herts Assn of Parish & Town Councils	Cllr Alder
Mann Memorial Cottages	Cllr Coysten
Sawbridgeworth May Fayre	Cllr E Buckmaster
Sawbridgeworth Memorial Hall Trust	Cllr Jones
Sawbridgeworth Sports Assn	Cllr Patel
Sawbridgeworth Town Twinning Assn	Cllrs E Buckmaster & Royle
Sawbridgeworth Trust	Cllrs Alder & R Buckmaster
Sawbridgeworth Y P R C	Cllrs Alder, R Buckmaster, Furnace & Royle

*[prop Cllr Alder; secd Cllr E Buckmaster]*

**19/18 SUBSCRIPTIONS**

**Resolved:** To approve payment of the Subscriptions for the year 2019/20 as follows:

	Resolved 2018/19	Proposed 2019/20
Council for the Protection of Rural England (CPRE)	45.00	45.00
Associations of Local Councils (NALC/HAPTC)	1,319.07	1,435.00
Open Spaces Society	45.00	45.00
Society of Local Council Clerks (SLCC)	335.00	355.00
Institute of Local Council Management	60.00	60.00
Institute of Cemeteries and Crematoria Management	90.00	90.00
Stop Stansted Expansion	nil	nil

*[prop Cllr Gray; secd Cllr Berendt Furnace]*





19/19

**CALENDAR OF MEETINGS**

To consider and approve the Calendar of Council and Committee meetings for the year to June 2020

Month	Council	Planning Cttee	F & P Cttee	Amenities Cttee	Econ Devt & STAP Cttee	Other meetings
2019 May	13. <i>M01</i> Annual Meeting of Town Council	20 <i>P01</i>	20 <i>F01</i>			Shaping Sawbridgeworth Working Group meets as required
Jun	24 <i>M02</i>	10 <i>P02</i> 24 <i>P03</i>		17 <i>A01</i>		
Jul	29 <i>M03</i>	15 <i>P04</i> 29 <i>P05</i>			15 <i>E01</i>	15 A&A Cttee <i>SA11</i>
Aug						
Sep	30 <i>M04</i>	09 <i>P06</i> 30 <i>P07</i>	09 <i>F02</i>		09 <i>E02</i>	
Oct	28 <i>M05</i>	14 <i>P08</i> 28 <i>P09</i>		14 <i>A02</i>		
Nov	25 <i>M06</i>	11 <i>P10</i> 25 <i>P11</i>			11 <i>E03</i>	11 A&A Cttee <i>SA12</i>
Dec						
2020 Jan	27 <i>M07</i>	13 <i>P12</i> 27 <i>P13</i>	13 <i>F03</i>		13 <i>E04</i>	
Feb	24 <i>M08</i>	10 <i>P14</i> 24 <i>P15</i>		10 <i>A03</i>		
Mar	30 <i>M09</i>	09 <i>P16</i> 30 <i>P17</i>			09 <i>E05</i>	
Apr	27 <i>M10</i>	Tue 14 <i>P18</i> 27 <i>P19</i>	Tue 14 <i>F04</i>			06 Annual Town Meeting
May	18 <i>M01</i> Annual Meeting of Town Council	11 <i>P20</i>		11 <i>A04</i>		
Jun	29 <i>M02</i>	15 <i>P01</i> 29 <i>P02</i>	15 <i>F01</i>			

- All meetings are on a Monday and are held in the Council Offices (unless otherwise stated)
- Meetings commence at 7.30pm; Working Party at 6.00pm; A&A Cttee at 3.00pm
- Planning Cttees follow on from full meetings of the Council but precede other Cttee meetings on the same date



**19/20 STANDING ORDERS**

*Resolved:* To approve the continuation of current Standing Orders  
[prop Cllr E Buckmaster; secd Cllr Alder]

**19/21 FINANCIAL REGULATIONS**

*Resolved:* To approve the continuation of current Financial Regulations.  
[prop Cllr R Buckmaster; secd Cllr E Buckmaster]

**19/22 EAST HERTS DISTRICT PLAN**

To report on any information received relating to current developments of the East Herts District Plan.

It was confirmed that the Masterplanning process for the Land north of Sawbridgeworth (SAWB4) will take place with the presence of Country side properties at 18:00 on 13 June in the Council Chamber.

**19/23 GENERAL POWER OF COMPETENCE**

*Resolved:* To confirm the continuation of use of the General Power of Competence. Eligibility depends on there being at least two thirds of the number of seats on the Council filled by elected Councillors, public consultations being carried out and the Clerk to the Council must hold at least one of two specified qualifications.  
[prop Cllr Alder; secd Cllr Gray]

**19/24 DEPOSIT & CONSULTATION DOCUMENTS**

To note receipt of any Documents for Noting and Consultation  
There were none.

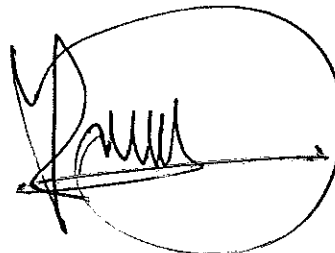
**19/25 FINANCIAL REPORT**

*Noted:* The current Financial Report

**19/26 ACCOUNTS FOR PAYMENT**

*Noted and Approved:* Accounts for payment

Meeting ended at 20:50



24 JUN 2011