

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 24 June 2019**.

Those present

Cllr Annelise Berendt Furnace	Cllr Don Hall
Cllr Eric Buckmaster	Cllr Steven Jones
Cllr Ruth Buckmaster	Cllr Dinesh Patel
Cllr John Burmicz	Cllr Spencer Richards
Cllr Peter Gray	Cllr David Royle

In attendance:

2 members of the public	Emma Vandore – BS Independent
R Bowran - Town Clerk	Joanne Sargant – Town Projects Manager

Welcome by the Town Mayor

Prayers were said by Cllr Richards

18/27 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr Alder – unwell
Cllr Coysten was absent.

18/28 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Interest by Members.

18/29 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.

Emma Vandore asked about the meeting with Countryside Properties scheduled for 27 June, who will be there and why the Press are not allowed to attend.

Cllr E Buckmaster said this was an internal meeting with HCC, EHDC STC and residents and was an early view of what is coming up at SAWB4. This is a Masterplanning Steering Group. He continued by expanding on how Masterplanning was an integral part of the planning process.

18/30 MINUTES

Resolved: To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 13 May 2019 (M01)
[prop Cllr Gray; secd Cllr Jones]

Cllr Furnace asked for updates on introducing 20mph speed limits, pavement parking and starting a public campaign to appeal for better driving.

Cllr E Buckmaster responded that investigation of speed limits would be put in next year's budget and that pavement bollards were not possible because of the narrowness of the roads. He endorsed a publicity campaign for more considerate driving.

Cllr Jones said that Sheering Mill lane was safer when the road was closed after the building damage.

Cllr E Buckmaster responded that the current proposal for one way traffic down the lane is being checked for Health and safety issues and would then go out for public engagement.

18/31 PLANNING COMMITTEE

Received and noted: The minutes of the Planning Committee Meeting held on:

- 20 May 2019 (P01)

Received and noted: The draft minutes of the Planning Committee Meeting held on:

- 10 June 2018 (P02)

18/32 FINANCE & POLICY COMMITTEE

Received and noted: The draft minutes of the Finance and Policy Committee Meeting held on:

- 20 May 2019 (F01)

Resolved: To approve the Terms of Reference for the Finance and Policy Committee as recommended by the committee.
[prop Cllr Furnace; secd Cllr R Buckmaster]

18/33 AMENITIES COMMITTEE

Received and noted: The draft minutes of the Amenities Committee Meeting held on:

- 17 June 2019 (A01)

Resolved: To approve the Terms of Reference for the Amenities Committee as recommended by the committee.
[prop Cllr Royle; secd Cllr Patel]

18/34 ANNUAL ACCOUNTS AND ANNUAL RETURN 2018/19

1. **Resolved:** To approve and sign the Annual Governance Statement. *[prop Cllr E Buckmaster; secd Cllr R Buckmaster]*

2. **Resolved:** To approve and sign the Annual Return for 2018/19. *[prop Cllr R Buckmaster; secd Cllr E Buckmaster]*

3. **Received and noted:** The recommendations of the Internal Auditor as presented to the Finance and Policy Committee.

18/35 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's appointments and communications.

- 18 May; Survivors of bereavement by suicide
- 19 May; Hertford Civic Service
- 15 Jun; Sawbridgeworth Fire Station open day
- 15 Jun; Tolmar scouts activity centre AGM
- 23 Jun; Bishops Stortford Civic Service
- 23 Jun; Great Dunmow Civic Service

18/36 REPRESENTATIVES REPORTS

To receive representatives reports from:

- o County Councillor E Buckmaster reported:

- Now appointed deputy Executive Member for Highways and the Environment
- Roadworks continue on A414
- Visit from Roads Minister to see how Herts CC had spent extra £7.89m for road refurbishment
- Start of investigation into possibility of 20mph speed restriction outside High Wych school
- Reporting line older people falling victim to elder abuse
- Tackling Blur Badge misuse in Hertfordshire
- Have your say on rural crime and how it's policed
- Anniversary of partnership between Trading Standards and Which? Trusted Traders.

- District Councillor for Hunsdon E Buckmaster reported
 - That he was reappointed as Executive Member for Wellbeing
 - Hertford Theatre in finals for Muddy Stiletto Awards 2019
 - Social Prescribing project is a finalist for Herts Public Health Awards 2019.
 - Leisure contract public consultations for Hertford and Bishops Stortford.
 - Places for People have made an outline planning application for 8,500 homes in the Gilston area..

- District Councillor J Burmicz reported
 - That he was taking on just two minor roles at district this year because of his commitment as mayor.

- District Councillor R Buckmaster reported:
 - A very busy month mainly concerned with training. Key topics were: Scrutiny, Development Management Committee, planning policy economic development, strategic transport planning and GDPR.
 - Other activities were a presentation on the expansion of Hertford Theatre and a visit to Bicester to see new and innovative designs to new developments.

- Hertfordshire Police were absent but reported:
 - There is nothing that we feel we need to report back, we do however have some issues of anti-social behaviour which aren't a shock to us given the time of year and the lighter evenings.
 - We are in liaison with a number of schools around this and will continue to work with them.
 - With the PSF meeting tomorrow a full report will be given at the next meeting.

- Other Representatives & Champions
 - Cllr Royle reported for schools:

I hosted a briefing for Reedings in the Council Chamber on 21 May and a Town School Council meeting on 11 June, attended by school council representatives from all four junior/primary schools.

High Wych were unable to have their Council briefing on 4 June because of transport issues and we were unable to help them on this occasion; FandB are due to come on 18 June.

I will be in contact with all the schools about the number and timing of meetings during the 2019/20 school year.

As I've mentioned before, I think we should involve the infants/junior/primary and secondary school councils in the preparation of the new Town School Action Plan, something we can discuss at the first committee meeting on 15 July.

The Town School Council group were very articulate and had some good ideas about additional activities for their age group and above, which I've shared with members of the SYPRC

management committee, particularly in relation to recent discussions about the youth club/youth café.

All the primary/junior/infants schools had a walk to school week from 20 to 24 May; Cllr Berendt Furnace and I helped out at Spellbrook on the Friday at the school's request (PCSOs unavailable that day). School newsletters indicate it was a success but we will get feedback at the next Travel Group meeting on 9 July.

o Cllr R Buckmaster reported on SYPRC:

Syprc held its AGM on 5th June

Everyone was warmly welcomed.

We received the years reports from the Chair, Treasurer and Booking Manager.

We were very sorry to hear of our Booking Managers resignation and thanked her for her many years hard work. The committee is now looking into finding a replacement Centre Coordinator.

The Town Council appointments are Cllrs Angela Alder, Annelise Berendt-Furnace, Ruth Buckmaster, David Royle.

The following were elected on to the Management Committee Gill Hawkins, Steve Day, Ron Alder, Gemma Felstead, Honey Conquest and Craig Chester.

The officers voted on were

secretary Cll David Royle

Deputy Chair Cll Angela

Chair Cll Ruth Buckmaster

Treasurer Gemma Felstead

Various issues were discussed at the open forum including a Film Club for 12-13 year olds.

Resolved: That membership of the management committee be confirmed. [*prop Cllr R Buckmaster; secd Cllr Jones*]

18/37 OFFICERS REPORTS (Verbal)

o Town Clerk

o PCC David Lloyd had been contacted and had delegated communication with the town council to CI Stuart Orton

o Internal audit completed and reported on to F&P committee

o Sawbobus going for repair and warrantee work to manufacturers. Replacement bus is being provided

o Bell Street toilets. Delay caused by EHDC planning wanting more details from themselves. Old River Lane project taking precedence.

o Update from Herts CC on library relocation to fire station which will not take place. Reasons have been given but objections from town council were a factor.

o Cemetery road extensions and car park have been completed.

o Discussions with Gt St Marys about possible installation of cctv to protect their car park.

o Update on health of Town Ranger who will likely be on sick leave for several months.

- Cllr Furnace asked if there were any electric charging points proposed for Sawbridgeworth. *Clerk had no advice of any, Cllr E Buckmaster to investigate.*

o Town Projects Manager

o Civic Service set for 3pm on Sunday 21 July at Gt St Marys.

o Fun-on-the-Field scheduled for 31 August. Take up slow so might have to go more commercial.

o Funding being sought to support town Selfie Walk

o West Road playpark repairs to vandalism starting very soon, cost is £4,144.

- Retailers reporting downturn in business. Suggestions for economic vibrancy include a late night shopping evening. Question of whether car park charges could be waived.

Members required that future reports should be delivered in a written format.

18/38 DEPOSIT & CONSULTATION DOCUMENTS

Received and noted: Documents for Noting and Consultation.

- EHDC - Statement of Community Involvement – how EHDC will involve the community in the creation of local planning policy.
- EHDC – Retail Frontages: Design and Signage Supplementary Planning Document – to effect the implementation of design and heritage policies in the District Plan.

Consultations open from 20 June to 01 August.

18/39 FINANCIAL REPORT

Noted: To note the current Financial Report.

18/40 ACCOUNTS FOR PAYMENT

Noted and Approved: To note and approve accounts for payment.

18/41 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- District Plan
 - Gilston Villages [Planning Ref: 3/19/1045/OUT]
 - Land north of Sawbridgeworth (SAWB4) [Planning Ref: 3/18/2735/FUL]

Meeting ended at 20:50

J 29. VII. 2019.

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRZ001 Breeze Office Solutions							
<i>Photocopy Paper</i>	20/05/2019	106900	1	49.30	0.00	49.30	0.00
<i>Sellotape, binders (red)</i>	20/05/2019	106891	1	65.16	0.00	65.16	0.00
					0.00	114.46	
Above paid on 24/06/2019 by Cheque 2009							
RBS001 Rialtas Business Solutions Limited							
<i>Year End closedown</i>	13/05/2019	26789	1	741.18	0.00	741.18	0.00
					0.00	741.18	
Above paid on 24/06/2019 by Cheque 2010							
JRG001 JRG Plumbing and Heating							
<i>Repair to boiler</i>	20/05/2019	JRG118	1	282.00	0.00	282.00	0.00
					0.00	282.00	
Above paid on 24/06/2019 by Cheque 2011							
DWYER001 Jill Dwyer Photography							
<i>Photos - website</i>	28/05/2019	249	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 24/06/2019 by Cheque 200.00							
WOODS001 Gary Woods Garden & Property Maintenance							
<i>Fence repairs - Cemetery</i>	27/05/2019	STC7	1	160.00	0.00	160.00	0.00
<i>Timwood footpath strim</i>	01/06/2019	STC8	1	65.00	0.00	65.00	0.00
					0.00	225.00	
Above paid on 24/06/2019 by Cheque 2013							
WPS001 W.P.S. Insurance Brkrs & Rsk Srvcs Ltd							
<i>Various vehicle insurance</i>	22/05/2019	37939070	1	1,138.73	0.00	1,138.73	0.00
<i>Sawbobus, RO11, GL81 Insurance</i>	22/05/2019	37940094	1	5,081.80	0.00	5,081.80	0.00
					0.00	6,220.53	
Above paid on 24/06/2019 by Cheque 2014							

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Linked to Cashbook 1							Entered Month 3 by user LD	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
ANG001 The Anglia Sign Casting Company								
<i>BRINN HEAPS TOMMY Plaques</i>	23/05/2019	INV-46417	1	275.88	0.00	275.88	0.00	
					0.00	275.88		
Above paid on 24/06/2019 by Cheque 2015								
VIOL001 Violets Floral Designs								
<i>Supply & deliver flower wrkshp</i>	15/05/2019	15052019	1	200.00	0.00	200.00	0.00	
					0.00	200.00		
Above paid on 24/06/2019 by Cheque 2016								
FROOM001 Froom & Co Limited								
<i>Skip Hire</i>	31/05/2019	36209	1	252.00	0.00	252.00	0.00	
					0.00	252.00		
Above paid on 24/06/2019 by Cheque 2017								
SSE001 Southern Electric								
<i>Unmetered supply to tlphe box</i>	04/06/2019	0123	1	1.89	0.00	1.89	0.00	
					0.00	1.89		
Above paid on 24/06/2019 by Cheque 2018								
TLC001 Tree Surgery Landscaping Contractors								
<i>Various site tree work</i>	16/06/2019	160619	1	1,550.00	0.00	1,550.00	0.00	
					0.00	1,550.00		
Above paid on 24/06/2019 by Cheque 2019								
SWANN001 R A Swann Ltd								
<i>New road - Cemetery</i>	07/06/2019	S005064	1	18,437.28	0.00	18,437.28	0.00	
					0.00	18,437.28		
Above paid on 24/06/2019 by Cheque 2020								
GATES001 Gates (Ford) Harlow								
<i>Stop lamp for GL61</i>	13/06/2019	5112307	1	20.63	0.00	20.63	0.00	
					0.00	20.63		
Above paid on 24/06/2019 by Cheque 2021								

Continued over page

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Inked to Cashbook 1							Entered Month 3 by user LD	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
ALLM001 David Allam								
<i>GL61 & Mower maintenance</i>	21/06/2019	4770	1	495.00	0.00	495.00	0.00	
					0.00	495.00		
Above paid on 24/06/2019 by Cheque 2022								
RIDG001 Ridgeons Ltd								
<i>Scissors & gloves</i>	10/05/2019	IO870522	1	23.04	0.00	23.04	0.00	
					0.00	23.04		
Above paid on 24/06/2019 by Cheque 2023								
DOE001 Ernest Doe & Sons Ltd								
<i>Terminal adapter - mower</i>	13/06/2019	308069	1	10.00	0.00	10.00	0.00	
<i>Battery for mower</i>	11/06/2019	307944	1	79.00	0.00	79.00	0.00	
<i>Strimmer cord</i>	18/06/2019	308298	1	9.59	0.00	9.59	0.00	
					0.00	98.59		
Above paid on 24/06/2019 by Cheque 2024								
ALLM001 David Allam								
<i>Various vehicle maintenance</i>	06/06/2019	4793	1	700.14	0.00	700.14	0.00	
					0.00	700.14		
Above paid on 24/06/2019 by Cheque 2025								
DALE001 Dale, Lisa								
<i>Office Cleaning - May</i>	24/06/2019	240619/1	1	210.00	0.00	210.00	0.00	
<i>Office cleaning - June</i>	24/06/2019	24062019/2	1	150.00	0.00	150.00	0.00	
					0.00	360.00		
Above paid on 24/06/2019 by Cheque 2026								
Total Purchase Ledger Payments						0.00	30,197.62	

