

# 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 27 January 2020**.

### Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Peter Gray
Cllr Ruth Buckmaster	Cllr Dinesh Patel
Cllr John Burmicz	Cllr Spencer Richards
Cllr Pat Coysten	Cllr David Royle
Cllr Craig Chester	

### In attendance:

6 members of the public	Chris Carter – BS Independent
R Bowran - Town Clerk	Joanne Sargant – Town Projects Manager
	Lisa Dale – Finance Officer

Welcome by the Town Mayor

Prayers were said by Cllr Berendt Furnace and were followed by one minute's silence to mark Holocaust Day – 75 years on.

### 19/117 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 19/118 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.

Cllr R Buckmaster declared that all Members had an interest in 19/128.4 Grant Application for SYPRC

Cllr D Royle declared an interest in 19/128.2 Grant Application for SLHS as a member of the Society

### 19/119 CO-OPTION TO FILL THE CURRENT VACANCY

To consider the co-option of a suitably qualified person to fill the vacancy on the council.

Those candidates present made brief presentations to Members outlining their credentials as prospective co-optees.

**Resolved:** that the vote be carried out by secret ballot.  
*[prop Cllr Furness; secd Cllr R Buckmaster]*

Greg Rattey, having received an absolute majority of votes, was duly co-opted to serve as a member of Sawbridgeworth Town Council

### 19/120 PUBLIC FORUM

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

**Mrs Hazel Mead** noted that work on resurfacing FP27 had commenced but asked if the drain was going to be sorted out.

*Cllr E Buckmaster responded that the drain is a separate issue and will be addressed in due course.*

**Mrs Hazel Mead** reported on a VE Day meeting on 22 January and reiterated events planned. Further asked if there could be an exhibition by schools and organisations in the council chamber for a weekly before the main event.

*Clerk confirmed that the chamber would be made available.*

**Mrs Caroline Williams** asked of proceeds could be shared with Help for Heros.

**Mrs Caroline Williams** reported fly-tipping outside the Age Concern charity shop and the regular visits of a white van on scavenging trips.

*Clerk was asked to write to the landlord and seek a solution to the problem.*

**19/121 MINUTES**

To approve as a correct record the minutes of the Meeting of the Town Council held on 25 November 2019 (M06)  
*[prop Cllr Alder; secd Cllr Patel]*

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

**Minute 18/83:** Clerk reported the artwork for a "Blue Plaque" to commemorate the residence of Sir Arthur Cutforth. It was agreed to proceed with funding from the tourism budget.

**19/122 PLANNING COMMITTEE**

***Received and Noted:*** The draft minutes of the Planning Committee Meeting held on 13 January 2020 (P11)

**19/123 ECONOMIC DEVELOPMENT AND STAP COMMITTEE**

***Received and Noted:*** The notes of the Economic Development and STAP Committee meeting scheduled for 11 November 2019 (E03)

**19/124 FINANCE & POLICY COMMITTEE**

***Received and Noted:*** The draft minutes of the Finance & Policy Committee Meeting held on 13 January 2020 (F04)

**19/125 BUDGET 2020-21**

***Resolved:*** To adopt the recommendation of the Finance & Policy committee in Minute F19/34.4 dated 13 January 2020 and to adopt the Budget for 2020-21. *[prop Cllr E Buckmaster; secd Cllr Alder]*

***Resolved:*** To resolve to set a Precept in the sum of £339,283 and advise East Herts District Council accordingly.  
*[prop Cllr E Buckmaster; secd Cllr Alder]*

**19/126 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

***Received and Noted:*** Mayor's appointments and communications.

**19/127 REPRESENTATIVES REPORTS**

***Received and Noted:*** Representatives reports from:

- o County Councillor E Buckmaster, in addition:
  - o Railings by the Mexican will be replaced with a less expensive option



- Burnside double yellow lines will be implemented 20 June
- Will discuss the replacement of Heritage Lights in the town centre
- Implementation of double yellow lines in Three Mile Pond will be in the new financial year
- Sheering Mill Lane one-way system will undergo first stage public engagement in February
- Asked about cuts in Youth Services budget, unsure of answer but suggested lobbying Cllr Teresa Heritage.
- District Councillor Alder
- District Councillor R Buckmaster, in addition:
  - Of 20,000 new homes 91% have access to a car, 67% go to work by car. Poor air quality in Bishops Stortford, Hertford and Sawbridgeworth.
  - Library will have a Chatter Table from 24 February and then on the last Monday of each month.
- District Councillor Burmicz
- Hertfordshire Police in absentia
  - Police priority set as ASB especially in Bell Street, Highfields and Cutforth Road
  - Engagement on ASSB with schools
  - Crime figures down
  - New neighbourhood sergeant – PS Tre Funes-Walker
- Other Representatives & Champions
  - Cllr Royle – Dep Mayor, Schools and Footpaths
  - Cllr R Buckmaster – SYPRC & RHSO, in addition:
    - An Orchard Action Plan is being prepared
    - A safeguarding policy is being prepared

**19/128 GRANT APPLICATIONS**

To consider grant applications received from:

East Herts Citizens Advice Service	Contribution to the Sawbridgeworth Out-reach service	£500
Sawbridgeworth Local History Society	Contribution to the SLHS's research into providing a VE Day celebration	£300
Keech Hospice care	Funding of three visits to local children with life limiting conditions	£500
Sawbridgeworth Young People's Recreation Centre	Contribution to setting up a fortnightly film club at SYPRC	£500

It was established that there was a sum of £1,000 remaining in the budget for discretionary grants. The total of grants applied for was £1,800.

**Proposed:** That the available grant monies be distributed pro-rata to the amounts applied for by the four applicants. [prop Cllr E Buckmaster; secd Cllr Patel] Motion carried

**Counter Proposed:** That the four applications be considered and prioritised for funding. [*prop Cllr Chester; secd Cllr R Buckmaster*] Motion defeated.

(Taking the counter proposal first.)

**Resolved:** That grants be distributed pro-rata to the amounts applied for by the four applicants.

**19/129 DISTRICT PLAN**

To report on latest information relating to the following proposed developments:

- Gilston Villages [Ref: 3/19/1045/OUT]
- Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]  
Steering Group meeting set for 6pm on 10 February, application and town council response to be considered at council meeting 24 February.
- Cllr E Buckmaster reported that s106 agreement in respect of SAWB3 had now been signed with substantial sums being reserved for assets the responsibility of the county council

**19/130 OFFICERS REPORTS**

**Received and Noted:** officers' reports:

- Town Clerk
- Town Projects Manager

**19/131 ECO AGENDA & CLIMATE CHANGE**

**Received and Noted:** The report by 3Acorns on the Eco Audit of the town council's facilities. Working Party to be set up under the auspices of the Amenities Committee.

**19/132 ANNUAL RISK ASSESSMENT**

**Resolved:** To approve the Risk Assessment relating to the activities of the Town Council in the year 2019/20  
[*prop Cllr R Buckmaster; secd Cllr Burmicz*]

**19/133 CANAL TOWPATH**

As part of the ambition to create a throughway from Bishops Stortford to Harlow, to discuss actions to get the canal towpath into a useable state.

Clerk was asked to write to the Canals and Rivers Trust and to invite them to talk to the town council

**19/134 V.E. Day 75<sup>th</sup> ANNIVERSARY**

To note that plans for the celebration of V.E. Day were discussed at a meeting led by the Sawbridgeworth Local History Group on 22 January 2020 at the Memorial Hall.

**19/135 DEPOSIT & CONSULTATION DOCUMENTS**

There were no documents for Noting and Consultation.

**19/136 FINANCIAL REPORT**

**Noted:** The current Financial Report.

**19/137 ACCOUNTS FOR PAYMENT**

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

**19/138 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

- Nomination of a mayor-elect for 2020-21

Meeting closed at 21:20

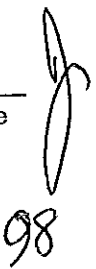
## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HFE001</b> <b>HFE Signs Ltd</b>							
<i>Correx signs</i>	27/11/2019	INV29105	1	75.02	0.00	75.02	0.00
<i>Town signs</i>	06/12/2019	INV29332	1	73.67	0.00	73.67	0.00
					0.00	148.69	
Above paid on 27/01/2020 by Cheque 2148							
<b>EHDC001</b> <b>East Herts District Council</b>							
<i>Weekly refuse collection</i>	04/11/2019	INV0069807	1	110.24	0.00	110.24	0.00
					0.00	110.24	
Above paid on 27/01/2020 by Cheque 2149							
<b>HEALTH001</b> <b>Healthmatic Limited</b>							
<i>Refurb of public toilets</i>	30/11/2019	9636	1	66,704.40	0.00	66,704.40	0.00
					0.00	66,704.40	
Above paid on 27/01/2020 by Cheque 2150							
<b>RODECT001</b> <b>Rodect Pest Control</b>							
<i>Pest Cntrl London Rd Plntr</i>	13/12/2019	1908	1	80.00	0.00	80.00	0.00
					0.00	80.00	
Above paid on 27/01/2020 by Cheque 2151							
<b>LODG001</b> <b>Lodge &amp; Sons (Builders) Limited</b>							
<i>PAT Test &amp; repair light fitting</i>	12/12/2019	9669	1	369.60	0.00	369.60	0.00
<i>New strip bulbs - server room</i>	17/01/2020	9718	1	58.20	0.00	58.20	0.00
					0.00	427.80	
Above paid on 27/01/2020 by Cheque 2152							
<b>AYL001</b> <b>Aylesford Electrical Contractors Ltd</b>							
<i>Xmas lights 2019/20</i>	28/11/2019	61032	1	10,620.00	0.00	10,620.00	0.00
					0.00	10,620.00	
Above paid on 27/01/2020 by Cheque 2153							

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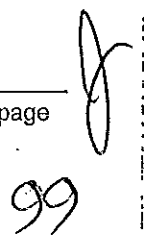


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Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DWYER001</b> Jlll Dwyer Photography							
<i>Xmas Switch-on Photography</i>	02/12/2019	324	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 27/01/2020 by Cheque 2154							
<b>HOME001</b> Home & Office Fire Extinguishers Ltd							
<i>Fire alarm/emrgncy light srvc</i>	22/11/2019	124252	1	144.00	0.00	144.00	0.00
<i>Fire extngsher annual service</i>	22/11/2019	124251	1	272.70	0.00	272.70	0.00
					0.00	416.70	
Above paid on 27/01/2020 by Cheque 2155							
<b>ASMATT001</b> A S Matthews							
<i>Install base/Erect shed</i>	16/01/2020	44	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 27/01/2020 by Cheque 2156							
<b>EHDC001</b> East Herts District Council							
<i>Trade waste collection</i>	31/01/2020	00079468C	1	110.24	0.00	110.24	0.00
					0.00	110.24	
Above paid on 27/01/2020 by Cheque 2157							
<b>MELLOR001</b> Mellor Coachcraft							
<i>VAT only repairs for Sawbobus</i>	09/01/2020	16936A	1	614.20	0.00	614.20	0.00
					0.00	614.20	
Above paid on 27/01/2020 by Cheque 2158							
<b>RICOH001</b> Ricoh UK Limited							
<i>Rental &amp; copy chrgs</i>	07/01/2020	10153293	1	443.94	0.00	443.94	0.00
					0.00	443.94	
Above paid on 27/01/2020 by Cheque 2159							
<b>CATERCARE1</b> CaterCare Catering Equipment Ltd							
<i>Repair to leaky tap</i>	03/01/2020	45695	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 27/01/2020 by Cheque 2160							

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## List of Purchase Ledger Payments

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Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SIMM001 G.J. Simmons Roofing Contractor</b>							
<i>Repairs to front hip tiles</i>	10/01/2020	1635	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 27/01/2020 by Cheque 2161							
<b>BRZ001 Breeze Office Solutions</b>							
<i>Date stamp (for 2020 onwards)</i>	10/01/2020	109614	1	50.10	0.00	50.10	0.00
<i>Post-its, sellotape, paper</i>	07/01/2020	109543	1	77.54	0.00	77.54	0.00
					0.00	127.64	
Above paid on 27/01/2020 by Cheque 2162							
<b>SLCC001 The Society of Local Council Clerks</b>							
<i>Clerks Manual 2019</i>	16/10/2019	ORD500629	1	47.50	0.00	47.50	0.00
					0.00	47.50	
Above paid on 27/01/2020 by Cheque 2163							
<b>ALFA001 Alfa Tail Lifts Limited</b>							
<i>Heater service &amp; certification</i>	23/12/2019	429805	1	150.10	0.00	150.10	0.00
					0.00	150.10	
Above paid on 27/01/2020 by Cheque 2164							
<b>FROOM001 Froom &amp; Co Limited</b>							
<i>Skip Hire - Cemetery</i>	16/12/2019	36742	1	252.00	0.00	252.00	0.00
<i>Skip Hire</i>	06/01/2020	36796	1	252.00	0.00	252.00	0.00
					0.00	504.00	
Above paid on 27/01/2020 by Cheque 2165							
<b>SSE001 Southern Electric</b>							
<i>Unmetered supply - Tel Box</i>	03/12/2019	0003	1	16.27	0.00	16.27	0.00
<i>Unmetered supply of tel box</i>	03/01/2020	0004	1	16.27	0.00	16.27	0.00
					0.00	32.54	
Above paid on 27/01/2020 by Cheque 2166							



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Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DOE001 Ernest Doe &amp; Sons Ltd</b>							
<i>Cable ties - events &amp; general</i>	22/11/2019	316483	1	49.68	0.00	49.68	0.00
<i>Mixing bottle</i>	19/11/2019	316285	1	5.00	0.00	5.00	0.00
					0.00	54.68	
Above paid on 27/01/2020 by Cheque 2167							
<b>ANG001 The Anglia Sign Casting Company</b>							
<i>Hockley/Chalk Memorial Stakes</i>	29/11/2019	160.44	1	160.44	0.00	160.44	0.00
<i>PALMER - Plq</i>	17/12/2019	INV-48367	1	87.42	0.00	87.42	0.00
					0.00	247.86	
Above paid on 27/01/2020 by Cheque 2168							
<b>ALLM001 David Allam</b>							
<i>New brake cylinder &amp; fluid</i>	06/12/2019	4821	1	479.92	0.00	479.92	0.00
<i>Safety checks &amp; lamp rplcment</i>	20/12/2019	4824	1	278.82	0.00	278.82	0.00
					0.00	758.74	
Above paid on 27/01/2020 by Cheque 2169							
<b>RIDG001 Ridgeons Ltd</b>							
<i>Various - Cemetery</i>	07/11/2019	A034116	1	273.52	0.00	273.52	0.00
<i>Topsoil, gloves, staple gun</i>	26/11/2019	A061873	1	125.81	0.00	125.81	0.00
<i>Various items</i>	04/12/2019	A123066	1	449.90	0.00	449.90	0.00
					0.00	849.23	
Above paid on 27/01/2020 by Cheque 2170							
<b>DALE001 Dale, Lisa</b>							
<i>Cleaning - Dec &amp; Jan</i>	24/01/2020	24012020	1	340.00	0.00	340.00	0.00
					0.00	340.00	
Above paid on 27/01/2020 by Cheque <del>24000</del>							
<b>HEALTH001 Healthmatic Limited</b>							
<i>Cemetery toilet installation</i>	03/01/2020	9665	1	16,680.00	0.00	16,680.00	0.00
<i>Shitter door &amp; temp toilet hire</i>	03/01/2020	9664	1	2,523.60	0.00	2,523.60	0.00
					0.00	19,203.60	
Above paid on 27/01/2020 by Cheque 2172							

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Entered Month 10  
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MILES001</b> <b>John Miles &amp; Son Tyre &amp; Exhaust Cntr Ltd</b>							
<i>Bulb - Heffer</i>	20/01/2020	JM603672	1	11.40	0.00	11.40	0.00
					0.00	11.40	
Above paid on 27/01/2020 by Cheque 2173							
<b>SHAD001</b> <b>Shadowfax Technology Limited</b>							
<i>SSL Remote Certificate</i>	24/12/2019	23242	1	24.00	0.00	24.00	0.00
<i>New Computer (user L. Dale)</i>	02/01/2020	23246	1	973.15	0.00	973.15	0.00
<i>x4 new computers</i>	27/01/2020	23405	1	3,792.52	0.00	3,792.52	0.00
					0.00	4,789.67	
Above paid on 27/01/2020 by Cheque 2174							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>108,223.17</b>


  
102

# Non-Purchase Ledger Cheques - December 2019 & January 2020

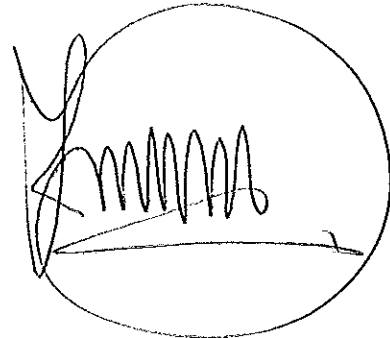
Cheque No:	Payable to:	Amount:	Reason:
2175	Adrian (Rob) Robinson	224.77	Relief bus driving
2176	Frank Gowen	279.72	Relief bus driving
2177	Ware Town Council	70	Tickets - Mayor - Ware Civic Dinner
2178	Sawbridgeworth Town Twinning	1000	Annual Grant
2179	Harlow Council	90	Tickets - Mayor - Harlow Civic Dinner
2180	Hertford Town Council	24	Tickets - Mayor - Hertford TC's Quiz
2181	Hanovia Gold Animal Trust	498.27	Proceeds of Comp & Bucket collection
2182	Hertford Town Council	90	Tickets - Mayor - Hertford Civic Dinner
2183	CASH	433.77	Petty Cash Top up
		2710.53	

4045/700  
 4045/700  
 4315/210  
 4360/220  
 4315/210  
 4315/210  
 4670/600  
 4315/210  
 Various

linked to Cashbook 1

Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HAPTC001 Hert Assoc of Parish & Town Councils							
Cllr training - Craig Chester	07/11/2019	1920/326	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 27/01/2020 by Cheque 2184							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>40.00</b>



24 FEB 2020