

**Minutes of the High Wych Ordinary Parish Council Meeting
Wednesday 18th September 2019 at 8pm in
The Green Room, High Wych Memorial Hall**

Clr Tom Payne (TP)*
Clr John Andreotti (JA)
Clr Sam Clark (SC)
Clr Gareth Emanuel (GE)*

Clr Bridget Parrish (BP)*
Clr David Smith (DS)*
Clr Stacey Butcher (BS)*

*** Denotes present**

13 members of the public (12 of whom left at 8.35pm); County Cllr Eric Buckmaster

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 8pm

ACTION

19.066 Apologies for absence (which were accepted)

1. Councillors: Clr Sam Clark (personal); Clr John Andreotti (business).
2. Others: Sgt Duncan Wallace

19.067 Declarations of Interest and requests for dispensations

1. **Interests:** None
2. **Dispensation requests:** None received

19.068 Minutes of Meetings held on 10th July 2019

Approval deferred to the end of the meeting.

At 8.05pm it was agreed to suspend the meeting for public comments

The Chairman invited the large contingent of Allen's Green residents to express their concerns about the Greenleys planning application 3/19/1492/FUL. He confirmed that the East Herts Case Officer had agreed to hold her recommendation open until after this Parish Council meeting.

The residents strongly objected to the application and requested that the Parish Council reverse its decision to make no objections. It was argued that:

- The Parish Council made an objection to the previous application.
- Councillors had a duty to represent their constituents' views and not their own opinions.
- The 2018 District Plan identifies Allen's Green as a Group 3 Village and therefore development is restricted and inappropriate.
- The village has no infrastructure and very poor roads. The proposal would exacerbate very difficult traffic situations on the already inadequate access road – Slough Road – which is not much more than a track.
- Parking on Slough Road is inadequate and the road is sometimes impassable.
- Access for cesspit lorries and other large service vehicles and HGVs would be exacerbated by the additional number of houses.
- Construction traffic would be intolerable for residents on Slough Road.
- Development is unsustainable.
- The current small units on the site provide employment.
- The proposed development is in the nicest and most attractive part of the village and residents had moved to the village to enjoy that amenity.
- It was questioned whether councillors had visited the site to assess the issues.

The Parish Council responded that:

- Although it appears that the Council had objected to the previous application at this site, there is no record of a vote being taken to support that view.
- The decisions of the Council are those of the majority of members voting.
- However, as parishioners, individual councillors are perfectly entitled to submit personal

UNAPPROVED 2nd DRAFT

comments on planning applications.

- Although it is a statutory consultee, the Parish Council's comments do not carry more weight than any individual comments submitted to EHC Development Management.
- Councillors had taken considerable time and trouble to look at the site and assess the merits and disadvantages of the proposal.
- To the wider community, the development could be considered an improvement.
- The current application represents a significant improvement to the previous one in that the number of dwellings has been reduced from seven to five.
- It was noted that notice had already been served on tenants of the existing industrial units on the site. It is possible that if this residential development is refused, the site could be opened up to larger and more substantial industrial development.
- The proposed house designs are more attractive than the old huts presently on the site.
- When moving into such a village, new residents will have assessed the pros and cons of living in a rural community with a lack of infrastructure, amenities, parking and roads etc.
- Concerning issues surrounding parking on Slough Road and the Village Green, the Parish Council was seeking to address these and has sought legal advice. A solution is not easy since the law prohibits vehicular access on, or across, a registered village green. To change the status of the Green would cost several thousand pounds and require a ruling by the Secretary of State. An alternative would be to allow parking on the registered common land opposite, which would be less expensive to secure but might not be considered practical or popular with residents.

Having listened to comments made by parishioners and engaged with them over the issues raised, the Chairman called the meeting to order at 8.35pm. 12 members of the public then left the meeting.

The Parish Council discussed and gave due consideration to comments made by the members of the public who had been present and it was **RESOLVED by a vote of 4:1 to uphold the Council's original decision to make no objections to the application.**

19.069 Chairman's announcements: None

19.070 Police Report: None

19.071 Reports by County and District Councillors

District Cllr Ian Devonshire: No report received.

County Cllr Eric Buckmaster:

The DriveSafe situation was noted with regret that Linda Emanuel stepping back from it.

A Speed & Volume study outside the church has identified that the speeds logged (30.2mph travelling towards Bishop's Stortford and 35mph towards Harlow) are possibly high enough for consideration of a 20mph advisory speed limit to be imposed. Eric is meeting with HCC's Ian Hollinrake to discuss whether it can be taken forward. If it is permissible, Eric to discuss whether a grant for it could be obtained from the Police & Crime Commissioner's budget.

SID siting in Allen's Green: It was agreed that there is no speed data on which to base the need for a SID and that is unlikely that data could be gathered. The previously discussed possibility of being able to move a SID to an Allen's Green location on a temporary basis would still require an agreed site and the cost of moving it (About £400-£500 per time) would be recharged to the Parish Council by HCC. It is doubtful whether Highways land is available on which to locate a SID even if the criteria can be met. Eric to discuss the feasibility.

19.072 Planning

1. New Applications.

3/19/1492/FUL Greenleys, Slough Road: Demolish barn and huts. Construct of detached dwellings including access and landscaping. ***The objection decision was ratified (see above).***

2. Decision Notices. The following were noted:

3/19/0918/LBC 3 Stepped Mews, High Wych Ln: Replacement windows & doors. **GRANTED**

UNAPPROVED 2nd DRAFT

- 3/19/1222/HH 11 Mansfield. Single storey rear extension. **GRANTED**
- 3/19/0258/HH & 0259/LBC Crumps Farm: Demolish garage and build replacement. **APPEAL DISMISSED**
- 3/19/1386/FUL Helmer House: Change of use from office to residential. **REFUSED**
- 3/19/1387/LBC Helmer House: Internal and fenestration alterations. **GRANTED**
- 3/19/1115/FUL & 1116/LBC Hardings Farm, High Wych: Demolish link area from house to barn to create separate 4-bed dwelling **GRANTED**
- 3/19/1548/FUL The Old Dairy, Tharbies Farm: Change of use **DECISION AWAITED**
- 3/19/1046/FUL Land adjacent to Fifth Avenue, Harlow: Alterations to existing Eastwick crossing. **DECISION AWAITED**

3. Other planning matters, including items received too late for the agenda

1. Late planning applications and decisions:

3/19/1423/FUL Sayes Park Farm: Change of use. **REFUSED**

2. Much Hadham Neighbourhood Plan Regulation 14 consultation

It was agreed that Cllr Dave Smith would read the Plan and submit a comment as appropriate. **DS**

3. Gilston Area Neighbourhood Plan Regulation 14 consultation

It was agreed that Cllr Tom Payne would read the Plan and submit a comment as appropriate. **TP**

19.073

Finance

1. Treasurer's Report

2018-2019 Accounts to 11th

The account balances as at 11th September 2019

| | |
|-----------------|------------|
| Current Account | £755.72 |
| Deposit Account | £29,000.00 |
| Total | £29,755.72 |

The deposit account contains £18,000 from the grant towards the upgrade of the Pavilion which is being managed by HTC.

Also included in the total balance is £2,181.09 raised so far towards the Commemorative Village Sign.

The forecast for Reserves and Contingency stands at £4,515.46. This will be impacted by the costs to remove/replace the burnt tree in the King George V Playing Fields which will be in the region of £1,000.

I have held talks with the General Manager of the Manor of Groves proposing that the costs should be shared on a 50/50 basis. He asked that he be given the opportunity to obtain a second quote from his Arborist following which he will put my proposal to the owners. **DS**

Asset Register – unchanged.

Treasurer/Clerk Interface

Access to the HWPC Accounts file for the Clerk to be set up via Dropbox – remains outstanding.

Grants/Finance

Section 106 grant request for the Playing Fields Equipment – the latest request is for £70,000 to cover the new play equipment plus some adult exercise equipment and the 'honeycomb' car parking facility. The latest feedback from EHDC is that everything is being signed off currently but that there is some doubt about the parking costs. Note that there is also a budget of £7,000 for Playing Fields Development as well although approximately £800 will be required for the work to cut back the trees. **DS**

Summary of transactions since the July meeting: A list was provided to the Council.

All as per the budget/forecast except for:

- New Homes Bonus: Received £2,591 against a budget of £1,775
- Donations of £425 for the Commemorative Village Sign

UNAPPROVED 2nd DRAFT

Receipts

| | | |
|--------------------------------|------------------|------------------|
| New Homes Bonus | 2,591.00 | |
| Scarecrow Festival bike sales | 230.00 | For Village Sign |
| Scarecrow Festival bike sales | 20.00 | For Village Sign |
| Parishioner donation | 15.00 | For Village Sign |
| Parishioner donation | 60.00 | For Village Sign |
| Grant for pavilion refurb | 18,000.00 | |
| Donation from St James' Church | 100.00 | For Village Sign |
| Total | 21,016.00 | |

Payments (gross) *All expenditure made under The General Power of Competence*

| | Value | VAT incl |
|--|-----------------|--------------|
| HWMH: Hall hire | 12.00 | |
| Danny Maintenance Services: Car park weed clearance | 20.00 | |
| Clerk: mileage, phone line, home working, postage, | 23.75 | |
| Clerk: printing | 2.40 | 0.40 |
| Widford PC (HAPTC): Leadership training course | 40.00 | |
| Clerk: Salary July | 206.20 | |
| P. Knott: Grass cutting | 470.00 | |
| EHDC: Play area annual inspection | 53.63 | 8.94 |
| A Felstead: Litter picking July | 50.00 | |
| HMRC: PAYE July | 51.60 | |
| Danny Maintenance Services: Car park weeding and hedge | 25.00 | |
| Danny Maintenance Services: Train repair | 10.00 | |
| Affinity Water | 110.53 | |
| D Smith (Tesco): Ink & paper | 14.38 | 2.40 |
| Wickstead: parts for train | 194.28 | 32.38 |
| EHC: Uncontested election recharge | 51.15 | |
| P. Knott: Grass cutting | 270.00 | |
| 1 & 1 Ionis website builder | 17.96 | 2.99 |
| Clerk: Salary August | 206.20 | |
| A Felstead: Litter picking August | 50.00 | |
| HMRC: PAYE August | 51.60 | |
| Total (gross) | 1,930.68 | |
| VAT included <i>To be reclaimed under VAT Act 1994 (1), (3)</i> | | 47.11 |

2. Accounts Reconciliation as at 11/09/2019

| | Current Account | Deposit Account | Total |
|--------------------------|-----------------|-----------------|-----------|
| Actual bank balances | 655.72 | 29,000.00 | 29,655.72 |
| Balance as per books | | | 29,755.72 |
| Difference | | | -100.00 |
| Paid in to bank 11/09/19 | | | 100.00 |

It was unanimously **RESOLVED to accept the Treasurer's Accounts Report and Bank Reconciliation as at 11th September.**

Cllr Gareth Emanuel, as a non-signatory member, signed the reconciliation sheet and bank statements to verify reconciliation.

3. It was unanimously **RESOLVED to approve all payments as per the Treasurer's report.**
It was also unanimously **RESOLVED to approve the Clerk's expenses for August-September as presented.**

DS

4. Commemorative Village Sign

Cllr Bridget Parrish declared a non-pecuniary interest. She then presented a proposed design for the village sign to be made of wrought ironwork. The total cost would be £5,000 including a suitable post. Cllr Dave Smith said the Memorial Hall has offered to donate £1,000 if the Parish Council will pay £2,000. The Council currently has £2,250 in its Village Sign fund. Cllr Eric Buckmaster offered to fund £250 from his locality budget (Cllr Dave Smith to apply online). It

BP

DS

DS

UNAPPROVED 2nd DRAFT

was therefore proposed and unanimously **RESOLVED that the Parish Council donate the £1,500 balance**. Cllr Stacey Butcher offered to hold a Christmas market, the proceeds of which could go towards the fund.

SB

19.074 Correspondence: The list of correspondence was noted as it appeared on the Agenda:

- Various emails re Drivesafe scheme (19.075.3)
- Re Woodland Trust trees planted at KGV Playing Field possibly being moved (19.076.1)
- Parishioner: Complaint about Highways resurfacing of Sacomb's Ash Lane (19.075.1.4)
- Parishioner: Pavement parking in High Wych Lane (19.075.1.5)

Parishioners: Requesting PC to object to planning application 3/19/1492/FUL (19.072.2)

19.075 1. Highways and Public Rights of Way

1. Gilston consultation event at High Wych and general concerns.

The Chairman reported that about 70 people attended the event and that it had raised the awareness of what's going on.

The Parish Council has lodged a view in respect of the Gilston development and in particular has raised transport concerns.

Cllr Eric Buckmaster has met with a Highways officer to make suggestions on what he considers to be over-engineered proposals for the crossing and to express his many concerns.

2. Installing a SID at Allen's Green

This was discussed earlier in the meeting under 19.071. It was reiterated that there is not a viable site to locate a SID. The site has not been surveyed. The DriveSafe team said they had offered to help if Allen's Green residents were prepared to put up a team of volunteers, but none had come forward.

3. DriveSafe Scheme.

Running the scheme is not easy, with equipment being held at Hertford and having to be collected and returned every time. Four years of operating it and submitting reports and stats has resulted in no police speed checks and there is no apparent end product, which is very disheartening.

4. Sacombs Ash Lane resurfacing complaint

Investigation ongoing with Herts Highways.

5. Pavement parking in High Wych Lane

Concerns raised and action by police is ongoing.

Cllr Stacey Butcher gave her apologies and left the meeting at 10.02pm

2. Footpaths and other Public Rights of Way (PRoW)

1. Modification Order for footpath near Broadfields - update:

Cllr Sam Clark is appealing to the Secretary of State to get a Direction to Determine decision issued by the Planning Inspectorate.

SC

3. Other Parish Matters

1. High Wych Memorial Hall

1. Car park issues: No actions outstanding.
2. CCTV: Wi-fi cameras: ongoing

SC

2. Litter bin adjacent to bus shelter: Ongoing with EHC to replace. Cllr Dave Smith to complain that bin is not being emptied.

DS

19.076 1. Playing Fields and buildings

1. New Play Equipment and

1. Progress and proposals: The item of equipment that has generated the most interest is a zip wire – which is not included within the plan.

The Chairman suggested that a formal proposal be made in advance of the next meeting so the Council can make a decision in November.

2. Woodland Trust saplings concern: It was confirmed that the only tree work being planned is the maintenance of established trees and that any other report is not true. The Clerk to assure the enquirer.

TP/SC/
DS/JA/
SB

Clerk

UNAPPROVED 2nd DRAFT

2. **EHC RPII Report, July:** It was acknowledged that the report had been received.
 3. **Harlow Theatre Company**
Cllr Dave Smith reported that the Parish Council is holding £18k of the funds which are beginning to be spent (see Treasurer's Report under 19.073.1 above).
 4. **Burnt-out MOG golf buggy on KGV Playing Field and tree damage**
Cllr Dave Smith has spoken to the Manor of Groves and presented the tree report to them. The MOG is getting its own independent tree report and will then consider a response (see Treasurer's Report under 19.073.1 above). DS/Clerk
 5. **KGV Playing Field tree maintenance**
This is anticipated to be undertaken at the end of October or early November. DS
 6. **Toilet provision**
This has been investigated but is considered to be neither viable nor appropriate.
 7. **Play Area H&S weekly checks**
It was confirmed that the checks are being done and that no issues have arisen. DS
- 2. Allotments**
1. Several incidents have been reported. A gate at the back of the allotments was kicked off in order to force an entrance. A small amount of produce was damaged and some was stolen.
It was also noted that at around the same time the church was broken into and items stolen from the kitchen area.
 2. Other matters: Although there has been a turnover of tenants, all but one half-plot has been taken up.
- 19.077 Village Greens and Common Land**
1. The issue of parking on village greens was discussed earlier in the meeting during public comments. The solicitor's advice and legal position was noted to be broadly in line with that given by the Clerk.
- 19.078 GDPR**
- The Clerk presented advice given by the Information Commissioner's Office (ICO) and which East Herts had forwarded to all Clerks for local councils to consider. As a very minimum it is recommended that parish council email address – say gmail (which is free) - is set up for each councillor. This will demonstrate that the PC has taken steps to regulate and limit the dissemination and storing of personal data it receives. In the case of a data breach, the ICO would look for evidence of compliance intentions and actions. It was **RESOLVED that each councillor should have a dedicated council gmail address and that Cllr Dave Smith would set these up.** DS
- 19.079 Late items and Items for future agendas**
1. To note items received too late for inclusion on this agenda:
 - HCC Winter salt provision if needed by the parish: Stocks adequate; no extra needed.
 - Thanks were recorded for all the hard work done for the annual Scarecrow event, which was again very successful. The Chairman to email thanks and it was agreed to ask Ali to put a "Thank You" from the Parish Council on the website. TP
AG
 2. To receive other items for future agendas:
 - It was agreed to continue monitor parking on pavements
 - To explore whether school times could be staggered
 - Continued liaison with Sarah Elliott, Safety Advisory Group
 - Solutions to reduce or stop dangerous parking
 - The over-grown footpath used by those walking to school
- 19.080 Date and venue of next Meeting:** Clerk
- Wednesday 13th November at 8pm in Allen's Green Village Hall (booking to be confirmed). DS
- Cllr Dave Smith gave apologies in advance that he will not be present, but he will produce information for finance and the budget. DS

UNAPPROVED 2nd DRAFT

19.068 Minutes of 10th July Meeting – deferred from earlier in the meeting

It was unanimously **RESOLVED that the Minutes of the Parish Council Meeting held on 10th July 2019 were a true and accurate record.** The Chairman signed the Minutes.

Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 10.35pm.

Signed.....Dated.....

ACTIONS

Cllr David Smith

- Comment on Much Hadham Neighbourhood Plan for regulation 14 consultation
- Follow up with Manor of Groves fire damage to tree
- Follow up Section 106 request
- Commemorative Village sign – Memorial Hall donation
- Commemorative Village sign – apply to HCC for £250 Cllr Buckmaster Locality grant
- Litter bin by bus shelter – not being emptied
- Follow up KGV tree maintenance (Tim Fuller)
- New Play equipment arrangements (SC, TP, DS, JA, SB)
- Create dedicated gmail addresses for councillors for GDPR compliance
- Book Allen’s Green VH for the November PC Meeting

Cllr Sam Clark

- Follow up Secretary of State for a Direction to Determine (Modification Order)
- Follow up CCTV siting for car park
- New play equipment (SC, TP, DS, JA, SB)
- Create a proposal in advance of the next meeting for agreement in November

Cllr Tom Payne

- Comment on Gilston Neighbourhood Plan for Regulation 14 consultation
- New play equipment (SC, TP, DS, JA, SB)
- Email thanks to organisers of the Scarecrow Festival and note to Ali for the website

Cllr John Andreotti

- New play equipment (SC, TP, DS, JA, SB)

Cllr Stacey Butcher

- New play equipment (SC, TP, DS, JA, SB)
- Consider a Christmas market to raise funds for the Village Sign

Cllr Bridget Parrish

- Work and design liaison for the Commemorative Village Sign

ALL

- Consider forming a working group to look at how to resolve school parking issues

Cllrs Sam Clark, Tom Payne, Dave Smith, John Andreotti, Stacey Butcher, under delegated powers granted to the Clerk

- Taking forward the new play area proposals

Clerk

- Liaise with DS on claim against Manor of Groves for fire-damaged tree
- Report back to enquirer on Woodland Trust tree position
- Governance documents - ongoing