

**MINUTES FOR MEETING OF
HIGH WYCH PARISH COUNCIL**

8.00 P.M. WEDNESDAY 19th JULY 2017

THE GREEN ROOM, HIGH WYCH MEMORIAL HALL

Present:

High Wych Councillors: Tom Payne (TP)
Sam Clark (SC)
Wendy Marks (WM)
David Smith (DS)
Steph Glover (SG)
Gareth Emanuel (GE)
HCC Councillor: Eric Buckmaster (EB)

In Attendance: Ali Geller (AG) - Minuting Secretary

- Apologies for Absence:** Bridget Parrish (BP) : Brian Sullivan (BS)
- Report from Hertfordshire Constabulary:**
PC Steve Blanks was unable to attend the meeting but submitted the following report to the Council.

CRIME REPORT: 19 th April 2017 – 19 th July 2017					
Assault	Theft from Motor vehicle	Theft	Burglary	TOTAL OFFENCES	Anti-social behaviour incidents
6	1	2	1	10	8
CRIME REPORT: 19 th April 2016 – 19 th July 2016					
Assault	Theft from Motor vehicle	Theft	Criminal Damage	TOTAL OFFENCES	Anti-social behaviour incidents
7	3	1	3	14	6

We have suffered from TFMV offences including theft of number plates within the rural area. As we are in the summer period can I remind you that you make sure that your sheds and outbuildings are locked and secured; also when you go out can you make sure that you close all windows in the house and also double lock the front door.

3. Minutes of Last Meeting

The Minutes of the last meeting were approved and duly signed by the Chairman.

4. Secretary's Report

Precis of Minutes from last meeting published in The Link

Various correspondence received – car parking complaints, queries re: HAPTC and annual returns that have now been resolved.

Stop Harlow North

Invitations received to attend Gilston workshops. Attendees include representatives from parish councils and planning departments and take the form of a discussion forum.

King George V Playing Field

Repairs to ‘wobbly’ board are in hand. Monies from contingency fund available if necessary.

Allen’s Green Manorial Wasteland

Nothing further to report – all gone quiet.

Revamp of The Link Parish Magazine

Lack of response to date of anyone coming forward.

Current magazine benefits the church circa £2,000 annually.

Any new publication to be an extended edition 4x a year, appear online and initially be free.

It was **resolved** that a quarterly magazine to run alongside the current issue be initiated and a general open meeting be called for 27/9/17.

5. Treasurer’s Report (See Appendix A for Accounts 2017-2018)

2016-2017 Accounts

Have been submitted for external audit and follow up queries have been answered

2017-2018 Accounts

The account balances as at the 12th of July are:

Current Account	£1,362.34	
Deposit Account	£2,025.55	
Total	£3,387.89	

Notes relating to the accounts:

- Year end Reserves/Contingency stand at £1,917 plus a Small Grants amount of £400 available to be allocated;
- The annual insurance payment has increased as a result of the changes to the insurance taxation. This has also impacted on the Pavilion portion of the payment.
- Harlow Theatre Company has been invoiced for their portion of the insurance charge.
- A grant of £494 has been received from HAPTC to pay for equipment to be used to ensure we comply fully with our Transparency obligations.
- A further grant of £660 has been received from HAPTC to subsidise the administrative costs of complying with the transparency obligations.
- New Homes bonus should be in account by end of July

6. Car Park Issues

- Community Car Park – School Sports Day

Complaints received about inconsiderate parking by parents of children attending High Wych School Sports Day. Many residents inconvenienced and unable to exit car park due to double parking.

EB proposed that the school be requested to contact HCC with regard to possible extension of parking areas on school land.

It was **resolved** that car park would no longer be available for parents attending High Wych School events.

It was **resolved** that a response email be sent to the president of the Old Bakery Residents Association

- Parking on the Village Green
Not discussed at this meeting

7. Councillor Reports:

- *Councillor David Smith*
Website

Has been extensively modified by Ali Geller who has taken over responsibility for the website as part of her role in providing administrative support to the Clerk.

Allotments

Asbestos – will be removed at the end of the current growing season. Site Entrance Improvements – HWAA have now decided to install a shingled run in to the site.

It was **resolved** not to increase allotment rentals this year.

Playing Fields

It has been requested that the mechanism for the gate on the High Wych Lane boundary be modified to dampen the noise on closure. Permission requested to purchase something to satisfy this request. Maximum cost expected to be less than £20.

It was **resolved** to place a damper on the playing field gate

Car Park

Further issues arose at the School Sports Day. (Copies of e-mails - **Appendices B and C**)

Memorial Hall

The Table Tennis sessions continue to be very popular.

The finances are reasonably healthy and further refurbishment work is planned to:

- Replace the main hall chairs;
- Replace the single glazed windows with double glazing;
- Repair/replace the flat roof;
- Upgrade the kitchen
- Extra events are being planned for the hall to try to involve more of the local community

- *Councillor Wendy Marks*

Footpaths have been trimmed of foliage and will not get another cut until end of summer.

I have reported a tree with branches about 2' from the ground which is on King George's Field near the playground area. Work on this tree will obviously not take place until it has shed its leaves.

*Alan Felstead will be employed to weedkill the path

- *Councillor Gareth Emanuel*

Highways matters

I have reported the poor state of the pedestrian crossing and anti-skid surface o/s the shop to EHDC - it awaits a surveyors report as to repair. (this matter was also raised by the school via Dave Smith).

Leaf litter and debris on footpaths near the school/ high wych road – again reported via the 'online' system and awaits action.

The dead cherry tree next to the bus stop opp Broadfields was also reported but reply from EHDC stated it was not on public land and hence not something they would attend to. I will re submit this as its quite clearly adjacent to the footpath. One other avenue is to report to BT as it is brushing against the overhead phone cables, but I will do this after the second attempt to get EHDC to sort it.

Drivesafe

1. 8 drivesafe sessions have been done since march 2017. This continues to illustrate excessive speeds of vehicles entering and leaving the village at the two nominated points (o/s the memorial hall & opp Rivers hospital entrance) the data continues to be filed and Linda & myself are going to prepare something for upward submission via drivesafe/ the Herts safety camera group and EHDC. The 'warning' letters sent out are due to be revised by the Police and will be more robust in tone. We still await any volunteers from Allens Green and the nomination of a site to be checked as suitable by the police.

EB stated only long term solution = engineering measures such as chicanes (costly at £70,000 a piece) If/When Gilston 'village' goes ahead, Section 106 monies may be available. EB supportive of making contact with Chief Constable now to make the case re: securing funding for engineering measures in the village.

It was **resolved** that Chief Constable be jointly contacted by EB and TP.

It was **resolved** that an email be sent to Nicholas Maddex.

It was **resolved** that a report be sent to BT.

- *Councillor Steph Glover*

HWMH

Bookings are running at 80% of capacity, which only leaves a few time slots available for new activities. Table tennis is doing really well and has a solid core of regulars over 50. Finances are healthy and were topped up by around £400 after last Saturdays successful bingo night. The hall is very well maintained and there are plans afoot for some new windows and new flooring in the green room. The next fundraiser is the Quiz Night which will be taking place on the 14th of October.

Communications

The High Wych Community Group on Facebook now has 155 members.

- *Councillor Tom Payne*

No material updates re: Post Office

Consultation underway re: raising flight cap

No material planning applications

- *Councillor Brian Sullivan*
The official outcome regarding the purchase of Allen’s Green Village Hall is still awaited. The delay is putting some of the grant funding at risk.
- *Councillor Bridget Parrish*
Has expressed her wish to remain as High Wych Parish Council representative on SUCT (Sawbridgeworth United Charities Trust)
- *Councillor Eric Buckmaster*
The following consultations are in progress:
 - *suggestion to combine the Police service with the Fire service
Responses to be made online on HCC website
 - *suggestion that Children’s services be combined with Health Services
 - *EHC has approved a budget of £30million for leisure services - includes upgrade of Hartham and Grange Paddocks swimming pools. Likely Leventhorpe and Fanshaw pools will not be funded. 3 months deferral on final decision.

8. Any Other Business

Playground Equipment

In need of updating.

Rep. from playground equipment company visiting Tuesday 25th July.

Can advise on relevant grant applications.

3 levels of equipment envisaged:

- i) 0 -10 years to include mound slide
- ii) 10-14 years to include multi-activity basketball/football
- iii) adult-type outdoor gym equipment

Likely to be no less than £20,000 – bulk of which realistically to come from grant funding.

Canvassing of village envisaged – possibly involving the school? Rainbows? Brownies? Other organisations?

It was **resolved** that views of the village be sought as to what equipment should be installed

Overgrown Car Park

This will be dealt with by Gary Cunningham (Rising Sun) after the end of the school term.

9. Date of Next Council Meeting: Wednesday 13th September 2017 8pm

Final copy of Minutes signed:.....

Date:.....

There being no further business the meeting closed at 10.10pm

ACTIONS

Tom Payne:

- Email High Wych Headteacher on two issues of parking at village car park – i) big events (see resolution above) ii) everyday parking difficulties
- Email response to president of Old Bakery Association
- With EB, write to Chief Constable re: traffic calming measures funding

Sam Clark:

- Effect repair to 'wobbly' board at village playground

David Smith:

- Contact TP re: time of playground rep.25th July

Steph Glover:

- Publicise meeting for new quarterly community magazine on High Wych Facebook page

Eric Buckmaster:

- With TP, write to Chief Constable re: traffic calming measures funding

Ali Geller:

- Publicise meeting for new quarterly community magazine on Memorial Hall website, Community website, at the Memorial Hall and on noticeboard.
- Book Green Room for 27/7/17 at 8pm
- Add warnings of theft to Community website

Gareth Emanuel:

- Send report to BT

Bridget Parrish:

Brian Sullivan:

Wendy Marks:



Appendix A

Subject	Income				Expenditure				Net	
	Topic	Reference	Budget	Forecast	Actual	Topic	Reference	Budget	Forecast	Actual
Reserves	General Reserve	RE01	2,462.27	2,462.27	2,462.27					
	Allotment Reserve	RE02	600.00	600.00	600.00					
	Rent income	AL01	772.50	772.50	772.50	Water				
Allotments			3,062.27	3,062.27	3,062.27	Development Grant	AL51	350.00	350.00	350.00
			772.50	772.50	772.50		AL52	600.00	600.00	600.00
			772.50	772.50	772.50	Stationery	AD51	50.00	50.00	50.00
						Postage	AD52	15.00	15.00	15.00
						Mileage	AD53	40.00	40.00	40.00
						Audit Fee	AD54	120.00	120.00	120.00
						Insurance	AD55	1,350.00	1,443.98	1,443.98
						HAPTC Fee	AD56	400.00	389.40	389.40
						Training	AD57	250.00	250.00	250.00
						Transparency Costs	AD58	1,200.00	880.00	160.00
Communications			0.00	0.00	0.00	Miscellaneous	AD59	200.00	200.00	85.15
						Web Site	WS51	3,625.00	3,388.38	2,078.53
						Memorial Hall Internet	WS52	120.00	120.00	17.96
Hall Hire			0.00	0.00	0.00	Hall Hire	HH51	370.00	370.00	17.96
								96.00	96.00	39.00
Playing Fields			0.00	0.00	0.00	Grass Cutting	PF51	2,000.00	2,000.00	875.00
						Inspections	PF52	60.00	60.00	0.00
						Development	PF53	2,500.00	2,500.00	0.00
						General Maintenance	PF54	600.00	600.00	12.97
								5,160.00	5,160.00	887.97
Pavilion	Pavilion Lease	PA01	1.00	1.00	1.00	Pavilion Insurance	PA51	900.00	941.89	941.89
	Pavilion Insurance Refund	PA02	900.00	941.89	941.89	Maintenance	CP51	900.00	941.89	941.89
Car Park			901.00	942.89	942.89	Loan Servicing (Year 5 of 10)	CP52	300.00	300.00	10.00
						Litter Picking	LP51	1,536.06	1,536.06	768.03
Income			0.00	0.00	0.00			1,836.06	1,836.06	778.03
								600.00	600.00	135.00
								600.00	600.00	135.00
Donations/Grants (Equipment)	Precept	IN01	8,450.00	8,450.00	4,225.00	Large Projects	DS51	0.00	0.00	0.00
	VAT Refund	IN02	100.00	100.00	0.00	Outreach Post Office	DS52	4,000.00	4,000.00	0.00
	Interest	IN03	0.00	0.00	0.00	Stop Stansted Expansion	DS54	350.00	350.00	175.00
	New homes bonus	IN04	5,728.00	5,728.00	0.00	Allen's Green Village Hall	DS55	100.00	100.00	0.00
	Transparency (Equipment)	DS01	14,278.00	14,278.00	4,225.00	Stop Harlow North	DS56	0.00	0.00	0.00
Transparency (Clerical)		DS02	0.00	494.00	494.00	Small Grants (Other)	DS57	100.00	100.00	0.00
						Parish Election Costs	PE51	400.00	400.00	0.00
Elections			0.00	1,154.00	1,154.00	Reserves/Contingency	CV51	4,950.00	4,950.00	175.00
								0.00	0.00	0.00
Contingency			0.00	0.00	0.00			0.00	0.00	0.00
								526.71	1,917.33	0.00
Totals			19,013.77	20,209.66	8,441.27			19,013.77	20,209.66	5,053.38
								526.71	1,917.33	0.00
								-526.71	-1,917.33	0.00
								0.00	0.00	3,387.89

Appendix B

Dear Mrs West

I am very sorry to have to contact you again with regard to the totally selfish use of the village car park by people attending an event at the school today.

I have received complaints from local residents who were unable to get to work as their cars were trapped in the car park by inconsiderate parking and users of the Memorial Hall being similarly trapped and unable to use the Memorial Hall car park.

Given that the capacity of the school is being increased, one can only assume that things will get worse in the future and action is urgently required.

Can you please let me know who we need to get in touch with in the education system so we can highlight the issues. It is difficult to understand how they can recommend expansion without consideration to the local infrastructure.

Can I also request that you let me know of any future events which are likely to cause similar problems (e.g. leaving assemblies) and we will attempt to provide some form of marshalling if the people cannot control it themselves. Perhaps the school might consider providing resources to help with this?

Your observations and schedule of forthcoming events would be appreciated.

Yours faithfully

David Smith



Appendix C

From: Head
Sent: 05 July 2017 08:02
To: David Smith; Cath Sharples
Subject: Re: High Wych Village Car Park

Hi David

I can only apologise for the parents inconsiderateness yet again. I did ask them in a newsletter to park sensibly. We have limited the number of events this year so that parking would not be such an issue and am sorry I forgot to let you know that this one was happening- it crept up on us.

For the next few weeks we have 2 productions on 18th and 19th July- 1.45 and 7pm which hopefully will not be as busy as each time it only affects 2 classes and then on the last day 21st July leavers' assembly 12.45 in the church and then the hall which only affects 1 class.

We have been at capacity of 230ish for the last few years and as far as I am aware not increasing. We were all going to meet to discuss other ways of improving parking but I haven't heard about another meeting. I am not sure who you should contact at county as we already had highways etc involved before. It is very difficult as most of our parents have to drive to school but we do encourage drop and go and walk to school whenever possible.

We will look at limiting any whole school events again next year although it would be a shame to not do a sports day just because parents can not park in a considerate manner. I will try to remember to let you know in advance the date so that we can liaise with marshalling.

Regards

Mrs M J West
Headteacher

The views expressed are not necessarily those of the school or the LA.

From: Admin
Sent: 04 July 2017 08:03:06
To: Head
Subject: Fw: High Wych Village Car Park

Claire Abby
School Secretary
High Wych CE Primary School 234
01279.722109

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