

Agenda

Ashwell Parish Council May Meeting and AGM to be held on Wednesday 01 May 2024,
in the Parish Room at 7pm

To Councillors: Chris Button, Ian Duffy, Vinny Hall, Martin Hoffman, Graham Lee (Chair), Norton Mahy (Vice Chair), David Sims.

Councillors are summoned to attend this meeting for the transaction of business in the agenda.

The meeting is open to members of the public and press unless a resolution for a particular agenda item decides otherwise. The meeting can be attended in person or via Zoom. Please sign up on the website (www.ashwell.gov.uk) to be sent login details and to receive regular communications on village matters, or contact the parish office direct.

District Councillor Tom Tyson and County Councillor Steve Jarvis routinely attend meetings.

Copies of the agenda and other items on the website are available by request.

<https://www.ashwell.gov.uk/parish-council/meetings/full-council/2024-meetings-minute/>

- 1 **Election of Chair** To receive a proposal for the council year 2024/25 and signature of the Declaration of Acceptance of Office.
- 2 **Election of Vice Chair** To receive a proposal for the council year 2024/25 and signature of the Declaration of Acceptance of Office.
- 3 **Apologies for absence** To receive and accept apologies for absence. To agree any long-term absence from meetings to comply with the 'six month rule' (Local Government Act 1972).
- 4 **Interests** a) To receive declarations of interest from councillors on items on the agenda, b) To receive written requests for dispensations for declarable interests, and c) To grant any requests for dispensation as appropriate. Where any declaration of interest involves the chair, the meeting to agree an alternative individual to take the chair for that item(s).
- 5 **Meeting dates for 2024-25** To agree dates and venues.
- 6 **Parish councillor responsibilities and representatives** To note the current responsibilities of councillors, membership of committees and working parties, and representatives for other organisations, and agree any changes.

<https://www.ashwell.gov.uk/parish-council/election-for-new-par/>

https://www.ashwell.gov.uk/downloads/councillors/copy_of_council_task_leaderships_-_may_2024.pdf

- 6.1 Moss Cottage Homes. *See the trustees report on page 27 of the 2024 Yearbook*
https://www.ashwell.gov.uk/downloads/yearbook/2024/yearbook_2024_copy_for_website.pdf To note the Parish Council has the right to nominate four trustees to this charity.

To consider the request from the trustees that the Parish Council endorse their recommendation for the appointment of Stephen Fleming as a new trustee and the re-appointment of trustees Ann Robertshaw and Phillida Shaw.

- 7 **Council Documents** To note those current, review as required, and propose and agree any changes.
- 7.1 To note the documents scheduled for review 'Following the election of a new council or when agreed to be necessary, or prompted by external bodies.'
<https://www.ashwell.gov.uk/parish-council/roles-and-responsibilities/>
- 7.2 Financial Regulations (NALC model 2019). To note the guidance that these are reviewed annually. To receive and agree any proposals for amendments.
https://www.ashwell.gov.uk/downloads/what_the_parish_council_does_from_may_2023/from_sept_2023/apc_financial_regulations_2023.pdf
- 7.3 Standing Orders (NALC model 2022). To note the guidance that these are reviewed annually. To receive and agree any proposals for amendments.
https://www.ashwell.gov.uk/downloads/what_the_parish_council_does_from_may_2023/apc_standing_orders_2023.pdf
- 7.4 To note other documents to be included as part of the Internal Audit review at the June Council meeting. *See link to Internal Audit documents*
<https://www.ashwell.gov.uk/parish-council/budgets-and-audits/>

The following items are routine Parish Council business

- 8 **Minutes** Proposal to approve the draft minutes of the Parish Council meeting on 03 April 2024 as an accurate record of proceedings.
https://www.ashwell.gov.uk/downloads/agendas_and_minutes/minutes/2024/draft_minutes_council_february_2024.pdf
- 9 **Parish Issues and Public Participation**
https://www.ashwell.gov.uk/downloads/what_the_parish_council_does_from_may_2023/apc_public_participation_protocol_2023.pdf

Standing Orders to be suspended.

- 9.1 To note the following ongoing consultations/surveys, responses to date and agree any actions.
- 9.1.1 Consultation on the Outreach Post Office service hosted by St Mary's Church in the Parish Room to gain local residents' views on the impact of the service reduction to two sessions per week. <https://www.ashwell.gov.uk/news2/survey-re-ashwell-ou/>

- 9.1.2 Consultation on the litter bins, 'Right Bin, Right Place' (see also item 13.7.1 below). <https://www.ashwell.gov.uk/news2/consultation-on-our/>
- 9.1.3 Consultation on improvements at the playground (see also item 13.3 below). <https://www.ashwell.gov.uk/news2/playground-improveme/>
- 9.1.4 Affordable Housing Survey - deadline 30 April 2024. See also 10.2 below <https://www.ashwell.gov.uk/news2/affordable-housing-s/>
- 9.1.5 Consultation on the pavilion and public toilets upgrade, 'Renovation or replacement?' (see also item 13.3 below). <https://www.ashwell.gov.uk/news2/the-pavilion--renova/>

9.2 To note any police matters. To include, (i) the poster project with the school to support '20's Plenty'. (ii) the changes to the police online Neighbourhood Watch scheme; OWL now Herts Connected. <https://hertsconnected.co.uk/>

9.3 To hear any new matters raised (members of the public and councillors can raise any Parish related matters).

9.4 To receive reports from representatives from outside bodies, local authorities and agencies.

9.4.1 To receive a report from County Councillor Steve Jarvis. To include the speed limit in Springhead.

9.4.2 To receive a report from District Councillor Tom Tyson.

Standing Orders to be reinstated.

10 **Reports from Working Groups.** To receive oral updates from relevant leaders/members and agree any actions that require Parish Council input/approval.

10.1 Litter Picking (Cllr Norton Mahy). To note the event on Saturday 20 April.

10.2 Planning Advisory (includes matters re affordable housing and section 106) (Cllrs Chris Button and Norton Mahy). To note the current Affordable Housing Survey (see item 9.1.4 above).

10.3 Access to Ashwell station (includes the cycle/footway route and car parking) Proposal to form a working group (see April council item 126.2.3).

10.4 Trees and Hedges (Cllr David Sims).

10.5 Yearbook 2024 edition (Cllr Norton Mahy).

10.6 Zero Carbon Ashwell (ZCA) group. See April council item 123 (Cllr Graham Lee dispensation to address the meeting).

10.7 Village Sports Day. To note, this will be held on Sunday 19th May 2024 at the Recreation Ground. The Risk Assessment has been completed by the organisers for submission to the Insurance Company.

11 **Planning matters: to include new and existing applications.** To see full details of applications on the NHC website enter the reference number into the planning search box. <https://pa2.north-herts.gov.uk/online-applications/>

11.1 New consultations received from NHC. To note any correspondence and agree responses.

- 11.1.1 80 Ashwell Street. NHC ref. 24/00651/FPH. Full Permission Householder: Two storey side extension, single storey rear extension, front porch extension and raised rear decking area following demolition of existing garage. *See also April council item 127.1.2.*
- 11.1.2 Slip End Farm, Royston Road, Slip End. NHC ref. 24/00754/FP. Full Planning Permission : Erection of two 3-bed, three 4-bed and two 5-bed dwellings with associated hard and soft landscaping, parking, garaging and private gardens following the demolition of existing agricultural barns.
- 11.1.3 1 Woodforde Close. NHC ref. 24/00737/FPH. Full Permission Householder : First floor side extension and replace existing rear ground floor flat roof with a mono-pitched roof. Insertion of rear ground floor bifolding doors and recladding to front elevation.
- 11.2 Tree consultations (Conservation Area and TPO) received from NHC. To agree responses to any received.
 - 11.2.1 Land Adjacent To 28, Hodwell. NHC ref. 24/00119/TCA. Trees (Conservation Area) various works including removal.
- 11.3 Tree consultations (Conservation Area and TPO) received from NHC; to note the responses made to the NHC Planning Officer.
 - 11.3.1 Ashwell Primary School, Silver Street, Ashwell. NHC ref. 24/00857/TCA. Various works including removal. To note the 'no objection' response sent.
 - 11.3.2 9 Woodforde Close. NHC ref. 24/00775/TPO. Ash Tree - re-pollard back to previous points, reduce limbs by 0.5 – 1m, shape and balance. Hawthorn – reduce height up to 2m, shape and balance.
- 11.4 Concerns re the removal of trees at Claybush Hill Meadow covered by a planning condition (*see action point February council 109.4*). *See application documents on the NHC website NHC ref. 16/01797/1.*

To note any further correspondence received and agree any actions.

https://www.ashwell.gov.uk/cms/downloads/agendas_and_minutes/agendas/2024/claybush_hill_meadow_16017971_-_concerns_re_tree_works.pdf
- 11.5 To note the Planning Summary as of 24 April 2024.

https://www.ashwell.gov.uk/downloads/planning/planning_summary_sheets/2024/planning_summary_april_2024.pdf

12 Reports from Committees

- 12.1 HR Committee. To receive an oral report and agree any actions.

13 Reports from parish councillors on premises and other responsibilities. To receive oral reports and agree any actions needed.

- 13.1 The Springs. Report from Cllr Martin Hoffman.
- 13.2 St Mary's Churchyard Grounds Maintenance. Report from Cllr Hoffman.
- 13.3 Recreation Ground including the playground, pavilion and public toilets. Report from Cllr Graham Lee. To include the previously published consultations on the playground and the

pavilion (*see 9.1 above*) and further consultation and actions re the pavilion and public toilets.

13.4 Small Gains (Accies pitch and allotments). Report from Cllr David Sims.

13.5 War Memorial. To note any updates re the Highways issues (*see also 9.4.1 above*) and quotes from suppliers re cleaning, minor works to the steps and insurance valuation update.

13.6 Cemetery. To note any updates.

13.7 Street furniture.

13.7.1 Litter bin review. Report from Cllr Norton Mahy. To include the ongoing consultation (*see item 9.1 above*) and communications with NHC.

13.7.2 Seats. To note any updates.

14 Finance and Governance

14.1 Budget tracking and the monthly summary of accounts. To note the information up to 30 April 2024 to be circulated to parish councillors after the end of the month. Proposal that the summary of receipts and payments be issued with the draft minutes and the two nominated parish councillors sign off the accounts in accordance with internal control procedures.

14.2 Audit for the 2023-24 financial year. *See item April Council 130.2*. To note any further updates.

Date of next meeting: Wednesday 05 June 2024, 7pm.

Issued by Jane Porter, Acting Clerk to Ashwell Parish Council, 25 April 2024