

## Agenda

### Ashwell Parish Council Meeting to be held in the Parish Room on Wednesday 6<sup>th</sup> August 2025, at 7.00pm

**To Councillors:** Graham Lee (Chair), Norton Mahy (Vice Chair), Chris Button, Ian Duffy, Vinny Hall, Martin Hoffman, Joan Yates, 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, a copy of the recording will be available from the Clerk upon request. Please sign up on the website ([www.ashwell.gov.uk](http://www.ashwell.gov.uk)) to be sent login details and to receive regular communications on village matters.

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 or by clicking on this link. [PC Agendas and Minutes](#)

**32 Apologies for absence.** To receive and accept apologies for absence.

**33 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 involved the Chair, the meeting to agree an alternative individual to take the Chair for that item(s). GL long term interest in ZCA and CLT, no decision to be taken on either matters if there were GL would leave the room.

**34 Parish Issues and Public Participation** [Protocols for Public Participation in Council Meetings](#)

**35 Minutes Proposal.** To approve the draft minutes of the Parish Council meeting on 2<sup>nd</sup> July 2025 as an accurate record of proceedings. [Draft Minutes from 2<sup>nd</sup> July 2025 Meeting](#)

#### ***Standing Orders to be suspended***

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

**35.1.1** To receive update to [water issue at Small Gains Allotments](#)

**35.1.2** To receive update on [street lamp condition project](#) from Parish Councillors. Ongoing project to be fed back to Highways in time for the next meeting scheduled for 30<sup>th</sup> September 2025.

**35.1.3** [Dog Poo Waste Bins complaints](#) – to discuss adequacy of bins and service following parishioners correspondence.

**35.1.4** [Community Governance Review](#) – To note NHC decision

35.1.5 **Statement of Licensing Policy** – To note open to public consultation 28.07.2025 – 19.09.2025.

35.1.6 **Parishioner correspondence** – To note and receive any updates to 24/01444/FP

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

35.2.1 To receive a report from County Councillor Steve Jarvis.

35.2.2 To receive a report from District Councillor Tom Tyson.

### **Standing Orders to be reinstated**

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

36.1 Planning Advisory Working Group - To note, any further information regarding S106 and to note **Final Draft APC approved on Ashwell Housing Needs Survey.**

36.2 Access to Ashwell station includes the cycle/footway route and car parking. To note any update to **communications between APC and MP Chris Hinchliffe (Cllr Lee)**

36.3 To receive update - Zero Carbon Ashwell (ZCA) Group. (Cllrs Lee & Duffy).

37 **Trees and Hedges (Cllr Sims) – To note any updates**

38 **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.

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

38.1.1 25/01717/FPH : Single storey rear extension, insertion of rooflight to existing rear extension and relocate existing rooflights, alterations to fenestration and first floor rear extension : 77 Back Street, Ashwell.

38.1.2 **Decision Notice : 24/02659/AD** – To note erection of AA directional road signs.

38.2 **Current Applications: any updates to 24/01444/FP:** Land Between Huntsridge and Ashwell House 5 High Street Erection of 14 dwellings (including affordable housing), (Hunts Close). To note correspondence sent to **Manor Oak Homes.**

38.3 To note any updates of letter to North Herts Council regarding outstanding **footpath at Townsend Meadow.**

38.4 To note the **Planning Summary**

39 **Tree consultations (Conservation Area and TPO) received from NHC.** To agree responses to any received.

39.1 To note the **Tree Planning Summary**

40 **Reports from Committees**

40.1 HR Committee. To receive an oral reports and agree any actions.

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

- 41.1 The Springs Report from Cllr Hoffman - To discuss replacement of current permanent sign and replace with new larger sign to allow more information to be displayed.
- 41.2 St Mary's Churchyard Grounds Maintenance. Report from Cllr Hoffman.
- 41.3 Recreation Ground including the playground, pavilion and public toilets. To receive any updates from Pavilion Working Party.  
To receive feedback regarding dogs at the rec and suggestion of permanent external signs
- 41.4 Small Gains and Track – To note any updates (Cllr Sims).
- 41.5 Cemetery – To note any updates from Cllr Mahy.
- 41.6 Street furniture - To note any updates Cllr Mahy

## 42 Finance and Governance

- 42.1 **Budget tracking and the monthly summary of accounts and bank reconciliation.** To note the information up to month end 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. To note any variances of actual expenditure compared to budget.
- 42.2 **Budget 2025/26 Update** – To note any updates.
- 42.2.1 To receive an oral update on proposed Fees for Club use of Rec & Pavilion
- 42.2.2 Tree Condition Safety Report – to discuss and approve quotation to carry out report to include, The Springs, Ashwell Cemetery, Rec.
- 42.2.3 20s Plenty School Poster Project – to discuss and agree printing quotation
- 42.2.4 Risk Assessments to note and approve updated risk assessments for :
- The Cemetery
  - The Springs
  - Merchant Taylors Green & Carters Pond
  - Small Gains
- 42.2.5 Annual Audit for the 2023/24 financial year. To note the Interim review received from the External Auditor, but a final report is pending their review of correspondence from a Parishioner, and further correspondence from objector and External Auditor. To consider the parish council's response and costs which would subsequently be charged to the Parish Council.
- 42.2.6 Proposal to discuss a financial matter under a private session after the meeting.  
*Exclusion of Press and Public under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, namely: financial matter.*
- 42.2.7 Audit for the 2024/25 financial year – Internal Auditor has signed and authorised the 2024-25 audit and all documents have been sent to the External Auditor.

## 43 Date of next meeting : 3<sup>rd</sup> September 2025 at 7pm in the Parish Room.