

## Agenda

### Ashwell Parish Council Meeting and AGM to be held in the Parish Room on Wednesday 7<sup>th</sup> May 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](#)

- 1 **Election of Chair** To receive a proposal for the council year 2025/26 and signature of the Declaration of Acceptance of Office.
- 2 **Election of Vice Chair** To receive a proposal for the council year 2025/26 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 2025-26** - 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.
  - 6.1 Moss Cottage Homes - See the trustees report on page 28 of the 2025 Yearbook – Contact Clerk to request a copy if you do not already have one [clerk@ashwell.gov.uk](mailto:clerk@ashwell.gov.uk).

To note the Parish Council has the right to nominate four trustees to this charity but currently none required.

**7 Council Documents** - To note those current, review as required, and propose and agree any changes.

**7.1 Financial Regulations** (NALC model 2024). To note the guidance that these are reviewed annually. To receive and agree any proposals for amendments.

**7.2 Standing Orders** To note the NALC model document and to receive a proposal to approve the updated version with amendments to section 18 (changes to procurement legislation) and section 14 as advised by HAPTC see below:

*Updated Model Standing Order 18 further to the recent changes to procurement legislation and to ensure consistency with NALC's Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d and 18.f of the 2022 version. Model Standing Order 14 has also been updated to better reflect Code of Conduct requirements. MSO 14.a-c have been removed.*

**The following items are routine Parish Council business**

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

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

**Standing Orders to be suspended**

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

**9.1.1** To note any update to [water issue at Small Gains](#)

**9.1.2** To receive [survey result](#) regarding [Village Football Fun Event](#) to celebrate the 25<sup>th</sup> anniversary season of the ACCIES 13<sup>th</sup> & 14<sup>th</sup> June 2025.

**9.1.3** To note and discuss [play facilities at the Rec](#) and strategy to assess needs.

**9.1.4** To note enquiry from [Crumps Butchers](#) shop to have a direction sign placed on the High Street.

**9.1.5** To receive correspondence regarding [Senuna Park tree felling](#)

**9.1.6** To receive correspondence regarding re-siting of [dog waste bin at Ashridge Farm](#) Campsite.

**9.1.7** To note and discuss sightings of rats in the village.

**9.1.8** To receive update on [street lamp condition project](#) from Parish Councillors

**9.1.9** To receive correspondence from Urban Civic re [Growing Baldock Advisory Forum](#).  
Future meeting dates:

- Monday 19<sup>th</sup> May 7pm – 8.30pm – In person (Baldock Arts & Heritage Centre)
- Tuesday 1<sup>st</sup> July 7pm-8.30pm – In person (Baldock Arts & Heritage)
- Wednesday 10<sup>th</sup> September 7pm-8.30pm – In person (Baldock Arts & Heritage)

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

**10.1** To receive a report from County Councillor Steve Jarvis.

**10.2** To receive a report from District Councillor Tom Tyson.

**Standing Orders to be reinstated**

- 11 Reports from Working Groups.** To receive oral updates from relevant leaders/members and agree any actions that require Parish Council input/approval.
- 11.1 Planning Advisory Working Group** - To note, any further information regarding S106 and to note update of report on Ashwell Housing Needs Survey, please contact Clerk to view a hardcopy of report at [clerk@ashwell.gov.uk](mailto:clerk@ashwell.gov.uk) - See link to **Affordable Housing Survey**.
- 11.2 Access to Ashwell station** includes the cycle/footway route and car parking. (Cllr Lee).
- 11.3 Trees and Hedges** (Cllr Sims)
- 11.4 To receive update - Zero Carbon Ashwell (ZCA) Group.** (Cllrs Lee & Duffy).
- 12 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.
- 12.1 New consultations received from NHC.** To note any correspondence and agree responses.
- 12.2 Current Applications awaiting NHC Decision:**
- 12.2.1** To note any updates to 24/01444/FP: Land Between Huntsridge and Ashwell House 5 High Street Erection of 14 dwellings (including affordable housing), (Hunts Close).
- 12.3** To note any updates to **Appeal Consultation 22/03094/FP**: Land Between Huntsridge and Ashwell House 5 High Street Erection of 14 dwellings including creation of access from Ashwell Street, footpath link to Lucas Lane, associated infrastructure, public open space and landscaping – To agree a response to the appeal consultation. See **Appeal letter to Inspector** and **Appendix B.** (Hunts Close).
- To note the **Planning Summary** as of 29<sup>th</sup> April 2025.
- 13 Tree consultations (Conservation Area and TPO) received from NHC. To agree responses to any received.**
- 13.1** 25/00922/TCA : G1: Group of mixed Ash and Hazel - Reduce in height back to previous pruning points. Approx. 2m reduction. On some Hazels 2.5m. T2: Horse Chestnut - Remove to ground level : 93 Back Street.
- 13.2** To note the **Tree Planning Summary** as of 29<sup>th</sup> April 2025.
- 14 Reports from Committees**
- 14.1** HR Committee. To receive oral reports and agree any actions.
- 15 Reports from parish councillors on premises and other responsibilities. To receive oral reports and agree any actions needed.**
- 15.1 The Springs** Report from Cllr Hoffman.
- 15.2 St Mary's Churchyard** Grounds Maintenance. Report from Cllr Hoffman.
- 15.3 Recreation Ground including the playground, pavilion and public toilets.**
- To receive any updates from Pavilion Working Party. **2024 Pavilion Consultation working documents.**
- 15.4 Small Gains and Track** – To note any updates (Cllr Sims).

15.5 **Cemetery** – To note any updates from Cllr Mahy.

15.6 **Street furniture** - To note any updates Cllr Mahy

## 16 Finance and Governance

16.1 **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.

16.2 To discuss current and potential increase in [cemetery fees](#)

16.3 **Budget 2025/26 Update** – To note any updates.

16.3.1 To receive an oral update on proposed [Fees for Club use of Rec & Pavilion](#)

16.3.2 To note and [discuss quote](#) for large tree removal by bus stop opposite war memorial.

16.3.3 To note request by [St John's Ambulance](#) for a donation by APC.

16.3.4 To approve transfer of funds from [APC Current Account to APC Deposit Account](#)

16.4 **Annual Audit for the 2023/24** financial year. To note latest correspondence received from the [External Auditor](#),

16.5 **Audit for the 2024/25** financial year – To note the following:

(i) [The documents supplied to the Internal Auditor](#) (*updated Standing Orders to be sent after approval by Council see 7.2*)

(ii) [The documents supplied to the Internal Auditor](#) (*Allotments for Exercise & Recreation Charity*)

(iii) [Arrangements and dates](#) for the exercise of public rights.

(iv) [Arrangements and dates](#) for the submission to the External Auditor.

16.6 **Bank Signatories** - To note any updates to change to reflect new Clerk.

Date of next meeting : Wednesday 4<sup>th</sup> June 2025, 7pm in the Parish Room.