



Chairman: Graham Lee (☎ 743126)
Office at Bear Farm, 6A Back Street (☎ 743706)
Clerk: Jane Porter, Deputy Clerk: Laura Brooks-Payne
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**Minutes of the monthly Parish Council meeting
held on Wednesday 2nd June 2021 at 8pm.**

Present: Gemma Allan, , Graham Lee (Chairman), Norton Mahy (Vice-chairman) and David Sims.
Also in attendance: Clerk (Jane Porter), District Councillor Tom Tyson. County Councill Steve Jarvis sent apologies as he was away. The Deputy Clerk (Laura Brooks-Payne was on annual leave. Seven members of the public also joined parts of the meeting.

Members of the public who were signed up to the website (www.ashwell.gov.uk) were invited to join the meeting using Zoom. A link with log in details was emailed to them and any others who requested.

12. Apologies for absence. Martin Hoffman (away), Mark White (family commitment).

13. Declarations of Interest. Cllr Norton Mahy re item 16.1.2 (neighbour).

14. Proposal to approve and sign the minutes of the Council meeting held on 5th May 2021.

It was **resolved** that the proposal be accepted.

Action: Graham/Deputy Clerk

15. OPEN FORUM - VILLAGE AFFAIRS, REPORTS FROM OTHER BODIES, ETC

Standing Orders suspended to allow members of the public to speak.

15.1 Items raised by members of the public.

15.1.1 Pedestrian safety on the Ruddy/incident resulting in an injury. The Chairman reported that there had been long-standing concerns and given the seriousness of this incident a meeting with the HCC rights of way officer was being scheduled.

Action: Graham

15.1.2 Ashwell Surgery/availability of face-to-face appointments. The Chairman reported that he had received information that these were now available at Ashwell Surgery; the Basingbourn premises had been used during Covid but this was not easy for some patients to access. Access to Ashwell Surgery was disputed by a member of the public present who stated that she had been refused an appointment at Ashwell. This would be followed up.

Action: Graham

15.1.3 Accies plans for improved facilities at Small Gains.

Andy Hayes representing the Accies reported on outline proposals for an additional container unit to provide toilets and a small utility area. This would be sited adjacent to the existing container and funded and maintained by the club. Details such as services and permissions were still to be sorted. The Parish Council's support as the landowner was being sought at this stage. Parish councillors gave their support for the project in principle. They were keen that sustainable energy sources were investigated and used where feasible. It was agreed that the Parish Council would investigate any need for planning permission. District Cllr Tom Tyson agreed to assist with this and also with possible funding from his NHDC budget. Cllr Gemma Allan agreed to provide support for any applications to the Henry Colbron Trust.

Action: Clerk

15.1.4 Greening Ashwell. Recent email communications were noted.

15.1.5 Community orchard. Following a visit to another village a parishioner suggested this as a suitable project for Ashwell perhaps on the site off Station Road recently turned down by NHDC for development. She was thanked for the proposal and this would be passed on to the site owner. It was noted that this suggestion had already been passed on to the Greening Ashwell group.

Action: Clerk

15.1.6 Listed Building application for Foresters Cottages in the High Street. This had now been granted permission by NHDC and the owner thanked the Parish Council for their input.

- 15.2 North Herts District Council (NHDC).** Reports/updates from our District Councillor Tom Tyson.
- (i) Recent elections. These had not affected this ward, ie he was still the NHDC elected member, and there had been no significant changes overall.
 - (ii) Planning application for 28 houses off Station Road. This had, in accordance with the Planning Officer's recommendation, been refused by the NHDC committee.
 - (iii) Claybush Hill development. Upgrading the poor state of the new pedestrian access via Ashwell Street was a planning condition but concerns existed as to what the developer was actually proposing to do. He would investigate this.
 - (iv) Nine houses off Station Road (Townsend Meadow)/new section of public footway. He had requested an update from the Planning Officer as to how this condition was to be fulfilled.
 - (v) The outdoor swimming pools were now open.
 - (vi) Residents could sign up to receive emails on local matters of interest on the website www.north-herts.gov.uk

See also item 16 re Planning below.

- 15.3 Hertfordshire County Council (HCC).** Reports/updates from our County Councillor Steve Jarvis.
- (i) Station Road pedestrian improvements. A draft of the proposed public consultation had been received from HCC. No concerns were raised and a response would be sent recommending that it be progressed.

Action: Clerk

15.4 Working Groups reports.

15.4.1 Neighbourhood Plan Group, (leader Cllr Graham Lee, deputy Cllr Norton Mahy). The Chairman reported that a response was awaited from NHDC with proposals for the Inspector to be appointed.

15.4.2 Yearbook Group (leader Cllr Norton Mahy). Cllr Norton Mahy reported that the final costs versus income from adverts had resulted in a small deficit. The Deputy Clerk, Laura, was commended for her good work selling advertising space in what had been a very difficult year. The other members of the group were also commended for an 'excellent' publication.

15.4.3 Trees and hedges (leader David Sims). Cllr David Sims reported that several projects were planned for the next planting season in the autumn including at the Recreation Ground and more at Small Gains.

15.5 Monthly reports from parish councillors.

See appendices below for summary of actions completed, actions ongoing and premises matters.

Also reports received from other organisations.

(see 16.3.4 below re Dixies Meadow)

15.5.1 Dog mess in the countryside. The Chairman reported complaints of dog mess left on field boundaries and public footpaths. It was noted that these had increased during Covid as had dog ownership. Publicity would focus on the need for some dog owners to be more considerate. A parishioner requested renewal of notices re dogs at the Springs.

Action: Graham/Clerk

15.5.2 Henry Colbron Trust. Cllr Gemma Allan reported that she was keen to progress the plans for new equipment at the Recreation Ground delayed because of Covid. She had been trying to make contact with the trustees, the Merchant Taylors' Company.

15.5.3 New information sign at the Lock Up. Cllr Norton Mahy reported that this had now been installed.

End of Open Forum/Standing Orders reinstated from here.

16. Planning matters.

See appendix below with a summary of recent NHDC consultations and their status.

16.1 New consultations for response to NHDC.

16.1.1 No.10 Lucas Lane. NHDC Ref no. 21/01434/FPH

Full Permission Householder: Single storey rear extension and insertion of two front dormer windows and three rear roof lights in existing roof slopes to facilitate addition of first floor to existing bungalow following demolition of existing single storey rear extension.

It was noted that no concerns had been received and, as of today, no objections had been posted on the NHDC website.

It was **resolved** that the response to NHDC should be ‘no objections’.

Action: Deputy Clerk

16.1.2 No.59 High Street. NHDC Ref no. 21/01063/FPH

Full Permission Householder: Installation of air source heat pump in disused dog kennel.

It was noted that a neighbour had posted a request for information on the NHDC website. He would be guided to the appropriate section of their website giving this.

Action: Clerk

The Chairman reported that recent new-builds in the village had the same model of units installed with no adverse implications re noise emitted.

It was **resolved** that the response to NHDC should be ‘no objections’.

Action: Deputy Clerk

16.2 Trees in the Conservation Area (TCA)/Tree Preservation Orders (TPO).

No consultations received from NHDC.

16.3 Updates on previous planning applications/developments ongoing.

16.3.1 Land at the junction of Station Road and Ashwell Street to be called Townsend Meadow.

(permission granted for x9 houses of 3 and 4 bedrooms NHDC ref. no. 19/00455/FP).

See 15.1 above for the update from our District Councillor Tom Tyson re the planning condition to provide a new section of public footway.

16.3.2 Land rear of Claybush Road development to be called Claybush Hill Meadow.

NHDC ref. no. 16/0797/1.

See 15.1 above for the update from our District Councillor Tom Tyson re the outstanding condition to install safe pedestrian access via Ashwell Street.

16.3.3 Land development site off Station Road. NHDC ref. no. 20/03070/FP

Residential development of 28 no. dwellings and landscaping including pond, wildflower meadow and woodland and associated infrastructure.

See 15.1 above for the update from our District Councillor Tom Tyson.

16.3.4 Dixies Meadow advertisement by Savills Cambridge/‘For Sale -Development opportunity’.

The Chairman reported that discussions were ongoing with Ashwell Housing Association to receive their further advice and guidance. Contact was also to be made with NHDC re the relevant Local Plan policies.

17. Finance and governance matters.

17.1 Monthly summary of accounts.

It was **resolved** that these be approved.

Action: Deputy Clerk/Graham/Martin

17.2 The annual review of the following policies was noted: Data Protection, Freedom of Information, Complaints procedure.

17.3 Annual Audit for the financial year 2020-21.

The following were noted: (i) The documents supplied to the Internal Auditor. (ii) Arrangements and dates for the exercise of public rights. (iii) Arrangements and dates for the submission to the External Auditor.

17.3.1 Proposal to approve Section 1/Annual Governance Statement.

It was **resolved** that this be approved.

Action: Clerk/Graham

17.3.2 Proposal to approve Section 2/Accounting Statements and to note the basic documents to accompany the Annual Return to the External Auditor (Bank Reconciliation, Explanation of significant variances, Notice of the period of public rights).

It was **resolved** that this be approved.

Action: Clerk/Graham

Meeting closed at 21.15

Forthcoming meeting dates:

Next monthly Council meeting - Wednesday 7th July 2021, 8pm.

APPENDICES – FOR INFORMATION

Appendix A: Parish Council actions ongoing.

- (i) Parking issues. The Police and NHDC Enforcement Officers are making checks on the yellow lines and restricted parking spaces and will issue penalty notices.
- (ii) Village hall. The solicitor has provided a draft constitution for consideration by the Village Hall Management trustees to change their status to an Incorporated Charitable Organisation. The transfer of the property title to the Parish Council, who will become the holding/custodian trustee, is to follow this.
- (iii) Improved cycleway and carparking at the station/proposals by Cambridgeshire landowner as part of development plans in Odsey. No further communications with the landowner.
- (iv) ‘Twenty’s Plenty’ wheelie bin stickers/posters available free from the Parish Council office. The police speed awareness training to pupils at the school was postponed last year but is to be rescheduled. The Parish Council is to fund the production of posters made by pupils to advertise/help enforce the scheme.

Appendix B: Reports/updates on Parish Council premises management.

- (i) Small Gains (Cllr David Sims). Two plots have been re-let for this season. There is one half-plot vacant and currently there is no-one on the waiting list.
- (ii) Pavilion and toilets at the Rec (Cllr Gemma Allan) Works to rectify plumbing and electrical problems have been completed and the toilets are open.
- (iii) Tree works have been undertaken at the Recreation Ground, the Cemetery and the Springs. There was nothing scheduled in St Mary’s Churchyard. The annual professional tree survey for all trees that come within the Parish Council’s responsibility is due in June.
- (iv) Street furniture. The new Lock Up sign has been installed. The Parish Council’s notice board and the open access ‘community’ board by the old telephone box in the High Street are scheduled for refurbishment later in the year.
- (v) Defibrillator in the old red phone box. A new battery has been installed and the system checked.
- (vi) Grounds’ maintenance. Extra strimming is being done in St Mary’s Churchyard to support the ‘Living Churchyards’ project in the area next to Hodwell.
- (vii) Parish Clock. The annual maintenance service has been scheduled.
- (viii) Annual fire safety checks have been completed on all parish premises.

Appendix C: Reports/updates from other organisations.

- (i) Greening Ashwell. The Parish Council has asked to be kept updated on the group’s activities. Also to be given advance warning of the locations where the group is planning planting/other activities to avoid

overlap with other organisations (including the Parish Council’s planting plans) and to provide support if needed. *See 15.4 above.*

(ii) Regular local policing update ‘Rural News’ from our PCSO Chris Braybrook (see under News and Events on www.ashwell.gov.uk).

Appendix D: Summary of recent NHDC Planning Application consultations and their status -as of 7th June 2021

Details of applications are sent from North Herts District Council (NHDC) to the Parish Council as a consultee. Full details of applications are available on the NHDC website www.north-herts.gov.uk

Summary of consultations on recent planning and listed building applications received from NHDC up to 7th June 2021				
Address	Application Number	Brief description	Ashwell PC Comments	North Herts Decision
59 High Street	21/01063/FPH	Installation of air source heat pump in disused dog kennel	PC to NHDC: No Objection	Pending
10 Lucas Lane	21/01434/FPH	Single storey rear extension and insertion of two front dormer windows and three rear roof lights in existing roof slopes to facilitate addition of first floor to existing bungalow following demolition of existing single storey rear extension	PC to NHDC: No Objection	Pending
Slip End Farm, Royston Road, Slip End	21/01049/FP	Formation of new vehicular access onto Ashwell Road	PC to NHDC: No Objection	Application withdrawn by applicant
Land OPPOSITE 67 Station Road	21/01025/FP	Erection of 2 semi-detached (1 x 4-bed and 1 x 2 bed) dwellings	PC to NHDC: No Objection but comment re; (i) tree retention, (ii) impact on The Ruddy, (iii) Highways comments. See minute 10.1.1 May Council Meeting.	Pending
67 Station Road	21/00971/FPH	Full Permission Householder: Two storey front extension following demolition of existing single storey front elevation extension.	PC to NHDC: No Objection	NHDC Permission Granted on 25/03/2021
2 And 3 Forresters Cottages, High Street,	21/00550/LBC	Listed Building Consent : Introduction of pargetting detail to front elevation of No. 3 Forresters Cottages (no.18 High Street). Internal alterations to Nos. 2 & 3 Forresters Cottages to facilitate conversion of 1 x 2 bed and 1 x 3 bed houses into 1 x 6 bed dwellinghouse and associated works.	PC to NHDC: Concerns expressed to NHDC	NHDC Permission Granted on 24/5/2021
Westbury Farm House	20/00734/FPH and 20/00735/LBC	(APPEAL against the refused application) Extension, alterations and internal alterations to garden room between Westbury Moat House and Westbury Farm House.	PC nothing to add (no objections to original application)	NHDC refusal of application. Appeal to the Inspector pending
43 High Street	21/00163/FPH	First floor side extension, canopy over existing door, repoint existing chimney, replace existing side elevation garage roof & replace/widen rear elevation doors, re-render garage. Replace existing rear elevation window on ground & first floor, & first floor side elevation window, re-render rear & side elevation. Replace existing front elevation beech hedge with black metal railings & gates. Widen existing front elevation drive & repave. Widen existing dropped kerb onto High Street.	PC to NHDC: No Objection	Pending
Land off Station Road	20/03070/FP	Residential development of 28 no. dwellings and landscaping including pond, wildflower meadow and woodland and associated infrastructure.	PC to NHDC: Objection	Planning Committee REFUSED application on 27/5/2021

Appendix E: Monthly accounts summary for May 2021.

ACCOUNTS - Summary for 1st to 31st May 2021					
RECEIPTS					£
27	Nevilles Funeral Services	Rent for Chapel of Rest (May)			68.75
28	Parishioner	Allotment rent for 2021 plot 12b			10.00
29	HMRC	Vat Reclaim for 2020-2021			5,157.33
30	Meridian Lawncare	2021 Yearbook Advert			40.00
31	Ashwell Pharmacy	2021 Yearbook Advert			70.00
32	The Wright Accounts	2021 Yearbook Advert			40.00
33	Sigma Office	2021 Yearbook Advert			125.00
34	Martin Sheds	2021 Yearbook Advert			125.00
35	Redman Stewart (Country Properties)	2021 Yearbook Advert			350.00
36	Liric Accountants	2021 Yearbook Advert			125.00
37	Bradleys Hairdressers	2021 Yearbook Advert			125.00
38	Keith Gordon (Jewellers)	2021 Yearbook Advert			40.00
39	Santander	Reserve account interest			0.17
				Total	6,276.25
PAYMENTS			£ less VAT	VAT	£ inc VAT
23	Herts & Middlesex Wildlife Trust	Annual Membership	40.00		40.00
24	Duo Creative Services Ltd	Website monthly fee (May)	25.00	5.00	30.00
25	Clerk Reimbursement	Zoom online meetings annual payment	71.94		71.94
26	Brilliant Lawns	Rec Grass Cutting on Inv No 8699	120.00		120.00
27	Edward's Cleaning and Maintenance Services	toilets cleaning on 31/3 and 3 x new hand sanitisers	225.00		225.00
28	D J Granger Grounds Maintenance Ltd	Grounds Maintenance Worksheet number 3 , Inv no 02133	598.00	119.60	717.60
29	D J Granger Grounds Maintenance Ltd	Grounds Maintenance Worksheet number 4 , Inv no 021376	142.00	28.40	170.40
30	Ray Smith	Refurbishment of carters pond bench	650.00		650.00
31	Ashwell Housing Association	Office rental from April to Sep 2021	450.00		450.00
32	Duo Creative Services Ltd	Website monthly fee (June)	25.00	5.00	30.00
33	Brilliant Lawns	Rec Grass Cutting Inv No 8699	120.00		120.00
34	D J Granger Grounds Maintenance Ltd	Grounds Maintenance Worksheet number 5 , Inv no 02133	395.00	79.00	474.00
35	D J Granger Grounds Maintenance Ltd	Grounds Maintenance Worksheet number 6 , Inv no 21431	395.00	79.00	474.00
36	Brilliant Lawns	Weed Treatment, Inv No 8826	282.00		282.00
37	BT	Landline & broadband for Office Inv on 4.5.2021	128.85	25.77	154.62
38	Kendals Restoration Ltd	final payment for Lock Up plaque plinth	64.00	16.00	80.00
39	MCL Powerscribe	Annual Website Hosting Fee	120.00	24.00	144.00
40	The Community Heartbeat Trust	Replacement battery for Defib	186.00	37.20	223.20
41	EON	Electricity for Public Toilets inv on 20.5.21	12.50	0.63	13.13
42	The Blue Tree Company	Tree Works at the Cemetery	650.00	130.00	780.00
43	The Blue Tree Company	Tree Works at the Springs	1,625.00	325.00	1,950.00
44	T&J Fire Services	Annual Inspection of Fire Equipment	132.21	26.45	158.66
45	Edward's Cleaning and Maintenance Services	Cleaning of Play equipment	100.00		100.00
46	HCC Pensions-LGPS Account	Clerk & Deputy Clerk Pension to LGPS	740.66		740.66
47	HMRC accounts ref 321PF00003624	tax&NI to Inland Revenue	504.39		504.39
48	Edward's Cleaning and Maintenance Services	Unblocking Ladies Toilets Inv no 2245	60.00		60.00
49	Clerk	Clerk salary	1,395.70		1,395.70
50	ECO	Environmental Cleansing Officer salary	249.10		249.10
51	Deputy Clerk	Deputy Clerk Salary	850.91		850.91
52	Grounds Officer	Grounds Officer salary and overtime	153.40		153.40
		TOTAL	10,511.66	901.05	11,412.71
	MONEY AT BANK				
		Current Account 31/05/2021	47,620.17		
		Reserve Account 31/05/2021	20,702.69		