

**Minutes of the Ashwell Parish Council meeting  
held on Wednesday 4<sup>th</sup> September 2019 in the Parish Room**

**Present:** Cllrs Mark White (Chairman), Martin Hoffman (Vice-chairman), Gemma Allan, Norton Mahy, Graham Lee, David Sims.

The Clerk (Jane Porter) and the Deputy Clerk (Laura Brooks-Payne) were also in attendance.

Others present: Nineteen members of the public, County Councillor Steve Jarvis, District Councillor Tom Tyson and three representatives re item 55 (see below).

**51.** Apologies for absence. None.

**52.** Declarations of Interest. Cllr Graham Lee item 64.4 (resident of Ashwell Street). Cllr Martin Hoffman item 64.7 (next door neighbour).

**53.** Proposal to approve and sign the minutes of the previous meeting, 7<sup>th</sup> August 2019.

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

**54. PARISH AFFAIRS, REPORTS FROM OTHER BODIES AND OPEN FORUM**

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

**55. Land between Lucas Lane and Ashwell Street.**

**55.1** Briefing by Paul Sutton, Strutt & Parker Development & Planning, and two representatives of Manor Oak Homes on their proposals for housing development on the site. Mr Sutton stated that they had made a pre-application advice request to NHDC and discussions were ongoing. A public exhibition was planned once the proposals had progressed further, probably in October. The site was within the settlement boundary that had been redefined by NHDC for the new Local Plan, now at an advanced stage. Copies of documents were presented including the proposed layout for 24 houses; 2 x 1 bed maisonettes, 7 x 2 bed dwellings (including three bungalows), 11 x 3 bed dwellings, and 4 x 4 bed dwellings. Affordable housing would be provided in accordance with local plan policy. Vehicular access would be from Ashwell Street and a pedestrian/cyclist access from Lucas Lane. The layout would be sensitive to the gradient and an area of open space included at the top adjacent to Ashwell Street. Other constraints were being considered and the required investigations, including archaeology, undertaken. Some field work by the North Herts Archaeological Society had already been done and further works, including the digging of trenches, would also take place.

Various questions from parish councillors and members of the public present were responded to.

The Chairman thanked Mr Sutton and his colleagues for their briefing; they agreed to email copies of the documents presented to the Clerk for wider distribution.

**56. South Cambridgeshire/Ashwell and Morden Station.** Proposals by the local landowner (Mr Jeremy Fordham of Odsey Properties Ltd) for a car park, footways and housing development near the station; this to include an improved footway/cycleway with Ashwell. No further updates.

**57. Village hall.** Transfer to the Parish Council of the holding (or custodian) trusteeship. (*see February Council 2018, minute 98.1 for details*). No further updates. The Clerk would contact the solicitor again.

**Action: Clerk**

**58. Items raised by parish councillors.**

**58.1** Museum. Cllr Martin Hoffman reported that over 60 people had attended the recent open event to see the progress with the renovations.

**59. Matters re other authorities and organisations.**

**59.1 North Herts District Council** (NHDC) (District Councillor Tom Tyson).

District Councillor Tom Tyson reported that he had received an offer for the supply of dog waste bins.

*See also 64. Planning Matters below.*

**59.2 Hertfordshire County Council** (HCC)/**Highways** (County Councillor Steve Jarvis)

It was noted that a liaison meeting with Cllr David Sims had been held on 3<sup>rd</sup> September.

County Councillor Steve Jarvis reported: (i) War Memorial junction safety improvements. This had been discussed and design proposals were to be progressed. (ii) West End. Draft proposal drawings for the 'give

and take' had been produced and he was hopeful that budget provision could be made in 2020/21. (iii) 20mph limit. The formal consultation would now go ahead. (iv) Timed parking spaces outside retail outlets. These were now to be signed off and progressed. (v) Bacons Yard resurfacing. The missing section would be completed manually.

In response to questions Cllr Jarvis responded: (i) Damaged bridge at Newnham. He would report this again. (ii) Hinxworth Road. Different types of works were required on different sections and would be scheduled accordingly. (iii) Baldock development. Options for the road layout were an estate road or a bypass. A decision had yet to be made. A traffic impact assessment would follow the decision. He was to attend a further meeting to learn more.

**59.3 Henry Colbron Trust.** The request by the trustees, the Merchant Taylors' Company, for proposals re the future use of land off Gardiners Lane currently leased to the school was noted. Cllr Gemma Allen reported that she was aware of interest from Playgroup and that the school had sent the notice to parents.

## **60. Items raised by parishioners.**

Reports of parking on yellow lines had been received.

## **61. Working Groups.**

*(Those currently active are listed. Members include volunteer parishioners as well as parish councillors. Offers to join or start new groups welcomed)*

**61.1 Neighbourhood Plan Group** (leader Cllr Graham Lee, deputy Cllr Norton Mahy) Cllr Graham Lee reported that the next stage was pending a further grant application.

**61.2 Yearbook Group** (leader Cllr Norton Mahy) Cllr Norton Mahy reported that matters for the 2020 edition were being progressed and a meeting of the group was scheduled.

**61.3 Local business support** (leader Cllr Graham Lee)

*See 59.2 above re timed parking spaces and 62.1 below re new village map.*

**61.4 Protection of valued trees** (leader Cllr David Sims) Nothing to report.

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*Standing orders reinstated from here.*

## **62. Matters of report from previous meetings.**

**62.1** New village map. Cllr Graham Lee reported that the design work was in hand.

## **63. PREMISES MANAGEMENT REPORTS** To include updates on the following:

*(individual parish councillor's responsibilities shown in brackets)*

**63.1 Cemetery.** Nothing to report.

**63.2 Recreation Ground & Pavilion.** (Responsible: Cllrs Mark White and Gemma Allan)

Cllr Gemma Allan reported that now the holiday period was over renewed effort would be put into progressing proposals.

**63.3 Playground.** (Responsible: Cllr Gemma Allan) *See 63.2 above.*

**63.4 Public Toilets.** (Responsible: Cllr Gemma Allan) *See 63.2 above.*

**63.5 The Springs.** (Responsible: Cllr Martin Hoffman) Cllr Martin Hoffman reported that water quality and invertebrate data had just been received from the Environment Agency and would be reviewed.

**63.6 Small Gains.** Allotments, Accies sports field and shared car parking area.

(Responsible: Cllr David Sims) Nothing to report.

**63.7 The Lock Up.** (Responsible: Cllr Norton Mahy) Nothing to report.

**63.8 Merchant Taylors' Green.** (Responsible: Cllr Martin Hoffman) Nothing to report.

**63.9 Carters' Pond.** (Responsible: Cllr Martin Hoffman) Nothing to report.

**63.10 Street furniture.** Nothing to report.

**63.11 St Mary's Churchyard grounds maintenance.** (Responsible: Cllr Martin Hoffman)

Nothing to report.

**63.12 Parish Clock.** (Responsible: Cllr Mark White) Nothing to report.

**63.13 War Memorial.** The Chairman reported that watering of the new hedge was continuing; any failed plants would be replaced over the autumn/winter.

## 64. PLANNING MATTERS

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

**64.1 Land adjacent 2 Ashwell Street.** NHDC Case Ref. 19/01809/FP. It was noted that this had been considered by the Planning Committee. *See minutes 4th September.*

**64.2 Townsend House, 24 Lucas Lane.** NHDC Case Ref. 19/01377/FP.

The additional consultation by the Planning Officer and the inclusion of a condition re the hedge in the grant of permission was noted.

**64.3 Land at junction of Ashwell Street and Station Rd.** NHDC Case Ref. 19/00455/FP.

Nothing further to report.

**64.4 Land rear of 4-14 Claybush Road.** NHDC Case Ref. 16/01797/1.

It was noted that this application was now rescheduled for the NHDC Planning Control Committee on 19<sup>th</sup> September having been withdrawn from the July meeting. Cllrs Norton Mahy and Graham Lee reported that they had met with District Councillor Tom Tyson to raise the Parish Council's concerns at the errors and omissions in the Planning Officer's report prepared for the purpose of briefing the NHDC Planning Control Committee. It was agreed to request that Cllr Tyson take these concerns to the Chairman of the Planning Control Committee. The draft document for the members of the Planning Control Committee would also be reviewed.

**Action: GEL/NWM/Clerk**

**64.5 Former Cooke Engineering site.** NHDC Case Ref. 16/02154/1. Nothing further to report.

**64.6 Land off Station Road.** NHDC Case Ref. 17/01406/1. The Chairman reported that he had spoken again to the applicant. He had reiterated that he was not prepared to discuss any proposals privately and that the applicant should follow the advice of the Planning Officer, ie that a pre-application request should be made to NHDC.

**64.7 1 Newnham Way.** NHDC Case Ref. 19/00424/FP.

The further communications with the HCC rights of way officer were noted.

**64.8 Land rear 1-11 Back Street.** NHDC Case Ref. 19/01515/FP.

Nothing further to report.

*See also item 55 above re Land between Lucas Lane and Ashwell Street.*

## 65. FINANCE AND GOVERNANCE MATTERS

**65.1 Budget for 2020-21.** The schedule for proposals, discussion and setting the budget was agreed.

**65.2** Proposal for approval of the monthly summary of accounts (see appendix below).

It was *resolved* that this be approved.

**65.3 Employment matters.** (Responsible: Chair & Cllr Graham Lee). The Chairman reported that staff appraisals were to be scheduled this month.

**Action: MNW**

**65.4 Insurance.** The schedule renewal date of 1<sup>st</sup> October was noted. No amendments were proposed.

**65.5 Ashwell Village Trust.** The Chairman reported that one parish councillor trustee position was still vacant; there had been no proposals to fill the vacancy.

**Meeting closed 9.05pm**

**Forthcoming meeting dates:**

October Council meeting, Wednesday 2<sup>nd</sup> October 2019, 8pm in the Parish Room.

## Appendix: Summary of recent planning consultations as of 4<sup>th</sup> September 2019.

Details of applications are sent from North Herts District Council (NHDC) to the Parish Council as a consultee. These are available on [www.north-herts.gov.uk](http://www.north-herts.gov.uk). If any concerns are raised either by a parishioner or a parish councillor on an application, an on-site meeting of the Parish Council's Planning Committee may be convened to consider those items. See the notice board, website or contact the office for the agenda. A summary is available on the website ([www.ashwell.gov.uk](http://www.ashwell.gov.uk)) Full details of applications are available on the NHDC website.

Address	Application Number	Brief description	Ashwell PC Comments	North Herts Decision
Land adjacent 2 Ashwell Street	19/01809/FP	Erection of a detached 3 bedroom dwelling, detached single garage, new vehicular access onto Ashwell Street, and ancillary works.	Planning Committee Wed 4th September PC Decision sent to NHDC: recommendation that permission be GRANTED	Pending
10 High Street	19/01489/FPH	First floor rear extension and ancillary works.	Planning Committee Wed 3rd July PC Decision sent to NHDC: recommendation that permission be GRANTED	Pending
80 Ashwell Street	19/01379/FPH	Two storey side extension, single storey rear extension, demolition of existing garage and front porch extension, with ancillary works.	Planning Committee Wed 3rd July PC Decision sent to NHDC: recommendation that permission be REFUSED	Pending
Townsend House 24 Lucas Lane	19/01377/FP	Erection of 4 x 3 bed dwellings with creation of new vehicular access off of Lucas Lane (variation of planning permission granted under ref 17/01807/1).	See minutes July Council meeting. PC Decision sent to NHDC: recommendation that permission be REFUSED	Pending
Land rear 1-11 Back Street	19/01515/FP	Erection of two 3-bed detached bungalows with associated gardens and parking (as variation of permission approved under ref 15/00962/1)	Planning Committee Wed 3rd July PC Decision sent to NHDC: recommendation that variations be approved	Pending
Land Jct of Ashwell St & Station Rd	19/00455/FP	Amendments to previous application -see below	Previous objections to NHDC were reiterated. See minutes July Council meeting.	Pending: item scheduled for NHDC Planning Committee 19 Sept 2019
Land Jct of Ashwell St & Station Rd	19/00455/FP	Erection of 9 (6 No. Three Bedroom, 3 No. Four bedroom) dwellings with associated parking, amenity space and associated ancillary works, following demolition of existing redundant structures. Creation of new access from Station Road.	Planning Committee Wed 3rd April. PC Decision sent to NHDC: recommendation that permission be REFUSED	
Land rear of 4-14 Claybush Road	16/01797/1	30 proposed dwellings with associated access, parking, amenity & open space.	PC Decision sent to NHDC: recommendation that permission be REFUSED	Pending: item scheduled for NHDC Planning Committee 19 Sept 2019

## Appendix: Monthly accounts summary

<b>ACCOUNTS - Summary for 01/08/2019 - 31/08/2019</b>			
<b>RECEIPTS</b>			£
50	S D Brown	Advert 2019 Yearbook	200.00
51	Nevilles Funeral Services	Rent for Chapel of Rest (August)	68.75
52	Santander Reserve Account	Interest 01/08/2019	6.13
53	Neville Funeral Services	Fee for Ashes interment	135.00
54	Neville Funeral Services	Fee for Ashes plot & Interment	270.00
<b>TOTAL</b>			<b>679.88</b>
<b>PAYMENTS</b>			
96	NHDC	Springs trade waste bin 05/08/2019	110.50
97	Duo Design	Website Hosting 01/08/2019 inv8795	30.00
98	CDA Herts	Annual membership 01/09/19 - 31/08/20	35.00
99	EON	Electricity for Toilets Pavilion (19/08/19)	8.62
100	BT	Phone and broadband (inc line and a/c changes)	190.80
101	EON	Electricity for Pavilion (26/08/19)	146.41
102	Affinity for Business	Water for pavilion (24/07/19)	117.01
103	D J Granger Grounds Maintenance Ltd	Grounds Maintenance Worksheet 58 inv. 019727	444.00
104	The Blue Tree Company	Springs hedge Inv 1807	198.00
105	Edward's Cleaning & Maintenance	Public toilets cleaning Inv 01829	190.00
106	Clerk	Salary	1,301.02
107	Deputy Clerk	Salary	793.93
108	Grounds Officer	Salary	165.20
109	ECO	Salary	225.60
110	HCC Pensions	Clerk and Deputy Clerk Pension	723.78
111	HMRC accounts	Tax&NI to Inland Revenue	425.73
<b>TOTAL</b>			<b>5,105.60</b>
<b>MONEY AT BANK</b>			
			Current Account 31/08/2019
			<b>£22,299.70</b>
			Reserve Account 31/08/2019
			<b>£20,633.31</b>