

## Agenda

Ashwell Parish Council Meeting to be held on Wednesday 06 December 2023,  
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 below.

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](http://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.

Appendices to the agenda are available on the website or by request.

<https://www.ashwell.gov.uk/parish-council/meetings/full-council/2023-meeting-minutes/>

### 85 Apologies for absence

To receive and accept apologies for absence.

- 86 **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).

### 87 Minutes

- 87.1 Proposal to approve the draft minutes of the Parish Council meeting on 01 November 2023 as an accurate record of proceedings. *Draft minutes in appendix A.*

- 88 **Public Issues and Public Participation** To include matters raised at the meeting and previously.

*Standing Orders to be suspended.*

- 88.1 To note updates on various ongoing matters.

88.1.1 Further questions, concerns and comments from a parishioner re the Parish Council's policies and procedures, 'Correspondence and issues for November PC Meeting'; responses were sent. *See also November council 78.1.1.*

- 88.1.2 Concerns re speeding. To note further correspondence from a parishioner, with their thanks for the actions taken, ie the local police response with speed checks, input from our county councillor Steve Jarvis and options discussed at the Highways Liaison meeting. *See also November council 78.1.4 and 88.4.1 below.*
- 88.1.3 Concerns re trees at Townsend Meadow on the boundary with Station Road. To note the information from County Councillor Steve Jarvis (trees not on Highways land) and any further information from the NHC Planning Department. To receive any further input from a parishioner following their complaint and the response made. *See November council 78.1.5.*
- 88.1.4 Fibre broadband. To note the information from the potential new supplier that they would no longer be progressing this. *See also November council 78.4.2.*
- 88.1.5 Police Neighbourhood Watch and the OWL scheme. To note the ongoing input from a parishioner and PCSO Chris Braybrook. *See minute 67.3 October council meeting.*  
<https://www.ashwell.gov.uk/news2/police-neighbourhood/>
- 88.1.6 North of Baldock extension and communications with Urban & Civic. To receive an oral report from Cllr Graham Lee following the public drop-in event in Baldock. To agree any further action. *See also 88.4.2 below from District Councillor Tom Tyson.*
- 88.1.7 Request from a commercial supplier (Eatfeast) to hold a street food event on the Rec. To note the information received to date (link to their Facebook page) and agree any further action. *See appendix B.*
- 88.2 To note any new requests/questions received from parishioners since the last meeting.
- 88.3 To consider any further matters raised. (Members of the public and councillors can raise any matters and ask questions at the meeting)
- 88.4 To receive reports from representatives from outside bodies, local authorities and agencies.
  - 88.4.1 To receive a report from County Councillor Steve Jarvis including matters raised at the recent Highways Liaison meeting (*see appendix C re planters for the War Memorial junction*).
  - 88.4.2 To receive a report from District Councillor Tom Tyson.

*Standing Orders to be reinstated.*

- 89 Reports from Working Groups. To receive updates from relevant leaders/members and agree any actions that require Parish Council input/approval.**
  - 89.1 Trees and Hedges (Cllr David Sims). To receive an oral report.
  - 89.2 Green Energy & EV Charging Infrastructure (Cllrs Graham Lee and Ian Duffy). To receive an oral report.
  - 89.3 Yearbook (Cllr Norton Mahy). To receive an oral report on progress with the 2024 edition. To note the print quotes received and to agree a supplier for the 2024 edition. (*it may be proposed that this item be held in private, ie Exclusion of Press & Public, due to its confidential nature, ie financial*).
  - 89.4 Affordable Housing (Cllr Chris Button).

- 89.4.1 To receive an oral report from Cllr Chris Button. *See minute 58.2 September Council*
- 89.4.2 Housing Needs Survey. To note any further information received from the NHC Housing Supply Officer. To receive an oral report following the Teams meeting with the Rural Housing Enabler attended by the Chair and Vice-chair. *See minute 80.2.2 November Council.*

<https://www.north-herts.gov.uk/housing-need-north-herts>

- 89.5 Section 106 (Cllrs Norton Mahy and Chris Button). To receive an oral report.
- 89.6 To consider any proposals for new working groups.

**90 Planning matters: to include new and existing applications** *See summary in appendix D.*

*Enter the NHC reference number into the planning search box for full application details:*

<https://pa2.north-herts.gov.uk/online-applications/>

- 90.1 New consultations received from NHC. To note any correspondence and agree responses.
  - 90.1.1 54 Station Road. NHC ref. 23/02560/FP. Full Planning Permission : Erection of one detached 3-bed dwelling including vehicular access, landscaping, and ancillary works.
  - 90.1.2 5 Philosophers Gate. NHC ref. 23/02686/FPH. Full Permission Householder : Insertion of rooflights to side roof slopes and insertion of second floor rear window to facilitate conversion of loft space into habitable accommodation.
- 90.2 Tree consultations (Conservation Area and TPO) received from NHC..
- 90.3 To agree a response re: 46 Station Road. NHC ref. 23/02653/TCA (Conservation Area) : T1 - Cherry Plum - Crown Reduction up to 2ft. Clear dead & rubbing branches. T2 - Cherry Plum - Crown Reduction up 4ft, estimated 30cm above old pruning points to suitable growth points. T3 - Common Pear - Crown Reduction up 3ft, clean out dead and rubbing branches. T4 - Apple – Crown Reduction up to 2ft, clean out dead and rubbing branches.
- 90.4 To note the response 'no objection' submitted to meet the required deadline re: 109 High Street. NHC ref. 23/02579/TCA Trees (Conservation Area) : T1. Yew - Hedge trim approx 1ft back to previous points. T2 Lime - Crown lift to above 6ft & reduce canopy by 1m. T3 Lime – Crown lift to above 6ft & reduce canopy by 1m. T4. Yew - Reduce in height to 7ft approx. 3ft reduction and trim sides. T5. Yew - Hedge trim back to previous points. T7. Group of Elder - Cut dead branches. T8. Apple - Sever ivy and crown clean and prune rubbing branches. T9. 2x Pear - Sever ivy. T10. Redwood - Crown lift to 7ft. T12. Mixed shrubs – Prune and trim. T13. Lilac, Holly - Cut back approx 1-2ft. T14. Holly - Reduce in height by 4ft & hedge trim sides to create a new canopy.
- 90.5 To note the Planning summary sheet updated with NHC decisions on applications. *See appendix D.*

To note the NHC decision and Planning Officer's delegated file note re Kirby Manor Farm (Prior Approval). *See appendix E.*

To note the NHC decision and Planning Officer's delegated file note re Scarp Close (Permission Granted). *See appendix F.*

## 91 Reports from Committees

- 91.1 HR Committee. To receive an oral report and agree any actions. To receive an oral report on the positions of Clerk and Deputy Clerk.

<https://www.ashwell.gov.uk/news2/vacancies-for-clerk/>

## 92 Reports from parish councillors on premises and other responsibilities

- 92.1 The Springs. To receive an oral report from Cllr Martin Hoffman.
- 92.2 St Mary's Churchyard Grounds Maintenance. To note the concern of a neighbour re ivy on her house wall now resolved.
- 92.3 Parish Clock. To note the routine service now completed and issues re the malfunctioning of the chimes resolved.
- 92.4 War Memorial. To note any update on the professional valuation sought.
- 92.5 Cemetery. To note any update on the professional valuation sought for the Chapel.
- 92.6 Recreation Ground including the playground, pavilion and public toilets. To receive an oral report from Cllr Graham Lee and agree any actions needed.
- 92.7 Small Gains (Accies sports pitch and allotments).
- 92.8 Street furniture.
- 92.8.1 Litter bin survey. To receive an oral report from Cllr Norton Mahy.
- 92.8.2 Seats. To receive an oral report from Cllrs Chris Button and Vinny Hall.
- 92.9 To receive any other premises/responsibilities reports.

## 93 Finance and Governance

- 93.1 Budget tracking and the monthly summary of accounts. To note the information up to 30 November 2023 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.
- 93.1.1 Proposals to approve payment/accept quotes for the following items not specifically detailed, or above the sum allocated, in the set budget. *See also 89.3 above re the Yearbook print quotes.*
- 93.1.1.1 Quote for a reprint of the village map leaflet in support of local retailers. *See link for the website version*
- <https://www.ashwell.gov.uk/ashwell/map--places-of-interest-and-retailers/>
- It may be proposed that this item be held in private, ie Exclusion of Press & Public, due to its confidential nature, ie financial.*
- 93.2 Budget setting and precept proposals for 2024-25.
- To note the discussion and outcomes from the Finance Committee meeting and subsequent updates to the draft budget.

<https://www.ashwell.gov.uk/parish-council/meetings/finance-committee/>

To note that the precept submission deadline and the tax base and CTRS grant figures were pending from NHC.

To consider and agree the next steps including the proposal that the final draft be proposed at the January council meeting once the impact of the tax base and CTRS grant figures had been reviewed.

93.3 Code of Conduct/complaints made by a parishioner to the NHC Monitoring Officer. To note any further correspondence and agree any actions.

93.4 Complaints Procedure.

To note the adopted procedure, based on the SLCC model. See link

<https://www.ashwell.gov.uk/parish-council/roles-and-responsibilities/>

To consider potentially adopting an additional procedure to be implemented to handle a complaint, or series of complaints, categorised as unreasonable. *See example from another council in appendix G.*

**Date of next meeting: Wednesday 17 January 2024, 7pm.**

*Issued by Jane Porter, Acting Clerk to Ashwell Parish Council, 30 November 2023*