

**MINUTES OF WESTMILL PARISH COUNCIL MEETING REMOTELY VIA ZOOM ON
17 November 2020 AT 1.30PM****Councillors: Michael McRae (Chair)****Winston Pickup
Anne Downes****Bernadette King
Ray Partridge****Officer attending: Sarah Kubica (Clerk and RFO)****APOLOGIES FOR ABSENCE**

20.083 Apologies received from Cllr Bowtell and apologies for late arrival from Cllr King

DECLARATIONS OF PECUNIARY INTEREST

20.084 Cllr McRae declared an interest in matters relating to the Greg Trust in his capacity as a Trustee of the Greg Trust and shared news that Cllr King has been invited to join the Greg Trust as a Trustee, from December 2020.

PUBLIC PARTICIPATION

20.085 None present

MINUTES OF MEETING

20.086 The minutes of the WPC meeting held on the 19 August 2020 were unanimously approved as a correct record

FINANCE

20.087 RFO distributed information on payments made since 17 August

20.088 The payments before Council were agreed, including £49 for leaf clearance and £450 for tree pollarding. The list of payments is an appendix to these minutes.

20.089 RFO circulated information on payments expected to January 2021. The donation towards the work of the Greg Trust in supporting village amenities of £2000 for 2020 was approved for payment, along with agreeing the trust's proposed amount of £1500 to be included in the budget for the 2021/2 financial year. Agreed unanimously (excluding Cllr McRae who declared an interest in this matter).

20.090 Cllr McRae distributed the 2021/22 budget proposal and cash flow to full council which was proposed by Cllr Pickup, seconded by Cllr Downes and agreed unanimously. After working closely with Cllr McRae on this year's budget, Cllr Pickup is concerned that bank account reserves (which includes NHB funding earmarked for community projects) are not sufficient as a contingency. This was also agreed by Cllrs Downes and Partridge and will be addressed in a future meeting ahead of next year's budget.

20.091 The precept for 2021 was agreed

PLANNING

20.092 Planning application information attached as an appendix to these minutes.
3/20/2161/LBC : WPC appreciates being advised of plans to this Grade II listed house for necessary repairs, Clerk to communicate this on EHDC planning portal.

HIGHWAYS

20.093 Cllrs Downes and Pickup met with James Vine (Highways contractor) regarding road drainage on CGL. Highways could resurface the bottom of Cherry Green Lane, but is of the opinion that the home owner is responsible for protecting their home from water. Advice has been shared between property owners at the bottom of CGL. Cllr Downes has been advised that there is insufficient resource to deal with weed growth near the bus shelter on A10. Dip on the road at the A10 left hand turning into Station Hill is part of a planned maintenance programme.

BUS SHELTER

20.094 After receiving no response from HCC, Cllr Downes contacted County Councillor Jeff Jones, regarding the possibility of removing the bus shelter from WPC ownership. The position of the shelter on the busy A10 is dangerous to get to for both routine maintenance or to use and does not effectively serve the village. Cllr Jones discussed new roundabout plans involving a filter lane and bicycle lane, which may impact the shelter. Cllr Jones has a utilities budget which could be applied for towards future maintenance costs if necessary. Cllr Downes will continue to review.

DOCUMENTATION

20.095 Privacy and Cookies Policy agreed and signed off

WEBSITE

20.096 Clerk to distribute draft Accessibility policy to Cllr Pickup for review

TRAINING

20.097 HAPTC offer courses, if Councillors are interested please contact the Clerk

DOMESTIC REFUSE

20.098 Fly tipping reported and Aspenden waste site remains closed. The new domestic rubbish site in Ware is now open, along with Royston, Stortford and Letchworth

RISK ASSESSMENT

20.099 Cllr Partridge circulated RA spreadsheet. Cllr Downes asked for bus shelter to be recategorised as High risk due to its location directly on the A10. Detailed discussion led by Cllr Downes in requesting more clarity on the definitions of possible effects/harm listed in the RA. Agreed that Cllr Partridge will add a note to the RA stating that WPC assets are checked regularly to ensure the safety of the public.

20.100 Lime trees due for pollarding late Dec/Jan

LUTON AIRPORT (LLA)

20.101 Cllrs McRae and Pickup in consultation with a local resident have examined consultation documentation concluding that the implications of option C proposed will have little or no effect on the village.

GREG TRUST

20.102 Cllr McRae provided an update: village Hall remains closed due to Covid restrictions with the exception of the nursery operating in line with government guidelines. Childrens' playground is open and is in frequent use, including the newly formed village croquet club. All allotments are allocated and in use. There is one cottage vacant while updating works are carried out. Cllr King has been invited as an additional Trustee in December.

CORRESPONDENCE

20.103 Request from EHAAT for financial support discussed. Cllr King to research best practice for charity donations.

CLERK'S REPORT

20.104 Clerk has attended HAPTC remote meetings on the consultation on a unitary Council for Hertfordshire and the role of social media in community engagement. Clerk completed the unitary services survey (collated by Bishops Stortford) providing information on which council provides services

MATTERS ARISING

20.105 Cllr McRae has been contacted by a resident requiring road closure between Tiller's End and Hamels Lane for BT Openreach work. Cllr Downes to contact Highways. Cllr Downes provided updated crime stats for 1/3/20-31/10/20 of 2 incidents of fly tipping and a brief discussion followed covering the attempted entry to a CGL property and incidents of littering from drug use. It was suggested that Neighbourhood Watch representatives liaise to request more frequent Police patrols and Police attendance at a future WPC meeting if resources allow.

DATE OF NEXT MEETING

20.106 2021 WPC meetings proposed dates: Wednesdays 17 February, 12 May, 25 August, 1 December

MEETING CLOSE

20.107 The meeting closed at 3.35pm. Cllr McRae thanked everyone for their contribution

APPENDIX

Cheque/DD	Item Description	Amount (VAT incl)	Payee
Payments since last meeting 19 August 2020			
DD	GDPR ANNUAL SUBS	35.00	ICO
BACS	LITTER AUGUST	96.00	M.MASON
BACS	LITTER SEPTEMBER	96.00	M MASON
BACS	LITTER OCTOBER	96.00	M MASON
DD	ELECTRICITY AUGUST	0.20	EON
DD	ELECTRICITY SEPTEMBER	0.20	EON
DD	ELECTRICITY OCTOBER	0.14	EON
BACS	CLERKS SALARY	287.50	S KUBICA
DD	WEBSITE & EMAIL AUGUST	3.60	IONOS
DD	WEBSITE & EMAIL SEPTEMBER	3.60	IONOS
DD	WEBSITE & EMAIL OCTOBER	3.60	IONOS
CHEQUE	GRASS CUT SEPTEMBER	98.00	M FOSKETT
BACS	SUBSCRIPTION	10.00	100 PARISHES
Payments expected to January 2021			
BACS	ZOOM SUBSCRIPTION NOVEMBER	14.39	S KUBICA
DD	WEBSITE & EMAIL NOVEMBER	3.60	IONOS
DD	WEBSITE & EMAIL DECEMBER	3.60	IONOS
DD	WEBSITE & EMAIL JANUARY	3.60	IONOS
BACS	LIME TREE INSPECTION	210.00	PR NEWSON
BACS	CLERKS SALARY OCT-DEC EST	205.00	S KUBICA
DD	ELECTRICITY OCT EST	0.20	EON
DD	ELECTRICITY NOV EST	0.20	EON
DD	ELECTRICITY DEC EST	2.00	EON
BACS	DOG FOUL BIN EMPTYING	131.60	EHDC
BACS	CHT ANNUAL SUPPORT	151.20	CHT
BACS	LITTER NOVEMBER	96.00	M.MASON
BACS	LITTER DECEMBER	96.00	M.MASON
BACS	LITTER JANUARY	96.00	M.MASON
BACS	XMAS TREE	110.00	DANE END FARM
CHEQUE	GRASS CUTS/LEAF CLEARING	123.00	M FOSKETT
BACS	GREG TRUST DONATION	2000.00	T&M GREG TRUST
BACS	CHURCH DONATION	200.00	ST MARY

Planning Application Consultation	Location	Deadline/ Decision Date	Description/Comments	Decision	LPA Appeal Ref
3/20/2161/LBC	Coles Hill House	01/12/20	Internal/external repairs GdII/ WPC appreciates being kept informed	Pending	N/A
3/20/1115/LBC	Woolpack Croft	30/11/20	Single storey oak framed garden room	Appeal	20/00118/REFUSE
3/20/1114/HH	Woolpack Croft	30/11/20	Single storey oak framed garden room	Appeal	20/00119/REFUSE
3/20/1567/LBC	Keepers Cottage	22/10/20	New gable end roof	Refused	N/A
3/20/1566/HH	Keepers Cottage	22/10/20	New gable end roof	Refused	N/A
3/20/1626/HH	Orchard House	21/10/20	First floor and two storey rear extensions	Granted	N/A
3/20/0600/FUL	Land Adjacent To Gaylors Farm	17/09/20	Creation of new agricultural access	Refused	N/A