

**MINUTES OF WESTMILL PARISH COUNCIL MEETING ON 8 September 2021 AT 7.30PM  
in Westmill Village Hall**

**Councillors: Michael McRae (Chair) Winston Pickup. Bernadette King Ray Partridge**  
**Officer attending: Sarah Kubica (Clerk and RFO)**  
**Present: 2 members of the public**

**APOLOGIES FOR ABSENCE**

21.051 Apologies received from Cllr Downes, and approved.

**DECLARATIONS OF PECUNIARY INTEREST**

21.052 Cllr McRae and Cllr King declared an interest in matters relating to the T&M Greg Trust in their capacity as a Trustees of the T&M Greg Trust.

**PUBLIC PARTICIPATION**

21.053 No comments.

**MINUTES OF MEETING**

21.054 The minutes of the WPC meeting held on 19 May 2021 were proposed by Cllr Partridge and seconded by Cllr Pickup and approved as a correct record.

**FINANCE**

21.055 RFO circulated full council with up to date finance details prior to the meeting which included a comparison of current and expected expenditure for 2021/22 against the budget and previous year's expenditure. Clerk to include 2 grass cuts for October and include an expense for admin costs and include the payment budgeted for the newsletter under donations. Clerk to alter forecasting figures to show net of VAT. Clerk advised that the agency services (litter picking) payment from EHDC is unchanged from last year.

21.056 The payments before Council and expected payments to November were agreed, including two extra grass cut payments for October at £49 per cut, as necessary. The Christmas tree was discussed and Cllr McRae advised that he hoped the tree could be delivered as per last year at no additional cost. The list of payments is an appendix to these minutes.

**VILLAGE GREEN**

21.057 After brief discussion it was proposed by Cllr Pickup that separate leaf clearance would not be required in addition to the agreed grass cuts and seconded by Cllr King. It is expected that 2 extra cuts may be required in October. Clerk to email full council with the Lime Tree survey provided in October 2020 and it was agreed that Cllr McRae contact Terrance Flynn of EHDC for advice regarding safety and maintenance. Cllr McRae will also discuss resources via EHDC for funding any works required on the tree.

**WEBSITE**

21.058 Clerk has revised the wording on the old parish website directing users to the new site. Clerk confirmed that all parish documentation was stored either in email or on the website and secured in the cloud.

**PLANNING**

21.059 Planning application details attached as an appendix to these minutes.

**HCC HIGHWAYS**

21.060 Cllr King and Cllr McRae met with Andrew Burton, Rights of Way Officer at Herts County Council (HCC) on 8 July to discuss local footpaths. Andrew Burton explained that to alter any existing paths evidence must be provided to show any changes that have taken place. The best resources for finding these are HCC archives, WPC minutes and old maps. In order to reclaim a footpath by the 1/1/2026 deadline, evidence must be presented to show that a footpath was 'dedicated' in nature following twenty years' public use. A copy of the 1955 definitive map for Hertfordshire is on file. There was brief discussion on the topic regarding a footpath along the old railway line used in the 1980s after the line closed in the 1960s and where housing has since been built. Cllr McRae inspected all the existing footpath signposts in the parish and provided a comprehensive survey of the condition of the signage and access. The report was forwarded to Andrew Burton to follow up to ensure that the ways were kept clear by local farmers. The report will be forwarded to all Councillors.

21.061 Also discussed with Andrew Burton was the possibility of the development of a riverside walk creating a footpath from bridge to bridge to access the River Rib, with the permission of the Greg Trust. Andrew Burton has taken the details to assess the possibility of creating this. In the event that the project becomes under consideration an action plan involving other teams such as the Environment Agency and arboriculturalists etc would be drafted.

#### **RISK ASSESSMENT**

21.062 Cllr Partridge circulated the updated risk assessment by email prior to the meeting. Pollarding of the 18 lime trees required in winter 2022/23. Cost is spread by including in the budget every year. Village pump requires a revised sum insurance, Cllr Pickup to contact 100parishes society for recommendations of specialist companies dealing with restoration of antique structures, Clerk to request same from HAPTC. Electricity feeder cabinet requires maintenance and Cllr McRae to ask local contractor currently in the village for a quote. Repaint telephone box required in 2022 and as it is becoming increasingly difficult to pin notices a replacement noticeboard requires budget for 2022. Clerk to share clerk email access with Cllr King as a back up.

#### **BUS SHELTER**

21.063 HCC has formally confirmed the bus shelter is now under its responsibility and can be removed from WPC asset register. Asset sums insured to be revised for insurance renewal.

#### **NEIGHBOURHOOD WATCH**

21.064 No update presented.

#### **GREG TRUST**

21.065 Cllr McRae provided an update: Greg Trust (GT) has applied to the Charity Commission to amalgamate sub-charities into one main charity and to implement new financial protection for the almshouses with the Almshouse Association also involved. The trust is now awaiting response from the Charity Commission on a new proposed scheme to include a minimum of 4 trustees, they will stand for a 4 year term and there will be an annual election of the Chairperson. Village Hall lights replaced with LEDs and new cleaning regulations complied with. The Children's playground has recently had its annual independent inspection which was classed overall as 'Low Risk'. There are however, some maintenance recommendations made which the trustees have arranged for a specialist play equipment company to attend to. The GT has agreed to contribute £150 towards the cost of printing the Westmill newsletter for one year. The next Trustee meeting is in December.

#### **CLERK'S REPORT**

21.066 Stansted Airport Watch has issued a new email press release to be shared by the Clerk. HCC Highways Together website is available for Parish and Town Councils as a useful resource. Clerk will share log in details with Cllr Downes. Proposed meeting dates next year under consideration by Councillors: 2 March, 18 May, 7 September, 30 November.

#### **MATTERS ARISING**

21.067 In Cllr Downes' absence, Cllr Pickup shared that photographic evidence of street marking in relation to minute ref: 21.043, has been obtained in support of road markings being reinstated. Cllr McRae advised that the Westmill newsletter is to recommence publication 4 times a year and will be supported by the Guild of St George and the GT. WPC has budget for the newsletter and the total amount required of £150 for the next year was proposed by Cllr King and seconded by Cllr Pickup. Cllr King has been approached with complaints of cones being placed at various locations in the village. It was reminded to all present that the placing of obstructions without permission was in breach of Highways Act 1980, sections 137(1) and 148(c)

<https://www.legislation.gov.uk/ukpga/1980/66/section/137>

<https://www.legislation.gov.uk/ukpga/1980/66/section/148/1999-09-27>

#### **DATE OF NEXT MEETING**

21.068 1 December 7.30pm in Village Hall

#### **MEETING CLOSE**

21.069 The meeting closed at 9.16pm. Cllr McRae thanked everyone for their contribution

Planning Application Consultation	Location	Deadline/ Decision Date	Description/Comments	Decision	LPA Appeal Ref
<b>3/21/1880/LBC</b> <b>3/21/1879/HH</b>	4 Pilgrims Close	20/08/21	New window and door to rear elevation, existing entrance door to be permanently fixed shut with existing fixed entrance door to be re-instated for operational use	Pending	N/A
<b>3/21/0756/LBC</b> <b>3/21/0755/HH</b>	Coles Hill House	24/05/21	Part demolition outbuildings, link extension, single storey rear extension. Two storey side extension. External stairs, patio creation, replace foul drainage Installation (below ground) of ground source heat pump array and installation (above ground) of PV (photo-voltaic) array	Granted subject to conditions	N/A
<b>3/21/1577/FUL</b>		22/07/21	Internal alterations: Ground level - re hanging of door, removal of partition wall in corridor and creation of doorway, reinstatement of joinery and plaster, replacement of staircase. First floor- Creation of new access to bathroom, creation of window and insertion of rooflight on second floor.	Pending	
<b>3/21/1898/LBC</b>		18/08/21	Internal alterations: formation of solid ground floor; installation of three LPG boilers with fan assisted flues to east elevation; replacement timber doors; alterations to external doorway and structural repairs	Pending	
<b>3/21/2044/LBC</b>		01/09/21		Pending	
<b>3/21/1118/HH</b> <b>3/21/1119/LBC</b>	Woolpack Croft	25/05/21	Single storey oak framed orangery rear extension Remove section of wall/remove, reinstall internal wall	Granted subject to conditions	N/A
<b>3/21/0795/LBC</b>	Keepers Cottage	17/05/21	Ground floor remove internal wall, first floor install new door opening	Appeal	20/00134/ REFUSE 20/00135/ REFUSE
<b>3/21/0788/HH</b> <b>3/21/0549/HH</b>	Dowers Cherry Green Barns	27/05/21 29/04/21	Raise height of annex roof 500mm New red brick wall, NE boundary	Granted subject to conditions Pending	N/A
<b>3/21/0909/LBC</b> <b>3/21/0908/FUL</b> <b>3/21/1792/LBC</b> <b>3/21/1791/FUL</b>	Knights Hill Farm	10/05/21 09/08/21 10/08/21	Convert agri building to 3 bedroom dwelling. Demolition of ancillary outbuildings/stairs. Install new walls, internal stairs. Change of use. Change of use of a group of agricultural farm buildings into 4no. dwellings and associated works	Pending	N/A
<b>3/21/0406/HH</b> <b>3/21/0407/LBC</b>	1&2 Knights Hill Cotts	17/03/21 15/03/21	Erection of two storey side extensions & rear single storey extensions. Replace roofs and garages	Pending	N/A
<b>3/21/1694/HH</b>	The Tallett CherryGrn	27/07/21	Removal of oil tank and installation of an air source heat pump to rear.	Pending	N/A

Cheque/DD	Item Description	Amount (VAT incl)	Payee
Payments since last meeting 19 May 2021			
BACS	LITTER MAY - JUNE - JULY	96.00 x 3	M.MASON
DD	ELECTRICITY MAY	0.44	EON
DD	ELECTRICITY JUNE	0.20	EON
DD	ELECTRICITY JULY	0.21	EON
BACS	DOG FOUL BIN EMPTYING ANNUAL FEE	132.52	EHDC
BACS	CLERKS SALARY APR-JUN	256.20	S KUBICA
DD	WEBSITE & EMAIL MAY	3.60	IONOS
DD	WEBSITE & EMAIL JUNE	21.60	IONOS
DD	WEBSITE & EMAIL JULY	9.60	IONOS
BACS	GRASS CUT MAY	98.00	M FOSKETT
BACS	PAYROLL ACCOUNTANTS	90.00	PURE BALANCE
BACS	GRASS CUT JUNE	98.00	M FOSKETT
DD	ANNUAL MEMBERSHIP	10.00	HUNDRED PARISHES
DD	GDPR DATA ANNUAL FEE	35.00	ICO
BACS	PARISH COUNCIL INSURANCE	393.56	ZURICH INSURANCE
Payments expected to December 2021			
DD	WEBSITE & EMAIL AUG - SEPT - OCT - NOV	9.60 x 4	IONOS
BACS	CLERKS SALARY JUL-SEP EST	270.00	S KUBICA
DD	ELECTRICITY AUGUST EST	0.30	EON
DD	ELECTRICITY SEPTEMBER EST	0.35	EON
DD	ELECTRICITY OCTOBER EST	0.40	EON
DD	ELECTRICITY NOVEMBER EST	0.40	EON
BACS	GRASS CUT JULY	98.00	M.FOSKETT
BACS	GRASS CUT AUGUST	98.00	M.FOSKETT
BACS	GRASS CUT SEPTEMBER	98.00	M.FOSKETT
BACS	GRASS CUT OCTOBER	98.00	M.FOSKETT
BACS	DEFIB MANAGEMENT FEE	151.20	CHT
BACS	LIME TREE MAINTENANCE ESTD	400.00	IF PROPOSED
BACS	CHRISTMAS TREE	120.00	RUSSELL DANE END
BACS	ST MARY DONATION	200.00	ST MARY
BACS	GREG TRUST DONATION	1500.00	GREG TRUST
BACS	LITTER AUG - SEPT - OCT - NOV	96.00 x 4	M.MASON