

**MINUTES OF WESTMILL PARISH COUNCIL MEETING ON 22 February 2023 AT 7.30PM in Westmill Village Hall**

**Councillors:** Michael McRae (Chair) Bernadette King Anne Downes  
Ray Partridge James Beaven

**Officer attending:** Sarah Kubica (Clerk and RFO)

**Present:** 1 member of the public

23.001 **APOLOGIES FOR ABSENCE**

Apologies from Cllr Pickup, Cllr Jones and Cllr Huggins noted and approved by those present

23.002 **DECLARATIONS OF PECUNIARY INTEREST**

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

23.003 **MINUTES OF MEETING**

The minutes of the WPC meeting held on 30 November 2022 were proposed by Cllr Partridge and seconded by Cllr Downes and approved as a correct record

**UNAUTHORISED DEVELOPMENT (UD) ON CHERRY GREEN LANE (CGL) UPDATE**

23.004 Cllr McRae read an update from Cllr Huggins: "The information that I have from the case officer is that had the application been heard in the February DMC meeting it would have been recommended for approval. However, officers have decided to request further information about finishing details, such as exterior lighting, in order for these items to be set out by condition. It is possible but unlikely that these additional items provide a reason for refusal. In terms of timing, I believe that the applicants have been given until the end of this week to submit the requested details. Which, in turn, needs a short period of time for officers to consider and, if necessary, draft conditions. I am waiting to hear whether the applicants have submitted anything. As the Council has some major cases coming to DMC they are adding an extra meeting in March." Cllr Downes requested sight of the proposed DMC presentation beforehand. Cllr McRae confirmed that there would be the opportunity for this. There may be a DMC meeting in April, however this is subject to the Pre-Election Period of Sensitivity running up to an election ('purdah') which restricts the way a council operates.

23.005 **PUBLIC PARTICIPATION**

Residents are frustrated by the delay and disappointed by the lack of decisive action from EHC regarding the UD on CGL. Clerk chasing response from Oliver Heald MP.

23.006 **FINANCE**

RFO circulated information on payments expected to May 2022 approved unanimously by those present. The list of payments is an appendix to these minutes.

23.007 The WPC budget for 23/24 was discussed in detail on 11/1/23. Although forecast to incur some higher costs going forward there are adequate bank reserves and recognising cost of living pressures, it was agreed to limit the precept increase to 3.6%. (This equates to an average increase of £1.48 per household for the year).

23.008 The usual auditor was proposed by Cllr King and seconded by Cllr Beaven with the clerk to make contact regarding this year's fee.

23.009 As bank signatories will change with the new PC it was agreed by those present to set up a standing order for monthly litter payments to July and request an invoice for 4 grass cuts to avoid late payments.

**NEW ARRANGEMENTS FOR BIN EMPTYING AND LITTER PICKING FROM APRIL 2023**

23.010 Cllrs Downes and McRae met with waste service's representatives. 4 bins are appropriately sited to enable roadside emptying, the children's playground bin is the responsibility of the Greg Trust. Bins emptied weekly until a collection pattern is established and potentially the dog bin could be included. Overfilled bins can be reported for emptying next working day. Current litter picking and bin emptying arrangements will cease in March and resume as litter picking only from April. Weekly litter pick from the village green to the 2 bridges with the 3 roads to the 30mph signs being picked on a 3 week rotation.

**23.011 VILLAGE GREEN GRASS CUTTING CONTRACT FOR 2023**

Cheaper quotes received for the village green grass cuts, so it was proposed by Cllr Downes and seconded by Cllr Beaven that a new contractor be used for 2023.

**NEW PC MAY 2023: RESIDENTS AWARENESS, KEY DATES AND DOCUMENTS**

23.012 Leaflets delivered to residents, displayed on noticeboard and WhatsApp group. Web and noticeboard notice to be displayed in March. Councillors wishing to stand will provide a hard copy of nomination forms to the Clerk by 17 March.

**23.013 LIST ROLES FOR THE NEW PARISH COUNCIL**

The new PC will need to assign responsibility for: Planning, Highways, Risk Assessment, Defibrillator & kiosk inspection/report on WEBNOS, noticeboard, Christmas Tree, maintain 18 lime trees, village green maintenance, litter pick. Contact details of residents that regularly assist WPC held by the Clerk.

**23.014 PROCEDURES FOR APPLYING TO BE PARISH COUNCILLOR**

Clerk has emailed councillors with the nomination forms and residents can contact clerk@westmillpc.org.uk or westmillpc.org.uk. Also available here:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

**23.015 NEW WARD AND REPRESENTATION FROM MAY 2023**

Westmill will form part of The Mundens ward with Great Munden, Little Munden, Ardeley, Bengo Rural and Sacombe. Cllr Huggins has promised an informative handover to the new ward EHC District Councillor when elected in May.

**23.016 PLANNING**

Current planning applications/decisions attached as an appendix to these minutes.

**23.017 HIGHWAYS**

Cllr Beaven updated all with information from the recent 20s Plenty meeting. WPC is being encouraged to contact neighbouring councils to promote support for this initiative. Cllr Downes reported more potholes on the road towards Coles Park and the pothole surrounding the drain at the bottom of CGL has been repaired, tarmac is loose at the A10 south entrance.

**23.018 RISK ASSESSMENT**

Updated risk assessment provided by Cllr Partridge

**23.019 POLICE REPORT/NEIGHBOURHOOD WATCH**

Clerk to forward crime stats to the Neighbourhood watch representative, as none received

**23.020 GREG TRUST (GT)**

Cllr McRae updated all present that village hall roof repairs are scheduled for next year with cottage no 4 to be refurbished to include an internal wall removal to create kitchen/diner, damp proofing and generally offer improved accommodation. A skip will also be necessary and permission for this will be requested. GT exhibition is planned to take place in late July to celebrate 100 years of the Trust. A local field once owned by the Greg family will return to GT ownership in this anniversary year.

**23.021 CLERK/RFO REPORT**

Clerk has provided Barclays with all information requested

**23.022 MATTERS ARISING**

Funding for bollards around the village green raised as a matter for the new council

**23.023 DATE OF NEXT MEETING**

17 May, 13 September, 29 November 2023 proposed

**23.024 MEETING CLOSE**

The meeting closed at 9.25pm. Cllr McRae thanked everyone for their contribution

Cheque/DD	Item Description	Amount (VAT incl)	Payee
Payments since last meeting 30 November 2022			
BACS	LITTER NOVEMBER	97.50	M.MASON
BACS	LITTER DECEMBER	97.50	M.MASON
BACS	LITTER JANUARY	97.50	M.MASON
BACS	CLERKS SALARY OCT-DEC	300.00	S KUBICA
DD	WEBSITE & EMAIL NOVEMBER	9.60	IONOS
DD	WEBSITE & EMAIL DECEMBER	9.60	IONOS
DD	WEBSITE & EMAIL JANUARY	9.60	IONOS
BACS	CHRISTMAS TREE LIGHTS EXPENSES	51.00	J BEAVEN
BACS	GRASS CUTS LATE OCT/NOV	102.00	M FOSKETT
BACS	DONATION	30.00	ST MARYS
BACS	DONATION	200.00	ST MARYS
BACS	DONATION	125.00	GREG TRUST
BACS	ANNUAL SUPPORT DEFIBRILLATOR	151.20	CHT
BACS	PC ELECTIONS ADVERTISING TO RESIDENTS	25.00	STREAMLINE YOUR PRINT
BACS	LIME TREE POLLARDING	588.00	T FULLER
Payments expected to May 2023			
DD	WEBSITE & EMAIL FEBRUARY	9.60	IONOS
DD	WEBSITE & EMAIL MARCH	9.60	IONOS
DD	WEBSITE & EMAIL APRIL	9.60	IONOS
BACS	ACCOUNTING FEE	90.00	PURE BALANCE
BACS	CLERKS SALARY JAN-MAR EST	300.00	S KUBICA
DD	ELECTRICITY DISCONNECT	235.00	EON NEXT
BACS	GRASS CUTS FIRST FOUR CUTS	180.00	TBC
BACS	LITTER FEBRUARY	97.50	M.MASON
BACS	LITTER MARCH	97.50	M.MASON
BACS	LITTER APRIL	50.00	M.MASON
BACS	AUDIT FEE EST	80.00	J JAMES
BACS	ANNUAL SUBS	193.69	HAPTC
BACS	EHDC DOG BIN EST	147.00	EHDC
BACS	ELECTION FEE EST	50.00	EHDC

Planning Application Consultation	Location	Deadline /Decision Date	Description/Comments	Decision	LPA/ Appeal Ref
<b>3/21/2509/FUL</b>	Land at Cherry Green Lane	28/11/22	Change of use of the land for 2 Gypsy and Traveller residential pitches, accommodating the siting of 2 mobile homes, 4 touring caravans and 2 dayroom/amenity buildings, alongside the formation of an access road, areas of hardstanding, provision for foul water drainage and widened site entrance onto CGL	Awaiting DMC meeting date and delay information Pending	N/A
<b>3/22/0971/FUL</b>	Land East of Wakeley Farm	16/02/23	Change of use of the land for the siting of 3 glamping cabins. Hard surfacing for parking areas (retrospective)	Refused	N/A
<b>3/22/2003/LBC</b>	Coles Hill House	05/12/22	Demolition of timber framed and timber boarded outhouse	Grant consent with conditions	N/A
<b>3/21/1792/LBC</b> <b>3/21/1791/FUL</b>	Knights Hill Farm	09/08/21 10/08/21	Change of use of a group of agricultural farm buildings into 4no. dwellings and associated works	Pending Pending	N/A
<b>3/22/1531/LBC</b>	The Pilgrimage 7 Pilgrims Row	25/01/23	Replacement and lowering of kitchen floor with limecrete	Application withdrawn by applicant	N/A