

Minutes of Westmill Parish Council Meeting
held on **Wednesday 26 November 2025**
at **7.30pm** in **Westmill Village Hall**

Present: Cllrs Jim Beaven, Steve Cowler, Sue Debono, Tom McMullen (Chairman)
In attendance: Sarah Kubica (Parish Clerk), District Cllr Aubrey Holt, 0 members of the public

25.53 APOLOGIES

To receive and approve apologies for absence
County Cllr Terry Smith

25.54 INTERESTS

- a) To receive declarations of interest from councillors on items on the agenda
Cllr Beaven for T&M Greg Trust in his capacity as Trustee **Noted**
- b) To receive written requests for dispensations for declarable interests; and **None**
- c) To grant any requests for dispensation as appropriate **None**

25.55 PUBLIC PARTICIPATION

To allow members of the public and councillors to raise matters of concern

25.56 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To approve the Minutes of the Meeting of Westmill Parish Council held on [Wednesday 3 September 2025](#) as an accurate record of proceedings

Resolved, that the minutes be accepted as a true and accurate record of proceedings and duly signed. Agreed unanimously

25.57 RURAL POLICING

To receive update from officers if present, or the clerk
The clerk advised that there was one crime reported, a vehicle pulled over 19/10/25 on Station Hill. Phone 999 to report hare coursing. Residents reminded to have a 'safe place' for parcel deliveries and to ensure that vehicles are locked with nothing on display inside

25.58 COUNCILLORS' REPORTS

To receive reports from parish, district and county councillors on activities undertaken in the parish

Cllr Holt advised that East Herts Council has some preventative measures it can make if flytipping hotspots are reported. Police and Crime Commissioners Office have grants for speed reduction measures

25.59 [FINANCE](#)

- a) To authorise payments made in accordance with the budget
- b) To note receipts

PAYMENTS SINCE THE LAST MEETING

01/10/2025	Ionos Cloud	£10.80
03/10/2025	Clerk Salary Jul-Sep	£418.50
06/10/2025	Grass cut	£48.20
06/10/2025	Litter pick August	£53.35
06/10/2025	St Mary churchyard	£200.00
06/10/2025	playground bin	£30.00
06/10/2025	Litter pick Sept	£53.35
29/10/2025	Ionos Cloud Ltd	£10.80
03/11/2025	Litter pick October	£53.35
03/11/2025	Grass cut	£48.20
03/11/2025	Oak bench slat	£177.04
03/11/2025	VH meetings hire	£104.00
07/11/2025	Grass cut	£48.20

EXPECTED PAYMENTS TO NEXT MEETING

WEBSITE AND EMAIL NOV-JAN	3 x 10.80
BENCH REPAIR REIMBURSEMENT	£11.52
LITTER PICK NOV-JAN	3 x 53.35
CLERKS SALARY OCT-DEC EST	£476.10
DEFIBRILLATOR MANAGEMENT	£151.20
NEW COUNCILLOR TRAINING	£34.00
GRASS CUT NOV	£48.20
CHRISTMAS TREE	£159.00

RECEIPTS SINCE THE LAST MEETING

08/09/2025	BANK INTEREST	£33.88
26/09/2025	PRECEPT	£3,000.00

Resolved, to approve a-b. Agreed unanimously

c) Bank statement verification

Bank statements verified since the last meeting by Cllr Debono

Noted

d) To approve 2026-27 budget

Resolved, budget and precept agreed, adjust increases in line with October CPIH figure and Maintain an operational reserve equal to annual expenditure, with any surplus to be used for the benefit of the whole community. Agreed unanimously

e) To consider request from Citizens Advice for a donation (Local Government Act 1972, s142)

Resolved, the importance of this service was recognised, but no donation agreed. Parish Council funds to be used in support of projects which benefit the community as a whole. Agreed unanimously

25.60 PLANNING

To receive Planning Report and current Planning Applications

Planning Application Ref	Location	Deadline/ Decision Date	Consultation Description	Comments	LPA Appeal Ref
X/25/0535/CND	Gaylors Farm SG9 9LD	22/10/25	Approval of details reserved by conditions 3 (Contamination), 4 (CEV Charger) and 8 (Cycle Storage) pursuant to planning approval 3/22/1915/ARPN	Pending	N/A
X/25/0534/CND	Gaylors Farm SG9 9LD	21/10/25	Approval of details reserved by conditions 3 (Contamination) and 4 (Electric Vehicle Charging Point) pursuant to planning approval 3/22/1914/ARPN	Pending	N/A
3/24/0966/OUT	Land North Of A507, West Of A10	24/06/25	Amendments to: Outline planning application for development of up to 600 dwellings (C3), elderly accommodation (C3), Mixed Use Local Centre (including flexible use E, F and Sui Generis), First School, informal and formal open space, associated works and infrastructure including a new access from the A507 and pedestrian bridge over the A10, with all matters reserved except access	Refused	N/A

25.61 HIGHWAYS

a) 9-11 December, U20 from The Street, Aspenden to Dial Cottage, Westmill: Surface Dressing Prep under road closure between 7.30am-6pm

b) 5-9 December, Cherry Green Lane from no through road to 30/60 sign: Surface Dressing Prep under road closure between 7.30am-6pm

c) 13-14 January 2026, Cherry Green Lane road closure, Affinity Water

d) 29-30 January 2026, Cherry Green Lane and Station Hill road closures, Openreach
Items a-d)

Noted

e) To receive update from Cllr Smith on reported faults and the costs and process for HCC or WPC to install speed indicator devices on A10

Cllr Smith not present at the meeting, update requested

25.62 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 25-26

To consider aligning clerk hourly rate with SCP11 on the Local Government Pay Agreement and backdate to 1 April 2025 (as budgeted)

Resolved, move clerk hourly rate to SCP13 and backdate to 1 April 2025. Agreed unanimously

25.63 VILLAGE BIN REMOVAL

To receive an update

Cllr Holt is not aware of any further removal of bins in the village

25.64 VILLAGE DIRECTIONAL SIGNS

To review quotes

Significant difference in quotes, two received of four requested, confirm the material used for the post for the cheaper quote. Also, request quotes for a simple village name sign

25.65 SUPPORT FOR VILLAGE EVENTS

Light the Night event on 5 December

Insurers notified and risk assessment to be carried out by organiser

25.66 RISK ASSESSMENT

To receive an updated risk assessment from Cllr Debono (circulated to councillors)

Cllr Debono completed the risk assessment. Thanks to Cllrs Beaven and Cowler and a resident volunteer for repairs to the bench. Cllr Beaven advised that the tiles on the pump roof would need to be repaired next year

25.67 T&M GREG TRUST

To receive a report on activities (circulated to councillors)

Village Hall Project - four grants have now been offered to help with the roofing repairs. It is the intention to carry out this major roof work for both the hall and village hall cottage in summer 2026

Village Hall - The Nursery continues to use the Hall successfully. Monthly risk assessments are undertaken and repairs seen are attended to

Cottages - Trustees agreed to some repair and renovations to be carried out at Number 1 cottage

Village Hall Cottage - Some property improvements and general repair work will be done after change in tenancy

Playground - Monthly risk assessments continue. The minor repair works identified have now been completed

Allotments - In the process of issuing renewal invitations to allotment holders for 2026

Jackson's Meadow - Broken fence repaired

Grazing field - The field continues to be rented for grazing

Recreation Field - WFC continue to maintain grass cutting of the field. Sunday matches and training will continue in the village. Trustees are grateful to The Sword for allowing parking on their site on Sundays

Trustees - following the resignation of Bernadette King (due to moving away from Westmill), Sarah Kubica has been appointed as a trustee

25.68 CO-OPTION OF PARISH COUNCILLOR

To co-opt a new parish councillor and consider how to publicise the remaining vacancy

The council is looking for two candidates for co-option to the parish council

25.69 CLERK'S REPORT

Items for information only

Reminder of East Herts Environmental Forum on 3 December 7-8.30pm, accessible via a link and notification of new premises licence No 6 Cafe, High Street, Buntingford SG9 9AG

25.70 DATES OF NEXT MEETINGS

Proposed: 3 February, 13 May, 2 September, 25 November 2026

The meeting closed at 8.24pm. The chairman thanked everyone for their contribution