

**Minutes of Westmill Parish Council Annual Meeting**  
held on **Wednesday 13 May 2026**  
at **7.30pm** in **Westmill Village Hall**

**Present:** Cllrs Jim Beaven, Luke Clifton, Steve Cowler, Sue Debono, Tom McMullen (Chairman)

**In attendance:** Sarah Kubica (Parish Clerk), County Cllr Terry Smith  
6 members of the public

**26.19 ELECTION OF CHAIRMAN**

To elect a chairman for 2026/27 and sign Declaration of Acceptance of Office  
Cllr McMullen was proposed by Cllr Beaven and seconded by Cllr Debono. No other nominations

**Resolved**, to elect Cllr McMullen as chairman for 2026/27. Agreed unanimously. Declaration duly signed

**26.20 APOLOGIES**

To receive or accept apologies for absence  
District Cllr Aubrey Holt

**26.21 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
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

**Noted**  
**None**  
**None**

**26.22 MINUTES OF PREVIOUS PARISH COUNCIL MEETING**

To approve the Minutes of the Westmill Parish Council meeting held on [Tuesday 3 February 2026](#) 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

**26.23 PUBLIC PARTICIPATION**

To allow members of the public and councillors to raise matters of concern  
A resident asked about the possibility of 20mph through the village due to the absence of pavements and street lighting and who is responsible for highways verges? Resident concern over poor visibility due to overgrown vegetation at the north exit to the A10

**26.24 COUNCILLORS' REPORTS**

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

Cllr McMullen will cut back vegetation at the north exit to the A10

Cllr Smith advised that A10 works and resurfacing is complete including the roundabout beyond the northern junction. Works due on the U20 from Aspenden have been delayed due to drainage issues. Cllr Smith to advise where Westmill is on the list for 20mph and what factors determine position on list

**26.25 PARISH COUNCIL DOCUMENTATION**

To consider, review and agree council [policies](#) and documents:

- a) Code of Conduct
- b) Financial Regulations
- c) Financial and Management Risk Assessment
- d) Complaints Procedure
- e) Publication Scheme
- f) Privacy & Cookies Policy
- g) Standing Orders

- h) Asset Register
- i) Accessibility Statement
- j) Draft IT Policy

**Resolved**, to approve a-j. Agreed unanimously

## 26.26 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

Audit requirements for the year ending 2025/26 where appropriate signed by the chairman

- a) To approve the Annual Accounts 2025/26
- b) To approve the Certificate of Exemption 2025/26
- c) To approve the Annual Internal Audit Report 2025/26
- d) To approve Section 1, Annual Governance Statement 2025/26
- e) To approve Section 2, Accounting Statements 2025/26
- f) To agree dates of the period for the Exercise of Public Rights (Wednesday 3 June - Tuesday 14 July 2026)

**Resolved**, to approve a-f. Agreed unanimously

## 26.27 FINANCE

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

**Resolved**, to approve a-b. Agreed unanimously

### PAYMENTS SINCE THE LAST MEETING

27/01/2026	Christmas Tree	£156.00
29/01/2026	Ionos Cloud Ltd	£10.80
12/02/2026	Defibrillator battery	£318.00
12/02/2026	Litter pick January	£53.35
03/03/2026	Ionos Cloud Ltd	£10.80
10/03/2026	Litter pick February	£53.35
10/03/2026	HAPTC training	£17.00
25/03/2026	Clerk salary Jan-Mar	£451.80
25/03/2026	Grass cut (1)	£60.00
30/03/2026	Litter pick March	£53.35
31/03/2026	Ionos Cloud Ltd	£10.80
21/04/2026	HAPTC subs	£219.75
21/04/2026	Grass cut (2)	£60.00
29/04/2026	Ionos Cloud Ltd	£10.80
05/05/2026	Grass cut (3)	£60.00
05/05/2026	Litter pick April	£55.50
07/05/2026	Internal audit fee	£60.00

### EXPECTED PAYMENTS TO SEPTEMBER

WEBSITE AND EMAIL MAY-AUG	4 x £10.80
WEBSITE DOMAIN RENEWAL	1 x £12.00
LITTER PICK MAY-AUG	4 x £55.5
CLERKS SALARY APR-JUN EST	£451.80
PAYROLL ANNUAL FEE	£90.00
DOG BIN EMPTYING EST	£200.00
GRASS CUT APR-AUG	5 x £60
INSURANCE RENEWAL	£552.77
THE HUNDRED PARISHES SUBS	£10.00
ICO FEE	£47.00
GREG TRUST BIN EMPTYING	£30.00

### RECEIPTS SINCE THE LAST MEETING

02/03/26	BANK INTEREST	£26.00
10/03/26	HMRC VTR	£138.84
01/05/26	EHDC Precept	£3,000.00

- c) To sign bank reconciliation and statements **Verified and signed by Cllr Debono**
- d) To consider adding further councillors to the bank mandate

**Resolved**, to add Cllr Cowler. Agreed unanimously

- e) To consider uses of unspent funds from previous year, such as donating towards the preservation of the village hall roof and the church improvement project

Not applicable as over budget

- f) To consider a donation to T&M Greg Trust of £30 towards bin emptying

**Resolved**, to approve. Cllr Beaven declared an interest, remaining councillors agreed unanimously

- g) To confirm insurance arrangements for insurable risks

Present insurer offering a 3 year agreement (LTU) for a slightly reduced annual premium

**Resolved**, circulate agreement terms with cllrs, renew with LTU. Agreed unanimously

- h) To review subscriptions to outside bodies

HAPTC, Hundred Parishes, ICO **Noted**

- i) To review expenditure under the Local Government Act 1972, s137

2025-26 limit of £2508.60 was not exceeded, 2026-27 limit is £2459.20 **Noted**

**26.28 PLANNING**

To receive Planning Report and current Planning Applications

Planning Application Ref	Location	Deadline/ Decision Date	Consultation Description	Comments	LPA Appeal Ref
3/26/0112/HH	Woodside Cherry Green Lane SG9 9LD	14.04.26	Front and rear dormer, front entrance canopy with balcony, cladding existing dwelling with composite timber finish, new roof tiles	Refused	N/A
3/26/0027/HH	Button Snap Cherry Green SG9 9NN	14.04.26	Installation of an EV charger post and charger	Granted	N/A
3/26/0069/HH	6 The Terrace SG9 9LP	01.04.26	Erection of part single/ part two-storey rear extensions and installation of front and side roof lights	Granted	N/A
3/26/0286/HH	2 Townsend Cherry Green Lane SG9 9LE	26.03.26	Single storey porch extension and single storey rear extension	Pending	N/A
3/24/0966/OUT	Land North Of A507, West Of A10 Buntingford		Outline planning application-development up to 600 dwellings (C3), elderly accomm (C3), Mixed Use Local Centre (incl flexible use E, F and Sui Generis), First School, informal, formal open space, associated works, infrastructure incl new access from A507, pedestrian bridge over A10, all matters reserved except access	Refused Appeal lodged	6008238

**26.29 HIGHWAYS**

- a) To receive an update on faults and repairs
  - 2-5 June, U20 from Aspenden, carriageway lining 7.30am-6pm road closure to Dial Cott
  - 2-4 June, CGL surface dressing, 7.30am-6pm road closure
  - 21-22 July, CGL 1 hour midnight to 1 am road closure, Openreach
- b) To receive update on funding for safety measures on A10 and consider budget
  - Cllr Cowler contacted by Police and Crime Commissioner's office (PCC) and asked to resubmit application for funding for vehicle activated signs (VAS) on A10

**26.30 FINGER POST SIGN ON VILLAGE GREEN AND WELCOME SIGN**

To agree final design and approve quote and apply for Hundred Parishes grant towards the cost of the directional sign

**Resolved**, apply for grant for cost of larger directional sign, design agreed, same font size on all arms, finial to show 'Westmill Parish'. Agreed unanimously

**26.31 REPAIRS TO OAK POSTS ON VILLAGE GREEN**

To budget for and facilitate repairs to the posts

Cllr McMullen to chase up repairs funded by a third party

**26.32 PERSON IN CHARGE OF A DANGEROUSLY OUT OF CONTROL DOG INCIDENT**

To receive an update and consider the views of residents

Cllr Clifton suggested that dogs from outside the parish were being exercised on the playing field as it is a quieter area and asked if there was a way to control access to the field. Police response to the incident was very good. Cllr Beaven to contact Greg Trust regarding the matter

**26.33 ST JOHN AMBULANCE FIRST AID COMMUNITY SESSION**

To agree donation to St John Ambulance for a first aid session for the community

**Resolved**, to donate to St John Ambulance, £50-100 suggested. Agreed unanimously

**26.34 CHAIN OF OFFICE REQUEST**

To authorise Duncan Wallace, Town Mayor of Buntingford, to wear the Town Council chain of office at events in the parish during the forthcoming 12 months

**Resolved**, agreed unanimously

**26.35 COUNCILLOR ROLES AND RESPONSIBILITIES**

JB - Defibrillator, SC - Highways, SD - Risk Assessment/Noticeboard, TM - Chairman

**Resolved**, Cllr Clifton to be the contact for flytipping and litter. Agreed unanimously

**26.36 COMMUNITY ENGAGEMENT**

To arrange a leaflet drop and/or 'meet your councillors' event

**Resolved**, to post on village WhatsApp group the names of the councillors for the forthcoming year. Agreed unanimously

**26.37 RISK ASSESSMENT**

To receive the updated risk assessment (circulated to councillors)

**Noted**

Village green grass damage recovering, ground is uneven. Pump housing structurally sound, however tiles need attention. Quotes required for replacing tiles individually or full roof

**Resolution to exclude the public for item 26.38 as per Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, Schedule 12A, Part 2**

**26.38 STAFF REVIEW**

Annual appraisal for the Clerk/RFO with objectives for 2026-27

**Resolved**, to exclude the public for item 26.38 as per Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, Schedule 12A, Part 2. Agreed unanimously

**Resolved**, staff appraisal completed and objectives set for 2026-27. Agreed unanimously

**26.39 CLERK'S REPORT**

Items for information only

Westmill Croquet Group meets every week alternating between Wednesday or Thursday at 10.30am. Website contrast updated and 'click here' links replaced, free advice recommended a review in 2 years. Minutes 2008-15 and account book 1987-2008 deposited at Herts Archive (HALS)

**26.40 DATES OF NEXT MEETINGS**

Proposed: 2 September and 25 November 2026, 10 February, 12 May 2027

*The meeting closed at 8.21pm. The chairman thanked everyone for their contribution*