

High Wych Parish Council



Minutes of the High Wych Ordinary Parish Council Meeting
Wednesday 15th May 2024
8pm in High Wych Memorial Hall

Cllr Tom Payne (TP)* Chairman
 Cllr John Andreotti (JA)*

Cllr Carrie Payne (CP)*
 Cllr David Smith (DS)*
 Cllr Jacqueline Jackson*

* Denotes present

Present: 3 members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 8.06pm.

ACTION

24.037 Apologies for absence

1. Councillors: None – all present
2. Others: Cllr Ian Devonshire, Cllr Eric Buckmaster, PC Shelly Marshall

24.038 Declarations of Interest and requests for dispensations

1. Interests declared: None

2. Dispensation requests: None received

24.039 Approval of Minutes

1. **RESOLVED: to approve the Minutes of the Ordinary Parish Council Meeting held on 20th March 2024 as drafted.** The Chairman signed the Minutes

Clerk

The meeting was not suspended for public comments

24.040 Chairman's announcements

The Chairman had no announcements.

24.041 Council vacancy co-option

No applications received to fill the vacancy. The Chairman agreed to contact a parishioner thought to be interested.

TP

24.042 East Herts Rural Police Safer Neighbourhood Team (SNT)

No report was received.

TP

24.043 Reports by County and District Councillors

County Cllr Eric Buckmaster's written report is included in these Minutes as Appendix B.

It was noted that outbuildings have been added to The Lodge House, High Wych Lane, apparently without planning permission.

District Cllr Ian Devonshire did not submit a report.

24.044 Planning

1. New Applications:

NONE

2. **Decision Notices.** As detailed in Appendix A below – for information only

3. **Other planning matters,** including items received too late for the agenda: None

24.045 Finance

1. Report of the Council's Accounts to Year-end 31st March 2024Financial summary to 31st March

Opening cashbook balance 29 th February	18,712.05	
Plus income to 31 st March	48.00	
Minus expenditure to 29 th February	797.11	
Balance available to Council at 31st March (cashbook balance)	17,962.94	
Plus unpresented payments	0.00	
Reconciled Bank statement/cashbook balance 31st March	17,962.94	

RESOLVED: *That the Accounts Statement to Year-end 31st March be approved.*

Clerk

2. Accounts Reconciliation at 31st March 2024

Cashbook balance 31 st March	£17,962.94
Bank balance 31 st March	£17,962.94

RESOLVED: *To agree the bank reconciliation as presented.*3. Performance against 2023/24 budget at year-end 31st March 2024

	Budget	Actual to 31st March
Income	94,430	19,063
Section 106	49,950	0.00
PWLB Loan	25,000	0.00
Income balance without S106 or PWLB	19,480	19,063

£550 HTC insurance refund has yet to be received.

	Budget	Actual to 31st March
Expenditure	98,862	16,271
Play Area redevelopment	75,000	0.00
PWLB Loan servicing	3,000	0.00
Income balance without S106 or PWLB	20,862	16,271

Opening bank balance 1 April 2023	15,649
Closing bank balance 31 March 2024	17,963

RESOLVED: *To agree the performance against budget as presented.*

4. Scarecrow Festival Grant request

RESOLVED: *To pay in full for the toilets for the Festival.* The Clerk to arrange with the toilet company.

Clerk

5. Payments for approval *All expenditure to be made under The General Power of Competence*

		Value	VAT incl
HMRC	PAYE April (pay May)	120.00	
Zurich	Annual insurance	1,182.83	
Clerk	Expenses April-May	21.80	
Clerk reimburse	Stationery	3.99	
Color-Board	Litterpicking and poo bins April	120.00	20.00
Clerk	Salary May	480.12	
HMRC	PAYE May (pay June)	120.00	
Accountancy Services	Internal audit 2023/24	120.00	
Color-Board	Litterpicking and poo bins May	120.00	20.00
Overflow Water	Water (account in credit)	0.00	
Allen's Green VH	Grant	750.00	
HWMH	Hall hire 15/5	18.00	
Jimmy Riddles	Portaloo hire for Scarecrow Fest	550.00	91.67
Mokut Services	Grass cutting 8/5 and 23/5	320.00	
Mokut Services	Cutting ditches Allen's Green 27/5	85.00	
VAT included To be reclaimed under VAT Act 1994 (1), (3)			131.67

	RESOLVED: to approve all payments as per the Clerk's report.	Clerk
	6. Replacement of Parish Council laptop RESOLVED: To purchase new laptop as per quote by Alex Geller for total cost of approx. £1,100, including approx. £300 set up cost. The Clerk to arrange order.	Clerk
	7. Annual Governance and Accountability Return (AGAR) 2023/24 1. RESOLVED: That the Parish Council meets the criteria and wishes to be an exempt authority.	
	2. The RFO and the Chairman signed the Certificate of Exemption.	Clerk/TP
	3. Internal Auditor's Report: Received and noted that no action is required.	
	4. Section 1: The Annual Governance Statement. RESOLVED: To approve The Annual Governance Statement as presented. The Clerk and the Chairman signed the Annual Governance Statement.	Clerk/TP
	5. Section 2: Accounting Statements. The Accounting Statements signed by the RFO were received and considered.	
	6. RESOLVED: To approve the Accounting Statements as presented. The Chairman signed the Accounting Statements.	TP
	7. Exercise of Public Rights period. RESOLVED: To set the 30-working day period for the Exercise of Public Rights as Monday 3 June – Friday 12 July 2024.	Clerk
24.046	1. Highways 1. Overgrown hedges, MOG/Bakers Lane update: The Chairman to contact MOG again and check with Cllr Eric Buckmaster the recharge to MOG if Highways cut the hedge.	TP
	2. Potholes in High Wych Lane: Further complaints about the potholes and generally bad state of the Lane and other roads were noted. Cllr Eric Buckmaster had responded directly to the parishioner (who was unable to attend the meeting) saying that the potholes can be reported and treated in the normal way once they get to a certain depth and width. He also said he was looking at putting into his budget for the next financial year resurfacing of that section of the lane. That will be a little way off but in the meantime potholes should be filled when necessary if reported via the Highways Fault Report system.	
	3. Other issues: None raised.	
	2. Footpaths and other Public Rights of Way (PRoW) 1. Modification Order for footpath near Broadfields: Ongoing with Cllr Tom Payne:	TP
	2. Footpath Broadfields to High Wych Lane: The Chairman is continuing to chase Clarion Housing for a response	TP
	3. Other issues: None raised.	TP
	3. Other Parish Matters 1. High Wych Memorial Hall and car park 1. Issues raised: There is a pothole in the entrance road to the car park. The road is unadopted therefore and will not be rectified by Highways.	
	2. Bus shelter litter bin The Chairman will attempt to fit the bin.	TP
24.047	1. Playing Fields and buildings 1. Harlow Theatre Company: pavilion update 1. Repairs are ongoing	
	2. Outside tap: No update.	JA
	Cllr John Andreotti noted a letter should be written to say there is no parking on site and it should only be used for dropping off.	

2. **Play area**

1. Update on new equipment: Section 106 funding release still with Jackie Bruce. Cllr Keith Jordan continues to chase. The two unsuccessful suppliers have been informed. The approved supplier is asked to provide a programme of works.

It was agreed to arrange for the grass on the Field to be cut a few days before the Scarecrow Festival. Clerk

2. **Allotments report**

1. There is no one on the waiting list. A half-plot is becoming available. CP
2. Annual Rent. **RESOLVED: To increase the rent to £40pa from October 2025.** Cllr Carrie Payne to give notice to tenants. CP

24.048 Correspondence: The list of correspondence was noted as it appeared on the Agenda:

- Parishioners: Potholes and bad state of High Wych Lane (24.046.2)
- Scarecrow Festival: grant request (24.045.4)

24.049 Late items and items for future agendas

1. Late items received:
 1. Grant request from Allen's Green Village Hall. **RESOLVED: That considering the current budget constraints, the Parish Council will make a grant of £750.** Clerk
2. Items for future agendas:
 - Cllr Dave Smith reported that the HWMH upgrade has been completed and a new booking system initiated. It may no longer be possible for the Hall to be available on Wednesdays and therefore Tuesdays will be considered, subject to availability of the Hall and the Clerk. Clerk
 - Cllr Dave Smith brought a request for wood to be provided for new flower boxes in the village.
 - A request for a bench to be provided at the corner of Broadfields on EHDC land. It was agreed that the Chairman ask Cllr Ian Devonshire that EHDC provide the bench. TP
 - To be agreed that the notice board by the new coffee shop be retained.

24.050 Date and venue of next meeting
8pm, Wednesday July 10th in Allen's Green Village Hall Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.28pm.

Signed.....

APPENDIX A

24.044.2 PLANNING DECISION NOTICES for information only as at 9th May

3/24/0292/HH 3/24/0293/LBC	Vine Cottage: Demolish attached garage; erect 2 x single storey extensions.	Awaited
3/24/0291/FUL	Field off Blounts Lane: Create access for farm machinery.	Awaited

APPENDIX B

Eric Buckmaster report for May 2024

Increased Rainfall and area wide flooding

While the consistent feature is more frequent/persistent heavy rainfall the causes and impacts depend on local features, geography, run off from land and maintenance, or lack of, ditches and watercourses, and gullies and drains.

Sawbridgeworth Highways flooding The focus on jetting known areas of flooding, along with pressurising Thames Water to clear a long term blockage has resulted in the system largely

coping with the recent wet weather. Spellbrook A1184 still experiences partial flooding from run off from land and needs further consideration

Eastwick and Gilston Existing Flooding

Gilston Lane Following persistent complaining from me, and district and parish councillors the land owner Places for People came up with the following response.....

The issues which may be exacerbating the flooding, broadly speaking, these relate to trees growing into the river channel and the concrete retaining wall which are impeding the flow of water. PfP have discussed the existing trees with residents at various consultation events and meetings with the NPG. There is of course the option to remove these mature trees but PfP have always been hesitant to do given they form an important feature of the site and we want to retain as many trees as possible in future. The residents we have discussed this with share that view and would prefer to see an alternative solution. We have also been advised that removal of the trees, could make the situation worse with tree roots causing the banks to collapse further.

Regarding the collapsed retaining wall which has become worse in recent months, from PfPs perspective this is a highways structure which is adjacent to the road and supports the bank from being undermined by the river. Historically PfP have raised this with Highways at HCC who have suggested that wall belongs to PfP. Ownership is a key consideration in this regards and through riparian ownership believe the wall is owned by HCC. Whilst to PfP it seems logical that a wall which supports the road and directs the river channel along it, is a highways structure I'm not sure this is a point we will agree anytime soon. With that in mind the question becomes, what can PfP do to mitigate these issues irrespective of the ownership.

What are PfP currently investigating? Firstly, PfP are seeking permission from the EA to clear the channel of debris. We are hoping to do this as soon as possible but notwithstanding the weather and water level to aid the existing flow.

The longer-term proposal is to divert the brook along this section to a more sinuous course within the field to the west. Currently, this would cut through the field and would need to be far enough west to avoid the existing tree roots. It is estimated the cut would need to be approximately 2 to 2.5m deep to match bed levels both upstream (north) and downstream (south). The proposal for the Enhancement Plan will require further studies and agreements with the Environment Agency (EA) over a period of Time. This requires the planning permission to be granted, Strategic Landscape Masterplan to be approved and Reserved matters submitted and approved.

PfP are therefore considering a temporary diversion route is put forward for discussion with the EA which would consist of a shallower 'overflow ditch' with the invert level set at half the depth of the existing Fiddlers Brook channel. This will allow the natural habitat of the existing Fiddlers Brook to be maintained during normal flow conditions. As and when the flows within the brook increase and start to back up to the point whereby they may potentially flood Gilston Lane, the flood flows would be diverted along the alignment of the temporary overflow ditch and routed around the current restrictions within the watercourse to a point where the watercourse runs freely. This alignment brings the temporary route between the existing watercourse and associated vegetation and also away from the proposed Enhancement Plan alignment which will allow this to be designed and approved separately, follow obtaining the appropriate consents. The proposal has been designed as per the below:

PfP and our consultant, Aecom, will be liaising with the Environmental Agency (EA) regarding the necessary permissions to undertake routine maintenance to the watercourse and also associated with the construction of a temporary channel mentioned above. We hope to have a response from the EA within 8 weeks, on the correct permissions, and a permit can take up to a further 8 weeks to obtain. It maybe that the temporary solution is not acceptable or workable and therefore we will need to explore alternatives and moving to the permanent solution but until we have a response from the EA, we cannot make any decisions.

I would also point out that whatever solution is agreed upon, PfP cannot undertake the works until late summer at the earliest when the ground is at its driest to allow machinery to work within the flood zone. PfP however, are progressing this at our own cost, to work with the community to improve a long standing issues and, one where are also attempting to balance a number of conflicting issues.....

Eastwick Hall Lane . The lane is in a very bad condition. Highways will undertake some investigations using cctv, however repairs to the road, in common with Gilston lane, can only

be undertaken once the drainage issues on the PfP land are addressed otherwise the surface will continue to be undermined. I am asking one of our engineers who visited the site to provide a more specific time frame. On asking Places for People on addressing their responsibilities the following response came from Will Sendell.....

PfP are aware of the problem and liaising with the relevant parties as appropriate. We have two contractors who are pricing the works to clear ponds and ditches. We will also need to seek the relevant permissions, most likely from the EA and LLFA. We will be liaising with the selected contractor to manage this process. Given the nature of the ponds and ditches we are expecting there will be ecology requirements.

Burnt Mill Lane

Work has been undertaken to add reflective posts and repaint road signage. Also cutting back of vegetation. I believe the repair of the bridge is Essex Highways and I'll ask them via Ringway when the temporary barriers can be replaced through a proper repair.

Hertford Theatre New Name-Beam A secret I kept for about 18 months. I'm delighted to see the new facility nearly ready to open with acts already booked to the end of the year. A project I worked on for about six years with the former leader of the council. Delays over Covid, and substantial construction inflation increased the cost from around £20m to £30m and several requests to Council to support the increases. However the increased Theatre capacity plus café and three cinemas will turn it from loss making previously to positive revenue. A facility to build from scratch would now be about £60m and was possible at £30m because the land and core theatre already existed. It will be a great regional facility.

Simpler recycling

The Government has announced changes to the way recycling is collected in England. Measures include households being able to put recyclables in one bin and councils being able to co-collect food and garden waste. Cllr Darren Rodwell, environment spokesperson for the LGA, said: "We are pleased the Government has listened to the LGA and decided to allow councils to retain some of the flexibilities in how waste is collected from people's homes. However, this flexibility should extend to frequency of collections in whatever way best supports communities to reduce waste and improve recycling.

The key points of interest for waste collection authorities are as follows:

- Councils will retain local discretion to choose how to collect the 'core' recyclables how they see best, including where councils operate kerbside-sort systems.
- All local councils will be required to provide a weekly food waste collection to all property types **by 31st March 2026**. We expect councils to receive a s.31 notice of capital funding **by the end of 2023**.
- Proposals for free garden waste collections have been scrapped – as have plans to cap councils' charges. However, all properties including flats will be able to request this service.
 - The government will also consult on a statutory requirement for councils to collect residual waste every fortnight. This document rules out compensating councils for costs incurred moving from three-weekly collections back to fortnightly. The document indicates that fortnightly collections should not be treated as a minimum - though introducing weekly residual collections alongside food waste collections would be counterintuitive and incur unnecessary expense.
 - Kerbside collections of soft plastics and microfilms will be required to start by **31st March 2027**.

- Recyclables and food waste must be presented separately by non-domestic properties **by 31st March 2025** – with proposals to widen this to include charity shops, places of worship and hostels.

- New burdens funding will only be provided for weekly food waste collections, based on modelled costs. This will cover capital expenditure (vehicles and containers), initial transitional costs, resource costs (for vehicle re-routing and communications) and ongoing service costs.

East Herts Proposals for Waste Collection include:

- Three weekly black bin collection and smaller capacity
- Fortnightly mixed recyclable's collection
- Fortnightly chargeable garden waste collection
- Fortnightly fibre/paper and card collection

- Weekly food waste collection.

Winter Season and Gritting summary. 1st May marks the end of the Winter Season so our gritting crews are officially no longer on winter standby until 1st October 2024. In total we carried out 38 gritting runs across the season, which is the lowest total for 10 years, and the second lowest total we have on record since our record keeping began in 2006/7. By comparison last year we carried out a total of 80 runs, and our yearly average remains around 55 runs per season.

The season was largely dominated by wind and rain which still caused plenty of headaches for the highway service in terms of flooding, fallen debris and pothole damage. But colder spells were less common. 20 of the 38 gritting runs came in January alone.

In summary there are two broad trends that we are seeing with Winter Season's in Hertfordshire (and the wider UK), which is that generally Winter is becoming more mild, but that the cold snaps we do get are tending to be very cold when they arrive.

The team processed nearly 400 Winter Self-Help salt orders which included a record number of schools applying this year, along with nearly 100 new salt bins assessed, approved and placed on the network.

We will now enter a period of review for the season. We continued our trial of using a cycleway gritter on a handful of Active Travel Links this year, along with mixing our own salt brine solution in one of the depots so the review will include looking at how successful each of these proved.

The Winter Self-Help and Salt Bins Schemes will likely run again for 2024/25 so we will be in touch regarding dates for applications. I anticipate timelines being similar to the usual; applications in the mid-late summer and roll-out in the autumn as we move into the next Winter Season.

if you have any questions relating to the Winter Service use the wintersetselfhelp@hertfordshire.gov.uk email address where one of the team can pick it up.

Free school meals children to receive holiday food vouchers

Hertfordshire children who receive free school meals will benefit from food vouchers during the end of term holidays. Hertfordshire County Council's £6.17million household support fund will aim to ensure no child goes hungry during the school breaks. The programme has jointly been devised by the council's children's services and adult care services teams after the local authority secured the funding from the DWP. According to the council's report, schools will contact parents and carers already in receipt of free school meals directly to inform them they are entitled to vouchers.

Hertfordshire parents risk fines if they take children out of school for holidays when tougher stance implemented

As reported by [Hemel Today](#), parents in [Hertfordshire](#) will no longer be able to take their children out of school for a week-long holiday without risking a fine, when new national guidance comes in to force in August. Currently parents of children in Hertfordshire can receive a fine – or fixed penalty notice – if they are absent from school for 15 half-day sessions or more in a 12-month period. And that has meant parents could take their children on cheaper term-time holidays for a week every year – equivalent to 10 half-day sessions – without facing a penalty. But from August schools will be required to consider a fine when a child has missed 10 or more sessions for “unauthorised reasons”.

Comms team action: Statement issued

Under 11s school places announced for 2024

Nearly 90 percent of Hertfordshire children have been allocated a place at their most preferred primary school.

Of the 13,198 applications for reception places received for Hertfordshire children, 11,763 have been allocated their first ranked primary school. Over 98 per cent (12,973) were allocated one of their preferred schools.

Evolving care in Hertfordshire: A unified approach to family health In Hertfordshire, Health Visiting (HV) and Family Support Services (FSS) collaborate to provide a broad range of services central to delivering the Healthy Child Programme. Health visiting teams focus on the children's health and development while the family support services offer enhanced family wellbeing, also addressing wider social determinants of health. Together this is known locally as the Family Centre Service (FCS).

One of the key challenges locally is ensuring that both services work in harmony to identify, support, and refer mental health needs effectively from the antenatal period through to school age. The recruitment and retention of a skilled workforce remains a national concern, prompting Hertfordshire to seek more innovative strategies.

The solution In response to national workforce and recruitment challenges, Hertfordshire County Council and public health nursing are working with University of Hertfordshire to build working partnerships with student nurses currently in training. This would create a route to successfully place students into the service and retain or employ these students following qualification. They are also actively promoting nursing as a profession through school nurses within Years 11, 12 and 13 through talks and small campaigns with the aim of building the workforce.

An example of where the services are trying to align is the strong integration between midwifery, health visitors and family support workers to co-deliver antenatal programmes. This includes **Preparing for Parenthood** classes for expectant parents as well as Pregnancy Circles (currently a pilot), which means families can access all their antenatal care in one place. Further, Hertfordshire's SEND health visiting leads work with the FSS SEND coordinators, which is a collaborative and active effort to integrate teams and promote good practice. SEND health visitors hold smaller caseloads supporting up to 20 complex families acting as system navigators linking them into other health services.

If any emerging needs are picked up during developmental reviews, such as speech and language issues which are facilitated through **ELIM**, the leads can refer directly to paediatricians, speech and language therapy and offer to directly work with the family. This includes supporting the transition process into school. SEND health visiting leads sit on the Institute of Health Visiting (IHV) Advisory Group and have both a voice and influence in parliament and have played a vital role in supporting and developing local SEND development pathways for families.

Both the public health nursing team and family support service are fully trained in Mental Health First Aid and are able to recognise early and signpost mental health needs, referring to the perinatal community team and other relevant services where required. The health visiting service is also piloting extending mental health screening to fathers as part of the 6–8-week postnatal check.

A record 271 Hertfordshire residents join Mass Health Walk

May is National Walking Month and earlier this week, 271 residents joined a Mass Health Walk across 17 different locations around Hertfordshire. The record number of participants included nine new walkers who joined Hertfordshire Health Walks for the first time on Wednesday. The walks were led by friendly volunteers, who in total provided 13,000 hours to Hertfordshire Health Walks in 2023. Volunteers are trained to Ramblers UK standard and are on hand to support walkers, whatever their experience.

Hertfordshire Health Walks are a great opportunity to meet new people whilst keeping active. From 20–30-minute flat walks with regular stops to moderate hills with faster pace, all the way through to 5–6-mile progression walks, there's a Hertfordshire Health Walk for everyone, regardless of fitness level.

To find your nearest Hertfordshire Health Walk, visit the [Health Walk website](#).

If you're interested in sharing your passion for walking, you can join our team of 200+ volunteers. For more information and to apply to become a Health Walk volunteer, [visit the website](#) or contact the Health Walk Team by calling 01992 555888 or email healthwalks.cms@hertfordshire.gov.uk.

If you are looking to get active, but walking isn't possible for you, visit our [Keep Active pages](#) to find out about other free ways to get moving in Hertfordshire.

Hertfordshire's first Breastfeeding Friendly scheme

The Children and Young People's Public Health team is excited to report that Hertfordshire's first Breastfeeding Friendly scheme is now live!

Although many mums are comfortable breastfeeding in public, some feel shy or unable to relax. Research shows that things like awkward seating, lack of changing space, not-so-nice comments or looks from others, make some people avoid the situation.

The Breastfeeding Friendly scheme is all about getting businesses on board to help them ensure that breastfeeding mums feel welcomed and comfortable in their premises.

Breastfeeding out and about needs to be a positive experience and our hope is that the more

welcomed parents feel, the more common-place and positive breastfeeding becomes. See [here](#) why it is so important for their health.

Our new film highlighting the views of local mums is also now available at: www.Hertfordshire.gov.uk/BFHertsOutandAbout

Members are invited to share this information with any businesses they know and would like to see signed up to this scheme.

Find out more at www.hertfordshire.gov.uk/breastfeedingfriendly or email breastfeedingfriendly@hertfordshire.gov.uk if you have any questions or would like to share any business contacts that we can invite to sign-up.

Easter school holiday programme supports young people to be happier and healthier

More than 200 young people aged 13 to 16 joined the Services for Young People (SfYP) Easter 2024 school holiday programmes in April. The sessions took place over four days throughout Hertfordshire and were fully booked. The programmes offered a range of activities to support physical and mental health and encourage healthy lifestyle choices for young people eligible for benefits-related free school meals.

Young people's conference inspires young people to speak up and be heard

The Services for Young People Young People's Conference on 18 April focused on the young LGBT+ community, inspiring young people from across the county to get their voices heard locally and nationally. More than 70 young people heard from four speakers, who shared their own experiences and answered a wide range of questions. They also had the opportunity to meet Annie Brewster JP, the newly appointed High Sheriff of Hertfordshire, who attended and opened the event.

Violent crime awareness events help keep young people safe

SfYP took part in three violent crime awareness events across Hertsmere, Three Rivers and Watford over the last three months to help highlight the devastating consequences of knife crime and increase awareness of how SfYP helps young people to stay safe. SfYP Youth Workers hosted a stall at each event to network with partner agencies and raise awareness of the support we offer to young people around violent crime, antisocial behaviour, criminal exploitation and gang culture. By engaging with SfYP youth work projects, young people are supported to make positive life choices and contribute to creating safer communities for everyone.

Cllr Eric Buckmaster, May 2024

COUNCILLOR ACTIONS ARISING

Cllr David Smith*

- HWMH liaison
- Set up Cllr Jacqueline Jackson council email address

Cllr Tom Payne*

- Contact interested parishioner re co-option
- Attempt to fit litter bin at bus stop
- Ask Cllr Ian Devonshire if EHC will provide a bench for corner of Broadfields
- Contact MOG re overgrown hedge/liaise with Cllr Eric Buckmaster re recharge
- Liaise with Sam Clark on Modification order for footpath and adoption of FP from Broadfields to High Wych being adopted by HCC
- Footpath from Broadfields to High Wych Lane: contact Clarion Futures Charity
- New play equipment Working Group
- Allotments (with Cllr Carrie Payne)
- Contact police to get regular crime report
- Gilston development

Cllr John Andreotti*

- New play equipment Working Group
- Oversee fitting of tap to rear of pavilion
- HTC liaison

Cllr Keith Jordan*

- New Play Equipment Working Group' liaise with supplier, and S106

Cllr Carrie Payne*

- Monitor Highways issues, including parking
- Allotments (with Cllr Tom Payne)
- New Play Equipment Working Group

Cllr Jacqueline Jackson*

- New Play Equipment Working Group
- Footpaths, Public Rights of Way and accessibility matters

*Cllrs Tom Payne, John Andreotti, Keith Jordan, Carrie Payne, Dave Smith, Jacqueline Jackson under delegated powers granted to the Clerk: Taking forward the new play area proposals.

Clerk

- Set up agreed bank payments
- Finalise and submit AGAR to external auditor
- Planning comments
- Arrange new laptop with Alex Geller