

UNAPPROVED DRAFT2



Minutes of the High Wych Ordinary Parish Council Meeting Wednesday 10th July 2024 8pm in Allen's Green Village Hall

Cllr Tom Payne (TP) Chairman
Cllr John Andreotti (JA)
Cllr Keith Jordan (KJ)*
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 and Vice-Chair being absent, Cllr Keith Jordan was elected to be the presiding Chair for the meeting. The Meeting was opened at 8pm. **ACTION**

24.051 Apologies for absence

1. Councillors: Cllr Tom Payne: work; Cllr John Andreotti: health
2. Others: Cllr Ian Devonshire (away), PC Shelly Marshall on behalf of the police (other duties)

24.052 Declarations of Interest and requests for dispensations

1. **Interests declared:** None
2. **Dispensation requests:** None received

24.053 Approval of Minutes

1. **RESOLVED: to approve the Minutes of the Annual Parish Council Meeting held on 15th May 2024 as drafted.** It was noted that the action point for 24.049.2 was not assigned and that a £100 had been agreed to provide materials for the flower boxes. The Chairman signed the Minutes **Clerk**
2. **RESOLVED: to approve the Minutes of the Ordinary Parish Council Meeting held on 15th May 2024 as drafted.** The Chairman signed the Minutes **Clerk**
3. Draft Minutes of the Annual Parish Electorate Meeting, 15th May 2024: *Not received.* **Clerk**

The meeting was not suspended for public comments

24.054 Chairman's announcements

The Chairman had no announcements.

24.055 Council vacancy co-option

No applications received to fill the vacancy, but a parishioner has expressed interest that will be followed up at the September meeting. **KJ/TP**

24.056 East Herts Rural Police Safer Neighbourhood Team (SNT)

No report was received due to issues with the police system being down for an upgrade. The Clerk to write to the police and ask for regular representation and reports. The Council has only received four reports in the last two years and the last recorded attendance was in 2019. **Clerk/TP**

24.057 Reports by County and District Councillors

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

District Cllr Ian Devonshire did not submit a report. The Clerk to contact him to seek assurances that he will attend in September and regularly thereafter. **Clerk**

24.058 Planning

1. New Applications:

3/24/1228/HH	2 Burstead Cottages, Spellbrook Lane West: Single storey rear extension. RESOLVED: No comment	Clerk
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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

24.058 Finance

1. Report of the Council's Accounts 30th June 2024

Opening cashbook balance 1 st May 2024	26,136.49
Plus income to 30 th June	49,968.00
Minus expenditure to 30 th June	<u>19,799.86</u>
Balance available to Council at 30th June (cashbook balance)	56,304.63
Plus unrepresented payments	<u>0.00</u>
Reconciled Bank statement/cashbook balance 30th June	<u>56,304.63</u>

RESOLVED: That the Accounts Statement to 30th June be approved.

Clerk

2. Accounts Reconciliation at 30th June 2024

Cashbook balance 30 th June	£56,304.63
Bank balance 30 th June	£56,304.63

RESOLVED: To agree the bank reconciliation as presented.

3. Performance against 2023/24 budget at 30th June 2024

	Budget	Actual to 30 th June
Income total	95,925	59,748
Section 106	49,950	49,950
PWLB Loan	<u>25,000</u>	<u>0</u>
Income balance without S106 or PWLB	<u>20,975</u>	<u>9,798</u>

£550 HTC insurance refund has yet to be received.

	Budget	Actual to 30 th June
Expenditure Net of VAT	98,862	18,672
Play Area redevelopment	75,000	12,375
PWLB Loan servicing	<u>3,000</u>	<u>0</u>
Income balance without S106 or PWLB	<u>20,862</u>	<u>6,297</u>

Budget surplus/deficit -2,937

Forecast surplus/deficit -1,599

Opening bank balance 1 April 2024 17,963

Forecast closing bank balance 31st March 2025 16,364

RESOLVED: To agree the performance against budget as presented.

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

		Value	VAT incl
Color-Board	Litterpicking and poo bins May	120.00	20.00
HMRC	PAYE May (pay June)	120.00	
Sovereign Play	Deposit account check	1.00	
Sovereign Play	Deposit balance	14,849.00	2,475.00
Mokut Services	Grass cutting 5/6 and 19/6	320.00	
Everflow Water	Water (account in credit)	0	
Color-Board	Litterpicking and poo bins June	120.00	20.00
Clerk	Salary June	480.12	
Unity Trust Bank	Quarterly Service charge	18.00	
High Wych Mem Hall	Post Office subsidy April-June	87.50	
TP Jones & Co	Payroll April-June	64.40	10.73
High Wych Mem Hall	Car Park Lights 2 nd quarter	37.76	
Clerk reimburse	Printer paper & memory stick	15.49	

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Mokut Services	Grass cutting 14/3 and 27/3 missed	320.00	
Clerk	Expenses June/July	21.80	
Clerk	Salary July	480.12	
HMRC	PAYE July (pay August)	120.00	
VAT included <i>To be reclaimed under VAT Act 1994 (1), (3)</i>			2,525.73

RESOLVED: to approve all payments as per the Clerk's report

Clerk

5. Annual Governance and Accountability Return (AGAR) 2023/24: Update

External auditor PKF Littlejohn has acknowledged receipt of the audit and exemption certificate. The Parish Council will not hear from them again unless there is a request through the Exercise of Public Rights (that ends on 12th July).

24.060 1. Highways

1. Overgrown hedges update:

1. MOG/Bakers Lane: Hedge trimming has been partially done, but very badly hacked and is now more dangerous than before with splintered branches sticking out and being a potential hazard. It was agreed to ask Cllr Eric Buckmaster who had carried out the work or to check with MOG.

Clerk

2. Other overgrown hedges impeding footways:
Cllr Jacqueline Jackson said she has spoken to a number of residents with hedges that are restricting the width of the pavement and has received a good response from all she has spoken to with people acting responsibly.

JJ

2. Potholes in High Wych Lane: Noting Cllr Eric Buckmaster's response to the complaint raised by a parishioner, the Clerk to progress further with Cllr Buckmaster.

Clerk

3. Other issues:
TRO25063 Notice of closure of Bakers Lane/Wallace Road: Noted

2. Footpaths and other Public Rights of Way (PRoW)

1. Modification Order for footpath near Broadfields: Ongoing

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: A potentially dangerous tree needs to be removed from the car park, as does a dead tree on Allen's Green. It was agreed that Cllr Jacqueline Jackson or John Andreotti would get a price.

JJ/JA

The question of removing part of the hedge from the car park to create direct access to the Green Room was considered. The idea was rejected on the grounds that the hedge creates a safe barrier between the car park and the building and that any access created would have to be fully accessibility compliant.

The approach by an EV charging point company to install a vehicle charging point was considered but rejected as being inappropriate.

Clerk

It was noted that the car park is being used for other parish events, for example the previous Saturday, without notice, it was used as a car park by attendees of the school fete. It was agreed to ask the school and its governors to give the Parish Council and the HWMH a diary of events that might impact the car park, not least of all to ensure there is no clash of use since the car park is primarily for patrons of the Church and Hall. The Clerk to write to the school and to the governors.

Clerk

It was agreed that further to Cllr Dave Smith's request in May, up to £100 be granted for wood to repair the village flower boxes.

DS/Clerk

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2. **Bus shelter litter bin**
The bin has yet to be fitted. TP
3. **Notice Board: retention and refurbishment**
RESOLVED: To retain the High Wych and Allen's Green notice boards and to replace the perspex in both of them. Cllr Jacqueline Jackson to get a price for this. It was agreed to leave the notice boards unlocked. JJ/Clerk
4. **Campaign to improve the safety of lithium batteries**
RESOLVED: To support the campaign in principle.
- 24.061 **1. Playing Fields and buildings**
1. **Harlow Theatre Company: pavilion update**
1. No update on repairs
2. Outside tap: It has been agreed that access to the internal tap will be given for events. **RESOLVED: Not to pursue this any further and to remove it from future agendas.**
2. **Play area**
1. Update on new equipment: The long awaited £49,950 Section 106 money was received on 7th June. The new play area equipment has now been installed and the installation equipment and container will be removed by Monday 15th July. A grand opening will be arranged later, possibly to coincide with the Scarecrow Festival weekend.
- It has been arranged for the grass on the Field to be cut a few days before the Festival. Clerk
2. **Allotments report**
1. No issues were reported. CP
- It was agreed to try and get Everflow Water to change the water meter glass since it is frequently very difficult to read due to being misted up. Clerk
- 24.062 **Correspondence:** The list of correspondence was noted as it appeared on the Agenda:
- Request to support campaign to improve the safety of lithium batteries (24.060.3.4)
 - Parishioners: Potholes and bad state of High Wych Lane (24.060.2)
- 24.063 **Late items and items for future agendas**
1. Late items received:
1. Cllr Jacqueline Jackson raised the Minutes of the Police Cross Border Minutes and whether the Parish Council should have representation at the next meeting. It was agreed that Cllr Jackson attend in September and report back to the Council to see what appropriate future representation might be. JJ/Clerk
2. Items for future agendas and other matter raised:
- There are concerns that the business sign on the wall of 1 Mansfield violates planning regulations. Cllr Keith Jordan to send a photo to the Clerk to follow up with Planning Enforcement. KJ/Clerk
 - The Clerk confirmed that he had received a phone call from the coffee shop regarding permission for a sign on the bus shelter. The Clerk said he understood this would simply be a small A4 informal sign and that he believed the Parish Council would not object. However, Cllr Dave Smith said the agreement was that the coffee shop would make a formal written application to the Clerk, which has not happened. Cllr Dave Smith to ask the coffee shop to make the written request to the Clerk. DS/Clerk
 - To pursue with Eric Buckmaster/Ian Devonshire the possibility of providing a bench at Broadfields junction. TP/Clerk
- 24.064 **Date and venue of next meeting**
8pm, Tuesday September 10th at High Wych Memorial Hall. The Clerk to make the booking via the new online booking system. Clerk

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There being no further business, the presiding Chairman thanked everyone for attending and closed the meeting at 9.50pm.

Signed.....

APPENDIX A

24.058.2 24.058.2 PLANNING DECISION NOTICES for information only as at 4th July

3/23/2042/FUL	High Wych JMI: Single storey extension	GRANTED
3/24/0292/HH 3/24/0293/LBC	Vine Cottage: Demolish attached garage; erect 2 x single storey extensions.	Withdrawn
3/24/0965/HH	Chandlers Lane Cottage: Detached garage/cart lodge	Awaited
3/24/0885/FUL	Sayes Park Farm: Convert greenhouse to create an agricultural tied dwelling	Awaited
3/24/0291/FUL	Field off Blounts Lane: Create access for farm machinery.	Awaited

APPENDIX B

E Buckmaster County Councillor Report July 2024

Environment matters.

Your Tree Our Future (YTOF)

YTOF has returned for its third year, after 121,000 trees were claimed during the first two years. The goal this year was to provide residents and communities with over 50,000 more trees to be planted across all ten districts and boroughs. The scheme launched on Monday 17 June, after 24 hours 25,000 trees had been claimed and after seven days this figure had risen to 58,000. The scheme was closed after just two weeks by which point 69,500 trees had been claimed. After two successful previous years, rather than reducing, the demand from communities has increased and the scheme continues to receive praise from residents and this year was featured on BBC Three Counties Radio.

For context, the scheme ran for four weeks in each of the past two years, so we've been really pleased with the increased pace of demand this year. Our hope, subject to continued additional funding from district councils, is that the fourth year will take us to a final tally of 250,000.

Hertfordshire Nature Recovery Partnership (HNRP)

Development of the Hertfordshire Local Nature Recovery Strategy is underway, led by the HNRP. Stakeholder engagement has begun with landowners and land managers and wider engagement activities will be starting shortly after PERP. Task and Finish Groups have been established for the various workstreams; the initial mapping of sites of importance for biodiversity has been completed and the Mapping Task and Finish Group will shortly be mapping nature recovery opportunities. Determination of nature recovery priorities is also underway; a long list of priority species has been drawn up (featuring over 2,000 species) and the partnership is working with external ecological stakeholders to begin refining this list.

School ventilation project

The project has seen the successful roll out of 363 air purifiers providing cleaner air for all in every classroom in 31 primary schools across the county. The project has been enhanced by securing external funding to provide air quality monitors into each classroom which come with an online dashboard providing activities that help deliver the national curriculum and visualise the data. The benefits will be felt by over 8,000 primary school aged children and 400 staff. A second wave of installations is now under way with approximately 20 additional schools being recruited to receive air purifiers which will take the number of more at risk individuals breathing cleaner air to more than 10,000. Evaluation of ill health absence will be carried out by our academic partners over the next academic year helping us understand the local significance while contributing to national research giving this project national significance. DfE are being kept informed of progress.

National Nature Reserve Plan

Our Countryside and Rights of Way Service (CRoW) has recently published a new Greenspace

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Action Plan (GAP) for Broxbourne and Bencroft Woods covering the period 2024 to 2029. Broxbourne and Bencroft Woods are part of Hertfordshire's only National Nature Reserve, owned by the County Council and managed by CRoW for biodiversity and public access. The plan was developed following a structured engagement process, involving relevant local stakeholders. Information was also made available to visitors through on site promotion to give them an opportunity to contribute. This is the latest in a series of plans which have been produced and delivered since 2009, leading to external investment in the sites exceeding half a million pounds and the restoration of habitats of National and European-wide significance. The plan will be available to view on the CRoW website - [Countryside Management Service | Hertfordshire County Council](#)

Local Cycling Walking Infrastructure Plan Consultation starts on 8th July

There will be an online portal with draft walking and cycling maps showing primary and secondary routes based on earlier public engagement. People will be invited to comment or add suggestions. We do anticipate a lot of comments from the 570+ sign ups we have had to date, and all other stakeholders.

Hunsdon High Street Gullies/drains

Owing to the history of flooding there we have managed to get the frequency of cleansing down from 18 months to 6 months pending other infrastructure work that is being explored.

Waste and Recycling

Hertfordshire Waste Partnership Annual Report 2022/23

The HWP recently published its annual report for 2022/23. Highlights include:

- Significant changes in household waste during 2022/23.
- Lowest total household and residual waste recorded in the last 8 years.
- 50%+ recycling achieved for the 8th year running.
- Highest recorded diversion from landfill – 89% - through a combination of re-use, recycling, composting and energy recovery.
- Chewing gum taskforce in East and North Herts.
- Launch of the HWP's new period poverty scheme bringing re-usable alternatives to those most in need.
- Launch of #WorthSaving – the HWP's new avoidable food waste campaign driving down avoidable food waste being needlessly thrown away.
- County Council's reuse shops bounce back after the pandemic.
- Bicycle recycling in Hertsmere.
- St Albans test an electric refuse collection vehicle.
- Further reductions in fly tipping across Hertfordshire during 2022/23.
- A summary of end destinations for HWP recyclables, organics, and residual wastes in 2022/23. [HWP Annual Report 2022-23 \(hertfordshire.gov.uk\)](#)

East Herts Waste Collection and Street Cleansing.

I attended the **Overview and Scrutiny Committee** which considered the appointment of a contractor for East Herts Waste Collection and Street Cleansing. The Committee discussed the matters and broadly agreed the recommendations. The matter will then go to the Executive for approval on 9th July.

Changes to the waste and street cleansing services operated jointly by East Herts and North Herts will come into operation by August 2025.

The changes are designed to ensure that the two councils continue to deliver high quality and well-performing waste and street cleansing services which are both financially and environmentally sustainable.

Changes from Aug 2025 will include:

- Three weekly collection of mixed paper and cardboard and three weekly collection of the remaining mixed dry recycling (glass, plastic and cans, plastic bags and wrapping)
- Collection of food waste on a weekly basis
- A reduction in the number of litter bins across the district by approximately 30%, ensuring that bins are located where they are needed
- Increasing response times for non-urgent, non-scheduled work such as additional street cleansing and bin deliveries
- Reducing the number of items collected as part of a bulky waste collection from six to three

The likely schedule of collections will become more complex for residents over a 6 weekly cycle

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so the possibility of an App with push notifications to alert residents what to put out each week was also suggested. The schedules will also be seen on the website and residents, as now, can put in their address and postcode to check.

The likely schedule in up to 5 separate bins:

Week 1 food, dry recycling of containers and packaging (eg cans, plastic, glass)

Week 2 food, cardboard and paper

Week 3 food, residual waste (non-recyclables currently the black bin)

Fortnightly the charged for green/garden waste

This illustrates why an app is needed because over a six week period there will be different variations of bins to be presented. The three weekly collection of residual waste will be a challenge for some but the new regime should considerable reduce the amount that goes into the residual waste bin after all of the recycling.

East Herts Council has already started the phasing in of 180L purple-lidded bins to replace existing 240L black lidded general waste bins. The transition means that bin sizes and colours will be standardised across East and North Herts which will save money and improve stock levels. Larger bins will remain available for households who need them, such as those with multiple children using nappies or those with other special waste needs.

Why this is important

The 10 Districts and boroughs and County Council collectively recycle around 52pc of the waste which is the highest in the East of England. East Herts is around 49pc and two of Hertfordshire's boroughs exceed 60pc. The introduction of these measures, especially weekly food waste should significantly reduce the amount of left over residual waste. The Government is also introducing a scheme called Extended Producer Responsibility whereby the producers of the packaging pay local authorities towards the cost of collecting the waste.

From April of this year the County Council as waste disposal authority has introduced new contracts where the default is to go to incineration/Energy Recovery to create electricity, ie nothing to landfill. However by 2027/28 the Government is also intending to introduce the Emissions Trading scheme to providers of the Energy Recovery Plants. This will involve buying permits on the trading market and which will result on significant additional costs being passed on to local authorities based on the amount of fossil related elements in the waste stream, mainly plastic material.

As chair of the Herts Waste Partnership on behalf of the Districts and Boroughs and as cabinet member at County I'll be responding to a government consultation on this subject. The crux of the matter is that we believe that the producers of the waste should be paying for this additional burden, not the local authorities. In this way in addition to the other reforms it will lead producers to be innovative in the designs of their packaging to reduce the amount of plastic they use.

Bishops Stortford Recycling Centre has received planning approval for some improvements

Description & location of development:

EXTENSION TO THE EXISTING RECYCLING CENTRE INCORPORATING AN ADDITIONAL 560M2 LAND TO THE NORTH AND WEST OF THE SITE, PROVISION OF ADDITIONAL WASTE BINS, AN ONSITE COMPACTOR AND ASSOCIATED LANDSCAPING AND ANCILLARY WORKS

AT: BISHOP'S STORTFORD RECYCLING CENTRE, WOODSIDE INDUSTRIAL ESTATE, WOODSIDE, BISHOP'S STORTFORD, HERTFORDSHIRE, CM23 5RG

The compactor will be more efficient in terms of the transportation of waste to the Transfer Stations.

An independent review has found that Hertfordshire County Council is delivering improvements to its Education Health Care Needs Assessment (EHCNA) process and that there is no deliberate policy to apply too high a threshold in determining whether to carry out an EHCNA.

As we publish the final report and recognise that the progress we've made in the service is not yet being consistently felt by all families, we want to re-affirm our commitment to delivering our improvement plan.

Leon Glenister, a nationally recognised expert in this field and leading barrister in Education and Special Educational Needs law, conducted the independent review to scrutinise the operation and effectiveness of the EHCNA process. This followed a judicial review claim regarding delays relating to an EHCNA.

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The final report found the county council to be working transparently and delivering improvements. Other key findings included:

- ‘There is significant cause for optimism’ in relation to improvements being made to the EHCNA process, driven by increased investment, and ‘the infrastructure is now in a good position to maintain the improvement seen thus far at a good pace’.
- There is no deliberate policy to apply too high a threshold in determining whether to carry out an EHCNA
- Historic delays determining whether to assess were due to the capacity in the system, and that ‘the lack of capacity has led to failures in communication’.
- The leadership of SEND services within the council have ‘never sought to challenge parental views on what is going wrong, rather they have sought to identify solutions.’ They have been ‘transparent about flaws identified’ and are ‘focussed on delivering improvements.’

As part of the review, Mr Glenister has made a number of recommendations to further improve process, practice and communication which we welcome to support our SEND improvement journey. We’ve set out actions we will take to address these recommendations on our website.

In his concluding remarks, he said:

“As an independent observer I have come away from this review with an overall positive view of the direction of travel. The Council as a whole has identified the issues in the EHCNA process and made significant financial investment to enable the leaders who deal with the process to make improvements.”

Over 20,000 Herts children to get creative for this year’s Summer Reading Challenge

This summer, children can visit their local Hertfordshire Library, run and funded by Hertfordshire County Council, to join the **Marvellous Makers** Summer Reading Challenge, firing up their imaginations through the power of reading and creative expression.

In partnership with The Reading Agency and Create, a leading arts charity, this year’s Challenge celebrates children’s creativity and storytelling abilities. Children will be encouraged to explore new books and stories while taking part in free activities, from poetry and music to arts and crafts and more.

The Challenge will be running in all Hertfordshire Libraries from Saturday 6 July to Saturday 7 September. The perfect free activity for the summer break, children are encouraged to read six library books and collect stickers. Those who finish the Challenge will be rewarded with a medal and certificate and be entered into a prize draw to win tickets to an interactive poetry workshop with award-winning poet, Joshua Seigal.

Visit www.hertfordshire.gov.uk/summerreadingchallenge to discover more about the Challenge and learn more about some **Marvellous Makes** to do at home. Some libraries will have pop up Maker Stations happening during the summer holidays, with simple, fun and free activities that are sure to unleash children’s creativity.

Herts Fire Fighters who conquered 180-mile challenge pay tribute to inspirational colleague

On Sunday, 30 June, a group of 22 Fire Fighters from Hertfordshire cycled 180 miles in one day to raise vital funds for The Fire Fighters’ Charity, as the charity continues to support an injured colleague.

Starting a 5am, over the course of 16 hours, riders racked up the miles as they visit the 29 Hertfordshire Fire and Rescue Service stations that serve the county, finally finishing their challenge at just after 9pm on Sunday evening.

This is the seventh year that the annual charity bike ride, known as Ride Around Herts, has taken place however this year’s challenge had an additional significance as they raised money for the ongoing support that the charity is giving colleague Liam Coffill.

Liam was involved in a collision with a van in August last year as he cycled to Garston Fire Station where he worked. Following a six-hour operation at St Mary’s Hospital, London, it was determined that he had severed his spinal cord and faced life changing injuries.

The Fire Fighters Charity is currently supporting Liam as he adjusts to his injuries, and he joined the cyclists for part of the ride on an adaptive bike featuring a reclined seating position, powered by hand pedalling.

Cllr Eric Buckmaster, July 2024

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COUNCILLOR ACTIONS ARISING

Cllr David Smith

- HWMH liaison
- Resolve Cllr Jacqueline Jackson council email address problem
- Wood for village flower boxes

Cllr Tom Payne

- Contact interested parishioner re co-option (with Cllr Keith Jordan)
- Attempt to fit litter bin at bus stop
- Ask Cllr Ian Devonshire/Eric Buckmaster 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
- Allotments (with Cllr Carrie Payne)
- Contact police to get regular crime report
- Gilston development

Cllr John Andreotti

- HTC liaison
- Car park tree removal

Cllr Keith Jordan

- New Play Equipment Working Group' liaise with supplier re any issues
- Send photo of No1 Mansfield sign to the Clerk

Cllr Carrie Payne

- Monitor Highways issues, including parking
- Allotments (with Cllr Tom Payne)

Cllr Jacqueline Jackson

- Footpaths, Public Rights of Way and accessibility matters
- Price for tree removal at Allen's Green (with Cllr John Andreotti)
- Price for notice boards perspex and refurb
- Attend Police Cross Border September meeting and report back to Council

Clerk

- Set up agreed bank payments
- Planning comments
- Check Planning Enforcement re sign at No1 Mansfield (Cllr Keith Jordan to provide photo)
- Hall booking for meetings
- Contact Cllr Ian Devonshire re attendance
- Contact police re attendance