

UNAPPROVED DRAFT1

Widford Parish Council

Minutes of the Widford Parish Council Ordinary Meeting
Tuesday 6th May 2025 at 7.30pm in Widford Village Hall



PRESENT: Cllr Mike Allen (MA) Chair; Cllr Ian Collins (IC); Cllr Mark Rome (MR)
Eleven members of the public, HCC Cllr Eric Buckmaster
Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.22pm.

ACTION

25.045 To receive and approve apologies for absence

1. Councillors: Cllr Josh Warren; Cllr Andy Djemal: Work. **ACCEPTED**
2. Others: None

25.046 Declarations of Interest and requests for dispensations

1. Interests

Noted. Cllr Mike Allen: An interest in Playing Field matters, being a trustee. Noted: Cllr Ian Collins has a DPI because his wife has the Closed Churchyard maintenance contract.

2. Dispensation requests:

None

25.047 Approval of Minutes

RESOLVED: that the Minutes of the Ordinary Parish Council Meeting held on 4th March 2025 are a true and accurate record. The Chairman signed the Minutes

Clerk/MA

25.048 Police report

The following police report was submitted to the meeting:

Crime Report April 2025

ALBURY: Albury Road Theft of Postbox; Albury Road Residential Burglary

ANSTEY: No reported crimes

BRENT PELHAM: No reported crimes.

DASSELS: No reported crimes

EASTWICK & GILSTON: 1 x Garage Burglary; 1 x Criminal damage to crops
1 x Dog out of control.

HORMEAD: Theft of tools.

HUNSDON: No reported crimes

BRENT PELHAM: No reported crimes.

FURNEUX PELHAM: 1 x Residential Burglary

LITTLE HADHAM: Millfield Lane Criminal damage to a lock box

MUCH HADHAM: Windmill Way damage to vehicle light

Bromley Lane Grain Store Burglary

GREAT HADHAM: No reported crimes

GREEN TYE: No reported crimes

WARESIDE: Red Lion Yard Residential Burglary; 1 x interference with a Motor Vehicle.

WIDFORD: 1 x Shed Burglary

Other news and updates:

As summer is approaching and the weather getting warmer always ensure doors and windows are always closed and locked when you go out. Do not leave any valuables on display or any tools in vans.

If you need to report a crime in progress, please call 999, for all other please use 101 or online reporting <https://www.herts.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

The Herts Connected system delivers Hertfordshire police’s crime alerts. Registered residents can receive the latest crime or emergency updates and alerts, as well as information about policing events in your area. Residents can get involved in helping to make their local area a safer place, tell us what police should be doing in their area, shape the initiatives that help to keep people and property safe, and tell us what matters are causing local communities harm.

The more residents that register, the better informed and safer our communities will be. We would be most grateful if you could continue to share the link below in any parish communications, and especially on social media, to encourage as many residents as possible to sign up. <https://www.hertsconnected.co.uk/>

Your cooperation is very much appreciated.

Additional Crime Prevention Advice can be found via this link:

<https://www.herts.police.uk/cp/crime-prevention/>

Thank you

25.049 Chairman’s announcements

The Chairman said that FP18 by the allotments is waterlogged, for which a solution is being worked out with a draining trench possibly being dug. The ownership of the land is uncertain and this has been a problem in the past. Nicholas Maddex is looking at a possible funding contribution for the footpath.

MA

25.050 Reports by County and District Councillors

District Cllr David Andrews did not send a report.

County Cllr Eric Buckmaster said he had not produced a report for April due to the pre-election period that had just finished. Last week’s local election results have left the County Council with no overall control.

The periodic Minerals and Waste Plan will go forward in July.

The Gilston Village 1 Master Plan and landscaping for the whole area is underway and will be ongoing for some considerable time.

25.051 Planning

1. New Applications:

3/25/0466/FUL	9 Benningfield Road: Removal of childcare business use from dwelling. RESOLVED: No comments	Clerk
3/25/0460/FUL 3/25/0461/LBC	Priory Farm Barns: Conversion and partial re-building of agricultural buildings into two residential dwellings; alterations to fenestration and openings; landscaping and carparking. RESOLVED: No comments	Clerk
3/25/0534/HH	Gilston 42 Bell Lane: Repair roof and construct attached covered car port/cart lodge, covered bin store and covered car charging point. RESOLVED: No comments	Clerk

2. Decision Notices. For information only, the following were noted:

3/24/2335/FUL	The Old Forge RECONSULTATION: Removal and replacement of the roof to commercial unit with 4 new rooflight windows. Insert 1 loft floor front window, 1 new side door and infill the rear door linking to the attached barn/outbuilding.	GRANTED
3/24/1920/HH 3/24/1924/LBC	Ashbourne Manor: Retrospective for demolition of collapsing masonry retaining wall around the garage and reconstruction to match existing, with reinforced concrete structure all concealed behind facing brickwork to match the brickwork removed. Alterations to garage side windows.	REFUSED

3/24/1356/LBC	Ashbourne Manor: Alterations to property.	GRANTED
3/25/0480/OUT	Land South of Levenage Lane: Outline planning for 8 houses.	Awaited
3/25/0231/FUL	Wilmoor: Demolition of outbuilding. Erection of dwelling incorporating air source heat pump, landscaping and creation of access.	Awaited
3/25/0182/FUL	Youngs Little Acre: Retention of a welfare unit and a turkey preparation and storage building.	Awaited
3/24/1031/HH	Ashbourne Manor: Extension to single storey garage.	Awaited

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

25.052 Finance

1. Report of the Council's accounts at year-end 31st March 2025

Finance Summary to 31st March

	£
Opening cashbook balance 28 th February	36,775.05
Plus: income to 31 st March	2.71
Minus: expenditure to 31 st March	<u>839.01</u>
Balance available to Council at 31st March (cashbook balance)	33,938.75
Unpresented cheques/payments	<u>0.00</u>
Bank balance: reconciled with bank statement at 31st March	<u>35,938.75</u>

RESOLVED: that the Accounts Statement to year-end 31st March 2025 be approved.

2. Bank reconciliation year-end 31st March 2025

Cashbook balance £35,938.75 Unity Bank balance £35,938.75

RESOLVED: to agree the bank reconciliation as presented

3. Performance vs budget at year-end 31st March 2025

The Clerk's detailed report on the performance vs budget to 31st March was received.

Income:	Budget £17,145	Performance to 31 st March £18,213
Expenditure:	Budget £28,605	Performance to 31 st March £15,850
The income/expenditure surplus to 31 st March is £1,262 against -£11,460 deficit budgeted.		
Summary:	Opening bank balance 01/04/24	£33,842
	Income to 31/03/25	£18,213
	Expenditure to 31/03/25	£15,850 net (excl VAT)
	VAT to be reclaimed	<u>£ 266</u>
	Bank balance 31/03/25	<u>£35,939</u>

RESOLVED: The performance report to 31st March be accepted as presented.

4. List of payments.

RESOLVED: to approve the list of payments as presented by the Clerk

All expenditure made under the General Power of Competence.

Clerk

		Gross	VAT incl
HAPTC	Annual subscription	397.73	
TEEC	Website planning tracker	28.80	4.80
Zurich Municipal	Insurance 2025/26	378.47	
Accountancy Services	AGAR Internal audit	110.00	
Clerk reimburse	Refreshments – Annual Electorate mtg	6.70	
Clerk	Salary April	480.16	
HMRC	PAYE April	119.80	
HMRC	Employer's NIC	27.44	
Widford Village Hall	Allotments meeting 24/04/25	24.00	
Mrs J English	Litter picking April	150.00	

Clerk	Salary May (approx.)	480.16	
HMRC	PAYE May (approx.)	119.80	
HMRC	Employer's NIC May (approx.)	27.44	
Mrs J English	Litter picking May	150.00	
Sharon Collins	Closed churchyard 1 of 4	325.00	
EHDC	Dog bin emptying 2025/26	798.00	133.00
Clerk	Expenses May	26.30	
Widford Playing Field	Maintenance grant 2025	1400.00	
Clerk reimburse	Printer ink	55.16	9.19
Clerk reimburse	Printer paper and file dividers	11.99	
Recoverable VAT included			£146.99

- 25.052 5. Annual Governance and Accountability Return (AGAR)**
1. **RESOLVED: *That the Parish Council meets the eligibility criteria.*** Clerk
 2. **Certificate of Exemption signed by the RFO and Chairman.** RFO/MA
 3. **Internal Audit Report. RESOLVED: *To approve the Internal Audit Report.***
 4. **Section 1: Annual Governance Statement. RESOLVED: *To approve the Annual Governance Statement.*** The Statement was signed by the Clerk and the Chairman. Clerk/MA
 5. **Section 2: Accounting Statements.** The Council considered the Accounting Statements as signed by the RFO.
 6. **RESOLVED: *To approve the Accounting Statements signed by the RFO.*** The Chairman signed the Accounting Statements. MA
 7. **RESOLVED: *To set the 30-working day period for the Exercise of Public Rights as 3rd June to 14th July.*** Clerk
 8. It was noted that the AGAR submission deadline is 1st July. Clerk
- 25.053 Correspondence:** The list of correspondence was noted as it appeared on the Agenda:
- EHC: PC copied into correspondence re Bourne Lane planning and highways issues (25.055.2.2)
 - Parishioner: To EHC re Bourne Lane planning and highways issues (25.055.2.2)
 - Parishioner; Poor condition of FP18 Benningfield Road to the river (25.055.1.3)
- 25.054 Village Reports**
- 1. Village Hall**
 1. The previously reported problem of some of the outside lights shining into houses opposite is being resolved
 - 2. Playing Field**
 1. The Chairman reported that ongoing events are being organised. MA
 - 3. Allotments**
 1. No issues reported. One tenant has left. The trees are tidy and safe. IC
 - 4. Closed Churchyard.**
 1. No issues reported. IC
- 2.055 Highways, Footpaths and byways**
- 1. Footpaths and PRow.**
 1. FP1; Stile replacement remains with Nicholas Maddex and will be done in due course.
 2. Nether Street kissing gate: repairs to the rotted post, step and rail are in hand with Nicholas Maddex, who has confirmed that they are currently safe. IC

- 3. Footpath gate and ditch: Some remedial work is being undertaken, as reported by the Chairman in his announcements earlier in the meeting IC
 - 2. Highways and footways**
 - 1. Update on Enforcement issues by Greenacres: Ongoing, but no progress noted. It remains on the agenda to monitor. MA
 - 2. Bourne Lane highways and planning issues: nothing reported, but it is understood things are happening in the background.
 - 3. Other parish matters and concern**
 - 1. **Defibrillator management.** With Babs Edwards to report to the Clerk. To remain on the agenda as a standing item. Clerk
 - 2. **RAAC remedial work at Widford school:** Cllr Mark Rome reported that the work will take about nine months. The work will allow parking space to be added. Widford and Hunsdon schools were federated In 2024. MR
 - 25.056 Benningfield Green**
 - 1. No current issues noted. It was agreed to remove this item from future agendas until further notice. Clerk
 - 25.057 Village Archive**

The Chairman noted that the PCC's improvements to the church will incorporate a place for the village archive. He commented that Helen Giles is doing a great job looking after and improving the archive.

I was agreed that the Parish Council would take possession of the archive, the decision to be ratified at the July Council meeting. The Chairman agreed to draft an archive policy encompassing an agreement that the PCC would house it at the church. A donation towards the project to also be considered. All aspects to be added to the July Council agenda. MA
Clerk
 - 25.058 Urgent matters** received too late for inclusion on this agenda:
None received.
 - The meeting was suspended at 8.45pm for public comments.***

The Village Magazine Editor requested a summary of the formation of the new East Herts Council following the recent elections.

A Poors Charity trustee said the Trust is looking to arrange with the Charity Commission to change the Governing Document.

It was requested that a general tidy up of footpaths by paid for by the Parish Council.

 - The meeting was restored to order at 8.50pm.***
- 25.059 Items for future agendas:** Clerk
 - 1. Village archive adoption and policy (July meeting)
 - 2. Benningfield Green licence renewal (September meeting)
- 25.060 Date of next meeting**
 - 1. Ordinary Parish Council Meeting Tuesday July 1st at 7.30pm in the Village Hall Clerk/MA

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.53pm.

Signed.....Dated.....

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