

WALTHAM ST LAWRENCE PARISH COUNCIL

**Minutes of a meeting of Waltham St Lawrence Parish Council
on Tuesday 11 June 2013 in the Neville Hall at 7.00pm**

Present: Clive Scott-Hopkins - Chairman
John Birkett - Vice Chairman
Katie Sarsfield
Stuart Craig
Martin Hayes
Jenny Baish
Sally Burtenshaw (Clerk)

In attendance: Borough Councillor Maureen Hunt & 6 members of the public
ACTION

Public Question Time:

John Burton requested that the Parish Council write to RBWM to ask that white lines are re-painted on the road bends across the Parish, in particular on Twyford Road and Shurlock Road. Martin Hayes advised that he had already spoken to Highways about the same matter recently

FC13/06/2013 Apologies: Received from Stuart Craig who will be late

FC 14/06/2013 Minutes:
The minutes of an annual meeting held on 7 May 2013 were approved by the Council and signed by the Chairman

FC 15/06/2013 Matters Arising from the Minutes:

- Asset Register – after some final amendments this document was finally approved by the Council
- Halls Lane – The Chairman advised that he had spoken to the owner of Farm End in Halls Lane about the Triangle. They advised that they were happy to carry on maintaining the area and suggested planting some flowers in the Triangle. Martin Hayes advised that he was trying to make contact with David Philp about assisting with the cost of the proposed signage at the entrance of Halls Lane at the Broadmoor Road end. The Clerk will write to the owners of The Old Vicarage to request that they bring their bins down to the triangle to hopefully prevent the RBWM refuse carts from driving over it. MARTIN HAYES
- Post Office in Neville Hall – It has been agreed that there will be a post office on Wednesdays in the Doctors waiting room area in the hall from 12:00 – 15:00 commencing on 24 July
- Blockage at Sill Bridge – this has now been cleared CLERK

FC 16/06/2013 Traveller update:
The Chairman advised that there is no further news however it is thought that there might be a full scale High Court hearing in September

- FC 17/06/2013 *Planning Applications:*
 13/00557/58: Foxcote, Wicks Lane Shurlock Row
 The Parish Council had no objection to the amended plans and advised that as the application had now been scaled down were happy to support
- 13/01409: 3 Bears Copse, West End
 The Parish Council had no objection providing the extension was stepped back behind the building line
- 13/01324: 5 Twyford Road, Waltham St Lawrence
 The Parish Council had no objection to this application
- 13/01199: Anns cott, Halls Lane, Waltham St Lawrence
 The Parish Council had no objection to this application subject to matching brickwork
- 13/01348: Land adjacent to Milley Bridge, Waltham St Lawrence
 The Parish Council strongly objected to the application unless it was for temporary use only in connection with the rebuilding of the bridge, as any permanent permission will conflict with the openness of the Green Belt and the character of the countryside
- FC 17b/06/2013 *Trees in a Conservation Area:*
 13/01277: Morland House, Hungerford Lane, Shurlock Row
 The Parish Council had no objection subject to the approval of the Arboricultural Officer
- FC 17c/06/2013 *Plans that have arrived in the last couple of days:*
 13/01616: Tied Cottage, 35 Halls Lane, Waltham St Lawrence
 13/01389: The Old Laundry House, The Street, Shurlock Row
 Both of these applications arrived too late for the meeting so will be discussed at the July meeting
- FC 17d/06/2013 *Other Planning Matters:*
 It was noted that a Certificate of Lawfulness of Proposed Development has been received for Annexe at Oak Cottage, West End to determine whether three single storey extensions are lawful. The Parish Council would like to point out that Permitted Development Rights were removed on application 13/00263 for Classes A & E
- FC 17e/06/2013 *Enforcement Notices & Appeals:*
 Nothing to report
- FC 18/06/2013 *Finance:*
- The cheques issued in May were agreed and signed off
 - Parish reserves: A resolution was passed whereby it was agreed that this money should be moved into another account. The Financial Regulations under Budgetary Control paragraph 3.5 states:

Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in the General Fund to the extent the General Fund does not exceed an amount equivalent to 12 months gross expenditure (based on previous year's expenditure) and thereafter in an earmarked reserve by resolution of the Council

The Vice Chairman will find out how to open a new bank account to put the reserves into in his role as a signatory as the Clerk does not have the authority to do so

VICE
CHAIRMAN

Discussions were held as to what the money could be spent on. Jenny Baish advised that a new area in the Burial Ground needs to be prepared as the current area is almost full and that the wording in the burial rules and regulations need to be amended. Three quotes will be obtained for the work and new wording will be brought to the July meeting

JENNY
BAISH

- Section 106 monies – It is the understanding of the Parish Council that the RBWM are due an amount of money for the new build adjacent to the Shurlock Inn, and have in the past lost out on substantial contributions from the Woods Yard re-development for example. The Clerk will write to request this money so it could be used for parish projects in the future
- Insurance – it was agreed unanimously that the War Memorial at a rebuild value of £35,000 should be noted on the parish insurance. The Clerk will speak to Zurich about this
- Parish Council's contribution to the installation of a dishwasher for the Neville Hall – some of the NHCT Trustees were concerned at the cost of the dishwasher and would like to see three quotations before agreeing to the contribution

CLERK

CLERK

VICE
CHAIRMAN

FC 19/06/2013

Neighbourhood Plan update:

The Chairman advised that he and the Vice Chairman had attended the last meeting where the agreed format for the Neighbourhood Plan survey (housing, environment, business, transport and community) was decided. The document will be published in September and it will be sent to every household within the Ward (Hurley & Walthams)

FC 20/06/2013

Reports from Representatives:

- Sandy Quinn advised that she had spoken to Sharon Wooton about the gap in the fencing to the horse walk on the Twyford Road. She advised that she was under the impression that this had already been repaired and will chase this up.
- Stuart Craig advised that all the allotments are now fully utilised. He suggested that the charges from April 2014 should be dependent on the allotment frontage at a £1 per foot
- Stuart Craig advised that Mark Pottinger had already cleared some ditches along Broadmoor Road/Twyford Road. He advised that some trees are growing on the wrong side of the ditches and will need removing before the winter. Mark Pottinger will charge per hour. He will bring charges to the Parish Council at the next meeting
- Vice Chairman advised that to have the War Memorial cleaned and to have 5 letters replaced will cost £850. It was agreed several years ago that the Memorial would be cleaned annually however discussions were held as to

SANDY
QUINN

STUART
CRAIG

whether to hold off till next year when it is the centenary of the First World War. It was agreed to defer the decision until next month when a site visit will be carried out

- *Martin Hayes advised that repairs to the roads are on going and that Keep Clear white lines adjacent to the Bell will be replaced shortly*
- *Katie Sarsfield advised that the Xmas tree lights need to be purchased soon*
- *In the absence of the Vice Chairman the Clerk advised that he had obtained a request from the parish maintenance contractor to request that the trees at the bottom of the Allotments were thinned. They were planted at least 10 years ago and it is normal for some trees not to have survived and general maintenance had to be carried out. The Clerk was asked to obtain quotes for the following works:*
 - *Thinning out of Allotment trees*
 - *Weeping willow tree tidy up at Pond Shurlock Row*
 - *Replacement of fencing around Pound*
 - *Replacement of metal posts around War Memorial and ground repairs where vehicles have driven over the area*

CLERK

FC 21/06/2013 *Date of Next Site Visits:
Saturday 13 July at 9:30am*

FC 22/06/2013 *Correspondence:
Nothing received*

FC 23/06/2013 *A.O.B.
Nothing further to be discussed*

FC 24/06/2013 *Next meeting: Tuesday 16 July 2013 at 7.00pm in the Neville Hall*

The meeting closed at 20:50 & the confidential meeting commenced

*B. Min -
16-7-13.*