

MINUTES of the ASPENDEN PARISH COUNCIL meeting held on Thursday 12th August 2021 in the garden of Aspenden Lodge* at 7.00pm.

*The location of the meeting was changed as The Fox, Aspenden had to be closed due to a Covid infection requiring isolation.

Present Cllr Richard Blackburn (Chairman) Cllr Stuart Chambers
 Cllr Thomas Poulton
 PCSO Gracie Robinson
 0 members of the public
Officer attending Denise Anderson (Clerk)

APOLOGIES

21.57 Apologies were received from Cllr Huggins as he was on holiday.
Apologies were received from Cllr Devonshire as she had work commitments.
Apologies were received from Cllr Kennedy as he had care commitments for an elderly relative.
It was resolved to approve Cllr Huggins, Cllr Devonshire and Cllr Kennedy's absence.

Apologies were received from County Councillor Jeff Jones.

DECLARATIONS OF INTEREST

21.58 None

PUBLIC PARTICIPATION

21.59 There were no members of the public in attendance.

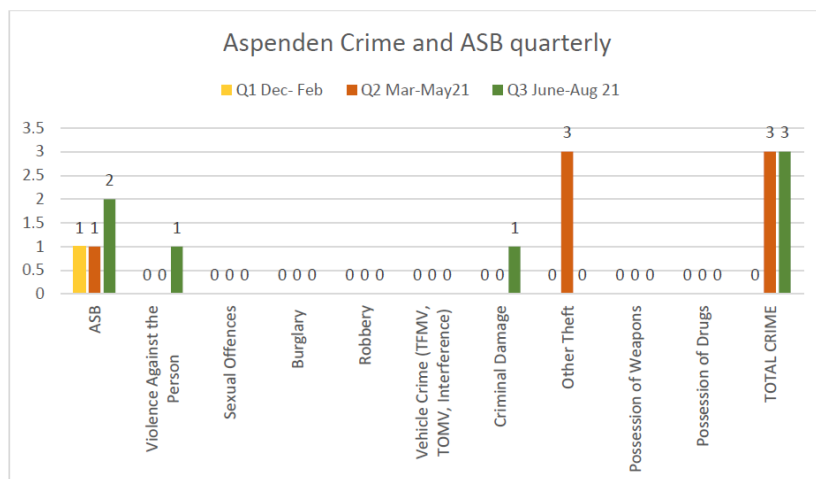
MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

21.60 The minutes of the Annual Meeting of the Parish Council held on Tuesday 25th May 2021, having been circulated previously, were before the meeting and signed as a correct record.

The Chairman stated he was going to move Agenda item Police Report up the agenda to enable PCSO Robinson to leave the meeting should she be required to do so.

21.61 Police Report

PCSO Robinson presented a report compiled by her colleague PCSO Paul Dearman



2 crimes recorded in August so far up to 9th August

*Anti-Social Behaviour (ASB) refers to issues logged with the control room via 999/101 or webchat

OWL:

General awareness raising messages sent in the last quarter:

- OWL alert app
- Hot weather safety advice
- Keyless vehicle anti-theft advice

Targeted messages within Aspenden:

- Witness appeal – criminal damage Aspenden Cricket Club – cricket nets and car keyed

What we've been doing

Patrols to deter rural crime

Upcoming events

Buntingford Classic Car Show 4th September 2021

PCSO Robinson added some further information:

ECHO – for members of the public to report issues ie. Speeding, littering etc.

A Community Voice Event to be held in Buntingford and will be advertised.

That ASB would be focused on Buntingford.

Cllr Blackburn asked about Neighbourhood Watch in Aspenden. PCSO Robinson said she would investigate.

CHAIRMAN'S REPORT**21.62 Aspenden Parish Council Chairman's Report (August 2021)**

A quite few months since our last meeting however I have highlighted a couple of matters which will not be covered by the Agenda for your information below:

Dandara Phase 2 update

Dandara, their traffic consultants and HCC have got together again to discuss Aspenden Road and as a result a new Technical Note has been issued by i-Transport, Dandara's consultants.

In summary, following comments from HCC, further changes have been made to their proposals, the main one being traffic control signalling being incorporated within the shuttle workings – see plan ITL16120-GA-004 Revision G within the report.

In addition, the western footway along Aspenden Road has been widened further "as far as possible", leaving a 4m road width which they state is 'appropriate for use by a car passing a cyclist' – no mention of HGVs! For the section of the road which is 4m wide, a footway of 2m reducing to 1.6m is now provided.

As a result of the above changes, the zebra crossing proposed as part of their last amendments, will now go back to being an uncontrolled crossing, at the request of HCC.

A traffic survey was also commissioned taking place over 2 days (Tues 6th & Wed 7th July between 7am and 7pm) – results in the attached and it being noted peak hours for traffic to be 7.30am – 8.30am and 4.15pm and 5.15pm with circa 160/170 two-way traffic movements in each time period. Out of interest I have analysed the results of Tues 6th – see below. For reference, LGV = Light Goods Van. OGV1 = Rigid 2/3axle lorries. OGV2 = Rigid 4+ axle lorries. PSV = Public Service Vehicle (I'm guessing!). MB = motor bikes. Ped = Pedestrians. Circa 70% road users are cars, and 30% commercial vans/lorries.

Tues 6th	Cars	LGV	OGV1	OGV2	PSV	MB	Ped	Total
North	557	183	45	25	0	1	9	820
	67.93%	22.32%	5.49%	3.05%	0.00%	0.12%	1.10%	
South	550	169	40	34	0	2	9	804
	68.41%	21.02%	4.98%	4.23%	0.00%	0.25%	1.12%	

In addition, a further road safety audit was undertaken on 23rd June between 3.15pm and 4.00pm – outside of the peak hours identified in the traffic survey, so lots of photographs of an empty Aspenden Road!

Interestingly and not surprisingly in all the narrative within the report(s), not one mention of HGV's, lorries or commercial vehicles, other than by reference in the traffic count.

I have requested, through the Planning Case Officer Femi Nwanzi, that HCC Highways seek consultation with the Parish Council and local residents before agreeing any further proposals with the developers.

Cricket Nets

Unfortunately, the cricket nets were set alight a couple of weeks ago at the start of the school holidays – they have now been removed and are awaiting replacement by the cricket club.

STAFFING COMMITTEE

21.63 The Clerk explained the requirement to have a Staffing Committee in place to deal with staffing and employment matters when required by the Council.

Resolved that the Council agreed in principle with the implementation of a Staffing Committee. It was agreed to move this Agenda item to the next meeting when all Councillors should be in attendance to agree the makeup of the committee.

PARISH COUNCIL DOCUMENTATION

21.64 The draft Staffing Committee Terms of Reference, having been circulated previously, was before the Council for discussion and approval.

Cllr Blackburn proposed to accept the Staffing Committee Terms of Reference. Seconded by Cllr Chambers.

Resolved to approve the Staffing Committee Terms of Reference

21.65 The new Local Government Association (LGA) Model Code of Conduct, having been circulated previously, was before the Council for approval.

The Clerk explained that HAPTC and the Head of Legal and Democratic Services at EHDC had requested that all local councils adopt the new (LGA) Model Code of Conduct.

Cllr Blackburn proposed to accept the new (LGA) Model Code of Conduct. Seconded by Cllr Poulton.

Resolved to approve the new (LGA) Model Code of Conduct.

FINANCE

21.66 Finance report and payments authorised

To receive the finance report. The report is an appendix to the minutes.

21.67 Annual Governance and Accountability Return (AGAR) 2020-2021

The Clerk confirmed that the Certificate of Exemption had been submitted by the required deadline, the period for the Exercise of Public Rights had been published as required and all the necessary financial paperwork had been uploaded to the Parish Council website.

PLANNING

21.68 Planning Report

To receive the updated Planning Report. The report is an appendix to these minutes.

3/21/1073/HH	Shems Barn The Street Aspenden Buntingford Hertfordshire SG9 9PG	Refused
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21.69 Planning Applications since the Annual Meeting of the Parish Council 25th May 2021

3/21/1013/HH	Manor Cottage The Street Aspenden Buntingford Hertfordshire SG9 9PB	The Parish Council objected to this Planning Application	Refused
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21.70 Planning Applications

3/21/1659/HH 3/21/1660/LBC	Gorhambury The Street Aspenden Buntingford Hertfordshire SG9 9PG	There was no objection to this Planning Application by the Parish Council	
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HIGHWAYS**21.71 Village Sign**

Cllr Blackburn said he was waiting for a date to meet EHDC/Ringway to agree the location of the replacement sign.

21.72 Pot holes outside the Dandara site office and Poulton's yard

Cllr Blackburn will report the potholes to Highways

PARISH MATTERS**21.73 Aspenden Bridleway 3**

Cllr Blackburn reiterated that this was not a bridleway but a restricted bridleway and the landowner had been contacted asking for it to be reclassified as a bridleway.

Cllr Blackburn met with the landowner and Andrew Burton from HCC Rights of Way (RoW) to discuss this matter. Cllr Blackburn stated that if a request was put in for a change of classification, then that would be when the Parish Council and the landowner could get involved.

21.74 CCTV

Cllr Blackburn and Gordon Devonshire met with Hertfordshire CCTV Partnership Ltd. (HCCTV Ltd.), originally a Council service but now a separate company, with a view to exploring options for the installation of CCTV on the Pavilion and within the village. ANPR was also discussed and Cllr Blackburn stated HCCTV Ltd. will come back to him with a proposal.

21.75 Children's Playground**I. Update on S106 monies by Clerk**

The Clerk reported she had submitted all the required paperwork to apply for the S106 monies. She had also spoken to Jackie Bruce at EHDC asking for an update on the process and was awaiting a reply.

II. Annual Playground Inspection Report

The Annual Playground Inspection Report, having been circulated previously, was before the Council for discussion. As the refurbishment of the Aspenden Children's Playground is due to start at the beginning of September any issues raised in the report would be addressed when these works are carried out.

The Clerk raised the issue of signage and showed Councillors an example of the signage that was agreed for the Cottered Recreation Ground Playground which is of a similar location and size. Cllr Blackburn suggested discussions were had with Broadmead Leisure who were undertaking the playground refurbishment to seek their advice on suitable signage.

21.76 Greening Campaign (Sustainability Team at HCC initiative)

I. Cllr Chambers reported he was awaiting the information packs and then would, with the assistance of Cllr Kennedy, deliver them to the village residents.

II. The Queen's Green Canopy (QGC) Her Majesty's Platinum Jubilee in 2022

It was agreed to defer this Agenda item to the next meeting and recirculate the original email.

21.77 Queens Jubilee Celebrations 2nd – 5th June 2022

The Clerk gave a brief overview of the planned celebrations including the lighting of beacons across the country.

CLLr Blackburn suggested that a question could be asked about the village's appetite for a celebration when CLLr Chambers and CLLr Kennedy deliver the Greening Campaign leaflets.

It was agreed to defer this Agenda item to the next meeting and the Clerk will circulate further information.

21.78 Road Safety Camera Vans (Request deployment)

PCSO Robinson reported that the parking of these vans safely was an issue and her colleague PCSO Paul Dearman was in discussion with the National Police Chiefs Council (NPCC) over their deployment.

21.79 Village Green and Pavilion Committee

CLLr Blackburn reported that members of the Pavilion Committee had approached him to see whether the Parish Council were interested in taking over the management of the Committee as they did not wish to continue as official members but would be willing to continue carrying out practical tasks related to the upkeep of the Pavilion.

The Pavilion Committee is a charity requiring returns to be submitted to the Charity Commission and it was important to maintain its charitable status thereby making it exempt from paying rates.

CLLr Blackburn had requested all relevant paperwork to be passed onto him in order that he can report back to the Parish Council at the next meeting.

21.80 Will bequest of £3,00.00 for a Commemorative Seat with plaque on Aspenden Village Green

Clerk had provided the executor with a quote with 2 options for a seat plus two layouts of the wording on the plaque and the family of the late Maxie Franklin had made a decision. The Clerk reported that the Parish Council had received £3,000.00 from the executor and was now in a position to place the order.

CLLr Blackburn will approach the late Cyril Berry's family asking again for their preferred wording on a memorial bench for him and the Clerk will order the two seats together thus saving on delivery charges.

21.81 General Village Matters

I. Public footpath sign in Wakely Lane.

CLLr Blackburn will raise this with the RoW Officer.

II. Track at back of Tannis to Scott's Rubbish Area

CLLr Blackburn said it appeared that a new access track was being created to potentially allow lorries to exit through Aspenden. CLLr Blackburn said he would ask CLLr Huggins to speak to EHDC Planning to ascertain the planning status.

CLERKS REPORT AND CORRESPONDANCE

21.82 Clerks Report

The Clerk had nothing further to report.

DATES OF NEXT MEETINGS

Agendas will be put on the Parish Council website www.aspendenpc.org.uk and the village noticeboard.

Date	Meeting	Venue
* Monday 13th September 2021	Parish Council Meeting 7.00pm	The Fox Public House
Monday 15 th November 2021	Parish Council Meeting 7.00pm	The Fox Public House
Monday 7 th February 2022	Parish Council Meeting 7.00pm	The Fox Public House

* This meeting to be cancelled as it is too close to the August meeting.

The meeting closed at 8.45pm

Signed _____

Date _____