

MINUTES of the ANNUAL MEETING of COTTERED & THROCKING PARISH COUNCIL held at Sports Pavilion, Cottered on Monday 11 MAY 2026 at 6.30pm

Present Cllr Allen Chamberlain Cllr Jeff Lawton Cllr Brian Murchie
 Cllr Andrea Smith Cllr John Wiblin (chairman)

In attendance Sarah Kubica (clerk), District Cllr Sue Nicholls
 members of the public: 2-14 (numbers increased gradually)

26.38 ELECTION OF CHAIRMAN

To elect a chairman for 2026-27 and sign Declaration of Acceptance of Office

Cllr Wiblin was proposed by Cllr Murchie and seconded by Cllr Smith. No other nominations proposed
Resolved, to elect Cllr Wiblin as chairman for 2026-27. Agreed unanimously. Declaration duly signed

26.39 ELECTION OF VICE-CHAIRMAN

To elect a vice-chairman for 2026-27 and sign Declaration of Acceptance of Office

No nominations proposed

26.40 APOLOGIES

To receive and accept apologies for absence

Cllr Lethby for reasons that are accepted. **Resolved, to approve. Agreed unanimously**

26.41 DECLARATIONS OF INTEREST

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| I. To receive declarations of interest from councillors on items on the agenda | None |
| II. To receive written requests for dispensations for declarable interests; and | None |
| III. To grant any requests for dispensation as appropriate | None |

26.42 PUBLIC PARTICIPATION

To allow members of the public and councillors to raise matters of concern

A resident reported a tree down near village hall, Cllr Chamberlain and a resident will inspect. The responsibility for land at Stocking Hill near 8 houses where a resident has erected a structure was discussed. Re-instatement of grass cutting by the council at Cross Green requested by a resident

26.43 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To approve the Minutes of the Cottered and Throcking Parish Council meeting held on [Monday 9 March 2026](#) as an accurate record of proceedings

Resolved, that the minutes be accepted as a true and accurate record and duly signed, proposed by Cllr Smith and seconded by Cllr Murchie. Agreed unanimously

26.44 STAFFING COMMITTEE MEMBERSHIP

To appoint members to serve on the committee for the forthcoming council year

Resolved, to retain the current membership of Cllr Chamberlain, Cllr Lethby and Cllr Wiblin. Agreed unanimously

26.45 COUNCIL POLICIES

To review and agree council [policies](#) and documents;

I. Standing Orders; Code of Conduct; Financial Regulations; Finance and Management Risk Assessment; Complaints Procedure; Publication Scheme; Accessibility Statement; Privacy Policy; Asset Listing; Staffing Committee Terms of Reference

II. To consider Draft policies: IT Policy, Grant Donation Policy, Training and Development Policy

Resolved, to approve Standing Orders, Code of Conduct, Financial Regulations, Finance and Management Risk Assessment, Complaints Procedure, Publication Scheme, Accessibility Statement, Privacy Policy, Asset Listing, Staffing Committee Terms of Reference, IT Policy, Training and Development Policy. Agreed unanimously. Draft Grant Donation Policy under review

26.46 COUNCILLORS' REPORTS

To receive reports from parish, district and county councillors on activities undertaken in the parish

CLlr Nicholls reported that an appeal had been lodged against the refusal of the application for 600 homes on land north of A507. A new meal planning scheme for Hertfordshire residents - fivedinners.com has been launched and scoping for the new district plan will start from early June. Read CLlr Nicholls' full [report](#): www.cotteredpc.org.uk/parish-council/parish-council-meetings

26.47 FINANCE

I. Approve Audit requirements for the year ending 2025/26, signed by the chairman if required

- a) To approve the Annual Accounts 2025/26
- b) To approve the Annual Internal Audit Report 2025/26
- c) To approve the Annual Governance Statement 2025/26
- d) To approve Accounting Statements 2025/26
- e) Dates for the period for the Exercise of Public Rights (Wed 3 June - Tues 14 July 2026)

Resolved, to approve items a-e and duly signed. Agreed unanimously

II. To authorise payments made in accordance with the budget

III. To note receipts

Resolved, to approve II-III. Agreed unanimously

PAYMENTS SINCE THE LAST MEETING

02/03/2026	59.75	Litter pick (11)
02/03/2026	474.15	Clerk salary (11)
17/03/2026	4.36	EDF pavilion electricity
23/03/2026	45.65	Clerk expenses mileage
23/03/2026	4.25	Bank charges
24/03/2026	3,200.00	Trees phase 2 works
30/03/2026	59.75	Litter pick (12)
31/03/2026	474.15	Clerk salary (12)
20/04/2026	4.25	Bank charges
22/04/2026	61.36	EDF pavilion electricity

EXPECTED PAYMENTS TO JULY

expected	62.30	Litter pick (2)
expected	62.30	Litter pick (3)
expected	474.15	clerk salary (2)
expected	474.15	clerk salary (3)
expected	5.56	electricity pavilion May
estimated	43.00	electricity pavilion Jun
expected	49.25	clerk office expenses
expected	4.25	bank charges May
expected	4.25	bank charges Jun
estimated	120.00	payroll fee

RECEIPTS SINCE THE LAST MEETING

02/03/2026	31.9	DUPLICATION refund	expected	225.00	internal audit fee
04/03/2026	831.33	HMRC VAT refund	estimated	447.64	HAPTC subs
09/03/2026	12.08	Interest on 00654672	estimated	5260.00	drainage repair CPT
08/04/2026	1197.15	CP Trust reimbursement	expected	948.80	Parish Council Insurance
08/04/2026	982.00	CP Trust reimbursement	estimated	120.00	APM refreshments
08/04/2026	528.38	CP Trust reimbursement	expected	10.00	C&T News annual subs
09/04/2026	13.38	Interest on 00654672	estimated	260.00	Grass cuts
01/05/2026	8500.00	Precept 1st payment	expected	36.00	2 year domain renewal

IV. Bank reconciliation and statement verification

Checked and signed by Cllr Murchie on 11 May

Noted

V. To confirm insurance arrangements for insurable risks

Parish council renewal due 1/6/26 under Long Term Agreement until 31/05/28 with CAS

Mower renewal due 6/8/26 with NFUM

Noted

VI. To review subscriptions to outside bodies

HAPTC, CDA Herts, CPRE, Cottered & Throcking News, ICO

Noted

VII. To review expenditure under the Local Government Act 1972, s137

2025/26 limit of £6027.30 was not exceeded, 2026/27 limit is £6333.60

Noted

VIII. To agree East Herts Council to arrange 2026 playground inspection

Resolved, to approve. Agreed unanimously**26.48 PLANNING**To receive Planning [Report](#) and current Planning Applications

Planning Ref	Location	Proposal	Due Date of Comment	PC comment to Planning	Decision EHDC
3/24/0966/OUT 26/00028/REFUSE	Land North Of A507, West Of A10 Buntingford	Outline planning application: development up to 600 dwellings (C3), elderly accommodation (C3), Mixed Use Local Centre (including flexible use E, F and Sui Generis), First School, informal/ formal open space, associated works, infrastructure incl new access from A507 and footbridge over A10, with all matters reserved except access		Object	APPEAL
3/26/0454/HH	Throcking Hall, SG9 9RU	Erection of Outbuilding	19.05.26	No comment	Pending
3/25/1270/FUL Reconsultation	Toreen, Ermine Street SG9 9RT	Erection of 25 dwellinghouses with associated access from Ermine Street, including carports, parking, landscaping and enabling works, following the demolition of existing buildings	12.05.26	No comment	Pending
3/26/0183/LBC 3/26/0182/FUL Amendment	Shipwrights Cottage Baldock Road SG9 9QN	Demolition of severely fire damaged dwelling and construction of replacement self-build dwelling	11.05.26	No comment	Pending
3/26/0477/AGPN	Land Adjacent To Throcking Water Tower Cottered Road Throcking	Prior approval application (Part 6, Class A) for construction of Straw barn	12.05.26	Object road safety and unsuitable site	Pending
3/26/0241/LBC	Rosemary Cottage Baldock Road SG9 9PS	Existing chimneys, replace some ground, first floor softwood double glazed windows with hardwood double glazed units, remove concrete render, replace with wood fibreboard and lime render, remove electricity meter cupboard, install solar panels on outbuilding roof and in roof panels on garage roof	09.04.26	No comment	Pending
3/26/0080/HH	31 The Crescent Cottered SG9 9QY	Removal of conservatory and erection of single storey rear extension and front porch, installation of 3 x roof lights and pervious brick paving on the front garden 2. Single storey rear extension Explanation for demolition work: Conservatory remove for new extension work	03.03.26	No comment	Granted

3/25/1368/LBC 3/25/1367/HH	Cheynes Farm Warren Lane Cottered	Alterations to the landscaping including refurbishment to existing bridge, new pergola, new tennis court, new benches, new water table and rills, new greenhouse, new raised beds and the addition of outbuilding at Cheynes Farm	30.09.25 07.10.25	No comment	Granted
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26.49 HIGHWAYS

I. Results of residents' views on vehicle speeds, 20mph and pedestrian crossing in Cottered

Varied comments and suggestions received from residents and results shared.

Resolved, to request 20mph throughout the parish and request a crossing from the bus stop near the village hall. Agreed unanimously

II. To consider hosting a meeting on highways issues in the parish with the MP and County Cllr

Not at this time. A resident's group is also following up road safety issues with 'A Safer A507'. Cllr Nicholls highlighted HCC's new Road Safety Strategy

26.50 DRIVESAFE INITIATIVE

I. To receive an update on Community Drivesafe **No update**

II. To consider an "HGV Watch" community-driven scheme

Not considered, in general discussion residents had noticed an increase in lorries

26.51 PARISH ASSETS

I. To note playground inspection and nominate councillor to inspect within one week

Cllr Chamberlain inspected and no issues found. Wiblin agreed to inspect the playground

II. To consider results of bench inspection and arrange repairs

Thanks to the resident who restored the bench opposite The Bull. Cllr Chamberlain and a resident have inspected benches near village hall. Volunteers suggested: Buntingford Men's Shed, Air Cadets and CVAS

III. To inspect 2 trees in July: 23 Sycamore if bearing foliage and 74 English Oak condition of foliage **Noted**

26.52 SPORTS PAVILION

I. To draft a specification and agree 3 contractors to quote

Cllrs Wiblin and Lethby and the clerk to draft the specification and send for quotes

II. To obtain quotes for planting/landscaping plan Not considered this meeting

III. To confirm if vehicle owners at the pavilion have been contacted Not considered this meeting

IV. To discuss parish council support for Cottered Fun Day 23 August 12-6pm Not considered this meeting

V. To confirm track gate access arrangements Not considered this meeting

VI. To receive risk assessment Not considered this meeting

26.53 COTTERED PARISH TRUST (RECREATION GROUND TRUST)

To receive an update on the work of the Trust

The Trust is to arrange a meeting on site on the green opposite Home Close. Residents at Victoria Cottages have requested an update

26.54 FOI DISCLOSURE LOG

The council maintains a disclosure log of requests received under the Freedom of Information Act 2000 and Environmental Information Regulations 2004

Date	Request Summary	Outcome/Action
06 Feb 26	Various Cottered Parish Trust annual reports, minutes, professional reports, advice and	Provided references to publicly available documents on the website. Broader request for

	consultations regarding easements and wayleaves, parish council minutes	advice sought in relation to the making of decisions refused under s12
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26.55 CLERK HOURS

To note hours worked: March 29 hours, April 29 hours

26.56 CLERK'S REPORT

Items for information only

The majority of highways gullies were emptied July 24 and due Apr-Jun 27. Some gullies emptied Jul 25 are due Apr-Jun26. No gullies present in Warren Lane. Website updated and contrast improved and reports separately accessed on the meetings page. East Herts Environmental and Climate Forum via teams link rescheduled to 1 July, 7-8.30pm

26.57 DATES OF NEXT MEETINGS

Date proposed	Meeting	Venue
Monday 13 July 2026	Parish Council Meeting 7.30pm	The Sports Pavilion Cottered SG9 9QW
Monday 14 September 2026	Parish Council Meeting 7.30pm	
Monday 9 November 2026	Parish Council Meeting 7.30pm	
Monday 11 January 2027	Parish Council Meeting 7.30pm	
Monday 8 March 2027	Parish Council Meeting 7.30pm	
Monday 10 May 2027	Parish Council Annual Meeting 6.30pm followed by Annual Parish (Community) Meeting 7.30pm	