

MINUTES of the MEETING of COTTERED & THROCKING PARISH COUNCIL held in The Sports Pavilion, Cottered on Monday 13 JULY 2026 at 7.30pm

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

In attendance Sarah Kubica (clerk), County Cllr Terry Smith, District Cllr Sue Nicholls
9 members of the public

26.58 APOLOGIES

To receive and accept apologies for absence **None**

26.59 INTERESTS

I. To receive declarations of interest from councillors on items on the agenda

II. To receive written requests for dispensations for declarable interests; and

III. To grant any requests for dispensation as appropriate

Cllr Chamberlain and Cllr Murchie, as members of the Village Hall Management Committee declared an interest in items involving the village hall **Noted**

26.60 ELECTION OF VICE-CHAIRMAN

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

Cllr Lethby was proposed by Cllr Wiblin and seconded by Cllr Murchie. No other nominations

Resolved, agreed unanimously. Declaration duly signed

26.61 PUBLIC PARTICIPATION

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

Throcking resident highlighted issues from; large vehicles through the village, the bridge over the stream is cracked, with a dip in the surface, road edges are damaged and banks collapsed; farmer had to be asked to move slurry lorries from blocking the highway; surface laid on restricted byway 039 is out of keeping, becoming urbanised. A resident enquired about the ownership of a strip of overgrown land near Peascroft. Victoria Cottage resident praised the contractor laying pipework under the green opposite and thanked Cllr Lethby for updates, but noted that the work took 3 weeks instead of one, residents were 6 hours without electricity and one day without water. Resident has asked that detailed maps of utilities be obtained should any similar work take place in the future and what the plan is for re-seeding the green. A resident asked about plans to rebuild a property destroyed by fire in January 2021, brief discussion followed regarding insufficient water pressure for fire services

26.62 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To approve the Minutes of the Annual Meeting of Cottered and Throcking Parish Council held on [Monday 11 May 2026](#) as an accurate record of proceedings

Resolved, that the minutes be accepted as a true and accurate record and duly signed. Agreed unanimously

26.63 RURAL POLICING

To receive update from officers if present, or the clerk

No crimes reported. Future crime reports will detail the full 184 square miles covered by the East Herts Rural Team. If the parish is not listed that means no crimes reported. Priorities remain ASB in Buntingford, poaching on weekday evenings and a focus on flytipping. Reminder to keep vehicles locked, windows closed and nothing of value left inside

26.64 COUNCIL POLICIES

To consider, review and agree council policies and documents

To review the draft Grant Donation Policy circulated to councillors and decide whether to adopt

Resolved, policy not required. Agreed unanimously

26.65 COUNCILLORS' REPORTS

To receive reports from parish, district and county councillors on activities undertaken in the parish
District Cllr Nicholls reported on; appeal lodged for planning application for employment land, south of A507, west of Buntingford; grant funding available at veolia.co.uk/sustainability-fund; and for Arts in East Herts 2026 to support the running costs of creative events; BetterPoints Reward App launched to encourage residents to swap out car journeys for more sustainable options, points can be redeemed at participating businesses. Read Cllr Nicholls' full [report](#): cottedpc.org.uk/parish-council/parish-council-meetings

Cllr Smith advised that Herts County Council (HCC) has a backlog of verge and grass cutting. HCC has; engaged with Affinity Water to deal with low pressure issues; requested more Police presence in the county; agreed a new grit bin for Throcking. Cllr Smith to follow up; HGV issues in Throcking and concerns over plans for building a straw barn; damaged willow tree in Brook End with dangerously fallen branches

26.66 FINANCE

I. To authorise payments made in accordance with the budget

II. To note receipts

PAYMENTS SINCE LAST MEETING

27/04/2026	16.94	HMRC PAYE
27/04/2026	474.15	Clerk salary (1)
27/04/2026	447.64	HAPTC annual subs
27/04/2026	248.40	Website hosting fee
28/04/2026	62.30	Litter pick (1)
19/05/2026	4.25	Bank charges
20/05/2026	5.56	EDF pavilion electricity
28/05/2026	62.30	Litter pick (2)
29/05/2026	948.80	Insurance renewal
29/05/2026	36.00	Domain renewal
29/05/2026	333.75	Grass cuts to 11 May
29/05/2026	225.00	Internal Audit fee
29/05/2026	119.25	Office APM expenses
29/05/2026	474.15	Clerk salary (2)
22/06/2026	4.25	Bank charges
23/06/2026	70.58	EDF pavilion electricity
24/06/2026	10.00	C&T News annual subs

EXPECTED PAYMENTS TO NEXT MEETING

expected	62.30	Litter pick (4)
expected	62.30	Litter pick (5)
expected	474.15	clerk salary (4)
expected	474.15	clerk salary (5)
estimated	45.00	electricity pavilion July
estimated	45.00	electricity pavilion Aug
expected	45.85	clerk office expenses
expected	4.25	bank charges July
expected	4.25	bank charges August
estimated	100.00	materials pavilion
estimated	300.00	timber bench repairs
estimated	100.00	mower service/parts
expected	47.00	ICO fee
estimated	300.00	NFU insurance mower
estimated	260.00	Grass cuts to July
expected	66.53	Pavilion planter repair
estimated	252.00	External audit fee

RECEIPTS SINCE LAST MEETING:

11/05/2026	13.82	Interest on 00654672
08/06/2026	3.45	UK Power Networks Rein Supply
09/06/2026	12.53	Interest on 00654672

Resolved, to approve I-II. Agreed unanimously

III. Bank reconciliation and statement verification

Checked and signed by Cllr Chamberlain on 13 July

Noted

IV. To agree payments made by the council as sole trustee of Cottered Parish Trust. In order to recover VAT as a Section 33 body for non-business activities in compliance with VAT notice 749, the net amounts to be reimbursed to the council by Cottered Parish Trust

£2148.84 (£1790.70 + vat) for pipework materials

Resolved, agreed unanimously**26.67 PLANNING**

I. To receive Planning [Report](#) and current Planning Applications

Planning Ref	Location	Proposal	Due Date of Comment	PC comment to Planning	Decision
3/24/1255/OUT Appeal 6009644	Land South Of A507, West Of A10 Buntingford	Outline planning application for development of employment land (flexible use B2, B8, E(c), E(g)), informal open space, associated works, infrastructure incl new access from A507, all matters reserved except for access	31.07.26	Object	Appeal
3/26/0637/FUL	Phaden Lodge Throcking Road SG9 9PS	Demolition of existing dwelling, and construction of a replacement dwelling with solar panels and a detached garage incorporating car ports	05.06.26	No comment	Pending
3/25/1921/REM Reconsultation	Land To The North-west Of Buntingford (East Of A10) Located Off Neale Drive And Phillips Way Buntingford	Reserved Matters - Appearance, landscaping, layout and scale relating to the construction of 58 dwellings, garages, internal roads, landscaping, drainage and associated infrastructure (as previously approved by Outline Planning Permission Reference 3/22/1030/OUT)	28.05.26	No comment	Pending
3/26/0579/PIP	Phaden Lodge Throcking Road SG9 9PS	Permission in principle for the construction of up to 3 new dwellings, provision of access, landscaping and ancillary development	26.05.26	No comment	Granted
3/26/0644/ARPN	Lower Farm House Throcking SG9 9RW	Prior approval application (Part 3, Class Q) for change of use and conversion of agricultural building to one dwelling, with rear extension and alterations	29.05.26	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	Granted

II. To receive update on ref: 3/24/0966/OUT - Appeal for up to 600 dwellings, land north of A507

District Cllr and parish council, having already objected, issued further comments for the appeal

III. To discuss carport and parking at 10-17 Stocking Hill (Area Estates Ltd)

Resolved, write to land owner and request removal of the structure. Agreed unanimously

IV. To discuss if update required for East Herts Village Hierarchy Study

Resolved, update required for Throcking only, withdrawal of twice weekly bus service. Agreed unanimously**26.68 HIGHWAYS**

I. Request from resident to fund and install a safety mirror at the junction of Stocking Hill/A507

HCC not in favour of mirror installation, may help visibility by trimming hedge near junction

Resolved, ask resident to consider trimming the hedge to aid visibility. Agreed unanimously

II. To receive an update on request for highways safety improvements in the parish

Request acknowledged by the Cabinet Member for Highways. Cottered and Throcking are not currently scheduled for delivery as part of the countywide 20mph programme. Cottered is listed as a location with potential for 20mph limits, subject to funding and future prioritisation. Throcking was not picked up in the original desk-based analysis as the roads through it are classed as 'rural lane' based on the Place & Movement matrix described in the Place & Movement Planning & Design Guide. However, if a 20mph limit for Cottered was considered, Throcking might also be considered alongside it

26.69 DRIVESAFE INITIATIVE

To receive an update

Cllr Lethby to restart the programme

26.70 PARISH ASSETS

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

Cllr Wiblin noted rotating element on activity trail slightly out of alignment, low risk, will re-inspect prior to the next meeting

II. To receive an update on bench repairs

Timber acquired for volunteers to fix benches, reimbursement for materials agreed. Cllr Chamberlain has repaired 1 of the 2 benches he is responsible for

III. To receive update and agree if action required for damaged tree opposite 'Layston'

Cllr Smith following up with HCC

IV. To consider removal of Elderberry trees at playing field gate entrance

Resolved, to apply for permission and remove in October. Agreed unanimously

V. Review requirements for grass cutting and strimming in the parish

Strimming requirement too small a job for a contractor, CVAS offered to do it for a donation

Resolved, donate to CVAS for strimming. Agreed unanimously

26.71 SPORTS PAVILION

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

Resolved, clerk, Cllrs Lethby and Wiblin to meet remotely 20 July, 7pm. Agreed unanimously

II. To obtain quotes for planting/landscaping plan

Clerk to book a planning call to discuss council using architect drawings to indicate mound dimensions and planting

III. To confirm if vehicle owners parked at the pavilion have been contacted

Cllr Lethby to place a note on vehicles to contact the council

IV. To agree pavilion hire rates for private event hire, £15ph recommended

Resolved, agreed unanimously

V. To agree pavilion hire rates for general/ charitable/ inclusive hires, £5ph recommended

Resolved, agreed unanimously

VI. To receive risk assessment

Noted

VII. To consider use of pavilion for display of local interest items ie books, documents, photos

Resolved, not considered appropriate for storage. Agreed unanimously

VIII. Consider shared agreement with village hall for Sunday Youth FC pitch and pavilion hire

Resolved, pitch heavily used, unable to provide the facility needed. Agreed unanimously

26.72 COTTERED PARISH TRUST

To receive an update on the work of the Trust

Trust meeting held on 13 July, AGM 2025-26 scheduled for 14 September 2026, 6.30pm. Works to improve condition of village green opposite Home Close is near to completion. Grass re-seeding to take place once there is rain

26.73 CLERK HOURS

To note hours worked: May 29 hours (includes holiday), June 29 hours

26.74 CLERK'S REPORT

Items for information only

26.75 DATES OF NEXT MEETINGS

Date proposed	Meeting	Venue
Monday 14 September 2026	Parish Council Meeting 7.30pm	The Sports Pavilion Cottered SG9 9QW
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	

Meeting closed at 21.09. The chairman thanked everyone for their participation