

MINUTES of the MEETING of COTTERED & THROCKING PARISH COUNCIL held in The Sports Pavilion, Cottered on Monday 14 SEPTEMBER 2026 at 7.30pm

Present Cllr Allen Chamberlain 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
14 members of the public

26.76 APOLOGIES

To receive and accept apologies for absence

Cllr Jeff Lawton for reasons that are accepted

Resolved, to approve. Agreed unanimously

26.77 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

None

26.78 PUBLIC PARTICIPATION

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

A resident commented with various points on the North Herts planning application for traffic control in Cottered as part of the solar farm application at Cumberlow Green. A resident advised that Cromer Road will be closed until the end of November due to water infrastructure work

26.79 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To approve the Minutes of the Annual Meeting of Cottered and Throcking Parish Council held on [Monday 13 July 2026](#) as an accurate record of proceedings

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

26.80 RURAL POLICING

To receive update from officers if present, or the clerk

New format report covering entire East Herts area received, no crimes reported for the parish. Clerk attended Local Policing Priorities Setting meeting online 27 August, the last of this type of engagement. To advise the police team of local priorities, sign up to hertsconnected.co.uk

Cllr Murchie advised a car with no number plates seen near Throcking water tower reported to police

26.81 COUNCIL POLICIES

To consider, review and agree council policies and documents

None

26.82 COUNCILLORS' REPORTS

To receive reports from parish, district and county councillors on activities undertaken in the parish
Cllr Smith attended a meeting with fire service representatives who are keen to engage with parishes with the new initiative 'fire stoppers', cllrs asked if the fire service could present at the next meeting. Herts County Council (HCC) has discussed with Police the issues of HGVs through Cottered in terms of the weight limit, particularly at night. Local government reorganisation (LGR) on hold. Plans for four new units agreed at Buntingford business park. Highway fault Throcking Lane/A507 District Cllr Nicholls reported on; planning inquiry for appeal for up to 600 houses, land north of A507, east of A10; updates on LGR hertfordshire-lgr.co.uk; Arts in East Herts 2026 returns this

September and October, view the programme of creative events at yourvoice.eastherts.gov.uk/arts-in-east-herts-2026; Buntingford Repair Cafe 19 September 2-5pm, slots available; Buntingford Men's Shed meet on Tuesday afternoons and Thursday mornings, info@buntingfordmensshed.org.uk. Read Cllr Nicholls' full [report](#) and planning inquiry presentation: cottedredpc.org.uk/parish-council/parish-council-meetings

26.83 FINANCE

I. To authorise payments made in accordance with the budget

II. To note receipts

PAYMENTS SINCE LAST MEETING

24/06/2026	2,148.84	drainage (CPT)
29/06/2026	62.30	Litter Pick (3)
30/06/2026	474.15	Clerk salary (3)
30/06/2026	66.53	Pavilion cladding
21/07/2026	17.34	pavilion electricity
21/07/2026	4.67	Bank charges
23/07/2026	25.71	HMRC SDDS (PAYE)
24/07/2026	47.00	ICO fee
28/07/2026	62.30	Litter pick (4)
30/07/2026	281.35	NFM mower renewal
30/07/2026	252.00	PKF Littlejohn audit
31/07/2026	474.15	Clerk salary (4)
14/08/2026	982.00	Drainage (CPT)
18/08/2026	18.12	pavilion electricity
24/08/2026	4.25	Bank charges
25/08/2026	45.85	Office expenses
28/08/2026	62.30	Litter pick (5)
28/08/2026	474.15	Clerk salary (5)

EXPECTED PAYMENTS TO NEXT MEETING

expected	20.00	deposit refund pavilion
expected	62.30	Litter pick (6)
expected	62.30	Litter pick (7)
estimated	570.00	PAYE + clerk salary (6)
estimated	490.00	clerk salary (7)
estimated	30.20	electricity pavilion Sept
estimated	30.00	electricity pavilion Oct
expected	60.34	clerk office expenses
expected	4.25	bank charges Sept
expected	4.25	bank charges Oct
expected	36.00	CPRE annual subs
estimated	300.00	bench repairs
estimated	75.00	mower parts
estimated	100.00	mower service
estimated	65.00	fire extinguisher service
estimated	260.00	Grass cuts May to Sept
expected	74.75	playground inspection
expected	40.00	CDA Herts annual subs

RECEIPTS SINCE LAST MEETING:

09/07/2026	12.96	Interest on 00654672
03/08/2026	25.00	Village summer day hire 23/8
06/07/2026	120.00	Crochet Club annual hire
07/08/2026	35.00	WI day hire
10/08/2026	13.83	Interest on 00654672
28/08/2026	982.00	CP Trust reimburse drainage 14/08/26

Resolved, to approve I-II. Agreed unanimously

III. Bank reconciliation and statement verification

Checked and signed by Cllr Murchie on 14 September

Noted

IV. To review half year budget position

Adequate, considering present forecast of £1100 over spend by year end

Noted

V. To consider request from PCC for a donation towards churchyard repairs estimated at £15k

Resolved, review next meeting in line with budget expectation. Agreed unanimously

VI. To consider request from Citizens Advice East Herts for a donation

Resolved, not approved. Agreed unanimously

VII. To agree an estimated payment of £1000 for drain rectification materials to be made by the council as sole trustee of Cotttered 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 Cotttered Parish Trust

Resolved, agreed unanimously

VIII. To note payment of £982 made on behalf of the Trust due to failed internet bank access, reimbursed in full by Cottered Parish Trust

Noted

26.84 PLANNING

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

Planning Ref	Location	Proposal	Due Date of Comment	PC comment to Planning	Decision
3/26/1156/VAR	The Paddock Warren Lane Cottered	Variation Condition 1 (Approved Plans) planning permission: 3/22/1830/FUL: Technical Details following Permission in Principle 3/21/1487/PIP for 4 dwellings. Amended dwelling design	22.09.26	No comment	Pending
3/26/1081/HH	31 The Crescent	Part single/part two storey rear extension, remove conservatory, front porch extension, roof lights	04.09.26	No comment	Pending
3/25/1921/REM Reconsultation	LandNorth -west of Buntingford (East Of A10), Off Neale Drive And Phillips Way	Reserved Matters - Appearance, landscaping, layout, scale for 58 dwellings, garages, internal roads, landscaping, drainage, associated infrastructure (previously approved by Outline Planning Permission Reference 3/22/1030/OUT)	28.08.26	No comment	Granted
3/26/0972/HH 3 /26/0973/LBC	Cheynes Farm Warren Lane SG9 9QD	Removal and replacement of Cottage Chimney and Farmhouse Bay	25.08.26	No comment	Pending
3/26/0970/HH 3/26/0971/LBC	Cheynes Farm Warren Lane SG9 9QD	Removal of existing car port and re-building of new open barn/ car port	20.08.26	No comment	Pending
3/26/0901/LBC	Cheynes Farm Warren Lane SG9 9QD	Listed building consent for omissions: tiling concrete floor, decorating masonry parts of farmhouse plinth, revert consented sash configuration of cottage window as existing, change verge detail for pantiled roofs on Barns, Gym, Hall and Cottage	12.08.26	No comment	Pending
3/26/0644/ARPN	Lower Farm House Throcking SG9 9RW	Prior approval application (Part 3, Class Q) change of use and conversion of agricultural building to one dwelling, with rear extension and alterations	16.07.26	No comment	Granted
3/26/0454/HH	Throcking Hall Throcking Lane SG9 9RU	Erection of outbuilding	13.08.26	No comment	Refuse
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	22.07.26	No comment	Refuse

II. To receive update on Public Inquiry: 3/24/0966/OUT - up to 600 dwellings, land north of A507
See Cllr Nicholls' report 26.82

III. To consider impact of traffic control design if 25/01947/FP Cumberlow Green were granted
Resolved, object to North Herts Council on; conflict with weight restriction; enforcement; traffic volume; accidents and closures. Suggest route avoiding A10, using A1(M). Agreed unanimously

26.85 HIGHWAYS

To discuss issues with highway visibility at Throcking Lane/A507

Resolved, to photograph the junction and contact Highways again. Agreed unanimously

26.86 DRIVESAFE INITIATIVE

To receive an update

Cllr Lethby confirmed no activity at present

26.87 PARISH ASSETS

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

Annual inspection arranged by East Herts due this month

II. To receive an update on bench repairs

Resolved, Cllr Lethby to contact mens shed. Agreed unanimously

III. To consider how grass and trees on common land areas could be maintained

Resolved, add Brook End to grass cut schedule for next season. Agreed unanimously

IV. To note tree work application acknowledgement: trees at playing field gate entrance

Scheduled for October unless East Herts Council states otherwise before 17 September deadline, noted that a resident had offered to remove the trees

Resolved, to approve £150 if a contractor required. Agreed unanimously

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

A representative from Cottered Village Appreciation Society to arrange in the next 2-3 weeks

26.88 FLOODING

To consider locations at risk of flooding and any mitigation measures

None

26.89 SPORTS PAVILION

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

Draft circulated to councillors and key points read out

Resolved, retain existing metal gate, seek quotes. Agreed unanimously

II. To review adapted architect drawing for a planting/landscaping plan

Adapted drawing circulated to cllrs, suggested to ask Cottered Horticultural Society about sustainable planting

26.90 COTTERED PARISH TRUST

To receive an update on the work of the Trust

The Trust AGM was held on 14 September. Works to improve the green in front of Home Close and Victoria Cottages for the benefit of beneficiaries and visitors is mainly complete, with work to reconfigure a drainage chamber due.

26.91 CLERK HOURS

To note hours worked: July 29 hours, August 29 hours

Noted

26.92 CLERK'S REPORT

Items for information only

No response from land owner to council's request for removal of the structure at Stocking Hill, chase up letters to be sent. In August, clerk attended a free NALC Cyber Security Training session and county association briefing on Local Government Reorganisation. Reminder of East Herts Environmental and Climate Forum, 7pm Wednesday 20 September

26.93 DATES OF NEXT MEETINGS

Date proposed	Meeting	Venue
Monday 9 November 2026	Parish Council Meeting 7.30pm	The Sports Pavilion
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	Cottered SG9 9QW
Monday 12 July 2027	Parish Council Meeting 7.30pm	

26.94 Resolution to exclude the public for item 26.94 as per Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, Schedule 12A, Part 2

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 26-27

To confirm the new hourly rate for the clerk and backdate to 1 April 2026

Resolved, to approve SCP18 rate backdated to 1 April 2026. Agreed unanimously

Meeting closed at 20.40. The chairman thanked everyone for their participation