

Wareside Parish Council

Minutes of Wareside Parish Council Meeting
Monday 25th June 2026 held in Wareside Church at 7.30pm

PRESENT: Cllr Nicola Gildersleve (NG), Cllr Kerry Raworth (KR), Cllr Mike Ryan (MR) and Cllr Paul Goodman (PG) (chair)

Others: Rebecca Burdick (Clerk) (RB)

The Chair welcomed everyone and opened the meeting at 7.30pm.

1. To accept apologies for absence

Cllr Emma Edgar (EE), Cllr Kim Nicholson (KN) and Cllr Stuart Richards (SR).

2. Declarations of interest and dispensations

a) To receive declarations of interest from Councillors on items on the agenda (including non-pecuniary).

MR - agenda item 11- due to living in close proximity to the old school site being discussed..

b) To receive written requests for dispensations for declarable interests.

None.

c) To grant any requests for dispensation as appropriate.

None

3. To discuss structure of meetings and agree roles of Councillors within the Parish Council

KR explained that she would like to propose the addition of actions being recorded and shared shortly after the meeting so that they can then be undertaken between meetings and updated on at the next meeting within a specific agenda item. Her reasoning for this was that Councillors would then have a record of what they needed to do, they would not be forgotten about and could be updated upon at the next meeting. RB explained that an agenda item to discuss action points used to be on the agenda as "matters arising" however it meant items were being discussed within this action point and then re-covered when they came up later in the agenda. The agenda item was therefore removed and updates were covered within the agenda item they fell within. KR had concerns that actions not covered in agenda items would be then forgotten, PG noted as chair it would be easier to run the meeting without covering actions in two areas of the agenda. Any agreed action list would need to identify the agenda item number to which that action related. MR thought there needed to be a distinction between information only updates and action required updates. Various methods for recording actions and discussing them in the agenda were considered and it was agreed that a draft table of actions would be produced by RB shortly after the meeting and shared with the Councillors. The next meeting would have an agenda item at the start of the meeting for discussing actions - but only those that would not be discussed later in the agenda. The table of actions would be added at the end of the agenda and it would be noted at which point they would be discussed in the agenda. The table of actions would be an ongoing document updated at the end of each meeting. During the discussion PG and MR noted that RB undertakes actions which are beyond her responsibilities as Clerk. With this in mind Councillor responsibilities need to be agreed and when actions come up within the responsibilities it will fall to that Councillor to undertake the action. RB noted she is happy to take on additional responsibilities. Councillor responsibilities were discussed, please see annex for full list. SR and EE were not present

so discussions would be had with them to see which of the remaining responsibilities they would be happy with.

- To draft and complete a table of actions taken from the June PC meeting and share with Councillors - RB

4. To approve and sign meeting minutes

28th May - deferred until the next meeting to allow Councillors time to read

5. To receive petitions, comments and questions from the public

None.

6. Planning

a) To consider planning applications received by EHDC received between 28th May - 25th June 2026

None.

b) To review planning decisions made by EHDC received between 28th May - 25th June 2026

Application: 3/26/0188/HH

Proposal: Single storey side and front extension

At: 11 Coanwood Cottages Babbs Green Wareside Hertfordshire SG12 7RT

EHDC decision: Refused

Application: 3/26/0222/FUL

Proposal: Widening of access road

At: Appletons Farm Classified Road C41 North From Tatlingtown To Junction With Fanhams Hall Road Babbs Green Wareside Hertfordshire

EHDC decision: Approved

7. To receive reports from County Councillor and District Councillor

County Cllr Eric Buckmaster emailed his report - please see appendix for full report. No District Cllr report received

8. To receive updates from Councillors/Clerk on:

a) Little Oak Heath

i. LOH Maintenance

RB updated the council that the playground had been strimmed and the orchard had been cut. RB has emailed Chris to remind him this needs to be done monthly.

ii. Playground maintenance

RB shared the latest inspection report from Broadmead Leisure, please see appendix for full report. It was unanimously agreed to instruct Broadmead Leisure to fix the medium risk defects. It was unanimously agreed that 10 new palings could be purchased and for RB and PG to fix the broken palings. A discussion was had with regards to the playground fence and the need to continue monitoring this year (as was done last year) the money spent on it. This can then be fed into budgeting discussions in November regarding whether the fence should be kept or not.

RB noted that the service gate is regularly left open and as noted on the inspection report the chain that was around the gate has been cut with an angle grinder. Having looked at the

gate with PG they think a shorter padlocked chain along with a padlock on the gate bolt will prevent the gate being opened and will be more difficult to vandalise. The chain which has been cut can still be used but two combination padlocks are required, It was unanimously resolved that two combination padlocks could be purchased.

- Instruct Broadmead Leisure to repair medium risk defects play - RB
- Buy 2 x combination padlocks - RB
- Buy and collect 10 palings for playground fence - RB
- Fix playground fence - RB and PG

iii. Rubbish/den

RB updated the Council that she, PG and MR met the day after the May meeting and removed 4 wheelbarrows of rubbish from the playground and surrounding "den" areas. The rubbish has been put into the allotment area which MR has kindly agreed to burn/dispose of. KN had shared pictures last week to Councillors of a piece of metal that had since been left in the same area which she removed for disposal. The ongoing vandalism of the playground and dumping of rubbish in and around the playground was discussed and how it could be prevented. MR suggested a sign be put up on the playground stating that if this continues the playground will be shut. It was unanimously agreed for a sign to be put on the playground as noted above.

- Draft sign, print and put on playground fence - RB

iiii. Statutory access request/bore hole

RB, PG, MR and KN met on 19th June at LOH with the Land Agent and Environment Agency geologist. The geologist proposed two sites for the bore hole which the PC were happy with. He explained the site would be fenced off and there would be 24hr monitored CCTV of the site during construction. Construction would not take place until early next year. The next step would be to meet with the contractors at LOH as they were unable to attend today. RB to let the PC know when she hears when this is going to take place.

v. Benches

PG purchased ground fixings for the memorial bench and RB and PG have installed them. The bench is now secured to the ground and more difficult to move/steal.

- To notify the parishioner who donated the bench that it has been fixed and it is back secured on LOH - RB

vi. Parking on LOH

RB and PG undertook a risk assessment of the area which was to be used for parking before the Jazz concert held in the Church on the 5th June 2026. The grass area was widened by Nicholas Buxton and PG and NG produced signs which were placed at the site informing people about the parking. PG updated the council that the concert was a success and passed on thanks from the Friends of Wareside Church for allowing an area of LOH to be used for parking.

b) Larkshill

KR updated the council that she had asked Roger Kent if he would be able to cut Larkshill (he currently cuts the grass at the Village Hall). He has said he would be able to and it would cost between £40-60. KR asked what insurance he would need. RB advised she thought it would be public liability and personal insurance but she would check with the

council insurance company if he would be covered under their insurance. KR noted she would send round a poll to set some dates to meet in the Autumn to continue work.

- To check if Roger would be covered under PC insurance - RB
- To check if Roger has his own insurance cover - KR
- To create a poll in order to set dates to meet at Larkshill in the Autumn - KR

9. To discuss request for easement for driving over village green at Helham Green

At the April meeting two parishioners attended the meeting to inform the council they wished to create a parking area next to their property but would need to drive over an area of village green owned by the council in order to access the parking area. They have sent an email to the Parish Council, which RB has forwarded on to the councillors noting that their solicitor has advised that the council needs to grant an easement in order for them to drive over the village green. They have said they will pay for the council's legal fees in order for this to be done. RB contacted HAPTC for some advice and shared with Councillors the information they provided including a NALC briefing note and some sector specific solicitors should the council require them. RB noted that the NALC advised in their briefing note that legal advice should be sought before granting an easement to ensure it is something the PC is legally allowed to do. PG agreed and stated this advice should be paid for by the parishioners requesting the easement and not come out of the council's budget. PG stated this could be done through a solicitor's undertaking provided by the parishioners' solicitor RB therefore noted that the parishioners should be advised that legal fees could be incurred without the guarantee an easement would be granted and they should be informed of an approximate cost for this. The council unanimously agreed that legal advice should be sought before an easement is granted. It was agreed

- To contact the sector specific solicitors given by HAPTC for approximate costs of initial legal advice - PG
- To email the parishioners to update them on what has been agreed and ask for their plans for proposed driveway/parking - RB
- To visit Helham Green property requesting easement (once plans have been obtained) - All

10. To discuss Assertion 10

RB updated the PC that on applying for Clerk and Councillor email addresses she was informed that a domain name had to be chosen and also a format for councillor email addresses. The council agreed that "wareside-pc.gov.uk" would be the council domain and cllr.initial.lastname would be the format for councillor email address.

- PG updated the PC that he and RB were undertaking work to ensure the PC were assertion 10 compliant by the end of July (to coincide with the AGAR). In order to do this and share the relevant documents before the meeting he asked councillors if the July meeting could be on Thursday 30th July. KR and NG noted she was unable to make this date but would still like to attend the meeting. It was therefore unanimously agreed that the meeting on the 16th July would go ahead and an extraordinary meeting would be arranged for Assertion 10 documents to be reviewed and the AGAR signed off.
- To organise set up of clerk and councillor .gov email addresses and online storage platform
- To organise an extraordinary meeting at the end of July - RB

11. To receive update on Wareside CofE School, Sports & Playing Field

PG explained that he and SR had spoken again with James Barber at HCC to confirm that the Council wants to purchase the playing field and that the most we can offer in the current economic climate is £30,000 plus the cost of the survey required by HCC. A discussion with James had followed during which PG had argued that benefit to the community should be taken into account by HCC when testing the sale by reference to their best value criteria. James had agreed that this should be taken into account and that in any event, our offer was not “a million miles” from his original estimate. He will discuss the issue further with his colleagues and would get back to us. It was agreed

- To speak again to James Barber - PG
- To update potential investors - PG and SR

12. To discuss website and newsletter

Deferred until the next meeting

13. Finance

a) To approve signing of orders for payment online via BACS

Payee	Work done/goods received	Amount
Rebecca Burdick	Salary (June)	£419.75
HMRC	National Insurance Contributions - June	£0.41
Broadmead Leisure	Broadmead Leisure - Bimonthly inspection	£68.00
E-Scapes Landscapes	Grounds Maintenance - June	£372.00

b) AGAR

RB updated the council that she has requested and been granted an extension from PKF Littlejohn, the external auditors for an extension until the 31st July to submit the AGAR. This is to ensure the council are assertion 10 compliant.

14. Urgent matters not included on this agenda (for full discussion on the next agenda)

RB updated the council that there is a Local Plan consultation currently underway. She will share all the relevant information and create a live document Councillors can share their ideas in. This can then be submitted.

- To share information on HCC Local Plan consultation - RB
- To create document for councillors to write ideas - RB
- To write any ideas in document - All
- To draft submission to consultation (if required) - RB

Meeting finished at 9.35pm

Next meeting 16th July 2026 at 7.30pm

Signed:

Date:

Chair Cllr Paul Goodman

Appendix

Item A

LOH - maintenance RB and PG, weekly inspections KN

Management of bi-monthly and Annual Playground inspections - RB

Planning -

Rights of Way/Highways - NG and MR

Larkshill - KR

Liaison with local groups (Allotments/VH/FoWC) - NG, KR and PG

Newsletter - All

Defibrillators checks - MR and PG

Housing Association liaison -

External meetings

Ware Charities - KN

Ware North Steering group - MR

Current tasks

Potential acquisition of school playing Fields - PG and SR

GDPR and assertion 10 - PG and RB

Website upgrade - PG and RB (Ongoing maintenance website and GDPR compliance to be handed over once completed)

Item B

Broadmead Leisure Limited

Inspection Report

Wareside Parish Council

Gas's Green Playground Area

High Risk: Defects that require action before further use.

Med Risk: Defects that require to be scheduled in for maintenance when permissible.

Low Risk: Observations and remedial maintenance. **New defects**

Estimates are valid for 60 Days from inspection date.

No	Description	Risk	Defect / Action	Cost	Status	Date
1.	Gate	Low	Maintenance gate chain cut			May 26
2.	Fence	Low	7 fence rails broken, renew	35.00	Awaiting council	May 26
3.	Toddler Activity		Satisfactory			
4.	Springer		Satisfactory			
5.	Cradle swings	Med	Damage to all seat corners monitor, renew seats if condition deteriorates	360.00	Monitor Awaiting council decision	Oct 25
		Low	<u>Over head</u> swing pivot bolt loose, bolt is tight but cannot be done up any further, this due to the bolts being too long, recommend shortening the bolts to allow fitting to be tightened,	80.00	Awaiting council	May 26
		Low	Seats covered in bird excrement, recommend install bird deterrents on beam to prevent birds roosting and	80.00	Awaiting council	May 26
6.	Clamber stack	Med	Bolt thread protruding timber, shorten bolt and cap	40.00	Awaiting council	Apr 26
7.	Junior Activity	Low	Floorboard decaying, renew board	70.00	Awaiting council	Apr 26
8.	Basket swing	Low	Safety grass mats damaged		Monitor	Oct 25
		Low	<u>Over head</u> swing bolt s loose, shorten bolts to be tightened	40.00	Awaiting council	May 26
9.	Benches + Bin		Satisfactory			
10.	Football goals		Satisfactory			

Comments:

Various amounts of rubbish, parts of garden furniture, pieces of timber have been put in and around equipment, items need to be removed.