



**THERFIELD**  
Parish Council

E: [therfieldclerk2@gmail.com](mailto:therfieldclerk2@gmail.com)

W: [www.therfieldparishcouncil.org](http://www.therfieldparishcouncil.org)

**The members of Therfield Parish Council welcome you to join us  
for the**

# **ANNUAL PARISH MEETING**

**Therfield Chapel  
Tuesday 13<sup>th</sup> May 2025  
7:00pm – 7:30pm**

## **Agenda**

**7:00 - 7:30pm**

**1.APM.25** Arrivals and welcome

**2.APM.25** Public comments, questions or representations

### **Meeting close**

This meeting will be followed by the Annual Meeting of the full council at 7:30pm.

Councillor Ian Small  
Vice Chair, Therfield Parish Council

*I Small*

## Annual Meeting of the Full Council

To: **MEMBERS OF THERFIELD PARISH COUNCIL**

You are hereby summoned to attend the **Annual Meeting of the Full Council in Therfield Parish** to be held on Tuesday 13<sup>th</sup> May 2025 at 7:30pm in **The Therfield Chapel** to transact the business shown in the agenda below.

The meeting is open to members of the public and press.

Alice Lawrence

*A Lawrence*

Clerk of the Parish Council  
06 May 2025

### AGENDA

- 25.AFC.1 **Election of Chairman**
- 25.AFC.2 **Chairmans Declaration and Acceptance of Office**
- 25.AFC.3 **Election of Vice Chairman**
- 25.AFC.4 **Vice Chairman Declaration and Acceptance of Office**
- 25.AFC.5 **To receive and approve apologies for absence.**
- 25.AFC.6 **To receive Declaration of Interest**  
a) To receive declarations of interest from councillors on items on the agenda  
b) To receive written requests for dispensations for declarable interests  
c) To grant any requests for dispensation as appropriate
- 25.AFC.7 **To note: The Council approved the May 2024 Annual Full Council meeting minutes at the July 2024 Council meeting.**
- 25.AFC.8 **To approve the minutes of the extraordinary meeting held on Friday 2<sup>nd</sup> May 2025.**
- 25.AFC.9 **To resolve to co-opt David Wealthy as a member of Therfield Parish Council to fill one of the 3 casual vacancies.**
- 25.AFC.10 **Public comments or representations**  
Members of the public and councillors can raise matters relating to items on the agenda.

- 25.AFC.11 **Cllr Atha: To consider approving the updated versions of the following TPC policies: -**
1. **Financial Regulations**
  2. **Standing Orders**
  3. **Scheme of Delegation**
  4. **Public Complaints Policy**
  5. **Code of Conduct Policy**
  6. **Vexatious Demands Policy**
- 25.AFC.12 **Cllr Small: To consider approving the purchase of Scribe as Therfield Parish Councils finance support package. This includes a one-off set up cost of £199.00 (excl VAT) followed by a monthly fee of £24.00 (excl VAT). An annual cost of TPC of £288.00 (excl VAT). This will bring further control and security to our internal financial system as well as allow for more detailed budgeting and financial reports.**
- 25.AFC.13 **Cllr Small: To consider approving the establishment of a separate savings account with Barclays by Therfield Parish Council for the management of all funds associated with the Therfield Lunch Club.**
- 25.AFC.14 **Cllr Whitby: To consider approving the commission of Broadmead Leisure to conduct quarterly inspections of the Therfield Playground at a quarterly cost of £75.00 (excl VAT).**
- 25.AFC.15 **Cllr Whitby: To consider approving the purchase of a new bin for the playground at a maximum cost of £240.**
- 25.AFC.16 **Cllr Whitby: To consider approving the purchase of a new hardwearing picnic bench for the playground at a maximum cost of £600.**
- 25.AFC.17 **Cllr Atha: To consider approving the cost to hire Fordham Memorial Hall for 4 x 2 hour meetings at £15 per hour, totalling £120. This will cover 4 community wildlife meetings during the next 6 months.**
- 25.AFC.18 **To receive a report from District Councillor**
- 25.AFC.19 **To receive a report from County Councillor**
- 25.AFC.20 **To receive a report from Therfield Conservators**
- 25.AFC.21 **To receive a report on Planning.**

The following planning applications were received, but the response deadlines occurred prior to the May meeting. As a result, the council made the following decisions:

25/00509/FPH	Rooks Nest Farm, Rooks Nest	No objection
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25.AFC.22 **To receive a report on Finance**

- TPC Finance Report
- To approve the TPC bank reconciliation from 1 January 2025 – 31<sup>st</sup> March 2025
- To approve the TPC bank reconciliation for April 2025
- To approve the end of year statement of accounts

25.AFC.23 **Audit requirements for the year ending 2024/2025**

- a) **Cllr Atha: To approve the Annual Internal Auditor Report for the year 2024/2025**
- b) **Cllr Atha: To approve Section 1, the Annual Governance Statement 2024/2025**
- c) **Cllr Atha: To approve Section 2, Accounting Statements 2024/2025**
- d) **Cllr Atha: To approve the Certificate of Exemption 2024/2025**
- e) **Cllr Atha: To approve the dates for the Period for the Exercise of Public Rights; *Monday 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024***

25.AFC.24 **To receive updates from Councillors on their portfolios and plans for 2025/2026**

❖ Liaison with Therfield School	Cllr Atha
❖ Liaison with the Therfield Heath and Greens Conservators	
❖ Police Liaison	Cllr Jeffries
❖ Highways	
❖ Footway / Kissing Gates	Cllr Whitby
❖ Playground	
❖ Planning	Cllr Small

25.AFC.25 **Dates of next Parish Council Meetings**

Tuesday 8 <sup>th</sup> July 2025, 7:30pm, Therfield Chapel
Tuesday 9 <sup>th</sup> September 2025, 7:30pm, Therfield Chapel
Tuesday 11 <sup>th</sup> November 2025, 7:30pm, Therfield Chapel

**Meeting Close**

## **Therfield Parish Council Report**

**May 2025**

### **Councillor Portfolio Updates**

#### **Cllr Vanessa Atha**

##### **Liaison with Therfield School:**

1. Joint biodiversity initiative with Charlotte Oram (School council and Forest School lead): the Biodiversity Easter Challenge. This was shared by the School Council and me with the whole school on 4/4/25. Charlotte presented an assembly to explain biodiversity to the children. All families received a letter on 4/4/25 encouraging them to participate in creating a habitat for wildlife in their outdoor space this Easter holiday. A poster of the photos emailed to the school by parents will be displayed on the village notice board in order to encourage others to take on similar biodiversity projects.
2. I will lead half-termly "values" assemblies for the school, as arranged with Tara McGovern, headteacher, in order to sustain regular contact. Two such assemblies have been booked: 19/6/25 and 3/7/25 when I will lead the assemblies on the values of responsibility and freedom respectively.
3. I attended the School Easter event (29/3/25)

##### **Liaison with the Therfield Heath and Greens Conservators:**

1. Following the Conservators' meeting which Cllr David Wealthy and I attended on 13/2/25, I have had email contact with Clive Hall, chair, and have arranged Wednesday 28<sup>th</sup> May for him to take Cllr Wealthy and me to the nine Greens.
2. I will attend a talk on the history of Therfield Heath by hydrogeologist, Jane Dottridge with ranger, Ellie Nadin on 18/6/25 at Royston Museum.

##### **Support of the biodiversity and sustainability TPC policy with Cllr Wealthy**

1. I arranged a community Swift talk with Clive and Helen Fleming of The Hertford Swift Group in Fordham Memorial Hall: 16/4/25. The idea is to support swifts in finding nest boxes in Therfield and Kelshall in order to have a positive impact on their declining numbers in the UK. (They are now critically endangered in the UK.) This event was advertised on the

two google group chats, in the Parish magazine, on the Therfield Parish Council website and on hard copy posters in Therfield and Kelshall noticeboards and pub. It was a successful event. Around 30 people attended the talk. Follow-up emails were sent to at least 16 families who indicated that they would like a swift box installed. Clive and Helen Fleming are in the process of following up these leads and new ones. They have been overwhelmed by demand and installation of most boxes will be in June.

2. A suggestion by one of the talk attendees has prompted an investigation into whether there are other wildlife experts who would give a similar talk for free in the Fordham Hall so potentially, the Parish Council could host future events. I am currently involved in researching opportunities.
3. I attended the Therfield litter pick which was organised by Cllr Sally Whitby on 29/3/25.
4. I attended the Royston Bee Corridor event on 29/3/25 in order to prepare for a potential biodiversity project involving making wildflower seed balls.

### **Cllr Tim Jeffries**

#### **Highways:**

1. I have written to HCC Highways indicating that the patching work on Dane End is very welcome and has made a huge improvement. Although not in our parish, but commented upon by parishioners, the same applies to the Kelshall-Sandon Road.
2. I have recently asked for clarification from HCC on future activity on Rooks Nest Lane. Some large potholes have been filled but patching and resurfacing would seem appropriate. I await a response.
3. I have also asked how to report some of the Hay Green Road section which does not meet pothole criteria but does need some surface dressing. I await a response.
4. As yet no response has been received from HCC Highways to letters sent by a village resident, and supported with a letter from our former Chair, regarding highways issues that will occur due to the "Land to the west of Tuthill Manor" development and also the priority scheme on The Causeway caused by the Tussocks development. The letters were sent in early March.
5. I have been asked by a resident if there is anything we can do about straw lorries using Pedlars Lane. I have advised that it is a public highway and the lorries are going to a local business so legitimate. Use of Pedlars Lane is rare and vehicles mainly use The Causeway and New Road to enter and exit the village.

## **Police Liaison:**

1. I have been in contact with Chris Braybrook, one of our local PCSOs. He tells me the following is planned as part of their community engagement with the village.

Thursday 8th May Therfield School - road safety interactive walk

June/July date to be confirmed- Online safety including social media; face to face talk at Therfield School

Date to be confirmed- Meet & Greet at Therfield Preschool

Therfield Fete – 14 th June

Herts Connected (NHW) Sign Ups – knocking on doors trying to get more people signed up. 30th May

2. Recent local crimes recorded:

### April Crimes

- Theft, Meadow View, Police Row – Overnight 3 rd to 4 th a compressor was stolen from a building site. 41/31072/25
- Burglary, Dane End, Therfield – Over 7 th April a house was burgled, property stolen from the home address. 41/32321/25
- Theft of Motor Vehicle, Police Row – 22 nd April a keyless car was stolen from the drive, high value car stolen. 41/36632/25

### March Crimes

- Theft, Upper Coombe Road, Kelshall – Overnight on 2nd March the offenders have cut through a farmers gate, driven onto land damaging post and rail fencing. The offenders have then removed a trailer being stored at the location and made off. 41/19965/25
- Burglary Business, A505, Services – On 9th March at 5.56am offenders smashed through a window of a local garage, once inside the smoke cloak security system was activated. The offenders were unable to see what they were doing and fled the scene. 41/22231/25
- Burglary Business, Rooks Nest Lane – Between 7th & 10th March a diesel bowser was stolen from a building site in Rooks Nest Lane. The offenders stole £1000 worth of fuel. 41/22538/25

3. Speed checks. The PCSOs agree they haven't targeted Therfield recently but will do some surprise visits! Sadly, despite my request, they are unable to conceal themselves as much as possible to catch people in the act rather than cause excessive braking once seen! I have asked they come up at relevant times not mid-morning!
4. Finally, I have written to the Herts Police Commissioner after reading his report on how great progress has been made in urban areas.

Requested that more attention is paid to rural villages and maybe speed checking could be prioritised.

**Other:**

I have liaised with Network Plus who kindly re-sunk and straightened our beacon pole free of charge as a thank you to the local landowners and village for cooperation while power poles were being replaced locally. This follows many hours of attempting to find a cost- effective solution! Thanks to Tom Kingsley for the initial contact.

**Cllr Ian Small**

1. Work has started at Grange Meadow - I am in touch with the Wheatley construction manager and have introduced them to the recreation ground committee to reduce the amount of parking on the road outside the site that had previously been an issue.
2. The planning application for the land adjacent to Tuthill Manor, has after a long battle, been approved for planning development despite our strenuous objections and those made by Lynne Bogie. We believe there are still challenges to construction being able to start and Lynne Bogie will continue to ensure due process is followed.
3. Greene King, owners of the Fox and Duck have informed us that they will be erecting scaffolding around the pub to make some repairs to the roof. They have assured us that access to the properties and the footpath (to the playground) will be kept open during the works.
4. Below is a table of all planning notices in the period:

<a href="#">25/00150/FPH</a>	1 Fordham Terrace The Causeway	Part two storey and part single storey rear extension following demolition of existing rear conservatory (as amended by plans received on 13/03/2025).	Application	No Objection	Approved	25/04/25
<a href="#">24/02606/FP</a>	Land West Of Tuthill House	Erection of three detached dwellings (1 x 3-bed, 1 x 4-bed and 1	Application	Object	Approved	03/04/25

		x 5-bed) and with associated infrastructure and landscaping				
25/00690/TCA	Maplefield, The Causeway	T1: Group Beech - 20% crown reduction (3.5-4m) removal of any dead or redundant limbs. T2: Beech - Dismantle to leave a safe monolith. T3: Group Beech - 20% crown reduction (3.5-4m) with the removal of any dead or redundant limbs. T4: Yew - Prune back by 2m. Crown lift to 1m.	Application	No Objection	Approved	23/04/25

### **Cllr Sally Whitby**

1. Two new kissing gates have been erected on footpath 33.
2. The litter pick was well attended on Saturday 29th March by 16-17 volunteers.
3. The church clock was forwarded to British Summer Time on 29th March.
4. On 7th May, the Clerk, Cllr Atha, and I met with the new contractor responsible for playground inspections and maintenance at the playground site. We had a productive and informative discussion covering the current equipment as well as plans for a new bin, a new bench and new signage. Further updates will be provided in due course.

## **Cllr Dave Wealthy**

### **Biodiversity:**

I have written a couple of pieces on biodiversity for the April and May editions of the village magazine. One on helping pollinators and one on Now Mow May. These pieces are to encourage residents to help nature thrive in their own back gardens. They will be posted on the web site in due course.

In the background I am mapping out the Parish to identify the different types of habitat that we have in order to see what we might be able to do and where. There is definitely grant money available to help us, but first we must identify what we want.

We have had a good response on the swift boxes initiative - see Cllr Atha's report for more detail.

### **Liaison with the Therfield Heath and Greens Conservators:**

Brief exchange with conservators was held on the large holes at the entrance to the New Road Car Park. They confirmed the work to improve the Car Park surface was in hand and it seems this has now been done.

### **Website:**

Updates and posting have been made on the website as requested by the team. I am currently researching the possible suppliers/hosts and likely costs (initial set-up and annual maintenance) for moving to a [.gov.uk](https://www.gov.uk) style website.

### **Defibrillator:**

Following handover from Cllr A Osbourn the AED has been re-registered with the national defibrillator network under my name. It is checked weekly. The battery health currently stands at 2 green bars. The pads will need renewing by the end of September. The AED currently only has pads for adults. We should discuss if we want to also include a set of pads for children.

We received a manufacturer's (Zoll Medical) field alert on this type of defibrillator (Cardiac Science Powerheart G5) in March. Some units have raised errors when kept in conditions outside their design range. The AED was checked to be OK and an acknowledgement was provided back to the manufacturer.

I asked the new landlords at the Fox and Duck to make me aware of any issue with the AED (eg: if it starts making an alarm noise).

The AED at the sports ground is inside the pavilion and therefore not easily accessible to the general public. It is not registered with the National network.