



Minutes of the Annual Therfield Parish Council Meeting

Tuesday 8th September 2026

The Therfield Chapel - 7.30pm

COUNCILLORS PRESENT: Cllr David Wealthy (Chair), Cllr Ian Small (Vice-Chair), Cllr Tony Fuller, Cllr Sally Whitby, and Cllr James Danter

In Attendance: Kelly Buckle (Clerk), Cllr Steve Jarvis (County Councillor), Senior Commissioning Manager (HCC) and Commissioning Manager (HCC)

Members of Public: 5

26.09.66	To Receive and Approve Apologies for Absence Cllr Martin Prescott (District Councillor)
26.09.67	Interests. None
26.09.68	To Approve the Minutes of the Full Council Meeting held on Tuesday 14 th July 2026 Resolved: That the Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.
26.09.69	Public Comments or Representations on Agenda Items. Members of the public made the following comments and observations. Comments and discussion raised in relation to 26.09.74(a)

Signed by Chairman.....10th November 2026

26.09.70	<p>To Note Completed Actions from the Previous Meeting:</p> <ul style="list-style-type: none"> a) 51.07.26. Invasive weeds and grass cutting on Chapel Green. Cllr Wealthy to continue to liase with the Conservators and request another on-site meeting. There has been a change of Chairman, and the Ranger has left. Cllr Wealthy to meet with the new Charmain. b) 56.07.26. North Herts Council (NHC) Settlement Hierarchies Survey Form 2026. Cllr Wealthy to submit the form. Action complete. c) 57.07.26. The Clerk to change the address for the bank statements. Action complete. d) 58.07.26. Appointment of an Internal Auditor for the 2026/27 Financial Year. Please refer to Minute 26.09.76. e) 63.07.26. Cllr Small to draft a Bench Memorial Policy for approval at the next Meeting. Please refer to Minute 26.09.76. f) 63.07.26. To send out a survey re: changing the village speed limit to 20mph following the Annual Parish Meeting. Cllr Wealthy to draft a Survey to be circulated for approval. Action complete. g) 65.07.26. Cllr Wealthy to prepare an article for the September newsletter. Action complete.
26.09.71	<p>To Receive a Report from the County Councillor. The following points were raised:</p> <ul style="list-style-type: none"> a) Road closed signs from Reed End towards Dane End. b) Kelshall Tops. To be patched as part of the 2026/27 Programme in the Spring.

26.09.72	<p>To Receive a Report from the District Councillor. The following points were raised on behalf of Cllr Prescott:</p> <p>a) Local Government Reorganisation (LGR). The Government has announced a review of the LGR decisions in all cases except Surrey, including the decision relating to the creation of four unitary authorities in Hertfordshire.</p>
26.09.73	To Receive a Report from Therfield Conservators. None.
26.09.74	<p>Planning</p> <p>a) Proposed Purchase of the Property / Development of Children's Accommodation. The Meeting was attended by the Head of Children's Commissioning and the Senior Commissioning Manager from Hertfordshire County Council. There is a residential strategy across Hertfordshire to accommodate children that have links to the community, and to support them in a family environment. The representatives from HCC explained the process and took questions from residents.</p> <p>b) 26/01416/S73 at Land West Of Tuthill House, Kelshall Tops SG8 9PT. Referred to the NHC Planning Control Committee on 17 September.</p>
26.09.75	<p>Finance</p> <p>a) Income and Expenditure since the last Meeting. Attached at Appendix 1 to these Minutes.</p>
26.09.76	<p>Governance</p> <p>a) Council agreed to appoint Auditing Solutions as the Internal Auditor for the 2026/27 Financial Year and to accept the fee of £250. Council has considered and can confirm that Auditing Solutions are independent from the Council's decision-making processes and maintenance of accounting and other records. Action: The Clerk to sign and return the Letter of Engagement.</p> <p>b) Council agreed to adopt the Bench Memorial Policy. Action: The Clerk to update the policy as per discussion and circulate before placing on the website.</p> <p>c) NALC Pay Settlement 2026-27. Council noted the contractual increase in the Clerk's salary from spinal point 17 to spinal point 18 effective from 1st April 2026. Action: The Clerk to inform Payroll of the required change</p>

26.09.77	<p>Children's Playground</p> <ul style="list-style-type: none"> a) Lottery Grant. No update for this Meeting. b) Quotations THER03 and THER04 (Broadmead Leisure). The parts are due to be delivered in September.
26.09.78	<p>Reported Items and Correspondence</p> <ul style="list-style-type: none"> a) A505 Safety Consultation (Cllr Wealthy). TPC are participating in a HCC consultation on the A505 traffic safety. Residents have been kept informed through the recent village newsletter. b) Waymarkers (Cllr Whitby). Several Waymarkers have been damaged. HCC have been informed. A number of footpath signs were replaced a while ago by HCC but the coloured roundels indicating the route for the village circular walks were not replaced at the same time. The PC will seek to reinstate the roundels. c) Litter pick 10th October (Cllr Whitby). The date requires confirmation from HCC for the availability of equipment. d) Church clock (Cllr Whitby). Maintenance has been carried out, and a new automatic time correction element added.
26.09.79	Councillor Proposals. None.
26.09.80	<p>To Consider the need for any communication from Decisions taken at the Meeting.</p> <p>Action: Cllr Wealthy to prepare an article for the newsletter.</p>
26.09.81	<p>Date of the Next Meetings:</p> <ul style="list-style-type: none"> a) Full Council. Tuesday 10th November 2026 at 1930 b) Full Council. Tuesday 12th January 2027 at 1930 c) Full Council. Tuesday 10th March 2027 at 1930 <p>All proposed Agenda items to be forwarded to the Clerk 10 clear working days prior to the Meeting</p> <p>The Chairman thanked everyone for attending and closed the meeting at 20.40</p>

APPENDIX 1

PAYMENTS MADE SINCE THE LAST MEETING

Date	Payee/Description	Budget Heading	Voucher No:	Amount £	Ex VAT £	VAT £
22-Jun-26	Broadmead Leisure. Quarterly Playground Inspection	PLAYGROUND SAFETY REPORTS	2027/17	90.00	75.00	15.00
22-Jun-26	Stewart Bullard & Son LTD Invoice 8866	GRASS CUTTING	2027/18	1,689.81	1,408.17	281.64
22-Jun-26	HMRC Payroll Tax 06 Jun to 05 July	PAYE	2027/19	2.40	2.40	0.00
22-Jun-26	Kelly Buckle - Clerk Salary Month 3	STAFF COSTS	2027/20	277.01	277.01	0.00
22-Jun-26	Kelly Buckle - Sustainable Furniture UK Bench	GENERAL RESERVES	2027/21	405.00	337.50	67.50
20-Jul-26	Kelly Buckle - Clerk Salary Month 4	STAFF COSTS	2027/22	277.01	277.01	0.00
20-Jul-26	HMRC Payroll Tax 06 Jul to 05 Aug	PAYE	2027/23	2.40	2.40	0.00
20-Jul-26	James Todd & Co. Payroll Fee June 2026.	STAFF COSTS	2027/24	34.60	28.83	5.77
28-Aug-26	James Todd & Co. Payroll Fee July 2026.	STAFF COSTS	2027/25	34.60	28.83	5.77
28-Aug-26	Stewart Bullard & Son LTD Invoice 8948	GRASS CUTTING	2027/26	488.14	406.78	81.36
28-Aug-26	Parish Online Invoice 26UF031-004	WEBSITE	2027/27	288.00	240.00	48.00
28-Aug-26	Kelly Buckle - Clerk Salary Month 5	STAFF COSTS	2027/28	277.01	277.01	0.00
28-Aug-26	HMRC Payroll Tax 06 Aug to 05 Sep	PAYE	2027/29	2.40	2.40	0.00
				3,868.38	3,363.34	505.04

Signed by Chairman.....10th November 2026