

## **DEBDEN PARISH COUNCIL**

**MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 1<sup>st</sup> APRIL, 2015 IN THE MEMORIAL HALL, DEBDEN.**

**Present:**

Cllr A. Tetlow	(AT)	(Chairman)
Cllr R. Forster	(RF)	
Cllr S. Luck	(SL)	
Cllr J. O'Brien	(JO'B)	
Cllr R. Simmonds	(RS)	
Cllr S. Watson	(SW)	

**In attendance:**

Dist. Cllr T. Knight	(for item C240)
Mrs C. Griffin, Clerk	(CG)
1 member of the public	

**15/238 Apologies for absence**

Apologies were received from Cllr S. Jasper (arriving late) and Cty Cllr Simon Walsh.

**15/239 Public participation session (15 minutes available if required)**

The resident present requested that the second half of the Annual Assembly should be devoted to giving an update to members of the village on the new Village Hall and the plans.

**15/240 To receive reports from District and County Councillors**

Dist Cllr Knight reported that she has heard nothing further on the bridleway from the Riding Centre at Debden Green to Pepples Lane, Wimbish, or the reports on the potholes. Cllr Walsh is dealing with the problems caused by the recent road closures and the matter will not be dropped.

The March report from Cty Cllr Walsh included an article on Quiet Lanes. This is a major initiative being adopted by ECC aimed at making country lanes safer and calmer and initially the County will be asking each Local Highways Panel to identify two roads to be considered as Quiet Lanes. CG will contact Cllr Walsh and suggest including Church Lane and Rook End Lane.

The report received from Cllr Walsh today, 1<sup>st</sup> April, which was circulated before the meeting included a response from ECC regarding Byways 30 and 31.

**15/241 Declaration of interests relating to items on the Agenda**

No interests were declared.

**15/242 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 11<sup>th</sup> March, 2015**

It was resolved that the Chairman should sign the Minutes as approved.

Proposed: RF

Seconded: RS

All agreed

**15/243 To receive an update from the Parish Clerk**

CG reported that:

- All the items from the previous meeting have been dealt with.
- All the Allotment invoices have been sent out and tenants have been informed that there will be an increase in rent next year. The new agreement has not yet been finalised.
- A number of potholes and other issues have been reported to ECC during the month.
- Some feedback was received from a resident of Smith's Green regarding the proposed new lay-by. The form has been completed for the Local Highways Panel and will be forwarded shortly together with photographs (SL to provide). SL pointed out that it is hoped this will improve the environment for the residents.
- From Friday, 17<sup>th</sup> April the Buffy Playbus will start visiting Debden on Friday mornings between 11.15 and 12.30. The bus is intending to park outside the Primary School, however if it is not possible they would like to park outside the Village Shop if there is room and if this is acceptable to the Shop Committee. CG will ask the organiser not to park outside the Shop.

Details will be sent to the Parish Pump so the changes can be included in the next edition.

- Details have been received from BT concerning adopting a BT Kiosk. Some villages have housed Defibrillators in red 'phone boxes and CG will make some enquiries. The Chairman signed a letter to the resident who has kindly offered to donate prizes and organise a raffle at the Annual Assembly to raise funds for the installation of the Defibrillator. Once this has taken place, the PC will discuss methods of raising additional funds to cover the estimated installation cost of £530.

**15/244 To agree dates for the Annual Meeting of the Council and the Annual Assembly**

It is agreed that the Annual Meeting would be held on Tuesday, 19<sup>th</sup> May, at 8.00pm in the Church Room. The Annual Assembly will be held at 8.00pm on Wednesday 20<sup>th</sup> May in the Village Hall. The Chairman signed the official Annual Assembly notice for displaying on the notice boards.

**15/245 To receive an update on the Accounts at the end of the financial year and approve the Engagement letter received from the Auditor.**

CG has added the end of year figures to the Budget sheet and this was circulated in advance. It may be necessary to amend these when the bank statements are received. The Accounts will be prepared and the deadline for submission of the Annual Return to the External Auditor is 8<sup>th</sup> June.

The PC approved the letter of engagement received from the Auditor which had been circulated before the meeting.

**15/246 To clarify the Parish Council's involvement in the New Village Hall Tripartite group**

CG had raised the issue as the PC's name had been included on the application form without approval and requested clarification on the position. This was discussed with

the Auditor and he felt the PC should have seen costings and a business plan before agreeing to support the application.

The PC advised that the tripartite group is an informal arrangement which was made between the Parish Council, Trustees of the Village Hall and members of the NVHG who are working together with the joint objective of obtaining a new Village Hall for the village. The Parish Council has no financial responsibility.

JO'B will contact the Charity Commission regarding the land exchange which will need to be on a "like for like" basis.

**15/247 To receive an update on the footpaths and public rights of way and approve cutting arrangements for 2015**

Following the email from the Footpath Warden, the PC confirmed they are happy with the cutting list. CG will confirm that the PC do not wish to make any additions to this.

With regard to the maintenance list there are two additions:

1. It has been reported that a footpath sign has been installed and damaged a water pipe near Glebe Cottage.
2. A bridge, off Rook End Lane, needs repairing (SL to forward details to the Footpath Warden).

The Footpath Warden will be asked to send a report for the Annual Assembly.

**15/248 To discuss arrangements for the flower tubs and baskets for the summer**

RF reported that he has ordered two flower baskets for the triangle in the centre of the village from Manor Nurseries. JO'B will send RF details of the watering pump. Summer bedding for the tubs will be ordered from Springwells. SL said he felt the small shrubs in the tubs should be replaced with more colourful plants.

**15/249 To receive an update on the project to extend the Recreation Ground**

Deferred until the next meeting.

**15/250 To approve alternative quote for removing the rubbish from the Recreation Ground**

As the original contractors are unable to remove the rubbish it was proposed that a quote of £155 plus VAT from R.B. Haigh should be approved.

Proposed: RF

Seconded: RS

All agreed

**15/251 To receive a report on funding for the Pavilion**

Deferred until the next meeting.

**15/252 To receive a report on Electricity usage at the Pavilion and approve arrangements for payment**

SW reported that a few weeks ago the PC received a very high bill for electricity used in the pavilion (the total electricity used for this year is £396, compared to £164 the previous year).

It was subsequently discovered that the immersion heater had been left on. In the past this has been turned off after a match, but as the person responsible has now left the village, this was not done. SW will be looking into the possibility of having a timer to control the immersion heater.

RF said he felt the PC should receive some recompense. SW will ask the Football Club for a contribution.

**15/253 To discuss a proposal for funding the replacement of the external posts and netting to the Tennis Courts**

RF reported that the Tennis Committee has been considering replacing the posts and netting for some years. They are 43 years old and therefore all need replacing. When the Club resurfaced the courts the Tennis Committee made a donation to the PC and the PC claimed back the VAT. At present quotes are being obtained, but it is expected the total cost will be in the region of £12,000. It would be appreciated by the Tennis Committee if a similar procedure could be followed during this financial year, ie. 2015/16, for the posts and netting.

**15/254 To approve, in principle, changes to the Ram Raid protection at the Village Shop, revised plan circulated.**

An alternative plan has been received and circulated in advance of the meeting. The plan includes posts and bins to protect the front of the Shop. The PC were unhappy with the bins.

CG will contact the Shop Committee and ask them to consider an alternative. To be included on the agenda for the next meeting.

**15/255 To discuss a request for a new pavement in Mill Road from the Allotments to the Village Shop**

Following the last meeting CG was contacted regarding the new sign which was agreed at the last meeting and asked if the wording could be slightly stronger as, despite the efforts of Speedwatch, a number of people ignore the 30mph limit. It was also pointed out that walking along Mill Road is dangerous. CG will discuss with Cty Cllr Simon Walsh and report back.

**15/256 To consider a response to the draft Statement of Community involvement, details circulated.**

JO'B reported that she has looked through the document. The new statement does not include the Gypsy and Traveller sites as the consultation has now closed. There are six stages in drawing up the new Local Plan and the new plan should be in place by 2017.

UDC are currently calling for sites and the fact that Debden was not included last time is meaningless. It was interesting to note that information will be placed in Parish magazines and the Editor of the Parish Pump will make them aware that we have a monthly magazine. It was highlighted that they would like to make their resources more useful and are giving more power to District Councillors. CG will send a response informing UDC that the document has been discussed and a representative from UDC would be welcome to attend a PC meeting in the future.

**15/257 To discuss plans for VE Day**

SL advised that the Chairman of the Debden Branch of the Royal British Legion had advised at a recent meeting that the PC are responsible for organising VE Day celebrations on 8<sup>th</sup> May. The PC said that if the RBL could put forward some proposals they would be willing to work with them. SL will advise the RBL Chairman and keep the PC advised.

**15/258 To discuss planning applications received**

The following has been received:

UTT/15/0711/CLP Jasmine Cottage. Certificate of Lawfulness

The following applications have been conditionally approved:

UTT/14/3821/FUL Hamperden End, Henham Road,

UTT/15/0122/HHF New Hamperden Hall Bungalow, Hamperden End

**15/259 To discuss setting up a Community Fund**

SL reported that the Residents Fund is now very low. A Community Fund was raised a few months ago and he would like to progress it in order that the PC contribute to a Community Fund. A donation could be made towards the proposals for the pavilion. SW advised that an application will be made to the Searle Trust for this in due course. CG will discuss this with the Auditor, as requested at an earlier meeting, when they meet at the end of this financial year and obtain some guidance.

**15/260 To approve Accounts for payment**

C. Griffin	£395.23	Net salary + expenses (Mar)
RCCE	£48.00	Membership Fee
HMRC	£271.80	PAYE (Jan/Feb/March)
Fenland Leisure Products	£147.00	Parts for Aerial Runway

**15/261 Items for next agenda**

(The Annual meeting on 19<sup>th</sup> May will be a short meeting at the Church Room)

To elect a Chairman for the year 2015/16

To appoint members to various responsibilities in the village

To receive an update on the Accounts at the year end.

To receive an update of Ram Raid protection for the Village Shop

To receive an update on funding for the pavilion

To receive an update on the project to extend the Recreation Ground

**15/262 To discuss any Urgent matters of interest to the Parish**

**262.1** The Chairman reported that he is in contact with Buzcom regarding the possibility of obtaining an improved Broadband speed. He will be meeting with them shortly regarding erecting a mast on his land and will keep the PC advised of developments.

**262.2** SW advised that she has today received a letter from the Ministry of Defence advising that funding of £147,000 has been granted from the Community Covenant Grant Scheme towards the cost of a new Village Hall. The Chairman congratulated everyone involved in the project. RF asked if this was subject to any conditions and a copy of the letter from the MOD together with the full terms and conditions was passed to him. SL will forward an electronic copy to CG.

**15/263 Date of next meeting**

The next meeting will be the Annual Meeting on Tuesday, 19<sup>th</sup> May at 8.00pm in the Church Room.

The meeting closed at 09.30pm

Signed..... (Chairman)

Dated: 19.05.15.