

DEBDEN PARISH COUNCIL

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 1st OCTOBER, 2014 IN THE MEMORIAL HALL, DEBDEN.

<u>Present:</u>	Cllr A. Tetlow	(AT)	Chairman
	Cllr R. Forster	(RF)	
	Cllr S. Jasper	(SJ)	
	Cllr S. Luck	(SL)	
	Cllr J. O'Brien	(JO'B)	
	Cllr R. Simmonds	(RS)	
	Cllr S. Watson	(SW)	

In attendance:

Mrs C. Griffin	Clerk (CG)
4 members of the public	

14/088 Apologies for absence

Apologies were received from Anthony Kriehn and Dist Cllr T. Knight

14/089 Public participation session (15 minutes available if required)

A resident reported that the entry in the Hundred Parishes has now been finalised although the population figure given was for 2001. Details have been sent to CG and will be circulated.

14/090 Declaration of interests relating to items on the Agenda

SL declared a non-pecuniary interest in 14/094 (Code of Conduct hearing)

14/091 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 3rd September 2014

It was agreed that an addition should be made to the fourth paragraph of point 14/066 and an alteration should be made to the last paragraph.

With these changes it was resolved that the Chairman should sign the Minutes as approved

14/092 To receive an update from the Parish Clerk

CG reported:

- I have received a number of emails from the resident who has applied for planning permission for two new houses on land south of Church Lane regarding the response which I was asked to send at the last meeting. SL and RS said that the PC had agreed to make "no comment" on planning applications. SJ advised that the applicants had pointed out at the September meeting that they had been informed by SL and RS that the PC's policy is to make "no comment". Other members confirmed that this has not been agreed by the Council. JO'B said she understood that it was the general rule that the Council did not take sides but there have been exceptions, namely the proposed use of a barn at Debden Green. With regard to the application for

Church Lane, JO'B felt there had been some discussion on this beforehand, but when she was shown the letter at the meeting she did not object to the response being sent. The Chairman pointed out that the comments made referred to the lane and not to the proposed houses and as the Council commented on the application for the Stables it would have been unfair not to comment on this application.

CG went through the questions raised and answers given which the PC confirmed they were happy with. It was pointed out that the applicant still feels that discussions took place and decisions made before the meeting. Following further discussion it was agreed that the Chairman would visit the applicants.

CG reported that the application has been "called in" so should be discussed at the UDC Planning Committee. If the PC would like to send a representative they will need to register if they would like to speak. The PC felt this was unnecessary.

- Following the last meeting I replied to the Polling District Review; we are now on the second stage of the consultation. Notices on the board.
- The UDC Community Forum is on Thursday 9th October. Notice on Board.
- The Village Halls & Community Building Conference is on 18th October.
- I circulated details of a forthcoming Passenger Transport Meeting. JO'B will attend.
- We will be receiving a refund of £99.44 on the Insurance paid last month as Suffolk Acre has been given new rates
- The second instalment of the Precept has been paid into the Bank.
- I circulated details on important changes to the way Essex Police will engage with local communities.
- There was a request for help from CAB regarding the home visit service. The PC fully supports the valuable work which the CAB carry out and Cty Cllr S. Walsh will be contacted regarding the funding issue.
- The sign (Tang Ting) near Smith Green Farm which is bent has been reported to ECC.
- Both UDC sweeping vehicles have broken down. UDC will see if the big sweeper can at least sweep up the conkers outside the bungalows at Highfields but I have asked to be notified in advance because of the parked cars. RF advised that a leaf blower would deal with these.
- A drain in Thaxted Road, near No. 3 Denesyde, is blocked and this will be reported.
- E-on has offered to install a Smart Meter in the Pavilion. CG will pass details to SW.
- A letter has been received from the Community Payback organisation asking if they could assist with jobs in the village. CG will enquire as to whether they could help with clearing the footpaths and sweeping the conkers.
- A report has been received from Cty Cllr Simon Walsh which will be circulated.
- Army vehicles have been coming through the village again over the last two days. The Army has advised that they are unable to use the Thaxted/Saffron Walden route as there is a weight restriction just outside Thaxted

14/093 To receive a report on the Audit for the year ended 31st March 2014

CG reported that the Audit form has now been returned and everything is satisfactory. The completion of audit will be advertised and the satisfaction survey completed. The Chairman thanked CG for dealing with this.

14/094 To receive an update following the letter to the Chairman of the UDC Standards Committee regarding the hearing on 5th August

A reply has been received from the Chairman of the Standards Committee, Cllr Mark Lemon, stating that the matter will be discussed at their meeting on 13th October.

JO'B requested a copy of the emails sent to the Clerk by SL in June. UDC had advised the Clerk that SL should give his permission before releasing these. A copy was given to SL which was subsequently passed to JO'B.

Following a request from SL, CG confirmed that an email has been sent to Dist Cllr Knight requesting the paperwork referred to at the last meeting.

14/095 To receive a report on the Parish Council notice board by the Shop and the Village notice board by the Pond

Parish Council notice board by the Shop - RF advised that a verbal quotation of £630.00 has been obtained to remove the board from the posts and replace the three hardwood doors complete with 3mm Perspex windows; replace the locks and hinges; sand down and paint board and posts with wood stain. The frame and posts are sound. It was decided to obtain a revised quote based on two doors.

Notice Board by the Pond - RF advised that the frame and posts are sound. The perspex needs replacing and stays fitted to hold window open. A verbal quote of £90 has been given to replace the window and paint with wood stain. It was decided to obtain a new quote based on two opening doors.

14/096 To receive an update on the state of Chickney Road leading to Debden Road

JO'B reported that the road is a Priority Route 2 link road for the County road. Cty Cllr Simon Walsh has advised that there are ways of alleviating this. I am following the local transport meetings and there are no plans for a bus route. A planning application has recently been submitted for 21 houses next to the Allotments in Henham and residents are concerned about the speed limit on the road.

Cty Cllr S. Walsh had included this in his report and his comments were read.

14/097 To discuss Email Etiquette and the circulation of correspondence and emails sent on behalf of the Council by the Chairman, Councillors or Clerk, and agree a policy

SJ expressed concern regarding some emails and suggested that these should be toned down; we need to show each other respect. It was agreed that for the next month members would send emails to CG rather than circulate to all. Where necessary, a summary will be circulated by CG of comments received. The procedure to be reviewed at the next meeting

14/098 To receive an update on the Footpaths

As many of the footpaths have not been cleared this year it was decided to ask ECC if

the funding allocated for Debden could be paid direct to the PC and they organise the cutting. Some years ago a grant was provided by ECC and the PC organised the clearing. The Footpath Warden will be asked to obtain quotes from Hilbery and Ace of Spades. CG will also ask if the Community Payback team could help out this year

14/099 To receive an update on the Allotments

SJ reported that Plot No. 8 is still vacant. RF and I are clearing the trees on plots 29 and 30 and AT will remove the roots once this has been done. This will result in three new plots and one of these has already been reserved. CG will contact Stewart Gostling to see if he would like to remove his greenhouse and shed. Patrice Sauzier will be taking over plot after Gary McSwan's allotment when he moves from the village.

A letter will be sent to the tenant of Plot 16 asking him to tidy it up. Consideration will be given to requesting a deposit from the tenants before the invoices are sent out next March.

14/100 To adopt a Publication of Photographs Policy as recommended by EALC

This was deferred until the next meeting.

14/101 To receive details of costings and funding options for the plans for the Pavilion

SW reported that she has not yet obtained costings but the proposed changes should not cost more than £50,000. She has spoken to the Football Club regarding grants and they have advised that funding organisations would only grant funds to them if they had a lease from the Council for a certain period. A lease could be issued to other users when required.

Questions were raised regarding the length of the lease and if it is possible to lease for certain days or a term. JO'B offered to help with drawing this up.

SW will obtain costings as soon as possible and the lease will be discussed further.

14/102 To receive an update on the extension to the brick wall outside the Village Shop

CG to advise the Chairman of the Shop that work can proceed on the wall.

14/103 To receive an update on filling the holes on the Recreation Ground car park

RF advised that personnel at Carver Barracks will be in touch regarding this.

Hard core needs to be placed in the holes before the scrapings are put on top. A further report will be given at the next meeting.

14/104 To discuss the dog bins on the meadow

SW has met with UDC regarding the bins and they have advised that they will not empty the bin in the corner near the path to the Allotments. It was agreed that this bin should be removed. UDC will not install any new bins and are encouraging dog owners to take bags home and place in their black wheelie bins.

SW empties the litter bins on the recreation ground and at some stage these will need replacing.

14/105 To discuss the letter received from the Charity Commission regarding a land exchange and agree a way forward, letter circulated prior to the meeting

The letter was discussed and JO'B offered, at some stage, to contact Mr. Kenneth Rogers at the Charity Commission who replied to the Clerk's letter. It was agreed this should be done before involving surveyors, to explain what the ultimate situation is going to be. It appears that providing the Trustees end up with the same situation there should not be a problem with exchanging the land providing the land is of equal value.

A copy of the letter from the Charity Commission will be sent to Nick Belcher at Nockolds.

14/106 To receive a report on the UDC Local Plan

JO'B reported that the Inspector has considered the plan and has some concerns, Hearings will be held in November and the Inspector is considering responses that have been sent in. I received a letter today advising that the Inspector expects to make further statements and I will study this and report back.

14/107 To discuss planning applications received

The following applications have been approved:

UTT/14/1936/FUL Land at Hamperden End. Amendment to planning permission
UTT/14/1936/FUL.

UTT/14/1951/HHF Debden Manor - Erection of Garage.

UTT/14/1973/HHF Debden Manor - Erection of Stable building

UTT/14/2130/HHF 54 + 56 Wash Cottages - Raise chimney and insert flue liner.

UTT/14/2321/FUL Henham Farm – New Vehicular Access

UTT/14/2554/HHF Lovecotes Lodge – Side, Rear and Porch extensions. New double garage and convert existing garage into annexe

The following applications have been received. No comments submitted.

UTT/14/2430/HHF Claremont Lodge

UTT/14/2781/HHF The Coach House, Mill Road (Renewal)

UTT/14/2780/HHF The Old Windmill, Mill Road (Renewal)

14/108 To approve accounts for payment

The following cheques were approved for payment and signed:

PKF Littlejohn	£120.00	Annual Audit Fee
HMRC	£214.80	PAYE
C.B. Mower Services Ltd	£117.17	Repairs to Hayter Mower

14/109 Items for next Agenda

To review Standing Orders, Financial Regulations and adopt publication of Photographs Policy

To receive an update on the UDC Standards Committee meeting

To approve quotations for the two notice boards

To review the circulation of emails and correspondence

To receive an update on the Footpaths

To receive an update on the Allotments

To receive an update on the Recreation Ground Car Park

14/110 To discuss any Urgent matters of interest to the parish

- SL advised that the RBL would like to march through the village with a band on Sunday afternoon, 9th November. This was approved by the Council.
- SL said he would like to attend the EALC Roles and Responsibilities course. CG will make booking.

14/111 Date of next meeting

The next meeting will be on Wednesday, 5th November at 8.00pm in the Memorial Hall

The meeting closed at 10.00 pm

Signed..... (Chairman)

Dated: 05.11.14