

DEBDEN PARISH COUNCIL

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 1ST NOVEMBER, 2017 AT 8.00PM IN THE MEMORIAL HALL, DEBDEN

Present:

Cllr R. Forster	(RF) Chairman
Cllr E. Blackie	(EB)
Cllr S. Luck	(SL)
Cllr A. Tetlow	(AliciaT)
Cllr S. Watson	(SW)

In attendance:

Dist Cllr T. Knight	(TK) (from 17/073-076)
Mrs. C. Griffin, Clerk.	(CG)
1 member of the public	

17/073 Apologies for absence

Apologies were received from Cllr A. Roper (business commitment), Cllr A. Tetlow (personal commitment) and Cty Cllr. S. Walsh.

17/074 Declarations of Interests

To receive disclosures of pecuniary and non-pecuniary interests in items on the agenda

No interests were declared.

17/075 Public participation session (15 minutes available if required)

Members of the public are permitted to make representations, and give evidence in respect of any item of business included on the agenda

No matters were raised.

17/076 To receive reports from District and County Councillors

Dist Cllr Knight reported that:

- The new Sports facility at Carver Barracks has been signed off and it should be ready for next year's sporting events. It will have rugby and football pitches, a running track and Muga pitch (all year round facility). Phase 2 will add Olympic standard covered stands. At present 26 clubs use the facilities at Carver Barracks and they will be able to use the new facilities. It will not be available to individuals. Charges will be in line with current rates.
- Residents have been in touch regarding the UDC Local Plan. They feel that details were not widely advertised and they were not aware of the deadline. Most villages use google groups which are most useful to circulate information.

Following a question on the progress of the plan, TK said that in her opinion the development is being concentrated on the wrong side of Saffron Walden. If the plan is rejected by the Inspector again the government will take over. Regarding housing, it is a pity the affordable housing investigated several years ago was not pursued.

- Residents have asked about progress on the new village hall. EB advised that the co-ordinating group will be meeting next week and it may be necessary to hold an Extraordinary meeting after the co-ordinating group have met. There will be an update in the Parish Pump.

17/077 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 6th September, 2017

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

Proposed: SW

Seconded: EB

All agreed

17/078 To confirm the procedures for Parish Council meetings

The Chairman reported that there seems to be some misunderstanding of the procedure. Our advisory bodies were contacted following the request from SL for a peer to peer review and we were advised this was not appropriate for a small parish council. If an agenda item is put forward this must be something that is appropriate and something which is included in the PC's remit. The Chairman makes the final decision on whether an item should be included on the agenda.

A long discussion followed. Several members gave their understanding of a "peer to peer" review. EB pointed out that she had asked SL to clarify his request but did not receive a reply.

SL said he felt the PC has problems working together and does not feel we are doing the best for the village. People are frustrated about being kept in the dark on planning, the recreation ground, village hall and in general. He does not feel the communication is open; there are little groups acting alone, the FOI complaint is an example.

It was pointed out that the FOI complaint received from the ICO was raised at the April meeting and the Clerk was asked to reply. The letter received in September, when several members and the Clerk were away, gave a deadline for a response. EB confirmed that she was involved in this reply because it involved the RG Trust.

In future, Councillors should send items for the agenda to the Clerk and if she has any concerns these will be forwarded to the Chairman who will contact the member if clarification is required. A draft agenda will not be issued by the Clerk in future. An Extraordinary meeting may be necessary to discuss SL's concerns.

17/079 Chairman's Report

The Chairman thanked Jim Watson for fixing the new litter bins, Phil Bannister for his help with repairing the footbridge in the corner of the recreation ground and any other residents who have helped in the village.

17/080 To receive an update from the Parish Clerk

The Clerk reported that:

- The resurfacing through the village and new culvert have been completed without too much disruption. Several people contacted me and said what an improvement it was. Some patching and a new kerb has been installed on Newport Road but no date for resurfacing. No news on Church lane. One complaint was received concerning Rooke End Lane as the new surface has gone over the kerb edge. Photographs have been sent to ECC and this will be followed up by Cty Cllr Walsh as there was not enough time to raise this at the meeting with Cllr. Grundy.
- We have lost two tenants at the Allotments.
- The Information Commissioner contacted me in September. His questions were answered and the form submitted to the ICO by the deadline. I have now been asked several more questions which I circulated last week but have not received any replies from members of the Council. The PC confirmed that they were happy for CG to reply to the ICO in order to meet tomorrow's deadline. The ICO also asked what address they should use when the decision is reached and CG will give the PC Post Box in Mill Road or debden.org
- I received a call from a member of the Plymouth Brethren regarding complaints made about cars speeding through the village on their way to Church on Sunday mornings. He would be very willing to speak to the individuals concerned but unfortunately, we are unable to pass on their details.
- I attended the UDC Liaison Forum on 16th October. The main part of the meeting was a presentation by Hastoe Housing on affordable housing. If anyone would like to go and look at one of their schemes they would be happy to organise. Other issues were new policy on house and street naming, enforcement, local plan, section 106 and enforcement.
- I contacted Roger and Alicia regarding a financial course at EALC and a place has now been booked, cost £25.
- A number of other issues are being dealt with which relate to the recreation ground.

17/081 To receive the Annual Return for the financial year ending 31st March 2017 and complete the External Auditors satisfaction survey

The External Auditor has confirmed that the information in the Annual Return is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislative and regulatory requirements have not been met. An additional charge was levied this year to cover the extra time spent on dealing with a complaint made by a resident. The Clerk will complete the notice of conclusion of audit and satisfaction survey and return.

17/082 To receive a report on the meeting with Cllr Ian Grundy, ECC Cabinet member for Highways regarding Byways at Debden Green and road resurfacing.

The Chairman reported on the meeting with Cllr Grundy held on 31st October which was arranged to determine the validity of Byway 37 and the condition of the byway. According to the landowner in the 1970's Byway 37 was moved to the edge of the field with the agreement of ECC to improve agricultural yield. As it does not follow the official route they will not take responsibility for it or consider a winter closure.

There are two options (1) ECC will examine the history and if we agreed to it ECC could adopt it. (2) the landowner could make a retrospective application (this would cost up to £5000) if not, he could close off the route but this would allow the off roaders to go across his field. ECC have said they will come back to us within a week.

17/083 To discuss problems caused by cars parking on the grass verges and pavements during football matches

Photographs have been received of cars parking on the pavement by the pond and on the grass verges during a football match on a Saturday afternoon two weeks ago. The Clerk will contact the Football Club and ask if it would be possible for the players to car share in order to reduce the number of vehicles and also not to block pavements or damage the verges.

17/084 To discuss the footpath across the field adjacent to the recreation ground where the sheep are grazing

SW had prepared a report following a complaint by a resident and this had been circulated prior to the meeting. SW suggested that the path should not be reinstated particularly while there are sheep in the field. People should be encouraged to walk round the field.

The Chairman pointed out that if the land owners wish to close footpath 13 they should make the application, it is not a matter for the PC.

It was agreed that a letter should be sent to the person who raised the matter advising that the PC have carried out an investigation and, whilst we appreciate the concerns, it is not a matter for the PC and should be taken up with the landowners.

17/085 To consider adopting the revised UDC Code of Conduct

UDC adopted the new Code of Conduct in May 2017. This was raised at the UDC Forum on 18th September(copies of the new code and minutes have been circulated) and UDC is encouraging parishes to adopt the new code.

This will be included on the next agenda for adoption. EB pointed out that members need to fully understand the code and if there are any issues these should be raised before the next meeting.

17/086 To review the Budget of 2017/18, circulated prior to the meeting and agree the Budget for 2018/19 (Precept to be set at the January meeting)

The proposed Budget for 2018/19 was circulated in advance of the meeting and minor addition was made to cover the External audit fee.

It was proposed that a Budget of £14,115.00 for 2018/19 should be approved

Proposed: EB

Seconded: AT

All agreed

The Budget for the Recreation Ground will be agreed at their meeting in December and this will be added to the £14,115 before the Precept is set in January.

17/087 To receive an update on the progress of the co-ordinating group for the new Village Hall.

EB reported that the sites have been identified, the valuations have been carried out and the solicitors are liaising. There will be a meeting of the co-ordinating group next

week and we will discuss the most expedient way to proceed. The mediator will be present.

549

17/088 To discuss planning applications received

The following application has been received, no comments submitted:

UTT/17/4056/FUL Debden Primary School

The following have been approved subject to conditions:

UTT/17/2608/FUL 25, Henham Road, Debden Green

UTT/17/2343/HHF The Old Windmill, Mill Road

UTT/17/2345/HHF The Coach House Mill Road

17/089 To approve the purchase of a strimmer and leaf blower

SL pointed out that the PC has a strimmer which has been delivered to him although he is not sure of the condition.

It was proposed that the PC should purchase a new leaf blower, cost £139, and a new strimmer, if necessary.

Proposed: EB

Seconded: SW

All agreed

17/090 To approve a request for a donation to the Royal British Legion Poppy wreaths for the Remembrance Services in November

It was proposed that a donation of £60.00 should be made to the Royal British Legion for the poppy wreaths.

Proposed: SW

Seconded: AT

All agreed

17/091 To approve a request from the Recreation Ground Trust for a grant of £1,000.00

It was proposed that a grant of £1000.00 to the R.G. Trust should be approved

Proposed: SW

Seconded: AT

All agreed

17/092 To approve Accounts for payment

It was proposed that the following payments should be approved.

Proposed: SW

Seconded: AT

All agreed

Came & Co

£1,096.46

Insurance

ICO

£35.00

Renewal of Data Protection registration

PKF Littlejohn

£306.73

External Audit fee

C. Griffin

£399.49

Net salary + expenses (September)

C. Griffin

£397.39

Net salary + expenses (October)

R. Forster

£62.23

Repairs to leaf blower

B. Griffin

£136.78

Renewal of web hosting and domain name

C.B. Mowers

£128.39

Mower service and repairs

R. Forster

£13.98

Compost for tubs.

It was agreed that the invoices for work carried out by Tree Management this week could be paid by the Clerk and included on the next schedule.

17/093 To discuss any Urgent matters of interest to the Parish

93.1 RF reported that the aerial runway has snapped. It has been taken out of use as it has rusted all the way through. RF will obtain a quote for the necessary repairs and take up with Rospa as the inspection was only undertaken in May.

93.2 SL reported that many of the drains in the village are blocked with leaves; the drain outside the Forge in the High Street is completely blocked. Some of these have been marked by ECC.

93.3 SL reported that the bus shelter in the village needs treating with wood preserver and the windows need cleaning.

17/094 Items for the next agenda

To formally adopt the revised UDC Code of Conduct.

To set the Precept for 2018/19.

17/095 Date of next meeting

The next meeting will be held on Wednesday, 3rd January, at 8.00pm in the Village Hall.

The meeting closed at 10.30 pm.

Signed.....(Chairman)

Dated: 03.01.18.

