

## **DEBDEN PARISH COUNCIL**

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON  
WEDNESDAY, 3<sup>rd</sup> JUNE, 2015 IN THE MEMORIAL HALL, DEBDEN.

<b><u>Present:</u></b>	Cllr A. Tetlow	(AT)	(Chairman)
	Cllr E. Blackie	(EB)	
	Cllr R. Forster	(RF)	
	Cllr S. Luck	(SL)	
	Cllr A. Roper	(AR)	
	Cllr A. Tetlow	(AliciaT)	

**In attendance:**

Dist. Cllr T. Knight	(TK)
Mrs C. Griffin, Clerk	(CG)

6 members of the public (2 left during the meeting)

**15/018 Apologies for absence**

Apologies were received from Cllr S. Watson (holiday) and Cty Cllr Simon Walsh.

**15/019 Declaration of interests relating to items on the Agenda**

No interests were declared

**15/019 Public participation session (15 minutes available if required)**

Gillian Lee, who is organising the funding for the defibrillator box, said she has been overwhelmed by the response and requested that the draw should take place at the July meeting. The Chairman expressed his thanks to Gillian for her help with this. She reported that after the last meeting she organised the leaflet and sent to the Editor of the Parish Pump. She had no help with the printing but that is not an issue, however she did not expect to have the editorial changed and that was not acceptable. As the Parish Council contribute to the Parish Pump you should have some jurisdiction over this.

TK asked if the PC and PCC still contributed towards the cost of the Parish Pump and when new Editors are engaged are they approved by the PC. TK also reported that she has had copy changed; it is quite acceptable for articles to be checked but if any changes are made they should be sent back to the writer for approval.

It was confirmed that the PC and PCC do pay an annual contribution (£200 this year) but advertising covers most of the costs.

EB is the PC representative and will contact the Chairman of the Parish Pump Committee to obtain a copy of the current constitution.

Another resident enquired about the decision making process for the new Village Hall. The current plan seems to assume that it will be relocated. I appreciate the plan has been changed but there was a referendum and the results of this should not be forgotten. If people express their views the community should feel their opinions have been heard. In my view it would be sensible to build on the current site as this seems the most logical. Most people will think the PC are intrinsically linked with this

process and that needs to be transparent. Also, will the word “memorial” be maintained; to lose it would be shocking.

EB said she organised the questionnaire and went through all the results which were published in the April and September 2014 editions of the Parish Pump. The Chairman pointed out that the questionnaire was not carried out by the Parish Council. Regarding the word “memorial”, at one time it was the Village Institute and the memorial plaque was only fixed on the Village Hall in more recent years. The Charity Commission Trust Deed dated March 1967 states the Charity is known as the Debden Memorial Institute. The Chairman stated that the PC are Custodian Trustees of the Hall and just oversee it.

SL advised that the NVHG has been consulting with the village for over two years. The questionnaire was more recent. The Committee have held meetings, discussed plans, held two open days where you could look at the plans, talk to people and ask questions. The Committee is totally satisfied they have consulted properly as we have done everything we possibly could to accommodate the views that we received. This has been a two year process.

SL was asked to explain the benefits of putting the new building in the middle of the site rather than on the edge. SL said the PC has been kept informed, we have had two public meetings, the plan has been drawn up and several meetings have been held of the Trustees of the Village Hall, who are responsible. We decided that the proposal is the best compromise and affordable. The Trustees have signed off these plans and believe these are the best for everybody. We cannot talk about it any more; we have to do something. We want to keep this hall in use because we do not want to lose our current users. Therefore we have decided to put it on a new site because it will take a year to build.

A member of the public said an adequate reason has not been given as to why you have to build on a different site. On the questionnaire 49 people wanted it built on the existing site. SL said he would provide some clarification.

EB said it was mentioned in the Parish Pump several times that you would publish the results of the open meetings but these have not been made available.

SL said the decision has been made, there are no results of the consultation. the process is accountable and you will have to trust us.

#### **Report from Dist. Cllr Tina Knight**

Cllr Knight reported that:

- There is a problem with the School buses from Carver Barracks -they are charging one School and not the other. Parents have to apply to R.A. Butler in Saffron Walden. I have today managed to get ECC to agree that Debden and Wimbish Schools are the nearest but they are still refusing to pay for both. I feel that both Schools should be treated the same and I would appreciate the PC's support on this.

- A complaint has been received about the width of Fox Hill. The PC should be aware of this.
- There are problems with UDC refuse lorries and Ron Pridham at UDC will be contacted.
- Stephen Jasper was the TTA liaison person. AR volunteered to do this.

**15/021 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 19<sup>th</sup> May, 2015**

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

Proposed: SL

Seconded: AR

All agreed

**15/022 To receive an update from the Parish Clerk**

CG reported that all matters had been dealt with since the last meeting and highlighted the following:

- UDC Community Grant forms are available.
- No reply from ECC on the possible verge encroachment at Debden Green
- Amendments have been made to website, noticeboard and Parish Pump to include all new members and access to the website has been set up for AR.
- A complaint was received about a fire on the Recreation ground. RF has dealt with this. The Chairman pointed out that any fires should be supervised at all times.
- ECC has been chased regarding all reports and drains in Thaxted Road are now scheduled for repair.
- Provisional bookings have been made with the Village Hall for the meetings in 2016. These can only be made provisionally as if a request is received for a regular booking on a Wednesday evening this will be given priority.

SL asked if the reports sent for the Annual Assembly could be circulated before the meeting in order that questions could be raised. CG pointed out that many of the reports are not received in time and very few of the people who send reports actually attend the Annual Assembly.

The 2016 Annual Assembly will be held early in May, date to be confirmed.

**15/023 To discuss the Internal Auditors Report**

CG gave a brief report on her recent meeting with the Auditor. The report has not yet arrived, therefore discussion was deferred until the next meeting.

**15/024 To approve and sign the Annual Return and Governance Statement for 2014/15**

It was proposed that the Annual Return and Governance Statement for 2014/15 should be signed by the Chairman and Clerk.

Proposed: RF

Seconded: EB

All agreed

**15/025 To approve new bank signatories and complete bank mandate forms**

It was proposed that Cllr Roper and Cllr Blackie would be added to the list of signatories and Richard Simmonds removed.

Proposed: AT

Seconded: RF

All agreed

**15/026 To receive a report on the Annual Assembly, consider any matters raised and receive any feedback**

CG will contact Cllr Walsh regarding the outstanding matters and invite him to attend the September meeting.

CG advised that she has been in touch with a contact at BT and if members would like to send their questions to her she will forward to BT. RF advised that the box is on the verge outside Yuva. CG will ask for a connection date and report back.

Eight people said they would be interested in the Defibrillator training at the Annual Assembly. A note will be put in Parish Pump asking the people who volunteered to contact SL.

**15/027 To receive an update on funding for the installation of the Defibrillator**

As agreed earlier in the meeting the draw will take place at the July meeting. If necessary, the PC will top up the funds to pay for the box and installation.

**15/028 To receive an update following conversations with EALC and other Parish Councils and decide whether to renew membership**

CG reported on conversations with other Parish Clerks and EALC concerning the information received. CG will continue to circulate all information that is received from the organisation. If a training session is arranged at Debden this will cost £265.00 plus travelling costs.

It was agreed that the membership should be renewed and an “in house” training session will be arranged in a few months time.

Proposed: AT

Seconded: RF

All agreed

**15/029 To receive an update on the project to extend the Recreation Ground(from pavilion to pond)**

Deferred until the next meeting.

**15/030 To approve an application from the Pre-school to use the Recreation Ground for a Fun Day on 1<sup>st</sup> July 2015 from 2.30 – 4.30pm.**

It was proposed that the request from the Pre-School to use the Recreation Ground for the usual Fun Day should be approved. They will be organising their own insurance cover.

Proposed: AT

Seconded: RF

All agreed.

**15/031 To receive an update on the Allotments**

RF reported that he is endeavouring to reinstate Allotments 28 and 29 that are overgrown and has a quote for removing the tree stumps, plus a chipper. The total cost will be £500 and this will be included on the next agenda.

SL asked if the Allotments are self funding. It was confirmed that they are not, but tenants have been notified of an increase in rent and water charges from April 2016. The work is necessary because a tenant allowed trees to get out of control; we are now carrying out regular inspections. RF pointed out that the recreation ground is not self financing either.

CG reported that two Allotment holders have not paid and as their plots have not been cultivated she will send a repossession letter. CG has attempted to speak to one of these tenants as there is a considerable amount of rubbish on his plot.

CG will also write to the tenant of plot No. 4 as the boundary hedge has not been reinstated following building work. As there are several vacant plots these will be advertised in Parish Pump and at Carver Barracks.

**15/032 To receive an update on the setting up of a Community Fund**

SL reported that in the past proceeds from the Fete have been used to fund various items in the village. He suggested that some of the surplus held in the PC's bank account at the end of March, 2015 could be put into a Community Fund and used for various village organisations. The Chairman pointed out that this would be from the Precept, would be public money, and could only be used in accordance with the PC's powers.

(Meeting closed)

TK advised that she set up a Debden & Wimbish Community Group (funded partly by private funds and partly by her District Councillors' allowance). If the PC does set up a fund the name must be different and you cannot use the Precept for this.

(Meeting opened)

The Chairman pointed out that next year we may not have a surplus; a large part of this will be needed for the election as only a small sum was included in the Budget. Members agreed that the proceeds from the Fetes should replenish this and suggested this should be run by a constituted group and accounts produced.

**15/033 To discuss a request from the Bathurst Charity to appoint a new Parish Representative to the Charity**

RF reported that Mr John Lefever who recently moved into the village has volunteered to join the Charity following the recent advert in the Parish Pump. It was proposed that John Lefever should be appointed a Parish Council Trustee on the Bathurst Charity.

Proposed: SL

Seconded: AR

All agreed

**15/034 To agree that an application for planning permission for the new Village Hall (amended plans) may be submitted in the name of the Parish Council**

SL reported that the plans which were displayed at the Annual Assembly have been approved by the Trustees. These are the result of over two years work and the Trustees of the Village Hall would like the PC to submit the application for revised planning permission as this will enable the group to get a 50% reduction on the planning fee. EB asked if it was good practice for the PC to apply for planning permission on behalf of the Village Hall. It was pointed out that the previous application had been submitted in the PC's name.

RF pointed out that more information is required. The building has been moved but do not have a location plan. SL pointed out to RF that he was present at the meeting when the plans were available but RF said there was not sufficient time to study the drawing and make comments. SL pointed out that everyone at the meeting was asked individually if they approved of the plans being put before the PC. There were no questions or comments and all were in agreement, including RF. RF said he has now

had time to look at the drawing and would like to see the layout in relation to the existing facilities on the recreation ground.

(Meeting closed for comments from residents)

Most of the people in the village do not know where the new hall is going to be situated. Forty people came to the meeting, other residents are not aware of the location. The NVHG is an unconstituted group. If the PC is not happy they represent the village and they have a duty of care.

Are the NVHG saying that this building can be built with all the necessary equipment on site and the existing hall can continue to function. Do they have this in writing. If not, the reason for putting the hall in a different location is fundamentally flawed.

TK said the majority of the village do want a new hall but the majority of the people are not behind this proposal because the money is not coming from the community. TK suggested it is better to take a little longer; if everyone feels they have been properly consulted and involved, the funding will be forthcoming. The decisions are being made by a small number of people.

(Meeting opened)

The Chairman pointed out that the PC is only being asked to put these plans in, we are not paying for the application, this is being done to obtain a reduced planning fee. AliciaT said she did not feel confident enough to sign off the plans at the moment and suggested this matter be deferred until the next meeting. People do need to have a point of reference which gives them enough information to feel they have been consulted. We are here to represent the village and do have a duty of care to represent the majority view.

RF said that a member of the NVHG had sent an email to Mike Fairchild and SL asking why the building needed such a high pitched roof and no internal ceiling. RF said he supported this but has not received a reply. SL claimed he had not see the email.

EB asked if the reason the hall has been moved is because the Trustees want to continue to use the existing village hall during the construction of the proposed new hall. SL said it is an affordable plan and the Army have backed it.

To conclude, it was decided to write to the Chairman of the Village Hall Trustees and request a location plan, with dimensions, showing the proposed new hall and all the existing facilities on the recreation ground. It was suggested an aerial view would be helpful. Also, particularly for the benefit of new members, an outline of the process that has taken place over the last two years, how decisions have been made and have these decisions been made by just the Trustees.

**15/035 To agree that an application for planning permission for the internal refurbishment and extension of the Pavilion may be submitted in the name of the Parish Council (application approved at meeting of the Recreation Ground Trust held on 3<sup>rd</sup> June 2015)**

It was decided at the meeting of the Recreation Ground Trust to request further information. Item deferred until the next meeting.

**15/036 To discuss planning applications received**

The following has been received:

UTT/15/1364/FUL Land adjacent to Raymonds Cottage

CG will advise UDC that the PC has some concerns regarding the grass verge and a records check should be carried out with ECC.

**15/037 To approve Accounts for payment**

Ace of Spades	£156.00	Grasscutting
EALC	£216.41	Affiliation Fee for 2015/16
C. Griffin	£385.47	May salary + expenses

**15/038 To discuss any Urgent matters of interest to the Parish**

**038.1** A request has been received to cut down a tree in Mill Road on the edge of the farm entrance opposite the Village Shop. This will be included on the next agenda.

**038.2** AR advised that a resident of Highfields has volunteered to help with planting the flower tubs near the entrance.

(Meeting closed)

TK advised that two planning applications have been refused this week - the Kier application in Thaxted Road, Saffron Walden and the Gladman application on Walden Road, Thaxted. It is hoped that the running track at Carver Barracks should now go ahead.

(Meeting opened)

**15/039 Items for next agenda**

Draw for the Heart Pendant

Report on the Parish Pump Constitution

Internal Auditors Report

To discuss a request to cut down a tree in Mill Road

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

**15/040 Date of next meeting**

The next meeting will be on Wednesday, 1<sup>st</sup> July at 8.00pm in the Village Hall.

The meeting closed at 10.05pm

Signed..... (Chairman)

Dated: 01.07.15.