

DEBDEN PARISH COUNCIL

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 5TH JULY, 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)

In attendance:

Dist Cllr T. Knight	(TK)
Mrs. C. Griffin, Clerk.	(CG)
7 members of the public	

17/028 Apologies for absence

Apologies were received from Cllr A. Roper (business commitment) Cllr Andrew Tetlow (on holiday), Cllr S. Watson (on holiday) and Cty Cllr. S. Walsh.

17/029 Declarations of Interests**To receive disclosures of pecuniary and non-pecuniary interests in items on the agenda**

No interests were declared.

17/030 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**

Residents raised the following issues:

- An allegation was made which related to an incident that took place several months ago.
The Chairman advised the resident that he had already received a written response and subsequently asked the resident to leave the meeting in view of his behaviour, but he refused. (Following this an incident occurred between this resident and Dist Cllr Knight who said the resident assaulted her)
- A statement was read by a member of the Shop Committee concerning the mediation proposal to leave the Shop and Post Office isolated.. A copy of the statement was handed to the PC and will be held on the PC files.
- Does the proposed new site for the village hall involve a land swap?
That should be answered by all the parties which have come to an agreement.
EB said the original proposal was not a like for like swap.

17/031 To receive reports from District and County Councillors

The Clerk reported that she has not received a report from Cty. Cllr. Walsh.

17/036 To receive an update from the Parish Clerk

The Clerk reported that:

- Regarding the potholes on Newport Road, according to the ECC website they are in the process of scheduling the work.
- I have also received complaints about the road closure at Cutlers Green which has stopped the buses coming through the village. I put up notices in the bus shelters and other places. Buses should be back to normal on 8th July.
- To date we have not heard from ECC concerning Byways 35 and 75 at Debden Green this is due to a new Cabinet member taking over after the May election.
- I have been in touch with ECC again concerning the blocked pipe on Ivy Todd Hill but there is still no news. The last I heard was that it would be attended to at the same time as the resurfacing in the centre of the village.
- The Rospa report on the playground has been received and will be discussed at the meeting of the RG Trust in August.
- We have several new Allotment tenants who have been issued with contracts.
- It would be helpful if we had a contact at Carver Barracks. In the past a representative has attended our meetings. TK advised that this has been raised and suggested that the Chairman is involved in a regular meeting
- The two trees were removed behind Maltings Cottages and we have received cheques from the residents of No. 3 and 4.
- The UDC Local Plan will be available for consultation next week, 12th July. There is a presentation for Councillors at UDC this evening. One proposed site is included for Debden in Thaxted Road.
- After finally receiving all the reports electronically these have been loaded on to the website with the draft minutes and accounts. Copies are available in a file in the Village Shop.
- I have complied with the Transparency Code as far as possible at present. One further document will be added to the website once I receive the Annual Return from the External Auditor.
- I have obtained Transparency Code funding of £697.92 for this financial year.
- I have heard nothing from the Information Commissioners Office since I circulated the email received on 20th April advising that a Case Officer had been appointed.
- Following an email today from UDC regarding Emergency Plans, this will be added to the September agenda.
- A letter was received from Spartak from which it appears there was a misunderstanding about use of the recreation ground.
- New Defibrillator pads have been ordered. Battery was checked by the First Responder at the last training session.
- A one year fixed price contract has been taken out with E-on for the Pavilion.
- We have received an estimated bill from Anglian Water which I am endeavouring to resolve. Once this has been settled it was agreed that Affinity Water should be used for both water and sewerage as they read the meter.

17/037 To receive an update on the Audit and discuss the Auditor's report.

The Annual Return was posted to the External Auditor after the Extraordinary meeting on 7th June. Unfortunately the Auditor's report has not arrived in time for this meeting, therefore it will be included on the agenda for September.

17/038 To review the Budget for the first quarter of 2017/18

The Budget for the first quarter was circulated in advance of the meeting. No comments were received.

17/039 To review the Insurance Policy (expiry date 30th September) and discuss alternative quotations received

The Chairman explained that when we reviewed the Pavilion insurance policy in March we also obtained quotations for the PC policy. We received a quotation from Came & Co., who specialise in insurance for local councils, of £1,055.46 for three years (last year this was £1,640.74 with Community Action Suffolk).

It was proposed that the insurance policy should be renewed with Hiscox through Came & Co., when the current policy expires in September.

Proposed: RG

Seconded: EB

All agreed

The Clerk will contact Came & Co., prior to the September meeting to check that the quotation given in March still stands.

17/040 To receive a report from Cllr Blackie on the Data Protection Course

EB reported that Data Protection regulations will change in 2018 and we need to look at all the data which we hold. LCPAS have sent the slides which were used for the course and these have been circulated. The Clerk will need to switch over to a PC email address and include a disclaimer section. It was also pointed out that any emails circulated by the Clerk should not be forwarded to other parties by members of the Council. Further information will be available before the new regulations come into effect next year.

17/041 To review the Asset Register and Risk Assessment

The new memorial bench has been added to the Asset Register, making a total of £268,222.00. No other changes were made.

The Risk Assessment was reviewed but no changes were made.

In future all documents will be reviewed in February.

17/042 To receive a report from Cllr Blackie on the Parish Pump meeting

EB attended the meeting on 25th April and reported that:

- funding has been obtained from the Searle Trust for a new laptop
- The Treasurer, Alastair Donald, is retiring and Helen Tate will take over shortly.
- The amount of colour used in the magazine has been reduced, therefore advertising rates will not be increased.
- An explanation was given following the Chairman's comment at a Parish Council meeting, namely "you cannot believe everything you read in the Parish Pump". The Chairman was not criticising the Parish Pump he was

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merely replying to a resident who reported that something he had read in the Parish Pump was not accurate.

17/043 To consider submitting a response to the Stansted Airport EIA Scoping opinion, UTT/17/1640/SO for a proposed increase in the number of passengers to 44.5mppa

The Clerk will contact Karen Denmark at UDC and request an extension to the deadline for comments.

London Stansted Airport have today sent details of exhibitions being held in the area to find out more about their plan for the airport and the future of the region. Details will be advertised in the Parish Pump (On checking the details these will be held between 6th and 19th July therefore details have been circulated to residents and posters displayed).

17/044 To consider the invitation to provide feedback on the Saffron Walden Neighbourhood Plan

It was decided to include details of the survey in the Parish Pump to give residents the opportunity to reply.

17/045 To discuss planning applications received

The following applications have been received, no comments submitted:

UTT/17/0875/FUL Land south of Wisteria House, Debden Green

UTT/17/1355/FUL Village Hall & Shop, Mill Road.

UTT/17/1231/FUL Deynes House, Deynes Road

UTT/17/1519/FUL 25, Henham Road, Debden Green

UTT/17/1540/LB The Old Windmill, Mill Road

UTT/17/1586/HHF The Firs, Henham Road

UTT/17/1819/FUL Land at the Old Bakehouse, Debden Green

UTT/17/1820/FUL Land at the Old Mill House, Debden Green

The following have been approved, subject to conditions:

UTT/17/0875/FUL Land south of Wisteria House, Debden Green

UTT/17/1355/FUL Village Hall & Shop, Mill Road.

Appeal Ref: APP/C1570/W/17/3170799 Old Barn, Slough Farm

17/046 To consider making a contribution to the mediation costs

The Chairman advised that initially UDC said the mediation would cost no more than £2,000 (this was based on two sessions and we have already had three) and asked the PC to contribute £1,000. They did not expect the Trusts to make a contribution. It was agreed on 17th May to proceed with the mediation and at that stage we were informed this would be paid for by UDC.

SL and AliciaT pointed out that they were not aware of all the facts. There also seems to be a difference of opinion as to whether we have a legal agreement. It was confirmed that having undergone the mediation process we have retained the Community Covenant grant and the four parties are working together to achieve a new village hall. That was the purpose of the mediation.

Following further discussion it was agreed to arrange an Extraordinary meeting of the Parish Council at 9.30pm on 2nd August (after the meeting of the RG Trust when a detailed update will be given on the mediation process). AT to be invited to RG Trust meeting as an observer.

17/047 To approve Accounts for payment

It was proposed that the following payments should be approved and a transfer of £2,000 should be made from Deposit to Current PC Account..

Proposed: RF

Seconded: EB

C. Griffin	£399.54	Net salary + expenses (June)
C. Griffin	£22.07	Printer cartridges and paper
HMRC	£281.40	PAYE (Apr/May/June)
LCPAS	£50.00	Data Protection Course
A.G. Johns	£334.00	Refurbishment of village notice board
Springwell Nurseries	£96.46	Geraniums for tubs
R. Forster	£13.98	Compost for tubs
Tree Management	£645.00	Tree work in Mill Road and car park.
Debden Village Hall	£49.50	Hire of Hall 3 rd & 17 th May and 7 th June
*Ace of Spades	£180.00	Grasscutting - June
*Tree Management	£280.00	Removal of 2 trees on Recreation ground (£186.00 received from residents)

* paid from Recreation Ground account

17/048 To discuss any Urgent matters of interest to the Parish

48.1 Following the request from Debden Pre-School, the fun day was approved subject to appropriate public liability insurance which must cover the bouncy castle. The PC need to see a copy of the insurance before the event.

48.2. The Clerk will ask the ECC Arboriculturist to inspect an Elm tree in Mill Road as it appears the trunk is rotten and also look at the Ash tree which has dead branches.

17/049 Items for the next agenda

To discuss the Auditors report

To consider preparing an Emergency Planning

To discuss the consultation on the UDC Draft Local Plan

17/050 Date of next meeting

The next meeting will be held on Wednesday, 6th September, at 8.00pm in the Village Hall.

There will be an Extraordinary meeting of the Parish Council at 9.30pm on Wednesday, 2nd August at 9.30pm to consider making a contribution to the mediation costs.

The meeting closed at 10.30 pm.

Signed.....(Chairman)

Dated: 06.09.17.