

## DEBDEN PARISH COUNCIL

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON THURSDAY, 29<sup>TH</sup> MAY, 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 R. Simmonds	(RS)	
	Cllr S. Watson	(SW)	

In attendance:

Mrs C. Griffin	Clerk (CG)
1 member of the public	

**14/011 Apologies for absence**

Apologies were received from Cllr J. O'Brien and Dist Cllr T. Knight

**14/012 Public participation session (15 minutes available if required)**

A member of the public said he felt the attendance at the Annual Assembly was disappointing and suggested that next year the PC should consider inviting a guest speaker and organising refreshments. Most members considered the attendance was reasonable but noted the suggestion.

The resident also said he was not aware of the Annual Meeting of the Council. This was advertised but CG suggested holding this after the Annual Assembly in future rather than on the same evening. As 2015 is an election year arrangements will be different next year.

**14/013 Declaration of interests relating to items on the Agenda**

No declarations of interest were received

**14/014 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 1<sup>st</sup> May 2014**

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

Proposed: RF	Seconded: SW	All agreed
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**14/015 To receive an update from the Parish Clerk**

CG reported that:

- A few months ago SW and Richard Cawte agreed to be points of contact in respect to Emergency Planning and contact details were passed to UDC. Further emails have been received from UDC Emergency Planning following flooding problems earlier in the year. At the time of the flooding calls were received requesting sandbags. UDC has made these available in the past and is considering this again. Therefore, following consultation with the owners of

- the properties which were flooded, a request has been sent to UDC for 60 sandbags. One of the residents who was affected has offered to store these. A further update will be given as soon as more information is received from UDC.
- Following the complaint from Hamperden End, Debden Green, regarding the nuisance caused by motor bikes and four by four vehicles, Cty Cllr Walsh has confirmed that there is nothing ECC can do unless the Byway is closed. The resident has been advised.
- The resident who is organising the 35 mile cycle ride has been informed that the car park can be used on 30<sup>th</sup> August but vehicles must not park on the grass verges. He will ensure this is included in the instructions for the event.
- She has spoken to the organiser of the Rounders team, Karina Bailey-Watson and a copy of the fixture list has been sent to the Parish Pump. The PC felt a fee of £5 per match should be charged. A copy of the club's insurance will be requested and a key to the pavilion will be obtained for them.
- Many complaints have been received regarding the transporters carrying Army vehicles going through the village. This has been raised with personnel from Carver Barracks and we are awaiting a reply. SL pointed out that one vehicle damaged a tree in Thaxted Road. As this tree is leaning towards the road and there is a possibility high vehicles could bring this down and hit the power line, CG will contact UK Power Networks.
- There is an Uttlesford Community Forum next Thursday, 5<sup>th</sup> June, starting at 7.30pm, details have been circulated.
- There has been a problem with the light in the village outside The Old Chapel, but this has now been rectified by A & J.
- Following the discussion which took place under 14/168 she contacted EALC regarding the questionnaire which was returned to the Parish Clerk. EALC said it was in order for a group to do this and any letters sent to the Parish Clerk must be received by the Clerk. EALC said, in their opinion, the PC should be questioning why this group of residents felt it necessary to do this anonymously. Some members of the PC still felt the questionnaire gave the impression that it had come from the Council as it was returned to the Parish Clerk, but it is very much hoped that it will not be necessary for anonymous groups to do this in the future..
- Following a request from a resident to look up a planning application from 2001 she was unable to find the key to the green Minute Book. A more thorough search of the filing cabinet will be made.
- The VAT paid in the last six months has been reclaimed.
- One member has raised an issue regarding the agenda and a review of members registers of interest and the procedures were explained.

SW raised a question regarding register of interest forms. All members present confirmed that the UDC form has been completed.

**14/016 To discuss the Internal Auditors Report and approve the Accounts, Annual Return and Governance Statement for 2013/14**

The report from the Internal Auditor was circulated prior to the meeting and the PC confirmed they were happy with this. The Chairman thanked CG for dealing with the audit.

The Annual Return and Governance Statement were signed by the Chairman and CG, A further meeting will now be organised with the Auditor to finalise the Annual Return so this can be returned to the External Auditor before the deadline.

**14/017 To receive a report on the 2014 Annual Assembly**

An issue regarding hedges overhanging the pavements was raised. A note will be included in the next edition of the Parish Pump requesting owners to cut back their hedges to prevent them encroaching on the paths. Members of the PC and CG will also mention this to residents where action is necessary.

**14/018 To receive an update on meeting dates for 2014/15**

SW advised that owing to a cancellation the Village Hall is now available on Wednesday evenings. It was agreed to hold meetings on the first Wednesday of the month with the exception of August and, possibly, January depending on the deadline for returning Precept forms. SW will book the Village Hall for 2<sup>nd</sup> July, 3<sup>rd</sup> September, 1<sup>st</sup> October, 5<sup>th</sup> November and 3<sup>rd</sup> December.

**14/019 To discuss the renewal of the street lighting agreement (present agreement expires 31.08.14)**

CG advised that the current monthly cost is £18.75 plus VAT. Renewal agreements have been received from A & J Lighting for either a three or five year contract. The matter was deferred until the July meeting as alternative quotations are being obtained.

**14/020 To receive an update on the event to mark the start of World War 1**

CG reported that Rev. Hilary Davey is organising a Church service on Sunday evening, 3<sup>rd</sup> August. Roger Burgess is exploring the possibility of holding a service on the recreation ground on Saturday, 2<sup>nd</sup> August, but it seems unlikely he will be able to do this because personnel from Carver Barracks are heavily involved in commemorations in Saffron Walden,

SL gave details of the RBL "Lights out" proposals. It was agreed that the Village Hall would be booked on Monday 4<sup>th</sup> August, from 10.00 – 11.00 pm and residents would be invited to come along, light a candle, and pay their respects to all those who sacrificed their lives during World War 1.

SJ will obtain the candles, and a container of sand will be organised. SW will book the Village Hall and coffee and tea will be provided. There will be an RBL collection box available for donations.

SL advised that the RBL will be organising a stand with Saffron Walden RBL branch at the Open Day at Carver Barracks on 26<sup>th</sup> July. Space is also available for other village groups/organisations. Note to be put in Parish Pump.

**14/021 To receive an update on the Best Kept Village Competition**

There was nothing to report on the competition. The Chairman thanked RS for

organising the litter picking. RS said he was pleasantly surprised at the small amount that was picked up. SW suggested arranging this earlier next year before the grass and vegetation starts growing.

**14/022 To receive an update on the new memorial seat**

SW reported that the Chrystal family will be supplying a plastic “wood effect” seat and this will be delivered to her in due course. Exact location needs to be agreed but this will be on the same side of the recreation ground as the pavilion.

**14/023 To receive a report on the Pavilion**

SW reported that a resident is drawing up some plans, free of charge. He has been asked to look at a new design which should include an interior staircase to enable the upper floor to be used for storage and also a small extension on the back for storage of equipment. Once the drawings are available the scheme will be costed; it may be possible to obtain a grant from the Football Association.

SL will obtain a quotation for two new wooden benches and these have disappeared. They will be kept inside the pavilion in future

SL advised that it may be possible to obtain an ISO container from Carver Barracks which could be used for storage. If one does become available it was felt this should be placed at the Allotments.

**14/024 To receive a report on the Allotments**

SJ reported on the exchange of letters and emails concerning Plot 29 which the PC has now repossessed. The plot has not been cultivated for many years and a group of volunteers will help clear it. At a later date the Chairman will endeavour to remove the roots of the trees.

CG is chasing a few tenants who have still not paid their rents for this year. A further report will be given at the next meeting.

**14/025 To approve the Pre-School Fun Day on 19<sup>th</sup> June on the recreation ground**

The PC approved the use of the recreation ground by the Pre-School on 19<sup>th</sup> June.

**14/026 To receive a report on the Footpaths**

The report which the Footpath Warden, Nicola McCahill, had obtained from ECC was circulated prior to the meeting. ECC have not yet started the cutting programme and they have said there is no defined start date. Funding has been significantly reduced which will result in a change to the way the public rights of way network is managed. The amount of actual grass cutting taking place will have to be reviewed as ECC are likely to experience further constraints.

The Footpath Warden will be asked to contact ECC again and endeavour to obtain a start date.

**14/027 To discuss the response to the UDC Local Plan Pre-submission consultation**

A response, based on the draft from “WeAreResidents”, was signed by the Chairman,

**14/028 To discuss planning applications received**

The following applications have been conditionally approved:

UTT/13/3360/HHF Victoria Cottage, Deynes Road

UTT/14/0052/HHF Mellings, High Street

UTT/14/0073/FUL Demolition of buildings and replacement house on land at Hamperden End

UTT/14/0227/HHF Sparrows Farm, Hamperden End

UTT/14/0428/FUL Change of use of agricultural barn opposite Newport Lodge into office space

The following applications have been received. No comments submitted.

UTT/14/0686/LB Wash Cottage

UTT/14/0749/OP Land south of Wisteria House, D. Green

UTT/14/1367/LB Slough Farm

UTT/14/1340/FUL Pages Farm, Debden Green

**14/029 To approve accounts for payment**

The following cheques were approved for payment and signed:

HMRC	£210.00	PAYE (Jan, Feb, and March)
Debden Parochial Council	£20.00	Hire of Church Room
EALC	£212.20	Affiliation Fee
C. Griffin	£327.59	Net salary + expenses (March)
C. Griffin	£319.52	Net salary + expenses (April)
Tree Management	£560.00	Pollarding and uplifting 5 lime trees Cutting overgrown hedge and footpath
Ace of Spades	£156.00	Grass cutting

**14/030 Items for next Agenda**

To discuss renewal of street lighting agreement and approve new contract

To receive an update on the "Lights out" event on Monday 4<sup>th</sup> August

To receive an update on plans for the Pavilion

To discuss quotation for two new benches

To approve replacing oak flower tubs and all summer bedding plants for the baskets and tubs.

**14/031 To discuss any Urgent matters of interest to the parish**

No other matters were raised.

**14/032 Date of next meeting**

The next meeting will be on Wednesday, 2<sup>nd</sup> July at 8.00pm in the Memorial Hall

The meeting closed at 09.25 pm

Signed..... (Chairman)

Dated: 02.07.14