

## DEBDEN PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF DEBDEN PARISH COUNCIL HELD ON TUESDAY, 19TH MAY, 2015 IN THE NEW CHURCH ROOM, DEBDEN.

Present:

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)	
Cllr S. Watson	(SW)	

In attendance:  
 Mrs C. Griffin, Clerk (CG)  
 2 members of the public

#### **15/001 Election of Chairman**

Cllr Andrew Tetlow was elected Chairman.

Proposed: RF                      Seconded: SW                      All agreed

#### **15/002 Chairman's Declaration of Acceptance of Office**

The Chairman signed the declaration of acceptance of office.

The Chairman welcomed everyone to the meeting and congratulated members on being elected on 7<sup>th</sup> May. Thanks were expressed to Jeanette O'Brien, Stephen Jasper and Richard Simmonds for all the work they had done whilst serving on the Parish Council. The contributions they made were greatly appreciated.

#### **15/003 Election of Vice Chairman**

Cllr Roger Forster was elected Vice Chairman

Proposed: EB                      Seconded: AT                      All agreed

#### **15/004 Members Declarations of Acceptance of Office**

All members signed their declaration of acceptance of office.

All members also signed a consent form for communications to be sent to them by email.

CG reminded all members to return an election expense form to Peter Snow at UDC and new members should complete and return the register of interest form to Michael Perry at UDC. The register of interest forms completed by members of the previous Council are still displayed on the UDC website and, if necessary, should be reviewed.

#### **15/005 Apologies for absence**

Apologies were received from Dist Cllr Tina Knight and Cty Cllr Simon Walsh

#### **15/006 Declarations of interests relating to items on the Agenda**

No declarations were received

**15/007 Public participation session**

The resident who kindly offered to organise a raffle to raise funding for the installation of the Defibrillator showed the piece of jewellery to the Council. It was agreed that providing the attendance is in the region of fifty people and a reasonable number of tickets are sold, the raffle will take place at the Annual Assembly. If the attendance is poor, efforts will be made to sell additional tickets after the meeting. The Chairman thanked the resident for donating the prize and organising the raffle.

The Parish Pump would like to include a profile of new Councillors in the next edition. In most cases, election leaflets and photographs will be used. A group photograph will be taken at the end of the meeting.

**15/008 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 1<sup>st</sup> April, 2015**

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

Proposed: RF

Seconded: SW

All agreed

**15/009 To receive an update from the Parish Clerk**

CG reported that:

- Most of the reports for the Annual Assembly have now been received. Col. Will McDonald has been invited. He is unable to attend but is hoping to send someone along in his place.
- She has been asked about training courses and membership of EALC. It was generally felt that too much information is being sent by EALC; it is difficult to read all the attachments and some are not really useful or necessary. A lengthy discussion followed on whether or not the membership should be renewed and it was agreed to discuss this at the next meeting. In the meantime members were asked to look at the EALC website to see what is available and the Clerk will speak to them and other Councils to obtain their views
- It was mentioned at the last meeting that some of the shrubs would be removed from the flower tubs. These were donated by Cllr Knight and if they are removed she would like them returned to her. These evergreen shrubs were planted to provide evergreen throughout the winter. RF advised that the types of shrubs were not really appropriate.
- A hedge has been removed and a fence erected at Woodruffs Farm, Debden Green. It was reported by a resident of Debden Green and following a visit from him she went to inspect and then contacted ECC and UDC Enforcement. ECC are checking with their records office as it appears that the fence may have been placed on ECC land. ECC will also carry out an inspection and we are awaiting a report.
- An article and picture in the April edition of the Parish Pump caused concern at Carver Barracks. They felt the picture inferred that the Army vehicles were responsible for the damage caused to the verges and anyone picking up the magazine would think that all the damage was caused by them. They felt this was unfair because we are well aware that other vehicles have damaged the verge in Thaxted Road where the picture was taken. I apologised to the Army for the fact that this article caused offence. I have been in touch with the Editors but they do not think there is a problem. Personnel from the Army have now spoken to residents in the village and it is clear that they are well aware that it is not only the Army vehicles that have damaged the verges so the matter has been “put to bed”.

**15/010 To confirm dates of Council meetings for the year 2015/16**

CG advised that the Village Hall has been booked for the following dates, all Wednesday evenings:

3<sup>rd</sup> June, 1<sup>st</sup> July, 2<sup>nd</sup> September, 7<sup>th</sup> October, 4<sup>th</sup> November, 2<sup>nd</sup> December.

Further bookings will be made for 2016 - 6<sup>th</sup> January, 3<sup>rd</sup> February, 2<sup>nd</sup> March, 6<sup>th</sup> April, 4<sup>th</sup> May.

**15/011 To appoint members to various responsibilities/committees**

Cllr. Tetlow(Chairman) - Finance and Planning

Cllr. Forster (Vice Chairman) - Open Spaces, Children's Playground and Allotments

Cllr. Watson - Pavilion

Cllr. Luck - Best Kept Village, Stansted Airport and Footpaths

Cllr. Blackie - Parish Pump

Cllr Roper - Publicity and updating website

Cllr A. Tetlow - to be decided

The notice board, website and back page of the Parish Pump will be updated.

CG will write to the Footpath Warden to advise that Cllr Luck has been appointed.

**15/012 To approve the Accounts for the year ended 31<sup>st</sup> March 2015**

CG reported that all the Accounts records are with the Auditor at present and a meeting will be held with him within the next two weeks.

It was proposed that the Accounts for the year ended 31<sup>st</sup> March 2015, which had been circulated in advance of the meeting, should be approved and these were signed by the Chairman.

Proposed: RF

Seconded: SW

All agreed

The Annual Return and accompanying paperwork has been completed and will need to be signed at the meeting on 3<sup>rd</sup> June in order to meet the deadline for submission of 8<sup>th</sup> June.

**15/013 To discuss a further request from the Village Shop to install two bins on the car park**

A request was made at the previous meeting and the PC decided to ask the Village Shop to consider an alternative. The Shop Committee received a quotation of £400 for two new bins which was too expensive. It was agreed that the two bins, with open tops which were previously installed in the playground, would be installed. One would be placed near the door to the Stores and one to the right of the Main door.

**15/014 To discuss planning applications received**

The following applications have been received, no comments were made:

UTT/15/0955/HHF Debden Manor

Construction of stables and hay stores with annexe above (amendment to planning approval ref. UTT/14/1973/HHF)

UTT/15/1005/LB New Amberden Hall

Proposed addition of single door to bi-fold doors to lean-to barn

UTT/15/1103/DFO Land at Henham Road

Details following outline application UTT/14/0749/OP for the rection of 2 detached dwellings with associated access and garaging – details of access, appearance, landscaping, layout and scale.

UTT/15/1124/HHF Jasmine Cottage  
Erection of single storey rear extension

**15/015 To approve Accounts for payment**

Ace of Spades	£78.00	Grasscutting – March
Ace of Spades	£156.00	Grasscutting - April
R.B. Haigh	£186.00	Grab lorry for collecting rubbish
C. Griffin	£390.67	April salary + expenses

CG will obtain the necessary bank mandate forms in order to add an additional signatory.

**15/016 Items for next agenda**

To receive an update on the project to extend the Recreation Ground between the pavilion and the pond.

**15/017 To discuss any Urgent matters of interest to the Parish**

17.1 New members of the Council were informed that all Parish Councillors' are also members of the Recreation Ground Trust. An AGM of the Charity will be held in June, after the PC meeting, to approve the Accounts for the year ended 31<sup>st</sup> March 2015.

17.2 SW advised that the previous Council approved plans for internal improvements to the Pavilion, estimated cost in the region of £65,000. We are starting to raise funding from various sporting associations and organisations. AT asked if there are any representatives from the teams on the board of trustees. At present the pavilion is mostly used by the Football Club and they are not represented on the charity.

17.3 EB advised that History Recorders Group have transcribed all the PC Minutes from 1929 – 1974 and would now like to include these on the website. Would the PC prefer to include this on their page or should this be included with all the Recorders material. It was agreed that this should be placed on the Recorders site.

17.4 The Chairman advised that he is endeavouring to organise an agreement with Buzcom in order to obtain an improved broadband speed. SL and RF said that B.T. has recently installed a new box in the village.

**15/018 Date of next meeting**

The next meeting will be on Wednesday, 3<sup>rd</sup> June at 8.00pm in the Village Hall.

The meeting closed at 9.15 pm

Signed..... (Chairman)

Dated: 03.06.15.