

## DEBDEN PARISH COUNCIL

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 5<sup>th</sup> NOVEMBER, 2014 IN THE MEMORIAL HALL, DEBDEN.

|                 |                  |        |            |
|-----------------|------------------|--------|------------|
| <u>Present:</u> | Cllr R. Forster  | (RF)   | (Chairman) |
|                 | Cllr S. Jasper   | (SJ)   |            |
|                 | Cllr S. Luck     | (SL)   |            |
|                 | Cllr J. O'Brien  | (JO'B) |            |
|                 | Cllr R. Simmonds | (RS)   |            |
|                 | Cllr S. Watson   | (SW)   |            |

In attendance:

|                                |            |
|--------------------------------|------------|
| Mr. A. Kriehn, Carver Barracks | (AK)       |
| Mrs C. Griffin                 | Clerk (CG) |
| 3 members of the public        |            |

### **14/112 Apologies for absence**

Apologies were received from Cllr A. Tetlow (business commitment) and Dist Cllr T. Knight

### **14/113 Public participation session (15 minutes available if required)**

A resident from Debden Green advised that following previous reports, on Sunday 26<sup>th</sup> October fifty, 4 x 4's went through Hamperden End, some with Dutch registration plates. He understands they were told that the lanes in Essex are a good place to go. The resident, who had provided photographs some years ago, submitted additional photographs to the PC. He said the Footpath Warden came round last year but nothing has happened. SL advised that at the 2013 Annual Assembly it was reported that motor cycles and 4 x 4's were on the green lanes and on 29<sup>th</sup> May it was noted that nothing could be done unless the Byways are closed.

In the past we have made it clear to Cty Cllr Simon Walsh that we would like to close the Byways in the winter months and SL advised that Byways in Clavering have been closed this year. Owing to lack of communication we have not got ours closed. CG reported that she received a complaint a few weeks ago from another resident of Debden Green concerning the nuisance caused by motorcycles and 4 x 4's and his email was forwarded to the County Councillor. CG will contact Cllr Walsh again and formally request, once again, that all the Byways in Debden and Debden Green are closed between October and April.

A resident from the village asked if the PC has been advised of the outcome of planning applications UTT/14/2563/FUL and UTT/14/2566/FUL. CG will contact UDC Planning Department and then inform the resident of the decision.

AK advised that personnel are now back at the Barracks and would be happy to help with the car park and notice board but they will require a letter from the Council confirming that the PC will take responsibility for any work carried out by Carver Barracks.

**14/114 Declaration of interests relating to items on the Agenda**

SL declared a non-pecuniary interest in item 14/117

**14/115 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 1<sup>st</sup> October 2014**

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

Proposed: RF

Seconded: SJ

All agreed

**14/116 To receive an update from the Parish Clerk**

CG reported that:

- I wrote to Simon Walsh requesting that ECC continues to support the Citizens Advice Bureau
- The bent Ting Tang sign has been reported to ECC, Ref. 2364016, but I understand it was reported some time ago and ECC said it did not meet their criteria so no action was taken at the time.
- The UDC sweeper came out a couple of weeks ago. I understand at least one of the sweepers has now been repaired
- The blocked drain outside No. 3 Denesyde has been reported, Ref.2364017.
- I have heard no more from Carver Barracks although I have seen one or two large Army vehicles coming through, (AK kindly offered to raise this)
- I advised the Shop that they could proceed with erecting the wall at the front.
- I wrote to Nicholas Belcher at Nockolds, enclosing copies of my letter and the email reply from the Charity Commission. I received an acknowledgement saying he would keep on file.
- The VAT Return has been completed for the first six months of the financial year
- I have updated the Asset Register to comply with the Insurance details and this can be formally approved at the next meeting.
- I have now heard from UDC regarding the setting of Precepts for 2015/16 and final figures have to be with them by the end of January. It is unlikely rates will be capped but further information will be available nearer the time.
- Donations have been requested by Essex Air Ambulance, Catch 22 (Social Enterprise Solutions) which is a moped loan scheme. Also, the CAB has sent a letter to the Chairman requesting support; they have assisted 70 residents in Debden and Wimbish this year.
- RCCE have sent information regarding Village Halls and Community buildings which was available at the meeting.
- I have been asked for a copy of the Covenant which should have been sent to the MOD in June 2012. Further enquiries will be made.
- E-on will be unable to fit the Smart meter in the pavilion until next year.
- A few months ago I was asked to contact the RBL regarding the cleaning of the War Memorial. The President has advised that he does not think this is necessary and members of the Council agreed that no further action is required.

- SL made a request for a review of previous minutes in order to catch any items that might have been forgotten. CG requested clarification and by the time this was received the agenda had been posted.

The items were:

1. The grass verge in front of the Tennis Courts, Hall and Shop - Last year this was cut by the Rangers but no further arrangements were made. RF said this requires another cut and will contact the Rangers again. It was also agreed that an Action list will be drawn up.
2. Pecuniary Interests - Referring to the situation regarding PC members who are also members of the NVHG, SL said he has a letter from the National Association of Local Councils advising that he does not have a pecuniary interest, although the UDC Monitoring Office said he does. JO'B said she felt it is about how people view this; it is about perception. A request was made for this to be included on the next agenda.
3. Watering equipment for the hanging baskets – The PC agreed in September not to pursue this.
4. Meeting dates for 2015 - SW will book the Village Hall for 7<sup>th</sup> January, 4<sup>th</sup> February, 4<sup>th</sup> March and 1<sup>st</sup> April 2015. Date for the Annual Assembly will be set in January.

#### **14/117 To receive an update following the UDC Standards Committee Meeting on 13<sup>th</sup> October 2014**

At the UDC meeting the Chairman, Cllr Mark Lemon, said he would be sending a reply but to date this has not arrived. CG read the relevant parts of the report concerning the questions in the PC's letter which state that (1) the PC were not invited to the hearing because they did not make the complaint (2) it was not necessary for UDC to contact the PC regarding the alleged apology and (3) the witness statements were accepted as evidence in any form is acceptable.

#### **14/118 To receive and approve quotations for the Parish Council Notice Board by the Shop and by the Village Notice Board by the Pond**

Carver Barracks personnel have kindly offered to help with these and the details will be discussed with AK after the meeting. A letter box for the Village shop will be discussed with the Manager.

#### **14/119 To receive the report on the EALC Roles and Responsibilities Course**

SL's report was circulated to all members prior to the meeting. He said the course was an eye opener and encouraged members to attend other courses. Details of these are circulated to all members. He highlighted the latest edition of the Good Councillor's Guide, Neighbourhood Planning, Policy for dealing with the press and who should be responsible for reading reports.

#### **14/120 To review the procedure for the circulation of emails and correspondence**

It was generally felt that the procedure which had been introduced last month worked well, i.e. that members would mainly send emails to CG rather than circulate to all and CG would only contact the member responsible regarding a particular issue. It was agreed to continue with the same procedure.

**14/121 To receive an update on the Footpaths and Community Payback Scheme**

The Footpath Warden has been asked to obtain quotations from Hilberys and Ace of Spades for cutting all the paths and ECC have been asked if the funding allocated for Debden could be paid direct and the PC organise the cutting. To date, no reply has been received.

SW and the resident from Debden Green reported that ECC personnel have been in the parish and a few of the paths have been cut in recent weeks.

RS and CG will meet the Co-ordinator from Community Payback on Wednesday, 12<sup>th</sup> November at 2.30pm in order that he can carry out a risk assessment and look at facilities. SW agreed that the toilet facilities in the pavilion could be used by the group. SL has provided a list of paths and items in the village which need attention and there are a number of paths at Debden Green which need cutting.

It was pointed out that using this group is very much an experiment and CG and RS will report back at the next meeting.

**14/122 To receive an update on the Allotments**

RF and SJ have almost finished clearing plots 29 and 30 and this area will be divided into three new plots. It is hoped that AT can pull out the tree stumps fairly soon. We already have one new tenant for one of these and CG will contact and issue contract etc.

Letters have been sent to tenants who have not cultivated their plots this year.

A query was raised regarding the keeping of chickens on the allotments and the Chairman confirmed that tenants must obtain permission from the PC beforehand.

SJ will supply CG with email addresses for the allotment tenants.

**14/123 To adopt a Publication of Photographs Policy as recommended by EALC**

All PC's were recently asked by EALC to adopt a policy in accordance with data protection. CG will advise EALC that:

- The PC will not have a link from their website to the EALC website.
- They will not send photographs to EALC.
- When events are organised by the PC, organisations will be asked to sign a consent form.
- All groups attending an event should be made aware that photographs will be taken. Signs should be displayed advising this.

**14/124 To agree to update the Standing Orders to incorporate the Openness of Local Government Bodies Regulations 2014.**

The PC agreed that their Standing Orders should be amended to include:

That a person may:

- a) film, photograph or make an audio recording of a meeting.
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

**14/125 To review the Standing Orders and Financial Regulations**

The Council reviewed the Standing Orders and Financial Regulations and it was agreed that the Standing Orders would be amended to include the Openness of Local

Government Bodies Regulations 2014, as above. No amendments were made to the Financial Regulations.

**14/126 To receive details of costings and funding options for the plans for the Pavilion**

SW advised that she has obtained costings based on the plans which have been drawn up. The maximum cost would be £66,000.00 plus VAT. CG will contact the VAT office and check that the VAT can be reclaimed.

SW reiterated that in order for the Football Club to obtain funding from the Football Association or Sport England they would need to have a lease. JO'B offered to help with drawing this up.

**14/127 To receive an update on filling the holes on the Recreation Ground car park**

Personnel from Carver Barracks have kindly offered to help with this and the Chairman will discuss the details with AK after the meeting.

**14/128 To discuss matters relating to Planning application UTT/14/2333/FUL for two new houses on land south of Church Lane and the request received from the applicant**

CG advised that the applicant has requested copies of emails between Council members discussing the above application. Members confirmed that they did not have any emails discussing this but it was agreed that CG would copy emails she had sent informing Councillors and residents of the application and details of the Planning Committee meetings etc.

SL and RS said they felt there was a “no comment” policy on planning applications and SL thought the PC should have made a similar response as the application for Ashvale in Thaxted Road. JO'B felt the Council should not restrict themselves to making no comment. The Chairman pointed out that the Parish Church is a prime building in the village and SW drew attention to the fact that the comments made related specifically to the lane.

**14/129 To confirm procedure for dealing with planning applications**

It was agreed that the current procedure should continue, i.e. CG will circulate the planning applications received from UDC and then include on the agenda for the next meeting. If a member/s oppose an application and feel a comment should be made, CG should be informed. She will then liaise with the Planning representative (J. O'Brien) and the Chairman for a decision.

SL said it was mentioned at the course that members should not go to a meeting with preconceived ideas. It was pointed out that members should take into account all the views received from residents before making a decision.

**14/130 To discuss planning applications received**

The following applications have been approved:-

UTT/14/1969/FUL Lovecotes Farm - Change of use from agricultural to equestrian  
UTT/14/2563/FUL The Apple Store, Deynes House - Change of use to allow longer term occupation.

UTT/14/2566/FUL The Old Cartlodge, Deynes House - Change of use to allow longer term occupation.

UTT/14/2335/HHF Lime Tree Cottage - Single storey extension

UTT/14/2476/HHF Alice Cottage - Erection of two storey side extension.

UTT/14/2430/HHF Claremont Lodge - Conversion of outbuilding into Annexe.

UTT/14/2781/HHF The Coach House, Mill Road - Renewal of permission for refurbishment and extension

UTT/14/2780/HHF The Old Windmill - Renewal of permission for conversion of garage

The following application have been received, no comments submitted.

UTT/14/3077/HHF - Newhouse Farm Cottage - Erection of replacement garage

UTT/14/3075/FUL - RSS, Debden (NATS) – Installation of ground mounted solar PV array.

#### **14/131 To approve Accounts for payment**

The following cheques were approved for payment and signed:

|               |         |                              |
|---------------|---------|------------------------------|
| R. Forster    | £48.01  | Posts etc., (Allotments)     |
| R. Forster    | £54.50  | Violas for flower tubs       |
| B. Griffin    | £86.26  | Website Hosting Fee          |
| ICO           | £35.00  | Data Protection              |
| EALC          | £45.00  | Course – Cllr S. Luck        |
| C. Griffin    | £317.50 | Net salary + expenses (Sept) |
| C. Griffin    | £384.57 | Net salary + expenses (Oct)  |
| Ace of Spades | £156.00 | Grass cutting (October)      |

#### **14/132 Items for next Agenda**

- To draw up Action list (Annual cutting of verges, Date for Annual Assembly)
- To discuss the Budget and Precept for 2015/16.
- To discuss Pecuniary Interests.
- To approve the Asset list
- To receive an update following the meeting with the Co-ordinator of Community Payback

#### **14/133 To discuss any Urgent matters of interest to the parish**

133.1 SL said he felt the PC should vote on more items. Other members felt that if members of the PC are opposed to any matter they should make it clear at the time. If there was an issue where Councillors had opposing views then a vote would be taken.

#### **14/134 Date of next meeting**

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

The meeting closed at 09.55 pm

Signed..... (Chairman)

Dated: 03.12.14