

DEBDEN PARISH COUNCIL

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 2ND JULY, 2014 IN THE MEMORIAL HALL, DEBDEN.

<u>Present:</u>	Cllr A. Tetlow	(AT)	Chairman
	Cllr R. Forster	(RF)	
	Cllr S. Jasper	(SJ)	
	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)
1 member of the public	

14/033 Apologies for absence

Apologies were received from Cllr S. Luck (family commitment) and Dist Cllr T. Knight

14/034 Public participation session (15 minutes available if required)

AK reported that:

- Carver Barracks is being used for car parking on Monday, 7th July for the Tour de France. There will be a free shuttle bus into Saffron Walden.
- The band from Saffron Walden County High will be playing at the Barracks on 25th July. Tickets available from the S.W. Tourist office.
- The car boot sale and open day will be on Saturday 26th July.
- There will be a parade in Saffron Walden on 27th July as part of the commemorations to mark the start of World War 1.
- Army personnel are still in Afghanistan, Kenya and Bosnia.
- Squadron 61 has left the Barracks; 33 Engineers have taken on the 350 Reserve squadron..

A question was raised regarding the proposed running track and AK advised this is currently on hold.

The resident present gave information on the Tour de Debden being held on Sunday 6th July. On Monday, 30th June, a car was driven into the Village Shop causing extensive damage. It is hoped that the Shop will be able to open in some way on Sunday. RF advised that the insurance assessors have said nothing should be touched at the moment so it is very unlikely it will be able to open for the event. JO'B suggested adding Croquet to the activities taking place and will endeavour to organise this by the weekend.

14/035 Declaration of interests relating to items on the Agenda

No declarations of interest were received

14/036 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 29th May 2014

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

Proposed: RF

Seconded: SW

All agreed

14/037 To receive an update from the Parish Clerk

CG reported that:

- UDC has announced this week that up to £550 is available to all PC's to clean war memorials or plant poppies to mark the World War 1 centenary. CG will speak to the Chairman and President of the RBL Debden branch.
- UDC has advised that an allegation has been made that a breach of planning may have taken place concerning the felling of trees on land adjacent to Raymonds Cottage in the High Street. (An investigation has been carried out and the file closed. No further action will be taken)
- The AGM of RCCE will be held on Wednesday, 9th July at Writtle College.
- ECC have forwarded details of the Winter Salt bag scheme. As stocks are high following last winter the Council will not participate in the scheme this year.
- Steven Joyce left UDC on 30th June.
- Details of EALC courses are available.

14/038 To receive a report on the meeting with the Auditor and agree audit arrangements for 2015

CG reported that

- The Annual Return was signed and sent to the External Auditor. No news on this at present.
- As the PC has decided to revert back to monthly meetings, the Clerk's contract will need to be changed.
- Maurice Howard would like to know if the PC will be engaging him for the 2014/15 audit. The PC confirmed they would like him to continue.

14/039 To approve the purchase of two oak flower tubs, summer bedding for all baskets and tubs and watering equipment for the hanging baskets

RF reported that the two new tubs were placed near the barns at Smiths Green Farm and the tub on Fox Hill has been moved further down the hill. All tubs are now relatively new with the exception of the two near the entrance to Highfields. Yuva has offered to care for the tubs and hanging baskets in the triangle but equipment is required to assist with the watering of the baskets. CG will contact the Town Council on this and report back.

14/040 To discuss the renewal of the street lighting agreement (present agreement expires 31.08.14) and approve new contract

CG advised that alternative quotations were obtained but these were unsuitable for villages with only a relatively small number of lights.

It was agreed to renew the contract with A & J Lighting for a period of five years, until 31st August 2019, at a cost of £19.88 per month plus VAT (current cost £18.75 per month, plus VAT) .

Proposed: RS

Seconded: RF

All agreed

The contract was signed by CG and witnessed by the Chairman.

14/041 To discuss the reply from the Rounders' team regarding match fees

CG reported that following the last meeting, she contacted the Rounders team and the reply received, stating that they felt the fee requested too high, was circulated. The charges were re-considered and it was agreed that the Club should pay £20 at the end of the season, irrespective of the number of games played.

A copy of their Insurance has been received and was available at the meeting.

14/042 To receive an update on the "Lights out" event to mark the start of World War 1

SJ advised that following the last meeting he has printed some larger posters and these will be displayed nearer the date.

It was proposed that 26 candles, at a cost of £104.00 (£4 each), should be ordered from Marks & Spencer.

Proposed: SJ

Seconded: RS

All agreed

SJ will purchase and bring to the Hall on 4th August. SJ will also organise a container and sand.

The email circulated by Cllr Luck was discussed and it was agreed that the Chairman should light the first candle and this should be followed by the reading of the names.

As each name is read a candle should be lit by members of the PC and residents present. This should be followed by the Kohima and poems. There should be no singing or music. SW has reserved the Hall but it was felt that, in view of the time, refreshments are unnecessary.

CG will confirm arrangements with the RBL President, Michael Barton.

14/043 To receive an update on the Best Kept Village Competition

It was reported that the meeting with the judges on Tuesday went very well and four residents will be attending the prize giving at RCCE on Wednesday, 9th July.

14/044 To receive an update on the new memorial seat

SW reported that the seat should be delivered shortly. Exact location needs to be agreed but this will be on the same side of the recreation ground as the pavilion.

14/045 To receive a report on the Pavilion

SW advised that, owing to holidays, no further progress has been made. A report will be given at the next meeting.

CG will contact the resident who was interested in using the cricket equipment stored in the top of the pavilion and report back.

14/046 To discuss quotation for two new benches for the recreation ground

RF advised that the benches have been found in the ditch. Therefore, a quotation will not be required for new benches.

14/047 To receive a report on the Allotments and discuss the broken gatepost

CG reported that she is still awaiting payment from two tenants and will chase them again. Another tenant has advised that he will be giving up his plot after this year. RF reported that, having fixed one gate post, the other one is now loose and rotten. It was

agreed that a quote should be obtained for another new post and this should be concreted into the ground.

14/048 To approve Le Tour de Debden on the recreation ground on Sunday 6th July and insurance cover

The PC approved the event on Sunday, 6th July and agreed that an extension to the PC's insurance could be used for this. It was confirmed by a resident present that a licence has been obtained for the sale of alcohol.

14/049 To receive an update on the tree in Thaxted Road

CG has been chasing this since the last meeting and ECC advised a few days ago that this is what they consider a 'boundary feature' and it is the responsibility of the adjacent landowner, rather than ECC. CG has asked ECC to carry out a formal check. As this needs dealing with quickly, RF has obtained a quote from Tree Management to take the tree down.

It was proposed that, given the circumstances, the quote of £300 from Tree Management should be accepted and the work carried out as quickly as possible.

Proposed: RF

Seconded: AT

All agreed.

14/050 To receive an update on the Footpaths

Following the last meeting, the Footpath Warden advised that she was unable to get a start date from ECC. However, as far as members are aware most of the paths have been cut.

14/051 To discuss the reply from Nockolds Solicitors regarding the New Village Hall

Following the meeting of the Recreation Ground Trust on 29th May a letter was sent to Nockolds and a reply has been received. Both letters were circulated to all members of the Council prior to the meeting. Nockolds Solicitors have advised that if an exchange of land is to take place they believe it would require the sanction of the Charity Commission. If that can be obtained then they would expect the Charity Commission to be prepared to issue a formal scheme which would set out the terms on which the project could be taken forward.

A letter was sent to the Charity Commission on 28th May but, following a 'phone conversation with them, it would appear that the letter has gone astray. A further letter enclosing all the relevant documents has been sent and contact will be made with them in the next few days to ensure this letter has been received and logged on to their record system. Once a reply is received, this will be circulated to all members of the Council

14/052 To discuss proposals to re-route aircraft leaving Stansted Airport

Item deferred as SL was not present. To be included on next Agenda

14/053 To receive an update on the Uttlesford Local Plan, Thaxted Plan and provision of local infrastructure

At the last meeting a letter, based on the draft from "WeAreResidents", was signed by the Chairman and sent to UDC. The letter has been acknowledged.

JO'B reported that the UDC draft local plan will now be sent to the Inspector and this will be examined to see if it complies with the criteria.

Thaxted has not produced a Village Plan. The recent application for 120 houses in Thaxted was refused by UDC but this may go to appeal.

There is an appeal for the proposed 800 new houses at Elsenham.

14/054 To approve a proposal to hold a Village Fete on the recreation ground in the Autumn 2014

Permission was granted to hold a Village Fete on the recreation ground, date and further details required.

14/055 To discuss the ROSPA Report on the children's playground

RF reported that this year's report is very similar to reports carried out in the past.

Minor issues have been raised concerning the following four items:

1. A slat is missing from the bench nearest the car park
2. The ground level needs addressing near the gate into the playground
3. The screws on the basketball bracket are too long and need cutting off.
4. There is mud near the entrance to the tunnel and a grass mat is required.

These will be dealt with and RF and the Chairman will arrange to grease the equipment, where necessary, in the next few weeks.

14/056 To discuss and take steps to resolve the question of pecuniary interests, when some or all of the Parish Councillors are also Trustees, or members of another organisation

JO'B said she felt that legally there is a conflict of interest because the Parish Councillors are also Trustees of the Recreation Ground. This situation needs to be followed up and resolved.

CG reported that she has asked the Charity Commission for advice on possible conflicts of interest or risks which the Charities and PC should consider as five members of the NVHG are also members of the Parish Council and therefore Trustees of the Recreation Ground Charity. Once a reply is received this will be circulated. Since the letter was sent JO'B has resigned from the NVHG,

CG has also obtained some information from Peter Snow at UDC on Parish Polls which may be helpful at a later date if it should be decided to hold a vote relating to funding of the new village hall. The Chairman advised that if the PC decides to go for a vote, and everyone decides to vote there will be a legal challenge. CG will circulate the information on Parish Polls.

14/057 To discuss planning applications received

The following applications have been approved:

UTT/14/0686/LB Wash Cottage

UTT/14/1367/LB Slough Farm

The following application has been received. No comments submitted.

UTT/14/1850/HHF Raymonds Cottage, High Street.

Alterations to doors and windows. Demolition of rear porch and erection of a two storey rear extension. Erection of detached garage.

14/058 To approve accounts for payment

The following cheques were approved for payment and signed:

M. Howard	£150.00	Internal audit fee
RCCE	£66.00	Membership Fee
RCCE	£48.00	Membership Fee – Village Hall etc
Springwell Nurseries	£101.24	Hanging baskets and plants
R. Forster	£131.14	2 new tubs, plants, compost etc.
C. Griffin	£312.97	Net salary + expenses (May)
C. Griffin	£313.84	Net salary + expenses (June)
HMRC	£213.20	(PAYE April/May/June)
Ace of Spades	£156.00	Grass cutting
Playsafety	£114.00	Playground Inspection

14/059 Items for next Agenda

- Extension to PC's Insurance Policy (SW questioned whether other village groups could use this facility. CG will circulate reply from the Insurance company regarding the Pre-school event last year)
- Management of the Memorial Hall (SW suggested that the management structure should be changed. The PC should run it and set up a sub-committee but members of the committee would not be Trustees)
- To receive an update on plans for the Pavilion

14/060 To discuss any Urgent matters of interest to the parish

- RF reported that he will be looking at the area beyond the pavilion with a view to clearing this and will look for a suitable sight for the new memorial seat.
- A resident present reported on the New Village Hall Open Days. Over 140 people attended over the two days and questionnaires completed are now being analysed by RCCE. These should be returned in approximately two weeks. Plans have been drawn up for an alternative design showing a bigger meeting room and smaller main hall. The Chairman advised that he has barns at his farm which are 4M's, 8M's and 10Ms in height. If anyone would like to go and look at these in order to help visualise the height of the proposed new hall please contact him.

14/061 Date of next meeting

The next meeting will be on Wednesday, 3rd September at 8.00pm in the Memorial Hall

The meeting closed at 09.25 pm

Signed..... (Chairman)

Dated: 02.07.14