

DEBDEN PARISH COUNCIL

MINUTES OF A MEETING OF THE DEBDEN PARISH COUNCIL HELD ON WEDNESDAY 7TH APRIL 2010 AT 8 PM IN THE DEBDEN MEMORIAL HALL, DEBDEN

Present: William Bidwell
Andrew Tetlow
Sara Walsh
Shaun Ruffles
Paul Sando
Charles Turner

Elaine Culling - Clerk

David Matthews
2 members of the public

Action

10/38. Apologies for Absence

Apologies were received and accepted from **Cllr Gardner**.

10/39. Declaration of Interests

To receive any 'personal' or 'personal and prejudicial' interests relating to items on the agenda.

The **Chairman** declared an interest in Item **10/46. Lay-by at Purton End**.

Ex-Agenda

David Matthews Report

David recently attended a Carer Awareness Seminar on behalf of the council. He handed over a folder of information which will be kept on file for future reference.

***Footpath Report** – to include an update on the fitting of wire mesh to the slippery bridges.*

Cllr Turner reported that until the footpath numbers are known, it was not possible to progress this matter. It was agreed to invite the Footpath Wardens to attend the June meeting in order to progress this matter.

Cllr Walsh added that there was also the need to repair one of the bridges at Hamperden End.

Clerk

10/40. Minutes of the Last Meeting

The **Chairman** signed as a correct record of events the minutes of the meeting held on 3rd March 2010.

Matters arising from the minutes:

1. **10/26. Public Forum**

Foul language

Cllr Turner confirmed that he had spoken to the football team to remind them that they are responsible for ensuring that neither they nor their guests nor visiting teams use foul language

2. **10/30. Recreation Ground****Pavilion**

Cllr Turner to provide an update regarding the plumbing repairs.

As this work is going to cost much more than anticipated it has been put on hold in order to allow for additional grant funding to be secured.

3. **10/30. Recreation Ground****Play Area**

Essex County Council has recently awarded a grant of £20,000 under their Community Initiatives Fund.

Mark Simpson at Carver Barracks has been contacted regarding the possibility of the army installing the new play equipment. A response is awaited.

Clerk

4. **10/30. Recreation Ground****Car Parking**

The Clerk reported that it had been necessary to authorise further tree work at the Recreation Ground. This additional work amounted to £350, meaning a total spend of £1050.

Approval for this work was given on the basis that the 2009/10 budget for tree work is £1,000 and to date this had remained unspent.

Matters arising from previous minutes:1. **10/14. Public Forum****Dog Bins**

Cllr Tetlow/Cllr Turner to confirm that the new dog bins are now installed. These will be installed once the replacement recycling bins are in place.

CT/AT

2. **10/14. Public Forum****Overgrown Hedge**

Cllr Ruffles confirmed that the owner of the property has been contacted and will carry out the necessary work shortly.

3. **10/08. Grass Cuttings on Rec**

District Councillor Knight to report back regarding the possibility of having green waste skips in the village.

Carried forward to the next meeting.

TK

4. **09/117. Storage for Equipment at Recreation Ground**

Cllr Ruffles to report back regarding options and corresponding costs.

As no progress has been made, it was agreed to revisit this item at the September meeting, unless a proposal is available beforehand.

SR

5. **09/76. Allotments**

To receive an update regarding installation of the new water point.

The list of required parts has now been received and will be ordered shortly.

CT

10/41. Public Forum

There will be 15 minutes available for Public Forum, if required, and the opportunity for members of the public to register with the Chairman should they wish to speak on a particular agenda item.

Q. Is the Council aware that ducks and chickens are being kept at the allotments and are there any rules regarding the amount of space they should be afforded.

A. The **Chairman** confirmed that the rental agreement allows allotment holders to keep ducks and chickens, however there is no regulation regarding the conditions in which they are kept.

Cllr Ruffles agreed to investigate further.

SR

10/42. Planning***Applications***

To consider any comments to be returned to Uttlesford District Council on the following applications:

Application No: UTT/0553/10/FUL. Erection of agricultural building.

Location: Telmara Farm, Henham Road, Debden Green, Debden

No Comment

SR

Results

Application No: UTT/0068/10/FUL. Two storey side/rear extension. Erection of a single detached garage.

Location: 17, Highfields, Debden

Conditional Approval

Uttlesford Local Development Framework – Housing Options

To consider and agree the Council's response to this consultation

After some discussion it was agreed not to submit a response to this consultation.

10/43. Insurance of Pavilion

Two quotes have been received from Suffolk Acre, one based on renewing for a year, the other based on renewing for 3 years.

To agree which quote to proceed with, to confirm that the cover provided is adequate and to receive an up-to-date asset list.

It was agreed to select the 3 year option.

Cllr Turner provided the **Clerk** with an up-to-date asset list which confirmed that adequate cover is provided.

Clerk

10/44. Finance***End of Year Accounts***

To receive and review the end of 4th quarter accounts.

It was noted by all that the Football Club had not yet paid their fees, or Pavilion costs, for the 08/09 season. Money is now also due for the 09/10 season.

Cllr Sando agreed to take this matter up with the team and it was decided that a different payment system should be established before signing any new contract.

PS

To receive and approve the end-of-year accounts.

Proposed: **Chairman**

Seconded: **Cllr Tetlow**

The end-of-year accounts were unanimously approved and will now go forward to audit.

Rental of Village Hall

Notification has been received that the Parish Council should be paying £4 per hour for use of the Village Hall for its meetings. Based on the assumption that most meetings last between one and two hours, this comes to a total of £96 for the year.

The Village Hall Committee prefers payment to be made by monthly Standing Order.

To agree how to proceed.

As it had been understood that the Parish Council would be donating £200 per year to the New Village Hall Fund in lieu of rent, **Cllr Ruffles** will clarify the situation going forward and report back at the May meeting.

SR

Receipts

£560 received from the Essex County Council as payment under the 2009/10 footpath cutting scheme.

Note: this has been paid directly into the Recreation Ground Account rather than the Parish Council Account. This will need to be corrected before any further payments, under this scheme, are made.

The following cheques to be approved for payment and signed:Proposed: **Chairman**Seconded: **Cllr Tetlow****Parish Council account**

000104	£12	EALC (New Councillors Pack for Sara Walsh)
000105	£449.17	E. Culling (£405.57 Net Salary/office & telephone expenses, £43.60 mileage costs)
000106	£115.16	Tax Office (Tax/NI due)
000107	£182.69	EALC (2010/11 Affiliation Fees)
000108	£22.03	A&J Lighting Solutions (St. Light Maintenance in April)

Recreation Ground Account

000031	£1050	Hawkes Tree Services Limited (Tree work at Recreation Ground)
000032	£70.80	April Gardner (Costs associated with Play Area Exhibition held in Village Hall)
000033	£291.91	Suffolk ACRE Services (Pavilion Insurance)

Direct Debits

PC Acc	£22.26	E.ON (Monthly energy use by Street Lights)
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10/45. Recreation Ground**Car Parking**

Some users of the facilities at the Recreation Ground are still experiencing problems securing a parking place. To consider how best to deal with mounting tensions.

A letter has been received in which it was suggested that threats to 'let down tyres' had been made against users of the tennis facilities.

It is hoped that installation of the sign, which specifies a time limit for parking, will help to resolve these issues.

Sign

A mock-up has now been obtained as follows:

Debden Recreation Ground

Welcomes you and asks that you respect this open space.

Strictly no barbecues

For organised events contact the Debden Parish Council.

Please clear up after your dog and use the bins provided.

*Parking – maximum stay 2 hours for non users
of the facilities.*

By order of Debden Parish Council

To agree whether to proceed. Cost for sign is £138 + vat

The wording was altered as follows:

Debden Recreation Ground

We welcome you and ask that you respect this open space.
Please clear up after your dog and use the bins provided.
No barbecues and no litter.

Parking is strictly limited to 2 hours unless you are using our facilities.

To book organised events please contact Debden Parish Council:
debdenparishcouncil@btinternet.com

By order of Debden Parish Council

Once a mock-up has been circulated to all councillors, the sign will be ordered. **Clerk**

As agreed at the last meeting a letter to advise the school about the parking restrictions will be sent. **WB**

10/46. Lay-by at Purton End

Following reports of persistent fly tipping at this location, to agree whether to act on the recommendation that the lay-by be taken out of service and the grass verge reinstated.

Although it was noted that the lay-by is occasionally used for parking purposes by people walking their dogs in the area, the need to act and prevent future fly-tipping was recognised. It was agreed to proceed in this matter. **Clerk**

10/47. New Standing Orders

Standing Orders for the Council, based on the new model produced by the National Association of Local Councils, have been circulated.

To agree whether to adopt them as circulated or whether they require further amendment.

With item 28 b altered to read £25,000, it was agreed to adopt the Standing Orders with immediate effect. **Clerk**

To formally resolve that service of summons on councillors, together with agenda, is to be by email.

It was agreed that this be so. **Clerk**

10/48. New Financial Regulations

The existing Financial Regulations have been amended to reflect a change in the value of contracts that require tenders from at least 3 firms, as well as the date for reviewing the budget/fixing the precept

To agree whether to adopt as circulated.

It was agreed to adopt the amended Financial Regulations with immediate effect. **Clerk**

10/49. Hard Standing at Allotments

A quote to provide some hard standing has been obtained. The cost for this is £1475 + vat.

To agree whether to proceed with this work and if so whether there is the need to obtain further quotes.

Note: the 2010/11 budget only includes £100 for improvements to this area. To proceed will either mean using money allocated under another budget heading, using money from the reserves or applying for a grant.

It was noted that the quote assumed the use of road planings belonging to Essex County Council (ECC). Subject to agreement by ECC that these can be used it was agreed that this work should proceed. However the possibility of securing a grant will be investigated fully before committing money from either the council's reserves or using money that is currently allocated to another project.

WB

10/50. Annual Village Meeting

To discuss and agree the format for the meeting this year.

It was agreed to follow a similar format to the meeting held last year and to again provide refreshments.

Invitations to attend will go to the District and County Councillors.

Clerk

The **Chairman** agreed to organise the refreshments and all members will endeavour to arrive by 7.30pm in order to allow plenty of time to set up.

WB/ALL

10/51. Community Payback Scheme

This is a scheme run by the Essex Probation Service to find placements for Offenders to carry out jobs such as gardening, cleaning, painting, etc. A full risk assessment of the Offender and the work proposed would be undertaken, however any Offender would require supervision.

To agree whether to investigate further.

As providing supervision would not be possible it was agreed not to proceed.

10/52. Automated External Defibrillator (AED) Unit

To consider whether to explore further the possibility of having an AED unit installed in the village.

It was agreed not to proceed on the basis that the parish of Debden contained a low number of residents situated over a wide area, meaning that utilizing the unit would not necessarily beat the arrival of an ambulance.

10/53. Matters for Further Discussion*

For Councillors to raise any items that might need to be discussed at a future meeting.

None

10/54. Date of Next Meeting

The next meeting, the AGM, will take place at the Debden Memorial Hall on Wednesday 5th May 2010, commencing after the conclusion of the Annual Village Meeting.

Meeting closed at 10.05pm

Signed (Chairman).....

Date: 5th May 2010