

DEBDEN PARISH COUNCIL

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 6TH SEPTEMBER, 2017 AT 8.00PM IN THE MEMORIAL HALL, DEBDEN

Present:

Cllr R. Forster	(RF) Chairman
Cllr E. Blackie	(EB)
Cllr A. Roper	(AR)
Cllr A. Tetlow	(AliciaT)
Cllr A. Tetlow	(AT)
Cllr S. Watson	(SW)

In attendance:

Mrs. C. Griffin, Clerk. (CG)
6 members of the public

17/054 Apologies for absence

Apologies were received from Cty Cllr. S. Walsh and Dist Cllr T. Knight who wanted to inform the PC that the person who assaulted her at the last PC meeting has received a Police caution.

17/055 Declarations of Interests**To receive disclosures of pecuniary and non-pecuniary interests in items on the agenda**

No interests were declared.

17/056 Public participation session (15 minutes available if required)**Members of the public are permitted to make representations, and give evidence in respect of any item of business included on the agenda**

Residents raised the following issues:

- It is now seven years since a complaint was raised regarding Byways 37 and 75 but nothing has been done. The Chairman pointed out that Cty Cllr Walsh has visited Debden Green and looked at the situation. The Clerk advised that Cty Cllr Walsh is chasing the matter again but there appears to be a problem owing to staff changes. The new Cabinet member, Ian Grundy, has a Surgery on Tuesdays at County Hall. It was agreed that the Clerk should ask Cty Cllr S Walsh to organise a meeting with him. The Chairman offered to attend and the resident and landowner are welcome to go with him. The Clerk will organise and notify all involved as soon as possible.
- The roads are closed today in Debden Green. There was no advance warning. Could the PC please inform ECC that large commercial vehicles cannot use Sibleys Lane when there is a closure.
- Older children and teenagers are using the playground. The play area is reserved for children aged 12 years and under only.

17/057 To receive reports from District and County Councillors

No reports have been received

17/058 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 5th July 2017

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

Proposed: AliciaT

Seconded: EB

All agreed

17/059 To approve and authorise the Chairman to sign the Minutes of the Extraordinary meeting held on 2nd August 2017

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

Proposed: AliciaT

Seconded: EB

All agreed

17/060 Chairman's Report

The Chairman gave a report under 17/067.

17/036 To receive an update from the Parish Clerk

The Clerk reported that:

- The Chairman at Wimbish was contacted regarding complaints about road closures and the matter was taken up with our County Councillor. The Cabinet member for Highways advised Cty Cllr Walsh that the problem was caused by BT and ECC works running simultaneously consisting of carriageway resurfacing and surface dressing. The signs for the surface dressing were placed on site, however due to overrunning on other sites the work had to be postponed but the signs were not taken down.
- Notices were put out last week advising that the road will be closed through the centre of the village on two nights, 14th and 15th September. As far as we know the new pipe on Ivy Todd Hill will still be installed in October. The bus company have not been informed and neither have the School.
- We have several new tenants at the Allotments. New contracts have been issued.
- A new contract has been issued to Saffron Walden Community Youth Football Club. They are playing one game on Sunday morning and training on Wednesday evening but only during daylight hours. The Chairman confirmed that Debden Football Club are happy with this arrangement.
- It was mentioned last month that it would be helpful if we had a contact at Carver Barracks, but we have heard nothing further.
- There have been no further communications from the Information Commissioners Office since I circulated the email received from them on 20th April advising that a Case Officer had been appointed.
- Another email was received from the External Auditor advising that a resident had contacted them again and they had replied.
- The ECC Arboriculturist has been contacted again to inspect the trees in Mill Road and I am awaiting a reply.
- The Pre-School Fun day went ahead despite a very wet day.

- Regarding the pavilion, another annual contract has been arranged for the electricity and hopefully the situation with Anglian Water has been resolved up to the last meter reading. No payment has been made yet as they had to contact Affinity Water before issuing a revised invoice.
- Sygma have serviced the CCTV camera and a new battery has been fitted. To date we have not received an invoice for the servicing but I have received a quote of £313. plus VAT for work required.
- The new Defibrillator pads have arrived and will be collected as soon as possible.

17/062 To receive an update on the Audit and discuss the Auditor's report for the year ended 31st March, 2017

The Auditor's report was circulated prior to the meeting. Three recommendations have been made:

1. The PC to review its governance in view of the changes to the external audit arrangements.
2. Review the Clerk's contract and consider using a payroll bureau. The Chairman/Vice Chairman will review the contract and it was confirmed that the Clerk should continue to use the online HMRC Real time system.
3. Review risk assessment, asset register and insurance cover. The risk assessment and asset register were reviewed in July and alternative quotations have been obtained for insurance.

17/063 To agree Audit arrangements for the next financial year.

It was proposed that Mr. Maurice Howard should be engaged for auditing the Accounts for the year ended 2017/18.

Proposed: RF

Seconded: EB

All agreed

SW felt the PC should consider reviewing this next year.

17/064 To receive an update on the Insurance Policy (expiry date 30th September)

It was agreed at the last meeting that the insurance policy should be renewed with Hiscox through Came & Co., when the current policy expires in September. The quotation from Hiscox obtained in March, has increased very slightly – the cost is now £1,154.17 for one year or £1,096.46 for three years. It was agreed to take out the three year deal. However this will not be actioned until we have received the quotation from our current insurance company.

17/065 To consider preparing an Emergency Plan for the Village

An email was recently received from UDC suggesting that PCs who do not have an Emergency Plan should consider preparing a plan.

After a lengthy discussion it was felt it was not necessary to have a plan for Debden.

17/066 To discuss arrangements for cleaning the Pavilion

SW said that, as landlords, we should ensure the pavilion is maintained properly, kept in good working order and cleaned professionally. The Chairman pointed out that there is a clause in the football contracts stating that the users are responsible for keeping the pavilion clean and tidy. Debden Football Club have offered to replace the guttering and paint the inside of the pavilion if we provide the paint.

After discussion it was agreed that SW would make a list of repairs/maintenance issues which need addressing and also obtain a quotation from the company that cleans the village hall for cleaning the pavilion on a weekly, fortnightly or monthly basis. This will be included on the agenda for discussion at the next meeting.

17/067 To receive an update on the progress of the co-ordinating group for the new Village Hall.

The Chairman gave a summary of the meeting of the co-ordinating group which was held last week.

- Members of the co-ordinating group are the Chairmen of the VH Trust, NVHG, RG Trust and the PC. The last meeting was also attended by Philip Bannister, April Gardner and Jeanette O'Brien.
- The size and location of the area of the land to be exchanged was agreed, namely 334sq. Metres (the same size as the current area that is registered to the VH Trust).
- The site has been marked out with yellow pegs and lines. Some slight modifications were made in view of some concerns from the neighbours.
- The VH Trust and the RG Trust will have their own surveyors and these are now being appointed to value both sites.
- Both organisations should have their own solicitor. The RG Trust has received a quotation of approximately £5,500 plus VAT for legal costs.
- Funding for the RG Trust valuation and solicitors fees will be supplied by the co-ordinating group. UDC has been asked to contribute but in their opinion these charges should be included in the overall project.
- The meeting was chaired by the mediator and he stressed that it is important that all PC and RG Trust members have an input and express their views on the Project Plan which has been circulated.

SW asked if there is any time scale. The Chairman advise that the valuations will take place as soon as possible and building should start in 2018. The land swap should be completed this calendar year but will very much depend on the Charity Commission who will need to give consent.

Trustees input is required on the Project plan and this will have to be agreed by the co-ordinating group. It will then be used to update the MOD on progress.

Following a question regarding the appointment of Architects, the Chairman of the NVHG, who was present at the meeting, said the land exchange agreement has to be in place first. Once this has been finalised a brief can be prepared for the architects. It was thought that this could be done whilst the legal process is taking place.

It is understood the grant is secure providing the four parties work together and all the issues are resolved. There is no deadline on the grant but if there should be a stumbling block the money could have to be returned to the MOD. It was confirmed that the MOD grant is currently in the VH bank account.

17/068 To discuss planning applications received

The following applications have been received, no comments submitted:

UTT/17/2229/OP Land adjacent to Ducketts Cottage, Hamperden End
 UTT/17/2343/HHF The Old Windmill, Mill Road
 UTT/17/2345/HHF The Coach House Mill Road

The following have been approved subject to conditions:

UTT/17/1586/HHF The Firs, Henham Road
 UTT/17/1819/FUL Land at the Old Bakehouse, Debden Green
 UTT/17/1820/FUL Land at the Old Mill House, Debden Green

UTT/17/1540/LB The Old Windmill - Unconditional approval.

The following have been refused:

UTT/17/1231/FUL Deynes House
 UTT/17/1519/FUL 25 Henham Road, Debden Green

17/069 To approve Accounts for payment

It was proposed that the following payments should be approved and a transfer of £3,000 should be made from Deposit to Current PC Account.

Proposed: RF	Seconded: AR	All agreed
UDC	£1,000.00	Contribution to mediation process agreed 2 nd August '17 (17/053)
C. Griffin	£403.11	Net salary + expenses (July)
C. Griffin	£397.39	Net salary + expenses (August)
HMRC	£281.40	PAYE (June/July/August)
M.G. Howard	£150.00	Internal Auditor
Debden Village Hall	£72.00	Hire of Hall (5 th July, 2 nd August, 6 th September)
Ridgeons Ltd	£68.44	Landscape Sleepers (for new bridge)

17/070 To discuss any Urgent matters of interest to the Parish

70.1 SW advised that the new litter bins have been installed.

70.2 The Chairman reported that a resident has offered to help him put in the new sleepers for the bridge in the corner of the recreation ground.

70.3 The Clerk reported that a resident is looking into the possibility of additional preservation orders on two trees in Thaxted Road.

70.4 The Clerk reported that she has received an email from Dist Cllr Knight regarding maintenance of the road in the Close and this will be followed up.

17/071 Items for the next agenda

To discuss the quotations received for repairs/maintenance of the Pavilion

To discuss the quotations received for cleaning the Pavilion.

To review the Budget for 2017/18 and discuss the Budget for 2018/19

17/072 Date of next meeting

The next meeting will be held on Wednesday, 1st November, at 8.00pm in the Village Hall.

The meeting closed at 9.45pm.

Signed.....(Chairman)

Dated: 01.11.17.

