

**DEBDEN PARISH COUNCIL**

**MINUTES OF A MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY,  
3RD JULY, 2019 AT 8.00 PM IN THE MEMORIAL HALL, DEBDEN**

<b><u>Present:</u></b>	Cllr S. Walsh	(SW) Chairman
	Cllr C. Bunting	(CB)
	Cllr C. Diggins	(CD)
	Cllr A. Gardner	(AG)
	Cllr B. Lindsell	(BL)
	Cllr J. O'Brien	(JO'B)
	Cllr S, Watson	(StephW)

**In attendance:**

Mrs. C. Griffin, Clerk. (CG)  
Dist Cllr S. Luck arriving later  
10 members of the public

The Chairman welcomed everyone to the meeting.

**19/044 Apologies for absence**

Apologies received from Cty Cllr S. Walsh

**19/045 Declarations of Interests**

**To receive disclosures of pecuniary and non-pecuniary interests in items on the agenda**

CB declared an interest in 19/058 (his company submitted a quotation for playground repairs)

**19/046 Public participation**

*Members of the public are permitted to make representations, and give evidence in respect of any item of business included on the agenda.*

A resident raised questions in relation to the Recreation Ground Trust:

- Why is the PC discussing matters that should be dealt with by the RG Trust?
- Regarding item 19/054, why was the RG Trust excluded from the meeting with the PC, VH Trust and NVHG and would more fees be incurred?
- What is item 19/055 "To authorise the signature of the land exchange agreement for"?

*It is for the land exchange agreement. The PC has to sign as Custodian Trustee for the VH Trust.*

- Item 19/057 “To discuss a request from SW Community Football Team for additional use of the recreation ground” is not a matter for the PC.”

*The Chairman responded that many items of the PC and RGT were related and the Parish Council were Custodian Trustees for the VH Trust, hence the requirement to sign the land exchange on their behalf.*

*The recreation ground trust deed itself was found not to be fit for purpose and so was being reviewed to ensure a new version was fit for purpose, meeting its’ original conveyance. The chairman assured the resident that no significant fees would be incurred in this process and reminded her that the RGT had over the past 4 years spent £10,000 to £15,000 on legal fees that arguably it needn’t have. In regard to the football teams use of the recreation ground, that also requires additional use of the Pavilion, which is a PC responsibility.*

The Chairman requested the resident to send any further questions or concerns in writing to him with regard to Parish Council matters or Jeanette O'Brien, Chairman of the RG Trust, for RGT matters.

- It was pointed out that at the moment the Village Hall is not booked for the day of the Village Fete.

**19/047 To discuss planning applications received and any other planning matters**

**UTT/19/1403/DFO Ashcroft, Debden Green**

Details following outline approval of UTT/18/1534/OP for the removal of tennis court and erection of one dwelling – details of access, layout, scale, landscaping and appearance.

No comments.

**UTT/19/1442/FUL Rowney House, Thaxted Road**

Construction of 2 detached dwellings on land to rear of Rowney House (amendments to previously approved application UTT/18/1206/FUL)

No comments.

**19/048 To approve and authorise the Chairman to sign the Minutes of the Meeting held on 5<sup>th</sup> June 2019**

It was resolved that the minutes should be signed as a correct record.

Proposed: StephW

Seconded: JO'B

All agreed

**19/049 To approve and authorise the Chairman to sign the Minutes of the Extraordinary Meeting of the Council held on 26<sup>th</sup> June 2019**

It was resolved that the minutes should be signed as a correct record.

Proposed: StephW

Seconded: JO'B

All agreed

**19/050 To receive a report from each Councillor on their areas of responsibility**

**Brian Lindsell** (responsible for Public Rights of Way, Stansted Airport, Transport and Carver Barracks) reported:

Public Rights of Way - Work continues in researching the issue of classification of restricted byways.

An article has been placed in Parish Pump to seek volunteers to identify which paths need cutting and help clear the footpaths. I now have the definitive map and will be looking at the issues which were raised at a previous meeting.

**Clive Bunting** (responsible for Open Spaces and Allotments) reported:

Two residents have kindly volunteered to cut the hedge which is overgrown at the side of the School.

**Charlotte Diggins** (responsible for Parish Pump, Publicity and website) reported:

We are awaiting further feedback from BT on the adoption of the village phone boxes.

**Stuart Walsh** (responsible for Planning and Finance) reported:

I attended a Planning training course at EALC and circulated the information received. The PC should have a positive influence in the decision making process. We should proceed with a Neighbourhood Plan for Debden – this is a significant undertaking and UDC have been contacted for some guidance on this.

JO'B and I looked at the two new build houses on Henham Road and the disruption on the road. The contractor had a licence for the work. The UDC Building Inspector said it was nothing to do with him and a NHBC certificate will be lodged with the Council when the work is completed. He understood the building company undertaking the work were very good but unfortunately it has taken a long time to construct these self-build properties which has been very disruptive for the neighbours. We will continue to investigate to identify whether a planning breach has occurred.

**Stephanie Watson** (responsible for Village Events, Neighbourhood Watch) reported:

The flower tubs throughout the village, have been replanted with summer bedding plants. They will be replanted again in the autumn. Thanks to the volunteers who have helped.

Due to some illness and general short timescales the Church have decided to hold their barbecue in the Churchyard from 12.00 – 3.00pm on the 31<sup>st</sup> August rather

than proceed with a joint fete as hoped. The PC will assist by including some additional items. All proceeds will go to the Church. Next year we plan to hold an early Fete to coincide with the VE Day celebrations on 9<sup>th</sup> May.

Some senior citizens in the Highfields bungalows are finding it difficult to manage their gardens. It was suggested that if we are able to form a group of volunteers to cut the footpaths perhaps they could assist with this.

**Jeanette O'Brien** (responsible for Village Hall, Pavilion and RG Trust) reported:

The original Deeds for the manorial rights are being scanned in. We will then look to register these at the land registry. Manorial rights are separate from highway rights and can be enforced.

The lease for the Village Shop is with the solicitors acting for the VH Trust for final approval. The shop will be opened as soon as possible once in place.

**April Gardner** (responsible for the Playground, Publicity and Website) reported:

The swing has been repaired and is now safe. Quotations have been obtained from Wicksteed and C B Mowers to replace the bearings. We are awaiting a further quote for labour from Wicksteed.

#### **19/051 To receive an update from the Parish Clerk**

- After the last meeting I received a letter from Col. George Cormack from Carver Barracks confirming Tina Knight's appointment as the Carver Barracks Wimbish (CBW) Liaison Officer and they will expect all requests and business to come through this role. The Chairman will reply to the letter clarifying this relationship.
- I received an email from Tina Knight asking for a reply to questions she raised at the last meeting, namely: I asked for confirmation that the PC would not be increasing the Precept if the funding for the Village Hall could not be raised. *The PC confirmed there are currently no plans for the VH Trust to receive funds from the precept.*
- I asked for the asset value of the sports pavilion and confirmation that they would be rebuilding it. The value (£110,591) will be confirmed and it will be pointed out that the former PC agreed to demolish the pavilion without plans to replace it.
- All the original copies of the manorial rights documents have been handed to JO'B. I have copies of these and also of the legal documents relating to the Allotments and Recreation Ground. I would like to thank Elisabeth Blackie for copying the documents for us. It was agreed by the former PC that all the PC's legal documents would be deposited with Tees in Saffron Walden. All members confirmed they were happy with this arrangement.
- The Freedom of Information request was finalised following the last meeting.
- A resident has been in touch with us regarding the roll out of 5G. AG has looked into the matter and identified contacts which have been passed to the resident.

- The village hall have asked if the PC would be willing to set up a monthly standing order to pay for monthly meetings and then pay for any additional meetings quarterly, by cheque. This was agreed.
- I received an email from the Architect dealing with the housing development in Thaxted Road. He asked if he could discuss the proposals with the PC and how this should be approached. I sent the email to the Chairman and he replied. The Chairman advised that he has heard nothing further.
- Following the Extraordinary meeting last week the Accounting Statements have been published. I have spent quite a lot of time contacting the Internal and External Auditors and looking at the regulations. Both auditors have said that payments for anything connected with the recreation ground must be paid by them. The external auditor pointed out that anything relating to the RG Trust must not be entered on the AGAR Accounting forms. The financial transactions of the Trust must not form part of the PC accounts.
- I have been asked for email addresses of Allotment holders by a resident. The request was refused on GDPR grounds.
- The training session will be on Wednesday, 24<sup>th</sup> July, 7.00-9.00pm in the Village Hall.

**19/052 To formally approve the new Editors, Marion Bamfield and Kathy Brown, of the Parish Pump.**

It was proposed that Marion Bamfield and Kathy Brown should be approved as the new Editors of the Parish Pump

Proposed: StephW

Seconded: AG

All agreed

**19/053 To receive an update on the Summer Fete with the Church to be held on Saturday 31<sup>st</sup> August 2019**

An update was given under item 19/050.

**19/054 To receive an update on the meeting between the PC, VHT and NVHG on the agreed way forward with the new hall plan in respect of the plan to replace the Pavilion**

The Chairman confirmed that the meeting did include all interested parties and they looked at the best way forward on this.

StephW advised that the Architect who is dealing with the Village Hall has been contacted with a view to designing something which can be added to the present plan to include the facilities we need. A first draft has been prepared but this has not yet been viewed. It will be necessary to make some adjustment to the village hall but the amount of land being exchanged is not affected.

It was pointed out by a resident that there are four lime trees in the area which are protected. SW confirmed these will not be affected.

The group will need to look at the design of the pavilion and ensure it has everything which is necessary and complies with the current requirements of the Football Association.

The two buildings will have separate responsibilities. Funds will have to be raised by the PC to cover all costs of the pavilion, including planning. StephW said this will have an impact and is concerned that it could cause a delay. Any further delay means costs for the new village hall will increase.

The Chairman said the PC has reserves which could be earmarked for this project. It was confirmed that there are no plans to include the cost on the Precept. AG advised that funding opportunities are available for Football Clubs at the moment and Debden football team should be able to apply.

**19/055 To authorise the signature of the land exchange agreement between the VH Trust and the RG Trust upon request from the VH Trust**

JO'B confirmed that the transfer from four former Trustees to the Parish Council has been made and lodged with the land registry. When the Village Hall want to enter into an agreement the PC, as Custodian Trustee, needs to sign the agreement. They will do this when the VH Trust is ready and will purely be acting on instructions from the VH Trust.

**19/056 To discuss the issue of registering land currently with manorial rights**

A report was given under 19/050. JO'B will give a further report on this at the next PC meeting

**19/057 To discuss a request from the Saffron Walden Community Football Team for additional use of the recreation ground**

JO'B said this would be discussed at the next RG Trust meeting but it would be interesting to have the views of the PC.

The Chairman said that if it would lead to extra use of the pavilion the PC could have some concerns given the issue of heating costs and costs relating to the water leak. The responsibility for the pavilion needs to be discussed with both football clubs.

**19/058 To approve a quotation for repairs to playground equipment**

AG reported that she has obtained two quotations which were considered.

It was proposed that the quotation from CB Mowers for £170.73 should be accepted.

Proposed: SW                      Seconded: StephW                      All agreed

**19/059 To receive Reports from District and County Councillors**

Dist Cllr Luck provided a detailed District Councillor report. Since my last report there has been even more training for myself.

There was no County Councillor report.

A resident advised that there was a serious accident near the entrance to Debden Barns last weekend. Both cars involved were written off.

**19/060 To approve Accounts for payment**

The following accounts were approved for payment:

Ridgeons	£70.52	Post for the Allotments
EALC	£78.00	Planning Briefing - SW
C. Griffin	£418.48	Net salary + June expenses (£31.32)
C. Griffin	£18.60	Printer cartridges
G.J.M. Plumbing	£55.00	Repairs to toilet cistern in Pavilion
HMRC	£289.80	(PAYE Apr/May/June)
S. Watson	£196.85	Plants and trees for tubs

**Direct Debits**

June	E-On	£55.60	Street lights
June	A & J Lighting	£23.86	Street lights - maintenance

**19/061 To discuss any Urgent matters of interest to the Parish**

The Clerk asked if the pavilion water supply had been switched back on following the leak. This should be done shortly.

**19/062 Items for the next agenda**

To receive an update on the review of the RG Trust Deed

**19/063 Date of next meeting**

The next meeting will be on Wednesday, 7<sup>th</sup> August, 8.00pm in the Village Hall.

The meeting closed at 9.40 pm.

Signed.....(Chairman)

Dated: 07.08.19.

