

DEBDEN PARISH COUNCIL

**MINUTES OF A MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY,
6TH NOVEMBER, 2019 AT 8.00 PM IN THE MEMORIAL HALL, DEBDEN**

Present:

Cllr S. Walsh		(SW) Chairman
Cllr C. Bunting		(CB)
Cllr C. Diggins		(CD)
Cllr B. Lindsell		(BL)
Cllr J. O'Brien		(JO'B)

In attendance:

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

The Chairman welcomed everyone to the meeting.

19/120 Apologies for absence

Apologies were received from Cllr A Gardner (unwell) and Cllr S. Watson (private commitment)

19/121 Declarations of Interests

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

Cllr C. Diggins declared a non-pecuniary interest in Planning application UTT/19/2391/HHF, The Cottage, High Street (the owners are friends)
No other declarations of interest were declared.

19/122 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 and other matters of interest.

- Has the PC had sight of the planning application for the new village hall which has been submitted in the name of the Parish Clerk.

(The Chairman said the RGT have approved the aesthetics of the plan)

- It appears changes have been made and the building encroaches further on to the car park, reducing car parking spaces to 15 (existing 27) and leaving no room to replace the pavilion

(The Chairman confirmed the RHT and VHT have discussed the application and there have been no changes to the plan. The PC, as Custodian Trustee of the VH, has a different role and agreed to make the application on behalf of the VHT)

- If you change the RGT Deed and become sole trustee there will be a conflict of interest which I will report to the Charity Commission

(The Chairman said the resident was welcome to write to the PC, the RGT or the Charity Commission)

- As residents are not allowed to raise burning issues which come up during the meeting, perhaps the 15 minutes for the public speaking should be at the end.

(We are following normal practice, recommended by Essex Association of Local Councils. Parish Councillors are available at other times and residents can raise issues with them by contacting them or writing to the Clerk before the meeting)

- The PC need to take into account the views of the public, it is too late at the end of the meeting.

(The public are not permitted to speak other than during public participation. That is how we operate)

- The Chairman can adjourn the meeting to allow a member of the public to speak on a particular item; that has been custom and practise at Debden PC.
- Would you please look favourably on the planning application, UTT/19/2199/OP.
- It has been stated at previous meetings that the Village Hall is nothing to do with the PC but plans have been submitted in the PC's name to demolish an asset without any provision to replace it.
- How will £400,000 be raised in the next six months. There is an alternative proposal which is approx. £250,000 cheaper and the pavilion could remain.

(The Chairman noted the point made but said the decision to demolish the pavilion was taken by the last PC and there is a mediation agreement which states it would be replaced which was signed by all key parties before this PC was elected. We are working with those groups to make that happen. If you have a better site for the village hall then approach the VHT. It is not the PC's responsibility to provide a village hall)

- I will be satisfied if you advise me that you are going to replace the pavilion. Please write and confirm.
- Could I have an update on the village pond please

(There are invasive weeds in the pond which we have been advised to leave. A herbicide is currently being developed and it is hoped this will be available in the next year)

19/123 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 2nd October 2019

Item 19/110 No comments deleted and "To be included on agenda for November" added.

Item 19/112 Tina Knight's surname added.

Item 19/113 SW added as proposer.

With the above amendments it was resolved that the minutes should be signed as a correct record.

Proposed: SW

Seconded: JOB

All agreed

19/138 Reports from District and County Councillors (brought forward)

Dist Cllr Luck reported on Police patrol, meeting with Highways representative, drains and trees in Thaxted Road, telephone kiosks, pavilion maintenance, pavement problems, Best Kept Village competition, UDC plans for new garden communities, mental health issues. Please consider donation to the Citizens Advice bureau.

A report had been received from Cty Cllr Walsh which had been circulated to all members.

19/124 To discuss planning applications and receive an update on any other planning matters**UTT/19/2391/HHF The Cottage, High Street**

Retrospective application for the erection of a single storey garden building for domestic use.

No comments

Letter to be sent to UDC Planning Department stating the PC would prefer not to be presented with retrospective applications.

UTT/19/2459/DFO Land adjacent Ducketts Cottage, Hamperden End

Details following outline approval UTT/17/2229/OP for one dwelling house and detached garage, Details of Access, Appearance, Landscaping, Layout and Scale

No comments

UTT/19/2199/OP Land adjacent Ivy Todd Cottage, Ivy Todd Hill

Outline application for one dwelling and garage with all matters reserved except for access

Comments: The PC opposes the application for the following reasons:

1. The proposal is for a new dwelling on agricultural land
2. The access is unsuitable (there is a well-documented case on Ivy Todd Hill)
3. It would compound the drainage issues further down the hill at Fox crossroads.

UTT/19/2635/FUL Brick House Farm, Newport Road

Conversion of redundant agricultural building to two dwellings with creation of new driveway (conversion of one dwelling previously approved under UTT/17/1671/PAP3Q)

No comments

The following application arrived after the agenda was published:

UTT/19/2702/FUL Demolition of the existing Pavilion and Village Hall (retaining Village Shop) and the erection of a new Village Hall and associated car parking).

The Clerk will contact UDC and request an extension to the deadline of 3rd December. To be discussed at the December meeting.

19/125 To receive a report from each Councillor on their areas of responsibility**Public Rights of Way, Stansted Airport, Transport and Carver Barracks - Cllr Lindsell**

The Rights of Way volunteer team started work around the Church but this is now on hold. A meeting has been arranged with the ECC Pathways Partnership team in early

December. The person who runs that team is also head of the Byways Working Group so this matter can also be raised at the meeting.

The Essex County Council consultation on the 313 bus route closed on the 4th November and is now being assessed.

At present there are not enough volunteers to help with the Debdcycle event next year, but I hope some more people will come forward. Tina Knight offered to pass on some contacts.

Open Spaces and Allotments – Cllr Bunting

We have one new Allotment tenant. Posts and string will be taken to the allotments and Clerk will divide two plots.

School, Parish Pump, Publicity and Website - Cllr Diggins

Ben Griffin has carried out some updates to the website. Fuller updates still being considered.

Village Hall, Village Shop and Pavilion - Cllr O'Brien

The Neighbourhood Planning Workshop on 24th October was cancelled. I am awaiting an update from UDC.

The Shop Committee have agreed the lease but have to make sure there are no issues in respect of security of tenure. The Committee hope to be up and running by the end of November.

Playground, Publicity and Website - Cllr Gardner

As Cllr Gardner was unable to attend the Clerk reported that Wicksteed will be coming to inspect the rotten logs in the playground, do an assessment and provide a quote.

Information on the website has been updated by Ben Griffin, Cllr Gardner will deal with a link to the Tennis Club website.

The UDC Community Grant scheme closes this month. Noticeboards are being investigated and proposals will be forwarded to the Council who will have to match fund.

19/126 To receive an update from the Parish Clerk

- I chased ECC again regarding the container on the grass verge at Debden Green.
- I have still not received a statement for the Special Project Reserve Account.
- I have chased UDC again regarding the planning responses which were not made available on their website.
- Regarding the appointment which the Chairman requested with Col. Garcia at Carver Barracks, Tina Knight is waiting to hear what matters the PC would like to discuss and an approximate time these would take so that he can allocate some convenient dates. (The Chairman advised that he had met with Col Garcia).
- The light on the verge at Smiths Green has been repaired.

- Ben Griffin read in the October Parish Pump that the website was going to be upgraded. He has asked why there has not been any consultation with him.
- Following the last meeting I met a new allotment tenant twice who will take on one of the vacant plots. Another plot will become available in April.
- I have received further enquiries about the Pond and the Shop.
- I contacted ECC, Natural England, Environment Agency and the Freshwater Habitats Trust which is a charity giving free advice on ponds.
- I have received one call asking why the items which people raise at Council meetings are no longer in the Parish Pump. This has been followed up with a letter.(A response will be sent stating that the PC do not record verbatim what members of the public raise)
- The car which has been abandoned in Deynes Road has been reported
- No permit has been issued for works at Purton End. As soon as it has, it will be on the ECC website. ECC have given permission for a road closure in Water Lane in March next year which is available on their website.
- Applications for the UDC Community Grant Scheme need to be submitted by 28th November.
- RCCE have a Neighbourhood Planning training event on 9th November.
- Dist Cllr Luck has asked me to send a reminder on the Essex County Fire and Rescue Service public consultation, closing date 13th December.
- I circulated the information received from the insurance company. Unless events on the recreation ground are organised by the Parish Council, public liability insurance must be obtained.
- Regarding the request for a mirror on the verge, I circulated the email from our insurance company and ECC have now advised:

We do not give permission for mirrors to be placed on the public highway for the following reasons:

1. The Department of Transport considers that mirrors are not satisfactory as they are liable to confuse drivers.
2. The reflected image a driver sees is distorted and this makes it very difficult to judge speed and distance of an approaching vehicle.
3. Mirrors are angled to produce an effective image and this can present a dangerous condition through glare caused by the sun at certain times of the day or by vehicle headlights at night.
4. Mirrors are difficult to keep in a reasonably clean condition and are vulnerable to damage.

The first course of action that may resolve the situation would be the removal or lowering of adjacent hedges, walls, fences, etc. to improve visibility. Please note that this information relates to the use of mirrors on public highway and not private land. Whether or not a mirror is erected on private land would be up to the landowner. If mirrors have been placed on the public highway they can be reported to us.

19/127 To receive an update on the review of the Recreation Ground Trust Deed

On 17th October the RGT considered the draft which would change the RGT Deed to appoint the PC as the sole trustee. The proposed Deed was discussed and minor clarification was requested from RCCE. We are now waiting for them to get back in touch. The change was agreed, in principle, by the RGT. The final deed will be

circulated to all Councillors when it is available and they will then decide whether or not to agree to act as sole trustee.

19/128 To discuss and formally approve changes to the Parish Pump Constitution

CD reported that at the last Parish Pump meeting some changes were agreed involving editorial independence and the Parish Pump's relationship with the PC and PCC. A copy of the revised constitution was circulated. JO'B requested that point 3 – Powers - should be amended because if the Parish Pump dismisses their representative the PC should have the power to replace them.

It was proposed that the amendment should read:

Provided that if a representative member shall have been dismissed, the Council appointing such representative member shall be entitled to appoint a replacement representative member as soon as reasonably practical

Proposed: JO'B

Seconded: SW

All agreed

19/129 To approve the purchase of two new flower tubs for Ivy Todd Hill and the planting of all village tubs with winter bedding

It was agreed that Cllr Watson should purchase two new flower tubs for Ivy Todd Hill, cost £50.00, and organise the replanting of all the village tubs

19/130 To receive a report on the pond

This item was dealt with earlier in the meeting, under 19/122.

19/131 To approve and sign the agreement to purchase the Telephone Kiosks in Thaxted Road, Debden and opposite Henham Road, Debden Green

It was proposed that the two kiosks should be adopted.

Proposed: CD

Seconded: CB

All agreed

The agreement was signed by the Chairman and will be sent to British Telecom together with a cheque for £2.00.

With regard to the use of the Kiosks, it was proposed that a survey should be carried out, in Parish Pump, which CD will organise.

19/132 To consider a proposal to host a Mental Health First Aid Training Workshop and to fund the hire of the Village Hall

CD proposed that a Mental Health Training Workshop should be held, run by Provide. This would be free of charge, open to all (minimum number 6, maximum 25) and the School would provide their hall free of charge on a Saturday morning.

The PC would provide tea and coffee, cost approximately £15.00. Dates suggested, 11th or 18th January, 2020.

Proposed: CD

Seconded: SW

All agreed

CD will advertise in Parish Pump.

19/133 To review the Internal Auditor's Report for 2018/19

The Auditor's report had been circulated prior to the meeting.

The Chairman reported that the Auditor had raised a number of issues but these had not been substantiated. The Clerk will arrange a meeting with the Auditor as soon as possible (Chairman, JO'B and Clerk to attend).

19/134 To review the Budget/Actual figures for the period April to September 2019 and discuss the Budget for 2020/21

The Chairman asked all members to review the Budget/Actual figures which had been circulated and consider expenditure for the next financial year. The Budget should be agreed at the December meeting and the Precept set at the January meeting.

19/135 To approve a grant of £1,880.00 to the RGT, approved at PC meeting on 2nd January 2019

It was proposed that the grant of £1,880.00 should be paid into the RGT bank account.

Proposed: SW

Seconded: BL

All agreed

The Clerk pointed out that a grant of £8,500.00 was obtained from the Essex Community Foundation for legal fees for the land exchange and there is currently a balance of £1,348.00 in the RGT account which will have to be repaid if it is not spent.

19/136 To agree the PC's policy on donations

It was agreed that an annual budget should be set and requests for donations should be dealt with on a "case by case" basis. At present there is one request from Home Start. The Clerk will contact them to ascertain whether they are assisting families from Debden. A request has been made for the PC to consider a donation to the Citizens Advice Bureau.

19/137 To approve Accounts for payment, schedule circulated prior to the meeting

The following accounts were approved for payment:

Uttlesford District Council	£462.00	VHT Planning application fee
M. Howard	£150.00	Internal Audit fee for 2018/19
B. Griffin	£22.92	Website – domain renewal
B. Griffin	£115.06	Website – hosting renewal
C. Griffin	£416.51	Net salary + November expenses (£29.35)

Royal British Legion		£60.00	Donation to Poppy Appeal
<u>Direct Debits</u>			
October	E-On	£55.60	Street lights
October	A & J Lighting	£23.86	Street lights – maintenance
October	A & J Lighting	£162.42	Repairs to light at Smiths Green

19/138 To receive Reports from District and County Councillors

District Councillors report given earlier in the meeting.

19/139 To discuss any Urgent matters of interest to the Parish

No other matters were raised.

19/140 Items for the next agenda

To review the changes to the RGT Deed and decide whether or not to appoint the PC as the Sole Trustee

To receive a report on the meeting with the Internal Auditor

To discuss and approve the Parish Council Budget for 2020/21

To set a budget for donations and decide whether to make a donation to Homestart following their request for support

To approve terms of reference for the Planning Committee

19/141 Date of next meeting

The next meeting will be on Wednesday, 4th December, 8.00pm in the Village Hall.

The meeting closed at 9.50 pm.

Signed.....(Chairman)

Dated: 04.12.2019

