

DEBDEN PARISH COUNCIL

MINUTES OF THE MEETING OF DEBDEN PARISH COUNCIL HELD ON WEDNESDAY, 27th April 2022 AT 8PM IN DEBDEN VILLAGE HALL

Present: Cllr S Watson Chairman
Cllr A Gardner V. Chair
Cllr C Bunting
Cllr Diggins
Cllr J O'Brien

In Attendance: 9 members of the public
The meeting was recorded - April Gardner as Acting Clerk took notes.

22/640

Apologies for Absence

Apologies were received from Cllr B Lindsell, County Cllr Martin Foley and Cllr Luck (District and Parish)

The apologies were accepted by the councillors in attendance.

Proposed by Cllr Watson Seconded: Cllr Gardner. All agreed.

22/641

Disclosure of Interests

Cllr Bunting declared the following non-pecuniary interest:

- a neighbouring farm has a submitted a planning application.

22/642

Public Participation Session

There were questions from the public in attendance and one submitted by a resident via email ahead of the meeting:

- A resident called for the Chairman to disclose an interest, owing to the fact that, her property was adjacent to the recreation ground on which the pavilion stands. This was not regarded as a conflict of interest by the Chairman, especially since the item was not a discussion about the pavilion, but, related to consideration by the PC to submit a planning application for the new pavilion, taking advantage of the reduction in fees granted to parish councils.
- The same resident then asked the Chairman to disclose an interest because her husband is a trustee of the Village Hall Trust. This request was refused on the grounds that there was no agenda item relating to the village hall.
- A resident asked why the agenda item concerning the response to questions raised by the external auditor was to be held in a closed session. This decision was taken on advice from the external auditor, in order to protect the identity of the residents who had made the complaints.

- A resident asked if the appointments of RFO and Clerk, as mentioned in the Parish Pump, were temporary appointments and if so, asked that they be recorded as such.
- A resident queried the use of a personal email address by the Chairman. The resident was advised that all emails for the attention of the Chairman should be addressed to the debden.org address.
- A resident sought assurance that the PC would not apply for a loan facility from the PWLB. No such assurance was given. The PC retains the right to apply, as long as HM Gov. continues to offer the option.
- A resident felt that referring to the loss of the AFCFT grant as 'a blow' to the village hall project was not appropriate.
- The question submitted in advance of the meeting via email has been answered direct.

22/643

Approval of Minutes

The minutes of the Parish Council meeting held on 30th March 2022 had been circulated and there were no comments.

It was resolved that the Chairman should sign the minutes as a correct record.

Proposed: Cllr Gardner, Seconded: Cllr Bunting. All agreed

22/644

Queens Platinum Jubilee Celebrations

Cllr Gardner provided an update on the plans which had been circulated to councillors in advance of the meeting. This revised summary will be available on the DPC website.

It was noted that risk assessments must be completed for all events. First aid must be available, and all events must be registered with UDC, Tourist Information, the police and fire service and the beacon must be registered with the Pageant Master. All relevant licences must be in place for the various events.

Saturday 4th June

The competition for the mug design has closed. The entries will be judged by FODS and the PC. The cost of providing a mug for each child will be shared equally by the PC and FODS.

The marquee must be insured whilst not in use. A quote has been requested and is awaited.

Tickets for the evening event (dinner and dancing) will be available soon online, from the PC or in the shop (tbc). Of the 150 tickets available, 75 will be held back, to give villagers first refusal. A decision on whether to include a welcome drink on arrival will be made, at a later date.

A disabled toilet was regarded as essential for both the Saturday and Sunday events and will be hired. The cost quoted is £365.40 incl. VAT.

Proposed: Cllr Watson, Seconded Cllr Gardner. All agreed.

Total Cost:

Taking into account all items mentioned above the total cost of the events for which the Parish Council is responsible is expected to be in the region of £6000.

It should be noted that support is available from grant making trusts and that the Parish Council has made applications to assist with the costs.

It was agreed that the public would be able to make donations to the PC at the Saturday event should they wish to do so.

It was agreed that any invoices for items included on the schedule which fall due for payment by the PC between now and the Jubilee Event should be paid without further reference at the discretion of Cllr Gardner (temporary clerk), Cllr Lindsell (temporary RFO) Cllr Watson and Cllr Bunting (authorised signatories).

The Council expressed thanks to Cllr Gardner for the work she has done to organise this extensive programme of events for the village.

22/645**Planning**

Cllr O'Brien's report is attached.

No further comment on:-

UTT/22/0919/LB

UTT/22/0928/FUL

UTT/22/0586/FUL

UTT/22/0994/TPO 1 Highfields Debden

No comment

UTT/22/1094/FUL

There was a brief discussion on the proposed dog walking area to be constructed on land opposite Wieldbarn's Farm, Debden Green. It was agreed that whilst the PC had not objection, a response should be drafted and circulated by Cllr O'Brien to include reference to concerns about the height of surrounding fencing, the need for car parking and a shelter and the potential for applying, at a later date for building, having already secured a change from agricultural land to recreational land.

22/646**Highways**

A report was submitted and circulated in advance of the meeting by Cllr Lindsell. The report was read out by Cllr Watson and can be found on the DPC website.

It was noted with thanks the good relations with ECC Highways which, Cllr Lindsell has worked very hard to secure.

22/647**County & District Councillor Reports:**

No report has been received by County Cllr Foley or from District Cllr Luck.

22/648**Annual Council Meeting (AGM) and Annual Parish Meeting (Annual Assembly)**

The Annual Assembly (aka the Annual Parish Meeting) and the Annual General Meeting (AGM) of the Parish Council will be held in the Village Hall on 11th May 2022.

AGM 7pm

Annual Assembly 8pm

22/649**Pavilion**

It was agreed that the planning application for the new pavilion should be submitted in the name of the PC, in order, to take advantage of the significantly reduced fees available to Parish Councils. The cost would be passed to the DRG as part of the total cost of providing a new pavilion.

Proposed Cllr Gardner, Seconded: Cllr Diggins. All agreed.

22/650**Payments**

The payment schedule was agreed.

Proposed: Cllr Gardner, Seconded: Cllr Bunting. All agreed.

22/651**Items for Next Agenda:**

Grant to Village Shop (contact shop directors and remind them to apply to PC for the grant)

Consider quotes received for the work required on the pond including: removal of weed, replacement fencing and replanting. Cllr Gardner will try to obtain quotes and timings for the work in time for consideration at the June meeting.

Approval of Annual AGAR return

22/652**Date for next Meeting:**

The AGM will be held on Wednesday 11th May 2022.

The next full meeting of the council will be in the village hall at 8pm on Wednesday 29th June 2022

22/653**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In view of the confidential personnel nature of the business to be transacted, to resolve excluding the press and public from the meeting.

Proposed: Cllr Watson. Seconded: Cllr Gardner. All agreed.

Members of the public duly left the meeting.

22/654

Personnel Issue

The final payment of monies due to Mrs Griffin would be made following approval of same at this meeting.

The Chairman had written to Mrs Griffin to request the return of all Parish Council property once she had received this payment.

A further invoice from Thomas Mansfield LLP for employment law advice was also approved for payment

22/655

External Auditor

Following complaints from two residents about the financial conduct of the Parish Council, a number of questions had been posed by the External Auditor. A draft response had been prepared and would be finalised in the next few days and sent to the external auditor within the deadline set.

Signed

Chairman

11th May 2022

April 27th Meet 2022

Jubilee estimate of costs update:

Beacon Plaque - Lock, Stock & Barrel	£250 incl VAT
Marquee incl damage waiver	£2050
Fox wiggle and Sass 1940s trio	£685
Revival Band	£100
Marketing local papers (1/4 page add)	£342 incl VAT
Disabled toilet:	£365.40 Incl VAT
Hall hire	£120
Food - Yuva: veg/meat curry + Naan	£1350
Glorious Brownies (£180)	£180
Sundries - bunting, large & small flags	£130
Banners/posters:	£130
Commem Mugs FODS (50% of cost):	£270
TENS Licence	£21
Plates/cutlery/glasses	£150.00
2 nd June Proseco 50 bottles @ £7.49	£374.50
Tea/coffee/milk	£10.20
Competition prizes	£40.00
Total:	£6568.10

Deposits already paid to secure bookings:

Imaginations Marquee Hire	£545.00
Fox wiggle and Sass 1940s trio	£100.00
Disabled toilet:	£365.40 Incl VAT
Total:	£1010.40

Jubilee Grants to apply for:

UDC Jubilee Celebrations	£700+ awaiting response
Residents Fete Fund: up to	£800 - awaiting response
DC Ward Initiative Fund: up to	£500 - awaiting response
Searle: up to	£7,000 awaiting response

REPORT on PLANNING MATTERS for
DEBDEN PARISH COUNCIL MEETING 27th APRIL 2022

AGENDA ITEM 22/645

APPLICATIONS:

UTT/22/0919/LB: Barnards Farm Debden Green Saffron Walden Essex CB11 3LU

Application validated: 1 April 2022

Proposal: Roof retiling and other repairs to this Listed Building

Action: Does anyone want to submit any comment? Place Services consider the work will enhance the building.

UTT/22/0928/FUL: Land adjoining Wigmores Farm Debden Green Saffron Walden Essex CB11 3LX

Application validated: 16 March 2022

Proposal: Outline planning permission with all matters reserved to erect 1 detached dwelling, with garage. The site is the same as UTT/21/3059/FUL which was refused on the grounds that it detracted from the listed building and was too large.

Action: Does anyone want to submit any comment?

UTT/22/0586/FUL: Smiths Farm, Debden Green

Application validated: 13 April 2022

Proposal: Demolition and erection of grain store. Formal application following requirement to submit a formal application.

Action: Does anyone want to submit any comment?

UTT/22/0994/TPO: 1 Highfields Debden, Saffron Walden, Essex, CB11

Application validated: 7 April 2022

Proposal: work to a mature horse-chestnut tree

Action: Does anyone want to submit any comment?

UTT/22/1094/FUL: Land S-W Weildbarn Farm Debden Green Saffron Walden Essex

Application validated: 19 April 2022

Proposal: Change of use of agricultural field to dog walking field, including installation of fencing, temporary and moveable field shelter and 3 car parking spaces

Action: Does anyone want to submit any comment?

DECISIONS:

UTT/22/0816/AG: Weildbarn Farm Debden Green Saffron Walden Essex

Application Validated: 22 March 2022

Proposal: Erection of a grainstore

Decision: Planning Application required

APPEALS: None

Highways Update - DPC Meet April 27th 2022

Debden Green and Hamperden End speed surveys

The results from Highways arrived last Friday. Highways have previously been asked to consider the surveys as provisional due to the amount of builders vans at both locations at the time acting as traffic calming. A meeting with Highways to discuss the survey findings and future steps has been requested.

Fox Crossroads road markings.

The repainting of the pink boxes and SLOW markings was promised by Highways but has yet to be given a action date. This is being pushed forward by the parish council at Local Highways Panel level and also via Cllr Foley. Highways have been emailed and asked for a timeframe for rectification.

High street flooding

A call has gone out for historical information regarding complaints, investigations etc with a view to presenting a dossier to ECC Highways. Please forward on to Brian Lindsell any documentation that might assist, emails, letters, photographers etc.

P3 works

A visit was made to the parish on Friday 23rd April by the new ECC PROW (Public Rights of Way) officer for our area. He was met by the council and some members of the public to inspected the public footpath that runs around the northern boundary of the church yard. Remedial works were discussed and a plan of works will now be drawn up by ECC Highways. The PROW officer was also invited to inspect the 140yds of byway at Debden Green (near Fellows farm) that was missed from being resurfaced during around 2 miles of resurfacing in the area a couple of years ago. A local farmer has generously offered to carry out the work if aggregate is supplied by Highways. Again, remedial works and the offer were discussed and a plan of works is being drawn up.

The site meeting was a great opportunity for all concerned to put faces to names and will look forward to continuing the good working relationship we have with the ECC Public Rights of Way team.

**Debden Parish Council
Payment Schedule for Meeting 27th April 2022**

Direct Debits

A&J Lighting (April)	£ 23.86
N Power (March/ April)	£275.65
Bank Service Charge	£18.00

Other Payments

S Watson	£ 16 .00
Hire of hall paid in cash	

S Watson	
Postage of court documents	£15.30

Deposit for Jubilee Event marquee	£545.00
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EALC/NALC Affiliation Fees	£259.73
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Reconciliation:

Current Account Unity Trust Bank c/f	£ 934.79
Add UDC precept (6 months)	£19931.00
Add Allotment Rents received	<u>£185.00</u>
Total	£21050.79
Less Payment listed above	<u>£ 1153.54</u>
Balance	£ 19897.25

Chairman

**Debden Parish Council
Payment Schedule for Meeting 27th April 2022 (Part 2)**

Thomas Mansfield LLP	£1377.00
Mrs C V Griffin	£1237.89
Current Account Unity Trust Bank	£19897.25
Less Payments listed above	<u>£2614.89</u>
Balance	£ 17282.36