

## DEBDEN PARISH COUNCIL

### Draft MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 26<sup>th</sup> April 2023 AT 8PM IN DEBDEN VILLAGE HALL

Present: Cllr S Watson, Chairman (SW)  
Cllr A Gardner (AG)  
Cllr C Bunting (CB)  
Cllr C Diggins (CD)  
Cllr B Lindsell (BL)

In Attendance: Mr A Hogbin (Clerk)  
19 members of the public  
The meeting was recorded.

#### **23/837**

##### **Apologies for absence**

Received and accepted from Cllrs Luck and O'Brien and County Cllr Foley.

**Proposed SW; seconded AG. All agreed.**

#### **23/838**

##### **Disclosure of Interests**

Cllrs Watson and Gardner recused themselves from the payments schedule as they both had expenses to be reimbursed. Cllr Bunting declared a pecuniary interest on item 23/841: Land West of Thaxted Road planning application. Cllr Lindsell declared that he has relatives who own land adjacent to a byway.

**Proposed CB; Seconded SW. All agreed.**

#### **23/839**

##### **Public Participation Session**

- A resident thanked the current parish council on behalf of the majority of the village for their hard work and dedication over the past four years.
- A resident raised the proposed Deynes Road housing development. 87 objections had been submitted on the UDC portal and thanks were expressed for the parish council's response and to Cllr Luck for calling in the scheme.
- A resident voiced concerns about a sign advertising the Coronation luncheon at Fox Hill as potentially distracting to motorists.

#### **23/840**

##### **Approval of the Minutes**

The minutes of the meeting held on 29<sup>th</sup> March 2023 were approved unanimously and signed by the Chairman.

**Proposed BL; Seconded AG. All agreed.**

**23/841****Planning**

Cllr O'Brien's Report had been circulated in advance and is appended to the minutes. In her absence, the Chairman detailed the salient points. Cllr Bunting left the meeting for the discussion UDC ref: UTT/23/0878/DFO / Details for land West of Thaxted Road. Outline planning permission had already been granted for 25 dwellings. There were some concerns about parking and potential urbanisation. The council agreed to submit comments. The report was noted, and Cllr Bunting returned to the meeting.

**Proposed AG; seconded CD. All agreed.**

**23/842****Highways**

A brief report from Cllr Lindsell, previously circulated, was presented and noted. Some promising progress was reported on the 30mph issue at Fox Hill. The report is attached to the minutes.

**23/843****Clerk's Report**

The clerk's latest report had been previously circulated and was noted. A copy is attached to the minutes.

**23/844****Clerk's Timesheet**

The clerk's timesheet was noted and approved.

**Proposed CD; seconded AG. All agreed.**

**23/845****Payments**

The payments schedule had been circulated prior to the meeting and was approved.

**Proposed CD; seconded BL. All agreed.**

**23/846****Coronation Celebrations**

AG gave a final update. All arrangements had been made, including a risk assessment, licences, and a grant of £700 has been awarded by UDC. All residents were warmly invited to the event on the 7<sup>th</sup> May.

**23/847****End of year accounts**

The 2022/23 accounts had been prepared and would be formally adopted at 16<sup>th</sup> May AGM and thereafter published. The Internal Audit had been provisionally booked for early June. It was also noted that it would be possible to transfer a sum, to be agreed post-audit but in the region of £5K, to the reserve account in accordance with the agreed reserve account policy.

**23/848****Review of existing Policies & Procedures**

All existing policies are up to date and documented as such. The Financial Regulations are the standard NALC format and were approved without amendment. All policies and procedures are reviewed annually.

**Proposed CD; seconded SW. All approved.**

**23/849****Annual Village Meeting/Assembly**

To be held at **8pm** on **16<sup>th</sup> May** immediately following the AGM at 7pm in the Village Hall. It is not a parish council meeting. Speakers of interest would be asked to make short presentations. Organisations within the village will be invited to attend. Refreshments would be available.

**23/850****Next Agenda**

None carried forward as this was the final parish council meeting of the current administration.

**23/851****Date of next meeting**

**AGM at 7pm on Tuesday, 16<sup>th</sup> May in Debden Village Hall.** The Chairman wished all candidates standing in the parish council elections on 4<sup>th</sup> May the very best of luck with their campaigns.

**23/852****PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Owing to the confidential nature of the following issue, the public was asked to withdraw and did so.

**23/853****Personnel Issues**

The Chair of the Personnel Committee confirmed that the new clerk had signed his contract of employment. CD also provided an update on the ongoing personnel matter.

Signed ... ..  
Chairman 16<sup>th</sup> May 2023

## **DPC Planning report - April 2023 meeting.**

### **APPLICATIONS:**

UTT/23/0832/DOC- Discharge Condition 7 Landscaping on planning Permission UTT/19/0878/FUL

Received 28/03/2023

Validated 38/03/2023

Location: Lacey's Farm UTT/19/0878/FUL

Action - leave to UDC Planning Development

UTT/23/0796/DOC- Discharge Condition 6 Landscaping on Planning Permission UTT/22/0342/HHF

Received: 27/03/2023

Validated: 27/03/2023

Location - Glenlossie

Action: suggest leave to UDC Planning Department

UTT/23/0903/HHF- Link extension & Landscaping

Received: 06/04/2023

Validated: 06/04/2023

Location: The Old Barn, Deynes Road

Expected Decision Level - Delegated

Pre-Application Advice- None requested.

Action: Any comments? I have none.

Deadline: 09/05/2023

UTT/23/0878/DFO / Details for land west of Thaxted Road, Debden following outline permission for 25 dwellings under Planning Permission UTT/20/0264//OP.

Received: 04/04//2023

Validated: 04/04/2023

Location: Land west of Thaxted Road, Debden

Expected Decision Level: Committee

Pre-Application Advice - None requested.

Action: Comment: The Parish Council objected to the outline application.

Deadline: 5 May 2023

### **DECISIONS:**

UTT/23/0752/DOC - conditions 3&4 (Biodiversity) on PP UTT/21/1908/FUL

Location: Howe Barn

Decision date: April 2023

Decision: Discharged in full

UTT/23/049 - Extensions and alterations

Location: 1&2 Almshouses

Decision date: 20 April 2023

Decision: Approved subject to standard conditions- commence within 3 years/ as per submitted plans/ with approved materials.

UTT/ 23/0071/HHF- extension to garage.

Location- The White House

Decision date: 20 April 2023

Decision- Approved subject to standard conditions- commence within 3 years/ as per submitted plans/ with approved materials.

UTT/ 23/0059/HHF & UTT/23/0060/LB -20 Solar panels

Location - Wigmore Farm

Decision date: 05 April 2023

Decision: Refused - contrary to ULP Policy ENV2 - relating to curtilage of a listed building.

UTT/ 23/0479/OP - outline application for 1 dwelling

Location- land south of Church Lane Debden

Decision date: 21 April 2023

Decision: Refused - Not acceptable re highway safety - contrary to Policy DM1. Would need details for visibility and for turning to approach the highway in a forward gear.

**DPC Comments: Re: UTT/23/0878/DFO/ Details for land west of Thaxted Road, Debden**  
following outline permission for 25 dwellings under Planning Permission UTT/20/0264//OP

Deadline: 5 May 2023

1. The Parish Council objected to the outline application Ref: UTT/20/0264//OP.
2. Potential for further development. The Layout - there are 25 dwellings in what seems approximately a quarter/one third of the original area for 36 houses - therefore, not taking the open areas for accommodating surface water drainage/ flooding. This may serve additional properties if planning permission was granted in future.
3. The Application form refers to design/access statement - this is not on the portal. Is it the one submitted for outline approval?  
  
DPC would like UDC to clarify please.
4. There is no written breakdown of the types of dwellings except on the parking plan submitted. It looks like 10 "affordable" - 5 flats/1 bungalow/1 house for rent and 3 plots for shared ownership. This seems a greater percentage than necessary or is it percentage required for larger development?  
  
DPC would like a more detailed plan be submitted for the benefit of residents.  
  
Is provision being made for further/future development on adjacent land?
5. Outline planning has been granted but the size and type of dwelling can still be objected to.
6. Access this creates a 'crossroads' situation with Pentecostal church being immediately opposite with car park - Is this ideal? Should highways look at/install traffic calming measures considered and put in place?

7. Parking - is this sufficient? e.g. a 1 Bed flat can accommodate 2 people - both may need a car but there seems to be only 1 parking space. There are Only 7 visitors' spaces provided for the whole development.

This may encourage visitors to use the church car park opposite, on layby further down at Smiths Green, especially on weekends.

8. Anglian Water states it has no comment on the proposal as it does not own the foul sewer to be connected to - under Thaxted Road - so who does? Anglia water own the sewage farm at Rook End Lane CB113LR, which the pipes run to.

See Stormor FR assessment **point: 4.2.1.**

*AWS sewer records show a public foul water sewer running south along Thaxted Road before running south-west, parallel to the ditch along the southern boundary of the site. The sewer runs from Thaxted Road towards the sewage treatment works on Rook End Lane, located approximately 500m south-west of the site.*

9. Police comments - they request lighting and secure boundaries.

DPC would like to ask if this will be in form of high fences? Ideally a more rural aesthetic should be introduced/maintained.

(Street) lighting creates 'Urbanisation' in a rural area and threat to nocturnal wildlife. Bats are present in nearby woods, herds of deer are very common in the area, traversing fields in the village, etc. Eco - surveys should be conducted to advise on any required mitigation measures.

10. ECC FLOOD Consultation letter 18 April 2023 from ECC refers to a "holding objection". Land is Flood Zone 1 risk - land in this "more vulnerable" zone can be developed.

See **Stormor FR assessment point: 5.1.2.**

*The proposed dwellings would have an NPPF flood risk vulnerability classification of 'More Vulnerable'. As previously discussed, the proposed development will be situated within Flood Zone 1. NPPG identifies **'More Vulnerable' developments are permitted within this Flood Zone.***

DPC feels this needs safeguarding. Once again, we see potential for further development in the immediate area.

The Flood Report on UDC website is the Developer's Consultant's report.

It states it bases risk of flood - storm events 1 in every 100 years + 40% allowance for climate change - is this enough?

SuDS (sustainable drainage system) - state need to have "clear enforceable maintenance regimes in place".

Who will bear responsibility for this? UDC state they don't take on responsibility for open areas/spaces. If this area will be offered to DPC. How would DPC benefit? This would create more maintenance/insurance/management costs and responsibility onto a small village council.

11. Residents could be required to become members of a management company for the common areas - this will increase living costs, and make the properties more expensive, when marketed as 'affordable'.
12. DPC note general appearance - a mix of red brick, render and cladding. Larger dwellings have bay windows and dwellings do have varying aspects, some in keeping with the more modern and traditional properties in the area.
13. Outline planning for 25 dwellings has been given but DPC would like to request more dwellings for smaller units of people young and elderly with more parking. As well as a s106 agreement restricting further development in immediate/adjacent area and a provision preventing enlargement of dwellings, to prevent over development.
14. DPC note there's been no consultation since the one for 36 dwellings and no meeting with UDC planning department and developer has been offered or arranged with DPC. Was Pre-application sought?

DPC and local residents would like to request a public consultation with the developer after the May elections.

## **Highways report for PC 29/04/23**

### **Debden Green proposed 30mph limit**

As reported last month the initial requested covered from Debden Green crossroads to the Henham side of Telmara farm, just over half a mile away was rejected. One of the main reasons for rejection was the fragmentation of housing along the route. As such I have requested that Highways revisit the matter and look at a smaller limit area covering the concentration of housing from Debden Green crossroads westwards to near Roothers farm, the derelict farm house. Highways have replied back and said that they will indeed assess the area suggested.

### **Fox Crossroads**

As also reported last month Highways were to send engineers out to assess the crossroads and make suggestions on any and all improvements. I have chased Highways on the report but it has yet to be submitted.

### **Farthings bend Debden Green**

This is the first 90 degree left hander after Telmara if travelling towards Henham. It is narrow and blind. A request had previously been made to Highways for a "Sharp bend" sign and this had been approved subject to Highways confirming ownership of the verge. The little project got lost during the personnel change at Highways that happened last year but I have managed to have it taken up again as an active project.

### **Smith's Green Layby and driveway project**

I have been copied in on communications between our District Councillor, Essex Highways and to the top level at UDC regarding the stalled Smiths Green layby and driveway project. What I can say is that there is a clear desire from both UDC and ECC to continue with the project and a way forward does look to be forming.

If residents have Highways issues they are concerned or have questions about please do get in touch. Our powers are limited but I can advise on the most effective course of action.



**Clerk's Report**  
**April 2023**

- 1 Well over 30 parishioners have contacted the Clerk regarding the proposed development at Deynes Road. All have been acknowledged and now that the formal submission by the developer has been made, a formal objection was lodged in mid-April with Uttlesford District Council by the Clerk. This collated all aspects of local opposition to the scheme, detailing why it would be entirely inappropriate in Debden and deleterious to the environment of the village.
- 2 The Clerk attended a half-day clerks' course on 25<sup>th</sup> April at EALC, Great Dunmow. This covered the subject of best practice in the governance of agenda and minutes.
- 3 The year end accounts for 2022/23, in accordance with the regulations and in preparation for the internal audit, have been completed. They will be published after approval at the AGM on 16<sup>th</sup> May.
- 4 Final Arrangements for the coronation celebrations for HM King Charles III are in preparation for the weekend of 6<sup>th</sup> May 2023.
- 5 An invitation has just been received for up to a maximum of two councillors to attend the Local Councils Liaison Forum in Thaxted on the evening of Monday, 5 June. Attendees are to be decided once the new parish council has been elected after 4<sup>th</sup> May.

**Debden Parish Council**  
**Payment Schedule for Meeting 26<sup>th</sup> April 2023 (1)**

**Direct Debits**

A&J Lighting	23.86
HSA Payroll	42.00
N Power	58.76
Bank Service Charge	18.00
Clerk's Salary (approved March; paid 20 April)	<u>456.68</u>
	599.30

**Items to Pay**

Debden Village Hall Trust (Personnel meeting 7 March)	10.00
Debden Village Hall Trust (Meetings January - November 2023)	210.00
Debden Village Hall Trust - King's Coronation Celebrations	50.00
Cloudy Group Ltd (Nov 2022- April 2023)	151.20
Cllr A Gardner - (Coronation expenses)	200.07
Cllr S Watson- (Coronation plants)	422.00
Badgerhead (Band for Coronation Lunch 7 May)	300.00
HMRC	<u>399.32</u>
	1742.59

**Total Debits** **2341.89**

**Bank Reconciliation (1) 26<sup>th</sup> April 2023**

<b>Unity Trust Bank balance b/f</b>	<b>10412.08</b>
<b>Plus Precept payment</b>	<b><u>28071.50</u></b>
	<b>38483.58</b>
<b>Less total payments shown</b>	<b><u>2341.89</u></b>
<b>New balance</b>	<b>36141.69</b>

<b>Unity Trust Bank Balance 24/4/23</b>	<b>37884.28</b>
<b>Less Items to Pay total</b>	<b><u>1742.59</u></b>
<b>New balance</b>	<b>36141.69</b>

**Debden Parish Council  
Payment Schedule for Meeting 26<sup>th</sup> April 2023 (2)**

Thomas Mansfield LLP	£450.60
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**Bank Reconciliation April 2023 (2)**

<b>Unity Trust Bank Balance b/f</b>	<b>36141.69</b>
<b>Less Item to Pay above</b>	<b><u>450.60</u></b>
<b>New balance</b>	<b>35691.09</b>

## King Charles III Coronation 2023 - Big Lunch

### estimate of expenses

	Receipt	Costs
Band - Music		300
UDC TENS Licence	UDC	21
Plates, Cut outs, bunting, props, game	AMAZON	83.92
Banner, Posters	Vistaprint	71.22
Tubs - plants, compost	Homebase/Sutton View	200
Raffle		50
Village hall hire	Debden VHT	50
Sundries - tea, coffee, cake	Tesco	52
Cake topper	eat your cake.com	6.95
<b>Total</b>		<b>835.09</b>