

# **Minutes of the Meeting of the Broxted Parish Council**

## **Thursday 12 March 2020 in the Village Hall at 8pm**

Present were:

Cllr Andy Cousins, Cllr Adam Hume, Cllr Vere Isham (Chair) and Cllr Rachel Kesterton.  
Kate Rixson (Clerk).

### **1 Apologies for Absence**

Apologies had been received from Cllr Walsh (county councillor), Cllr Olivia Smith, Cllr Lesley Holt and Cllr Wendy Adams.

Councillor Walsh was thanked for his report.

It was agreed to proceed with the meeting while taking account of government advice about coronavirus risks.

Those members of the Community Association (CA) committee who were present agreed that the CA would take the lead in contacting and supporting those at higher risk in the parish.

### **2 Public Open Forum**

#### **2.1 Interpretation Board**

Ken McDonald of The Hundred Parishes Society attended having previously met the Clerk and Mr and Mrs Clark to discuss sites for a board. After discussion the project was agreed in principle. It was also agreed to try to site the board next to the bench outside the Village Hall and that Cllrs Hume and Kesterton would form a working group with others interested in the project and would report back to the council. Ken will send more details to the clerk for circulation to the working group. The cost may be up to £2000 and funds could be available from the District Councillors' community funding scheme – this closes at the end of March. **Action: Chair and Clerk.**

### **3 Approval of the Minutes of the Meeting held on 13 February 2020.**

The minutes had been circulated and were agreed and signed. It was noted that the council's authority to obtain a quote for work on the Village Hall related to the wrong electrician. See below at item 12.

### **4 Clerk's progress report on matters not listed separately**

Notes distributed by email before the meeting, copies available.

#### **4.1 Brick End Villas sewage plant**

The district council has given notice that it will be proceeding with the work as soon as ground conditions improve. Residents are aware that the parish council and district councillors are willing to help if there are further problems. There is concern that the business of the Prince of Wales pub will be put at risk by increased costs. Progress to be monitored. **Action: Clerk**

#### **4.2 Parish Council website**

Work is progressing in order to be ready for 1 April 2020. **Action: Clerk**

#### **4.3 Speed limit**

Guidance from the Highways Authority had been circulated. It seemed that if limits were imposed it was unlikely to be effective as they would probably be ignored.

#### **4.4 Land south of Brick End**

The approved letter has been sent to the registered owner but there has so far been no response.

#### **4.5 Emergency Plan**

Councillors have seen the revised plan and approved it. It was agreed to forward it to the district council's emergency planning officer. **Action: Clerk**

### **5 Airport**

Nothing new to report.

## 6 Footpaths/rights of way/roads

### 6.1 Footbridge joining footpaths 50 and 55

A resident has recently injured her hand in a fall from this footbridge and has suggested a handrail should be attached as it is very slippery when wet. This has been reported to Essex Highways under reference 2659421 as it is the Highways Authority's responsibility. The report is still being assessed for priority. Updated status can be found on the HA website by quoting the reference.

## 7 Environment

### 7.1 Litter

High levels of litter on lanes near Brick End had been reported to the district council but there had so far been no response apart from an acknowledgement.

### 7.2 Letter concerning Access over Common land at Cherry Green

A draft letter in response was approved and would be sent by the Clerk. The enquirer had been sent a map showing the boundaries of the common land and a copy of the Commons Register entry. **Action: Clerk**

## 8 Council administration

### 8.1 Maps

The whiteboard map has been fixed to the committee room wall. Cllr Hume would buy pens and an eraser and make a holder for them. One copy of the paper map has been framed and will be hung in the main hall in due course. A second unframed copy is held by the Clerk.

### 8.2 Hedge-trimming and grass-cutting

Groundcare Solutions have confirmed their rate is unchanged from last year although they are now part of a larger company. They have been asked to arrange a first cut of the grass on verges and other areas as last year and to plan for weed control and hedge-trimming.

## 9 Local Councils' Liaison meeting with district council February 2020

The clerk had circulated the minutes. It was agreed that either the clerk or a councillor should attend these twice-yearly meetings between parish and town councils and council officers.

## 10 Correspondence not already circulated

### 10.1 Letter dated 4 March 2020 regarding Countryside Protection Zone (CPZ) from Takeley resident.

It was resolved to write to Uttlesford District Council to urge the government to give greater recognition to the CPZ around Stansted Airport. **Action: Clerk**

### 10.2 Invitation to Uttlesford Association of Local Councils meeting

This was taking place on 18 March. Cllr Isham would attend if feasible. **Action: Chair**

### 10.3 Thank you letters

Received from recipients of grants and donations, seen and appreciated by councillors.

## 11 Finance

### 11.1 Verification of cashbook, balances and reconciliation of bank account.

The cashbook was verified by Cllr Hume as he is not a bank signatory currently. Receipts to 29 Feb 2020 were £12,145.92 and expenditure £10,604.58. Balances available as at 29 February 2020 at Barclays Bank were:

Current account	£3,838.44
Deposit account	£12,441.35
Less unpresented cheques	(£2,268.00)
Available funds	£14,011.79

### 11.2 Change of bank mandate to add councillors and chairman as signatories

New advice from Barclays Bank was that the Clerk needed to remain a signatory on the account to be able to transfer funds between the two bank accounts. A non-signatory could only have “view-only” online access. A revised version of the mandate change request was therefore approved and signed by the councillors who were to become signatories and by Cllr Kesterton as a signatory. Cllr Adams’ signature is also needed if she is to be added as a signatory. This new form should achieve the removal of former councillors as signatories and the addition of Cllrs Hume, Isham and Adams as resolved at the 13 February 2020 meeting. **Action: Clerk**

### 11.3 Approval and Signing of Cheques

Cheques for grants and donations approved at the last meeting were signed. Cheques were approved and signed as follows:

Payee and purpose	£
Cllr Hume – reimburse for frame bought online (including VAT) – VAT invoice provided.	56.04
LexisNexis – book: Arnold-Baker on Local Council Administration. Invoice I0646940E dated 5.3.20	118.99
EALC End of Year accounting course – inv 12309 25.2.20 (including VAT)	84.00
HMRC for PAYE on Jan and Feb 2020 clerk’s salary (no employee or employer NI due) as per Employer Payment record from HMRC	253.00
K Rixson - Clerk's salary for Jan and Feb 2020 net of tax and employee’s NI contributions for Nov, Dec, Jan and Feb and other deductions as per calculation approved	808.83

A direct debit mandate for £35 per year payable in April was signed to meet the fee due to the Information Commissioner’s Office for annual registration as a data holder. **Action: Clerk**

### 11.4 Clerk’s pension

Cllr Kesterton advised that the Clerk was now enrolled in the NEST pension scheme and a direct debit mandate for contributions had been set up.

## 12 Village Hall

The clerk had circulated a written report from Mr and Mrs Clark as follows:

### 12.1 Finance and bookings

At 29th Feb 2020 the Village Hall account held £3195.81 including £235.00 received from Uttlesford DC as a Community Project Grant towards the shelving of the committee room. A further £214.00 has been banked since then.

Cheques issued since 13 February 2020:

5th March- npower supply electricity 26 Nov 19 to 25 Feb 20: £343.50  
11th March - Hills Housekeeping 2 hours cleaning on 10 March: £42.00

Cheques were approved and signed on the basis of receipts provided:

To R.Clark to reimburse for the purchase of a step ladder £70.00  
and toilet seat fittings for gents £4.99: total £74.99

To meet P. Clark expenses since Sept  
stamps

£14.64

Christmas gifts for cleaners

£16.00

cleaning materials

£24.35

window cleaner 25/9/19, 4/1 14/1, 18/2/20

£60.00: total £114.99

Bookings: Since last meeting: Pilates, coffee morning, 1 meeting & 1 funeral wake. Future: Pilates, coffee morning and as reported at last meeting plus use as a pit stop on a charity cycle ride in September.

## 12.2 Maintenance & Future Works

Committee room ceiling: A water-damaged panel has been replaced with a foil-backed plasterboard panel and the edges finished with plaster. It will be painted when dry.

A quote is needed from RGS Electrical (an electrician who is very familiar with the hall's unusual wiring) rather than Chris Rix Electrical as authorised by the Parish Council. Chris Rix Electrical had carried out the survey only because RGS does not carry out this work. There had been a misunderstanding at the February meeting and the council therefore now authorised obtaining a quote from RGS Electrical.

## 13 Planning Matters

### 13.1 Current applications

#### 13.1.1 New applications since last meeting

The following applications were discussed.

Ref UTT/	Property	Application	Consultation end date	Issues	Council's view
20 0389FUL amending 18 0771 FUL	Clovelly	Det house	20.3.20		No objection
20 0441FUL	The Coach House, 4 St Mary's Mews (site of old Whitehall Hotel)	Single storey extension to recently refurbished house	26.3.20		No objection
20 0442LB	The Coach House as above	As above - listed building consent	26.3.20		No objection

#### 13.1.2 Now decided

Since last meeting:

Ref UTT/	Property	Appln	Consultation end date	Issues	Decision
192874OP	adj Goodacres Church End	2 houses		Cramped site	withdrawn
192981HHF	Church Hall Barn Church End	outbuilding		adj Listed Building	withdrawn
193175OP	South of Woodcocks, Cherry Gn	2 det houses		access issue, neighbour objn	withdrawn
192244LB	Cherry Gn Farm	replace windows	12.2.20	support	refused

### 13.1.3 Still outstanding (consultation period closed)

Ref UTT/	Property	Appln	Consultation end date	Issues	Council view
192266OP	Elsenham, Bedwell Rd	major hsg devel		Green field site	objection
192872OP	adj Kahoutek Church End	2 semis		Blocks footpath	objection
192898FUL	adj Wrens Nest Chapel End	housing		In countryside protection zone (CPZ)	comment
192892FUL	adj Leswins Chapel End	housing		CPZ	comment
192890FUL	Water Hall, Woodgates End	garage imprvmt		replacing existing	none
192896HHF	Peartree Cott CG	retrospective permn for shed		none	none
200080FUL	Sun Rise CE	houses	12.2.20	CPZ	comment
200251LB	Whitehall Church End	amend plot 6			none
200083FUL	Elmswood Brick End	1 detached house	17.2.20	Drainage, neighbour's concern	Comment and request call in
200084FUL	Elmswood as above	as 200083FUL	17.2.20	as 200083FUL	as 200083FUL

### 13.2 Easton Park/Local Plan

Uttlesford DC has received advice from its consultants and will decide on 31 March whether to withdraw or re-submit a revised draft local plan.

### 13.3 Enforcement

*The Barn, Pledgdon Green* – ENF/19/0160/C. File closed but new complaint made and UDC says they are monitoring. No file number supplied yet.

*Elmswood, Brick End* – ENF/19/0052/C. This file remains open. New planning applications have been made – see above.

### 13.4 Appeals

19 2701OP Appeal re APP/C1570/W/20/3246106	Dunwell, Chapel End	6 houses - appeal agst refusal by UDC	10.4.20	Council objected to appln	No further comment to make
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## 14 Noted for future discussion

### 14.1 Internet banking

### 14.2 The day the parish council meets

## 15 Date of next meeting

The next parish council meeting will take place on Thursday 9 April at 8pm in the Village Hall following the Annual Assembly.

There being no other business the meeting closed at 9.30pm.