

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

## **Thursday 8 April 2021 at 8pm via video-conferencing**

*Present were:*

Cllr Wendy Adams, Cllr Andy Cousins, Cllr Lesley Holt, Cllr Vere Isham (Chair), Cllr Rachel Kesterton, Cllr Olivia Smith, and Kate Rixson (Clerk). A member of the public and District Councillor Bagnall attended.

### **21/4-1 Apologies for Absence**

Apologies were accepted from Cllr Hume.

County Councillor Simon Walsh and District Councillor Maggie Sutton, who could not attend, were thanked for information passed on via email.

### **21/3-2 Declarations of interest**

None.

### **21/3-3 Public Open Forum**

The Chair welcomed Daren Bye, who had applied for planning permission (outline) in relation to The Rise, Brick End. Mr Bye referred to the council's objection to his application, disputing the accuracy of factual statements made in it and pointing out that on 11 March the council had decided to express strong reservations but not objections.

Ultimately the council had objected to the application. Mr Bye was concerned that the council had changed its stance very quickly after the 11 March meeting and had relied on a local resident's views on ecological damage rather than the expert report Mr Bye had obtained. Mr Bye felt that the minutes omitted views expressed in the meeting.

The Chairman responded, referring Mr Bye to the decision of the planning committee meeting convened, on the required 3 clear days' notice, when the strength and nature of local objections became clear after the 11 March Council meeting. It was explained that the parish council was a consultee only, on planning applications, with the role of representing local residents and electors as best it could. The Planning Authority would decide whether to take account of local objections, including those raised by the parish council, when it decided the application.

With regard to the minutes, these were prepared as an accurate record of decisions taken and not a verbatim account. Councillors would consider the minutes later in the meeting.

(The public open forum ended at 8.25pm.)

### **21/4-4 Approval of the Minutes of the Meeting held on 11 March 2021**

The minutes had been circulated and were approved as accurate. They would be delivered to the Chair for signature. **Action: Clerk**

## 21/4-5 Clerk's Report

A written report had been circulated and uploaded to the website. Further action was requested:

- The landowner should be asked to meet the cost of cleaning the Church End/School Villas bus shelter.
- The district council should be told that the damaged footpath marker opposite Domus/Williams Field at Brick End had not been repaired.
- Progress was noted on the dispute over the willow tree at Cherry Green but it was unclear whether the residents agreed that the council should undertake the work on the tree, or if they wished to do it themselves at the council's/insurer's expense. The loss adjuster/insurer should be contacted. **Action: Clerk**

## 21/4-6 Finance

### 21/4-6.1 Reports on balances and bank reconciliation.

Bank statements having been circulated, balances and the bank reconciliation were presented and approved as follows:

#### Balances to 31 March 2021 (year end)

Receipts to 31.03.2021	£14,283.14	
Expenditure to 31.03.2021	£19,529.15	Including cheques written but not yet presented
Receipts less expenditure	Expenditure exceeds receipts by £5,246.01	
<b>Balances</b>		
<b>Current account 31.03.2021</b>	<b>£ 2,820.68</b>	
<i>Less unpresented cheques</i>	(610.80)	
<b>Current account available balance</b>	<b>£2,209.88</b>	
<b>Deposit account 31.03.2021</b>	<b>£5,451.77</b>	
Available funds	£2,209.88 + £5,451.77	£7,661.65

### 21/4-6.2 Verification of cashbook

Entries were noted, having been circulated to councillors.

### 21/4-6.3 Payments were approved as follows:

Payee and purpose	Amount £
EALC invoice 13781 affiliation to EALC and NALC	170.92
K Rixson to meet cost of renewal of Zoom subscription	95.92
K Rixson to reimburse for No More Grime charge for bus shelter clean invoice 019 dated 25.3.21	150.00
K Rixson for Clerk's salary (net) for 70.59 hours worked in March 2021	725.91

Zurich Municipal insurance premium	1,165.37
HMRC quarterly payment (provisional, maximum)	160.80
Total payments to be authorised	2,468.92

## 21/4-7 Village Hall (the parish council meeting as Trustee)

7.1 Broadband – no further developments

7.2 Fencing and gate – grants had now been received towards the cost and transfers between the Village Hall Trust account and the parish council bank account would be organised in due course.

7.3 Monthly report – the hall remained closed due to Covid-19 restrictions but planned to re-open as soon as possible. The annual accounts were being prepared and would be audited with the parish council's (year-end 31 March).

## 21/4-8 Virtual meetings

The clerk reported that as the current emergency Covid-19 regulations were about to expire, the council would need to meet in person to make valid decisions after 6 May 2021. Under current regulations which allowed “work meetings” to take place the full council could legally meet face-to-face indoors at any time but a risk assessment must be carried out beforehand. Enabling the public to attend in person indoors would not be feasible until the Village Hall was allowed to open (probably late in June) as there is no other suitable venue.

It was agreed that as a quorum could be formed for a face-to-face meeting on 10 June 2021 this date should be fixed and should ideally take place outdoors. It was noted that the law may change shortly, following a court hearing due to take place on 21 April, so that virtual council meetings would be able to make binding decisions even after 6 May 2021.

**Action: Clerk**

## 21/4-9 Airport

The public enquiry had now concluded and its decision was unlikely to be received before June 2021.

## 21/4-10 Footpaths, roads and other rights of way

It was noted that the footpath at the edge of the farm entrance track running between Portreath and 1 School Villas was impassable due to serious damage to the track surface. This should be reported. **Action: Clerk**

## 21/4-11 Planning

### 21/4-11.1 Applications

Progress on outstanding applications was shown on the Planning Tracker which had been circulated and added to the website. Cllr Bagnall said that although many applications had been outstanding since early 2020, site visits were now resuming and

progress should be made. The Local Plan consultation period would end on 21 April. There was a 20 minute YouTube video explaining how to view the documents and comment on the new Local Plan, as well as videos on all the themes discussed during the consultation process.

The application 20/0081 for housing at Toad Hall in Chapel End had not been decided but had been changed and had been sent out for consultation again. It was agreed that no further comments needed to be added to the council's response in 2020.

#### **21/4-11.2 Enforcement**

It was noted that an enforcement file was still open in relation to Elmswood and it was not clear what was now expected of the applicant. The clerk was asked to make enquiries. **Action: Clerk**

#### **21/4-11.3 Planning Committee**

Draft minutes of the meeting on 18 March 2021 were noted to have been received.

#### **21/4-11.4 Neighbourhood Plan**

Cllr Isham was working on fixing a meeting involving a number of parishes so that the idea of a joint neighbourhood plan could be introduced. (See also 21/4-12 below.)

#### **21/4-11.5 Appeal for Brick End site**

There is still no start date for the appeal process.

### **21/4-12 Matters for discussion or to note**

#### **21/4-12.1 Joint neighbourhood plan**

Cllr Bagnall reported that the council was now in the period of purdah prior to the elections on 6 May so there could be little activity within the district council. He was aware that Takeley Parish Council was considering approaching one or more neighbouring parishes to invite them to join in preparing a Neighbourhood Plan for several parishes together. However, Takeley is a large parish compared with its neighbours and may ultimately conclude it would be better to have its own Plan. Cllr Bagnall would keep Cllr Isham informed.

#### **21/4-12.2 Annual Parish Council Meeting**

This would take place by Zoom on 6 May 2021 at 8pm, followed immediately by the council's ordinary meeting.

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