

Minutes of the Meeting of the Broxted Parish Council

Thursday 13 February 2020 in the Village Hall at 8pm

Present were:

Cllr Wendy Adams, Cllr Andy Cousins, Cllr Lesley Holt, Cllr Adam Hume, Cllr Vere Isham (Chair) and Cllr Rachel Kesterton.

Kate Rixson (Clerk).

Cllr Bagnall (Uttlesford District Council).

1 Apologies for Absence

Apologies had been received from Cllr Walsh (county councillor) and Cllr Olivia Smith.

2 Public Open Forum

A member of the public attended to discuss item 7.3 which was therefore taken first.

2.1 Williams Field, Brick End, drainage problems (item 7.3)

Cllr Hume declared an interest as his garden adjoins Williams Field. There is persistent flooding of Williams Field. The current application for planning permission for houses at the neighbouring property Elmswood, (agenda item 16.1) was discussed. It was agreed that the council would ask the planning authority to ensure proper drainage if development were to be allowed. District councillors would ask for the planning application to be referred to the planning committee if officers intended to grant permission under their delegated powers.

2.2 Airport (item 5)

Cllr Bagnall reported on the district council (UDC)'s decision on the airport's planning application. It was noted that the High Court had refused to intervene in the Secretary of State's decision to allow UDC to decide the application.

2.3 Planning appeal (item 16.3)

Cllr Bagnall reported that a recent planning appeal had allowed a plan for a 66-bedroom care home and 100 houses in Takeley parish on a site was in the Countryside Protection Zone. Concern was expressed about noise levels for residents, the difficulty of mitigating them and the erosion of the CPZ buffer for local communities.

2.4 Planning enforcement (item 16.1)

Car-breaking activities continued at the Barn, Pledgdon Green Road, where there was now a caravan on the site in breach of planning controls. **Action: Clerk**

3 Approval of the Minutes of the Meeting held on 9 January 2020

The minutes had been circulated and were agreed and signed.

4 Clerk's progress report

4.1 Brick End Villas sewage plant

The Clerk has received a detailed letter from the district council which she has circulated to all affected residents. at Brick End Villas. The position is unchanged. The owner of the pub is arranging for an independent report on the condition of the existing plant. It was agreed to await developments.

4.2 Parish Council website

The domain name broxted-pc.gov.uk has now been registered to Broxted Parish Council. It was decided not to register any additional domains. Work is beginning on collating documents from the current site and configuring the new template.

4.3 Broxted Directory and emergency numbers

These are now displayed on the notice-boards and were distributed with the Five Parishes Magazine to all Broxted residents at the end of January.

4.4 Easton Park

Mrs Rixson reported on the responses she had received. It was concluded that no effective action could be taken in Broxted currently.

5 Footpaths/rights of way/roads

5.1 Condition of byway 42 (Browns End Road to Woodgates End)

This has been reported to Essex Highways and is scheduled for inspection.

5.2 Broken and absent road signs and street names

These had been reported respectively to Highways and the district council and acknowledgements received. The damage had not been given any special priority.

6 Environment

6.1 Treefelling in School Lane and connected byway (Takeley parish)

Takeley Parish Council had investigated and it was reported that the felling was standard cutting-back.

6.2 Litter

The worsening litter problem would be reported to the district council. Keep Britain Tidy was running its usual Spring-time campaign – details had been circulated. **Action: Clerk**

6.3 Speed limit

Lanes between Church End and Brick End, and Brick End and the B1051, would be safer with a 40mph speed limit. It was agreed to look into applying for this. **Action: Clerk**

6.4 Land south of Brick End

A letter to the owner was approved in draft and would be prepared for signature by Cllr Isham. **Action: Clerk**

7 Council administration

7.1 Declaration as councillor

Having been co-opted on 9 January 2020, Cllr Holt signed the declaration.

7.2 Clerk's training for Certificate in Local Council Administration (CiLCA)

Mrs Rixson has started her training which needs to be completed within a year. A council with a CiLCA-qualified clerk and at least three elected members can exercise additional powers under the General Power of Competence created by the Localism Act 2011. The council confirmed its agreement to cover the cost of the course and extra working time needed to study for the qualification. A bursary had been applied for, towards the course fee and registration with the Society for Local Council Clerks which was required.

7.3 To fix date for annual assembly

It was agreed that this would take place on 9th April 2020 followed by the usual monthly meeting. The annual parish council meeting would take place on 14th May, followed by the usual monthly meeting. **Action: Clerk**

7.4 Maps

Councillors expressed appreciation of Cllr Hume's work in obtaining a map of the parish in the form of a whiteboard which was shown to councillors. It was agreed it should be hung in the committee room. An identical paper map had also been supplied and it was agreed to frame this and arrange to hang it in the Village Hall main hall. **Action: Cllr Hume**

7.5 Hedge-trimming and grass-cutting

Mrs Rixson reported that she had approached Groundcare Solutions, contractors for this work in 2018 and 2019, for a quote. It was agreed that if the quote was at the same hourly rate as last year it should be accepted. **Action: Clerk**

8 Liaison meeting on unauthorised encampments

The clerk had circulated a note of the police/county council briefing on this subject.

9 Correspondence not previously circulated

9.1 Poster advertising local MP's surgeries

It was agreed to display this on the notice-boards. **Action: Clerk**

9.2 Letter concerning access over common at Cherry Green

Solicitors representing a Cherry Green resident had asked for information. It was agreed the clerk should make enquiries and draft a response to the letter. **Action: Clerk**

10 Parish Emergency Plan

This was reviewed and revised. The clerk will prepare the updated version. **Action: Clerk**

11 Finance

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

The cashbook was verified by Cllr Kesterton.

Receipts to 31 Jan 202 were £12,145.92 and expenditure £6,934.04.

Balances available as at 31 January 2020 at Barclays Bank were:

Current account	£2,508.98
Deposit account	£17,441.35
Available funds	£19, 950.33

11.2 Approval and Signing of Cheques

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

Council for the Protection of Rural England - regd charity - annual membership	£36.00
Uttlesford Association of Local Councils T/A UALC - sharing of information and support between parish and town councils in Uttlesford District. Annual membership	£5.00
K Rixson - Clerk's expenses as per schedule	£464.64
Pear Technology Services Ltd for maps and whiteboard. Includes VAT.	£546.00
Chris Rix Electrical Ltd. For Village Hall. Includes VAT.	£432.00
HM Revenue and Customs for PAYE on clerk's 2019 salary (tax and National Insurance contributions)	£204.90

Cheques were approved but not signed as follows, as a new chequebook has not yet arrived:

EALC. Fee for training course for Certificate in Local Council Administration (one-year course for Clerk). Includes VAT.	£630.00
Society for Local Council Clerks. Clerks' professional organisation. Membership for 2020 (based on annual salary)	£109.00

11.3 Budget and Precept

The application for the 2020-2021 precept has been made and the district council is due to decide on 24 February. The first half is expected in April.

11.4 Change of bank mandate to add councillors and chairman as signatories

It was resolved to change the bank mandate in accordance with the forms completed. **Action: Clerk**

11.5 Clerk's pension

Cllr Kesterton explained the options and rules and with the agreement of Mrs Rixson it was noted that the LGPS was not affordable and the council should consider the NEST scheme. **Action: Cllr Kesterton**

11.6 2019-2020 auditor

Ken Davidson has kindly agreed to act as internal auditor this year.

12 Village Hall

The clerk had circulated a written report from Mr and Mrs Clark.

12.1 Finance and bookings

At 31 Jan 2020 the Village Hall account held £3,094.47, with a further £203 to be banked. £180 fee from UDC was received in January for the use of the hall as a polling station for the general election.

Cheques issued since 9 Jan 2020:

On 15 Jan to Hills Housekeeping (2 hrs cleaning on 14 Jan): £42

On 6 Feb to Adam Hume for materials to shelve store-cupboard: £294.66

On 11 Feb to Hills Housekeeping (2 hrs cleaning on 11 Feb): £42

Application has been made to UDC to release the approved grant of 75% towards the store cupboard shelving costs. The wooden ladder at the hall needs replacement as it has reached the end of its life. Purchasing an aluminium stepladder was approved at a maximum cost of £100.

Recent hirings have included the weekly Pilates class, monthly coffee morning, an adult party and a meeting.

Future bookings include the use of the hall as a polling station for the Police and Crime Commissioner election in May 2020, the weekly Pilates class and monthly coffee morning, an adult party, a children's party, a funeral wake, three all-day rabbit shows and a half-day meeting of the show organisers.

12.2 Works and maintenance

An electrical survey has been carried out and the report circulated. Mr and Mrs Clark were authorised to ask the same firm to cost the items noted on the survey and separately quote for the improvements which Mr and Mrs Clark wished to make. It was agreed that the quotes should include items listed in the survey as "recommended improvements" (noted "C3" on the condition report) as the insurer was likely to want these included. It was agreed that a second quote should be obtained from Steve Williams of Tanner Williams, in Braintree, who had been used by Cllr Hume in the past.

Action: Clerk

13 Proposal to install an interpretation board for Broxted

It was agreed to invite Ken McDonald of The Hundred Parishes Society to a parish council meeting to discuss the next steps in preparing and installing a board near the Village Hall. It was noted that similar information boards had recently been installed in Saffron Walden near the battle ditches. Cllr Kesterton will contact other Community Association members. **Action: Cllr Kesterton and Clerk**

14 Proposal to attach commemorative blue plaques

Public figures Lord (Rab) Butler and Ben Hyde Harvey lived in Broxted at Whitehall and the Brick House respectively and blue plaques could in principle be attached to these buildings. After discussion councillors concluded that plaques would not be easily visible to the public, especially at Whitehall. It was therefore decided to focus on the interpretation board project.

15 Planning Matters

15.1 Current applications

15.1.1 New applications since last meeting

The following applications were discussed. Applications UTT/20/0080/FUL and UTT/19/2244/LB had been considered via email and comments drafted, approved and lodged, as they had not been validated until after the January council meeting and the consultations ended the day before the February council meeting. Comments and objections to be lodged as indicated. **Action: Clerk and Cllr Isham as district councillor**

Ref	Property	Application	Consultation end date	Issues	Council's view
200081FUL	Toad Hall Chapel End	6 det houses	14.2.20	CPZ, poor design, noise, sustainability	objection
200083FUL	Elmswood Brick End	1 det house	17.2.20	drainage, neighbour concerns	comment and call in for conditions on drainage
200084FUL	Elmswood Brk E	1 det house	17.2.20	as 200083	as 200083

15.1.2 Now decided

None since last meeting.

15.1.3 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 Kohoutek Church End	2 semis		blocks access and footpath	objection
192874OP	adj Goodacres Church End	2 houses		Cramped site	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
192981HHF	Church Hall Barn Church End	outbuilding		adj Listed Building	none
193175OP	South of Woodcocks, Cherry Gn	2 det houses		access issue, neighbour objn	objection
192896HHF	Peartree Cott CG	retrospective permn for shed		none	none
192244LB	Cherry Gn Farm	replace windows	12.2.20	support	none

200080FUL	Sun Rise CE	houses	12.2.20	CPZ	comment
200251LB	Whitehall Church End	amend plot 6			none

15.2 Easton Park/Local Plan

The planning inspectors' decision was delivered in January and concludes that the draft Local Plan is deficient. Uttlesford DC is in the process of deciding whether to withdraw it or revise it and re-submit.

15.3 Enforcement

The Barn, Pledgdon Green – ENF/19/0160/C. See 2.4 above.

Elmswood, Brick End – ENF/19/0052/C. This file remains open. A new planning application has been made – see 15.1 above.

15.4 Appeals

See 2.3 above.

16 Noted for future discussion

16.1 Operation Bridge guidance

16.2 Software for PAYE and payroll

17 Date of next meeting

The parish council meeting will take place on Thursday 12 March at 8pm in the Village Hall. There being no other business the meeting closed at 10pm.