

# **Minutes of the Meeting of the Broxton Parish Council Thursday 9 January 2020 in the Village Hall at 8pm**

Present were:

Councillors Wendy Adams, Andy Cousins, Adam Hume, Vere Isham (Chair), Rachel Kesterton and Olivia Smith.

Cllr Bagnall (Uttlesford District Council).

Kate Rixson (Clerk).

## **1 Apologies for Absence**

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

## **2 Public Open Forum**

Members of the public attended to discuss agenda items 4.4, (part of) 15 and 9 which were therefore taken first.

### **2.1 Sewage plant upgrade at Brick End (agenda item 4.4)**

On the basis of legal advice the clerk has requested further information from Uttlesford District Council (UDC) and her letter of 20 Dec 2019 is with the council's surveyor. In the meantime residents have received a letter from Uttlesford (dated 18 Dec 2019) restating the owner-occupying residents' liability for the replacement costs but offering to negotiate over payment terms after the work has been completed. The residents dispute liability and the amount requested. It was agreed to assist as much as possible. **Action: Clerk**

### **2.2 Easton Park (item 15.2)**

Councillors have been told of extensive felling in woodland on the land affected by this proposed development. After discussion it was decided to ask whether the Essex Wildlife Trust has raised concerns with the Forestry Commission and whether the imposition of Tree Preservation Orders would control the felling. **Action: Clerk**

### **2.3 Planning application UTT/19/3175/OP (from item 15.1)**

After discussion and a presentation the council agreed to object to this application on planning grounds. A site visit should be requested because of the location and if officers advised granting the application the district councillors could call in the application to the planning committee. **Action: Clerk**

### **2.4 Stansted Airport (agenda item 9) – planning application to increase passenger numbers to 43 million**

#### **2.4.1 Judicial review of government decision not to call in the planning application**

The judgment is still awaited.

#### **2.4.2 Consideration by Uttlesford District Council of s106 mitigation measures and material changes**

The planning application was granted (in 2018) on condition that adverse effects on the community would be mitigated under a satisfactory s106 agreement. The s106 agreement proposed by the airport has not yet been approved but would be considered in the planning committee on 17 and 24 January 2020. The committee would also be asked to consider material changes which have occurred since the conditional approval. All were encouraged to apply to speak and/or attend the meetings.

Councillors reported that these issues were discussed at SSE's Local Councils Liaison meeting on 8 January 2020. SSE's draft presentation to the district council and the procedure for booking to speak at the 17 Jan meeting were being circulated. **Action: Clerk**

## **2.5 Chairman's Service Award**

The former chairman of the council, Roger Clark, has won a Chairman's Service Award from the Essex Association of Local Councils, for not only his work as a chairman and councillor but also his wider community involvement which has been very considerable. Cllr Isham announced the award and that Mr Clark would be receiving an invitation to a Buckingham Palace Garden Party on 19 May 2020. **Action: Clerk**

## **3 Approval of the Minutes of the Meeting held on 14 November 2019**

The minutes had been circulated and were agreed and signed.

## **4 Clerk's progress report**

### **4.1 New public transport representative**

John Oliveira has kindly offered to take this role.

### **4.2 Cranham Road issues**

The outcome of discussions with Uttlesford District Council (which owns Cranham Road) has been reported to the resident who raised these issues.

### **4.3 Parish Council website**

The domain name Broxted-pc.gov.uk has been applied for as the Dept for Communication Media and Sport has objected to Broxted.gov.uk as too vague. A basic website template has been selected and set up. Costs to date are about £200 and will be reimbursed to the clerk as expenses, since payment online had been required.

## **5 Council administration**

### **5.1 Motion to co-opt Lesley Holt to the council**

It was proposed by Cllr Kesterton, seconded by Cllr Hume and agreed unanimously by the council that Lesley Holt be co-opted. She then joined the meeting.

### **5.2 Clerk's contract**

Cllr Kesterton reported that she and Mrs Rixson had agreed a form of contract in the nationally-accepted format and on nationally-agreed pay-scales. The council approved the contract and the proposed formula for calculating holiday pay. Pension arrangements are being investigated. **Action: Cllr Kesterton and Clerk**

It was resolved that the council should adopt the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004.

## **6 Land at Brick End**

After discussion it was agreed that the current ownership of the land adjoining the pub car-park on the Brick End junction should be checked and the owner be invited to sell to the parish council.

**Action: Clerk**

## **7 Broxted Directory**

The directory has been updated and will be distributed with the parish magazine. **Action: Clerk**

## 8 Broadband service

Cllr Cousins and Mrs Rixson had attended a meeting with the Superfast Essex programme leaders on 28 November and a summary was circulated. It was noted that the roadside boxes installed last year by Gigaclear were not connected to the network and it is not known when this would be done. New management had recently been installed at the company.

## 9 Footpaths/rights of way/roads

### 9.1 Maps for Committee room/council meetings

Cllr Hume demonstrated the A0 size paper draft map he has received. A whiteboard of this map has been ordered. The updated estimate is £455 plus VAT which has been circulated. It was agreed that council assets such as bus shelters/stops should be shown on the map. **Action: Cllr Hume and Clerk**

### 9.2 Footpath obstruction

The Highways Authority has contacted the landowner concerning obstructions on footpath 29 (between Goodacres and School Villas). Future footpath problems (obstruction, damage, etc) can be reported by anyone on the Essex Highways website (reached via the Essex County Council site) where there is a detailed interactive map.

## 10 Liaison meetings

See items 2.4 and 8 above

## 11 Correspondence not previously circulated

None

## 12 Finance

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

The cashbook was verified by Cllr Cousins.

Receipts to 31 December 2019 were £12,145.92 and expenditure £6,081.32.

Balances available as at 31 December 2019 at Barclays Bank were:

Community Account (current)	£3,361.70	
Business Premium Account (deposit)	£17,441.35	
Unpresented cheques	-£0	
Funds available		£20,803.05

### 12.2 Approval and Signing of Cheques

A cheque for £852.72 for the clerk's salary was approved and signed.

Grants and donations were considered. It was resolved that the following expenditure should be incurred. In the opinion of the council the payments made under section 137 of the Local Government Act 1972 are in the interests of the area or its inhabitants and will benefit them commensurate with the expenditure:

Five Parishes Magazine (s137 Local Govt Act 1972 )	£250
St Clare Hospice (s137)	£300
Mole Hill Green Cricket Club	£250
Essex Air Ambulance (s137)	£150
Uttlesford Home-Start (s137)	£200
Support 4 Sight (s137)	£100

EACH (East Anglia's Children's Hospice) (s137)	£100
Broxted with Chickney Church Committee towards upkeep of the open churchyard	£300
Uttlesford Citizens' Advice	£500
East Herts Citizens' Advice	£500
Uttlesford Community Travel	£100
Stop Stansted Expansion	£1,000
Chelmsford Citizens' Advice Law Clinic	£500

### 12.3 Budget and Precept

A draft budget for 2020-21 had been circulated and was considered. Consideration was given to an analysis of the effect on local taxpayers of setting the precept (the parish council's portion of the council tax) at various levels. Contingencies for village hall expenditure and other potential calls on the council's reserves, and the possibility that future precept increases might be capped, were considered. The draft budget was approved and it was resolved to keep the precept at £12,000 for 2020-2021. **Action: Clerk**

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

Cllr Hume's and Cllr Adams' ID documents had been certified and forms returned to the clerk. **Action: Cllr Isham and Clerk**

## 13 Village Hall

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

### 13.1 Finance and bookings

At 31 Dec the Village Hall account held £2,744.47, with a further £212 to be banked and a fee of £180 for the use of the hall as a polling station on 12 Dec 2019 expected by BACS on 23 January 2020.

Cheques issued since 14 November 2019:

On 20 Nov to Hills Housekeeping (cleaning on 19 Nov 2019): £42

On 5 Dec to npower for electricity 8 Aug – 25 Nov 19: £164.23

On 19 Dec to Hills Housekeeping (cleaning on 17 Dec 2019): £42

Recent hirings have included the weekly Pilates class, monthly coffee mornings, 3 adult parties and a child's birthday party, the Community Association Christmas party and use of the hall as a polling station for the general election.

Future bookings include the use of the hall as a polling station for the Police and Crime Commissioner election in May 2020, an adult party in January, the weekly Pilates class and monthly coffee mornings.

### 13.2 Works and maintenance

A grant has been obtained for £255, which is 75% of the cost of putting up shelving in the store-room. Work is being scheduled. The cost will be for materials only as the work is being done on a voluntary basis.

After discussion of safety issues and the need to maintain bookings, it was agreed that the hall's electrical system needed attention, including rewiring if necessary, and that the hall's plot of land should be fenced. Estimates would be sought and sources of grants investigated. **Action: Clerk**

It was noted that Cllr Isham retains the old stage-lights for cleaning and sale. The ceiling of the committee room can be repainted if the mould has stopped spreading. **Action: Clerk**

## 14 Planning Matters

### 14.1 Current application

#### 14.1.1 New applications

<b>UTT/19/3175/OP</b>	Land south of Woodcocks, Cherry Green CM6 2DD
Outline permission for 2 self-build detached houses	Validated 24 Dec 2019 Comments by 28 Jan 2020
	See minute 2.3 above – to object.
<b>UTT/19/2896/HHF</b>	Pear Tree Cottage, Cherry Green, CM6 2DD
Retrospective appln to erect outbuilding/shed in front garden	Validated 8 Jan 2020, comments by 5 Feb 2020
	After discussion, it was decided no objection would be raised.

Action: Clerk

#### 14.1.2 Now decided

<b>UTT/19/2013/FUL and UTT/19/2014/LB</b>	Wood Farm, Pledgdon Green, Brick End Road, Henham, CM22 6BN
Conversion of barn and outbuilding, including erection of link extension, to form 1 no. dwelling with associated landscaping. Associated application for listed building consent.	Approved
<b>UTT/19/2701/OP</b>	Dunwell, Chapel End, CM6 2BW
Outline permission for 6 dwellings	Refused

#### 14.1.3 Still outstanding (consultation period closed)

<b>UTT/19/2266/OP</b>	Land north of Bedwell Road and West of Old Mead Road in Henham and Ugley parishes, abutting Elsenham Village
Outline permission for 220 dwellings	Decision awaited - objections had been raised
<b>UTT/19/2509/FUL</b>	Stonyfield, Broxted Road, CM6 2HN
Variation to existing consent to demolition of existing dwelling...and erection of replacement.	Decision awaited – no objection had been raised

### 14.2 Easton Park/Local Plan

For woodland felling issues see 2.2 above. The planning inspectors' decision on the Local Plan has not yet been released.

### 14.3 Enforcement

*The Barn, Pledgdon Green* – ENF/19/0160/C. File remains closed – further evidence needed to re-open.

*Elmswood, Brick End* – ENF/19/0052/C. This file remains open. Action:clerk

#### **14.4 Appeals**

Up to date details would be circulated.

#### **15 Bridges Guidance**

Discussion was postponed as updated guidance and responses to the clerk's queries are awaited. **Action: Clerk**

#### **16 Any other business**

**To be discussed at future meetings:**

##### **16.1 Parish emergency plan.**

The current (2018) plan is in the Sharepoint cloud and will be circulated. **Action: Clerk**

##### **16.2 Financial regulations**

Revised standard financial regulations for review and adoption. **Action: Clerk**

#### **17 Date of next meeting**

The next parish council meeting will take place on Thursday 13th February at 8pm in the Village Hall.

There being no other business the meeting closed at 10pm.