

**MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING**  
**Held on Tuesday, 2<sup>nd</sup> February 2016 at 8.00pm in the**  
**South Hall, New Village Hall, Crawley End, Chrishall.**

PRESENT: Tom Jackson (chairman), John Kay, Ian Pitfield, Jane Holloway, David Thomas, Tracey Slade, Derek Ailes, Steve Foot.  
 Clerk: Belinda Irons

PUBLIC: 0

16.16 Apologies for absence: Steven Parish

16.17 Other absences: Members absent without offering apologies: none.

16.18 Declaration of Members Interests: (disclosable pecuniary/pecuniary/non-pecuniary)

Tom Jackson	Clerk’s salary	disclosable pecuniary
John Kay	Village Hall Committee	PC representative
	Item 16.24: sale of oven	pecuniary

16.19 Minutes of Previous Meeting: 5<sup>th</sup> January 2016.  
 Minutes of the meeting were not available for signature. For next agenda.

*Meeting suspended for*  
 Adjournment for Public Discussion: limited to 15 minutes  
*Meeting resumed*

16.20 Chrishall Pre-School  
 The clerk requested additional information from the solicitor. Derek Ailes clarified the solicitor’s response to the Parish Council, and requested that Councillors give consideration to the draft licence provided by the solicitor. Councillor comments are requested to be provided as quickly as possible to enable the document to be signed by both parties.

16.21 Planning:

Planning applications: none  
 Planning decisions:

UTT/15/2680/LB Listed building permission granted	Broad Green Cottage, Broad Green Retention of internal alterations and repairs
UTT/15/2086/FUL Decision awaited	New Farm, High Street Proposed conversion of existing agricultural barn into residential accommodation

Chairman’s signature..... 1<sup>st</sup> March 2016.

UTT/15/3539/FUL Decision awaited	Hillside Farm, Mill Causeway Erection of single dwelling with garages and stables
UTT/15/3729/HHF Decision awaited	Matilda's Lodge, Crawley End Demolition of existing outbuildings and erection of 2 storey side extension to create annexe (alternative to that approved under plan permission UTT/15/2126/HHF)

Appeal Hillside Farm: A letter has been sent objecting to the appeal.

16.22 Finance

Finance Summary:	Balance Brought Forward:	£26,324.38
	Plus Income	£0.00
	Less Dec Payment	£6,032.16
	(less ring fenced	£2,050.00
	(Solicitors fees £2,000)	
	(Burial deposit £50)	
	Total available to Council	£18,242.22

Budget and Precept: precept: £27,000

Signing UDC precept application form

The clerk advised Council that following confirmation from Uttlesford District Council, the precept of £27,000 minus the Council Tax grant has resulted in a total precept of £26,561.

**PROPOSAL: that Chrishall Parish Council herewith accept the budget, and agree the precept of £27,000 (twenty seven thousand pounds) for the year 2016/17 less £479 Council Tax grant which results in a total precept of £26,561 (twenty six thousand, five hundred and sixty one pounds).**

PROPOSED: Tom Jackson, seconded John Kay. AGREED AND RESOLVED UNANIMOUSLY.

ECC CIF grant: extension of time agreed 2.2.16

The clerk telephoned Essex County Council and was advised that an extension of time has been granted to July/August.

16.23 Chrishall Halls: update

Proposed safety evaluations: Steve Foot

Fire and electrical testing are in progress. The Village Hall Committee will be asked to provide copies of relevant reports for its records, and for submission to the Parish Council insurer.

Old Village Hall and Pavilion:

Chairman's signature..... 1<sup>st</sup> March 2016.

Both of these buildings will require fire and electrical testing. Steve Foot and David Thomas will undertake a review of both buildings and ascertain what actions may be required going forward.

Licences and agreements: Derek Ailes by email  
The Parish Council solicitor is in the process of developing a Licence to Occupy, which should be available shortly.

New village hall: alarms: the Chairman has spoken to members of the Village Hall Committee, who have advised a procedure is being developed to ensure the fire alarms can be turned off by users provided there is no actual fire in or around the buildings.

- 16.24 Jigneys Meadow, pavilion & play area: update  
Hastoe Housing Association. Update  
Derek Ailes advised the meeting that, due to Central Government changes to finance which has resulted in the removal of grants for rural exception site affordable housing schemes, he has been in discussion with Cllr Robert Chambers to press for Uttlesford District Council to undertake financial assistance to achieve the granted permission. There is a UDC Cabinet meeting to be held on the 26<sup>th</sup> February where this issue will be discussed. Derek Ailes further commented that he will, if necessary, seek the assistance of the MP, Sir Alan Haselhurst.

Pavilion: extension of use and building regs: on hold  
Maintenance update:  
John Kay reported that the internal works were proceeding, but that no change of use will be applied for until Jigneys Meadow is achieved for the parish.  
Paxtons have provided a double glazed window at a significantly reduced rate. A second hand uPVC door has been purchased, and another which may be suitable has been offered by a parishioner free of charge. John Kay will continue to manage the project.

John Kay apprised the meeting that he had a new oven which was surplus to his personal requirements which he was offering to the Parish Council at a significantly reduced rate to enable Chrishall Primary School to use the pavilion for cookery classes. Councillors thanked John Kay.

**PROPOSAL: That Chrishall Parish Council agree to purchase an oven from John Kay in the sum of £200 for installation in the pavilion**

PROPOSED: Derek Ailes, seconded Tracey Slade. John Kay abstained from the vote. AGREED AND RESOLVED BY MAJORITY.

Play area:	Cradle swings replacement cost:	£2,490
	Other maintenance costs:	£1,160

Chairman's signature..... 1<sup>st</sup> March 2016.

The contractor has advised that the works need to be carried out before Autumn. The cradle swings will not last in usable condition through next winter. The clerk will write to the school are request financial assistance to progress this item. **ACTION: CLERK**

16.25 Highways issues:

Cambs County C: A505: discussion with CCC to improve safety  
Reported as a highway issue 11.3.15 NM-88796

The clerk will contact the engineer and request this issue is assessed for action in the autumn programme of works. **ACTION: CLERK**

Church Road: drain blocked  
ECC report no 2375566/ ECC report no 2387863

Abrams Lane: pot hole ECC report no 2423022  
Claim against ECC. Filled by 20.1.16

Hollow Road: edge of road overrun ECC report no 2423026

Meeting with ECC Engineers & ECC Cllr John Lodge: 20.1.16: update Cllr John Lodge, Essex County Councillor, Chris Stoneham and Shashiraj Marri, Essex County Council engineers attended a site meeting with Cllrs Steve Parish and Derek Ailes, and the clerk, to inspect and discuss issues relating to drainage and pot holes in the parish. The ECC report is shown below:

**Loveday Close:**

*The proposal that will be taken forward on this is that it will be put forward as a Surface Water Alleviation Scheme (SWAS) to run a culvert to the ditch on the opposite side of the road to Loveday Close. As indicated in previous correspondence (below) the ditch itself will need to be maintained and cleared up stream towards Nash's Farm, but in the interim the SWAS request will be formally added to the list.*

**Palmers Lane / High Street / Church Road junction:**

*The Parish Council raised some drainage issues at this location and it was highlighted that some of the gullies in Palmers Lane drain into the nearby pond on the corner of the junction. If the water levels are high in the pond the surface water will therefore take longer to drain away. There were some gullies on the school side of Palmers Lane, but it was noted that these drain into the ditch located on that side of the road. It was pointed out that this ditch was in need of maintenance which would be the riparian responsibility of the adjacent landowner. Further to this our Engineer, Shashiraj Marri, is arranging for an ad hoc jetting crew to visit the site to check the gullies within this area. We currently anticipate that these works will take place within the next 1-2 weeks.*

Chairman's signature..... 1<sup>st</sup> March 2016.

**Palmers Lane:**

*The Parish Council raised the poor drainage issues further up Abrams Lane and thought that there was a culvert that crossed the road into the ditch on the opposite side. Due to the high water levels in the ditches some ditch clearance work would need to be undertaken to locate the pipe outfalls but this will not be possible until the water levels drop. The Parish Council were going to explore with the adjacent landowners whether some ditch clearance work could be undertaken to allow Highways to eventually jet the culvert if it can be located. A further issue was noted at this location as the ditches also connect into a nearby pond which is a rare breeding ground for greater crested newts (a protected species) so permission would need to be gained from Rural England before any work could be undertaken. There is a small development in Palmers Lane (next to the school) that will have two new accesses crossing the ditch that will also need to be piped and it is understood that the Parish Council were going to speak with the contractor to see if they could carry out some clearance work to locate the culvert; if one outfall pipe is uncovered it might be possible to request the Highway Rangers to help with locating the other outfall pipe.*

**Carriageway defects along Hollow Road / Palmers Lane:**

*I am advised that following your meeting Chris Stoneham passed the concerns raised regarding the condition of the carriageway to our Highways Team for further investigation. I am advised that these investigations are still on-going and as such am unable to provide you with a further update at this time.*

*The Parish Council did highlight to our team the presence of another defect on Abrams Lane, but I am advised that after our team visited the site with the Parish Clerk it was established that this defect had been repaired.*

*Further to the above I am advised that the Parish Council were keen to receive a copy of the Flood Management leaflet on ditch maintenance. As such I have attached the document to this email for your reference.*

*I trust the information I have provided above covers all points discussed during your site visit and clarifies ECC's current position in respect of these issues.*

**Ditch maintenance and liability**

Ditches are the responsibility of the adjacent landowner. The clerk has a document available for landowners who require advice.

Dark & Park Lane: Suggestion to obtain road planings and a local farmer has offered to distribute free of charge, with the assistance of volunteers. The clerk will pursue this with ECC Rights of Way **ACTION: CLERK**

16.26 Superfast Broadband: update: ongoing.

16.27 Essex Constabulary: consultation update

The Police will be invited to send a representative to the Annual Parish Meeting.  
**ACTION: CLERK**

16.28 The Queen's 90<sup>th</sup> Birthday celebrations: discussion:

The 'Clean for the Queen' initiative will be pursued.

A celebration of the Queen's birthday will be undertaken at the Annual Parish Meeting with a toast and cake.

16.29 Correspondence:

Chrishall Cricket Club: confirmation of mowing regime and extra cuts

UCD: The Queen's 90<sup>th</sup> birthday beacons: 21.4.16

Broadmead Leisure: Quote for play area works

Voneus satellite broadband, fixed and mobile telephony, last mile delivery from local exchange systems

16.30 Date of next Parish Council Meeting:

1<sup>st</sup> March      5<sup>th</sup> April

3<sup>rd</sup> May              7<sup>th</sup> June              5<sup>th</sup> July

5<sup>th</sup> September      4<sup>th</sup> October              1<sup>st</sup> November

Annual Parish Meeting:      Tuesday, 17<sup>th</sup> May

*Meeting closed at 10.02pm*