

**MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING**

**Held on Tuesday, 3<sup>rd</sup> May 2016 at 8.00pm in the  
South Hall, New Village Hall, Crawley End, Chrishall.**

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

PUBLIC: 0

16.62 Election of Chairman:

**PROPOSAL: *That Chrishall Parish Council reappoints Cllr Tom Jackson as Chairman.*** PROPOSED: Cllr Holloway, seconded Cllr Kay. AGREED AND RESOLVED UNANIMOUSLY.

16.63 Signing of Chairman's Declaration of Acceptance of Office  
Cllr Jackson signed the declaration at the meeting.

16.64 Apologies for absence: Cllr Steve Parish.

16.65 Other absences: Members absent without offering apologies: none

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

Cllr Jackson	Clerk's salary	disclosable pecuniary
Cllr Kay	Village Hall Committee	PC representative
Cllr Holloway	Chrishall Primary School	School Governor

16.67 Minutes of Previous Meetings: 5<sup>th</sup> April 2016.  
Matters arising:

Notice boards: the main notice board requires rubbing down and re-varnishing. The clerk will seek quotes. **ACTION: CLERK**

Face book: Councillors present unanimously agreed that Face book can be used in a divisive manner. Councillors present also agreed that members of the public have ample opportunity to engage with the Parish Council at meetings, by telephone, email and through the PC website

**PROPOSAL: *That Chrishall Parish Council herewith agrees that Face book is not considered to be a positive platform for public engagement, and does not intend to create a Face book page.*** PROPOSED: Cllr Ailes, seconded Cllr Pitfield. AGREED AND RESOLVED UNIMOUSLY. No further action will be taken on this point.

Defibrillator cabinet: Cllr Holloway advised that the availability and suitability of the telephone box in Palmers Lane to house the defibrillator was being investigated by the landlady of the Red Cow.

Minutes of the meeting were agreed as a true and correct record and were duly signed.

*Meeting suspended for*

Adjournment for Public Discussion: limited to 15 minutes

Palmers Lane: pot hole opposite the exit to the school.

Elections will be held in the old village hall.

The production of a welcome pack for newcomers to the village was suggested. Cllr Foote responded that all relevant information is in the Village Newsletter.

*Meeting resumed*

16.68 Planning:

Planning applications:

<p>UTT/16/0851/HHF Planning application</p>	<p>The Butts, Church Road Demolition of existing stable block. Proposed erection of screen wall, garden store and external staircase. Re-clad outbuildings and insert new windows and doors: <i>comment: the property's proximity to water is not registered .</i></p>
<p>UTT/16/1052/HHF Planning application</p>	<p>Hill Green Cottage, 49 High Street Existing porch demolished and replaced with proposed 2 storey side extension. Existing garage demolished and replaced with new proposed garage: <i>comment: the property's proximity to water is not registered</i></p>

Planning decisions:

<p>UTT/16/0533/LB Listed building decision awaited</p>	<p>The Red Cow, High Street Conversion of existing redundant barn and outbuilding, alterations and repairs including removal of barn door, insertion of glazing, windows and doors, internal partitions and replacement thatching. Extension of the Old Post House.</p>
<p>UTT/16/0532/FUL Decision awaited</p>	<p>The Red Cow, High Street Change of use and conversion of existing redundant barn and outbuilding to form</p>

	bed & breakfast accommodation, in conjunction with the adjacent public house and erection of utility building. Extension of Old Post House.
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Appeal Hillside Farm: dismissed

16.69 Finance

Finance Summary:	Balance Brought Forward:	£18,289.67
	Plus Income	£0.00
	Less Mar Payment	£1,397.36
	(less ring fenced	£5199.41
	(Pavilion grant funding £5,149.41)	
	(Burial deposit £50)	
	Total available to Council	£18,102.59

Littlejohns: End of Year Audit Return requirements:

**PROPOSAL: That Chrishall Parish Council herewith consider and review the effectiveness of the system of financial internal control and make recommendations to ensure all risk is minimised.** Item for the next agenda.

**PROPOSAL: That Chrishall Parish Council approve the Annual Governance Statement by resolution AND in advance of approving the Accounting Statement.** Item for the next agenda.

**PROPOSAL: That Chrishall Parish Council herewith agree by resolution to ensure the electorate is able to exercise its public right to inspect the Parish Council accounts for a single period of 30 working days which must include the first 10 working days of July 2016, and this period will be between Monday 6<sup>th</sup> June and Friday 15<sup>th</sup> July inclusive.** Item for the next agenda

**PROPOSAL: That Chrishall Parish Council reappoints Mrs Jayne Rowe as the internal auditor with immediate effect.** PROPOSED: Cllr Ailes, seconded Cllr Holloway. AGREED AND RESOLVED UNANIMOUSLY.

Chrishall Parish Council year end Summary Receipts and Payments: next agenda

**PROPOSAL: That Chrishall Parish Council herewith adopts the NALC model financial regulations with immediate effect.** Item for the next agenda

**PROPOSAL: That Chrishall Parish Council herewith accepts the Came & Company Parish Council Hiscox 3 year long term agreement insurance quote of £1,945.93.** PROPOSED: Cllr Slade, seconded Cllr Ailes. AGREED AND RESOLVED UNANIMOUSLY

16.70 Chrishall Halls: update  
Licences and agreements: Derek Ailes:  
The licence with Pre-School has now been signed.  
Pre-School has been advised that Robert Reed Hall will be required for Police & Crime Commissioner elections in May and the EU referendum in June.  
Once these elections are completed, the clerk will contact Uttlesford District Council to request an assessment of the Village Hall to be undertaken to establish it as the polling station. **ACTION: CLERK**

The full repairing licence for the Village Hall is being processed by the Parish Council solicitor.

Insurance requirements: clerk  
The clerk recommended that clear delineation of activities and expenditure is achieved between the Parish Council and licence holders. Any requests for financial assistance should be by grant application.

16.71 Jigneys Meadow, pavilion & play area: update  
Hastoe Housing Association. Update  
Jigneys Meadow is to be transferred to Parish Council ownership in approximately six weeks as part of the Section 106 agreement, and before building work commences.  
Drainage issues are currently being addressed.

Pavilion:  
Extension of use and building regs: on hold

Maintenance update: Cllr Kay advised that the main entrance has been repainted. The broken window has been replaced.

Cricket Club: both the Parish Council and the Cricket Club are keen to obtain a building to house the cricket club equipment outside the pavilion and including benches, mowers and nets, and the Parish Council mower and strimmer. Cllrs Ailes and Kay are progressing. **ACTION: DA & JK**

Members of the Cricket Club have provided significant funding and assistance for previous improvements, and have undertaken cleaning duties in lieu of payment for hire. Going forward, Councillors agreed that this situation is of benefit to both parties and would continue.

The Cricket Club has had a long association with the building and the grounds, and Councillors felt that it was important to reflect this heritage in the building. Cricketing photographs, especially those relating to Chrishall Cricketers, will be located in the pavilion

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

Application to be made to The Brand Trust for assistance. **ACTION: CLERK**

- 16.72 Highways issues:
- Cambs County C: A505: discussion with CCC to improve safety
  - Church Road: drain blocked: scheduled for major works
  - Hollow Road: edge of road overrun ECC report no 2423026
  - Dark & Park Lane: Suggestion to obtain road planings and a local farmer has offered to distribute free of charge, with the assistance of volunteers.
  - Palmers Lane pothole opposite school exit. Already reported on Essex CC website no. 2313053
  - Mill Causeway pothole between Summer Hill and Long View
  - Abrams Lane potholes: 2455486  
Protected verge signs 2455490

Royston Road bridge over brook: Rights of Way: closed for a further 10 months. Great concern was expressed over the lack of action. Cllr Pitfield will progress. **ACTION: IP**

16.73 Superfast Broadband: update: a cabinet has been installed in Palmers Lane.

- 16.74 Annual Parish Meeting agenda items
- Essex Police: assistance requested from Cllr Chambers
  - The Police are not able to attend. Councillors expressed their concern that Chrishall is not deemed important enough for officers to attend.
  - Public transport and Demand Responsive Transport
  - Jigneys Meadow and the pavilion
  - Chrishall Village Hall Committee update
  - 'Waste Busters'
  - Chrishall Primary School update
  - Womens Institute
  - Brand Trust
  - Red Cow update: defibrillator and planning application

16.75 Correspondence

- RoSPA Play inspection cost: £66.50 for 5 items, £3.50 for each additional item
- Play Inspection Co: Annual inspection £125
- EALC Call for evidence re Asset of Community Value application
- Mr N Marshall Superfast broadband: cabinet installation next to Cabinet 5 anticipated

UDC            schedule for monthly green waste collection  
                  Community Project grant now open for applications  
ECC            Footpath 14: ongoing closure  
                  Highways Rangers have re-cut the roadside grips in Church  
                  Road and Palmers Lane  
Came & Co    PC insurance quote  
Mrs Robertson Sign to the church: support requested: agreed.  
Saffron Walden & District Footpath Society: request to use Old Village Hall  
car park area  
EALC           PCC candidates profiles

16.76 Date of next Parish Council Meeting:

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