

DRAFT/UNADOPTED

**MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING**

**Held on Tuesday, 6<sup>th</sup> February 2018 at 8.00pm in the  
South Hall, New Village Hall, Crawley End, Chrishall.**

PRESENT: Derek Ailes (chairman), Cllr Jane Holloway Cllr Steven Parish, Cllr Stephen Foote, Cllr Sheena Lashko, Cllr David Thomas, Cllr John Kay  
Cllr Ian Pitfield, Cllr Tracey Slade.  
Clerk: Belinda Irons

Chrishall PC Advisory Committee: Mike Dearman

PUBLIC: 2

18.12 Apologies for absence: none.

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

18.14 Declaration of Members Interests:  
(disclosable pecuniary/pecuniary/non-pecuniary)  
Cllr Holloway Chrishall Primary School Governor non-pecuniary  
Cllr Kay: Chrishall Village Hall: PC representative

18.15 Minutes of Previous Meetings: 2<sup>nd</sup> January 2018.  
Minutes of the meetings were agreed as a true and correct record of the meeting and were duly signed

18.16 Public Discussion: limited to 15 minutes:  
Chrishall Library: Essex Public Library Service has contacted Barbara Smith regarding a scheme to provide community library facilities in every village. Cllr Ailes has become involved and has ascertained that the EPLS wants to learn from Chrishall, rather than impose a system on Chrishall. A meeting has been arranged for the 13<sup>th</sup> February at 10.30am to discuss what can be provided and what Chrishall is seeking from the EPLS.

The Library needs more people to use it. To ensure that the Library, the History Archive and the Parish Office opening times are available to all, Cllr Ailes will produce a bookmark with opening times of all services.

18.17 Planning: Cllr Holloway

UTT/18/0286/LB Barleymans Crawley End  
UTT/18/0285/FUL Demolition of garage and erection of single storey extension with link extension to main dwelling  
*Planning and Listed Building applications: no objection*

UTT/17/3364/HHF Saffrons Crawley End  
Erection of first floor side and single storey rear extensions: permission granted

UTT/17/3742/FUL The Glebe, Chrishall Grange Road

Chairman's signature..... 6<sup>th</sup> March 2018

Demolition of existing buildings and erection of 1 no. dwelling with detached garage and new farm access: *decision awaited*

UTT/17/3633/HHF 6 High Street  
Proposed front and rear extensions: *decision awaited*

Chrishall Chalk Pit: ownership needs to be established. Cllrs Foote & Thomas to investigate.  
**ACTION: SF/ DT**

#### 18.18 Members Portfolio Reports:

Cllr Ailes

Recycling issues: Cllr Ailes reported that UK rubbish is being exported worldwide. Chelmsford waste is being left in mountainous piles in Poland. China is refusing take plastic waste from the UK. Chrishall separates out recyclable materials. However, it is not known if all the separated material is actually recycled, or shipped abroad. A letter will be sent to Uttlesford District Council to request details on what happens to all waste.  
**ACTION: CLERK**

Outdoor gym equipment: This item was raised some time ago by Cllr Holloway. Cllr Ailes has been investigating the likely usage of this equipment. The Clerk will circulate quotes for discussion and seek likely grant funding sources.  
**ACTION: CLERK**

Cllr Holloway:

Chrishall Primary School: The Robert Reed Hall doors still require attention. Paxtons are due to attend to fit new parts once they arrive.

Cllr Pitfield: Highways update

Recommendation for Freedom of Information application relating to auditing of highways works and value for money: Essex County Council has carried out significant road works in the parish which appear to be good quality repairs. Chrishall Parish Council will monitor the repairs and take a view whether to submit a Fol in future.

Cllr Kay

Village Hall Committee: report

UDC proposed change of polling venue to Village Hall: PC response proposal. Both Chrishall Parish Council and Chrishall Village Hall Committee favour the change of official polling station to South Hall.

***That Chrishall Parish Council supports the use of South Hall, Chrishall Village Hall as the polling station in preference to Robert Reed Hall.*** Cllr Kay, seconded Cllr Slade. AGREED AND RESOLVED UNANIMOUSLY.

Asset Management: update

Chrishall Village Hall: a request has been received for a salt bin to salt the access path. The Clerk will contact Uttlesford District Council to request one.  
**ACTION: CLERK**

Chrishall Village Hall financial status is healthy. A vote of thanks was made to the Village Hall Committee for their hard work making both hall the fantastic premises they are, and in achieving such high usage.

Robert Reed Hall: Cllr Kay recommended the roof is left as is, and action be taken if and when necessary.

Jigneys entrance: a site visit will be undertaken to assess the most suitable option.  
**ACTION: JK/DA**

Chrishall History Book: printing and binding:  
Cllr Kay and members of the community have produced a chronicle of WWI. The proposal is to professionally produce 6 copies and provide them to Chrishall History Archive, Chrishall Library, Essex County Council County Archive, and Kew.

**PROPOSAL: That Chrishall Parish Council agrees to provide funds to print six copies of the history of Chrishall men who lost their lives in the First World War to a maximum of £60 per copy.** PROPOSED: Cllr Kay, seconded Cllr Ailes. AGREED AND RESOLVED UNANIMOUSLY.

Cllr Ailes advise that as part of the centenary of WWI, he has asked the Chrishall History Archive to research how the village managed during the war, specifically how it affected the women and children, and also those who returned. This will form a part of the centennial Armistice Day celebration.

UDC web site change to Register of Interests: update: the Clerk will recirculate the email.  
**ACTION: CLERK**

Cllr Foot                                      Legal, contract & administration  
UDC Code of Conduct: discussion/ decision:  
Cllr Foote commented that this is a good document to use as an aide memoir to ensure Councillors abide by the regulations. Cllr Foote will circulate the document by email with a recommendation for approval at the next meeting.  
**ACTION: SF/CLERK**

Cllr Parish                                      Superfast Broadband  
The Gigaclear response published in the last minutes states that installation should take place by the 30<sup>th</sup> June 2018. The letter will go into the newsletter and onto the notice boards.  
**ACTION: CLERK**

Cllr Thomas                                      Environmental Report  
Stop Stansted Expansion: 930 noise complaints were submitted in 2013. 2,411 noise complaints were submitted in 2017 mainly due to night flights by freight planes. Chrishall is subjected to night flights but not all parts of the village are affected.  
Cllr Kay commented that routes and stacking areas are detailed on NOTAMS.

Cllr Slade                                      Youth Club update  
Leaflets have been distributed on the school bus. The first session will take place on Saturday, 10<sup>th</sup> February in the village hall from 11am to 1pm. Refreshments will be provided free of charge for the first session. Mike Dearman will provide assistance with the indoor bowls equipment.  
The second session will also take place in the village hall. The pavilion will be used from April to October, when sessions will revert to the village hall. Essex Association of Boys and Girls Clubs will carry out Disclosure and Barring Service (DBS) checks once a group of volunteers has been established. Cllr Slade has enhanced DBS. The Clerk has DBS but it needs to be renewed.

Cllr Lashko Community initiatives

Summer Village Picnic: Cllr Lashko will establish the best date for this event to ensure it doesn't clash with any other event in the vicinity or with the Cricket Club fixtures.

**ACTION: SL**

18.19 Finance

|                  |                            |            |
|------------------|----------------------------|------------|
| Finance Summary: | Balance Brought Forward:   | £37,884.80 |
|                  | Plus Income                | £1.94      |
|                  | Less Dec Payment           | £3,503.37  |
|                  | Total available to Council | £34,383.37 |

18.20 Clerk's updates:

Jigneys Meadow:

High Street access: potholes filled.

Pavilion:

Heating: Cllr Kay, Mike Dearman and the Clerk will investigate the best options.

**ACTION: JK/ MD/ CLERK**

Opening times: core opening times for public access will be:

Monday, Wednesday & Friday, 1030am to 12.30pm

The Clerk will be in attendance at other times by appointment.

Sign from High Street: ongoing.

Play Area:

Annual safety assessment: The Play Inspection Company: completed  
Recommendations: the Clerk will chase the contractor for prices.

**ACTION: CLERK**

Highways issues:

Church Road:

drain blocked: scheduled for major works

Reported: 2500491: on ECC website as 2501345: not requiring immediate action. To be completed by end November 2017. Work not completed. The Clerk will contact Cllr Moran.

**ACTION: CLERK**

Church Road: Footway defect: 20244790: Cllr Moran chased 22.8.17 Completed.

Royston Road bridge over brook: Rights of Way: completion: Mar 17.

To be completed 2018/19. Letter sent to MP. Mrs Badenoch MP is making investigation into this issue.

Church Road:

Installation of gravel and boulders: trip hazard & encroachment of Essex County Council Highways land. Chased: 30.10.17. No action from ECC. Remove from agenda.

Village Hall car park: footway outside driveway pot holes: 2505353:

Not on ECC web site. Not completed as part of the road maintenance programme. The Clerk will re-report.

**ACTION: CLERK**

Chairman's signature..... 6<sup>th</sup> March 2018

General Data Protection Regulations implications: Data Protection Officer requirement:

The Clerk has attended two training sessions which provided different advice on the requirements of the Act. Cllr Ailes has contacted EALC, who have advised that no action should be taken until Central Government has made the Act, as it may be shelved. Further, no private company should be appointed to act as the Data Protection Officer unless and until NALC provides definitive advice on the best way to proceed.

Chrishall Parish Council will heed this advice and not take action until advised to do so by EALC and NALC.

Tree survey: trees will surveyed as necessary.

18.21 Annual Parish Meeting: agenda items: the Clerk will contact village organisations to provide updates at the APM. **ACTION: CLERK**

18.22 Correspondence

|                       |   |
|-----------------------|---|
| UDC:                  | polling station change of venue             |
|                       | Website change & register of interests link |
|                       | Grants                                      |
|                       | Revised Code of Conduct                     |
| CVH                   | support of polling station change of venue  |
| EALC                  | Data Protection Officer update              |
| Hastoe Housing Assoc. | Vacancy in Langford Drive                   |
| South Cambs DC:       | Local Plan update                           |
| Hallwood assoc        | tree surveys                                |

18.23 Date of next Parish Council Meeting: Tuesday  
 6<sup>th</sup> February, 6<sup>th</sup> March, 3<sup>rd</sup> April, 1<sup>st</sup> May, 5<sup>th</sup> June, 3<sup>rd</sup> July  
 4<sup>th</sup> September, 2<sup>nd</sup> October, 6<sup>th</sup> November  
 Annual Parish Meeting: 22<sup>nd</sup> May

*Meeting closed at 9.55pm*