

DRAFT/UNADOPTED

**MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING**

**Held on Tuesday, 6<sup>th</sup> March 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 David Thomas, Cllr John Kay, Cllr Ian  
Pitfield, Cllr Tracey Slade.  
Clerk: Belinda Irons

PUBLIC: 0

18.24 Apologies for absence: Cllr Sheena Lashko

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

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

Cllr Holloway Chrishall Primary School Governor non-pecuniary

Cllr Kay: Chrishall Village Hall: PC representative

18.27 Minutes of Previous Meetings: 6<sup>th</sup> February 2018.  
Minutes of the meetings were agreed as a true and correct record of  
the meeting and were duly signed

18.28 Public Discussion: limited to 15 minutes:  
Brand Pavilion: a request to use the pavilion main room once per  
month has been received for the art group and what the charge would  
be. Cllr Ailes commented that an agreement is in place with the Village  
Hall Committee that free of charge 'feeder' groups to the village hall will  
be allowable in the pavilion until such time as the group is large enough  
to pay for the village hall.

Parking in Pinkeneys: there is an increasing number of vehicles parked  
in Pinkeneys which is creating concern in the vicinity.

18.29 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  
*Decisions awaited*

UTT/17/3742/FUL The Glebe Chrishall Grange Road  
Demolition of existing buildings and erection of 1  
no. dwelling with detached garage and new farm  
access: refused

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

### 18.30 Members Portfolio Reports:

#### **Cllr Ailes**

Recycling issues: A letter has been sent to the Chief Executive of Uttlesford District Council requesting information on how Chrishall's recycling waste is managed. No response has been received to date.

Chrishall Library: update: Cllr Ailes and Barbara Smith have met with Essex County Council Library Service to discuss online book ordering options from the Chrishall Library direct with Essex Library Service. This has been agreed and the provision of a computer to facilitate this option will be discussed.

Robert Reed Hall: land registry update: Chrishall Parish Council has been registered as the owner of this building. The ownership of the 'out' half of the access road is still being processed. Chrishall Primary School has a right of access across this part of the road as those attending the Robert Reed Hall have a right of access across the 'entry' half of the road owned by the school.

The issue of the Village Hall Charity Commission status for the Robert Reed Hall is currently undergoing scrutiny.

Bookmark: Cllr Ailes has the opening times of the library and the history archive and will produce a bookmark for all residents.

Football posts: The Clerk is investigating funding for this item.

**ACTION: CLERK**

Speeding: Cllr Ailes commented that speeding issues are again prominent in the village, with Crawley End, Church Road and High Street particularly affected. Investigation into reducing speed to 20mph particularly around the school will be undertaken by Cllr Pitfield.

**ACTION: IP**

#### **Cllr Holloway:**

Chrishall Primary School: update: There are no actions outstanding at this time.

Outdoor gym equipment: The Clerk will investigate availability and funding options and Cllr Holloway will investigate the most appropriate equipment.

**ACTION: CLERK/JH**

**Cllr Pitfield:** Highways update:

There are no major items outstanding as Essex County Council has carried out major road repairs. Essex roads are now considered to be in better condition than neighbouring Authority roads.

### **Cllr Kay**

#### Village Hall Committee:

Assets & buildings: update: Buildings are in good condition. Cllr Ailes will speak with the owners of properties neighbouring Jigneys Meadow to discuss the installation of a small footway to the pavilion.

**ACTION:DA**

Robert Reed Hall: windows and doors have been repaired.

Pavilion: heating: see item 18.31 below

UDC web site change to Register of Interests: update: the website is working.

**Cllr Foot**                      Legal, contract & administration

UDC Code of Conduct: discussion/ decision: Chrishall Parish Council agreed to adopt the current Code of Conduct

**PROPOSAL: *That Chrishall Parish Council herewith agrees to adopt the current revised Code of Conduct with immediate effect.***

PROPOSED: Cllr Ailes, seconded Cllr Foote. AGREED AND RESOLVED UNANIMOUSLY.

General Data Protection Regulations: Policies & Procedures:

Cllr Ailes has attended training provided by EALC. He explained that Chrishall Parish Council holds very little information which falls under this Act as it does not process personal information except for staff information, and the Act does not cover corporate information. Any information the Parish Council holds is kept securely, with password protection on electronic equipment.

Cllr Ailes advised the meeting that information needs to be collected for a specific purpose, kept securely, must be relevant and up to date. The main tenant is to hold as much as is needed only for as long as it is needed.

Any 'data subject' is entitled to review any information the Parish Council holds which relates to them as an individual free of charge in the first instance.

The Parish Council will take advice from EALC and NALC as it is provided. The Parish Council will need to appoint a Data Protection Officer but this cannot be a Councillor or the Clerk due to conflict of interests. Further advice will be provided by EALC on this item.

Cllr Foote will produce policy and procedure documents as necessary.

### **Cllr Parish**

Superfast Broadband: the Clerk will post the letter from Gigaclear to the notice board. **ACTION: CLERK**

A505 & Smithson Hill Agritect development: Cllr Parish has reviewed the planning application and found strong opposition to the proposal. There are a number of road layout proposals to improve access between Haverhill and Cambridge. (NOTE: this planning application was refused by South Cambs DC)

**Cllr Thomas** Environmental Report:  
Common Land: Cllr Thomas reported that common land can be owned collectively or by one person but with traditional rights of access by a common person. This is a very complex area which would require expert legal advice should the Parish Council decide to pursue any investigation.

Dog fouling: the Clerk will purchase marker spray. **ACTION: CLERK**

Stop Stansted Expansion: there is currently a planning application to install new approach roads which will enable an increase in the number of passengers. The Parish Council will consider its response.

Parish Council trees: these need to be planted in the community.

**Cllr Slade** Youth Club update  
The first youth club attendance was very poor with only one young person attending, despite extensive advertising. A different approach to encouraging youngsters to attend will be considered dependent upon the attendance at the next session.

18.31 Advisory Committee Report:

Pavilion heating: Cllr Kay reported that he and Mike Dearman have considered the best options and Mike Dearman will measure the building and make recommendation for a system at the next PC meeting.

Dark Lane bridge: Cllr Ailes reported that he and Mike Dearman had considered the most appropriate option to ensure the safety of all users of Dark Lane. Permission to undertake the work will be sought from Essex County Council Rights of Way and Water Course Departments.

18.32 Finance

Finance Summary:	Balance Brought Forward:	£34,430.04
	Plus Income	£0.00
	Less Jan Payment	£1,630.68
	Total available to Council	£32,799.36

Savings account: discussion: The Clerk recommended Skipton Building Society as Barclays Bank only provides interest to accounts with more than £1m. Cllr Ailes will investigate. **ACTION: DA**

Powers & Duties: who and what the PC can provide funding for: The Clerk will provide the Powers and Duties list. **ACTION: CLERK**

18.33 Clerk's updates:

Pavilion:

Sign from High Street: ongoing.

Play Area:

Annual safety assessment: The Play Inspection Company: completed  
Recommendations: ongoing.

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. Chased Cllr Moran 7.2.18  
& 22.2.18

Royston Road bridge over brook: Rights of Way: completion: Mar 17.  
To be completed 2018/19. The Clerk has received emailed  
correspondence from ECC, Cllr Moran, Cllr Chambers and Mrs  
Badenoch MP.

Village Hall car park: footway outside driveway pot holes: 2505353:  
Not on ECC web site. Re-reported 7.2.18: 2553532  
*This issue has been investigated, risk assessed and recorded in line  
with our [Maintenance Strategy](#) as not requiring immediate action at this  
time. This will be considered for inclusion in future planned works. At  
this stage no specific dates or timescales are available for future works  
at this location.*

Litter pick: currently scheduled for the weekend 24/25<sup>th</sup> March  
dependent upon when WI can do the refreshments.  
*NOTE TO MINUTES: scheduled for Saturday 24<sup>th</sup> March commencing  
10am)*

18.34 Annual Parish Meeting: agenda items:

Village Organisations:

Chrishall School

Village Library

History Archive

WI

World War 1: centenary of the end of WWI: proposals for the declaration of peace celebrations.

Chrishall Parish Plan: 10 year update

18.35 Correspondence

Cllr Moran	Footpath 14 bridge
Cllr Chambers	Footpath 14 bridge
Mrs K Badenoch MP	Footpath 14 bridge
ECC	Footpath 14 bridge: to be installed within 3 months
Comexposium	Cereals exhibition: Chrishall Grange: 13 & 14 June
ECC	Footpath 14: further 6 month temporary prohibition
Pumping Station, Mill Causeway:	
	complaint to Affinity Water from Brig. Thomson
EALC	GDPR Act: NALC update
Brig Thomson	Sewage pumping on Mill Causeway: noise/light

18.36 Date of next Parish Council Meeting: Tuesday

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 9.40pm*