

DRAFT/UNADOPTED

MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING

**Held on Tuesday, 1st May 2018 at 7.30pm in the
South Hall, New Village Hall, Crawley End, Chrishall.**

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

Advisory Committee: Mike Dearman

PUBLIC: 0

18.50 Election of Chairman:

**PROPOSAL: *that Cllr Derek Ailes be elected as Chairman of
Chrishall Parish Council with immediate effect.*** PROPOSED: Cllr
Kay, seconded Cllr Lashko. AGREED AND RESOLVED
UNANIMOUSLY.

18.51 Signing of Chairman's Declaration of Office: The Chairman signed the
Declaration of Acceptance of Office at the meeting.

18.52 Apologies for absence: Cllr Tracey Slade, Cllr Sheena Lashko.

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

18.54 Declaration of Members Interests:

(disclosable pecuniary/pecuniary/non-pecuniary)

Cllr Holloway Chrishall Primary School Governor non-pecuniary
Planning: The Stable, Broad Green: pecuniary

Cllr Kay: Chrishall Village Hall: PC representative

18.55 Minutes of Previous Meetings: 3rd April 2018:

Councillors recommended a variety of changes be made to the draft
document. The minutes were not signed at the meeting.
April minutes will be presented to the June meeting for ratification

18.56 Public Discussion: limited to 15 minutes:

18.57 Planning: Cllr Holloway

UTT/18/0668/HHF 49 High Street

Single storey rear extension: Permission granted

UTT/17/3633/HHF 6 High Street

Proposed front and rear extensions: permission granted.

Cllr Holloway left the meeting at 8.08pm:

UTT/18/0783/HHF Broad Green Stables, Broad Green
Alterations and extension to existing out-building
and conversion to annexe for family member:
Planning application: no objection

Cllr Holloway rejoined the meeting at 8.10pm

Stansted Airport:

UTT/17/1640/SO Scoping Option under Town and Country Planning
Act (Environmental Impact Assessment) Regulations 2017: proposed
increase in annual passenger numbers to 44.5 million: a letter of
objection has been sent.

Uttlesford District Council: call for evidence: rural affordable housing:
consultation: Chrishall Parish Council has fulfilled its requirement to
provide affordable housing for local people as part of the granted
planning application at Langford Drive.

18.58 Robert Reed Hall: roof replacement: discussion:

The Chairman outlined the process to date, and advised that he had
drafted a brief which would be provided to all contractors to ensure
greater comparability between quotes. Following discussion,
Councillors agreed to tighten some of the specifics on the brief in
relation to materials to be used.

Hiscox Insurance has agreed to provide 62% funding to reinstate the
ceilings in the building with associated works.

Following discussion, Councillors agreed the most important aspects
for consideration when appointing a contractor were:

1. That the contractor appointed was registered with the appropriate
trade organisations and had a reputation which could be trusted.
2. That the roof should comply with current building regulations
3. That the roof should be watertight
4. That any warranty must be backed by a reputable insurance and
provide cover for at least 20 years.
5. That the maximum cost of the roof will be £15,000 or less. The cost
of ancillary works will be additional to this cost. The limit on the cost
of work is due to no guarantee that grant funds will be available.
6. That any grant applications are submitted as a priority and as soon
as quotes are achieved.

The Clerk will contact the Village Hall Committee to assess whether
there is merit in making a claim against the previous contractor, should
there be a warranty and that the roof failure occurred within the time
frame of any warranty.

ACTION: CLERK

An extraordinary meeting will be called once all quotes have been received to discuss and appoint a contractor.

18.59 Members Portfolio Reports:

Cllr Ailes

Recycling issues: a full response is awaited.

Chrishall Library: update: the library has started ordering books from Essex County Council.

Robert Reed Hall: land registry update: ongoing

Bookmark: library and history archive opening times will be on each side of the bookmark, which will be distributed to each household.

Use of The Brand Pavilion: promotional events: there is an Art Group once per month, and a 'knit and crochet' group proposed once per month. This is an excellent use of the building and will be promoted as much as possible.

Jigneys boundary: gates on meadow/ ownership: there are a number of gates which open onto the Meadow. Should these remain unchallenged, there is risk of creating a permanent access from properties with gates which would ultimately be unchallengeable. Cllr Foote and Parish will progress.

Cllr Holloway:

Chrishall Primary School: update: no further update

Outdoor gym equipment: on hold.

Cllr Pitfield: Highways update

Speed monitoring: the proposed 20mph around the school will be presented to the Annual Parish Meeting for discussion.

Cllr Kay

Village Hall Committee: report: minutes of the Annual Meeting have been circulated to Councillors before the meeting. The Chairman proposed a vote of thanks to the Village Hall Committee for their hard work in making the halls an excellent asset to the village, well used by locals and visitors alike.

Assets & buildings: update: no further update.

WWI: Cllr Kay's book has now been sent to the printers.

Cllr Foote Legal, contract & administration

General Data Protection Regulations: Policies & Procedures:

Cllr Foote recommended a measured approach to undertaking any compliance actions as this Act has not yet been made and the situation surrounding it is constantly evolving. Parish Councils have been advised that the requirement for Town and Parish Councils to appoint Data Protection Officers is recommended to be rescinded. Until such time as this is made law, no further action is needed. The Clerk will, however, only post agendas and minutes to the website. These will no longer be supplied via the distribution email list to reduce the risk associated with inadvertent distribution of email addresses.

Village Hall Constitution: Clause 12:winding up: Cllr Foote commented that the methodology is not specified and should be written in. Cllr Kay will raise this with the Village Hall Committee. **ACTION:JK**

Cllr Parish Superfast Broadband
Gigaclear have a scheduled roll out but Chrishall is not on it. There is a further disclosure of delivery awaited.

Cllr Thomas Environmental Report:
Stansted Airport: there is a proposal in one of Manchester Airport's supporting documents to remove restrictions on night flights which has been picked up by Stop Stansted Expansion.

Cllr Lashko Community initiatives: Dog Picnic and activities
In aid of Guide Dogs

18.60 Advisory Committee Report: Mike Dearman

Pavilion heating: Mike Dearman reported that a separate ring main is needed to ensure the system isn't overloaded. The complete cost for all works and supply and install heaters to all rooms is £1,045.00. Works proposed are the new ring main, heaters to all rooms including to the changing rooms to minimise the risk of water pipes freezing, and a new floor socket for the library. A decision will be taken at the next meeting pending financial availability.

18.61 Finance

Finance Summary:

Year End Balances:

Balance Brought Forward:	£36,736.81
Plus income	£40,966.60
Less expenditure	£39,670.82
TOTAL:	£38,032.59

Year End & Audit: The Internal Auditor has not yet completed the internal audit. The proposals shown on the agenda will go forward to the next meeting subject to the Internal Auditor's report and recommendations.

18.62 Clerk's updates:

Pavilion:

Sign from High Street: ongoing

Play Area:

Annual safety assessment: The Play Inspection Company: completed

A quote has been received from Broadmead Leisure which is on hold subject to review.

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: the lake is still present. Photographs will
be uploaded to the ECC website and a strong
letter sent to Cllr Moran. **ACTION: CLERK**

Royston Road bridge over brook: Rights of Way: completion: Mar 17.
To be completed 2018/19. No action to date.

Football posts: funding: on hold.

18.63 Annual Parish Meeting: agenda items

Defibrillator: demonstration

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

Parish Plan: 10 year achievement update

Village Organisations:

Chrishall School

Village Library

History Archive

WI

20mph speed limit around school: discussion.

18.64 Correspondence

UDC Acknowledgement of CPC letter re recycling
Call for evidence: rural affordable housing
Mr P McDermott: request for minutes of meeting 3.4.18
Cambridge Roofing: Quote: Robert Reed Hall roof
CLS Roofing Quote: Robert Reed Hall roof
Inspectas Robert Reed Hall: Air monitoring report
Hiscox Insurance: Robert Reed Hall claim
Stop Stansted Expansion: proposal to remove night flight restriction
S106 conditions

18.65 Date of next Parish Council Meeting: Tuesday
Extraordinary meeting: TBA
5th June, 3rd July 4th September, 2nd October, 6th November
Annual Parish Meeting: 22nd May

Meeting closed at 9.48pm