

**MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING**  
**Held on Tuesday, 5<sup>th</sup> June 2018 at 7.30pm in the**  
**South Hall, New Village Hall, Crawley End, Chrishall.**

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

PUBLIC: 2

18.72 Apologies for absence: Cllr Derek Ailes, Cllr Slade

18.73 Other absences: Members absent without offering apologies:.

18.74 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

Cllr Parish	Planning: Greenwood:	pecuniary
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18.75 Minutes of Previous Meetings: 3<sup>rd</sup> April, 1<sup>st</sup> May, & Extraordinary meeting 17<sup>th</sup> May Meeting, & Annual Parish Meeting 22<sup>nd</sup> May 2018.

The minutes of all meetings had been circulated by email to Councillors prior to the meeting.

The minutes of the meetings held on the 3<sup>rd</sup> April, 1<sup>st</sup> May, 17<sup>th</sup> May and 22<sup>nd</sup> May were agreed as true and correct records of the respective meetings and were duly signed.

18.76 Public Discussion: limited to 15 minutes:

Granted planning application for 6 High Street:  
 Neighbours of 6 High Street advised the Parish Council that the restrictive covenant attached to 4,6, 8 and 10 High Street had not been considered as material planning condition when UDC decided the application. Consideration regarding the retention of smaller dwellings was requested.

Footpaths are overgrown. Some have now been cut.

18.77 Election of Vice-Chairman:

**PROPOSAL: *That Cllr David Thomas be appointed as Vice-Chairman to Chrishall Parish Council with immediate effect.***

Chairman's signature.....3<sup>rd</sup> July 2018

PROPOSED: Cllr Holloway, seconded Cllr Kay. AGREED AND RESOLVED UNANIMOUSLY.

*Cllr Parish left the building at 8.20pm*

18.78 Planning: Cllr Holloway

UTT/18/1354/HHF Greenwood Church Road  
Single storey rear extension and alterations to existing side extension  
*Planning application: no objection*

*Cllr Parish re-joined the meeting at 8.23pm*

UTT/18/1248/HHF Camps Cottage Broad Green  
Convert existing garage annexe into living accommodation for elderly mother  
*Planning application: no objection*

UTT/18/1430/HHF The Meads, Bilden End  
Single storey rear extension  
*Planning application: no objection*

UTT/18/0783/HHF Broad Green Stables, Broad Green  
Alterations and extension to existing out-building and conversion to annexe for family member:  
*Decision awaited*

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:

Cllr Thomas reported that the application would result in more night flights. There is an 'app' which shows what aircraft are flying into Stansted and other airports. The 'app' shows more 747's flying in the early morning from Memphis. Cllr Thomas also commented that an additional runway at Heathrow will not reduce night and early morning flights from Stansted, as Heathrow will have restrictions on these types of flights and Stansted has already indicated that it will take more, particularly from the Far East.

Cllr Parish commented that using the shuttle bus was a terrible experience with travellers getting very angry at the long delays. The question must be asked whether the management of Stansted Airport are fit for purpose given this is a completely commercially driven operation with little regard for aircraft and passengers.

18.79 Robert Reed Hall: roof replacement: Cllr Thomas and Mike Dearman will meet the contractor on site.

Chairman's signature.....3<sup>rd</sup> July 2018

## 18.80 Members Portfolio Reports:

Cllr Ailes

Recycling issues: The Clerk reported a response has now been received from UDC which details where Chrishall recycling is sent.

Chrishall Library: update: available in the Annual Parish Meeting minutes.

Robert Reed Hall: land registry update: ongoing

Bookmark: The Clerk reported every household has been provided with a bookmark which shows the opening times of the library and the history unit.

Use of The Brand Pavilion: promotional events: Cllr Pitfield reported that the visit from the Police had been very illuminating. The limited financial and human resources available mean that the Police have to focus on areas where there is the greatest need. Much of the work carried out is unseen, such as dealing with domestic violence and cybercrime. The Officer attending advised that Wenden Lofts which covers Chrishall had 18 reported crimes in the last 3 month period, and Saffron Walden had 284 in the same time frame. It is therefore clear where the resource is needed.

Jigneys boundary: gates on meadow/ ownership: there are a number of unauthorised gates which open directly onto Jigneys Meadow. This situation cannot remain unchallenged. Cllr Foote will provide the relevant legislative guidance. Cllr Foote questioned whether the Parish Council was at risk of creating a permanent 'right of way' from Palmers Lane by installing the gates. Cllr Foote will look into this matter also.

**ACTION: SF**

Cllr Holloway: Chrishall Primary School: The pre-school is spending a great deal of time outside. The school has provided a sun/rain shade for them.

The Clerk advised that an Elmdon resident had made telephone contact and offered support to get the roof repaired. The Clerk advised that she responded by telephone that the time delay related to health and safety issues surrounding scaffold which may enable children to climb onto the roof, and the inadvertent loss by the workmen of items from the roof whilst work was in progress, which may land on a small child. No further communication has been received.

Cllr Pitfield: Highways update

Speed monitoring: There was support at the Annual Parish Meeting for the Parish Council to press UDC and ECC to install a 20mph limit around the school, which has happened in other villages. Cllr Pitfield

advised that RoSPA advises there is a 5 times greater chance of survival if someone is hit by a car travelling at 20mph than 30mph.

The Clerk will arrange a site meeting with Cllr Robert Chambers, UDC and Cllr John Moran, ECC. Councillors Pitfield, Holloway, Parish and Kay will also attend. **ACTION: CLERK**

Cllr Kay

Village Hall Committee: report: The Village Hall Committee has repaid the balance of the loan. A vote of thanks was offered to the VHC.

WWI book: Hard copies will be provided to the History Archive, Kew, Essex County Council Archive and Saffron Walden Library. Soft copies will be provided to the school and to Saffron Walden Museum.

Cllr Foote                      Legal, contract & administration  
General Data Protection Regulations: Policies & Procedures: a brief has been published in the latest newsletter. The full policy will be published to the website.

Cllr Parish                      Superfast Broadband:  
Cllr Parish will attend the forthcoming meeting held by Superfast Essex and Gigaclear. He commented that a base has been installed at the junction of Bury Lane and B1039 where there are no telephone connections. If fibre is installed into the village from this site it will necessitate the digging up of the newly laid road surface. Cllr Parish will raise this and other issues at the meeting. **ACTION: SP**

Cllr Thomas                      Environmental Report:  
Cllr Thomas reported that Gt Chesterford is strongly objecting to the proposed garden village development, and also has expressed great concerns about the proposed developments at Hanley Grange, Whittlesford, and the guided bus between Cambridge and Haverhill. South Cambs DC has planned extensive development between Whittlesford and Wisbech.

Cllr Lashko  
Community initiatives: Dog Picnic and activities in aid of Guide Dogs: Following discussion, it was felt that any planned activities should take place next year and a working party needs to be established beforehand.

Cllr Slade  
Youth Club: by email:  
I am attending Great Chishill Youth Club tonight to meet young people again to gather more suggestions for youth club in our village. Their club was closed last week due to being half term.  
At present my proposal would be to offer Tuesday 6.30-8.30pm on a 4th Tuesday when Great Chishill club is closed.

Also a suggestion to deliver open CYC during school holidays when their club is shut.

Art and sport are presently what young people like. A few of the younger children also attend Chrishall school and live locally and in the surrounding villages.

18.81 Advisory Committee Report: Mike Dearman: no update available.

18.82 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

Bank account:

**PROPOSAL: That Chrishall Parish Council herewith agrees that Cllr David Thomas be appointed as a bank signatory.** PROPOSED: Cllr Parish, seconded Cllr Lashko. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will arrange the documentation.

**ACTION: CLERK**

Year End & Audit:

The Clerk explained the process to date. The accounts have undergone a full audit by the internal auditor. Some invoices were missing the invoice checking stamp and this has been rectified as recommended. The Clerk will ensure that all invoices are stamped going forward. No other issues have been raised for action.

**PROPOSALS:**

**PROPOSAL: That Chrishall Parish Council herewith agrees to accept the findings of the internal auditor and agrees to take appropriate action to ensure any recommendations are implemented.** PROPOSED: Cllr Thomas, seconded Cllr Kay. AGREED AND RESOLVED UNANIMOUSLY.

The Clerk advised that all invoices are stamped with a checking stamp. Invoices and payments are logged onto the appropriate spreadsheet and also entered into a hardcopy ledger. Monthly accounts are provided, and a monthly bank reconciliation is to be provided going forward. Actual against budget accounts are provided monthly. All cheques are signed at a Parish Council meeting unless there is dispensation to pay outside the meeting which is authorised by the Chairman.

Chairman's signature.....3<sup>rd</sup> July 2018

Any major risk issues are raised immediately with the Parish Council insurer.

**PROPOSAL: That Chrishall Parish Council herewith review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised.** PROPOSED: Cllr Foote, seconded Cllr Thomas. AGREED AND RESOLVED UNANIMOUSLY.

The Clerk advised that Section 4 answer of the Annual Governance Statement is no, based on a direction by the external auditor carried forward from the previous audit. This relates to the fact that the date the accounts were open for public inspection was 1 day before the Parish Council meeting approving the accounts. This is contrary to Regulation 15. The exercise of public rights will take place 26 days after the Parish Council resolutions.

**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 2018, and this period will be between 25<sup>th</sup> June and 3<sup>rd</sup> August inclusive:** PROPOSED: A Cllr Kay, seconded Cllr Holloway. AGREED AND RESOLVED UNANIMOUSLY.

All answers for this Annual Governance Statement are yes with the exception of Question 4 – see above for explanation.

**PROPOSAL: That Chrishall Parish Council herewith review and agree by resolution the Annual Governance Statement for 2017/18.** PROPOSED: Cllr Holloway, seconded Cllr Thomas. AGREED AND RESOLVED UNANIMOUSLY.

The spreadsheets relating to income, expenditure, and bank reconciliation were emailed to Councillors for their consideration prior to the meeting. The accounts have been verified by the internal auditor as correct.

**PROPOSAL: That Chrishall Parish Council herewith agree by resolution the Accounting Statement for 2017/18.** PROPOSED: Cllr Parish, seconded Cllr Kay. AGREED AND RESOLVED UNANIMOUSLY.

The document was not available for signature at this meeting.

**PROPOSAL: That Chrishall Parish Council herewith agree by resolution the Summary Receipts and Payments Statement for 2017/18.** Next agenda. **ACTION:CLERK**

18.83 Clerk's updates:

Chairman's signature.....3<sup>rd</sup> July 2018

Pavilion:

Sign from High Street: a small A4 sized sign will be designed and quotes sought. **ACTION: CLERK**

Play Area:

Annual safety assessment: The latest inspection is awaited.

## 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: To be completed 2018/19.

## Highway resurfacing:

Drains remain blocked: will result in damage to new surface  
Gigaclear letter states completion by 30.6.18: as above  
Humps left in the road.

Broad Green due to be resurfaced when it was done 2 years ago.  
The Clerk will write to Essex County Council. **ACTION: CLERK**

18.84 Annual Parish Meeting: matters arising:

There was a very low attendance at this meeting, and the future of separate meetings will be discussed next year.

WWI: working party to be formed to progress commemoration: there was a suggestion received at the Annual Parish Meeting that a community event should follow the service on the green, possibly in the Village Halls. **ACTION: ?**

Website: suggested improvements: a variety of suggestions have been made. A parishioner will attend the July meeting to expand. Cllr Kay commented that the website is considerably cheaper than the bespoke Parish Council websites and is consequently fairly basic. The Clerk advised that she had found it difficult to manage.

18.85 Chrishall Parish Council & General Data Protection Regulations:  
Next agenda. **ACTION: CLERK**18.86 Correspondence

Uttlesford DC Recycling destination: response

Draft local heritage list public consultation to 4<sup>th</sup> July

Essex CC SuperfastEssex: 13.6.18 7.30 – 9pm UDC: rollout event

Mr L Riches: ECC resurfacing & Gigaclear installation

Mr J Ott mowing regime & coordination with Cricket matches

Chairman's signature.....3<sup>rd</sup> July 2018

18.87 Date of next Parish Council Meeting: Tuesday  
3<sup>rd</sup> July      4<sup>th</sup> September      2<sup>nd</sup> October, 6<sup>th</sup> November

*Meeting closed at 9.55pm*

Chairman's signature.....3<sup>rd</sup> July 2018