

MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING

**Held on Tuesday, 2nd October 2018 at 7.30pm in the
South Hall, New Village Hall, Crawley End, Chrishall.**

PRESENT: Cllr David Thomas (chairman), Cllr Ian Pitfield, Cllr Jane Holloway, Cllr Steven Parish, Cllr Stephen Foote

Clerk: Belinda Irons

PUBLIC: 3

Former Parish Councillor Derek Ailes delivered documents which he had held in his home to the meeting, stating that he had brought them to the meeting as the Clerk was frightened of him. Mr Ailes then proceeded to identify each document bundle and explain what it was and what it related to. Mr Ailes also commented on items pertinent to Parish Council business and made pronouncements on these items. This presentation took 30 minutes of meeting time.

18.127 Apologies for absence: Cllr Tracey Slade, Cllr John Kay, Cllr Sheena Lashko.

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

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

Cllr Holloway: School Governor: personal

18.130 Parish Council Vacancy: Co-option. The Parish Council has been advised by Uttlesford District Council that it is able to co-opt a suitable person to fill the vacancy. Councillors will develop co-option policy and procedure documents which will detail how the Parish Council will manage the co-option process, and how the needs of the Parish Council will be met through a specification detailing areas of expertise and qualities an applicant will need to bring to the Parish Council to support the Parish Council in its work in the Parish and the wider community.

18.131 Minutes of Previous Meetings: 3rd July, 25th July, 4th September.

Minutes of the meetings stated were agreed as a true and correct record of the meetings. The documents will be uploaded to the website.

18.132 Public Discussion: limited to 15 minutes

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Access onto Jigneys Meadow: Parish Council permission was not sought for access into the rear garden of a property backing onto the Meadow.

18.133 Planning: Cllr Holloway

UTT/18/1822/OP 62 High Street
Outline application with all matters reserved for the demolition of the existing garage and development of up to 2 dwelling houses
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

Appeal: Barleymans, Crawley End: UTT/18/0286/LB
Demolition of garage and erection of single storey extension with link extension to main dwelling APP/C1570/W/18/3203281

18.134 Members Portfolio Reports:

Cllr Thomas
Village communications: next agenda

Environmental report: Abrams Lane: hedge overgrown: to be reported to Essex County Council. **ACTION: CLERK**

Cllr Holloway:
Chrishall Primary School: update: The school is agreeable to the school and Parish Council website proposed links.

Cllr Pitfield: Highways update
Speed: site meeting requested with HCC & UDC: discussion with Cllr Chambers to be pursued.

ECC Highways devolution of works to Parish: Whilst this appeared to be a positive move from ECC to involve the Parish Council, it actually transferred responsibility and thus legal responsibility for all works undertaken onto the Parish Council, which is unacceptable.

Cllr Foot Legal, contract & administration
Jigneys boundary: gates on meadow/ ownership: Cllr Foote strongly recommended that all landowners whose properties back onto Jigneys Meadow be written to and advised that all accesses onto the Meadow must be closed. Failure to close such accesses may result in permissive access being achieved onto Parish Council owned land. This would be onerous on successive Parish Councils and could impact the long term future of the Meadow.

PROPOSAL: That Chrishall Parish Council herewith agrees that all landowners with properties adjacent to Jigneys Meadow will be advised that any rear access onto Jigneys Meadow must be closed immediately and that no vehicular access will be permitted without the express permission of the Parish Council.

PROPOSED: Cllr Holloway, seconded Cllr Parish. **ACTION: SF**

Emergency Plan: next agenda

Cllr Parish Superfast Broadband / Gigaclear
The Duddenhoe End meeting was extremely well attended. Gigaclear stated that all works will be completed by June 2019. Grass verges will be used to install fibre where possible. Gigaclear will install the 'pots' outside properties but this does not mean householders have to use their service.

18.135 Finance

Finance Summary:

Year End Balances:

Balance Brought Forward:	£38,032.59
Plus income April	£15,800.00
Less expenditure April	£7,795.74
TOTAL:	£46,036.85

Balance Brought Forward:	£46,036.85
Plus income May	£2,971.00
Less expenditure May	£1,928.75
TOTAL:	£47,029.10

Balance Brought Forward:	£47,029.10
Plus income June	£3,068.74
Less expenditure June	£4,670.46
TOTAL:	£45,477.38

Balance Brought Forward:	£45,477.38
Plus income July	£15,197.16
Less expenditure July	£20,141.10
TOTAL:	£40,474.44

Balance Brought Forward:	£40,474.44
Plus income Aug	£0.00
Less expenditure Aug	£7,002.18
TOTAL:	£33,471.26

Year End & Audit: External audit completed:
PKF Littlejohn advised:

Unpaid direct debits as at the year end have been incorrectly included as items of expenditure and as reconciling items in the bank

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reconciliation. The figures in Section 2, Boxes 6,7, and 8 should read £30,012, £30,081 and £38,081, respectively. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

Corrections to Boxes 2 and 3 of the 2016/17 figures as notified to the smaller authority in the prior year External Auditor Report have not been made.

No other matters were raised.

The Clerk will ensure all matters are corrected in the 2019/20 Annual Return. Chrishall Parish Council accepted the External Auditor's Report.

Internal auditor: recommendation that Geenbiro be appointed to complete the internal audit for 2018/19.

PROPOSAL: That Chrishall Parish Council herewith agrees to appoint Greenbiro Ltd to carry out the internal audit for the year 2018/19 at a cost of £300: PROPOSED: Cllr Foote, seconded Cllr Parish. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will formally contact Greenbiro and advise of this decision.

ACTION: CLERK

Approximately 5 years ago the Clerk and Vice- Chairman attended the bank with the former Chairman and changed all bank signatories. On recent contact with the bank, it transpired that this was not completed at the head office. A new bank mandate has been completed and the resolution shown below ratifies the decision of Chrishall Parish Council.

PROPOSAL: That former Chrishall Parish Councillors Anne Jeffery, Richard Keeling and Guy Rackham be removed as signatories on the bank accounts and that Cllrs Thomas, Holloway and Foote with the Clerk Belinda Irons be appointed as bank signatories with immediate effect. PROPOSED: Cllr Pitfield, seconded Cllr Parish. AGREED AND RESOLVED UNANIMOUSLY. The Clerk and Councillors will attend the branch and seek written confirmation that the required changes have been carried out.

ACTION: CLERK/DT/SF

18.136 Clerk's updates:

Pavilion:

Sign from High Street: ongoing

Cleaning: ongoing

Heating & insulation: quote received R Burns. Additional quotes requested but not received. The cavity walls need to be filled and the roof space needs to be properly insulated.

New rear doors needed: Cllr Holloway will seek a quote from a local contractor.

ACTION:JH

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Play Area:

Annual safety assessment: recommendations: The Clerk is awaiting recommendations from the contractor.

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

Highway resurfacing: Drains remain blocked: will result in damage to new surface: email sent to Cllr Moran 13.9.18. The Clerk will continue to chase these items.

18.137 WWI: working party to be formed to progress commemoration: The Clerk will order the wreath. The Clerk will endeavour to co-ordinate the groups and organisations. **ACTION:CLERK**

18.138 Correspondence

Mr G Rackham: Robert Reed Hall roof: questions concerning contractors and protocol: a suitable response will be sent.

ACTION: CLERK

Stop Stansted Expansion: meeting 3.10.18 Birchanger Village Hall 8pm

Cllr Barker: WWI commemoration funding

UDC: open spaces survey

ECC: highways devolution

ECC: road closures re Gigaclear work: Chalkey Lane, Church Road, Broad Green, Common Lane, Abrams Lane

ECC: CIF grant funding

ECC: Passenger Transport meeting October

ECC: Uttlesford DaRT 1 & 2 meeting: 4.10.18

ECC: Local Highways Panel: applications by end October

Mr D Ailes: Peasgood Funeral Directors: request for headstone engraving: Cllr Lashko to respond. **ACTION: SL**

Mr D Millband: complaint: play area safety surface slippery

ACTION: JK

UDC: dog fouling campaign

UDC: grant for Jigneys lighting

UDC:Uttlesford Local Strategic Partnership meeting: 1.11.18

UDC: advertisement of vacancy documents

Mrs R Gant: WWI commemoration

PKF Littlejohn: conclusion of audit: posted to website

18.139 Date of next Parish Council Meeting: Tuesday
6th November

ACTIONS FOR NOVEMBER AGENDA:

Budget & Precept
Election

2019:

8th January, 5th February, 5th March, 2nd April, 7th May APCM, 4th
June, 2nd July, 3rd September, 1st October, 5th November.

Annual Parish Meeting: 7th May