

Great Chesterford Parish Council

Draft Minutes of a Parish Council Meeting held on Wednesday 8 June 2022

Present; Chair Tom Newcombe, Councillors David Hall, Mike Mitchel, Rachel Thackray and Sharon Tricerri.

In Attendance; District Councillor Richard Pavitt, Clerk to the Parish Council, Kate Stacey and two members of the public.

22/83 Apologies for Absence

Apologies were received and noted from Cllrs Redfern and McCullough. It was noted that Cllr Cleary had recently resigned from the Parish Council.

22/84 Declaration of Interests

There were no 'personal' or 'pecuniary' interests declared relating to items on the agenda.

22/85 Minutes of the Last Meeting

The minutes of the 11 May Parish Council meeting and 11 May Annual Parish Council Meeting were accepted as a true record of the meetings and were signed by the Chair.

7.35pm Cllr Thackray arrived.

22/86 Public Forum

A resident attended the meeting to present plans generated by the nearby residents for the small open area at Pilgrim Close. The resident noted that as the area was small it was felt that play equipment would be difficult to fit in and the possibility of turning the space into a social area with seating and planting that could be used by parents and pre-school children was preferable. The residents had agreed that they would take responsibility for watering. The residents had also requested a bin shed to enhance the area. Residents had also requested that the fence remained in place for security. It was noted that on-going problem with 'sink holes' would need investigating and a tree possibly needed to be removed if this was the cause.

22/87 County and District Councillor's Reports

Cllr Gadd had submitted a report prior to the meeting. The Locality Fund was mentioned in the report and Cllr Thackray noted that she had been successful in an application for £500 towards replacement LEDs in the village street lights.

Cllr Pavitt reported that he would attend the meeting with the PC, UDC and the developers of the 124 house London Road development to be held on 13 June. It was noted that the s106 mitigations still needed to be resolved as well as the correct figures for the Early Years Funding for the new Nursery. Cllr Pavitt also reported on the Local Plan noting that it had been delayed.

22/88 Planning

a. The following comments were noted to be returned to UDC relating to applications listed below;

i. Application to discharge condition 3 (additional drawings) attached to UTT/21/1317/LB. The Old Elm Tree, Church St, Gt Chesterford CB10 1NP. Ref. No: UTT/22/1259/DOC. No comment.

ii. Proposed first floor rear and side extension, demolition of existing porch and new entrance door and window. 7 Rookery Close, Gt Chesterford CB10 1QA. Ref. No: UTT/22/1258/HHF. No comment.

iii. To vary condition 2 (Biodiversity, Surface Water Drainage, Hard and Soft Landscaping and Tree Protection) of UTT/21/2113/FUL to allow removal of trees behind plots 11-13. Land North Of Bartholomew Close, Gt Chesterford. Ref. No: UTT/22/1260/FUL. Objection; no justification for the removal of the trees.

iv. Consultation on County Council application ESS/20/22/UTT - Change of use of land to allow the construction of a recycled aggregate production facility including storage bays and HGV parking Boro Farm, Newmarket Rd Gt Chesterford CB10 1FN. Strong objection; Cllr Hall would write on the PC's behalf.

v. Single storey front and rear extensions with new pitched roof to side. 1 The Elms Gt Chesterford CB10 1QD. Ref. No: UTT/22/1283/HHF. No comment.

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vi. Proposed patio, cobbled sandstone border and low retaining wall in rear garden. The Delles, Carmen St Gt Chesterford CB10 1NR. Ref. No: UTT/22/1292/HHF. No comment.

vii. Proposed window alterations to rear extension. May Cottage, Carmel St, Gt Chesterford CB10 1PH. Ref. No: UTT/22/1336/HHF. No comment.

viii. Proposed window alterations to rear extension. May Cottage, Carmel St, Gt Chesterford CB10 1PH. Ref. No: UTT/22/1337/LB. No comment.

ix. Replacement of existing timber windows with black-framed upvc double-glazed windows. Replacement of areas of panelled cladding with insulated render. Mull House and Jura House Gt Chesterford Court Newmarket Rd Gt Chesterford. CB10 1PF. Ref. No: UTT/22/1442/FUL. No comment.

x. Proposed front bay window extension, loft conversion and internal amendments. 47 Jacksons Lane Gt Chesterford CB10 1PT, Ref. No: UTT/22/1029/HHF. No comment.

xi. Installation of 10x2 solar PV panels across the side roof of the house - conservation area. Acremore High St Gt Chesterford Essex CB10 1PL. Ref. No: UTT/22/1493/HHF. No objections subject to the UDC Conservation Officer confirming that there will be no detrimental effect to the 'street scene'.

b. To note Uttlesford District Council planning decisions;

The following planning decisions were noted;

i. Proposed crown reduction and limb removal of 1 no. Laburnum. The Timbers, Manor Lane Gt Chesterford CB10 1PJ. Ref. No: UTT/22/1319/TCA. No Objections.

ii. 1no. Beech-remove lower branches, 20 Jacksons Lane, Gt Chesterford CB10 1PU. Ref. No: UTT/22/1286/TPO. Allowed.

iii. 1no. Sycamore- fell to ground level, Middle House, Carmel St Gt Chesterford CB10 1PH. Ref. No: UTT/22/1093/TPO. Allowed.

iv. Single storey front and rear extensions, The Mills, Walden Rd Gt Chesterford CB10 1PS. Ref. No: UTT/22/0733/HHF. Approved.

v. Proposed front and rear extensions above existing ground floor extensions. 55 Pilgrims Close, Gt Chesterford CB10 1QG. Ref. No: UTT/22/0673/HHF. Approved.

vi. Erection of an extension to existing Scout Hut together with a new Community Store building, Chesterford Rec Ground Newmarket Rd Gt Chesterford. Ref. No: UTT/22/0663/FUL. Approved.

22/89 End of Year Finance

i. Internal audit report.

The internal auditor's report was received and approved. Items that the auditor recommended for addressing were; the need to review the PCs standing orders and financial regulations as a matter of urgency; the introduction of an internal financial control document; a review of the risk register; the relationship between the Parish Council and Recreation Ground Trust needed clarification.

It was agreed that the PC and RGT would need independent legal advice to clarify the relationships which could be costly.

ii. The Council approved the Section 1 Annual Governance Statement of the Annual Governance and Accountability Return 2021/22, which was then signed by the Responsible Financial Officer and the Chair.

iii. The Council approved the annual accounts, and the Section 2 Accounting Statements 2021/22, which was then signed by the Responsible Financial Officer and Chair.

iv. The Council noted the completion of the Notice of Public Rights and Publication of Annual Governance and Accountability Return, which would be displayed from 9 June 2022, making available the Annual Governance and Accountability Return and associated documents on application to the Clerk, between 13/06/22 and 22/07/22.

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22/90 Finance

i. Bank statements and a list of payments had been circulated prior to the meeting and the following were approved for payment;

Printing/binding for Neighbourhood plan	£175.20
Squarespace website subscription	£180.00
Hire of GC Chapel (15/03/22) EGM	£35.00
ReQuestAPlan plan for new Nursery Site	£21.00
Orchard consumables, Scottsdale's)	£14.99
Orchard consumables, Ridgeon's	£9.59
Tree stump grinding, Pilgrim Close	£350.00
Annual insurance	£3,214.00
Wine for Annual Parish Meeting	£68.40
Cricket matting	£771.00
Gift for retiring Cllr/Book tokens- Jubilee prizes	£169.59
Jubilee mugs	£49.75
Gift for Jubilee trumpeter	£25.00
Staff salaries and expenses	£1,674.70
Essex Pension Fund May	£529.51

The Clerk reported that a VAT refund of £5,248.378 had been received in the previous month as well as a refund of £1,044 towards the costs of producing the Neighbourhood Plan.

ii. It was noted that the Council's insurance had been renewed from the end of May.

22/91 Policies and guidance documents

The relevant policies and/or documents had been circulated prior to the meeting.

It was agreed that the following two documents would be finalised before the next meeting;

- i Financial regulations
- ii Standing Orders

The following revised and updated policies were confirmed;

- iii Code of Conduct
- iv Training Policy
- v Freedom of Information Policy
- vi Equality Policy
- vii Data Protection Policy
- viii Council Publication Scheme
- iv Complaints Procedure

- v Risk Assessment

It was agreed that the Clerk would work on a new draft document.

- vi Grant Awarding Policy

This policy was confirmed.

22/92 Applying for Grants

It was agreed that this was an area that needed more effort (see item 22/98).

22/93 Recreation Ground Trust (Appendix 1)

Cllr Mitchel's report had been circulated prior to the meeting.

- i. Item 1 - Play area equipment

It was noted that following consultation with residents funding would be needed to provide what had been requested. A grant could ideally be sought for this.

- ii. Item 4 – Wall fallen into ditch on B184

It was noted that UDC were attending to removing the rubble from the ditch and repairing the wall in week commencing 16 May 2022.

- iii. Item 5 – Electrical supply – survey/replacement of terminal box at multisports area

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Cllr Mitchell reported that the terminal box had been found to be unsafe and this needed urgent attention as well as an investigation into an appropriate power supply arrangement to the buildings around the Community Centre. The possibility of reinstalling lighting on the footpath to Meadow Road would also be looked at.

iv. Items 10/13 – grass cutting equipment

Cllr Mitchell reported that the PC currently had a mutually beneficial arrangement with the Cricket Club in that the Club mowed the recreation ground in exchange for rent free access. The current mower was reaching the end of its life and new one had been identified. It was agreed that the Cricket Club would purchase the mower and the PC would undertake to service it. In the event of any breakdowns the two parties would share the cost. It was agreed that the current gang mower belonging to the PC would be sold and the resultant funds would be reserved towards mower costs.

22/94 Open spaces (Appendix 1)

Cllr Mitchell's report had been circulated prior to the meeting.

i. Item 4 – yellow lines on High Street

The plan for a new arrangement of yellow lines was agreed for a six month trial.

ii. Item 6 – lighting repairs

It was noted that Cllr Cleary had drafted a list of defective lights and that A&J lighting had undertaken annual maintenance. It was agreed that the Clerk would ask the company that had undertaken work on London Road previously to attend to the defective lights.

22/95 Nursery

i. It was agreed that a resolution for a closed session was not required.

ii. To receive an update.

Cllr Mitchell reported on progress noting that the Nursery provider procurement process via the ECC would commence in the next few days; there would be an eight week deadline for responses, three organisations had shown prior interest. The PC would be involved in the appointment process. Cllr Mitchell reported that on behalf of the PC he had submitted an application for a loan to the PWLB and that there were also funds from the former Nursery project as well as s106 funding due from the two London Road developments. Once these elements of the project were in place ECC would assist with building procurement.

22/96 Pilgrims Close Open Space/Fence

The residents plan for planters and seating was approved subject to costing (see item 22/86). It was agreed that a bin store could be put in place but the cost would need to be borne by residents. Residents would need to be responsible for keeping the area tidy and watered. It was agreed that Cllrs Mitchell and Tricerrri would liaise with residents to bring a costed plan to the next meeting. In the interim Cllr Thackray would also liaise with Cllr Gadd to investigate whether funding could be sought from the Locality Fund.

22/97 Bike racks

It was reported that conversations were continuing with a resident regarding the possibility of a bike rack on School Street. If these were successful a bike rack would be installed.

22/98 Councilor vacancy

Cllr Hall submitted his resignation noting that he had served on the Council for 12 years and it was now time to retire. Chair Newcombe thanked him for his support over the years noting that he would be very much missed as well as the expertise he brought to the PC. Cllr Hall agreed to continue until the issues surrounding the latest development on London Road had been resolved. There would shortly be three vacancies on the Parish Council. Cllr Thackray agreed to draw up a list of PC tasks (including applying for grants and community engagement) so that appropriate portfolios could be reviewed and agreed at the next meeting. Conversations with those who had expressed an interest in joining the PC would continue with the possibility that a new Cllr could join the PC within the next couple of months.

22/98 Matters for Further Discussion

There were no matters identified for further discussion.

22/99 Date of Next Meeting; Wednesday 13 July 2022

The meeting ended at 10.00pm.