AYTHORPE RODING PARISH COUNCIL

**MINUTES**

Monday 13th May 2019 after the Annual Parish Meeting.

 Present Cllr J Reynolds

 Cllr P Coward-Whittaker

 Cllr R Lister

 Karen Weare (Parish Clerk)

 Cllr Mrs S Barker UDC & ECC (part meeting)

 6 members of the public

## 33/19 Retiring Chairman’s Welcome

 Cllr Reynolds thanked the Cllrs who had not stood for re-election, Mrs Barbara Read and Mr Stephen Reynolds. Mrs Read had also been Chairman for several years. Cllr Reynolds welcomed Cllr Lister to the Parish Council.

## 34/19 Apologies for absence

 Cllr D Caton.

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## 35/19 Election of Chairman

 Cllr Reynolds was re-elected unopposed and signed his declaration.

**36/19 Election of Vice Chairman**

Cllr Coward-Whittaker was elected unopposed.

**37/19 Declaration of Acceptance of Office**

Cllrs present signed their declarations which were witnessed by the Clerk. Cllr Caton to sign for next meeting.

## 38/19 Register of Interests

 All Cllrs reminded to complete their Register of Interest and nil election expenses returns.

 **39/19 Code of Conduct**

Cllr Lister received a copy of the Uttlesford Code adopted by the Parish Council.

**40/19 Areas of Responsibility**

Cricket Club - Cllr Reynolds

Cllr Lister - Village Hall

Cllr Coward Whittaker - inspection of assets.

**41/19 Standing Orders including Financial Standing Orders**

Orders dated September 2018 to be updated to allow online banking.

**42/19 Asset Register**

 Cllrs noted the asset register at 31 March 2019. No assets were acquired or disposed of during the year.

**43/19 Risk Analysis**

Cllrs noted the risk analysis for 2019-2020.

## 44/19 Approval of 2018-2019 Accounts and Annual Return

 1. Cllrs resolved to agree the Certificate of Exemption (page 3 of 6) and RFO and Chairman signed.

2. Cllrs resolved to accept Section 1 Annual Governance Statement (page 5 of 6) and Chairman and Clerk signed.

3. Cllrs resolved to accept Section 2 Accounting Statements (page 6 of 6) and RFO and Chairman signed.

4. Cllrs noted that Roberta Thurley, the internal Auditor had sadly died.

**45/19 Approval of Minutes**

 Cllrs agreed the minutes of the previous meeting March 11th 2019 as a correct record and were signed by the Chairman.

## 46/19 Declaration of interests

None.

## 47/19 Public Representation

 1. Neighbours objected strongly to the proposed development UTT/19/0946/FUL and asked for support from the Parish Council.

 2. Cllr Barker confirmed that she had called in the application. If it was recommended for approval it would go to the Planning Committee when anyone could speak for 3 minutes. The land was greenfield and not allocated for development but, in the absence of a Local Plan, "tilted balance" was used which meant develop if no reason not to. She recommended that objections should be made only on planning grounds particularly sustainability.

 3. A resident asked if there could be a right turn warning sign to Keers Green? The Clerk advised this was in the LHP application. Cllr Barker said there was a new process for smaller requests.

47/19 continued

 4. Mrs Reynolds requested a donation as in previous years towards the temporary toilet which was a requirement to have the Community Payback team to tidy the churchyard. On advice from the Clerk, Cllrs considered this was outside the NALC
guidance. The churchyard is a village asset and should be maintained. Cllrs resolved to make a donation.

 5. Cllr Reynolds advised the meeting that the Parish Council had a policy of only considering donations to projects within and of benefit to the village. The Clerk had authorisation to refuse other requests without reference to the Parish Council.

 6. A resident asked if the Parish Council had offered its sympathy to Roberta Thurley's family. No formal condolences had been sent.

## 48/19 Cllr S Barker UDC & ECC Report

 1. Cllr Barker was waiting to see what would happen as the newly elected Cllrs for Uttlesford were settled in.

 2. Cllr Barker outlined her responsibilities at Essex County Council.

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## 49/19 Reports

 1. CllrReynolds – Cricket Club

 T he season had started and although the Club remained financially secure, its future was in doubt as there were insufficient players.

 2. Cllr Lister - Village Hall

 Written report.

 3. Cllr P Coward- Whittaker – inspection of assets

 Assets inspected.

## 50/19 Clerk’s Report

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| * LHP Application - in validation March 2019 next meeting June
* RoSPA Inspection June 2019 - Clerk to advise Cllr Reynolds of date
* Bus shelter - Cllr Reynolds advised contractor very busy but will carry out
* Highways Rangers - 3 requests now made - will ask for Parish Visit
* Superfast Broadband Rollout Roundbush Green still on course for September 2019-February 2020
* Affinity Water direct debit set up
* Refer to decision in "Ledbury" in case of complaint against Cllr
* NALC advise payments to Churches under any provision not allowed
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## 51/19 Planning

 1. New applications

 UTT/19/0946/FUL Land east of Dunmow Road - erection of 5 no. residential dwellings including 2 no. starter homes, formation of new vehicular access and associated parking and landscaping. *Known locally as "Bill Howletts Field".*

 Cllrs heard residents' comments but had not received the paper plans so would agree stance and comments outside the meeting. See 47/19.1.

 51/19 continued

 2. Application Approved by Uttlesford District Council

 UTT/19/0522/HHF Wedgewood Cottage, Drury Lane

 Erection of wooden shed - approved.

 3. Secretary of State Appeal Decisions

 UTT/18/0773/FUL adj Cut Elms Farmhouse

 New dwelling and garage - appeal dismissed.

**52/19 Highways**

## 53/19 Finances

1. The Clerk reports that the TSB balance at April 11th 2019 £6,315.52
2. The Clerk reports no income received since April 1 2019.

1. The Clerk seeks authority to pay
	1. EALC affiliation fee £ 83.31 502
	2. HMRC PAYE M1 £ 26.40 503
	3. K Weare salary/exp Apr/May £122.18 505
	4. L Richardson internal audit £ 40.00 504
	5. St Marys churchyard £100.00 506

 4. Cllrs signed the TSB mandate to remove/add signatories.

**54/19 Co-option of Cllrs**

The Clerk will notify **t**he two unfilled vacancies to Uttlesford.

## 55/19 Correspondence

 Clerk to bring to Members’ attentionrecently received items of interest,

* Clerks and Councils Direct May 2019
* Fluppets Montessori Nursery had requested a meeting with Cllrs to discuss the Pavilion and Recreation Ground. The position will be clearer within weeks and Mr Jones will be invited to attend the July meeting.

## 56/19 Information exchange/next agenda items only

* Future of ARCC

## 57/19 DATE OF NEXT MEETING(S)

 July 8th

 Meeting closed 9.30 pm

Signed as a correct record …………………………………………… July 2019