

**MINUTES OF THE ANNUAL MEETING OF GREAT HALLINGBURY
PARISH COUNCIL, FOLLOWED BY THE BUSINESS OF AN ORDINARY
MEETING, HELD ON MONDAY 8th MAY 2017, AT 8pm,
IN THE VILLAGE HALL.**

PRESENT: Councillor Alan Townsend, Chairman.
Councillors Andrew Noble, David Barlow, Tom Streeter, Vicky Wing,
Mark Bloomfield and Alan Pinnock.

ALSO PRESENT: County Cllr Susan Barker, Urška Sydee, Mrs Freda Townsend
(Clerk) and one member of public.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Kaylash Juggurnauth and
District Cllr Lesley Wells.

2. APPOINTMENT OF CHAIRMAN

It was proposed by D. Barlow and seconded by A. Noble that Alan Townsend
is appointed Chairman for the year 2017/2018. Alan accepted the position and signed
the Declaration of Acceptance of Office.

3. APPOINTMENT OF VICE-CHAIRMAN AND WORKING PARTIES

It was proposed by the Chairman, and all were in agreement, that the
appointments were re-elected en bloc. One change only being that Footpaths Rep
Geoff Morris retired from the position, and Alan Pinnock took on this role.

Therefore the following were appointed for the year **2017/2018**:

Vice-Chairman – T. Streeter

Working Groups

PLANNING	-	A. Townsend, M. Bloomfield, A. Noble and A. Pinnock.
AIRPORT	-	D. Barlow, T. Streeter, A. Townsend, A. Noble, M. Bloomfield and K. Juggurnauth.
EMERGENCY PLANNING	-	A. Noble, D. Barlow, V. Wing, A. Pinnock and T. Streeter.
POLICE & NEIGHBOURHOOD WATCH	-	A. Townsend, D. Barlow, V. Wing & K. Juggurnauth.
PARISH PLAN	-	D. Barlow, A. Townsend, A. Pinnock and T. Streeter.
HOUSING	-	A. Noble, M. Bloomfield and K. Juggurnauth.
Representatives		
ROAD SAFETY	-	A. Townsend
TRANSPORT	-	A. Noble
HEALTH	-	V. Wing
FOOTPATHS	-	A. Pinnock
TREE WARDEN	-	A. Townsend

4. DATES OF MEETINGS FOR THE YEAR 2017/2018

The following dates were agreed:-

2017 3rd July, 11th Sept. and 6th Nov.

2018 8th January, 5th March, 26th March (Annual Parish) and 14th May (AGM).

5. FINANCIAL REPORT

A report of the income and expenditure over the financial year 2016/2017 had been provided for examination. The figures were accepted and signed by the Chairman.

The business of an ordinary meeting now follows:-

6. DECLARATIONS OF INTEREST

None.

7. QUESTIONS FROM MEMBERS OF PUBLIC

No questions.

8. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 6th March 2017 were agreed as a true record of the proceedings and signed by the Chairman.

9. MATTERS ARISING

Notice Board – Alan Pinnock working on a new board for Bedlars Green.

10. CHAIRMANS COMMUNICATIONS

I received a call from Mrs Hutley at Start Hill re effluent in stream at the bottom of the gardens here. I did go to inspect the problem and the water did look misty so I advised Mr. & Mrs Hutley to contact Essex Waterways. However, they had already spoken to someone there and were advised to contact Uttlesford, and this they were going to do.

I also went to Start Hill to see Mr. & Mrs Munns who have a problem with some of the high trees near their property, which are actually on Stansted Distribution Centre land. I checked there were no TPO's on these and advised they contact the people who own the estate.

Since our last meeting I have attended meetings of the UALC and Highways Panel.

11. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

County Cllr Susan Barker thanked members for their support in the recent County Elections, and is pleased to be serving as our County Cllr for another term – even though, during canvassing, the Great Dane at Captains did hold onto her arm!

Because of the many Highways problems in all local villages, Susan is going to set up a strategic meeting for the 15 parishes, possibly in June.

District matters – some waste vehicles had recently broken down, so new ones have been purchased. More money is being invested in litter picking. A consultation on the Local Plan is to begin in July.

12. ANNUAL PARISH MEETING

The meeting held on Monday 27th March had been very well attended. The Chairman gave his report of the work of the Parish Council over the past year, and many of our local organizations gave reports also. Most people then stayed for cheese & wine and the chance to share informal conversation.

13. CLERKS POSITION

Interviews had taken place on 24th April and the post had since been offered to the successful applicant. We have now had a letter of acceptance from Urška Sydee, who has come along this evening to meet Cllrs and observe our meeting. We are pleased to welcome Urška who will work with Freda, probably in July, with a view to start as Clerk in September.

14. HIGHWAYS

The post and rails at the bridge over Hallingbury Brook (near to Captains) have now been repaired.

The Clerk had contacted the North Essex Parking Partnership with regard to the parking at Bedlars Green, and the possibility of yellow lines to alleviate the problem. She had received a response from Jake England, Parking Business Officer, which explained how to apply for a new Traffic Regulation Order (TRO) and that the process is complex and time consuming. No decision taken to apply at this stage.

The Chairman informed members that he is no longer going to serve on the Local Highways Panel – through his membership on the UALC – as he finds it frustrating to not be allowed to speak. He is instead to represent the UALC on the Essex Association Executive Panel, which covers various subjects, and representatives can have a voice.

15. AIRPORT

SSE's Campaign Update for April had been emailed to all councillors.

NWEEHPA is holding its 52nd Annual General Meeting on Wednesday 28th June, 8pm at Priors Green Community Hall, Little Canfield.

SSE informs us that Terry Waite CBE, Patron of SSE, is to visit Broxton Church on Saturday 20th May. A welcome reception at 6.30pm will be followed by a talk at 7.00pm. The talk is about his life and to introduce his latest book 'Out of the Silence', which is a collection of poems, memories and reflections.

Discussion on the Clacton/Dover routes took place following an email from Felstead Parish Council.

16. MEETING WITH CLLR ROLFE, LEADER, UDC

Cllrs Alan Townsend, Mark Bloomfield, Vicky Wing, Alan Pinnock and the Clerk, met with Cllr Howard Rolfe on Friday 31st March. 10am at the Council Offices in Saffron Walden. Nigel Brown, Planning Officer was also present. Cllr Rolfe spoke firstly about the Local Plan and, on speaking of housing numbers still to be built in Uttlesford, Alan Pinnock raised the matter of congestion at J8 of the M11. Cllr Rolfe said that J8 will be reviewed as this is a recognized issue and the Government has to produce a solution to this, they have money available.

Nigel Brown spoke about Planning in general and we raised the issue of the 19 letting rooms at The Hop Poles. He said that a reason for passing this was so that the public house would re-open. He also agreed that, with bigger applications such as this, we must have more communication between UDC and the Parish Council's. Some discussion also took place on the proposed housing behind GH Manor, pointing out that there is a need for the houses in the village. With points made for and against, the main issues are the inclusion of affordable housing (which should be 40%) and the access. Cllr Rolfe had to leave just after 11am, but Nigel stayed to further discuss our planning issues. The meeting gave a good insight for both parties on planning issues and concluded at midday.

17. AFFORDABLE HOUSING

The outline planning application for the houses on land rear of Great Hallingbury Manor, was heard at the UDC Planning Committee on 5th April. Our District Cllrs put together a strong case in favour of the housing scheme, as did our Chairman and Andrew Noble. The outcome was that approval was given. This was a very pleasing result after a long process.

Andrew informed members that work will start next Spring, and will take up to 2020 to complete. The detailed drawings to go to UDC early next year. The 35 dwellings will include 14 Affordable units which in turn include 2 bungalows.

18. BEDLARS GREEN

At this time last year we were still corresponding with Royal Mail and Sir Alan Haselhurst about replacing the post box at Bedlars Green. We were very pleased to then have the new post box installed in July.

I have since corresponded with Sir Alan a few times, and he is still interested in a small ceremony once we have other works – such as the new notice board – completed on the green. It would be very good to see this happen by the end of May if possible so that he can officiate before his retirement on the day of the Election on 8th June.

19. CORRESPONDENCE

A letter had been received from Christine Coultrup, thanking the Parish Council members for the flowers at Ron's funeral. Christine also expressed her thanks for the fact that so many Parish Council members were able to join them for the service to celebrate Ron's life.

Sinclair Dalby, Chartered Surveyors, on behalf of CTIL and Telefonica UK Ltd., have written with a pre-planning application proposal seeking our views. Telfonica have been unable to agree terms for retention of their site on Stansted Airport and there is a specific requirement for a radio base station at this location. The proposal is to have the base station (mast) at Thremhall Business Park. No comments to be submitted at this stage.

UALC are holding their AGM on Thursday 22nd June, 7.30pm, at the EALC offices in Great Dunmow.

Christine Coultrup informs us that ECC is offering funding for a WiFi scheme for community hubs, such as the village hall. Christine had spoken to County Broadband who have a set up charge of £350. There would also be a monthly service charge of £29. Information on the scheme was provided and the hall committee is considering installing a community hub at the hall. However, the monthly charge is higher than the village hall could comfortably fund on a long term basis and they are therefore asking if the parish council could consider contributing to this cost.

Resolved - On discussion it was agreed that the parish council could meet the cost of the monthly service charge. The Clerk to write to Mrs Coultrup to inform her of this.

20. FINANCE

a) The following payments were made during the period 14th February to 13th April 2017:

	£
F. Townsend - net salary January	388.45
- expenses January	60.93
HMRC - tax month 10	33.40

V. Wing – Litter pick expenses	122.71
F. Townsend - net salary February	388.45
- expenses February	54.73
HMRC - tax month 11	33.40
J. Bloomfield – flowers in respect R. Coultrup	26.75
Great Hallingbury Highlights – costs winter edition	500.00
F. Townsend - net salary March	388.45
- expenses March	64.95
F. Townsend - APM expenses	75.75
HMRC - tax month 12	33.40

b) Income

13th April – First half of the Precept £5,903.00

The balances of the Business Premium Account and Gratuity Account have remained the same since December 2016. It is usual for some interest to be paid in March but, I must assume with the change of interest rates, no interest has applied to these accounts as no statement has been received for either in the period since December, and the ‘balances/accounts at a glance’ statement still shows the same balances up to 13th April 2017 for these two accounts.

c) Balances

Business Premium Account	12,933.71
Community Account	10,038.81
Gratuity Account	2,099.92

d) Audit – The audit is due to be submitted in June and we are required at this meeting to approve the Annual Governance Statements and Accounting Statements.

i) The Annual Governance Statements were read out by the Clerk, and a positive answer was given in each case.

ii) Having been given a copy of the Income & Expenditure and Bank Reconciliation at the beginning of this meeting, Cllrs approved the Accounting Statements.

21. PLANNING

Application decisions (the Council’s comments are shown in brackets)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/17/0033/HHF	Erection of single storey rear extension. Woodside Cottage, 82A Woodside Green.	Consent (no obj.)
UTT/17/0084/HHF	Proposed removal of chimney, erection of two storey rear extension and alterations to roof. Robroyton, 93 Woodside Green.	Consent (no obj.)
UTT/16/2265/FUL & UTT/16/2001/LB	Renovation and conversion of Old Forge including construction of two storey rear extension and Internal alterations. Amendment to previously approved scheme UTT/2245/07/FUL – revisions to rear flat roof and internal alterations. The Smithy, Bedlars Green.	Consent (no obj.)
UTT/17/0200/FUL	Conversion of existing double garage to form new dwelling (alternative scheme to that approved under UTT/16/0872/FUL). 3 Moat Farm Cottage, Howe Green.	Consent (no obj.)

UTT/17/0470/HHF Proposed demolition of existing conservatory and erection of part two storey, part single storey rear extension including two balconies. Woolcott House, Anvil Cross. Refused (no obj.)

Applications received for comment and dealt with by the Planning Working Group:

<u>Application No.</u>	<u>Site and Development</u>
UTT/17/0394/HHF &	Proposed erection of 2 bay cart lodge.
UTT/17/0395/LB	Proposed replacement of concrete drive to gravel, extension to driveway and replacement of existing garage doors. White Lodge, Latchmore Bank.

Proposed cart lodge not overbearing on site and mostly behind building line. However, the gravel drive is proposed to extend to the highway boundary and we foresee that this could cause problems as any gravel transferring to the road would be a safety hazard. Would like to see this revised so that the gravel does not go fully to the edge of the highway.

UTT/17/0775/HHF Erection of pool pavilion. The Old Forge, Woodside Green.

No objections raised.

Applications to be dealt with at this meeting:

<u>Application No.</u>	<u>Site and Development</u>
None at the time of writing this agenda.	

Appeals:

Following refusal of a TPO request (UTT/16/3391/TPO) at Four Seasons, Hallingbury Place, to fell 2 Oaks, 2 Scots Pine and 1 Hornbeam, an appeal has been made.

Following refusal on planning application UTT/16/2170/FUL, Land adjacent Cobblestones, Church Road, an appeal has been made.

Enforcement: File ENF/17/0097/C, Land to south of Howe Green Road. The enforcement officer had visited the site and this was taken to a planning enforcement meeting. However, no decision had yet been received, and no further building has taken place on the site.

22. MEMBERS REPORTS

Cllr Vicky Wing – Elm Trees; Vicky proposed that the Elm Trees we have agreed to purchase be planted in the hall field. The hall field is owned by the parish council so should not meet with any problems. Tom and David will meet on site to decide where they should be planted. It was agreed to buy 6 trees.

- Neighbourhood Watch; The group now has 4 members and a meeting arranged. Alan Pinnock asked that they discuss at their meeting the cold calling at present happening in the village.

The meeting closed at 9.40pm.

Signed.....
(Chairman)

Date.....