

**MINUTES OF THE ANNUAL MEETING OF GREAT HALLINGBURY
PARISH COUNCIL, FOLLOWED BY THE BUSINESS OF AN ORDINARY
MEETING, HELD ON MONDAY 9th MAY 2016, AT 8pm,
IN THE VILLAGE HALL.**

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

ALSO PRESENT: District Cllr Lesley Wells and Mrs Freda Townsend (Clerk).

1. APOLOGIES FOR ABSENCE

Apologies had been received from County Cllr Susan Barker and
Cllr Vicky Wing.

2. APPOINTMENT OF CHAIRMAN

It was proposed by D. Barlow and seconded by T. Streeter that Alan
Townsend is appointed Chairman. Alan accepted the position and signed the
Declaration of Acceptance of Office.

4. APPOINTMENT OF VICE-CHAIRMAN AND WORKING PARTIES

It was proposed by the Chairman, and all were in agreement, that with the
addition of Alan Pinnock, the appointments were re-elected en bloc.

Therefore the following were appointed for the year **2016/2017**:

Vice-Chairman – T. Streeter

Working Groups

PLANNING	-	A. Townsend, M. Bloomfield, A Noble.
AIRPORT	-	D. Barlow, T. Streeter, A. Townsend, A. Noble, M. Bloomfield and K. Juggurnauth.
EMERGENCY PLANNING	-	A. Noble, D. Barlow, V. Wing and T. Streeter.
POLICE & NEIGHBOURHOOD WATCH	-	A. Townsend, D. Barlow, V. Wing & K. Juggurnauth.
PARISH PLAN	-	D. Barlow, A. Townsend and T. Streeter.
HOUSING	-	A. Noble, M. Bloomfield and K. Juggurnauth.

Representatives

ROAD SAFETY	-	A. Townsend
TRANSPORT	-	A. Noble
HEALTH	-	V. Wing
FOOTPATHS	-	G. Morris (non-council member)
TREE WARDEN	-	A. Townsend

5. DATES OF MEETINGS FOR THE YEAR 2016/2017

The following dates were agreed:-

2016 4th July, 5th Sept. and 7th Nov.

2017 9th January, 6th March, 27th March (Annual Parish) and 8th May (AGM).

Will Councillors please note these dates in your diaries.

6. FINANCIAL REPORT

A report of the income and expenditure over the financial year 2015/2016 had been provided for examination. The figures were accepted and signed by the Chairman.

The business of an ordinary meeting now follows:-

7. DECLARATIONS OF INTEREST

Cllr A. Noble re item 16. Housing.

8. QUESTIONS FROM MEMBERS OF PUBLIC

No public present.

9. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 7th March 2016 were agreed as a true record of the proceedings and signed by the Chairman.

10. MATTERS ARISING

There were no matters arising other than on the agenda.

11. CHAIRMANS COMMUNICATIONS

Following receipt of the planning application for Thremhall Priory, the Chairman and Cllr Alan Pinnock had been to the site and met with Mr. Baker who went over the development plans. Although this adds a fairly large development to the site it was thought that it would blend in well with the current buildings and without harm to the environment.

The Chairman had also met with Mr. Munir of Howe Green, originally regarding a tree planted, but the letter he received should have been for 3 Howe Green Moat and not 3 Howe Green Cottages. The Chairman apologized for the error and then discussed Mr. Munir's coming planning application. A letter regarding the tree has since been sent to the correct address.

The Chairman had also attended a Highways Panel meeting, and UALC Executive Committee meeting. The UALC AGM will be held on 30th June at Stansted Day Centre.

12. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District Cllr Lesley Wells congratulated the council on the successful Litter Pick, and councillors explained the credit goes to Cllr Vicky Wing.

Lesley went on to say that UDC are on a Street cleaning and Litter Campaign headed by Roger Harborough. The cleaning is mainly in the towns, but 'hotspots' for litter clearing are being tackled. Lesley went on to say that if people see litter thrown from a car take the number and send to UDC. They will take action.

The Local Plan is ongoing.

13. ANNUAL PARISH MEETING

The meeting held on Monday 21st March had been very well attended. Having just found that we are losing our weekly bus, we had asked along Malcolm Barrell come to speak about the Uttlesford Community Bus. The Chairman then gave his report of the work of the Parish Council over the past year, and some of our local organizations gave reports also. Most people then stayed for cheese & wine and the chance to share informal conversation.

14. HIGHWAYS

The first two weeks of April saw road works through the village whereby pot holes and eroded verges were dug out and repaired. This is in preparation for re-surface works to be carried out in July.

Cllrs questioned the pot holes that still remain at Bedlars Green and Start Hill.

Further to the flooding at the bridge over the brook near to Captains, and work by Streeter Farms to try to clear the gully, an email had been sent to Highways on 30th March about the problem. The reply on 22nd April from Highways states that it is low priority and due for annual gully cleansing in July.

On 26th April the Clerk had emailed Mary Morris at Essex Legal Services regarding much needed maintenance at Leapers Lane. No reply has been received so the Clerk will chase up some response.

Resolved - that the Clerk checks that Highways are aware of further pot holes at Bedlars Green and Start Hill; that she also communicates with Highways to ensure the gully at the bridge will be totally cleared when they come in July; and that she contacts Mary Morris again about Leapers Lane.

15. AIRPORT

It appears from observation that aircraft are now using the Clacton route, and not the Dover route but, as far as we are aware this has not been confirmed.

Resolved - that the Clerk will find out if this is the case.

16. AFFORDABLE HOUSING

Andrew reported that the planning application has now been registered and so the parish council should receive the plans very soon.

17. POST BOX BEDLARS GREEN

The clerk reported - further to recent correspondence with Royal Mail and Sir Alan Haselhurst on our post box at Bedlars Green, I had received a telephone call from Lynn Strange on 7th April to ask about possible alternative sites for the post box. I suggested the triangle at the junction with The Street but this did not meet with Health & Safety regulations. I then suggested Bedlars Green by the old water pump. Lynn Strange said she would be in touch, and I wrote to Sir Alan to keep him informed. Having not heard from her I telephoned on 26th April, but could only leave a message. On 28th April Lynn Strange returned my call and informed me that the site on the green by the water pump had been inspected and was thought to be a good site. However, she did point out that possible erosion to the edge of the green might occur by people travelling by car to use the box. I said that we would be aware of this and take precautionary measures if necessary. As I had acknowledged this concern Lynn then said that she would put this site forward for a new post box, but that we must be patient as they have to contact the utilities before even ordering a new box. Once utilities are cleared it may take about six weeks. I am today (3rd May) writing to Sir Alan Haselhurst to report the above and to thank him for his intervention and communication with Royal Mail on our behalf.

Resolved - that the Clerk should check with the National Trust that the post box may be erected on Bedlars Green.

18. CORRESPONDENCE

The Clerk had written to the resident at Howe Green Moat who planted the tree, and spoken to him. While we are waiting to hear further from him, the letter does say that we would not expect him to remove the tree until the autumn when it will be safe to replant it.

19. FINANCE

a) The following payments were made during the period 13th February to 13th April 2016:

	£
F. Townsend - net salary January	275.90
- expenses January	68.62
HMRC - tax month 10	8.20
F. Townsend - net salary February	275.70
- expenses February inc. litter equipment	121.02
V. Wing - Litter pick tools	17.94
HMRC - tax month 11	8.40
F. Townsend - net salary March	275.70
- expenses March	56.30
F. Townsend - APM expenses	81.55
HMRC - tax month 12	8.40

b) Income

07/03/16 Bank Int. Business Premium Acc.	1.61
07/03/16 Bank Int. Gratuity Acc.	.22
31/03/16 Grant from Transparency fund for computer and training.	£1,090.77

c) Balances

Business Premium Account	12,928.88
Community Account	4,904.17
Gratuity Account	1,750.63

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

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

ii) A copy of the Annual Governance Statements had been given to all members present who agreed a positive answer in each case.

Precept – The first half of our precept had been paid into our account on 15th April. The separate grant being paid from UDC (paid to ensure that the replacement of Council Tax Benefit with Local Council Tax Support discounts, and the consequent tax base reduction, had a neutral effect on the precept % change figure) to be processed on 16th May.

Clerks hours - The Clerk had informed Cllrs that her work for the council now takes more than the allocated 5.5 hours and requested that this should be revised.

On discussion, Cllrs agreed that the Clerks hours should be raised to 7.5 and that the Scale Point rate should be increased by 2 to SCP28.

20. PLANNING

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

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/16/0200/FUL	Erection of 1 no. detached dwelling with garage. Land East of Cedar Cottage, Church Road.	Consent (no obj.)
UTT/16/0422/HHF	Proposed erection of detached garage block with store above. Old Tithe Hall, Start Hill.	Refused (no obj.)
UTT/16/0645/HHF	Proposed extension to and conversion of garage to form residential annexe. Woodside House, Woodside Green.	Refused

(No objections, but any condition of approval must state that the annexe must always be linked to the dwelling and become a separate dwelling.)

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

<u>Application No.</u>	<u>Site and Development</u>
UTT/16/0645/HHF	Proposed extension to and conversion of garage to form residential annexe. Woodside House, Woodside Green.

No objections, but any condition of approval must state that the annexe must always be linked to the dwelling and become a separate dwelling.

UTT/16/0735/FUL & UTT/16/0736/LB	The erection of 4 buildings to provide offices with café, gym and function room together with the provision of new hard surface car parking. Construction of building attached to existing garden wall including the removal of 4 panels of the wall. Thremhall Park, Start Hill.
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The original buildings were renovated to a very high standard and are well kept. Proposals have been designed sensitively to compliment the existing buildings and those on the adjoining site. We are pleased to support this application.

UTT/16/0872/FUL	Conversion of existing double garage to form new dwelling. 3 Moat Farm Cottages, Howe Green.
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No objections as already a two storey building with road access, but must remain as a separate dwelling and preferably be connected to the mains drainage.

Applications dealt with at this meeting:

<u>Application No.</u>	<u>Site and Development</u>
UTT/16/0965/FUL	Construction of 19 letting rooms in association with the Hop Poles public house including provisions for drainage and landscaping. The Hop Poles, Bedlars Green.

It would seem that none of the matters that we raised in our comments on the previous application have been addressed, and no actual changes are evident. The reports are still farcical, the plans still say Little Hallingbury, and the proposal would add nothing good to our village. We therefore object most strongly to this application.

UTT/16/1104/HHF Proposed new garage block.
Old Tithe Hall, Start Hill.

No objections raised.

21. MEMBERS REPORTS

Cllr Kaylash Juggurnauth - raised concerns on the speed of traffic through the village, particularly at peak times. On discussion of this matter it was agreed that we need to get together a new team of volunteers to use our speed gun, and that we would put an article into Highlights to this effect. Also we should write to the Police with our concerns on the near misses there have been on some of the bends and see if they will do a speed check.

- Broadband, Kaylash says we are waiting too long for the improvement to the broadband speed. All BT customers should complain as they are paying for unlimited broadband but are unable to get it.

Cllr David Barlow - reported that he has still to do the survey and measure the greens with regard to erosion.

Resolved - that the Clerk puts an article into Highlights asking for volunteers to do speed checks; and that she writes to the Police to explain our concerns on speeding and ask them to do a speed check.

The meeting closed at 9.40pm.

Signed.....
(Chairman)

Date.....