

**MINUTES OF AN ANNUAL GENERAL MEETING OF GREAT
HALLINGBURY PARISH
COUNCIL, HELD ON MONDAY 14th MAY 2018, BEGINNING AT
8.00pm, IN THE VILLAGE HALL**

PRESENT: Cllr Alan Townsend (Chairman)
Cllrs David Barlow, Mark Bloomfield, Kaylash Juggurnauth,
Andrew Noble, Tom Streeter and Vicky Wing

ALSO PRESENT: Mrs Urška Sydee (Clerk)
District Councillor Lesley Wells (until item ???)
2 members of a public

18/1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2018/2019

One nomination was received: Cllr Alan Townsend; proposed by Cllr David Barlow and seconded by Cllr Andrew Noble. Cllr Alan Townsend accepted the position of a Chairman for 2018/19.

Agreed unanimously.

The Declaration of Acceptance was signed by Cllr Alan Townsend and the Clerk.

18/2. APPOINTMENT OF VICE-CHAIRMAN FOR 2018/2019

One nomination was received: Cllr Tom Streeter; proposed by Cllr Alan Townsend and seconded by Cllr Vicky Wing. Cllr Tom Streeter accepted the position of a Vice - Chairman for 2018/19.

Agreed unanimously.

The Declaration of Acceptance was signed by Cllr Tom Streeter and the Clerk.

18/3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Alan Pinnock and County Councillor Susan Barker. Accepted.

18/4. ESTABLISHMENT OF WORKING PARTIES / COMMITTEES 2018/2019

It was **agreed unanimously** to establish the Planning Committee with the powers to respond to the planning applications between the full Parish Council Meetings when it's not possible for the full Parish Council to submit the response due to short deadline.

Members of the Planning Committee for 2018/2019 are:

Councillors Alan Townsend, Mark Bloomfield, Andrew Noble and Alan Pinnock (if he agrees)

Agreed unanimously.

It was **agreed unanimously** for Cllr Alan Townsend to be Chairman and for Cllr Tom Streeter to be Vice – Chairman.
The Declaration of Acceptance was signed by Cllrs Alan Townsend, Tom Streeter and the Clerk.

It was proposed by the Chairman, and all were in agreement, that the appointments were re-elected en bloc. The following working groups were appointed for the year **2018/2019**:

Airport working Group:

Cllrs David Barlow, Tom Streeter, Alan Townsend, Andrew Noble, Mark Bloomfield and Kaylash Juggurnauth.

Emergency Planning Working Group:

Cllrs Andrew Noble, David Barlow, Vicky Wing, Alan Pinnock and Tom Streeter.

Police & Neighbourhood Watch Working Group:

Cllrs Alan Townsend, David Barlow, Vicky Wing and Kaylash Juggurnauth.

Parish Plan Working Group:

Cllrs David Barlow, Alan Townsend, Alan Pinnock and Tom Streeter.

Housing Working Group:

Cllrs Andrew Noble, Mark Bloomfield and Kaylash Juggurnauth.

18/5. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OTHER ORGANISATIONS

It was proposed by the Chairman, and all were in agreement, that the appointments were re-elected en bloc. The following were appointed for the year **2018/2019**:

ORGANISATION:

Road Safety
Transport
Health
Footpaths
Tree Warden

REPRESENTATIVE:

Cllr Alan Townsend
Cllr Andrew Noble
Cllr Vicky Wing
Cllr Alan Pinnock
Cllr Alan Townsend

18/6. FINANCIAL REPORT

a) Receipts and Payments Report

A report of the receipts and payments over the financial year 2017/2018 had been provided for examination. The Fixed assets were reviewed. Both examined and approved.

Bank reconciliation was approved and signed by the Chairman.

b) Annual Governance Statement

Clerk read the questions of the statement and Council answered them.

The Council unanimously approved the Annual Governance Statement 2017/18 (AGAR Section 1) for signature.

c) Accounting Statement

The Council unanimously approved the Accounting Statement for 2017/18 (AGAR Section 2) for signature.

16/7. CALENDAR OF MEETINGS 2018/2019

The following dates were agreed:

2018

9 July at 8.00pm
10 September at 8.00 pm
5 November at 7.00pm

2019

7 January at 7.00pm
4 March at 7.00pm
25 March 2019 at 8.00pm AGM
13 May 2019 at 8.00pm

The business of an ordinary meeting now follows.

18/8. DECLARATIONS OF INTEREST

None.

18/9. PUBLIC PARTICIPATION

- The issue of speeding outside Lewismead, Tilekiln Green was brought to the Council's attention. Cllrs Townsend and Streeter explained what Parish Council did in the past and that the street lighting seems to be the only option. It was also suggested to put up a mirror.

18/10. MINUTES OF PREVIOUS MEETING

Cllr Andrew Noble proposed the following amendment which was agreed unanimously:

- Item 18/116 first line: add "sight line" between the words "the" and "land" so that it reads: Cllr Noble advised that the sight line land has to be acquired and therefore there is nothing to report at this meeting.

The minutes of the meeting held on 5th March 2018 with the above amendment were approved as a correct record of the proceedings and signed by the Chairman.

18/11. MATTERS ARISING FROM PREVIOUS MEETING

Cllr David Barlow – reported that all elm trees are now planted.

18/12. CHAIRMAN'S COMMUNICATIONS

The Chairman reported that:

- He received two reports of the activity on the land to the south of Howe Green Road and that the clerk checked it with the enforcement officer who is monitoring the situation. However, the Council was still concerned what is happening there especially because the gate hasn't been taken down despite planning application being refused.
Resolved: The Clerk to write to the enforcement officer asking why the order is biased and to inform them that the windows had been replaced by the plastic ones, that the digger was there recently, and the gate and the wall hasn't been taken down – why the order is biased?
- The Council doesn't need to appoint a Data Protection Officer,

however, the Council still need to comply with GDPR. The Council is in the process to identify the information it holds.

- He suggested that the pension for the Clerk is put in place.

18/13. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District Councillor Wells reported that:

- Local Plan will probably come to Council in June
 - Airport Application will be probably decided in Summer
 - She will be the Chairman of Uttlesford District Council in 2018/19
- Chairman congratulated her for that.

18/14. AIRPORT

A response to the Stansted Airport Limited planning application consultation was submitted.

18/15. CLOTHING DONATION BANK

The Village Hall Committee's view is that the clothing bank is not needed in the village as there is one in the school's car park in Little Hallingbury.

18/16. BEDLARS GREEN

Cllr Mark Bloomfield reported that the fence has been put up and will be finished shortly.

The possible causes of low water level in the pond were discussed.

18/17. HIGHWAYS MATTERS

Nothing to report.

18/18. AFFORDABLE HOUSING

Nothing new to report.

18/19. SCHOOL BUS STOP

The Clerk waiting for the reply from Acme.

18/20. HALLINGBURYS' SPEEDWATCH GROUP

The Chairman reported that more volunteers are needed to form more groups which could monitor speed more often.

18/21. FACEBOOK ACCOUNT

It was agreed to investigate further.

18/22. CONSULTATION

b) NALC - unauthorised developments and encampments

To consider responding to the NALC consultation questions.

Noted.

18/23. PETITION

To discuss to sign the online petition to prevent the demolition of POW Camp116, Mill Lane, Hatfield Heath, Essex.

Different views of the issue were discussed regarding to prevent the demolition of POW Camp116, Mill Lane, Hatfield Heath, Essex.

Resolved: The Chairman to sign the petition on behalf of Great Hallingbury Parish Council.

18/24. CORRESPONDENCE

a) Received correspondence:

- Monitoring Officer, Uttlesford District Council – Summary of “Intimidation in Public Life” report link and “Openness and Transparency on Personal Interests” guide for Councillors.
- Support and Business Manager, Uttlesford District Council – Notes from the workshop re planning application UTT/18/0460/FUL (Stansted Airport) held on 26 March 2018.
- Community Development Officer, Uttlesford District Council – applications for the Community Project Grant commenced 1 April 2018; closing date: midday, Thursday 14.06.2018.
- EALC – General Data Protection Regulation updates and pay scales.
- Stop Stansted Expansion – various updates, technical note re aircraft noise and press release.
- North West Essex and East Herts Preservation Association (NWEHPA) – Invitation and the agenda for the Annual General Meeting on Thursday, 14 June 2018 at 8 pm, Priors Green Community Hall.
- Integrated Passenger Transport Unit – meeting notes and presentation.
- Superfast Essex – an update.
- County Councillor Susan Barker – Parking issues at the junction of Beldams Lane and Hallingbury Road.
- County Councillor Susan Barker – Speed reduction measures on the road leading towards M11.

All noted.

- Centre Manager, Volunteer Uttlesford – asking for £150 donation to enable them to encourage more people to volunteer.
Resolved: The Clerk to invite them to come to one of the future meetings to present what they do.

b) Late Correspondence

- Superfast Essex – events invitation: 31 May 2018 at 19.30 – 21.00 Stansted Mountfitchet Day and Community Centre, Priors Green Community Hall; 13 June 2018 at 19.30 – 21.00 Uttlesford District Council Chamber, Saffron Walden. Two persons per Council, registration needed.
Noted.

18/25. FINANCE

a) Payments

The following payments had been made during the period 13th January 2018 to 13th February 2018:

	£
HMRC - Tax December 2017	144.24
Clerk - net salary December 2017	204.81
SLCC Membership for 2018 (1/2 – shared with LHPC)	88.50

The following payments had been made during the period 14th February 2018 to 13th March 2018:

	£
HMRC - Tax January 2018	69.80
Hertfordshire County Council – Stationery	25.57
Clerk - net salary January 2018	279.25

The following payments had been made during the period 14th March 2018 to 13th April 2018:

	£
Great Hallingbury Highlights – Winter 2017	500.00
EALC – GDPR Briefing (Chairman)	45.00
EALC – GDPR Briefing (Clerk)	45.00
HMRC - Tax February 2018	69.80
Hertfordshire County Council – Stationery	17.26
EALC – Local Council Administration book (1/2)	30.00
HMRC - Tax March 2018	69.80
Cllr Vicky Wing – Litter Picking Expenses	43.07

b) Income

04.12.2017 - Bank Interest	6.45
10.04.2018 – UDC Precept (1 st Instalment)	6,000.00

c) Balances on 13 April 2018

Community Acc	£6,333.87
Reserve Acc. (Business Premium Acc.)	£12,942.43

The Clerk presented budget update.

All noted and agreed.

The Clerk declared that the offer from the broker of the current insurance company send an offer for the next year, which was £318.58. The offer from Zurich hasn't been received yet. The insurance is due 1 June 2018.

Resolved: To wait for the offer from Zurich and circulate the sum to all Councillors.

18/26. PLANNING

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

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/17/2035/FUL (Revised)	Land at 3 Moat Farm Cottages	Approved

	Erection of 1 no. detached dwelling.	(No obj.)
<u>Application No.</u> UTT/17/2743/FUL	<u>Site and Development</u> Start Hill Service Station Start Hill	<u>Decision</u> Approved
	Redevelop an existing Petrol Filling Station by demolishing the existing forecourt and replace with new. The existing shop is to be retained.	(no obj.)
<u>Application No.</u> UTT/17/3372/FUL	<u>Site and Development</u> Woodside Green Farm Woodside Green, Great Hallingbury CM22 7UP	<u>Decision</u> Awaiting decision
	Section 73A Retrospective application for the conversion of part of an agricultural building (former parlour) to create 2 no. apartments	(no obj.)
<u>Application No.</u> UTT/17/3138/FUL	<u>Site and Development</u> Seven Acres, Latchmore Bank, Little Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7PE	<u>Decision</u> Approved
	Proposed change of use and refurbishment of out Building to form 1 no. dwelling	(no obj.)
<u>Application No.</u> UTT/17/2035/FUL	<u>Site and Development</u> Land At 3 Moat Farm Cottages, Howe Green, Howe Green Road, Great Hallingbury, Bishop's Stortford CM22 7UF	<u>Decision</u> Approved
	Erection of 1 no. detached dwelling	(no comments)
<u>Application No.</u> UTT/18/0168/HHF	<u>Site and Development</u> The Water Garden, Hallingbury Place, Great Hallingbury, Bishop's Stortford, CM22 7UE	<u>Decision</u> Approved
	Single storey kitchen extension to rear of house	(no comments)
<u>Application No.</u> UTT/18/0226/FUL	<u>Site and Development</u> Thremhall Park Business Centre, Stane Street, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7WE	<u>Decision</u> Approved
	The installation of a 30m lightweight lattice mast with 3 no. antennas, 2 no. 600mm dishes, 3 equipment cabinets and a meter cabinet and ancillary development	(no obj.)
<u>Application No.</u> UTT/18/0361/FUL	<u>Site and Development</u> Land South Of 154, Bedlars Green Lane, Bedlars Green, Great Hallingbury, Bishop's Stortford, CM22 7TL	<u>Decision</u> Refused

Erection of 1 no. detached dwelling with garage.
Alterations to existing field access

(Objections because of TPO on the trees.)

All noted.

b) Applications dealt with by the working group:

<u>Application No.</u>	<u>Site and Development</u>
------------------------	-----------------------------

None.

c) Applications to be dealt with at this meeting:

<u>Application No.</u>	<u>Site and Development</u>
------------------------	-----------------------------

UTT/18/0864/HHF

Start Hill, Thatched Cottage, Stane Street,
Great Hallingbury, CM22 7TA

Erection of one and a half storey rear extension linked to main house. Erection of detached double garage with external staircase to store room above in the roof space.

No objections.

<u>Application No.</u>
UTT/18/0865/LB

<u>Site and Development</u>

Start Hill, Thatched Cottage, Stane Street,
Great Hallingbury, CM22 7TA

Erection of one and a half storey rear extension linked to main house.

No objections.

<u>Application No.</u>
UTT/18/0943/HHF

<u>Site and Development</u>

Street Barn, The Street, Great Hallingbury,
CM22 7TR

Demolition of stables and erection of detached cart lodge.

No objections.

<u>Application No.</u>
UTT/18/1205/HHF

<u>Site and Development</u>

Bedlars Hall, Bedlars Green Lane, Bedlars
Green, Great Hallingbury, CM22 7TL

Demolish and replace rear conservatory.

No objections.

d) Late Planning Applications

None.

e) Alleged Breach of Planning Control

To receive an outcome of an investigation of a complaint: ENF/16/0128/C:
construction work being carried out without consent, Seven Acres, Latchmore
Bank.

Noted.

18/27. MEMBERS' REPORTS

Cllr Tom Streeter – clarified airport compensation issues and asked for help with the Flower Show which will be held on 15 July 2018.

Cllr Vicky Wing – reported that she attended CCTV Briefing and that installing CCTV in the village isn't viable. Neighbourhood Watch is doing a good job.

Cllr David Barlow – reported that the compost at the church is full of various plastic items that shouldn't be there.

Cllr Kaylash Juggurnauth – reported that the key pad on the defibrillator isn't working properly (it's stiff and it doesn't open always) and that the pads need to be replaced because they will expire in July.

Resolved: The Clerk to write to the Heartbeat Community telling them about the key pad issues and to order one set of pads.

18/28. ITEMS FOR THE NEXT AGENDA AND INFORMATION ONLY

None.

The meeting ended at 22.32

Signed.....
(Chairman)

Date.....