

**MINUTES OF A MEETING OF GREAT HALLINGBURY PARISH  
COUNCIL, HELD ON MONDAY 8th JANUARY 2018, BEGINNING AT  
7.00pm, IN THE VILLAGE HALL**

**PRESENT:** Cllr Alan Townsend (Chairman)  
Cllrs David Barlow, Mark Bloomfield, Kaylash Juggurnauth (from item  
87), Andrew Noble, Cllrs Alan Pinnock and Vicky Wing

**ALSO PRESENT:** Mrs Urška Sydee (Clerk)  
2 members of a public

**82. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Tom Streeter and County Cllr Susan Barker.

**83. DECLARATIONS OF INTEREST**

Cllr Alan Pinnock declared an interest in item 89 – Church Road Memorial.

**84. QUESTIONS FROM MEMBERS OF PUBLIC**

- A statement was made regarding speeding through the village.

**85. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 6th November 2017 were approved as a correct record of the proceedings and signed by the Chairman.

**86. MATTERS ARISING**

None.

19.03 – Cllr Kaylash Juggurnauth arrived.

**87. CHAIRMAN'S COMMUNICATIONS**

Cllr Alan Townsend reported that:

- he attended few meetings connected to him being a member of EALC Executive Committee and that he was elected to a committee which deals with social side of housing
- he attended the first speedwatch group in Little Hallingbury

**88. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

None present to report.

**89. HIGHWAYS**

*Bedlars Green* – meeting on site with ECC (Highways) Senior Customer Service Officer, Cllr Alan Pinnock and Countryside Manager of the National Trust on 12 December 2017 to mark out the extent of the publicly maintainable highway and clarify any perceived encroachment of the grass verge / common land and document this while a representative of Highway Records is on site and to discuss kerbing of

the edge.

Verge and kerb: due to poor weather conditions the extent to highway boundary couldn't be marked and therefore another visit is planned. To kerb the verge an application needs to be submitted to the Local Highways Panel for them to undertake assessments and validations.

Waiting restrictions: that would need to be directed to the North Essex Parking Partnership and would need a support from the households in the immediate area and the local Council Ward member. The Council agreed to leave that to National Trust if they want to pursue it.

Resolved: For the Clerk to submit the request form to reinstate the verge and install a small kerb to the Local Highways Panel.

*Church Road Memorial* – An email from Asset Manager Operations (East) was received asking the Council to confirm proposals and estimated costs for a potential cost contribution.

The estimate of costs was presented to the Council.

Resolved: The Clerk to email the estimate to bring the memorial above the barrier to Asset Manager Operations (East), asking them to consider covering the cost.

#### **90. AFFORDABLE HOUSING**

Cllr Andrew Noble reported that a site line is in existence and the purchase of it is being negotiated.

#### **91. ELM TREES**

Different potential locations as to where to plant the trees were discussed. It was agreed to plant them on the corner of Copthall Close, opposite Hart Wood, on the field at the village hall and at the memorial on the Church Road.

#### **92. NEIGHBOURHOOD WATCH STREET SIGNS**

Cllr Vicky Wing presented photos of potential locations of where the neighbourhood watch street signs could be installed. Ten locations were agreed: start of village opposite HACS shop, cattle grid before entering the Woodside Green, Woodside Green, top of Start Hill, triangle opposite HACS shop, Hallingbury Place, Copthall, corner of The Street, Bedlars Green and Harps Farm.

The crime activity should be monitored and accordingly moving or purchasing new signs discussed by the Council.

#### **93. ASSETS OF COMMUNITY VALUE**

Uttlesford District council's decision was received and noted: St. Giles's Church wasn't listed due to "legal authority that religious observance was not a use that qualified a building for listing as an asset of community value and there was no clear evidence of another use that was not ancillary that would qualify;" and The Hop Poles Pub was re-listed.

#### **94. SCHOOL BUS STOP**

District Councillor Susan Barker informed the Council by email that the (Essex County Council) someone is in touch with the contractor.

The Logistics Manager, Acme Bus Co. Ltd, also sent email asking for exact locations so that risk assessment can be carried out.

Resolved: The Clerk to write to them saying that there is no footpath or pavement to walk on and if the member of a Council could be present when the risk assessment is carried out.

#### **95. HALLINGBURYS' SPEEDWATCH GROUP**

Cllr Alan Townsend reported that the first speedwatch took place in Little Hallingbury and as the result of this the traffic was slowed down and two cars were caught speeding. In Great Hallingbury more signage for speed limits are needed as well as more volunteers. Another spot for speedwatch would be welcomed?

#### **96. CORRESPONDENCE**

An email from Citizens' Advice Bureau, giving the details of their activities over the last year, impact report and a "Keeping Warm in Uttlesford" PDF brochure had been received. Hard copies of the brochure are available should Council want to distribute them within the Parish. One of the warm home advisers is willing to come to a local coffee morning or other event to help people with individual utility problems or warm home issues if the details are sent to them.

Noted.

The latest Programme Update from Superfast Essex was received by email.

Noted.

An invitation from the Superfast Essex broadband programme to attend an information event to hear an update on the progress of the Essex broadband rollout has been received. This follows on from the Countywide Parish Engagement Event held in July this year, and will provide an overview of all phases of the Superfast Essex broadband programme. It will also include a chaired one-hour Q&A session. The event will be held in the MAB221 lecture theatre at the Anglia Ruskin University in Chelmsford on Monday 22 January 2018 starting at 7.30 pm. Registration is required for those who wish to attend.

Noted.

Information regarding the Adoption of the Essex and Southend-on-Sea Waste Local Plan was received from the Service Development Officer, Planning Service, Essex County Council.

Noted.

An invitation to attend an evening's session on Rest Centre management was received from the Emergency Planning & Fire Safety Officer, Corporate Safety Team, Uttlesford District Council. Date to be confirmed, planned to be early in 2018. A list of attendees would be required, the deadline for this is 12 January 2018.

Noted.

SSE Campaign update December 2017 and amendment was received.

Noted.

An email from East London Textiles Ltd, working with the Essex Air Ambulance service was received asking if the Council would like to consider placing a clothing donation bank in a carpark or other suitable place. This would enable members of the public to donate their unwanted clothing and shoes to raise money for the Essex Air Ambulance service. East London Textiles Ltd have a mission to try and help the planet by collecting as much clothing and shoes as possible and processing these for reuse or recycling, while at the time raising much needed funds for charity. Further

information about the Essex Air Ambulance service can be found at [www.ehaat.org](http://www.ehaat.org) and for East London Textiles Ltd at [www.east-london-textiles.com](http://www.east-london-textiles.com)

It was agreed to discuss in more details at the next meeting and for the Clerk to find out how often it would be emptied and what to do if it overflows. The Clerk to contact Chairman of the Village Hall Committee asking if they agree for the clothing donation bank next to the village hall.

Noted. The Clerk to contact them and ask how often it will be emptied and what happens in case of overflowing.

An invitation for UK Power Networks - Norwich Roadshow which will be held on 5 February 2018 at 9.30 am had been received. Confirmation required for those who wish to attend.

Noted.

Letters of thanks for the grants and donations had been received from Essex Air Ambulance, Village Hall, St. Giles' Church PCC, Uttlesford Community Travel, SSE, NWEHHPA and Great Hallingbury Women's Institute.

## 97. INTERNAL AUDIT

The Chairman explained that the internal auditor who used to do the Great Hallingbury decided to retire. The Clerk advised that Mrs Lynn Petts agreed to carry out internal audit for Great Hallingbury Parish Council.

Resolved: Mrs Lynn Petts was appointed as Great Hallingbury Parish Council internal auditor.

## 98. FINANCE

### a) Payments

The following payments had been made during the period 14<sup>th</sup> October to 13<sup>th</sup> November 2017:

	£
HMRC - Tax September 2017 FT&US	297.72
A. Townsend - expenses re clerk's retirement	137.43
F. Townsend – net salary September 2017 + holidays	493.35
- expenses September 2017	66.40
- stationery	93.98
Great Hallingbury Highlights – donation	500.00
U. Sydee - net salary September 2017	174.53
U. Sydee - net salary October 2017	174.53
- expenses (mileage only)	7.33
- stationery	21.61

All noted and agreed.

The following payments had been made during the period 14<sup>th</sup> November to 13<sup>th</sup> December 2017:

	£
HMRC - Tax October 2017 US	174.52
Uttlesford Community Travel – donation	100.00
A. Pinnock – bench installation	65.49
NWEHHPA – donation	100.00
SSE – donation	100.00
St. Giles' PCC – grant	800.00
Essex Air Ambulance – donation	150.00

Uttlesford Neighbourhood Watch – street signs & purse bells	170.00
Women’s Institute – grant	125.00
HMRC - Tax November 2017 US	174.52
U. Sydee - net salary November 2017	174.53
Cllr Wing – Litter Pick expense	80.18

All noted and agreed.

**b) Income**

04.12.2017 Bank Interest £2.27

Noted and agreed.

**c) Balances**

Business Current Acc. (Community Acc.) £2,965.97

Business Savings Acc. (Premium Acc.) £12,935.98

Noted and agreed.

**d) Precept 2018/2019**

The Clerk presented agreed budget for 2018/2019. She advised that there is no capping for the increase of the precept for Parish Councils for 2018/2019. She also advised that some money may need to be transferred from Business Savings Account to the Business Current Account towards the end of financial year as the balance on the Current Account is low. It was agreed that the Clerk and the Chairman arrange the amount needed to be transferred from Business Savings Account to the Business Current Account if needed. The Chairman explained that this financial year lots of works had been done and that the Parish Council didn't increase the precept despite higher budget. The Council considered whether to increase the precept but agreed not to do so this year.

Resolved: The precept for 2018/2019 is £12,000.00.

**99. 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  Erection of 1 no. detached dwelling.	Awaiting decision (no obj.)
UTT/17/2743/FUL	Start Hill Service Station Start Hill  Redevelop an existing Petrol Filling Station by demolishing the existing forecourt and replace with new. The existing shop is to be retained.	Awaiting decision (no obj.)
UTT/17/2928/HHF	The Smithy Bedlars Green Lane  Section 73A Retrospective application for the erection of a cart lodge	Approved

(Great Hallingbury Parish Council objects to this planning application on the grounds of the proximity to the boundary and poor quality materials used next to a listed building.)

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/17/3372/FUL	Woodside Green Farm Woodside Green, Great Hallingbury CM22 7UP

Section 73A Retrospective application for the conversion of part of an agricultural building (former parlour) to create 2 no. apartments

No objections.

<u>Application No.</u>	<u>Site and Development</u>
UTT/17/3138/FUL	Seven Acres, Latchmore Bank, Little Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7PE

Proposed change of use and refurbishment of out Building to form 1 no. dwelling

No objections.

<u>Application No.</u>	<u>Site and Development</u>
UTT/17/3615/FUL	1 The Gatehouse, The Street, Great Hallingbury, CM22 7TR

Erection of a detached dwelling, with associated private garden, car parking and landscaping

No objections.

<u>Application No.</u>	<u>Site and Development</u>
UTT/17/3639/HHF	Woodside House Woodside Green

Section 73A Retrospective application for the construction of a pool plant room.

No objections.

<u>Application No.</u>	<u>Site and Development</u>
UTT/17/3640/HHF	Woodside House Woodside Green

Section 73A Retrospective application for the construction of raised decking.

No objections.

<u>Application No.</u>	<u>Site and Development</u>
UTT/17/3648/HHF	Greenways Church Road

Proposed rear dormer

No objections.

<u>Application No.</u>	<u>Site and Development</u>
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UTT/17/3713/AV

Start Hill Service Station Start Hill

Erection of 3 no. internally illuminated fascia signs and  
4 no. internally illuminated Esso Signage Waves

No objections.

**d) Late Planning Applications**

To deal with Planning Applications received following the publication of  
this agenda and received before 8 January 2018.

None.

**e) Appeal Decision**

To note appeal decision

None.

**100. MEMBERS REPORTS**

**Cllr Vicky Wing** – reported that the next litter picking is being organised for 11  
February 2018 starting at 10:00 a.m. and that the sign near Harps Farm had been  
sprayed.

**Cllr Alan Pinnock** – reported that the village pond level at Bedlars Green is low and  
should be monitored for the need for the water to be pumped in.

**101. ITEMS FOR THE NEXT AGENDA**

It was agreed to put on the agenda for the next meeting:

- to consider placing a clothing donation bank in a suitable place
- to discuss Bedlars Green pond issues

The meeting ended at 8.24 p.m.

Signed.....  
(Chairman)

Date.....