

**MINUTES OF A MEETING OF GREAT HALLINGBURY PARISH
COUNCIL, HELD ON MONDAY 5th NOVEMBER 2018, BEGINNING AT
7.00pm, IN THE VILLAGE HALL**

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

ALSO PRESENT: Mrs Urška Sydee (Clerk)
District Council Councillor Lesley Wells
1 member of the public

Chairman, Cllr Alan Townsend advised the Council that Cllr Vicky Wing resigned due to personal reasons.

18/70. APOLOGIES FOR ABSENCE

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

18/71. DECLARATIONS OF INTEREST

None.

18/72. PUBLIC PARTICIPATION (limited to 15 minutes)

- Purchase of the Parish Council's noticeboard at the St. Giles Church had been raised as the Council replaced all their noticeboards with exception of that one. The grant for it was received in the past.

18/73. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 10th September 2018 with amendment of the date of the meeting were approved as a correct record of the proceedings and signed by the Chairman.

18/74. MATTERS ARISING FROM PREVIOUS MEETING

None.

18/75. CHAIRMAN'S COMMUNICATIONS

The Chairman, Alan Townsend reported that:

- He had received a letter from a resident asking which services and trades could be recommended. The Council is not in the position to advise regarding that, but all households got the leaflet advertising trades a few days later.
- An email from a parishioner was received regarding barking dog. It was advised that Uttlesford District Council's Dog Warden and RSPCA were contacted and there was no action from either. Discussion took place of what could be done, and it was concluded

that for the time being affected residents should keep accurate dated and times when the baking occurred as it is a civil matter.

18/76. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District Cllr Lesley Wells reported that a consultation on the addendum of Focussed Changes to the Regulation 19 Pre-Submission Local Plan is undergoing should the Council want to comment.

18/77. HIGHWAYS MATTERS

a) Update

The tree near the noticeboard in Woodside Green had been removed.

b) Small Repairs

The Council agreed to the list of small repairs that had already been submitted to Cllr Barker. The Clerk advised that all items should have been reported to the Highways prior to that. She agreed to report them.

The Clerk advised that Highways are undertaking survey, should the Council want to respond. The Clerk agreed to resend the survey by email.

18/78. AFFORDABLE HOUSING

Deadline was missed in February. Rubber stamp is still needed; however development should start in Spring.

18/79. SCHOOL BUS STOP

The representative from ACME, two Councillors and few parents met on the site at the time when the school bus arrives. The school bus stop was moved to a better place although not favourable due to the bus being unable to turn on the favourable site.

18/80. HALLINGBURYS' SPEEDWATCH GROUP

The Group should consist of minimum three people. Hopefully some from Little Hallingbury would be willing to help so that speeding through the village could be checked/monitored.

18/81. CONSULTATIONS

a) Changes to the Regulation 19 Pre-Submission Local Plan

The Council agreed that there is no relevance for the Great Hallingbury and therefore won't comment.

b) Proposed expansion of Little Hallingbury School

The response to support proposed expansion of Little Hallingbury School was retrospectively agreed due to tight deadline between the meetings.

c) EALC Strategic Plan

It was concluded that it's not so relevant for the Parish Council, so no comment would be sent.

18/82. CHURCHYARD MAINTENANCE

Cllr Tom Streeter reported on the progress of the Churchyard Maintenance. Designated day was suggested, maintenance will be done as usual. PCC was able to get volunteers to help with that.

18/83. CORRESPONDENCE

a) Received correspondence:

- EALC – E Bulletins, Legal Updates, County Update, Training Bulletins, info that ECC has launched the CIF Fund, Local Services Fund application form, information relating to the devolvement of some highway services, strategic plan.
- Stop Stansted Expansion – Invitation to an urgent meeting of SSE Parish & Town Council Liaison Group re Stansted airport expansion (3.10.2018), advanced letter in connection of the urgent meeting, member letter, press releases, minutes of SSE, Parish & Town Council Liaison Group urgent meeting, campaign update, invitation for Parish & Town Council Liaison Group (30.10.2018 at 8.00pm), member letter, response to Stansted Airport NAP.
- Resident – complaint about dog barking in Bedlars Green. Dealt with in item 18/75.
- Uttlesford District Council, Environmental Health Officer - letter about a forthcoming anti-dog fouling campaign, offering glowing in the dark posters for known hot spots if committed to help monitor the success of the campaign by assessing the amount of fouling before and after the posters are put up.
- Stansted Airport Community Trust – press release re funding available for Parish Councils for WW1 commemorative projects.
- Knight, Kavanagh & Page Ltd – is asking for support by providing information of sports facilities and recreation strategy being currently undertaken by Uttlesford District Council.
- Superfast Essex - Superfast Essex Parish Event September 2018 with presentation and slides.
- UDC – Press release: dates for Airport Planning Application Public Sessions with revised dates. Not attending.
- Uttlesford District Council, Support and Business Manager - Parish Forum Agenda 15 October 2018.
- Essex County Council, Integrated Passenger Transport Unit -Update regarding Colchester Bus Stop reallocation. Circulated 11.10.2018.
- Uttlesford District Council, Development Manager – Dates for cluster meetings. Not attending.
- Stansted Airport Community Trust – press release October 2018.
- Resident – Chairman received a request for help from a resident. Dealt with in item 18/75.
- East Herts District Council - East Herts District Plan Adoption: Information on how to view the District Plan, adopted by East Herts Council on the 23rd October 2018, can be found in the Adoption Statement, which is available online at: www.eastherts.gov.uk/districtplan. Hard copies of the District Plan and Supporting Documents are available for inspection during normal office hours at the East Herts Council Offices in Hertford and Bishop's Stortford, town council offices and libraries across the district from Monday 29th October.
- Uttlesford District Council, Chief Executive – asking for passenger

transport representatives to engage directly with ECC Passenger Transport officers using provided contact details.

All noted.

b) Late Correspondence

- SSE - Aviation Communities Forum Notes and attendees, minutes SSE, Parish & Town Council Liaison meeting 30 October 2018.
- UDC, Principal Research Officer – Information about Uttlesford Local Heritage List.

Both noted.

18/84. FINANCE

a) Payments

The following payments had been made during the period 14th August 2018 to 13th September 2018:

None.

The following payments had been made during the period 14th September 2018 to 12th October 2018:

	£
HMRC - Tax August 2018	71.20
LHPC – Office 365 subscription (1/2)	34.16
Hertfordshire County Council – Stationery	76.58
Clerk - net salary August 2018	284.77
- expenses July 2018	76.64
- expenses August 2018	31.29
EALC – Social Media Course	85.00
Great Hallingbury Highlights – Autumn 18	500.00
Clerk - net salary September 2018	284.77
- expenses September 2018	80.96
HMRC - Tax September 2018	71.20
PKF Littlejohn LLP – external audit	240.00

Noted and agreed.

b) Income

Interest – Business Premium Acc £6.46
Uttlesford District Council – Precept 2nd instalment £6,000.00

Noted and agreed.

c) Balances on 12 October 2018

Community Acc £5,156.84
Reserve Acc. (Business Premium Acc.) £12,955.34

Noted and agreed.

d) Budget Update

The budget update was received and noted.

e) Approvals

The listed payments were agreed and signed by Chairman.

The Council agreed to purchase the double locking noticeboard to replace the old one near the St Giles' Church at the cost of £1,415.10 including VAT as per quotation – ref. No.: 21518/1.

f) Budget 2019/2020

The Clerk provided details of payments to date for 2018/19 and the Council considered each heading. The budget was agreed in principle. It was agreed to consider raise of precept at the January meeting as it's been a while since last increase.

g) Grants & Donations

The list of grants usually paid were presented to the Council. The Council agreed to all. It was also agreed to choose one organisation that is doing something beneficial to our area each year as a one-off donation for up to £100. This year the charity "Support 4 Sight" was granted £100.00

Clerk advised that the Council was unsuccessful to reestablish the signatories despite Cllrs Noble and Townsend visiting the bank and Cllr Streeter talking to them over the phone.

It was therefore agreed to send a letter to the bank asking for a hard copy of the 'mandate form' to be sent to the Council to enable us to reestablish proper practices with the required signatories.

18/85. 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/18/0460/FUL	Stansted Airport	Awaiting decision
	Airfield works comprising two new taxiway links to the existing runway (a Rapid Access Taxiway and a Rapid Exit Taxiway), six additional remote aircraft stands adjacent Yankee taxiway); and three additional aircraft stands (extension of the Echo Apron) to enable combined airfield operations of 274,000 aircraft movements and a throughput of 43 million terminal passengers, in a 12-month calendar period.	

(The Council objected on various things)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/17/3372/FUL	Woodside Green Farm, Woodside Green, Great Hallingbury, Hertfordshire, CM22 7UP	Awaiting decision
	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>	<u>Decision</u>
UTT/18/0825/FUL	Harlow Agricultural Merchants Ltd, Latchmore Bank, Little Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7PJ	Awaiting decision

Demolition of existing outbuilding and erection of single storey building for gymnasium, storage and garaging. Erection of new boundary wall.

(Not applicable as it's in Little Hallingbury.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/18/1982/FUL	Barnmead, Start Hill, Stane Street, Great Hallingbury Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7TA	Awaiting decision

Demolition of existing dwelling house and replacement with 9 residential dwelling houses, alterations to the existing vehicle crossovers, ancillary car parking, landscaping and associated development.

(No objections)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/18/1919/FUL UTT/18/1920/LB	Mission Hall, Woodside Green Farm, Woodside Green, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7UW	Approved Approved

Change of use from holiday let to 1 no. dwelling and conversion of garage to bedroom with link.

(No objections)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/18/2233/HHF	The Street Farmhouse, The Street, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7TR	Awaiting decision

Relocation of detached 'outdoor kitchen' building. Part two storey, single storey and first floor side extension including 2 no. dormer windows, 2 no. conservation roof lights and new entrance porch. External changes to doors and fenestration.

(No objections.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/18/2234/LB	The Street Farmhouse, The Street, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7TR	Awaiting decision

Relocation of detached 'outdoor kitchen' building. Part two storey, single storey and first floor side extension including 2 no. dormer windows, 2 no. conservation roof lights and new entrance porch. External changes to doors and fenestration. Internal alterations including removal of walls and doors and

lowering of floor levels to ground floor. Installation of new partition, creation of new opening and removal/infill of existing door to first floor.

(No objections.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/18/2156/HHF UTT/18/2157/LB	95 Woodside Green, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7UL	Awaiting decision

Single storey rear extension

(No objections.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/18/2089/LB	89 Woodside Green, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7UW	Awaiting decision

Retention of replacement windows 5 no. windows to front elevation and 5 no. windows to rear elevation.

(No objections.)

All noted.

b) Applications dealt with by the committee:

None.

c) Applications to be dealt with at this meeting:

<u>Application No.</u>	<u>Site and Development</u>
UTT/18/2811/AV	Unit 4 Stansted Distribution Centre, Start Hill, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7DG

1 no. Internally illuminated totem sign and 2 no. Externally illuminated fascia signs.

No objections.

<u>Application No.</u>	<u>Site and Development</u>
UTT/18/2888/FUL	Stables South Of The Old Elm, Start Hill, Great Hallingbury, Hertfordshire

Erection of detached cart lodge.

Clarity is needed whether the planning permission is for the house or a cart lodge.

d) Late Planning Applications

None.

e) Enforcement

i) An outcome of investigation ENF/18/0133/C was received and noted.

f) Appeal

A planning appeal notification from Uttlesford District Council re planning application UTT/18/0361/FUL was received and noted.

18/86. MEMBERS' REPORTS

Cllr Andrew Noble – advised that a lot of cars are parked by the bridge near the Flitch Way. It was also noted that the repairs to the bridge seems to stop.

Resolved: The Clerk to write to Friends of the Flitch Way asking for an update on repairs.

Cllr Kaylash Juggurnauth – was wondering when the works regarding fibre internet would start. Cllr Streeter advised that they should start in Spring 2019 and be finished in December 2019.

Cllr Tom Streeter – suggested that the Little Hallingbury Primary School and Howe Green House School be contacted to design signs for littering. He also suggested that companies Costa, McDonald's and Coca-Cola are asked for donation towards litter picking as it seems that there is a significant number of their beverage containers compared to the other were being found thrown in the village.

Resolved: The Clerk to write to the companies above asking for contribution towards litter picking.

Cllr David Barlow – No other issues other than already known ones regarding the pond.

18/87. ITEMS FOR THE NEXT AGENDA AND INFORMATION ONLY

The Clerk informed the Council regarding the procedure due to Cllr Vicky Wing's resignation.

18/89. NEXT MEETING

The next meeting will be held on 7 January 2019 at 19.00.

The procedural motion to exclude the public was put on the agenda.

Resolved: Public excluded from meeting to progress a confidential staffing matter.

18/90. CLERK'S SALARY (the public was excluded for this item)

The pay scale was reviewed. It was agreed to move the clerk from the current pay scale 22 to 24 and be backdated from April 2018.

The meeting ended at 21.29

Signed.....
(Chairman)

Date.....