

# Little Chesterford Parish Council

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## **Draft Minutes of a Parish Council Skype Meeting held on Thursday 9th April, 2020 at 7.30pm**

**Present** Chairman Robert Pumfrey, Cllr Lez Davison, Cllr Paul Osborne, Cllr Annie Roberts and Cllr Fiona Wilkinson.

**In Attendance** District Cllrs Neil Gregory and Richard Pavitt  
Amanda Lindsell - Clerk to the Council.

### **20/015 APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted from Cllr Ian Couchman.

### **20/016 DECLARATIONS OF INTEREST**

None.

### **20/017 PUBLIC PARTICIPATION**

None received.

### **20/018 MINUTES OF THE LAST MEETINGS**

The minutes of the January and March Parish Council Meetings were approved by Councillors as accurate representations and Chair Robert Pumfrey devolved power to the Clerk to sign the minutes on his behalf.

### **20/019 DISTRICT COUNCILLOR'S REPORT**

District Cllr Neil Gregory reported that the District Council have spent a vast amount of time dealing with the current Covid-19 Pandemic and drew particular attention to the hard work of the Recycling and Waste Team. District Cllr Neil Gregory noted that legislation has been passed to allow remote meetings to take place, including an Extra-Ordinary General Meeting at the end of April to address the Local Plan, where it is likely to be restarted.

Cllr Wilkinson detailed a recent meeting with Tom Newcombe and Julie Redfern, as part of the Neighbourhood Plan Group, with Hill Residential.

### **20/020 FINANCE.**

The clerk presented a statement of accounts and reconciliation to cash books which were agreed.

Cheques - 100369 - Clerk's salary Jan/Feb 2020 - £221.52

100371 - clerk's salary March 2020 ( + holiday entitlement) - £299.56

were agreed for payment and the Clerk resolved to obtain cheque signatures 10/04/2020.

### **20/007 PLANNING**

The following planning decisions were noted;

i. i. UTT/20/0239/HHF - Maytime, High Street, Little Chesterford

Door and fenestration changes to the rear and side elevations. Approved with conditions.

ii. UTT/20/0010/HHF - Springwell Stables, Walden Road, Little Chesterford

Creation of first floor bedroom accommodation to existing single storey. Allowing for raising the existing ridge height and minor extension to facilitate proposed works. Approved with conditions

iii. UTT/20/0136/NMA - Building 60, Chesterford Park, Little Chesterford

Non Material Amendment to UTT/17/3111/FUL - internal changes to insert a service lift (ground and first floor); North elevation - first floor windows enlarged, darker colour and vertical cladding; South elevation - window changed to a door at ground floor level; West elevation - first floor windows enlarged; Provision of an area for the storage of gas bottles to the west of the building. Approved

iv. District Cllr Richard Pavitt confirmed that the Local Plan meeting has been rescheduled for 30/04/2020, and it is anticipated that the decision will be made to restart the Local Plan. The District Council are investigating ways to make the meeting accessible to the public.

v. Cllr Wilkinson reported that UTT/19/0573/OP - land to the south west of London Road, was approved outline planning for 76 dwellings at the February Planning Committee meeting. The S106 agreement includes a cycle path, screening to the outside of the boundary of the site and bicycle rack for the train station. Great and

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Little Chesterford Parish Councils were unhappy with the agreement and met with Maria Shoesmith at UDC, who recommended that a letter of concerns was submitted. Cllr David Hall wrote a letter from Great and Little Chesterford Parish Councils to UDC regarding the S106 relating to UTT/19/0573/OP, to which there has not yet been a response. District Cllr Gregory agreed to pursue a response from UDC.

The council agreed that they do not wish to undertake responsibility for maintenance of any play area resulting from the development and will continue to liaise with Great Chesterford Parish Council regarding any necessary boundary changes.

## **20/022 EMERGENCY POWERS**

*District Cllr Neil Gregory left the meeting.*

Following recent advice from the Essex Association of Local Councils and the National Association of Local Councils, the Parish Council agreed to;

- i. Cancel all public Parish Council meetings with immediate effect.
- ii. Co-ordinate Parish Council meetings on Skype. The Clerk will publish agendas for these meetings with at least three clear working days notice as required for usual Parish Council meetings. Residents wishing to raise items within the public forum, may contact the clerk in writing, by phone or email, before midday on the day of the meeting. Draft minutes of the meetings will be made available to the public within 48 hours on the Parish Council website and the village notice board.
- iii. Devolve power to the Clerk to approve and make any payments below £500 in conjunction with the Chair.
- iv. Devolve power to the Clerk to approve and make any payments below £1500 with approval via email from three Councillors.
- v. Payments requiring approval above £1500 require approval from all Councillors via simple majority in the usual way, with the Chair's casting vote as necessary.
- vi. Decisions requiring prompt action to be made via new email chain, with approval from three Councillors.
- viii. Genuinely urgent decisions to be proposed to the Parish Council on email, and ratified by two of members of the Council. Any doubt as to promptness or urgency or whether it can wait until a Skype meeting to be settled by the Chair.
- viii. These powers to be in place for a period of three months, subject to review and cancellation at any point by simple majority, and renewal after three months on the same basis.

## **20/023 KISSING GATE**

Cllr Roberts confirmed that the land owner is happy for the stile to be replaced with a kissing gate. It was agreed to carry the budget for the kissing gate into the 2020/21 budget as the work cannot be currently carried out due to the Covid-19 pandemic.

## **20/024 NEIGHBOURHOOD PLAN**

Cllr Wilkinson detailed progress made with the Neighbourhood Plan, including despatch of the housing site assessment and feedback received. All sites that came forward from the Local Plan call for sites were assessed against various criteria and Neighbourhood Plan policies.

The Council agreed that they would like to include the green triangle in front of Manor Cottage as an open space within the assessment for preservation. Cllr Wilkinson resolved to circulate a document to allow the Council to consider how much of the open space they wish to preserve.

The Council agreed that they would request that a recreation area for the community be incorporated into the site proposed opposite Rectory Barns, including maintenance commitments.

It was agreed that Cllr Wilkinson would circulate draft documents for consideration, defining the boundaries between Great and Little Chesterford, to maintain adequate separation.

## **20/025 MEMORIAL BENCH**

Chair Pumfrey confirmed that the memorial bench is ready to be put in situ once the pandemic is over.

## **20/026 MATTERS FOR FURTHER DISCUSSION**

*District Cllr Richard Pavitt left the meeting.*

None.

## **20/027 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at 7.30pm on Thursday 14th May, 2020.

**The meeting closed at 8.35pm.**