**LITTLE CHESTERFORD PARISH COUNCIL**

MINUTES OF A MEETING OF LITTLE CHESTERFORD PARISH COUNCIL

HELD ON THURSDAY 13TH SEPTEMBER 2018 AT 7:30PM IN THE

VILLAGE HALL, LITTLE CHESTERFORD.

**Present;** Chairman Robert Pumfrey, Cllr Ian Couchman, Cllr Lez Davison, Cllr Annie Roberts and Cllr Fiona Wilkinson.

 1 member of the public and Amanda Lindsell, the clerk.

**18/041 Apologies for absence**

Apologies for absence were received and accepted from Cllr Paul Blosse.

 Apologies for early departure were received and accepted from Cllr Annie Roberts.

**18/042 Declarations of Interest**

Chair Robert Pumfrey declared a personal interest as a neighbour of the applicant to agenda item 18/046i.

**18/043 Minutes of the Last Meeting**

The minutes of the July Parish Council meeting, with the correction of the spelling of Cllr Davison`s surname were approved by councillors as an accurate representation and signed by Chair Robert Pumfrey.

**18/044 Public Forum**

None.

**18/044 Parish Council Clerk**

Chair Pumfrey welcomed Amanda Lindsell and thanked her for her assistance.

**18/045 Finance**

i. The Annual Internal Audit report 2017/18 was received and noted.

 ii. The Internal Audit Action Plan was received and approved.

 iii. The clerk read through and councillors approved the section 1 Annual Governance Statement of the Annual Governance and Accountability Return 2017/18 and recorded as minute reference 18/045ii and signed by the Chairman and Clerk of the meeting.

 iv. It was resolved that, as a smaller authority whose gross annual income or gross annual expenditure does not exceed £25,000 the Council therefore are exempt from sending the Annual Governance and Accountability Return to the external auditor for a limited assurance review, provided the Council;

 a. completes the Certificate of Exemption and returns it to the external auditor.

 b. completes the Annual Governance and Accountability Return.

 The Certificate of Exemption was completed and then signed by the Responsible Financial Officer and the Chairman.

 v. The annual accounts were approved alongside Section 2 of the Accounting Statements 2017/18, signed by the Responsible Financial Officer and Chairman and recorded as minute reference 18/045iv.

 vi. The Council noted the completion of the Notice of Public Rights and Publication of Annual Governance and Accountability Return ( Exempt Authority) to be displayed from 14th September 2018, and making available the Annual Governance and Accountability Return and associated documents on application to the clerk, between 17/09/18 and 26/10/18.

 vii. The clerk circulated a statement and review of accounts and a list of the following cheques for approval;

 100345 - EALC/NALC Affiliation fee 2018/19 - £66.14

 100346 - July/ August clerk salary + expenses - £181.91

 100348 - Great Chesterford Parish Council - Airport Grant TBNT - £250.00

 which were approved for payment.

 **18/046 Planning**

i. The following comments were agreed to be returned to Uttlesford District Council in response to planning application.

UTT/18/2275/FUL - Springwell Nursery, Joseph Lane, Little Chesterford.

 Construction of a new domestic garage( revision to previously approved application UTT/18/0890/FUL).

 It was agreed to object with the same reasons as the previous garage application and also note the increase in visual prominence.

 ii. The following planning decision was noted;

 UTT/18/1320/FUL - Joseph Farm, Walden Road, Little Chesterford.

 Conversion of barn to form a private dwelling off existing access. Refused.

**18/047 Neighbourhood and Local Plans**

Cllr Wilkinson confirmed that the Little Chesterford response to Reg 19 has been submitted and appears on the UDC website. UDC will now consider all comments received and decide whether to submit proposed revisions. Reports should be complete in September and then submitted to the inspector in December if approved, with the opportunity for everyone to put their case to the inspector in March 2019.

 Cllr Wilkinson confirmed that communications are ongoing with a representative from Great Chesterford discussions about renewing activity on the Neighbourhood Plan.

**18/048 World War I Commemoration**

i. Chairman Pumfrey detailed the events proposed for Great Chesterford`s Commemoration and it was agreed to join them and assist with supporting these plans.

 Cllr Roberts left the meeting.

 It was also resolved that Little Chesterford would hold their own commemoration service on 11/11/2018 in the Church to remember the nine from Little Chesterford

 who lost their lives , which will include the nine relevant silhouettes.

 It was noted that it would be useful if Great Chesterford could provide leaflets detailing the events for Little Chesterford residents.

 ii. It was agreed that the nine silhouettes representing Little Chesterford residents would be funded by the Parish Council including the £250 grant provided by Stansted Airport.

**18/049 Bus Shelter**

Cllr Couchman detailed the quotations received for replacement of the bus shelter and it was agreed that the clerk would pursue the insurance company and progress the claim. Chairman Pumfrey offered to remove the damaged shelter once permission is granted by the insurance company.

**18/050 Local Highways Panel**

It was agreed to ask Cllr Blosse to request that the implementation of a 20mph speed limit in Little Chesterford is considered at the next Local Highways Panel meeting.

**18/051 Matters for Further Discussion**

i. Cllr Couchman offered to redirect mail to the clerk`s email address.

 ii. It was noted that where a churchyard is open a local council may contribute to it`s maintenance although a council has no power to make a grant or donation to the Church for other purposes.

 iii. The ditch between The Manor and the bridge.

 iv. Update of bank mandate - clerk to liaise with Cllr Wilkinson.

**18/052 Date of Next Meeting**

8th November, 2018.

The meeting closed at 9:03pm.