

Margaret Roding Parish Council

MINUTES

Annual Meeting of Margaret Roding Parish Council

held on Tuesday 17th May 2022 at 1 The Gossetts, Margaret Roding

(The meeting convened at The Farmhouse, Reid Rooms, however due to an event taking place it was not possible to use the premises and the meeting moved to 1 The Gossetts)

Present

Cllr Peter Briggs
Cllr Lee Cooper (chair)
Cllr Simon Phillips
Cllr Chris Turner
Clerk Allison Ward

Residents and Visitors 0 resident

1	Election of chairman and declaration of office	
	Cllr Phillips proposed that Cllr Cooper be elected chairman; this was accepted by Cllr Cooper before being seconded by Cllr Briggs, with all in agreement. The chairman signed the Declaration of Acceptance of Office, and this will be held on file by the Clerk.	
2	Election of vice-chairman	
	Subject to his agreement, Cllr Cooper proposed Cllr Crisp continues as vice chairman, this was seconded by Cllr Briggs with all in agreement; it will be confirmed at the next meeting.	
3	Apologies for absence	
	Cllr Ian Crisp sent apologies to the meeting due to health, Cllr Lorraine Player sent apologies to the meeting due to work commitments. All apologies were accepted by the Parish Council.	
4	Declaration of Interest for this meeting	
	None	
5	Public Forum	
	None	
6	Minutes	
	Minutes of the Ordinary Parish Council Meeting 22 nd March 2022 were proposed by Cllr Cooper as a true record, seconded by Cllr Briggs with all in agreement; the Chairman signed the minutes.	
7	County and District Cllr Report	
	No report.	

Signed
Lee Cooper
Chairman Margaret Roding Parish Council

Margaret Roding Parish Council

<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p style="text-align: center;">Clerk's Progress Update and Correspondence</p> <p>Essex County Council Digigo travel on demand service is now operational and available for residents of Margaret Roding, see their website of the area covered and how to book a journey, https://www.essexhighways.org/getting-around/ddrtdigigo/digigo</p> <p>Reminder, Ride London/Essex is due to take place on the weekend of 28/29 May. Whilst there are no road closures in the parish there are closures on several main routes surrounding Margaret Roding primarily on the Sunday. There is a map on display on the parish council notice board, please contact the Clerk for further information.</p> <p>Uttlesford sent notification of a delay in consulting on regulation 18 of the Local Plan and issued an amended programme timetable. Regulation 18 is now due to be consulted on from Monday 20 June to Friday 29 July, it was previously expected to be available in March 2022.</p> <p>On 30 March Uttlesford launched a new digital app designed to help local businesses, services, and venues to promote their offers, and provide residents with information on activities taking place in their local towns. Download the app via www.dscvr-app.com or by searching 'dscvr' in the app store.</p> <p>Correspondence on the appointment of a new director of planning at Uttlesford and Uttlesford's support for Ukrainian refugees arriving at Stansted Airport and via other routes, have been circulated to Cllrs.</p> <p>Online welcome pack for new residents is outstanding, Clerk to action and to include a directory of useful links.</p>	<p style="text-align: right;">Clerk</p>
<p>9.1</p> <p>9.1.1</p>	<p style="text-align: center;">Councillor's Updates</p> <p>Environment and Health – Update on ditch maintenance</p> <p>The Clerk and Cllr Phillips met with Uttlesford District Council in late April to discuss clearing the ditch behind The Gossetts. Whilst there remains a dispute between Uttlesford and Essex on responsibility, Uttlesford provisionally agreed they would clear the ditch on this occasion subject to agreement from Essex County Council that this was acceptable. They also agreed to progress the discussions to confirm ownership and responsibility.</p> <p>It was noted that whilst this should improve the water volume that can be held at this point and prevent flooding of The Gossetts gardens, the ditch leading into this section needs clearing including under the bridge to alleviate the issues for residents further towards Chelmsford. The Clerk confirmed there is an outstanding question from Essex Highways on who is responsible for paying for traffic management which is necessary for the landowner to carry out these works; Clerk continues to chase.</p> <p>Cllr Briggs has updated the drainage map showing foul and land drainage connecting into Marks Halls Lane to the best knowledge of Cllrs. The meeting continued to share the view that given this has been produced based on local knowledge and is not able to be professionally verified that it should not be published on the parish website, however, would be available as a discussion tool should it be requested by residents.</p> <p>Cllr Briggs suggested given the drainage pipes running along Marks Hall Lane are too small for the volume of water, it may be beneficial to create a ditch at the corner of the field and Marks Hall Lane and behind The Gossetts. If this was to hold some of the water it may slow the volume</p>	<p style="text-align: right;">Clerk</p>

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<p>9.1.2</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>heading through the Marks Hall Lane drainage system. Clerk was asked to discuss with the landowner at an appropriate time.</p> <p>During the onsite meeting referred to in 9.1.1. Uttlesford agreed to look at replacing the broken solar panels that power the light in The Gossetts car park and to raise with tenants the 'abandoned' cars left in the car park..</p> <p>Transport</p> <p>Highway defect issues - The Clerk was asked to report the crumbling highway edges between Marks Hall Lane and Waples Mill to Essex Highways, and the pothole which has reappeared at The Gossetts to Uttlesford. To note the highway sign warning of pedestrians in front of The Reid Rooms that is lying on the verge was first reported in March (ref no 2769682), Clerk to chase as no inspection update has been provided.</p> <p>Communication – Nothing to report.</p> <p>Local Government – Nothing to report.</p>	<p>Clerk</p>
<p>10</p> <p>10.1</p> <p>10.2</p>	<p style="text-align: center;">Planning</p> <p>Applications</p> <p>The following is a prior notification relating to an agricultural building and is not open to general comment. The meeting has no comment on the status of the agricultural building.</p> <p>Application UTT/22/1003/PAQ3 Development Prior Notification of change of use of agricultural building to 1 no. dwelling Location Barns at Ongar Road</p> <p>Decisions</p> <p>Application UTT/22/0202/PAQ3 Development Prior Notification of change of use of agricultural building to 1 no. dwelling Location Barns at Ongar Road Decision Withdrawn</p>	
<p>11</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p style="text-align: center;">Approval of Annual Governance and Accountability Return (AGAR)</p> <p>The Clerk presented the schedules of accounts for 2021/22.</p> <p>The meeting considered the internal controls, including payment authorisation, Cllr Cooper proposed that the existing controls were satisfactory to meet legal requirements, this was seconded by Cllr Turner with all in agreement.</p> <p>Cllr Phillips proposed that the parish council exempts itself from a limited assurance audit as it meets all the criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015, this was seconded by Cllr Briggs with all in agreement.</p> <p>Cllr Phillips proposed approval of the annual governance statement as presented by the clerk, this was seconded by Cllr Turner with all in agreement.</p> <p>Cllr Briggs proposed approval of the annual accounts as presented by the clerk, subject to the internal audit, this was seconded by Cllr Cooper with all in agreement.</p>	

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11.6	The meeting noted and accepted the fixed asset register with assets valued at £1,511 (no movement on the previous year) and bank reconciliation for the year to March 22 confirming a closing balance of £6,957.	
11.7	Cllr Cooper proposed that Karen Weare is appointed to review the annual governance statement and accounts. This was seconded by Cllr Briggs with all in agreement.	Clerk
12	Parish Projects	
12.1	Defibrillator – The Clerk and Cllr Phillips met with Uttlesford District Council at the end of April and discussed placing a defibrillator on a pole in The Gossetts car park. Given the risk of damage from vehicles this was not a proposal supported by Uttlesford, however a compromise was suggested whereby the defibrillator is mounted on a 'panel' close to the rear fence of the adjoining property Ravenstone. Cllr Phillips confirmed this was acceptable to the resident of Ravenstone and the Clerk will progress with Uttlesford.	Clerk
12.2	VAS sign – Pending Essex Highways process.	
13	Finance	
13.1	The Clerk is paid in accordance with the national pay scale for Clerks. National Association of Local Councils has agreed a pay increase which is effective from 1 April 2021. This increases the hourly rate from £10.24 to £10.42 per hour. Cllr Cooper proposed the increase in salary rate is accepted and back paid to 1 April 2021, this was seconded by Cllr Briggs with all in agreement.	Clerk
13.2	Cllr Cooper proposed the following cheque be issued; this was seconded by Cllr Turner with all in agreement.	
	Essex Association of Local Councils – Annual subscription	£ 71.65
	Allison Ward (Parish Clerk for April 2022 to May 2022 and including pay award)	£ 137.46
13.3	The parish council insurance is due for renewal on 1 June 2022, quotes are pending, and Cllrs agreed to go with the lowest quote providing cover remains comparable with previous years. Cllrs to confirm via email and to record decision at the next parish council meeting.	
14	Items for next Agenda	
	Nothing to add at this stage.	
15	Date of Next Meeting	
	Tuesday 19th July 7.30pm at The Reid Rooms. The meeting closed at 8.40pm.	

Signed
Lee Cooper
Chairman Margaret Roding Parish Council