

**MINUTES FROM THE LITTLE BARDFIELD PARISH COUNCIL MEETING held on February 12th 2018
at the Hydes commencing @ 7.40pm and concluding @ 9.10pm**

1. **Members Present:** Cllr. Terry Cutmore (Vice Chairman), Cllr. Clare Beeston, Cllr. Andrew Davies, Cllr. Colin Simpson and Delia Scott (Parish Clerk).
2. **Further attendance:** District Cllr. Howells.
3. **Apologies for Absence:** Cllr. William Gardiner and County Cllr. Simon Walsh.
4. **Public Forum:** No members of the public attended.
5. **Minutes of the previous meeting held on 11 December 2017:** Approved by the Cllrs. and signed by Terry.
6. **Matters Arising - Parish Clerk Contract:** Delia was welcomed to the meeting and the contract of employment as Parish Clerk was passed to her to read, sign and return to Colin.

Action: Delia
7. **Display of Minutes on Noticeboards & Website:** It was agreed that future minutes would be circulated after each meeting for Cllrs. to consider and approve. These would then be posted onto the notice boards and website. They would be formally signed off at the next meeting.

Action: Cllrs. and Delia
8. **County Councillor Report:** A written report had been provided by County Cllr. Simon Walsh. This had been circulated to Cllrs. and the contents noted.
9. **District Councillor Report:** District Cllr. Howell's report included that the final budget for Uttlesford District Council (UDC) would go before it's Cabinet on 15 February and to the full Council on 22 February. The Government's policy of reducing local authority funding would result in a rise in the Council Tax for 2018/19 although UDC remained the lowest council tax area in Essex.
10. China's recent decision to ban recycled plastics from the UK would cause problems and cost implications for local authorities. In view of that recycling might have undertaken in the UK or other countries found to do so. Otherwise incineration would have to be considered which was noted.
11. **Highways:** Terry reported that he had been in contact with ECC Highways Dept. Chris Stoneham who was referring it to the Essex Flood Prevention Team in respect of the road by Small Farm at Hawkspur Green where run off water was collecting and creating a hazard.
12. He also had been in contact over the culvert jetting at the entrance to Westerlys, Hawkspur Green. He had passed emails on the position to the Cllrs.
13. **Planning:** There had been no planning applications since the last meeting.
14. **Update on previous planning applications:** Concern was expressed on the decision by UDC to refuse an planning application at Hawkspur Green on the grounds of unsustainability (there being no local bus service) while three other properties were being erected and there were no local bus serve available for those properties. After discussion, District Cllr. Howells explained that if the PC had concerns on a particular planning application decision if requested, he would approach the planning department to request the reasons cited and policy followed for such a decision. That was noted.
15. **Finance - Account update:** Terry tabled copies of the current bank statement which showed a total sum of £6716.56. It was noted that a further payment from the Solar farm was due in the 3rd week of February. Delia to retain the statement.

Action: Delia
16. **Payments since last meeting:** The invoice for the use of St Katharines Church for the December meeting had been paid.

17. Invoices to be paid: An invoice for a training course for Delia was due and would be paid once William returned from holiday.

Action: William, Terry and Delia

18. Terry explained that it would be sensible if a third signatory could be added to the PC's account to allow for designated Cllr's. absences which was agreed. Colin volunteered to be the third signatory. Terry would write to Lloyds Bank.

Action: Terry

19. Clerk's Note: Terry has since emailed Cllrs. and received agreement that he would also request that Lloyds Bank amend the account correspondence address from William to Delia as the Parish Clerk. He would also request if Delia could be given viewing and printing access to the account.

Action: Terry

20. A letter was tabled from HM Revenue and Customs (HMRC) from 27 December which stated that the PC might be affected by changes to making payments via form VAT126. HMRC would write again in 2018 which was noted.

21. Any Other Business: Claire reported that some trees on the perimeter of the Solar Farm had died and that Lightsource were responsible for replacements. Colin would provide contact details to Delia who would write to Lightsource.

Action: Colin and Delia

22. In addition, Clare said that in-lamb sheep were grazing on the Solar Farm site and a ewe had been seen to be in difficulty lambing but it was unknown who should be contacted. Delia to ask Lightsource for the contact details of who had the licence to graze sheep on the site.

Action: Delia

23. Any Other Business: Andrew had received a letter from Broadband provider Gigaclear asking for him to sign a legal agreement to access his land to install Broadband. It was noted that the Parish was due to receive super-fast Broadband by 2020 via BT. Clare would check on the internet and report back.

Action: Clare

24. Andrew mentioned that his last year's farm open day had been very successful and a further event would take place on Sunday 10 June 2018. He would pass a flyer for the day to Delia who would place it on the website.

Action: Delia

25. It was noted that a complementary item about the Parish had appeared in the Bardfield Times but the writer was not shown on the Electoral Roll.

26. Terry tabled information about the preparation of the Annual Report. He had previously produced a summary of the PC's activities mainly about Hawkspur Green. William had suggested that residents might find it useful to receive such a report from the whole Parish and that it could be posted to each of the household on the Electoral Roll. After discussion it was agreed that it would be informative for residents. Initially Cllrs. were to provide Terry with contributions for the report.

Action: Cllrs. and Terry

27. Flyers were tabled from the NHS Essex Partnership University and the Essex launch of a project to research, conserve and promote the region's orchards. These would be posted on the parish noticeboards.

Action: Terry and Colin

28. Next Meeting Dates: It was agreed that the December and February meetings would be revised to November and March to hopefully avoid the coldest weather. Therefore the future meetings fixed for the second Monday of the month at **St Katherines Church** were as follows:

- **14 May 2018 AGM & Meeting at 7.00pm,**
- **10 September 2018 at 7:30 pm,**
- **12 November 2018 Meeting & Precept Setting at 7:30pm and**
- **11 March 2019 at 7:30 pm.**

**Recorded by Delia Scott
12 February 2018**