

Little Bardfield Parish Council



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Meeting of the Parish Council
Wednesday 16th February 2022
7.00pm

Cricket Pavilion, Little Bardfield
MINUTES OF MEETING

Present: Cllr Andrew Davies (Chair); Cllr Terry Cutmore (Vice Chair); Cllr Colin Simpson; Cllr Jan Warren Liz Williamson (Parish Clerk) Cllr Martin Foley (County Councillor) Cllr George Smith (District Councillor) Tim Carter (member of public) Stuart Elliot (member of public)
Apologies for Absence: Cllr Juliet O'Brien

1.	<u>Chairs Welcome/Apologies for Absence</u>	
1.1	Cllr Andrew Davies welcomed all present. Following the discussions at the last Parish Council meeting and the acceptance of the role, the Parish Council formally co-opted Jan Warren and Juliet O'Brien to represent Little Bardfield Parish Council.	
1.2	Cllr O'Brien sent her apologies .	
2.	<u>Minutes of Last Meeting</u>	
2.1	The minutes were agreed and signed as a true record by Cllr Davies.	
3.	<u>Matters Arising from the Minutes of the last meeting</u>	
3.1	The minutes of the last meeting had stated there was a surplus of jubilee coins which were available for residents of the Parish. Cllr Cutmore had been approached by one resident regarding the surplus of the jubilee coins and subsequently given some coins.	
4.	<u>Finance</u>	
4.1	a) The bank accounts are looking healthy and currently there is £12,242.33 in the Treasurers account and £6842.41 in the Community Account. A payment of £5,600 from Lightsource is expected to be paid into the Community Fund.	
	b) Prior to the meeting Cllr Cutmore had produced and circulated a budget spreadsheet. Since the circulation of the spreadsheets, amendments were required to include a £300 donation from the precept which would be paid to support the Campaign against the proposed prison in Wethersfield; Cllr Cutmore had received a payment of £33.90 for his annual expenses; VAT refund of £147.91 from HMRC had been received and approximately £800 was to be donated to the Alms Houses for necessary tree works. The budget spreadsheet with the updates were agreed. Cllr Davies thanked Cllr Cutmore for his work on the finances	Cllr Cutmore
	c) A list of outgoing payments had been produced and these were agreed	
5.	<u>County Councillor/District Councillor Report</u>	
5.1	Prior to the meeting the County Councillor report from Cllr Foley had been circulated to the parish Council. A copy of the report will be placed on the Parish Council website. There will be a 4.49% council tax increase, of which 2.5% relates solely to the funding of adult social care. Dangerous potholes can be filled by the Highways Team at ECC. An initial assessment will take place to assess the urgency of the works and the works prioritised.	

	The issue of flooding at Hawkspur Green was raised and it was requested by Parish Councillors that an inspection of the area was required as this was an ongoing situation. Cllr Foley agreed to raise this with the relevant bodies at ECC.	Cllr Foley
5.2	Cllr Smith will produce a written report which will be posted on the Parish Councils website. An update regarding the District Local Plan was provided. A public consultation will commence in May providing an opportunity for all interested parties to comment. A 1.2 million grant has been received to assist lower income households to improve the insulation of their properties. Cllr Smith has visited Oxen End to view the disrepair of the existing highway. Cllr Smith will discuss the current applications with Planning Officers and report back to the Parish Council. Cllr Smith discussed the issue of the Planning Department being in 'special measures' It is hoped that potential major applications will still be submitted to the District Council as there is now the option of the Planning Inspectorate determining major applications (10+ dwellings or sites of >1 ha) The Planning Application fee will be submitted to whoever determines the application. The District Council currently does not have an adopted local plan or a 5 year housing land supply. A new Chief Executive has joined UDC (Peter Holt) who is keen to have a greater interaction with Parish Councils and will assist in the improvement in the performance and service of the Planning Team. Cllr Simpson recently represented Little Bardfield at a zoom meeting with Mr Holt.	Cllr Smith
6.	<u>Queens Jubilee</u>	
6.1	Tim and Maddie Carter are trying to organise a village BBQ which could be potentially held at The Cricket Club. The Parish Council have offered to assist financially with any celebrations. The idea of purchasing Beacons was discussed. This was decided against. Correspondence had been received from the District Council which stated there may be some funds available of upto £700 per Parish to assist with celebrations. The clerk will write to the DC and request £600 as the Parish of Little Bardfield covers Oxen End and Hawkspur Green. Tree planting for the jubilee was discussed. It was agreed that trees would be purchased and a plaque marking the jubilee would be erected near the trees. The District Council were encouraging tree planting and had trees that they are gifting to Parish Councils. Cllr Warren agreed to contact Ben Smeedon (UDC). The Clerk would liaise with Cllr Warren regarding the purchase of the plaque. Cllr Warren to assess an appropriate location for the tree planting and to monitor trees after planting.	Clerk Cllr Warren Clerk Cllr Warren
7.	<u>Appointment of Alms House Trustee</u>	
7.1	The Parish Council agreed to the formal appointment of the new trustees for the Alms Houses. Cllr Davies agreed and Cllr Cutmore seconded the appointment.	
8.	<u>Alms House Trustees Report</u>	
8.1	A report has been submitted by the trustees and has been accepted by the Parish Council.	
9.	<u>WASC Donation</u>	
9.1	It was discussed and agreed that a donation of £300 which equates to 10% of the Parish Council precept would be given to the Wethersfield Airfield Scrutiny Committee (WASC). Clerk to arrange payment	Clerk
10.	<u>Defibrillator – Purchase of Equipment</u>	
10.1	The defibrillator adjacent Rose Cottage was purchased 2 years ago and therefore it requires new pads to be purchased. Clerk to arrange purchase	Clerk
10.2	Cllr Davies to approach the new owners of Rose Cottage to confirm they are happy to carry out monthly checks of the defibrillator and to also pay for the electric supply which sources the defibrillator	Cllr Davies
11.	<u>Update on Footpath/Highways Issues Pauls Farm</u>	
11.1	A response wasn't received from the Highways Team at ECC regarding the issues raised. The clerk is to check on the status of any planning applications on the site	Clerk
12.	<u>Update on Planning Applications</u>	

12.1	The application for the siting of caravans at Oxen End has been authorised with restrictions. The restrictions are being appealed by the applicant. Anonymous letters are being sent to nearby residents regarding the site. All issues raised in submitted representations regarding concerns relating to highway matters were ignored. A traffic survey was not submitted with the application and as the site is more than 1ha it was thought a traffic survey was a statutory requirement. All future applications where the Parish Council require a response from Highways will be also sent to Cllr Foley	Clerk
13.	<u>Auditor</u>	
13.1	The previous Auditor who has carried out previous audits on behalf of Little Bardfield PC has now retired and therefore a new auditor is required. The clerk requested consent from Parish Councillors to begin a search for a potential auditor. Cllr Smith offered to contact Hempstead PC which is roughly the same size in terms of Councillors and residents, to request details of their auditor. Cllr Smith to pass the details to the Clerk.	Cllr Smith
14.	<u>Any Other Business</u>	
14.1	Cllr Cutmore to produce the annual report for the Parish Council	Cllr Cutmore
14.2	The highway which serves 'Styles' needs re-surfacing. The road hasn't been re-surfaced for 40 years and although it was repaired approximately 18 months ago, it requires attention. The road is private and hasn't been adopted however, there is a sewage plant at the end of the road and the domestic waste bins are also collected and therefore the road needs to be maintained to a certain standard. Also, the turning point at the end of Style often floods and the water runs into the garden of No. 10 Styles. Cllr Smith will discuss the situation with Cllr Merrifield who has prior knowledge of this matter.	Cllr Smith
14.2	The hire of the cricket pavilion was discussed. It was suggested that the cricket club were approached and offered £200 per year to use the pavilion for the Parish Meetings. The Cricket Club could invoice the PC once a year and the amount paid in full.	Cllr Davies
15.	<u>Date of Next Meeting</u>	
15.1	Wednesday 11 May 2022 – Annual Parish Meeting and Parish Meeting	
	Meeting closed at 8.37pm	