

**Little Bardfield Parish Council Parish Meeting**  
**Held on Monday 14<sup>th</sup> May 2019 @ St Katherine's Church**  
**commencing @ 8.50 pm and concluding at 9.30pm**

**1. Members Present**

Cllr. William Gardiner (Chairman), Cllr. Terry Cutmore (Vice Chairman), Cllr. Clare Beeston, Cllr. Andrew Davies, Cllr. Colin Simpson, District Cllr. Alan Storah, Jan Warren, Derek Whitty and J Charles Thompson (Members of the Public), Nancy Powell-Davies (Internal Auditor), Delia Scott and Liz Williamson (Outgoing and incoming Clerks).

**2. Apologies**

Cllr Simon Walsh.

**3. Public Forum**

Mrs Jan Warren was welcomed to the meeting and spoke to members regarding a planning application at 'Squirrels' for the proposed erection of a garage/workshop with rooms at first floor level. It provided for windows which would overlook Mrs Warren's property which she wished to raise objections to. She requested that Cllr's. considered her concerns and were made aware of her reasons for objecting to the proposal. A copy of Mrs Warren's objection letter was handed to Cllrs for information. Mrs Warren's objections were as follows;

- The size of the proposed building was three times the size of the footprint of the previous building,
  - The windows would overlook her property,
  - The orientation of the proposed building had been altered which would cause an increased level of overlooking,
  - The submitted block plan was incorrect as it did not show the correct position of neighbouring buildings, and
  - The previous garage (which had burnt down) included a condition on the planning consent which stated no windows were to be installed in perpetuity which overlooked other property.
4. In addition, a further objection was tabled from Mr & Mrs Quinn who would also be affected by the proposed building which included a plan of how their property would be affected by close proximity.
5. Mr Whitty was welcomed to the meeting. He expressed his dismay that he had been prevented from walking around the lakes which form part of the land in ownership of Cllr Davies. Cllr Davies explained that members of the public were prevented from walking around the lakes due to the risk of drowning. As there was no public footpath around the lakes the landowner was within his rights to prevent members of the public from walking in that vicinity. Although Mr Whitty had previously been permitted to walk in that area by Cllr Davies' Farm Manager the risk factor had increased and in order to prevent an accident members of the public were no longer permitted to walk around the lakes.

6. Mr Whitty also raised concerns that some public footpaths were 'gated' and could not be accessed by members of the public. A discussion took place regarding the bridleways and footpaths in question. Cllr. Gardiner would check the position on those and report back.

**Action: Cllr. Gardiner**

#### **7. Minutes of the Previous Meeting held on 11 March 2019**

The minutes were agreed as a true record by Cllr Davies proposing and Cllr Beeston seconding. Cllr Gardiner duly signed the minutes as an accurate record of the previous meeting.

#### **8. Outstanding Action Points**

11.3.19 Minutes - Para 11. The proposed wording for the Hawkspur Green Solar Farm (formerly known as Hill Hall) was agreed. The Clerk would e-mail Lightsource to confirm the wording.

**Action: The Clerk**

9. 11.3.19 Minutes - Para 13. The issue of glare on the road from the outside lights at Brook House remained. The Clerk had written to UDC highlighting the issue on several occasions but had not received a response. The lights had been angled down as far as they would go but they still posed a hazard. It was concluded that the lights were the wrong type for the location. District Cllr. Storah would investigate and report back. **(Clerk's Note: The various letters to UDC would be passed to Cllr. Storah to provide the detail of the issue).**

**Action: The Clerk & District Cllr. Storah**

10. 11.3.19 Minutes - Para 14. It had been established that the seat by the village sign was in a repairable state. A quote from Mr Chris Butcher for refurbishment had been provided for £100. It was agreed that the seat should be repaired and that the cost would be taken from the General account (as the seat formed part of the PC's tangible assets). The Chairman agreed to contact Mr Butcher to arrange for the repairs to be done.

**Action: Cllr Gardiner**

11. 11.3.19 Minutes - Para 34. The annual payments from Lightsource had been requested to be paid directly into the community fund. The e-mail sent requesting confirmation that it had been done had not been provided by Lightsource. The Clerk to pursue.

**Action: The Clerk**

12. 11.3.19 Minutes - Para 37. An invoice had not been received. However it was confirmed that the work had not been undertaken by the contractor which was noted.

13. 11.3.19 Minutes - Para 41. Cllr. Cutmore reported that the list of equipment had been removed from the Emergency Response Plan and the revised version was on the website. Contact names and numbers would remain on the list. A log of elderly and vulnerable people on the 'At Risk' register needed to be updated. It was agreed that personal information kept on a register needed to be agreed by the individual to prevent a data protection issue.

14. 11.3.19 Minutes - Para 44. All of the salt bins had been collected and were stored at Cllr. Gardiner's.

15. 11.3.19 Minutes - Para 45. It was noted that Lighsource had removed the rubbish outside the Solar farm site.

**16. Highways Update**

Cllr. Cutmore reported that the gully at Blackbirds had been infilled but with gravel and dirt which meant it would soon require repair again. He would take up the issue with Essex Highways.

**Action: Cllr. Cutmore**

**17. Planning - Update on previous planning applications**

The Planning Application for Fanns Bungalow Oxen End - UTT/19/0001/FUL. had been granted subject to conditions and work had started, which was noted.

18. The application at Squirrels was discussed and it was agreed that the PC would submit an objection to the planning application. It was considered that the grounds of objection would be as follows;

- The proposed building was out of proportion,
- It would infringe on neighbour privacy because of the close proximity to neighbouring property,
- The size of the proposal was three times the size of the previous building,
- The submitted plans were inaccurate,
- There were no measurements on the plans, and
- The previous planning consent stated no windows were to be installed in perpetuity which overlooked other property.

19. After discussion it was agreed that the Clerk would draft an letter of objection which would be forwarded to Cllr's for clearance before despatch to the Planning Dept.

**Action: The Clerk & Cllr's.**

**20. Finance - Payments since last meeting**

The first precept payment for this financial year of £1,500 had been paid into the General account and £654.32 for the Clerk's wages had been paid out.

**21. Finance – Payments due**

The payments due from the General account were; £76.09 Cllr. Cutmore for production and distribution of the Annual Report, £280.00 for the Internal Audit report, £430.30 for various EALC training courses and its affiliation fee, £206.08 for the insurance renewal with Zurich Municipal and £25 for hire of the church for the APM & PC meetings.

22. In addition, £859.00 would be paid to Simon Olney from the Community Fund for creation of the Website.

23. Cheques for the above amounts were duly signed and the Clerk would despatch them.

**Action: The Clerk**

#### **24. Repainting of the Village Sign**

The Clerk had sought three quotes for re-painting the village sign. Two quotes had been received;

- Sign of the Times       £2156 plus VAT,
- Gareth Lee               £ 425 and no VAT that would include taking down the sign and re-erecting it, and
- Dan's Handpainted Signs had stated that they would require someone to take down and re-erect the sign and a quote had not yet been received.

25. After discussion, it was agreed that the clerk would chase for the quote from Dan's Handpainted Signs and also check whether they and Gareth Lee had carried out similar works to parish signs.

**Action: The Clerk**

#### **26. Other Matters of Note**

Cllr. Simpson stated that the contract for the new clerk would be sent to her for signing.

**Action: Cllr. Simpson & Ms Williamson**

27. It was noted that the dead trees at the solar farm site had still not been replaced. If necessary Cllr. Beeston would meet the contractors on site. The Clerk would email Lightsource to inform them of the position and Cllr. Beeston's offer.

**Action: The Clerk**

**28. Clerk's Note: The hard copy Annual Internal Audit report and the signed AGAR Part 2 Page 4 were passed to the Clerk to forward to the External Auditors and placed on the website.**

**Action: The Clerk & Cllr. Cutmore**

29. A Lloyds Bank Mandate to provide the new Clerk with read only access and receipt of paper statements on the PC accounts was tabled and signed by Cllr. Gardiner and Cllr. Cutmore. The Clerk would despatch it to Lloyds Bank business section.

**Action: The Clerk**

#### **30. Finally**

Cllr's joined in thanking Miss Scott for her hard work and support as Parish Clerk. She would be relinquishing her role from 31<sup>st</sup> May when Ms Williamson would take up the post. Cllr's thanks were also expressed to Cllr. Cutmore for his hard work with the new Parish Council website.