

Little Bardfield Parish Council



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Meeting of the Parish Council

Wednesday 11th May 2022

7.15pm

Cricket Pavilion Little Bardfield

MINUTES OF MEETING

Present: Cllr Andrews Davies, Cllr Colin Simpson, Cllr Terry Cutmore, Cllr Jan Warren, Cllr Juliet O'Brien, District Cllr George Smith, Liz Williamson (Parish Clerk)
Tim Carter (Member of the public)

1.	<u>Chairs Welcome/Apologies for Absence</u>	
1.2	Chairman Cllr Davies welcomed everyone to the meeting; County Councillor Cllr Foley had sent his apologies	
2.	<u>Minutes of Last Meeting</u> - The minutes were signed as a true record by Cllr Davies	
3.	<u>Matters Arising - Defibrillator</u> – Rose Cottage has a new owner. The electricity supply is currently supplied by Rose Cottage. Cllr Davies has approached the new owners who are agreeable to continue with the arrangement. The code for the defibrillator has been written onto the box for easy access.	
4.	<u>Finance</u>	
4.1	Treasurers Account - £11794.38 – The first half of the precept has been deposited. The expenses incurred by Cllr Cutmore in producing and distributing the Annual Report have been re-imbursed. Community Account - £11618.38 – A payment for the cutting of trees at the Alms Houses has been debited and a donation to the Wethersfield Airbase Scrutiny Committee has been made.	
4.2	The clerk produced a list of transactions from February which were approved by all and signed by Cllr Davies	
5.	<u>County and District Councillor Reports</u> -Cllr Foley sent a report which was circulated prior to the meeting.	
5.1	Cllr Cutmore provided an update regarding long standing drainage/highway issues in Hawkspur Green. A Highways crew visited the site and advised that the culvert-leading from the drain at Hill Hall into the Pitley Farm field ditch needs clearing. The culvert at the end of the bridleway appears clear but the ditches need clearing. The volume of water at this location will still occasionally overflow the existing drainage system. The drain at Small Farm couldn't be located. The Head of Highways Lee Scott is visiting Hawkspur Green on Monday 16 th May to seek to rectify issues at all three sites. Cllr Davies recently attended a	

	zoom meeting and was impressed with Lee Scott's keenness to sort out any long-standing issues. It was agreed by all that if the costs of the works to prevent overflow flooding into the property opposite the bridleway culvert are over and above costs covered by ECC Highways, the Parish Council would pay any reasonable costs. Cllr Cutmore will seek a quote for any works that are required	Cllr Cutmore
5.2	A road sweeper is needed to clear the muck/mud from the road near Hill Farm	Cllr Smith
5.3	<u>District Councillor – Cllr George Smith.</u>	
5.4	An update was provided by Cllr Smith regarding UDC planning team. There is restricted access to officers for the next 6 months. The team are struggling to recruit and retain staff. A new Director of Planning has been appointed who will commence in the new role in June. Local Plan consultation will commence 20 th June – end July. Once the consultation is live Cllr Smith will contact Little Bardfield PC regarding any calls for sites that have been put forward which affect the village. Its is the aim of UDC to submit Local Plan for inspection at end 2021 where an independent Inspector will then hold public hearing to test the local plan.	
5.5	<u>Local Highways Panel</u> – There is a budget of £700,00 to be spent on highway projects. Any projects or issues need to be submitted to the panel for consideration	
5.6	<u>Ride London Event</u> – There is no direct impact on Little Bardfield. There is a rolling road closure for a period of 1 hour whilst the cyclists pass through the district.	
6.	<u>Frenches Farm</u> – Ongoing issues relating to the events being held at the Farm, including noise, increased traffic movements, light pollution. Neighbours are trying to liaise with the owners to rectify matters	
6.1	An advertisement has been seen for 'rides' in the countryside. Potential change of use of land if the land is being used as public car park. The situation will continue to be monitored.	
7.	<u>Queens Jubilee</u>	
7.1	A Fun Day has been arranged at the Cricket Club on 5 th June for anyone within the parish to attend. Hawkspur Green residents are organising a separate event to the one being held in Little Bardfield Village. UDC have approved a grant towards the costs of the jubilee of up to £600. Invoices are required to be submitted to UDC for the grant to be paid. Any items for the Fun Day Tombola would be greatly received.	
7.2	<u>Donations</u> It was proposed to make grants for the Jubilee Events based on £10 per person. Hawkspur Green anticipate up to 60 people attending with a limit on expenditure to be met by the Parish Council at £600. Little Bardfield's event has yet to estimate attendance but the same principle of £10 per attendee being met by the Parish Council. Both events would need to provide invoices to the clerk. UDC have indicated a grant of £600 to the Parish for these events. This was proposed by Cllr Cutmore and seconded by Cllr Davies	
8.	<u>Annual Donation to the Alms Houses Trust</u>	
8.1	There are five Alms Houses within Little Bardfield who are run by trustees. Each year the tenants of the houses must undergo financial scrutiny to ensure they are worthy tenants. Cllr Cutmore proposed a donation of £1500 to the Alms Houses Trustees assist with welfare costs of the tenants. Cllr Simpson spoke about the proposal being outside the jurisdiction of the charity remit and stated that the donation could not be used for the welfare of the tenants. Cllr Simpson stated he was respectful and understood the needs of the tenants but would prefer any donation to be looked at each year, rather than a rolling donation. Cllr Davies will contact the trustees to discuss the matter further. The proposal was not taken forward.	

9.	<u>S137 Annual Donations</u> As per previous years, it was discussed that donations would be given to the following charities to be debited from the Community Fund.	
9.1	Thaxted Mini Bus - £150 Hundred Parish Society - £10 Essex and Herts Air Ambulance - £150 Stop Stansted Airport Expansion - £100 Uttlesford District Food Bank - £200 – the clerk to arrange for donations to be made	Clerk to arrange
9.2	At an earlier meeting Cllr Cutmore had proposed donating to the Ukraine Refugee fund. Lightsource have been contacted regarding using a proportion of the money generated from the income of the Solar Farm to donate to The Ukrainian Refugee Fund. The original agreement with Lightsource was that the money received by the PC should be used to benefit the parish. Despite numerous contacts, Lightsource have consistently failed to respond. It was discussed and agreed that any refugees who are residing within the area could apply for a donation from the community fund. This could also include host families. Little Bardfield PC would set an initial limit of £1000 which can be reviewed if more money is required. Invoices would need to be provided to the clerk.	
10.	<u>Update on Planning Applications</u>	
10.1	Fallow Corner – No objections raised Damions Hawkspur Green – No objections raised Old Cottage – Oxen End – No objections raised	Clerk to draft responses and
11.	<u>Review of Councillor Resources</u>	
11.1	Cllr Cutmore stated that he will not be standing for re-election at next year's elections in May 2023. Cllr Cutmore has been a member of the Parish Council for over 16 years and feels this is the right time to take a step back. A list of Cllr Cutmore's current responsibilities had been circulated to members of the PC prior to the meeting with a view to other members of the PC taking on some of the roles. It was discussed that the Clerk could cover some of the roles	
12.	<u>Vacancy of Clerk</u> - The current clerk has notified the PC of her intention to resign. A Job Description was circulated and would be updated accordingly, and the role advertised on the EALC weekly job bulletin which is circulated to all Parishes within Essex .	Clerk to update JD and send to EALC
13.	<u>Purchase of WASC Banner</u>	
13.1	The purchase of the banner was discussed. Clerk to check with Gt Bardfield PC to ascertain whether they were purchasing a banner.	Clerk to contact Gt Bardfield PC
14.	<u>Auditor</u> - The accounts are currently with the auditor. A short meeting of the parish council (prior to the end of June 2022) would need to be arranged once the auditor had agreed the accounts/AGAR form to allow the correct procedure to be followed in terms of minuting the audit and agreement of the audit forms. The forms would then need to be submitted to PK Littlejohn for scrutiny	Clerk to arrange further meeting
15.	<u>Any Other Business</u>	
15.1	The cutting back of the verges would need to be undertaken. Cllr Davies to contact C W Low to arrange the first safety cut. Usually, three cuts would take place during the year.	Cllr Davies
15.2	It was discussed that email groups could be set up for Little Bardfield and Oxen End (Hawkspur Green has had such a group for some years) to forward relevant information to parishioners. It would mainly be used to forward information from UDC and ECC so that the information provided could reach a wider audience.	Cllr Warren/Cllr O'Brien
15.3	The hedge in Styles will be cut later in the year, once the nesting season was over	Cllr Davies

15.4	The Jubilee Fun Day to be held at the Cricket Club wants to erect temporary signs advertising the event. It was noted that the signage must be removed immediately after the event has taken place	
15.5	Styles in owned by UDC which was established by Cllr Merrifield. The road requires resurfacing. It has been re-patched but hasn't been fully re-surfaced for 40 years. It is becoming dangerous. Cllr Smith stated he would raise the issue with UDC. 10 Styles also floods during bad weather. Cllr Smith to raise the issue of this with UDC.	Cllr Smith
15.6	<u>Date of Next Meeting</u> - 14 September 7pm – Little Bardfield Cricket Club Pavilion	