

**Little Bardfield Parish Council Meeting
Monday 24 September 2018 @ St Katharine's Church
commencing @ 7.30 pm and concluding @ 9.00 pm**

1. Members Present

Cllr. Terry Cutmore (Vice Chairman), Cllr. Clare Beeston, Cllr Andrew Davies, Cllr. Colin Simpson, & Miss Delia Scott (Clerk).

2. Apologies

Cllr. William Gardiner (Chairman),
Cllr. Simon Walsh, and
Cllr. Simon Howell.

3. Minutes of the 12 May AGM

These were unanimously approved by Councillors save that at paragraph 40 the minutes should be amended to show that a sum of £1000 would be paid from the Community Fund to the Little Bardfield Cricket Club upon a submission for funds from the club. **(Clerk's note: This has been done).**

4. Review of the Action Points from the 12 May AGM

Para 19: Access authorisation to the bank accounts for the Clerk. Cllr. Cutmore had previously completed the form, which was signed by the three signatories, formally requesting access for viewing/printing of both the accounts. **(Clerk's Note: The account was now set up showing the three Signatories and the Clerk was set up for access only).**

5. Paras 21 & 22: The Clerk provided an update on the current position. She was in email contact with Lightsource in respect of the trees requiring replacement and also being the contact point in respect of alerting the licence holders that there was a problem with any future sheep grazing there. It was noted that further trees had died following the drought. The Clerk would inform Lightsource.

Action: The Clerk

6. It had previously been agreed that because speed would be of the essence if a sheep was in difficulty that it would be sensible if the licence holder's contact details were also displayed. Although recently there had been no in-lamb sheep grazing on the site, the Clerk would take that forward.

Action: The Clerk

7. County Councillor Report

A report had been provided and circulated to Cllrs. The contents were noted.

8. District Councillor Report

Due to illness no report had been provided.

9. Update on the progress with the Superfast Broadband Rollout

Cllr. Beeston reported that she had attended the latest Superfast Broadband update event. Gigaclear would be able to provide fibre Broadband via buried underground cables. It was planned that Little Bardfield would be on Superfast Broadband by November 2018 or at the latest by December 2019. Each household would be contacted by Gigaclear to ask which broadband speed they wished to subscribe to. It was agreed that it would be useful to include the Gigaclear website @ www.gigaclear.com in the minutes and to also place it on the PC website so that parishioners could check what package would suit them best. The Clerk to take forward.

Action: The Clerk

10. Exemption from the Annual Governance and Accounting Return

Cllrs had been provided with the certificate of exemption from AGAR. It was noted that as the PC's income and expenditure was less than £25,000 it would be possible to produce a certification for the external auditors. After discussion it was unanimously agreed that the Certificate of Exemption would be submitted. **(Clerks note: The Certificate of exemption has been submitted).**

11. Highways - Hawkspur Green Lane Priority Route 2

Cllr. Cutmore reported that there had been a further incident when Great Bardfield Bridge was shut and Hawkspur Green Lane was used as a two-way diversion route which caused much difficulty. The lane was designated as a Priority Route 2 when it was unsuitable and hazardous. The issue had come to the notice of Ms D French, UDC's Chief Executive and it had been requested that the lane should be downgraded. The outcome of UDC's investigation was awaited. Cllr. Cutmore would report back when more was known.

Action: Cllr. Cutmore

12. Highways – Flooding

Cllrs. had been copied into emails from Cllr. Cutmore to Mr Keith Coburn whose property was affected by surface water. The location been inspected and the details logged. It had been allocated as not being as serious as other current issue had been Safety critical work under reference 3255937. Cllr. Cutmore hoped to hear from Mr Chris Stoneham ECC Highways Senior Liaison Officer on what action was being taken in respect of surface water continuing to drain off the field opposite onto and down the lane in question. Cllr. Cutmore would report back on developments.

Action: Cllr. Cutmore

13. It was noted that the road surface at the corner by Blackbirds was badly eroded. Cllr. Cutmore would take that up with ECC Highways.

Action: Cllr. Cutmore

14. Planning Applications – Update on previous planning applications

A list of the planning applications submitted since the last meeting had been circulated and were noted by Cllrs.

15. Breach of Planning Regulations

Letters had been written last year in respect of noncompliance with planning regulations at Cooper's Transport but it was not known if those letters had been sent. Further letters had been written following the last meeting. No response had been received (though a UDC vehicle was recently spotted at the site). The Clerk had emailed the enforcement department for an update but none so far had been provided. The Clerk to take forward.

Action: The Clerk

16. It had been established that the owner of Pauls Farm Little Bardfield CM7 4TN appeared to have extended/converted buildings into several industrial units, without planning permission, which were being let out. The question arose where any waste from those units was going as it could not go into the farm septic system but might be going directly into the water course. That raised both planning and environmental issues. A letter had been drafted by the Chairman and Cllr. Beeston and sent both UDC departments. Since then a retrospective planning application under Section 73A for change of use of existing farm buildings for commercial B2 use was now before Cllr's. After discussion it was unanimously agreed that Cllr's still had concerns on the question of sewage from the units. It was not considered sufficient for the units to be served by portaloo's. Therefore, The Clerk would write to UDC Planning Department with objections by the PC on the grounds that the sewage arrangements were inadequate for the number of units. A Klargestor system should be installed. The Clerk to write to UDC planning department.

Action: The Clerk

17. Planning – UDC and Hawkspur Green name

Cllr. Cutmore had emailed Cllr's an account of difficulties arising from emergency paramedics and ambulances being unable to locate CM7 4SH, Hawkspur Green twice in the last 4 weeks. He was in correspondence with the East of England Ambulance Service as their navigation systems appeared to indicate a different location on the ground for the post code CM7 4SH than do all other GPS systems. In addition, their mapping systems show the lane as "unnamed". There appeared to be no entries for the lane on current emergency services navigation systems. They were definitely none for public GPS systems or Post Office address systems. UDC publicly defined the differences between a road and a lane. It should not present significant difficulties to correctly designate and publish the single name of Hawkspur Green Lane for the whole length of the lane from Little Bardfield through Hawkspur Green to Little Sampford. Cllr. Cutmore would report back on progress.

Action: Cllr. Cutmore

18. Finance – Account Update and Payments made since the last Meeting

A revised format for the account update was tabled. Cllr's unanimously agreed that the format provided all salient information and would be formally adopted. The Clerk to note.

Action: The Clerk

19. Finance – Invoices

Invoices put forward, payment agreed and cheques signed were; £1,000 for the Little Bardfield Cricket Club (see para 40 of the 12 May AGM minutes), £357.00 to C W Low and Son for verge cutting and £75.00 to Mr P J Boon for repairs to the PC laptop. Cllr Cutmore to send off the Cricket Club cheque and the Clerk the two further cheques. **(Clerks note: This has been done)**

20. Finance – Use of the Community Fund

It was noted that the bench beside the bus shelter by the Little Bardfield village sign was in poor repair. It was unanimously agreed that it should be removed from the list of village assets. The Clerk to note.

Action: The Clerk

21. It was mooted that the purchase of defibrillators for the village and the two hamlets from the community fund would benefit the parish as a whole. Those could be sited next to the three noticeboards. After discussion it was unanimously agreed that the Clerk would obtain detail and costings. **(Clerk's Note: An item would be placed on the November meeting agenda).**

Action: The Clerk

22. Finance -Grant Aiding a place of worship

Cllr. Cutmore provided detail on whether a Parish Council could grant-aid a place of worship. The Local Government Act of 1894 transferred powers from the Vestry and Churchwardens to the then newly formed Parish Councils. The Act prohibits council's involvement in such as maintenance or improvement to church property or contributing to the cost. EALC was to propose a motion to the NALC to lobby Government to have the 1894 Act repealed to allow councils to contribute to the work of the church in the community. Should the matter be clarified and the prohibition lifted it might then be possible to use money from the Community Fund for assisting with funds to help maintain churchyards and buildings. That was duly noted by Cllrs.

23. Scholarship Fund

The Chairman had suggested that Little Bardfield might use the Community Fund for scholarships for students from the Parish in the same way that Great Bardfield had which provided grants for books for further education. The Clerk would check with the Great Bardfield Clerk. **(Clerk's Note: Cllr. Cutmore has provided contact detail of the person responsible for the various Greta Bardfield charities – an item would be placed on the next meeting agenda).**

Action: The Clerk

24. The General Data Protection Regulation (GDPR)

Cllrs. had previously been provided with the up to date position that the Commons had accepted the Government amendment to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer under GDPR. However, councils would be required to adhere with the rest of the legislation. Cllrs. were provided with a copy of the NALC toolkit for compliance with GDPR. After discussion it was unanimously agreed that the PC did not hold any data to which it was not legally entitled. However, Cllr. Simpson would consider the NALC toolkit in depth. Subject to the outcome of his review, the Risk Assessment document would be revised to include the NALC toolkit.

Action: Cllr. Simpson and The Clerk

25. Any Other Business

Cllr. Cutmore tabled a paper on his recent attendance at the Essex Association of local councils AGM. It had proved to be an interesting and informative event. The contents of the paper were noted by Cllrs.

26. Date of Next Parish Meeting

The next Parish Council meeting would take place @ 7:30 pm in St Katharine's Church on Monday 12 November 2018, (Meeting and Precept setting) – Cllr. Davies tendering apologies, Monday 11 March 2019, and The APM and PC Meeting on Monday 14 May 2019 @ 7:00 pm.