

Little Bardfield Parish Council



www.littlebardfieldparish.org.uk

**Parish Council Meeting
Monday 9th November 2020
7.30pm**

This meeting was held remotely due to the Covid19 pandemic

MINUTES OF MEETING

Present: Cllr Andrew Davies, Cllr Terry Cutmore, Cllr Colin Simpson, Liz Williamson (Clerk)
Member of the Public – Paul Eastall
Apologies for absence – Cllr Merifield (District Councillor) and Cllr Walsh (County Councillor)

1. Welcome

1.2 Cllr Andrew Davies welcomed everyone to the meeting.
The meeting was held remotely via Zoom which was hosted by Cllr Andrew Davies.

1.3 Following the sad news of Cllr Storah's death, Cllr Davies expressed his thanks on behalf of the Parish Council for all of the help and advice provided by Cllr Storah.

2. Apologies for absence

2.1 Cllr Merifield (District Councillor) and Cllr Walsh (County Councillor) both sent their apologies

3. Declarations of Interest

3.1 None declared

4. Public Forum

4.1 Paul Eastall was present at the meeting

5. Minutes of Last Meeting held on 10th September 2020

5..1 One amendment was required on para 7.4 of the minutes. The date referred to should read 2024 and not 2014. The minutes of the last meeting were agreed as a true record of the matters discussed, by Cllr Cutmore and seconded by Cllr Simpson.

6. Matters arising

6.1 Defibrillator- Former Chairman William Gardiner was tasked with the installation of the defibrillator adj Rose Cottage. The installation is nearing completion, but requires an electrician to connect the defibrillator to the existing power supply. Due to the resignation of William it was suggested that Cllr Davies discuss the situation with William with a view to relieving William of the task.

6.2 Also in the possession of William is the bench that is to be donated to the Cricket Club and a key to the notice board. Given that William is no longer part of the parish council it seems only fair that any tasks/items in his possession should be passed to the new chairman to action.

Action: Cllr Davies to discuss with William Gardiner

7. Planning

7.1 Application for conversion of garage at Oxen End remains undetermined. A letter was sent to the District Council stating 'no objection raised' but this does not appear on the website.

Action: Clerk to check with District Council

7.2 Paul's Farm - The application for an agricultural building has been refused and an appeal lodged. The Parish Council should be invited to submit additional comments to the Planning Inspectorate by the District Council

7.3 Waste site – The machinery has been cleared away and although the site is still there it is currently not in operation.

8. Update on Finances

8.1 Cllr Davies now has access to both the Treasurer and Community Account. Cllr Simpson still only has access to the Treasurer account and not the community account. The Clerk also only has access to the Treasurer Account. Once everyone has access to all accounts, Former Cllr Gardiner will be removed from the accounts.

8.2 The current balance of each account
£13,329 – Treasurer's Account
£5,784 – Community Account

8.3 The spreadsheets balance with both bank accounts.

9. Setting of Precept

9.1 It was recommended by Cllr Cutmore to reduce the existing precept by £250.

- 9.2 Cllr Simpson suggested that the precept remains at the current amount.
- 9.3 The precept was increased last year as the Parish Councils accounts were due to be in a deficit. Due to a claim for back payments of verge cutting grants from Essex County Council and claiming back VAT from the HMRC the treasurer's account is looking much healthier.
- 9.4 At the last internal audit, the auditor recommended that the precept wasn't increased.
- 9.5 Cllr Davies proposed to reduce the precept by £250 which was seconded by Cllr Cutmore.

10. Cllr Merified

- 10.1 Cllr Sandi Merifield is taking over as the new ward member from Cllr Storah. Cllr Merified is happy for her details to be publicised in The Bardfield Times.
Action: Clerk to arrange with Bardfield Times
- 10.2 Cllr Cutmore has updated PC website with the new District Councillor details.
- 10.3 Cllr Merifield provided a written update which was circulated to councillors regarding recent planning applications.
- 10.4 The Planning Enforcement Team Leader is currently on maternity leave and there is currently no cover for this post. The Enforcement Team at Uttlesford DC is therefore no running to full capacity.
- 10.5 The appeal against UDC's refusal to grant Planning permission for permanent use of the caravans as residential properties was rejected by the Planning Inspector. UDC Enforcement should now pursue their removal.
- 10.6 Cllr Merified is happy to have zoom meeting with Cllrs to discuss any issues as she was unable to attend the meeting due to prior commitments.

11. District/County Councillors Report

- 11.1 Cllr Walsh has circulated his report for the County Council.
- 11.2 The website has been updated with a copy of the report.

12. Defibrillators

- 12.1 Cllr Davies will ensure that the defibrillator in Little Bardfield is installed and employ an electrician to connect to the existing power supply.
- 12.1 It was discussed to purchase two additional defibrillators for Oxen End and Hawkspur Green at a cost of approx. £1800 each.

- 12.1 An electricity source is required. It was stated that a location could be found at Hawkspur Green but it would be more difficult at Oxen End.
- 12.2 Cllr Cutmore to discuss potential locations with residents in Hawkspur Green
- 12.3 Cllr Cutmore proposed that a defibrillator was purchased to be located at Hawkspur Green and Cllr Davies seconded the proposal.

Action: Clerk and Cllr Cutmore to gain quotes with a view to purchase

- 12.4 It was stated that Oxen End may not have a suitable location and that solar options should be researched which would avoid the need for an electricity source.

13. Relocation of Little Bardfield Notice Board

- 13.1 It was proposed to move the notice board from the current location to inside the bus shelter.
- 13.2 Cllr Cutmore to contact Handyman for a quote for the notice board to be moved

Action: Cllr Cutmore to speak to Handyman

14. Co-option of Paul Eastall

- 14.1 Following the resignation of Cllr Gardiner and Cllr Beeson, there are vacancies on the Parish Council. An advert was displayed as required by Government guidelines to ascertain whether any of the residents within the parishes of Little Bardfield, Oxen End or Hawkspur Green had any objection to co-opting of a parish councillor. No response was received and therefore, this allows the Parish Council to co-opt a new councillor.
- 14.2 Paul Eastall expressed an interest at joining the parish council and therefore, as no objections have been raised by either residents or by any member of the parish council it was for existing parish councillors to discuss.
- 14.3 Cllr Davies proposed that Paul Eastall was co-opted onto the parish council, Cllr Simpson seconded along with Cllr Cutmore.
- 14.4 Cllr Eastall was welcomed to the parish council by the existing members.

Action: Clerk to send co-opt form for completion

15. Any other matters

- 15.1 An email was sent to the parish council regarding the completion of census forms. The census forms will be completed mainly on line and everyone is encouraged to complete the form.
- 15.2 Tim Carter (Neighbourhood Watch Officer) – Has raised the issue of the poor condition of the highway which is known as 'Styles'. Styles is an unadopted road but

neither UDC or ECC are taking responsibility for it. It is listed on the Highways register as a private road but does contain properties which belong to the local authority.

Action: Cllr Cutmore to raise the issue of the condition of the highway with Cllr Merrifield

- 15.3 Website – Cllr Cutmore is adding colour the website to make it more inviting when viewing. It would be interesting to see how many hits the website is having and Cllr Cutmore requested whether an analytical tool could be pursued. All members agreed.

Action: Cllr Cutmore to pursue with IT contact

16. Date and Time of Next Meeting

Tuesday 9 February – 7:30pm (Budget review)
Tuesday 11 May – 7:30pm (Annual Parish Meeting)
Tuesday 14 September – 7:30pm
Tuesday 9 November – 7:30 (Precept review)