

Little Bardfield Parish Council Meeting
Monday 11 March 2019 @ St Katharine's Church
commencing @ 7.30 pm and concluding @ 9.40 pm

1. Members Present

Cllr. William Gardiner (Chairman), Cllr. Terry Cutmore (Vice Chairman), Cllr. Clare Beeston, Cllr. Colin Simpson, Mrs Kate Rixson, Clerk to the Broxted Parish Council, Mr Charles Thompson & Miss Delia Scott (Parish Clerk)

2. Apologies

Cllr Simon Walsh, Cllr Simon Howell & Cllr Davies.

3. Welcome

Sophie Winter Community Engagement Manager (Essex) and Sam Guiver Delivery Manager from Gigaclear were welcomed to the meeting to give an update on the roll-out of Ultrafast Broadband to Little Bardfield. The presentation included detail of how the installation was part of Essex CC's Superfast Essex Programme. The civil work was currently planned to start in May 19 and that was due to be completed by July 19. It was hoped that switch on would take place in August 19 however that was subject to a number of possible obstacles to the civil work which included engineering difficulties (bridges, or culverts) and challenges around access over private land.

4. Gigaclear were keen to engage with the community to endeavour to make the whole process as streamlined as possible. To that end an enhanced Network Build Care Team have been set up to deal with questions and enquiries about the rollout. The contact details were as follows; 01865 591137 networkbuildcare@gigaclear www.gigaclear.net. The contact details had been passed for the Bardfield Times so that updates could be included. Regular updates would be provided to the PC which would be placed on its website. The Clerk to note.

Action: The Clerk

5. An item on progress would go onto the 13 May APM agenda. The Clerk to note.

Action: The Clerk

6. Mrs Rixson was welcomed to the meeting. She was attending as an applicant for the forthcoming Parish Clerk vacancy.

7. Public Forum

No matters were raised.

8. Minutes of the 12 November Meeting

These were unanimously approved by Councillors and signed by the Chairman.

9. Review of the Action Points from the previous meetings

24.9.18 Meeting – Para 13: It was noted that the deep gully by Blackbirds was still on the list of works to be undertaken. Cllr Cutmore would email Cllr Walsh on the position and report back. **(Clerk's Note: This has been done and Cllr Walsh had confirmed the repair would be escalated).**

10. 24.9.18 meeting – Para 16: Retrospective planning application at Pauls Farm. The outcome was dealt with under the Planning Applications item.

11. 12.11.18. Meeting – Para 4: The Clerk had emailed Lightsource in respect of the trees requiring replacement and also for it being the contact point in respect of alerting the licence holders that there was a problem with any future sheep grazing there. The clerk had since been in contact with the site manager and ascertained that they planned to replace the dead trees by the end of March. On the question of new signage Lightsource would be prepared to show that the site was adjacent to Hill Hall as contractors had trouble finding the location. After detailed discussion Cllr's agreed the following;

- That the site at Hawkspur Green should be called that,
- Calling the site adjacent to Hill Hall was not acceptable to the PC or parish residents as it was misleading and very irritating to the owners of Hill Hall who had contractors already calling there to ask where the access to the site was, and
- The sign should state that any passer-by finding any animals grazing on the site in difficulties should phone Lightsource on the number displayed.

12. The Clerk was to email the site manager and request that more prominent signage was put up to enable contractors to find the site entrance from its Postcode. **(Clerks note: This has been done).**

13. 12.11.18 Meeting - Para 9: On the pressing issue of the outside lights at Brook House. Despite the lights being angled down they could still dazzle passing traffic. It had been agreed that the Clerk would draft a letter to UDC highlighting the issue of the outside lights at Brook House. This had been emailed in draft to Cllrs and Cllr Howell for approval before despatch. Nothing had been heard from UDC and the lights remained the same. The Clerk to contact Cllr Howell for the current position.

Action: The Clerk

14. 12.11.18 Meeting Para 10: The seat by the village sign had been inspected and it was not as bad as first thought. The Clerk had contacted Mr Chris Butcher twice to request that an estimate be provided for the seat be refurbished (If that occurred the seat would go back onto the PC's Assets Register). To date there had been no response. The Chairman would contact Mr Butcher and report back.

Action: The Chairman

15. 12.11 18 Meeting Para 16. An appeal had been lodged against the refusal of UDC to grant planning permission for two dwellings on land north west of Rosedale Cottage. The appeal took place on 19 January 2019. This was dealt with under the planning agenda item.

16. County Councillor Report

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

17. District Councillor Report

A report had not been provided.

18. May 2019 Elections

The Clerk passed round the nomination packs for Cllrs to complete. The timescale for completion and lodging with the UDC Elections Project Manager was between 25 March and 4 p.m. 3 April. Cllrs were required to contact UDC to book to lodge their nominations.

Action: Councillors

19. Election notices were tabled to be placed on the Parish noticeboards.

Action: The Chairman, Cllr. Cutmore and Cllr. Simpson

20. In addition, the Purdah period would run from 25 March to Election Day 2 May. That meant that for the period any publicity produced by the PC was not to imply public support for a candidate or political party. That was noted.

21. At the current time it appeared that Little Bardfield PC's election would be uncontested. If that remained the case the UDC Elections Officer would be required to inform the Clerk as soon as possible after 3 April. Should there be vacancies arising at that point and the PC was quorate (three members) then the PC could co-opt members. That was noted.

22. The Annual Parish Report 2018 – 19

Cllr Cutmore had circulated a draft report and requested any additions or amendments from Cllrs.

Action: Councillors

23. The progress on Ultrafast Broadband would be included.

Action: Cllr Cutmore

24. Discussion then followed on whether hard copies would be printed and delivered to each parish resident. That had been done for the previous report but there had been no response from any resident. Therefore it was unanimously agreed that this report would not be posted out to residents but be placed on the website. Copies would be printed off for the occupants of Styles (plus a small number extra for anyone requesting a hard copy). A notice would go on each parish noticeboard and the Bardfield Times advising of that.

Action: The Chairman, Cllr. Cutmore, Cllr. Simpson and the Clerk

25. Highways

Cllr Cutmore reported that the only pothole which was in Hawkspur Green had been filled the day after it had been reported. On future diversions it was anticipated that drivers would be diverted so they picked up the top road to Finchingfield nearby to Hydes, which was noted.

Planning Applications – Update on previous Planning Applications

26. Retrospective planning application for Pauls Farm - UTT/18/2307/FUL. This had been granted with conditions. However the PC's views on the insufficient sewage arrangements for the industrial units had not been picked up but there was a condition covered caravans on site there.

27. Land north west of Rosedale Cottage Little Bardfield - UTT/17/2220/FUL - APP/C1570/W/18/3197857. The appeal had been allowed with costs allowed against UDC which was noted.

28. Planning Applications

Planning Application re-consultation for Fanns Bungalow Oxen End - UTT/19/0001/FUL. Changes had been made to the application which addressed the concerns of the PC. Cllr's agreed that on that basis there were no objections to the revised application. Cllr. Simpson would email the planning officer. **(Clerk's note this had been and UDC had confirmed that the revised application had been granted with conditions)**

29. Planning Application Hill Hall Hawkspur Green - UTT/19/0446/HHF. Cllr's had considered the application and it was agreed that there were no objections. The Clerk to inform the Planning Department.

Action: The Clerk

30. Finance – Precept Setting - 2019/20

It had been agreed subsequent to the last meeting that the precept should be increased by £100 to £3000. The Precept model had been completed and sent off to UDC. Cllr. Cutmore had circulated an analysis of the Council Tax bill for a band F house and a breakdown of the annual precept for the Parish. It resulted in a 4.2% increase after UDC had done its final adjustments. UDC had advised that the precept would be paid in two instalments, on 15 April and 16 September which was noted.

31. Finance – Account Update

The bank statements for the period were tabled and the contents noted.

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

The following cheques had been signed and cashed since the last meeting; £25.00 for hire of the Church, two cheques for £25.00 for Paul Boon, IT support, £529.90 and £443.40 for the Clerk's wages and £85.00 for an EALC training course for the Clerk on the forthcoming elections.

33. In addition, a cheque was signed for £5372.00 the Lightsource payment to be paid into the Community Account. **(Clerk's Note: The cheque has been paid in).**

34. Future payments from Lightsource should be paid direct into the Community account. The Clerk to contact Lightsource.

Action: The Clerk

35. Further payments agreed and cheques signed were; £63.97 to Cllr. Cutmore for disbursements for working on the new website from the Community account, £10.16 to Cllr. Cutmore for general disbursements and £25.00 for hire of the church for this meeting.

36. The Chairman tabled a quote for the grass cutting contract supplied by C W Low & Son. After discussion it was agreed that the quote would be accepted. The Clerk to inform Mr Low.

Action: The Clerk

37. The hedges at Styles had now been cut back and the invoice for that was awaited. The Clerk to note.

Action: The Clerk

38. Finance – Use of the Community Fund – Providing funds for scholarships

The Clerk had produced a paper on how the Great Bardfield Charities operated together with criteria under which it operated. Detailed discussion took place. It was agreed that the Community Fund scheme would operate with similar criteria as Great Bardfield Charities but through the PC and not as a registered charity. The clerk would revise the criteria with the points raised at the meeting. She would also produce a generic application form which would be included on the website and draft a poster for the Parish noticeboards. An item would go onto the Annual Parish meeting agenda with a view to signing off the scheme.

Action: The Clerk

39. Finance – Use of the Community Fund Community Fund for a defibrillator

It had been previously decided that the PC would not pursue obtaining a defibrillator for the Parish as a power source was required and none appeared to be available. Since the last meeting Mr Bradley Hickman from the Parish had contacted the PC to offer that a Defibrillator could be sited in an outdoor cabinet on his property and he would generously pay for the power supply to run it. The Clerk had produced a paper on various options for obtaining a Defibrillator. One could be bought outright, leased or through the British Heart Foundation (BHF) one could be obtained with at a much reduced rate. That was subject to some conditions; the public had to have access to it, the cabinet would need to be unlocked and the PC would need to undertake to provide training for its use. After detailed discussion the following was unanimously agreed;

- The PC would pursue the BHF package, the Clerk to take forward.

Action: The Clerk

- The Chairman would speak with Mr Hickman on where the Defibrillator could be sited and on the timescale to his convenience.

Action: The Chairman

An item would go onto the APM agenda.

Action: The Clerk

40. Uses for the Community Fund – New Parish Council Website

Cllr. Cutmore tabled copies of the first version of the website which had gone live this afternoon on www.littlebardfieldparish.org.uk It was confirmed that after the initial outlay the cost to the parish would be £15 PA. He asked Cllr's to provide any comments or additions so that the revised version could go before the PC at its APM.

Action: Cllr's

41. Meanwhile, the Emergency Response Plan would be included.

Action: Cllr. Cutmore

42. Cllr's placed on record their grateful thanks to Cllr. Cutmore for his unstinting hard work on the website.

43. Other Matters of Note

Cllr. Cutmore explained that the village sign was in need of repainting. The person who had painted it previously had moved away. It was noted that EALC held a list of sign painters. The Clerk would contact them for details and pursue quotes.

Action: The Clerk

44. Cllr. Cutmore had noticed that the lid of the salt bin by Styles was permanently open. The Chairman confirmed that once the threat of icy weather had passed the salt bins in the parish would be removed for storage.

Action: The Chairman

45. Cllr. Beeston reported that a considerable amount of builder's rubbish had been dumped outside the Hawkspur Green Solar Farm's perimeter fence but the fly tippers had used the site entrance to gain access. As a result rubbish was blowing over a wide area. It was not known who owned the land the rubbish was on. The Clerk to contact Lightsource. **(Clerk's Note: This had been done).**

46. Mrs Rixson tabled her CV for the post of Parish Clerk which was considered. It was confirmed that interviews would take place on 21 and 22 March with an anticipated start date of 1 April. In addition the Clerk would remain in post to cover the May APM. The Clerk to take forward.

Action: The Clerk

47. **Date of Next Meeting & Annual Parish Meeting**

The PC Meeting (@ 7:00 pm) & APM (@ 7:30 pm) would take on Monday 13 May 2019 @ St Katharine's Church.

Recorded by Delia Scott 11 March 2019