

Little Bardfield Parish Council Meeting
Monday 12 November 2018 @ St Katharine's Church
commencing @ 7.30 pm and concluding @ 9.00 pm

1. Members Present

Cllr. William Gardiner (Chairman), Cllr. Terry Cutmore (Vice Chairman), Cllr. Clare Beeston, Cllr. Colin Simpson, Cllr. Simon Howell, Mrs Mary Gardiner, Clerk to the Trustees of the Sarah Bernard Charity & Miss Delia Scott (Clerk).

2. Apologies

Cllr Andrew Davies
Cllr. Simon Walsh

3. Public Forum

Mrs Gardiner explained that she was attending on behalf of the Trustees of the Sarah Bernard Charity, a registered Charity with the Charity Commission. The trustees were responsible for overseeing the continued maintenance of the Almshouses for those in need. As part of its ongoing buildings and maintenance schedule an electrical survey was carried out in January, 2018 from which it was concluded all the Almshouse's internal wiring needed to be completely rewired on account of its age up to the current electrical regulations. A quote was obtained in September, 2017 for the 5 Almshouses which totalled £2,360 plus VAT per dwelling. The Trustees at the same time needed to standardise the existing kitchens keeping pace with modern living standards. The costings for upgrading 3 Almshouses was £14,480 plus VAT. Work would not take place on the last two as the current occupants were in less robust health. The Trustees requested whether the Parish Council would be able to donate any monies for those ongoing works.

4. Mrs Gardiner left the meeting and a discussion took place on whether the PC would donate to the cost of the upgrade. Cllr. Cutmore proposed and Cllr. Beeston seconded the proposal that £5,000 from the Community Fund be donated to the charity which was unanimously agreed. The Clerk to raise the cheque and pass it for signature and despatch to the Chairman of the trustees.

Action: The Clerk

5. Minutes of the 24 September meeting

These were unanimously approved by Councillors and signed by Cllr Cutmore (as he had chaired the meeting).

6. Review of the Action Points from the previous meeting

12.2. Meeting - Paras 21 & 22: The Clerk had again emailed 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. In addition, it would also be sensible if the licence holder's contact details were displayed. Lightsource had not responded and it was confirmed that there were no notices displayed. The Clerk would take the matter further up the line at Lightsource. She would also speak with Cllr. Davies as he was in contact with Lightsource on other matters.

Action: The Clerk

7. 24.9.18 Meeting – para 12: The blocked drain outside Small Farm had been dealt with which was noted.
8. 24.9.18 Meeting – para 13: It was noted that the deep gully by Blackbirds was on the list of works to be undertaken.
9. 24.9.18 Meeting - para 15: Uttlesford DC had responded by email but the reply did not address the pressing issue of the outside lights at Brook House. Despite the lights being angled down they could still dazzle passing traffic. After discussion it was agreed that the Clerk would draft a letter to UDC highlighting the issue of the outside lights at Brook House. This would be emailed in draft to Cllrs and Cllr Howell for approval before despatch.

Action: The Clerk

10. 24.9.18 Meeting para 20. Cllr. Davies had inspected the seat by the village sign and it was not as bad as first thought. The Clerk would contact Mr Chris Butcher 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.

Action: the Clerk

11. County Councillor Report

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

12. District Councillor Report

Cllr. Howell provided an oral report which included; that UDC was working on the budget for the next Financial Year. The proposed Local Plan which Counsel had pronounced to be fit for purpose would go before the Planning Inspector in March 2019. It was noted that UDC were in the hands of the Planning Inspector some of whom held stricter views than others.

13. May 2019 Elections

Both Cllr. Cutmore and Cllr. Howell confirmed that they would not be standing for election in 2019. Cllr's. joined in thanking them both for their long and sterling service to the community.

14. Highways - Hawkspur Green Lane Priority Route 2

Cllr. Cutmore had previously 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 Mrs French, UDC's Chief Executive and it had been requested that the road should be downgraded to a Lane. Mrs's French's investigation had resulted in an email from her which stated that the designation to Lane would not take place. Detailed discussion took place and it was agreed that Cllr. Gardiner would consider in depth a draft response produced by Cllr' Cutmore to Mrs French together with her email. Once the draft response was agreed the Clerk would send it to Mrs French and UDC. In addition, Cllr. Howell would take the outcome back to her and UDC.

Action: The Clerk and Cllr. Howell

15. Planning Applications – Update on previous planning applications

There had only been the retrospective planning application for Pauls Farm since the last meeting and the outcome was awaited.

16. Cllr. Cutmore reported that an appeal had been lodged against the refusal of UDC to grant planning permission for two dwellings on land north west of Rosedale Cottage. Appeal Reference: APP/C1570/W/18/3197857. The appeal would take place on 19 January 2019. He would email the planning notice to the clerk (**Clerk's Note: this has been done**) and inform the Parish Council of the outcome of the appeal.

Action: Cllr. Cutmore

17. Finance – Precept Setting

UDC's Precept model for 2019/20 was not yet available. Cllr. Cutmore proposed that the precept should increase by £50 (to £2,950 - an increase of 1.15%). Subject to the new model and any adjustments made to it, that would mean an increase for a Band D dwelling of 27p. Once the model was produced the final decision would be made on what the precept figure should be. The Clerk to note.

Action: The Clerk

18. Finance – Account Update

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

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

The following cheques had been signed and cashed since the last meeting; £1,000 for the Little Bardfield Cricket Club, £357.00 to C W Low and Son for verge cutting, £75.00 to Mr P J Boon for repairs to the PC laptop and £443.40 for the. clerk's wages.

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

The Clerk had produced a paper on how the Great Bardfield Charities operated. She was also due to meet with Mrs Poston who was one of the trustees of the charity to discuss how it operated. Following discussion it was agreed that the Clerk would seek information from Mrs Poston on the Great Bardfield Charities' scheme under which it operated that clearly defined the purpose and objective of the Charities. The Clerk would also check how residents applied for grants, could they claim more than once, what was the limit of grants and other salient points. An item would go onto the next meeting agenda with a view to drawing up a criteria under which the Little Bardfield Community fund could operate.

Action: The Clerk

21. Finance – Use of the Community Fund Community Fund

It had been mooted that the purchase of a defibrillator for the village and one each for the two hamlets from the community fund would benefit the parish as a whole. Those could be sited next to the three noticeboards. The Clerk would obtain detail and costings. This had been done however, it had been established that the Defibrillators required a power source when sited outside. Only the Little Bardfield site by the village sign might have a power source. Following discussion, it was unanimously agreed that the defibrillator scheme would not be pursued at the present time. However, it would be useful to establish if there was still a power source at the village sign site (**Clerk's Note: She would ask Mr Butcher to check for a power source if the refurbishment of the seat went ahead**).

Action: The Clerk

22. The General Data Protection Regulation (GDPR)

It had previously been noted that under GDPR councils would be required to adhere to the legislation. Cllrs. had been provided with a copy of the NALC toolkit for compliance with GDPR. After discussion it was unanimously agreed that the LBPC did not hold any data to which it was not legally entitled. However, Cllr. Simpson would consider the NALC toolkit in depth. Following his review, it had been agreed to seek guidance from EALC. Following that guidance Cllr. Simpson had produced a GDPR General Privacy Notice which was before Cllr's. After discussion Cllr. Beeston proposed to adopt the notice, Cllr. Cutmore seconded that and it was unanimously agreed. The Clerk would place the notice on the LBPC website and also produce a short note for the notice boards explaining the notice was on the website and how residents without access to the internet could obtain a copy or more detail. (**Clerk's Note: In addition, the NALC toolkit would be added to the Risk Register**).

Action: The Clerk

23. Other Matters of Note

Those included that the hedge at Stones was overgrown which pushed cars out into the road creating a hazard. The Clerk would write to Thaxted PC to request that it was cut back.

Action: The Clerk

24. The hedges at Styles needed to be cut back. The Clerk to contact Mr Low for it to be done.

Action: The Clerk

25. The summarised minutes from the previous meeting had been included in the last Bardfield Times. Although the minutes were correct and in the public domain, a resident had written to the Bardfield Times expressing concern about one of the matters raised at the meeting. The Clerk to note when summarising minutes in the future to remove matters that might be misconstrued.

Action: The Clerk

26. Date of Next Parish Meeting

The next Parish Council meeting would take place @ 7:30 pm in St Katharine's Church on

Monday 11 March 2019, and

The APM and PC Meeting on Monday 14 May 2019 @ 7:00 pm.

**Recorded by Delia Scott
12 November 2018**