

## LITTLE BARDFIELD PARISH COUNCIL

**Meeting held on Monday 11 December 2017 at 7.30pm in St Katherines Church**

**Members Present:** Cllr William Gardiner (Chairman), Cllr Terry Cutmore (Vice Chairman), Cllr Clare Beeston, Cllr Colin Simpson.

1. **Apologies for absence:** Cllr Andrew Davies
2. **Public Forum:** No members of the public attended.
3. **Minutes of previous meeting 11 September 2017:** Were approved by the Councillors present and signed by the Chairman.
4. **Matters arising:** None
5. **Resignation & Appointment of Parish Clerk:**

**Mrs Chelsea Feltham-Williams** gave notice of resignation on 3 November to be effective on 3 December. She returned the Parish Council laptop, printer and laminator with some documentation to William on 2 December. Hard copies of plans associated with previous Planning Application had been destroyed as they could be referenced on the UDC website.

**Ms. Delia Scott** was interviewed by William and Terry on 4 December. An offer of the post had been made subject to approval at the next Parish Council meeting. This was unanimously agreed by the Councillors present. Ms Scott had indicated her acceptance of the offer and would be able to start her duties in January. Terry to send her a copy of the VDS to assist assimilation of our locality and the list of our contact information. William would liaise the handover of hardware and documents.

We are not aware to whom externally Chelsea may have notified her impending departure. Terry to email UDC Planning and Financial Departments to direct all correspondence for the time being to William.
6. **County Councillor Report:** None.
7. **District Councillor Report:** None.
8. **Highways:**
  - 8.1 A complaint had been made to Mr Kinnear, ECC Highways, regarding the signing of Little Sampford Road/Hawkspur Green Road as a diversionary route for the Bardfield Road despite previous assurances that this would not happen again.
  - 8.2 Terry to check status of pothole near to Moor Hall and the verge trench next to Blackbirds.
9. **Finance:**
  - 9.1 **Payments since last meeting:** £478.98 to Chelsea regarding work on the Transparency Fund.
  - 9.2 **Invoices:** Mrs Chelsea Feltham-Williams, Parish Clerk Salary & expenses £441.23; David Low, verge cutting £357.00; St Katherines Church meeting room hire £25.
  - 9.3 **New Clerk's Contract:** Colin to draft for approval by William.
  - 9.4 **Accounts Reconciliation:** Terry had updated the XL file received from Chelsea and cross referenced it to the Bank Account. It balanced exactly as at 28.11.2017 with the total of all accounts being £7993.77
  - 9.5 **Lloyds Bank & Account Correspondence:** A formal request had been sent to the bank for all correspondence to be sent to William for the time being.
  - 9.6 **Precept:** It was agreed that when the appropriate request is received from UDC that the Precept should be at the same rate for 2018/19 as was submitted for 2017/18.

**10. Planning:**

**10.1 Solar Farm:** UTT/17/3037/FUL battery storage facility. There were no objections. It was not known if the Clerk had communicated this to UDC but the due date of 4 December had now passed.

**10.2 Yew Tree Cottage:** UTT/17/2468/HFF retrospective application for a barn conversion. The Parish Council had submitted adverse comment. UDC passed the application.

**10.3 Land next to Rosedale, Hawkspur Green:** UTT/17/2220/FUL for two new properties. Adverse comment had been submitted to UDC regarding various oversights, many errors and incorrect information in the Planning Application. However, in principle, the Parish Council stated that they were in favour of this development. UDC rejected the application as being unsustainable as there was no access to public transport. This is despite the fact that it is the same situation for every other property within the Parish !!

**10.4 Coopers Brook House:** Awaiting update regarding the UDC Enforcement regarding the bright lights on both side of the house blinding drivers on the lane.

**11. Decisions since the last Meeting 11 September 2017:** Nothing further to add to what has been recorded in the above paragraphs.

**12. Any other Business:** Terry mentioned that the new General Data Protection Regulations come into effect in 2018. As the Parish Council is probably classified as a public authority we may be required to designate a Data Protection Officer.

**13. Date of Next Meeting:** Monday 12 February at 7.30pm in St Katherines Church. William gave his apologies in advance.

The Meeting closed at 8.31pm.

Recorded by Terry Cutmore  
11 December 2017