

Chrishall Parish Council

Clerk to the Council: Belinda Irons, 14 Crawley End, Chrishall. SG8 8QL

Tel: 01763-838732

e-mail: Chrishallpc@xlninernet.co.uk

To: **MEMBERS OF CHRISHALL PARISH COUNCIL**

You are hereby summoned to attend the meeting of Chrishall Parish Council to be held on Tuesday 8th January 2019 at **7.30pm** in the South Hall, Village Hall, Crawley End, Chrishall to transact the business shown in the Agenda below. Public and press are invited to attend.

Signed: Belinda Irons

dated 2/1/19

AGENDA

*ONLY ITEMS ENTERED ONTO THIS AGENDA WILL BE DISCUSSED.
ONLY ITEMS ENTERED FOR RESOLUTION WILL BE DECIDED.*

19.01 Apologies for absence:

19.02 Other absences: Members absent without offering apologies.

19.03 Declaration of Members Interests:

(disclosable pecuniary/pecuniary/non-pecuniary, personal)

Members declaring an interest are not entitled to vote on a resolution.

Members with a declarable interest will leave the room when the item is resolved.

19.04 Appointment of Vice-Chairman

19.05 Minutes of Previous Meetings: 6th November & 22nd November .

19.06 **Proposals to Members** .

Voting: Members may request a secret ballot on any item.

Cllr Foote:

PROPOSAL: *that Chrishall Parish Council herewith agrees and adopts the Complaints Procedure and Form documents.*

Cllr Foote:

PROPOSAL: *that Chrishall Parish Council herewith agrees the grievance and disciplinary policies and procedures and agrees to form a Personnel Committee comprised of five Parish Councillors which will report to the full Parish Council.*

Cllr Foote:

PROPOSAL: *that Chrishall Parish Council herewith agrees and adopts the revised Standing Orders document.*

Cllr Parish:

PROPOSAL: *that Chrishall Parish Council herewith agrees and adopts the revised Financial Regulations document.*

Cllr Parish

PROPOSAL: *That Chrishall Parish Council herewith agrees to install loft insulation to the recommended levels, install cavity wall insulation and installs new rear doors and surrounds to a maximum sum of £2,600 (two thousand, six hundred pounds)*

Cllr Parish:

PROPOSAL: *That Chrishall Parish Council herewith agrees to replace the entrance gate to Jigneys Meadow from the High Street in the sum of £350*

Cllr Thomas:

PROPOSAL: *That Chrishall Parish Council herewith agrees the budget and sets the precept at £31,426 plus £45,000 recommended by Essex County Council as defence against a potential judicial review currently being pursued by a parishioner*

19.07 Public Discussion: limited to 15 minutes

*In accordance with Standing Order 3, members of the public present at the meeting are permitted to make representations and give evidence in respect of **any item included in this agenda**. This section shall not exceed 15 minutes. Each person may speak once only for no longer than three minutes. All comments must be directed to the Chairman.*

19.08 GDPR: Data breach 10.12.18:

Breach reported to the Information Commissioners Office 11.12.18

Action: Risk assessment

Action: Prevention measures:

1. Councillors will have separate email addresses for Parish Council business or a separate website with Councillor emails only accessible through the website.
2. Councillors will ensure that all emails are restricted to Parish Councillors only.
3. Parish Councillors need to consider whether email is an appropriate form of correspondence given the high level of Parish Council communications distributed outside the membership of the Parish Council
4. All Councillors to attend GDPR training immediately
5. All Councillors to attend Data Protection Act 2018 training: Section 170: It is a criminal offence:
Unlawful obtaining etc of personal data
(1)It is an offence for a person knowingly or recklessly—
(a)to obtain or disclose personal data without the consent of the controller (Chrishall Parish Council),

*(b) to procure the disclosure of personal data to another person without the consent of the controller (Chrishall Parish Council), or
(c) after obtaining personal data, to retain it without the consent of the person who was the controller in relation to the personal data when it was obtained.*

19.09 Chrishall Village Hall Committee: Cllr Kay

Proposed fencing to the front and side of the car park:
Report and quotes.

19.10 Freedom of Information applications: discussion/ update

19.11 Planning: Cllr Holloway

UTT/18/2938/FUL Sawkins Cottage, Broad Green
Erection of a 3 bedroom detached dwelling on land adjacent to Sawkins Cottage, accessed via a new entrance crossover; compound for ground-mounted solar panel array in field to rear of Sawkins Cottage to serve both properties.
Permission refused

UTT/18/2906/FUL Land East of Long View Mill Causeway
Proposed new dwelling including access from Mill Causeway, off-street car parking, external amenity space and associated development
Permission refused

UTT/18/2753/FUL Cedar House, Broad Green
PROPOSAL: Vary of condition C.6.12 of UTT/1829/04/FUL ('Reconstruction of existing barn and garaging to provide single storey annex and garaging') to change the wording to 'The building hereby permitted shall be considered as an integral part of the site known as Cedar House and this single planning unit shall not be subdivided, separated or altered so as to create two or more dwelling units.
Decision awaited

Appeal: Barleymans, Crawley End: UTT/18/0286/LB
Demolition of garage and erection of single storey extension with link extension to main dwelling APP/C1570/W/18/3203281
Appeal dismissed.

19.12 Members Portfolio Reports:

Cllr Thomas Chairman's update
Stop Stansted Expansion: update

Cllr Holloway: Chrishall Primary School: update

Cllr Pitfield: Highways update
20mph speed limit near school

Church Road: drain blocked: scheduled for major works Reported: 2500491: on ECC website as 2501345: not requiring immediate action. To be completed by end November 2017. Chased Cllr Moran 7.2.18 & 22.2.18

Highway resurfacing: Drains remain blocked: will result in damage to new surface: email sent to Cllr Moran 13.9.18

Abrams Lane: hedge overgrown: ECC report no. 2591807.

Bury Lane/B1039 junction: overgrown vegetation: EEC report no. 2591808

Conservation Area

Cllr Kay Village website: meeting update

Cllr Foot Legal, contract & administration
Jigneys boundary: gates on meadow/ ownership

Cllr Parish Superfast Broadband / Gigaclear
Pavilion: works programme
Sign from High Street
Heating & insulation: quote received R Burns
New rear doors needed
Front door lock: upgrade required
Bus shelter: works required

Cllr Slade Youth Club update
Football goals: update/ grant funding
Pavilion: user group meeting update
Pavilion : cleaning

Cllr Lashko Play area: inspection update
Play area: Annual safety assessment: recommendations
Methodist burial ground

19.13 Finance

Finance Summary: Cllrs Parish & Slade

Year End Balances:

Balance Brought Forward: £47,331.92

Plus income Oct	£0.00
Less expenditure Oct	£686.08
TOTAL:	£46,645.84

Balance Brought Forward:	£46,645.84
Plus income Nov	£0.00
Less expenditure Nov	£5,322.39
TOTAL:	£41,323.45

Bank signatories update

Bank reconciliation

19.14 Clerk's updates:

AED cabinet: thermostat replaced
Village sign renovation

19.15 Correspondence:

19.16 Exclusion of the Press and Public:

RESOLUTION: 'That Chrishall Parish Council herewith invokes Standing Order 10.a.xi that due to the confidential/sensitive nature of the business about to be transacted, the dissemination of which is considered to be prejudicial to the public interest, it is recommended that press and public be excluded from the meeting until the business is concluded, and they are herewith instructed to withdraw from the meeting'

19.17 Parish Council Vacancy:

19.18 Date of next Parish Council Meeting: Tuesday

Local Government Election: 2nd May
Declaration of Members Interests to UDC by 4th June

2019:

8th January, 5th February, 5th March, 2nd April, 14th May (APM & APCM), 4th June, 2nd July, 3rd September, 1st October, 5th November.

The new Council takes office 4 days following the elections, which would be Monday 6th May, but as that is a Bank Holiday it will be Tuesday 7th May.

So, the earliest the summons can be issued is Tuesday 7th May, allowing for required 3 clear working days' notice, the earliest date that the Annual Full Council can take place is Monday 13th May