

MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING

**Held on Tuesday, 5th February 2019 at 7.30pm in the
South Hall, New Village Hall, Crawley End, Chrishall.**

PRESENT: Cllr David Thomas (chairman), Cllr Ian Pitfield, Cllr Jane Holloway, Cllr Stephen Foote, Cllr John Kay, Cllr Sheena Lashko, Cllr Guy Rackham, Cllr Tracey Slade.

Clerk: Belinda Irons

UDC Cllr Robert Chambers

UDC Cllr Julie Redfern

PUBLIC: 6

19.19 Apologies for absence: none.

19.20 Other absences: Members absent without offering apologies: none.

19.21 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.

Cllr Jane Holloway: School Governor: personal
Cllr John Kay: Village Hall Committee: PC representative
Cllr Guy Rackham: Village Hall Committee Chairman

19.22 PC vacancy: The Parish Council has the option to co-opt. Due to the proximity to the local Government elections in May, there is no duty to co-opt prior to the election.

19.23 Minutes of Previous Meetings: 20th November 2018, 8th January & 29th January 2019.

Minutes of the meeting held on the 8th January are under discussion.

Minutes of the meetings held on 20th November and 29th January were agreed as a true and correct record of the meeting and were duly signed.

Cllr Pitfield commented that the response to the Freedom of Information application had not been circulated to all Councillors prior to it being sent to the applicant.

The Clerk advised that she had been instructed by the Chairman and Vice-Chairman to provide the response in hard copy only.

19.24 **Proposals to Members**.

Cllr Foote:

Chairman's signature..... 5th March 2019

Cllr Foote advised that he would amend the documents. These will be provided to the clerk for track-changes to take place. The documents will then be posted as draft to the Parish Council website by Cllr Kay as numbered versions. A list of the documents will be provided to Councillors. Councillors will then choose which, if any, of the documents they wish to review and do this with Cllr Foote to produce documents which are agreeable to the Council. Cllr Slade offered a vote of thanks to Cllr Foote for his hard work on the documents.

ACTION: SF/ CLERK/ JK

Cllr Foote has spoken with the neighbouring properties who agree the gate is in Parish Council ownership. Cllr Slade recommended a new chain and padlock be fitted at the same time to enhance security of the access to Jigneys Meadow.

PROPOSAL: That Chrishall Parish Council herewith agrees to replace the entrance gate to Jigneys Meadow from the High Street in the sum of £350: PROPOSED: Cllr Foote, seconded Cllr Slade.

AGREED AND RESOLVED UNANIMOUSLY. Quotes will be sought for the gate.

ACTION: ??

Cllr Slade

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) in the Brand Pavilion.

Cllr Slade advised that the Parish Council has a duty of care to its employee and also the volunteers who run a variety of activities and manage the library/ book exchange and the history archive. The lack of heating in the pavilion is a health and safety issue for all users. The Youth Club had to be suspended as the building was too cold for the children and the adult supervisors. Cllr Slade has paid for pipe lagging materials to ensure the water could remain on. There is insufficient loft insulation and no cavity wall insulation fitted. It makes common sense to do these items to prevent heat loss. A user group meeting has been held, and the Cricket Club indicated that it may be able to find a contractor to fit new rear doors to the building if the Parish Council provide the doors. The Cricket Club has also stated that it will provide bespoke shelving in the store building to enhance storage facilities.

Cllr Slade read a statement from the organiser of 'Drop in ad Draw' community group, which stated that the building required heating and improved lighting to enable the group to function and for compliance with health and safety legislation.

The Clerk read a statement from the organiser of the library/ book exchange, which provided an update on activities, but also emphasised the need for whole building heating.

Cllr Slade has approached Tesco to take part in its token scheme to benefit the pavilion.

Cllr Rackham commented that a total cost to upgrade the building needed to be achieved as insulation would not solve the heating issue. He questioned why user groups did not pay. Grant funding should be used to cover the cost of improvements to the pavilion. Cllr Rackham further commented that the Parish Council has too many assets.

Cllr Slade commented that she had reviewed the budget and the majority of works had been completed using grant funding and donations. There was an intention to continue with such actions going forward.

Cllr Holloway commented that there was a need to balance what had already been spent against future expenditure.

Cllrs Redfern and Chambers made suggestions for grant funding opportunities.

PROPOSAL: *That Chrishall Parish Council herewith agrees to seek three quotes to complete all necessary works to bring the Brand Pavilion up to a standard compliant with Health & Safety at Work legislation and to enable grant funding applications to be submitted.* PROPOSED: Cllr Slade, seconded Cllr Holloway.
AGREED: 5. ABSTENTION: 2. CARRIED BY MAJORITY.

19.25 Public Discussion: limited to 15 minutes

The Brand Pavilion: a parishioner and Youth Club volunteer spoke in support of providing heating in the building by stating the building was too cold for volunteers to operate in the winter months, and was too cold for the young people attending Youth Club.

19.26 Chrishall Village Hall Committee: Cllr Kay

Proposed fencing to the front and side of the car park: deferred to the summer.

The Chairman queried the ownership of the north boundary fence. The Village Hall Committee will liaise with the adjacent landowner.

ACTION: GR

19.27 Planning: Cllr Holloway

UTT/18/3388/HHF 15 Crawley End
Front porch extension
Decision awaited

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

19.28 Members Portfolio Reports:

Cllr Thomas Chairman's update: no further update.

Cllr Holloway: Chrishall Primary School: no further update

Cllr Pitfield: Highways update

20mph speed limit near school: the Clerk has submitted an application to Essex County Council. Cllr Chambers commented that all funding has now been allocated and an application will need to be submitted in the next financial year. Cllr Chambers further commented that it was usual for roads around schools in the County to have a 20mph speed limit. Cllr Redfern commented that fixed signage could be accommodated on existing street furniture and road markings could also be an option rather than flashing signs.

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

Cllr Kay Village website: update: ongoing.

Cllr Foot Legal, contract & administration
Jigneys boundary: gates on meadow/ ownership
No further update.

Cllr Slade Youth Club update

Football goals: update/ grant funding: heavier equipment can be purchased as there is now space in the store building. However, football equipment is expensive.

Pavilion: user group meeting update: an informative meeting was held with the library/book exchange, the history/archive unit and the Cricket Club where issues were aired and some problems were resolved. A monthly meeting will take place, and the Chairman will attend the next meeting.

Pavilion : cleaning: this will be discussed with the user groups.

Cllr Lashko

Play area: inspection update: the mats are slippery and a Councillors have agreed to inspect the area. Cllr Kay has anti-fungal products which the Parish Council has funded. The matting is old and may have reached the end of its functional life.

Play area: Annual safety assessment: recommendations: The Clerk will seek a site meeting with the play area contractor to discuss progressing repairs and maintenance issues including the swings and the matting. **ACTION: CLERK**

Training course: EALC has a volunteer course advertised at a cost of £120. IT WAS AGREED that Cllr Lashko will attend.

Methodist burial ground: no outstanding issues or actions.

Cllr Rackham:

1. That in the absence of a set of guidelines to manage the filming of meetings, the chairman requests that these be drawn up. A policy has been produced for review by Cllr Foote. Cllr Rackham was adamant that filming cannot be prevented.
2. That no further expenditure (unless the money is raised as a grant), other than necessary maintenance, is committed in respect of the pavilion.

Cllr Rackham reiterated his previous comment that the Parish Council has too many buildings which cost too much. Facilities need to be pooled which could be achieved at the village hall with a grant funded extension.

Cllr Kay commented the pavilion would still be needed and expenditure was a separate issue.

Cllr Foote commented that an assessment of the cost of each building needs to be undertaken.

Cllr Slade commented that the children attending Youth Club did not want to use the village hall but did want to use the pavilion.

The Chairman commented that expenditure needs to be clearly established.

3. That the Village Hall Committee is asked to explore the possibility of extending the existing building to accommodate a parish office and a meeting room for up to 8 people. A feasibility report, including likely sources of grant funding to be presented to CPC at the April 2019 meeting.

Cllr Rackham will produce a feasibility report.

ACTION: GR

4. That CPC engage with Essex Education Authority/County Council with a view to negotiating the sale of Reed Hall.

Cllr Rackham stated the building should be sold, and the Parish Council should engage with Essex Education Authority to investigate a potential sale. Cllr Slade commented that the Parish Council has a paying tenant with a 10 year lease, 8 years still to run, with a 5 year break clause.

Cllr Foote commented that the building would only be useful to the school which purportedly does not have spare funds, but it would be helpful to know if there is an interest.

Cllr Chambers commented that the Church of England owned the land and retained the property, not the Education Authority.

Cllr Rackham disagreed and stated that Essex County Council compulsory purchased the land to erect the building.

A feasibility group will be formed by Cllr Rackham to investigate. **ACTION: GR**

5. That CPC changes its bank from Barclays to CAF and that the CAF internet banking system is adopted. The Clerk advised that the recommended bank for online banking was Unity Trust Bank, as it provided a facility for the Clerk to process the payments, and Councillors to authorise.

PROPOSAL: that Chrishall Parish Council herewith agrees to make application to Unity Trust Bank for an online banking account.

PROPOSED: Cllr Rackham, seconded Cllr Holloway. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will download the documents for signature at the next meeting. **ACTION: CLERK**

19.29 Finance

Finance Summary: Cllr Slade

Year End Balances:

Balance Brought Forward:	£41,384.52
Plus income Dec	£3,678.34
Less expenditure Dec	£3,389.58
Ring Fenced: burial	£50.00
TOTAL:	£41,623.28

Bank signatories update: see item above.

Bank reconciliation: quarterly bank reconciliation completed.

Internal audit: The Clerk will collate the required documents and supply to the internal auditor Greenbiro, which has agreed to review documents supplied and complete the year end once it is reached.

ACTION: CLERK

19.30 Clerk's updates:

Village sign renovation: Cllr Chambers provided details of the originator. Cllr Lashko will provide contact details to the Clerk.

