

MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING

Held on Tuesday, 2nd April 2019 at 7.30pm in the
South Hall, New Village Hall, Crawley End, Chrishall.

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

Clerk: Belinda Irons

UDC Cllr Julie Redfern

UDC Cllr Robert Chambers

PUBLIC: 12

19.48 Apologies for absence: Cllr David Thomas

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

19.50 Declaration of Members Interests:

Cllr Jane Holloway: School Governor: personal

Cllr John Kay: Village Hall Committee: PC representative:
Declarable interest

Cllr Guy Rackham: Village Hall Committee Chairman:
Declarable interest

Planning: Cedar House: declarable pecuniary
interest

Cllr Tracey Slade Brand Pavilion User Group Committee: PC
representative

19.51 Precept: An error has occurred and an additional £1,000 was precepted above that agreed.

PROPOSAL: That Chrishall Parish Council herewith agrees to ringfence £1,000 (one thousand pounds) precepted in error at the meeting held on 29th January 2019, for the budget and precept in 2020.

Cllrs Kay, Rackham and Pitfield expressed grave concern that an error was made and Cllr Rackham proposed an amendment to the proposal:

PROPOSAL: That Chrishall Parish Council herewith agrees to ringfence £1,000 (one thousand pounds) precepted in error at the meeting held on 29th January 2019, for the budget and precept in 2020 and that the Clerk and Chairman will write letters of apology and that the disciplinary policy will be implemented under unsatisfactory work procedure.

PROPOSED: Cllr Kay, seconded Cllr Rackham. AGREED: Cllr Pitfield.

Chairman's signature..... 14th May 2019

AGAINST: Cllr Foote, Cllr Holloway, Cllr Lashko, Cllr Slade. MOTION NOT CARRIED.

The original proposal was considered.

PROPOSAL: That Chrishall Parish Council herewith agrees to ringfence £1,000 (one thousand pounds) precepted in error at the meeting held on 29th January 2019, for the budget and precept in 2020. PROPOSED: Cllr Rackham, seconded Cllr Kay. AGREED AND RESOLVED UNANIMOUSLY.

The Chairman changed the running order of the meeting: item 19.52 was moved to the end of the meeting.

19.53 Minutes of Previous Meetings: 8th January & 5th March 2019.

PROPOSAL: that Chrishall Parish Council herewith agree the minutes of the meeting held on the 8th January as amended March 2019. Cllr Pitfield reiterated his complaint that his amendments which relate to his planning application for Sawkins Cottage were not included in the amended minutes. Specifically:

1. That the Chairman did not included his apology relating to the Sawkins Cottage planning application.
2. That the Chairman accused Cllr Pitfield of trying to include the Sawkins Cottage planning application on the agenda of the meeting held on 20th November 2018,
3. And that the Chairman was not willing to discuss the above with two Councillors at a private meeting.

Cllr Rackham commented that his proposed attachments to the minutes of the meeting of the 29th January 2019 were likewise not correctly addressed and that Standing Order 12 needed to be implemented. The Chairman advised that comments by members of the public could not be included in, or annexed to, the minutes as they were not part of the business of the evening but comments confirmed to the Clerk in writing would be put on record as 'correspondence received' and available for public scrutiny on application to the Clerk.

The Chairman further noted that in his view, Councillors had a simple choice. They could either 1) approve the minutes as agreed by the Chairman or 2) agree the minutes with the amendments proposed by Cllr.Pitfield. If Councillors approved the latter, the Chairman was entitled to record his disagreement with the decision

The minutes of the meeting held on the 8th January were deferred to the May agenda

PROPOSAL: That Chrishall Parish Council herewith agrees the minutes of the meeting held on the 5th March v1 2019. PROPOSED: Cllr Kay, seconded Cllr Lashko. AGREED AND RESOLVED UNANIMOUSLY. The Chairman signed the minutes at the meeting.

19.54 Public Discussion: limited to 15 minutes

The Brand Pavilion: members of the public made the following comments which were stated to be direct responses to the newsletter article submitted by Cllr Rackham. Members of the public also supplied written comment to the Chairman for formal response.

- a) That the article was incorrect in content and misleading as it appeared to be written by the Parish Council, not an individual Councillor, and inferred funding for the pavilion would be withdrawn.
- b) The Parish Council stated the refurbished pavilion would be available free of charge to start up social groups. The user groups would find it difficult to pay a commercial rate to hire the building given the small numbers of people attending.
- c) User groups were happy to contribute to cleaning material costs. The Cricket Club were in the process of applying for grant funding to cover the cost of additional loft insulation and will repair the rear doors free of charge to the Parish Council.
- d) If the Parish Council refused to fund maintenance what would happen to the building? Cllr Rackham confirmed maintenance of all buildings would be supported.
- e) The Parish Council has stated an intention of spending money on an extension to the Village Hall instead of using the existing meeting room and office in the pavilion, which only needs a suitable heat source.
- f) Cllr Chambers expressed his full support for the comments made by the public and commented that he would fight against the loss of the pavilion.
- g) Those present opposed the withdrawal of financial support and asked if the Parish Council will make grant funding applications as necessary.

Cllr Rackham clarified there was a difference between capital expenditure which in his opinion required grant funding, and maintenance. He commented that the Parish Council was considering its options relating to the pavilion, the Robert Reed Hall and the Village Hall. He further stated that the 'end game' needed to be understood regarding costs such as heating in the pavilion. Cllr Kay commented that renovations were completed, that the Parish Council may maintain the building as it is, and that the Parish Council was not planning on spending capital but would look at it. He further commented that the building was put up cheaply to a low specification, that it needs rewiring which could be expensive and the Parish Council won't spend large amounts of capital.

- h) Planning applications: does the Parish Council have a policy to restrict development within the development boundary. Cllr Kay stated it does.
- i) Code of Conduct: are all elected Councillors bound by the Code of Conduct as the Uttlesford Councillors are?

A vote of thanks was extended to Cllr Redfern for providing £200 towards the purchase of football goals for the Youth Club.

19.55 **Proposals to Members.**

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

Cllr Rackham:

PROPOSAL: *That the Chairman reverts to following the procedure for the amendment and approval of minutes of a previous meeting prescribed by Standing Order clause 12 and that the minutes of this meeting record the fact that the minutes of the meeting dated 29th January 2019 were signed and approved by the Chairman without consideration of amendments proposed in accordance with Standing Order clause 12.* PROPOSED: Cllr Rackham, seconded Cllr Kay. AGREED AND RESOLVED UNANIMOUSLY.

Cllr Foote:

PROPOSAL: *That Chrishall Parish Council herewith agrees the Disciplinary Policy with immediate effect.* PROPOSED Cllr Foote, seconded Cllr Rackham. AGREED AND RESOLVED UNANIMOUSLY.

PROPOSAL: *That Chrishall Parish Council herewith agrees the Grievance Procedure with immediate effect* PROPOSED Cllr Foote, seconded Cllr Rackham. AGREED AND RESOLVED UNANIMOUSLY

PROPOSAL: *That Chrishall Parish Council herewith agrees the Risk Assessment Schedule with immediate effect* PROPOSED Cllr Foote, seconded Cllr Rackham. AGREED AND RESOLVED UNANIMOUSLY

PROPOSAL: *That the Clerk records and minutes, in all instances where a vote is taken, the names of who voted for the proposal, who against and who abstained* PROPOSED Cllr Foote, seconded Cllr Holloway. AGREED AND RESOLVED UNANIMOUSLY

19.56 Freedom of Information application: re Chrishall Village Hall: update The Clerk advised a response had been sent within the given timeframe.

19.57 Chrishall Village Hall Committee: Cllr Rackham:
Cllr Rackham advised the Village Hall Committee had considered the use of Parish Council owned buildings with an intention of reducing the property

portfolio. The Village Hall Committee agreed the pavilion user groups could be accommodated in the South Hall. An additional room was not necessary. The Library and History Archive would stay in the pavilion. An extension of the Village Hall to provide a Parish Office was agreed by the Village Hall Committee. An architect has provided initial drawings for an office to the front of the building in the car park with a separate entrance and toilet which cost £15-£20,000 to build. The Village Hall Committee would raise the funds and manage the build, and charge the Parish Council approximately £70 per month rent.

Cllr Rackham stated he would make the documents available for distribution.

Cllr Slade commented that there was already an office in the pavilion and it would cost less to bring the pavilion to an acceptable standard.

Cllr Rackham stated the Land Registry entry for the Village Hall was incorrect and the Clerk had been asked to contact the solicitor. The Clerk will chase the solicitor.
ACTION: CLERK

19.58 Planning:	Cllr Holloway
UTT/19/0473/LB UTT/19/0472/HHF	Jasmine Cottage, 59 High Street Removal of existing fence panels Erection of woven hazel fence with pedestrians gates at the front of the property <i>Planning application</i>
UTT/19/0344/DFO	62 High Street The detailed design of a single dwelling house associated landscape including access. Details of access, appearance, landscaping and scale following outline approval UTT/18/1822/OP <i>Decision awaited</i>
UTT/18/3388/HHF	15 Crawley End Front porch extension <i>Decision awaited</i>
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. Permission granted
UTT/18/2906/FUL	Land East of Long View, Mill Causeway Appeal

Sawkins Cottage: an application was received on Friday, 29th March. A decision was required to be sent to UDC by the 26th April. It was agreed an extraordinary meeting would be called to consider this application. The Chairman will confirm. **ACTION: CHAIRMAN**

19.59 Members Portfolio Report

Cllr Holloway: Chrishall Primary School: nothing to report

Cllr Pitfield: Highways update:
20mph speed limit near school: awaiting ECC decision
Church Road: drain blocked: scheduled for major works more than 4 years ago. No time limit advised.
Highway resurfacing: drains blocked. No action from ECC.

Cllr Kay Village website: items moved to the history web site

Cllr Foote Legal, contract & administration: no further updates

Cllr Slade Youth Club: to recommence over the Easter holiday
Football goals: £150 needed to match Cllr Redfern's New Homes Bonus grant.
Pavilion User Group meeting update: there has been an excellent response to the meetings with many new ideas for fund raising and increasing community cohesion. Cleaning is being carried out by volunteers.
Letter to the parish in the newsletter from Cllr Rackham: request for an update on the responses: Cllr Rackham advised the meeting that he had received a number of response in favour of his proposals. He will supply them to the Clerk. Cllr Rackham did not accept that his letter read that the pavilion would not be financially supported by the Parish Council.

Cllr Lashko Play area: inspection update:
Annual safety inspection has been booked
Safety training course: the booking form was handed to the clerk for submission to EALC. **ACTION: CLERK**
Methodist Burial Ground: no update.

Cllr Rackham: Village Hall: proposed extension to the building to accommodate a parish office and a meeting room for up to 8 people:

Feasibility report, grant funding sources: see item 19.57 above.

Sale of Robert Reed Hall: the Parish Council needs to respond to the points the Diocese raised.

ACTION: CLERK

19.60 Finance

Finance Summary:

Balance Brought Forward: £41,623.28
Plus income Jan £3,286.40
Less expenditure Jan £125.32
Ring-fenced
TOTAL: £44,834.36

Balance Brought Forward: £44,834.36
Plus income Feb £0.00
Less expenditure Feb £1,949.38
TOTAL: £42,884.98

Bank reconciliation: the Clerk was unable to do the reconciliation for the year end as further information was required.

Internal audit: Greenbiro has been appointed as the internal auditor. PKF Littlejohn are the Government appointed external auditor.

Unity Bank: account: Unity Bank has moved to an online application which requires personal details to be entered. It was agreed that this item is raised at the May meeting when the new Council is formed.

Income & Expenditure: this new form will be supplied by Cllr Foote.

Budget: for the May agenda.

19.61 Clerk's updated:

Village sign renovation: contact details supplied at the meeting.

Parish Council insurance renewal: valuations of all buildings is required.

Chrishall PCC: community support event: planning event to take place on the 4th April at The Green. Councillors were asked if they would advise attendance.

19.62 Correspondence:

Received	Name	Content	Sent
----------	------	---------	------

Chairman's signature..... 14th May 2019

26.3.19	Mrs K Holland	Hire of pavilion and Jigneys Meadow: insurance doc supplied	PC request for meeting
15.3.19	UDC	Football goal grant withdrawn	15.3.19
13.3.19	UDC	Green waste monthly collection dates	13.3.19: distributed to email list. To Cllr Kay for web site
13.3.19	David Bracey	Annual play inspection confirmed	13.3.19 confirmed
13.3.19	Mrs A Beeching	Community event planning evening 4.4.19	13.3.19 Forwarded to Councillors
11.3.19	Mrs P Parish	Response to GR newsletter request for replies to pavilion funding	Forwarded to Chairman
6.3.19	Luton Airport	Expansion consultation	Forwarded to Councillors: no response

The Chairman excluded members of the public from the next item:

19.52 Grievance against Chrishall Parish Council: submitted by the Clerk to the Chairman on Friday, 15th March by email.

- i) Formation of an HR committee to consider the grievance brought by the Clerk against Chrishall Parish Council whose members must be agreed with the Clerk.
- ii) Date of meeting to consider the grievance which must provide sufficient time to enable the Clerk's Trade union representative to attend
- iii) Date of conclusion of investigation

Following discussion, Cllr Foote will seek further information from the Chairman.

ACTION: SF

19.63 Date of next Parish Council Meeting: Tuesday

Local Government Election: 2nd May

Declaration of Members Interests to UDC by 4th June

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

Chairman's signature..... 14th May 2019

Chairman's signature..... 14th May 2019