

MINUTES OF THE CHRISHALL ANNUAL PARISH COUNCIL MEETING

**Held on Tuesday, 14th May 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 Sheena Lashko, Cllr Guy Rackham, Cllr Tracey Slade.

Clerk: Belinda Irons

UDC Cllr Richard Pavitt

PUBLIC: 8

19.71 Election of Chairman:

PROPOSAL: *That Chrishall Parish Council herewith appoints Cllr John Kay as Chairman.* PROPOSED: Cllr Foote, seconded Cllr Pitfield. AGREED: Cllrs Foote, Holloway, Lashko, Pitfield, and Rackham. ABSTAIN: Cllr Slade. MOTION CARRIED BY MAJORITY.

19.72 Signing of Chairman's Declaration of Acceptance of Office: next agenda.

19.73 Apologies: Cllr Kay

19.74 Other absences: Members absent without offering apologies: none

19.75 Declaration of Members Interests: Pecuniary/Personal

Cllr Holloway: School Governor

Cllr Pitfield: Planning: Sawkins Cottage: Declarable pecuniary interest

Cllr Rackham: Chairman, Village Hall Committee

19.76 Minutes of the previous meeting: 8th January, 2nd April & 16th April

There was again extensive discussion regarding the minutes of the meeting held on the 8th January with Cllr Pitfield again objecting, making the following points:

1. The Chairman (Cllr Thomas) apologised regarding the Sawkins Cottage planning application. The sanitised version supplied by Cllr Thomas did not make sense.
2. The minutes claim that Cllr Pitfield exerted pressure on the Chairman and the Clerk to include the planning application on the agenda which was not true. There had to be an extraordinary meeting which Cllr Pitfield accepted. There were governance failings.

Cllr Pitfield proposed that his amended minutes be agreed.

COUNTER PROPOSAL: That Chrishall Parish Council herewith agrees the minutes of the meeting held on the 8th January 2019 amended by Cllr Pitfield. PROPOSED: Cllr Pitfield, seconded Cllr Rackham. AGREED: Cllrs Foote, Lashko, Pitfield, Rackham. OBJECTION: Cllrs Holloway and Slade. MOTION CARRIED BY MAJORITY.

PROPOSAL: That Chrishall Parish Council herewith agrees the amended minutes (Cllr Thomas) of the meeting held on 8th January 2019. NOT CARRIED.

PROPOSAL: That Chrishall Parish Council herewith agrees the minutes of the meeting held on 2nd April 2019. PROPOSED: Cllr Foote, seconded Cllr Rackham. AGREED AND RESOLVED UNANIMOUSLY.

PROPOSAL: That Chrishall Parish Council herewith agrees the minutes of the meeting held on 16th April 2019. PROPOSED: Cllr Foote, seconded Cllr Rackham. AGREED AND RESOLVED UNANIMOUSLY.

Cllr Rackham stated it was agreed that the minutes would be circulated swiftly after the meeting. The Chairman apologised and stated that he had received the minutes but had been 'tardy' with his response to the Clerk.

19.77 Public Discussion:

Minutes not on the website. Cllr Rackham responded that they had been moved to the History website but that he would ask Cllr Kay to inset a link from the PC website.

Friends of Chrishall School: the mini-festival will take place on the 13th July. The organiser will take responsibility for cleanliness. Event insurance has been procured. Cllr Rackham will conduct a risk assessment. **ACTION: GR**

19.78 Election update and co-option: two vacancies

Declarations of Interest and Declaration of Acceptance of Office forms to be returned to UDC with expenses forms. Copies to be provided to the Clerk.

Two applications for co-option were received and provided to the Chairman. The candidates, present at the meeting, were asked to leave at 7.45pm. There was extensive discussion with Cllrs Rackham and Pitfield objecting to co-option at this meeting as correct procedure had not been followed. Cllr Rackham stated that one person could be co-opted as there was an historical vacancy due to Cllr Parish's resignation. Cllr Rackham stated the Chairman (Cllr Thomas) had resigned from today. Cllr Pitfield wanted the applications to be circulated as Councillors needed to satisfy themselves that skill sets required by the Parish Council had to be assessed.

The Clerk repeatedly advised that this was a new Council, that any vacancies from the previous Council were not now relevant, and that Council had to either co-opt as it had a right to do, or take different action. The Clerk further repeated that the vacancy Cllr Rackham referred to was a casual vacancy

and ceased to exist due to the election. Both vacancies were a direct result of the election and did not need to be further advertised.

All paperwork provided by the candidates had been correctly completed.

Cllrs Rackham and Pitfield refused to accept the advice provided by the Clerk.

The Chairman (Cllr Foote) commented this was a dreadful situation which should not have arisen. The choice was co-opt or defer, with apologies to the applicants.

The applicants were invited back into the meeting at 8.15pm and were advised that a procedural error had occurred which needed to be rectified, and a decision would be taken at the June meeting. **NEXT AGENDA**

19.79 Election of Vice-Chairman

PROPOSAL: That Cllr Stephen Foote be appointed as Vice-Chairman.

PROPOSED: Cllr Rackham, seconded Cllr Lashko. AGREED AND RESOLVED UNANIMOUSLY.

19.80 Portfolio allocation: on hold to the next meeting. **NEXT AGENDA**

Planning: all Councillors

19.81 Proposals to Members

PROPOSAL: That Chrishall Parish Council herewith agrees and adopts the online banking procedure with immediate effect. PROPOSED: Cllr Rackham, seconded Cllr Pitfield. AGREED AND RESOLVED UNANIMOUSLY.

PROPOSAL: That Chrishall Parish Council herewith appoints Cllrs Kay, Rackham and Slade with the Clerk as bank signatories for the online banking system with Unity Bank. PROPOSED: Cllr Pitfield, seconded Cllr Lashko. AGREED AND RESOLVED UNANIMOUSLY.

19.82 Planning applications

UTT/19/0981/FUL Planning application	Former Piggeries, Chrishall Grange Road Demolition of existing buildings and erection of 1 new dwelling with detached garage and new farm access: PROPOSED: that Chrishall Parish Council objects to this planning application. AGREED AND RESOLVED UNANIMOUSLY. Outside development boundary, unsustainable location.
UTT/19/0472/HHF UTT/19/0473/LB Permission granted	Jasmine Cottage, 59 High Street

	Erection of woven hazel fence with pedestrian gate at the front of the property
UTT/19/0748/HHF Permission granted	62 High Street Formation of a new access driveway and associated landscape to the existing house
UTT/19/0743/HHF Decision awaited	Chrishall Church of England Primary School, Palmers Lane Variation of condition 1 of UTT/15/1275/FUL - to allow extension of period of use of temporary classroom for a further 3 years
UTT/19/0659/FUL Decision awaited	Sawkins Cottage, Broad Green Erection of detached three bedroom property including new vehicular crossover and compound for ground mounted solar panels
UTT/19/0786/HHF Decision awaited	1 Crawley End Two storey side, front and rear extensions. Single storey rear extension and detached garage/garden room
UTT/18/2906/FUL	Land East of Long View, Mill Causeway Appeal

19.83 Portfolio Reports: next agenda.

19.84 Finance Reports:

Cllr Rackham posed a number of questions to the Clerk:

1. Is the burial ground fund recent? Clerk's response: No, it is historic.
2. What time period is the pavilion electricity invoice for? Clerk's response: Unable to read the meter for some time so approximately 2 years. Cllr Slade commented that the Pavilion User Group had a member who was taking regular meter readings and assessing electricity use.
3. Has the bank reconciliation been completed? Clerk's response: It has and will be circulated.

PROPOSAL: That Chrishall Parish Council herewith approve the payments shown on the schedule plus £500 to open the Unity Bank account. PROPOSED: Cllr Slade, seconded Cllr Rackham. AGREED AND RESOLVED UNANIMOUSLY.

The budget will be added to the next agenda. The Clerk commented that Councillors needed to input information to enable an updated budget to be produced.

ACTION: CLLRS

Cllr Rackham thanked the clerk for recording the financial data in a way that was easily understood

19.85 Audit

Summary Receipts and Payments 2019: detailed document supplied to Councillors by email

Balances brought forward	£38,032.59
Plus receipts	£59,818.26
Less payments	£54,286.71
2018/19 Total	£43,564.14

Internal Audit report: awaited

External Audit requirements: accounts open for public inspection:

17th June to 26th July to include the first 2 weeks of July

19.86 Clerk's updates: no further update

19.87 Correspondence:

Date received	Name	Content	Action
7.5.19	Attwells Solicitors	Planning consultancy service	Emailed to Councillors
3.5.19	EALC	e-bulletin	Emailed to Councillors
3.5.19	Affinity Water	Water saving initiative	Emailed to Councillors
1.5.19	UDC	S106: req for confirmation land transfer: Jigneys Meadow	Emailed confirmation
1.5.19	Clerk to Broadmead	Play inspection and repairs/ replacement	Emailed Broadmead
1.5.19	Clerk to Vice-Chairman	Request for reviewed minutes	Received and amendments made
1.5.19	Kompan Playgrounds	Playground packages	For file
1.5.19	ECC	Passenger Transport meeting 10-12, 4.6.19 chelmsford	Emailed to Councillors
1.5.19	Unity Bank	Application completed.	For PC meeting for agreement; signatures &

			documents inc passports.
29.4.19	Mrs P Parish	VH extension: confirmation that no documents have been supplied by VHC re clerk's office	For PC meeting
29.4.19	Clerk to Greenbiro	Internal audit docs supplied by email to Greenbiro	Awaiting advice from Greenbiro re samples required
29.4.19	SSE	Update	Emailed to Councillors
29.4.19	Diocese of St Albans	Robert Reed Hall: response to approach by PC to sell building	Letter scanned and emailed to Councillors
26.4.19	Morgan Fire Protection	Brand Pavilion invoice for extinguishers	Invoice for payment
26.4.19	Village Hall Committee	Minutes of meetings	Emailed to Councillors
24/25.4.19	Cllrs Kay, Lashko, Thomas & Foote	Confirmation Sawkins Cottage letter acceptable	Letter emailed to UDC 26.4.19
25.4.19	EALC	Training bulletin & updates	Emailed to Councillors
22.4.19	Cllr Kay	Bank verification documents	On hold for bank account submission
24.4.19	UDC	Notice of election	Sent to Cllr Kay to upload to website
24.4.19	EALC	Weekly e-bulletin	Emailed to councillors
23.4.19	EALC	Training bulletin	Emailed to Councillors
23.4.19	UDC	Ledbury update	Emailed to vice & chair
23.4.19	EBGC	AGM	Emailed to Cllr Slade
23.4.19	ECC	Making the Connection	Emailed to Councillors
23.4.19	SSE	update	Emailed to Councillors
23.4.19	UDC	Advise: BT removing phone boxes	Chrishall does not have any red kiosks: no action
19.4.19	Mr Harrop	Request for pdf contact by mail	Acknowledged receipt and will

			send agendas by pdf
19.4.19	Mr Holloway	Complaint re Sawkins application read at PC meeting	Forwarded to vice & chair
18.4.19	UDC	Community Projects grant scheme open	Emailed to Councillors
18.4.19	Tees Law	Files retrieved from archive re VH land registration	Awaiting advice from Tees Law
17.4.19	Cllr Kay	Forwarded email re 62 High Street decision	No action
17.4.19	EALC	Training & e-bulletin	Emailed to Councillors
17.4.19	Cllr Kay	Proxy voting for chairman: request for clarification	LGA 1972
17.4.19	UDC	Dementia café organiser required	Forwarded to vice-chair
16.4.19	Clerk	Unity Bank requirements & date suggestion	Emailed to Cllrs Kay, Rackham & Slade
16.4.19	Cllr Rackham	Copy of Diocese letter req	Hard copy delivered to Cllr Rackham at meeting
15.4.19	Mr Brett	Details of Lettice Martin charity contact	supplied
15.4.19	Mr McDermott	Grievance content requested	Emailed confidential at this stage
15.4.19	Cllr Foote	Confirmation of receipt of draft minutes	Amendments to be made but not supplied
12.4.19	UDC	1 Crawley End Plan app	Emailed to Councillors
12.4.19	UDC	EU election notice	To Cllr Kay for website and noticeboards
11.4.19	EALC	Training bulletin	Emailed to Councillors
11.4.19	James Todd & Co	payroll	For payment
10.4.19	EALC	e-bulletin & County update	Emailed to Councillors
9.4.19	EALC	Finance guidance	For Clerk//RFO

9.4.19	EALC	Legal update	Emailed to Councillors
8.4.19	EALC	Training course	Emailed to Councillors
8.4.19	Cllr Slade	Data protection & email reminder	To all Councillors
8.4.19	Cllr Rackham	Unity Bank: req for meeting to set up account	Ongoing: meeting took place but Cllr Slade unable to attend
6.4.19	PWLB	statement	For clerk
5.4.19	UDC	Result of PC election	Emailed to Councillors
5.4.19	EALC	Funding & e-bulletin	Emailed to Councillors
4.4.19	UDC	District election notice	To Cllr Kay for website & noticeboards
4.4.19	EALC	Training bulletin	Emailed to Councillors
4.4.19	EBGC	training	Emailed to Cllr Slade
3.4.19	Cllr Rackham	Village Hall extension documents recommended as attachment to minutes	
3.4.19	UDC	62 High Street plan app	Emailed to Councillors
3.4.19	UDC	School plan app	Emailed to Councillors
2.4.19	Cricket Club	Fixtures	Acknowledged

The Chairman thanked the Clerk for the table of 'Correspondence Received' and recognized how long this had taken'.

19.88 Grievance against Chrishall Parish Council: submitted by the Clerk to the Chairman on Friday, 15th March by email. The Chairman reported that advice had been sought from EALC and would be followed.

19.89 Date of next Parish Council Meeting: Tuesday

Declaration of Members Interests to UDC by 4th June

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

Meeting closed at 8.47pm

