

MINUTES OF THE CHRISHALL PARISH COUNCIL MEETING

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

PRESENT: Cllr Jane Holloway (Chairman), Cllr Sheena Lashko, Cllr Gillian Eaton,
Cllr Paula Parish.

Clerk: Belinda Irons

Uttlesford District Councillor Neil Gregory

PUBLIC: 8

Cllr Parish advised the meeting that it would be recorded

19.120 Election of Chairman:

**PROPOSAL: That Chrishall Parish Council herewith appoints Cllr
Jane Holloway as Chairman with immediate effect.** PROPOSED:
Cllr Eaton, seconded Cllr Lashko. AGREED AND RESOLVED
UNANIMOUSLY.

19.121 Signing of the Chairman's declaration of acceptance of office

19.122 Election of Vice-Chairman

**PROPOSAL: That Chrishall Parish Council herewith appoints Cllr
Paula Parish as Vice-Chairman with immediate effect.**
PROPOSED: Cllr Lashko, seconded Cllr Eaton. AGREED AND
RESOLVED UNANIMOUSLY

19.123 Apologies: Cllr Tracey Slade

19.124 Other absences: Members absent without offering apologies: none

19.125 Declaration of Members Interests: Pecuniary/Personal

Cllr Holloway: Chrishall Primary School: Governor

Cllr Parish: Pavilion User Group: personal

19.126 Minutes of the previous meeting: 28th June

**PROPOSAL: That Chrishall Parish Council herewith agrees the minutes
of the meetings held on 28th June 2019.** PROPOSED: Cllr Holloway,
seconded Cllr Eaton. AGREED AND RESOLVED UNANIMOUSLY

19.127 Public Discussion:

Cllr Gregory reported that UDC Cllr Pavitt was meeting Ch Insp
Rawlinson regarding speeding in the villages. Cllr Gregory was asked

to ask the Police to be aware of drink driving in the rural areas, which he agreed to do.

UDC & Stansted application: Members unanimously voted for the application to be considered by the Planning Committee as the proposed S106 was seriously insufficient to mitigate the impact on the local area, and the process leading to the recommendation needed clarification.

UDC Local Plan: Independent Examination: commenced today. Developers were seeking for the plan to be rejected as lack of a Plan would open the area for development. Whilst the present Council had questions over parts of the Plan, the lack of a Plan may result in a number of speculative applications.

Chrishall Parish Council: concerns. A parishioner commented that the resignation of four Councillors in as many days was deeply concerning. The parishioner commented that the Council was bound by the Local Government Act 1972, and it should adhere to legislation and its governing documents. The parishioner further commented that the Parish Council must seek independent advice which must provide reports and recommendations for action.

The parishioner expressed further concerns around the grievance, village assets, the budget, and transparency. The Parish Council must be independent from any prejudices.

School fundraiser: permission was sought for 'Film on the Field' which is The Greatest Showman. Use of the pavilion was sought. Tickets are £10 each.

Highways: Abrams Lane: water leak and vegetation overgrowth.

19.128 Proposals to Members: contained at relevant agenda points.

19.129 Planning applications: Cllr Holloway

UTT/19/1246/HHF Decision awaited	Faerie Cottage, Crawley End Proposed detached garage and separate detached woodstore
UTT/19/0981/FUL Refused	Former Piggeries, Chrishall Grange Road Demolition of existing buildings and erection of 1 new dwelling with detached garage and new farm access
UTT/19/0743/HHF Granted	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/19/0786/HHF Refused	1 Crawley End Two storey side, front and rear extensions. Single storey rear extension and detached garage/garden room
UTT/18/2906/FUL Dismissed	Land East of Long View, Mill Causeway Appeal

19.130 Finance Reports:

PROPOSAL: That Chrishall Parish Council herewith approve the payments shown on the schedule. PROPOSED: Cllr Eaton, seconded Cllr Holloway. AGREED AND RESOLVED UNANIMOUSLY.

Next agenda: bank signatories & Unity Trust Bank signatories: agreement / update

19.131 Audit

External Audit requirements: accounts open for public inspection:

28th June to 12th August to include the first 2 weeks of July (subject to receipt of internal audit report)

Councillors were united in the view that transparency was vital. Following discussion, Councillors agreed that a quote for a full audit would be sought from the Government appointed external auditor. It was anticipated that the services of a senior auditor would be needed as a minimum.

PROPOSAL: That Chrishall Parish Council herewith agrees to commission full external audit by PKF Littlejohn into allegations that it has failed to adhere to correct protocol surrounding the Robert Reed Hall roof replacement and internal audit anomalies, with all findings to made public subject to a quote. PROPOSED: Cllr Holloway, seconded Cllr Parish. AGREED AND RESOLVED UNANIMOUSLY. Cllr Parish will lead on this item and make contact with the auditor. **ACTION: PP**

NOTE TO THE MINUTES: *EALC advised post-meeting that the internal audit is the full, strict and detailed audit and that the external audit is a standard, shorter audit.*

19.132 Portfolio Updates:

Cllr Holloway: Chrishall Primary School: the school had been approached by an independent organisation which wanted to open an after-school club. This was passed to the Pavilion User Group.

The Head will liaise with the Library to provide all books which are provided on a reading list for the children.

The school will replace the flat roof on the school in August.

Cllr Parish: The Brand Pavilion: A meeting of PUGs will take place tomorrow (Wednesday) and the after-school club was on the agenda with a start date in September. Minutes of this meeting will be provided to Council.

Cllr Lashko: Play area report and recommendations: the annual safety report has flagged a number of items including ground wear around the entrance, safety mats need to be lifted, relayed and the gaps filled, wood repairs to the boat and other items, and replacement swings. The toddler swings need cleaning off and anti-roost products applied. A parishioner recommended Vaseline as the birds don't like sticking to it.

Tree branches are overhanging from adjacent land and need trimming back. The Clerk will seek three quotes for repairs and new swings, and ask the Parish Council contractor to quote for tree management.

ACTION: CLERK

Chrishall Village Hall: Cllr Holloway asked Mr Rackham if he had any comment to make as Chairman of Chrishall Village Hall, including the solar (PV) panel application received from the Secretary of the Village Hall Committee. Mr Rackham declined to comment.

Councillors agreed that the installation of solar PV as a good initiative. However, it needed verification that the roof was of sufficient strength to hold the weight. The Clerk will seek verification from the Secretary.

PROPOSAL: *That Chrishall Parish Council herewith agrees in principle, to the installation of solar PV panels to Chrishall Village Hall subject to confirmation that the roof is of sufficient strength to hold the weight, and all building and planning legislation is adhered to with Chrishall Village Hall Committee undertaking to oversee all works, any future snagging, and ensure there is no liability to Chrishall Parish Council for the installation.*

PROPOSED: Cllr Holloway, seconded Cllr Lashko. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

Cllr Parish: Website: Cllr Parish volunteered to manage the Parish Council website, and also produce and manage social media output.

The Parish Council thanked Cllr Parish for taking on this task. Cllr Parish will contact the current manager. **ACTION:PP**

Cllr Eaton: Health & Welfare: Cllr Eaton is keen to progress the Mental Health training offered free of charge to groups of eight to twenty five people. Cllr Eaton will produce an advertisement promoting the event and manage it to delivery. **ACTION: GE**

Village Meeting in October 2019, at which the results of the full audit and the grievance will be made public. The formal agenda will be produced for the September meeting. **ACTION: CLERK**

19.134 Parish Council website: no link to historical minutes: this will be rectified once Cllr Parish manages the website. The Clerk advised that it is a requirement of the audit that all minutes must be easily available to any person wishing to view them on the Parish Council website.

ACCTION: PP

19.135 Clerk's updates:

Data protection breach: 27.5.19 at 11.55am by Cllr Kay:

Former Parish Councillors were included in an email regarding the Lettice Martin Charity with their personal email addresses visible to all recipients. Update. Following the resignation of Cllr Kay, this item is void.

Health & Wellbeing training: potential in Chrishall: Cllr Eaton to progress

Use of Jigneys for School event: 7th September: AGREED.

19.136 Lettice Martin's Charity: the Clerk will investigate with the Charity Commission whether there is an option to transfer funds to The Brand Trust, as parishioners believed the sum available was insufficient to be meaningful to recipients. **ACTION: CLERK**

19.137 Highways: dangerous parking in village centre: the Parish Council is awaiting an update from ECC. Cllrs Gregory and Pavitt will be approached to raise this issue with ECC Cllr Moran and Essex Police.

ACTION: CLERK

19.138 Correspondence:

Following the resignations of Cllrs Foote, Kay, Pitfield and Rackham, the Clerk has contacted Uttlesford District Council and advised of the resignations, and requested the correct documentation to advertise the vacancies. As the resigning Councillors were elected, the vacancies will be advertised with the potential for an election.

Date received	Name	Content	Action
28.6.19	Cllr Kay	PC extraordinary meeting: resignation read by Cllr Kay to meeting	Read to meeting
28.6.19	Cllr Foote	PC extraordinary meeting: resignation read by Cllr Kay to meeting	Read to meeting

28.6.19	Clerk to all Councillors	Original grievance, letter of objection to a member of the Grievance Committee, 2 nd grievance	Emailed to all Councillors for transparency purposes
27.6.19	Mrs C Fookes	Statement read to CPC 3.4.19	Retained for file
25.6.19	UDC	Health & Wellbeing training	Emailed to Councillors
25.6.19	Mr S Parish	Review of PC accounts: parishioner request	Date to be agreed
22.6.19	ICO	Confirmation or renewal	Noted
21.6.19	EALC	New Councillor training	Emailed to Councillors
20.6.19	Cllr Foote	Proposal for agenda: all meetings to be recorded	Agreed by Chairman. Added to agenda
20.6.19	EALC	Chairman's training day 31.10.19	Emailed to Councillors
20.6.19	Chrishall Primary School	Request that Councillors identify themselves to school if attending the site	Emailed to Councillors
20.6.19	ECC	LHP Scheme request process	Emailed to Councillors
20.6.19	Came & Co	PC insurance renewal confirmation	Noted.
19.6.19	EALC	Weekly update	Emailed to Councillors
19.6.19	Laurence Brett	Risk assessment for use of Jigneys	RA supplied by email to L Brett by Clerk
19.6.19	Rupert Clark	Pavilion booking: cricket match: sent to wrong email address on the 17.6.19	Clerk provided RA, booking form and T & As, copied Councillors into email for transparency purposes

18.6.19	Cllr Parish	Response to email shown below from Cllr Kay	Suggestion that Council accepts the findings of the internal auditor and moves on. To all Councillors
18.6.19	Cllr Kay cc Cllr Foote	Next PC meeting: Clerk advised the internal auditor report is being disputed, budget	Response emailed to all Councillors for transparency purposes
17.6.19	Mr S Parish	Reminder: Robert Reed Hall roof requires annual inspection to ensure 20 year insurance backed warranty remains valid	Emailed to all Councillors.
17.8.19	Mr D Corke	ECC public transport: Saffron Walden bus problems	Emailed to all Councillors
16.6.19	Cllr Parish to all Councillors	Budget: suggestion for comments.	If Councillors responded, the Clerk was not included
14.6.19	UDC	Community grant project closes 27.6.19	Emailed to all Councillors
14.6.19	Cllr Lashko	Play area training changed	Clerk confirmed no funds had been paid
14.6.19	Cllr Holloway	Recirculation of Wilby & Burnett email: estimate for Robert Reed Hall roof replacement	Emailed to all Councillors
14.6.19	Cllr Lashko	Dispute Robert Reed Hall: insufficient quotes to comply with regulations	Emailed to all Councillors
13.6.19	EALC	Training bulletin	Emailed to all Councillors
13.6.19	UDC	Hate Crime training 9.7.19	Emailed to all Councillors
13.6.19	Cllr Holloway	Response to Cllr Kay email re	Emailed to all Councillors

		Robert Reed Hall roof quotes	
13.6.19	PKF Littlejohn	Revised dates 28.6.19 – 12.8.19 agreed	Noted. Document updated
13.6.19	Stop Stansted Expansion	Petition: Cllrs Kay & Foote respond: political not PC	Noted.
13.6.19	EALC	Planning briefings: 15 & 17.6.19	Emailed to all Councillors
12.6.19	Cllr Kay	Email response to Greenbiro	Restricted to clerk, Derek Ailes, Cllr Foote
12.6.19	UDC	Local Council Forum 10.9.19	Emailed to all Councillors
12.6.19	UDC	Register of Electors requirement	Emailed to all Councillors
11.6.19	Greenbiro Ltd Internal auditor	Response to Cllr Kay's forwarded email from Derek Ailes that there are factual errors in the report. Restricted to Cllrs Foote, Kay and Derek Ailes.	Clerk forwarded to all Councillors for transparency purposes
11.6.19	UDC	Register of sensitive data: time limited	Emailed to all Councillors
11.6.19	Cllr Parish	Response to Clerk email re budget recalculation with Cllr Rackham's amended figures included	Emailed to all Councillors
11.6.19	UDC	Recharge of election costs due September 2019	Noted.
11.6.19	EALC	Strategic plan review reminder	Noted
11.6.19	EALC	County review	Emailed to all Councillors
11.6.19	Cllr Lashko	Play Area to be entered onto July agenda	Noted
9.6.19	Cllr Lashko	Query grant fund application	Cllr Kay advised the grant fund closes 27.6.19

8.6.19	Cllr Kay	Approval to seek grant funding for Brand Pavilion.	Circulated to all Councillors for transparency purposes
8.6.19	UDC Cllr Pavitt	Advised parish walkabout: request for information on highways outstanding faults	Clerk emailed faults and cc'd all Councillors
7.6.19	EALC	Weekly bulletin	Emailed to all Councillors
7.6.19	EALC	AGM	Emailed to all Councillors
7.6.19	Cllr Pitfield	Amended minutes	
7.6.19	Cllr Kay	Robert Reed hall roof & Internal Audit report: clerk questioned why internal audit says only one correct quote was received	Clerk advised Cllr Kay of sequence of events.
6.6.19	Mr L Brett	School activity: request to use Jigneys Meadow 7.9.19	For July agenda
6.6.19	EALC	Website course	Emailed to all Councillors
6.6.19	EALC	Advanced Councillor training	Emailed to all Councillors
6.6.19	Mr B Holloway to Cllr Kay	Unable to find PC minutes on website	Clerk also unable to find minutes. Moved to History site without link on main PC site.
6.6.19	Cllr Rackham	Copy letter to Derek Ailes re donation	Noted
6.6.19	Cllr Kay	Request Clerk restructure budget	Completed and circulated to all Councillors by email
6.6.19	Cllr Kay	Confirm attendance at Parish Forum 1.7.19	Clerk emailed and advised UDC
4.6.19	Cllr Rackham	Email issues: confirmation IT investigation	noted

3.6.19	Greenbiro Ltd	Internal audit report & invoice	Invoice not paid. Report disputed by Cllrs Rackham & Kay
3.6.19	UDC Cllr Gregory	Local Plan statement	Emailed to all Councillors
3.6.19	Cllr Slade	Response re Lettice Martin Charity email	noted
3.6.19	Cllr Pitfield	Dispute minutes: req addition of statement which was not discussed at the meeting	Emailed to all Councillors
3.6.19	UDC	UDC update on portfolio holders	Emailed to all Councillors
2.6.19	Mr Harrop	Unable to open word docs only pdf	Noted
2.6.19	Mr Bracey	Play inspection report & invoice	Emailed to Councillors
2.5.19	Mail delivery failed: Cllr Rackham	Repeated send issues	Request Cllrs contact Cllr Rackham and advise of issue
31.5.19	Mr B Holloway	Why has the co-option been moved to the end of the agenda	Cllr Kay responded to save Cllrs embarrassment
31.5.19	Cllr Holloway	Response to Cllr Kay email re Lettice Martin Charity email to Council 27.5.19	No response to question posed by Cllr Holloway why the Police would be involved.

The Parish Council agreed that only items of relevance will be entered under correspondence as the inclusion of every piece of correspondence was unwieldy and unnecessary.

19.139 Grievance against Chrishall Parish Council: submitted by the Clerk to the Chairman on Friday, 15th March by email, and 28th June by email.

Cllr Holloway advised the meeting that she had sought advice from EALC and UDC.

EALC stated that the former Chairman, John Kay, had spoken at length to Vine HR, which has incurred costs as this is a chargeable service. This has never been brought to the Parish Council for agreement, and

the outcome of the discussions have not been made available to all Members of the Parish Council.

Mediation with the former Councillors concerned cannot now be utilised to settle the grievance. Professional advice is a necessity and will require additional expenditure to that already incurred. However, the priority was to resolve the grievances, the process of which must be seen to be transparent and compliant with Employment Law. Findings will be made public as far as legislation allows.

PROPOSAL: That Chrishall Parish Council herewith agrees to appoint Vine HR as its independent advisor with Chrishall Parish Council to provide up to £500 with further costs agreeable subject to the necessity for further advice. PROPOSED: Cllr Holloway, seconded Cllr Eaton. AGREED AND RESOLVED UNANIMOUSLY. Cllrs Holloway and Parish will progress. ACTION: JH & PP

19.140 Date of next Parish Council Meeting: Tuesday
3rd September, 1st October, 5th November.

Meeting closed at 9.09pm