

## GREAT CHESTERFORD PARISH COUNCIL

### *MINUTES OF THE ANNUAL GENERAL MEETING OF THE GREAT CHESTERFORD PARISH COUNCIL HELD ON WEDNESDAY 11<sup>TH</sup> MAY 2011 AT 7.30PM IN THE COMMUNITY CENTRE, GREAT CHESTERFORD*

**Present:** Joanna Francis – Chairman  
 Tim Fowell  
 Howard Rolfe  
 Sorrel Gordon-Foxwell  
 David Hall  
 Sharon Tricerri  
 Julie Redfern

Elaine Culling – Clerk

Sharon Tricerri

#### Action

*As the first meeting since the recent Parish Council election, all elected members signed a Declaration of Acceptance of Office and completed a Register of Members Interests form before the meeting commenced*

#### 11/40. Election of Chairman

Joanna Francis was nominated as Chairman.

**Proposed:** Cllr Rolfe. **Seconded:** Cllr Redfern.

There were no other nominations.

Joanna Francis was unanimously elected Chairman and signed the Declaration of Acceptance of Office of Chairman, countersigned by the Clerk as Proper Officer of the Council.

#### 11/41. Co-option of new Councillor

With one candidate it was resolved to co-opt Sharon Tricerri onto the Parish Council. **Cllr Tricerri** duly signed a Declaration of Acceptance of Office and completed a Register of Members interest form. **UDC** to be advised.

**Clerk**

#### 11/42. Apologies for Absence

*To set a date for any elected member unable to attend this meeting to sign their Declaration of Acceptance of Office.*

Apologies were received and accepted from **Cllr Mughal**.

It was agreed that **Cllr Mughal** should have until the date of the next meeting to sign his acceptance forms.

#### 11/43. Declaration of Interests

*To receive any 'personal' or 'personal and prejudicial' interests relating to items on the agenda.*

**Cllr Rolfe** and **Cllr Redfern** declared themselves as both District Councillors and Custodial Trustees of the Community Centre.

**Cllr Hall** declared a prejudicial interest in any Hall Garden matter.

The **Chairman** declared herself as Chairman of the Chesterfords Community Centre Management Committee.

**11/44. Minutes of the Last Meeting**

The **Chairman** signed the minutes of the meeting held on 6th April 2011 as a correct record of events.

**11/45. Areas of Responsibility – report circulated**

*To agree the areas of responsibility for council members for the coming year.*

Resolved to agree to the areas of responsibility as circulated in the report.

**11/46. Public Forum**

*There will be 15 minutes available for Public Forum, if required, and the opportunity for members of the public to register with the Chairman should they wish to speak on a particular agenda item.*

No members of the public in attendance.

**11/47. Planning**

*To consider any comments to be returned to Uttlesford District Council (UDC) on the following applications:*

**UTT/0683/11/OP.** Outline application for erection of new dwelling

**Location.** Field Farm, Great Chesterford

**No Objection** subject to firm covenants being in place to ensure dwelling is solely for agricultural workers and their families and limited to occupation only whilst the previous farm workers dwelling (Field Farm Cottage) is occupied by the current owner. This is to avoid Field Farm Cottage, as a former farm workers cottage, being sold on the open market at a later date when this would have only been made possible by the building of the new cottage.

**TF**

**UTT/0755/11/FUL.** Proposed loft conversion to form a living accommodation.

Insertion of roof lights to rear and front elevation.

**Location.** 3 Bartholomew Close, Great Chesterford.

**No Comment**

**TF**

**UTT/0818/11/FUL.** Erection of rear conservatory.

**Location.** Beorcham, London Road, Great Chesterford.

At the time of the meeting this application had not gone live and so could not be considered.

**Results**

**UTT/0216/11/LB.** Proposed new door, window and conservation roof light.

Internal alterations.

**Location.** The Cottage Carmel Street, Great Chesterford.

**Conditional Approval**

**UTT/0293/11/FUL & UTT/0294/11/LB.** Proposed entrance extension to school.

**Location.** C of E Primary School, School Street, Great Chesterford.

**Conditional Approval**

**UTT/0269/11/FUL.** Erection of two storey link extension between dwelling and garage, two storey extension to garage and hip to gable end.

**Location.** Greenview 5 Hagers Close, Great Chesterford.

**Conditional Approval**

**New World Timber**

*To receive any update regarding the 3 planning applications considered at the April meeting.*

It is understood that UDC are recommending all 3 planning applications for refusal and that this matter will then be passed to the Enforcement Team.

**11/48. Community Centre****Governance**

*To formally accept the role of Custodian Trustee of the Chesterfords Community Centre (as agreed in principle at the meeting held on 23rd February 2011).*

Agreed.

**JF****PC Liaison – report circulated**

*With the PC Chairman now also Chairman of the Community Centre Management Committee, to consider whether it is appropriate to also act as PC Liaison.*

It was agreed that it would be inappropriate for the PC Chairman to continue to act as PC Liaison for the Parish Council.

*If agreed that it is inappropriate, to resolve who should be PC Liaison going forward.*

**Cllr Redfern** agreed to assume this role with **Cllr Gordon-Foxwell** acting as deputy.

**JR/SGF**

*To agree any safeguards necessary in light of the PC Chairman now also being Chairman of the Community Centre Management Committee.*

It was agreed that, going forward, the **Chairman** should not ‘chair’ any Community Centre agenda item.

**11/49. Finance – report circulated**

*To receive the end of 4th quarter management accounts.*

**Cllr Rolfe** asked if in future the expected year end balance figure could also be included in the budget document.

*Following a number of recommendations made in the report circulated, to:*

- *agree whether to earmark any of the unspent budget items*
- *agree whether to use any of the unspent funds to boost current budget items,*
- *agree whether to use any of the unspent funds for additional budget items.*

It was agreed to accept all the recommendations as stated in the report. The 2011/2012 budget will now be amended to show these changes and circulated to all members.

**Clerk**

**Cllr Tricerri** raised the possibility of resurfacing the tarmac play area in Pilgrim Close. It was agreed however that the associated costs to do this would be prohibitive. **Cllr Tricerri** will explore getting a grant to undertake this work instead.

**ST**

*To note the schedule of cheque payments/receipts since previous meeting.*

Noted.

**11/50. Recreation Ground****Skate Park Lighting (costs circulated)**

*To consider the merits and costs of the two lighting options proposed and to agree whether to proceed. If agreed to proceed, to decide how it should be financed.*

Members were of the opinion that, with one request only, there was no proven need to light the Skate Park area.

It was agreed to monitor further requests and to consider this matter again following the anticipated redevelopment of the Multi-Sports surface.

A letter will be sent to advise Sir Alan Haselhurst

Clerk

*Chairman/Clerk/Cllr Fowell to provide an update on the condition of flood defence ditches along with the provision of a suitable sign/flood defence strips.*

Nothing to report.

JF/TF/Clerk

**Play Area (Stage 1 proposal & costs circulated and picnic bench costs circulated)**

*To formally approve the proposal submitted and to appoint Cllr Gordon-Foxwell to order the equipment on behalf of the Council.*

It was agreed to proceed with the quotation supplied by Safe & Sound and to investigate whether it might be possible, with the PC undertaking the clearance of the site, to revert to the original Spacecraft Rotating Net Climber and Cantilever Swing. (These had been replaced in the quote with a smaller net climber and a pendulum swing in order to match the budget).

JR

**Cllr Gordon-Foxwell** was appointed to order the equipment on behalf of the Council once clearance of the site has been resolved.

SGF

*To consider whether to proceed now with the purchase of a picnic bench rather than waiting until phase 2.*

With the funds available it was agreed to proceed with the purchase of the bench.

SGF

**Multi-Sports**

*Cllr Gordon-Foxwell to provide an update regarding the stage 2 Lottery application for the Multi-Sports.*

The revised application for Stage 2 should be presented to the Lottery Panel meeting at the end of May with a decision expected by the 6th June.

**Bowls Club/Scout Hut Leases**

*Cllr Hall/Clerk to provide any update regarding progress.*

Nothing to report.

**11/51. Emergency Plan – copy circulated**

*To formally adopt the plan as circulated.*

It was agreed to adopt the plan with a few minor changes. The document will now be finished by the **Chairman** who will circulate the final copy to all councillors and to the Emergency Team at UDC.

JF

**11/52. Open Spaces****Grass Cutting – (costs & issues relating to the collection of grass cuttings circulated)**

*To resolve whether to adopt the practice of collecting the grass cuttings.*

It was agreed to adopt the practice of collecting the grass cuttings.

Clerk

*If resolved to*

- *approve the additional costs involved*

The additional costs were approved and will be added to the 2010/2011 'Grass Cutting' budget

**Clerk**

- *agree how best to dispose of the grass cuttings.*

It was agreed to dispose of the grass cuttings in 2 places – at the bottom end of Horse River Green and under the trees at the Recreation Ground

**Clerk**

#### **11/53. Insurance Renewal – report circulated**

*To consider the recommendations contained in the report circulated, and to agree the level of insurance cover going forward.*

It was agreed to accept the renewal terms and to fix the premium for 3 years as offered. The **Chairman** and **Clerk** will now meet to ensure that the schedule of items insured is up to date.

**JF/Clerk**

#### **11/54. Matters Arising/Items for Information:**

##### **1. 10/133. Allotments.**

*Cllr Triccerri to provide an update regarding progress with producing a proposal, for circulation among the local landowners, with the aim of securing a suitable site.*

A proposal is in development and should be ready in time for the next meeting.

**ST**

##### **2. 10/22. Community Speed Watch**

*Cllr Fowell to provide any update.*

Nothing to report.

**TF**

##### **3. 10/79. Matters for Further Discussion - 20mph limit**

*Cllr Rolfe to provide any update regarding the proposed exclusion of most of Jacksons Lane and its adjoining roads from this scheme.*

Nothing to report. **Cllr Rolfe** will take the opportunity to speak about this matter to Cllr Hume at County Hall tomorrow. In the meantime the potholes in Newmarket Road have been repaired and School Street is due to be resurfaced during June/July. It was agreed that Essex Highways should be asked to do the resurfacing during the summer holidays.

**HR**

##### **4. 10/153. Matters for Further Discussion – UDC Big Clean Up**

*The Clerk to provide an update regarding the litter, shelter and real time display issues at Chesterford station.*

A letter has been received from National Express stating that there are no current plans to install a real time display at Great Chesterford station. It was agreed that the **Clerk** will write back to request a meeting with the station management team and copy in Sir Alan Haselhurst.

**Clerk**

##### **5. Community Centre update**

*The Chairman to provide an update regarding progress against the development plan.*

The 1st quarter accounts were circulated and reviewed. It was agreed that the Management Committee should be reminded of the terms of the grant.

**JF**

##### **6. 11/25. Matters for Further Discussion**

*The Clerk/Cllr Gordon-Foxwell to confirm that UDC Community Project Grant applications have been submitted.*

The **Clerk** confirmed that the lighting grant application had now been submitted.

**Cllr Gordon-Foxwell** is still finalising the details of the bench application.

**SGF**

##### **7. 11/36. Village Shop**

*Cllr Mughal/Cllr Redfern to provide any update.*

A meeting with the shop, to discuss the responses received and devise an appropriate action plan, has now taken place.

8. **11/38. Matters for Further Discussion – Crown House License Application Cllr Hall/the Clerk to provide any update.**

UDC has received 8 letters to date and a hearing has been arranged for Friday 3rd June commencing at 10.30am. **Cllr Hall** is to attend in order to represent the views of some of the affected residents.

**DH**

**11/55. Matters for Further Discussion**

*For Councillors to raise any items that may need to be discussed at a future meeting.*

With Sporting Hinton still owing the Council £337.50 the **Chairman** asked how members wished to proceed. It was recommended that the matter be referred to the Cambridgeshire branch of the Football Association.

**JF**

**Cllr Fowell** asked if members were aware of the existence of a village film as an organised viewing in the Community Centre could be a suitable fund raising event. The **Clerk** confirmed that there are 2 films in existence which had recently been transferred to DVD.

**Cllr Redfern** asked that plans begin now for the Queen’s Diamond Jubilee celebration next year. It was agreed that this was an excellent idea and will be publicised in the next PC newsletter and a suitable committee formed.

**JF/JR**

**11/56. Date of Next Meeting**

The next meeting of the Parish Council will be held on Wednesday 15th June 2011 commencing at 7.30pm in the Community Centre.

**Meeting Closed at 10.45pm**

**Signed (Chairman).....**

**Date: 15th June 2011**