

HADSTOCK PARISH COUNCIL



**Minutes of Hadstock Parish Council Annual Meeting
Held on
Thursday 18 May 2023
at 7.30pm in the Village Hall Hadstock.**

Present: Parish Councillors: Keith Nuttall, Jude Hannam, Denise Wells, John Lockton & Parish Clerk Sara Beckett.
1 member of the public.

1. The previous Chair of Hadstock Parish Council, Mr Rick Albrow, welcomed all to the Annual Parish Council Meeting and read the fire safety notice. He announced that proceedings may be filmed or recorded. It was confirmed by the Clerk, that all councillors present had signed a declaration of acceptance of office enabling them to vote.
Mr Albrow invited nominations for the Election of Chairman of Hadstock Parish Council for 2023/24. One nomination was received for Cllr Nuttall. It was unanimously **RESOLVED 23/05/01** that Cllr Nuttall would be Chair for 2023/24. Cllr Nuttall signed the acceptance of office and took the chair.
2. Apologies for absence and reasons given from Cllr Johnson were approved **RESOLVED 23/05/02**
Essex County Councillor Martin Foley sent his apologies which were noted
3. **Election of Vice Chair** ~ this was deferred for further consideration
4. **Election of members to Committees and Council Representatives was discussed and the following was resolved to approve:**
 - [a] Chair to Planning Committee ~ not required currently **RESOLVED 23/05/04a**
 - [b] Village Hall representative ~Cllr J Hannam **RESOLVED 23/05/04b** It was noted that Cllr Nuttall would step down from this role.
 - [c] councillor responsible for the Village defibrillator ~ Cllr D Wells **RESOLVED 23/05/04c**
 - [d] councillor responsible for routine inspection of recreation ground, play equipment & dog bags ~ Cllr D Johnson **RESOLVED 23/05/04d**
 - [e] website co-ordinator ~Cllr J Lockton **RESOLVED 23/05/04e**
5. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to receive any Members' Dispensations ~ none received
6. The Minutes of the Parish Council Meeting held on **27 April 2023** were approved as a true record **RESOLVED 23/05/06** (one abstention)
7. **Public participation** A member of the public spoke about his wish that Parish Council might possibly reconsider the use of internet banking following the difficulty experienced when paying in a cheque issued by the Parish Council and congratulated the Clerk on the CiLCA qualification.
8. The Chair welcomed newly elected District Councillor John Moran to the meeting and invited Cllr Moran to present his report. Cllr Moran was due to have a meeting with MP Kemi Badenoch and will be raising concerns from residents identified prior to the elections related to
 - Speeding
 - Road closures
 - Broadband
 - Future developments and how planning applications are dealt with by the planning authority.

Additionally, Cllr Moran reported that the

- Local Plan timetable had been pushed back to October 2023, but indicated that no development was planned for Hadstock, however, cross border issues remain.
- Cllr Moran had recently attended training for planning and enquired about the weight given to Neighbourhood Plans, when it was confirmed that UDC will take note of a Neighbourhood Plan.
- He spoke about Ashdon's adopted neighbourhood plan as an example of good practice.
- As a District Councillor, Cllr Moran would be responsible for calling in planning applications if it was necessary, which would likely go to committee, rather than a delegated decision of an officer.
- Road closures are not operating fairly with an extended time being given to the applicant causing disruption to Parishes and there is a need to communicate more effectively.
- Cllr Moran is a member of the Licensing Committee.

Hadstock Parish Councillors asked questions of Cllr Moran

Cllr Lockton asked if Cllr Moran would seek the MP's view on the 20's Plenty campaign. He acknowledged the difficulties of convincing Essex Highways.

Cllr Nuttall paraphrased the highways concerns and interactions that the Parish Council have had with Highways over the years but the issues remain. It was suggested by Cllr Moran, that we should arrange a highways surgery in Chelmsford with the cabinet member for Highways, Lee Scott. The possibility of Hadstock Parish Council compiling an informal traffic audit, which could be used as evidence was discussed. Cllr Nuttall suggested that a future campaign is co-ordinated with the assistance of Cllr Moran & Cllr Foley, to try and address the concerns related to traffic through the village could be actioned.

Cllr Hannam expressed concerns about site allocations affecting the boundaries of the Village, it was felt that the proposed development would not be as big and pushed further north but this can be addressed in the consultation process. It was suggested that a Neighbourhood Plan may be helpful. Cllr Moran would bring in some documents from the Ashdon Neighbourhood Plan.

9. County Councillor Foley, had informed the Parish Council that the Highways Panel had not met as planned and he would attend the next meeting of HPC
10. It was noted the Clerk/RFO has successfully achieved The Certificate in Local Council Administration (CiLCA) and congratulations extended by Councillors
11. The Clerk explained the general power of competence and the need to confirm that **Hadstock Parish Council meets the criteria for eligibility** as described in the Localism Act 2011 s1(1) if HPC wished to adopt this power.
 - i. the number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number of councillors
 - ii. The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.Hadstock Parish Council confirmed i & ii to adopt the general power of competence which will be held until the next ordinary election. **RESOLVED 23/05/11**
12. **Action points and matters arising from previous meetings:** Updates for information only. (no resolutions will be made)
 - a. Clerk's report ~ the funding for the trees and hedging has been authorised by UDC
According to UDC despite the cost of the green skip having increased by 25% the operating staff have been reduced by 50 % this was apparently due to the fact that during the period of Covid-19 UDC had increased the operators to 2 rather than 1 which they have now reverted to. **ACTION** Clerk to inform Hadstock Info that bags must not be left unless arrangements have been made for removal by someone in attendance in the day, as there is now only one operator.
 - b. Councillors Report ~ revision of welcome letter required **ACTION** Cllr Nuttall
 - c. Opportunity for Councillors to update with information ~ Cllr Hannam reported that the vegetation along Linton Road needs strimming **ACTION** Cllr Nuttall will encourage volunteers.

Councillors **RESOLVED 23/05/ tbf** (to bring 15h forward)

15.[h] update from Coronation event and review expenditure. The Clerk gave a report related to the Kings Coronation event being a very successful event and presented the payment schedule prepared by Rick Albrow. This left an amount of £25.00 could be donated to the Village Hall towards the hire of the venue over the weekend if the Council wished which was **RESOLVED 23/05/15h** Thanks were expressed to the Working Group who arranged the event on behalf of the Parish Council being grateful to Uttlesford District Council for the allocation of funding. The total spend was £1120.35 (excl. VAT). The Clerk will send all detail required to UDC for reimbursement of £900

The issue of the bunting was discussed no further action required. £200 is still available for a tree/s

13. Planning Application/s

[a] UTT/23/0983/LB | Internal and fenestration alterations, external staircase, retention of existing air source heat pump | The Control Tower Bowers Lane Hadstock Essex CB10 1XQ Councillors discussed this planning application and **RESOLVED 23/05/13a** to support it

[b] UTT/23/0982/HHF | Internal and fenestration alterations, external staircase, S73A retrospective installation of air source heat pump | The Control Tower Bowers Lane Hadstock Essex CB10 1XQ Councillors discussed this planning application and **RESOLVED 23/05/13b** to support it.

ACTION The Clerk would submit those comments to the UDC planning portal

14. To note decisions made by UDC on planning application/s ~

It was noted that Approval with conditions related to materials had been granted for UTT/23/0554/LB | Rebuilding of outbuilding to supply ancillary accommodation updating previously approved scheme UTT/14/3764/HHF & UTT/14/3765/LB | Chestnut House Linton Road Hadstock Essex CB21 4NU and

UTT/23/0553/HHF | Rebuilding of outbuilding to supply ancillary accommodation updating previously approved scheme UTT/14/3764/HHF & UTT/14/3765/LB | Chestnut House Linton Road Hadstock Essex CB21 4NU

15. Governance: To note and approve the governance documents below [a] [c] & [d] previously sent to councillors

[a] that standing orders, financial regulations previously approved remain **RESOLVED 23/05/15a**

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[c] risk assessment for year end March 2023 **RESOLVED 23/05/15c**

[d] the Asset register has been reviewed which will be restated during 2023/24 **RESOLVED 23/05/15d**

[e] It was agreed following notification at the previous meeting to renew the Annual Insurance due 01 June 2023 having sought a quote from A J Gallagher for £528.85 including tax and admin. charges **RESOLVED 23/05/15e**

[f] To appoint the Internal Auditor for 2023/24 It was **RESOLVED 23/05/15f** to defer making the appointment

[g] The following training sessions were discussed and approved for attendance **RESOLVED 23/05/15g**

i. planning ~ Cllrs Nuttall, Hannam, Wells, Lockton 01 June 2023

ii. code of conduct ~ Clerk 16 June 2023 (Training the trainer)

Cllrs Hannam, Wells 19 June 2023

Cllrs Nuttall, Lockton 24 July 2023

iii. highways ~ Cllr Nuttall + 1 (TBC by trainer) 04 July 2023

[h] *update from Coronation event and review expenditure. ~ see above*

[i] The Clerk explained the process required for authority and signatories to operate the banking arrangements with Barclays Bank, seeking approval for the Clerk to start the process to remove 2 signatories (former councillors) from Barclays bank to enable **RESOLVED 23/05/15i**

[j] for 1 further Councillor to be signatory for Barclays Bank, to have full authority. Following discussion Cllr Wells was nominated and approved **RESOLVED 23/05/15j**

[k] to approve Clerk/RFO having access to correspond and discuss banking arrangements only (not a signatory) with Barclays Bank **RESOLVED 23/05/15k**

16. FINANCE 2022/2023

[a] the Clerk/RFO gave a verbal finance report in correlation with the presented bank statement which the Chair reported on and signed

[b] It was noted that council's expenditure 2022/23 under section 137 of the Local Government Act 1972 was ~ i. donation to Addenbrookes Charitable Trust £50.00 ii. donation to Uttlesford Food Bank £50.00 & iii. £23.98 to Royal British Legion for wreath.

[c] The payments listed below were discussed and approved noting that Ash Tree Services invoice had not been received to date.

[d] There were no additional invoices received after Agenda issued

[e] To review tree work before next meeting and await invoice **RESOLVED 23/05/16e**

Cheque	Payee	Description	Net amount	VAT	Total
101434	Gallagher Insurance	Annual Insurance renewal	528.85		528.85
101435	Saffron Walden Ice creams	Kings Coronation event	170.00	34.00	204.00
101436	Ms S A Beckett	Clerks' salary month 2	309.61		309.61

17. Highways ~ to receive an update on highways issues and discuss.

[a] Highways Panel ~ with reference email from Peter Holt of UDC it would appear that there is an issue of funding and as reported by Essex County Councillor Foley no further Highways Panel meetings have been held in recent weeks.

[b] Village Highways concerns & report ~ Cllr Nuttall suggested that Hadstock Parish Council operate a pothole watch by way of reporting, recording reference number and evaluating response

[c] Speed watch report ~ Cllr Nuttall reported that the piece in the Magazine seeking more volunteers, disappointingly, had not received any responses. Speed watch team is reporting regularly. There appears to be a new PCSO but no response to date from an email sent by Cllr Nuttall. **ACTION** Cllr Nuttall to chase

[d] update re road closures & traffic management to be removed as a regular agenda item

18. Parish Land Report & PRoW's ~ in the future there will be a need for the PRoW in the Village to be checked and signage to be renewed where necessary. Volunteers will be needed to walk some of the areas ACTION for the next agenda

19. Lens Path ~ nothing reported ACTION Clerk to email re mowing

20. Recreation ground ~

[a] To discuss annual playground report and approve any actions required ~ deferred to next Agenda for Cllr Johnson. Cllr Nuttall is meeting with fencing contractor on 23 May to discuss fencing panels and has been advised that spraying the panels would be the better option.

[b] Playground equipment report ~ Cllr Johnson has reviewed some of the play equipment to discuss next meeting

21. Village Hall Report ~ nothing specific to report. Cllr Nuttall will step down from committee

22. Emergency Planning~ Cllrs Lockton & Wells reported that the website has been reviewed and the draft plan uploaded ready for consultation and the village to make comment. Cllr Lockton will arrange for the page to go live. The information about the Emergency Plan will go to the Magazine and Hadstock Info when ready. ACTION Cllr Lockton

23. The Parish Council discussed the Meeting schedule for 2023/24 and RESOLVED 23/05/23 the next meetings would be 15 June 2023 and then the last Thursday of each month excluding August & December.

24. To note the next ordinary meeting of Hadstock Parish Council will be Thursday 15 June 2023 @7:30pm in the Village Hall

25. The Chairman closed the meeting @ 21.31pm

..... **Chairman.**

Signed as a true record and RESOLVE to approve on 15 June 2023