

HADSTOCK PARISH COUNCIL



Minutes of Hadstock Parish Council Meeting

Held on

Thursday 27 July 2023

at 7.30pm in the Village Hall Hadstock.

Present: Parish Councillors: Keith Nuttall, Jude Hannam (from 7.37pm) Denise Wells, John Lockton, David Johnson & Parish Clerk Sara Beckett.

Also present County Councillor Martin Foley, District Councillor John Moran & 1 member of the public.

1. The Chair welcomed all to the meeting, reminded Councillors of the fire safety procedure and announced that proceedings may be filmed or recorded.
2. No apologies required as Cllr Hannam had previously informed that she may be delayed by a few minutes.
3. 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 notified or received. This was an opportunity to discuss the current register of interest forms and the ideas for a uniform and informed manner of completion for transparency and to aid interpretation of necessary declarations. The clerk advised the council that a declaration can always be made if required prior to any discussion of an agenda item which will also be noted in the minutes.
4. The Minutes of the Parish Council Meeting held on **15 June 2023** were accepted and approved. **RESOLVED 23/07/04.** The Chair signed them as a true record.
5. **Public participation** ~ A member of the public spoke about issues related to overhanging vegetation specifically from a residential property on Bartlow Road and the area on Bilberry End adjacent to the triangle of grass. **ACTION Cllr Nuttall** would speak to the resident of Bartlow Road
Cllr Nuttall welcomed both County & District Councillors to the meeting expressing gratitude for their attendance and being able to engage with them over matters that are of great concern to the Parish
6. County Councillor Foley had sent a written report previously circulated to HPC adding detail to that with regard the Highways Panel, potholes, finance related to projects and maintenance within Essex County Council and Youth Initiatives. Cllr Foley encouraged the use of Libraries and spoke about the positives and negatives associated with the Recycling programme
7. District Councillor Moran informed HPC that he is now on the Stansted's watch group which has yet to meet. Issues have been experienced with waste collections since moving to the new depot which had affected the green skip programme. Cllr Moran has modest funding available approx. £500 would be available to HPC. The Local Plan is due to have a consultation for a six-week period likely to be from November 2023.
Neighbourhood planning was again discussed Cllr Moran would forward details of individuals who wrote the plan for Ashdon. **ACTION Cllr Nuttall** will contact Ashdon Parish Council
8. **Action points and matters arising from previous meetings:** Updates for information only. (no resolutions will be made)
 - a. Report from Clerk
 - Linton parish council's draft neighbourhood plan is being consulted on until 13 august
 - day course for councillors on playground inspections October 2023
 - 2 branches have been broken from the oak tree at the triangle of moules land and removed
 - Trees for the coronation have still to be decided ~ Contact a resident

- Salt scheme signed up to
 - Reports from residents re potholes, Linton Road ditch, play equipment and rescheduling of green skip.
 - Request to be considered for Clerk to undertake FiLCA through SLCC
- b. Reports from Councillors included
- recent training/ webinars from highways, code of conduct and register of interest,
 - Len's path removal of vegetation by fencing
 - Positive contact has been made with the PCSO may be invite to 2024 Meeting of the Parish
 - Further quotes for fencing along Linton Road
- c. Opportunity for Councillors to update with information ~
- Further strimming of areas in the Village ~ chair to arrange a call to action
 - Following the great concern about potholes it was decided to plot the potholes as a record with reference what3words and photos which will be monitored giving HPC the ability to track and report further. Clerk to draft a plan and revert to councillors

9. Planning Application/s -

Cllr Johnson declared a disclosable interest and left the meeting

UTT/23/1830/HHF | Removal of a garden shed, construction of an outdoor swimming pool and erection of a new garden store | Fairhill Moules Lane Hadstock Essex CB21 4PD. Hadstock Parish Council discussed this planning application at the meeting of 27 July 2023 and **RESOLVED 23/07/09a** that there were no objections

Cllr Johnson rejoined the meeting.

UTT/23/1747/LB | Installation of 17 solar panels onto the south west elevation of the property on the pan tiled roof above the kitchen and two bedrooms. Installation of an inverter and battery in the utility room. | White House Bartlow Road Hadstock Essex CB21 4PF Hadstock Parish Council discussed this planning application at the meeting of 27 July 2023 and **RESOLVED 23/07/09b** that there were no objections

10 The following decisions made by UDC on planning applications were noted - 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 **APPROVED**

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 **APPROVED**

The Clerk reported that a planning application UTT/23/1866/OP | Outline application with all matters reserved except access for 2 no. detached bungalows. | Broadmarsh Cottage 5 The Row Linton Road Hadstock Cambridge CB21 4NY had been received since the publication of the agenda for tonight's meeting and possibly an extra ordinary meeting might be arranged. It was **RESOLVED 23/07/10+** that an extra meeting is to be called for 11 August 2023 at 1.15pm

11 Governance

[j]Website ~ Cllr Lockton gave an update on the management of the website and is now more confident in the way the website works having been given an instruction manual and 1:1 assistance from NextNorth. The ticker related to May elections needs to be removed but is a very good means of drawing attention to important information

[ii]Councillors gave authority for their contact telephone numbers to be available on the on the website **RESOLVED 23/07/11ii ACTION Clerk**

12 FINANCE 2023/2024

[a] The Clerk presented the Scribe Finance report and bank reconciliation for 2023/24 to 30 June 2023. The Chair acknowledged the Councils wish to note this and signed both documents. The Clerk presented the budget report to date which was noted. The Chair advised Councillors to review documents particularly related to expenditure that was not included in the budget set in January 2023 and to be mindful when

making suggestions involving a financial commitment for consideration. The bank balance is the working balance and no reserves have been ear marked or set aside. To consider ear marking reserves in the future. The Chair will go through the accounts to familiarise himself with the new reporting system. The Clerk reported that whilst the AGAR had been completed, the figure in Box 7&8 should be the same but the un-presented cheques had been incorrectly subtracted this can be restated for 2023/24 but the figures correspond to the bank reconciliation. The External Auditors have notified HPC that all is in order and the period of public rights is due to end on Monday, they will therefore not be making any further contact with HPC.

[b] the payments listed below D 101439 and D 101440 using Clerks delegated authority to seek signatures between meetings were approved. The Clerk advised of payments **RESOLVED 23/07/12b**

[c] The Clerk advised of payments listed below which were agreed and approved **RESOLVED 23/07/12c**

Cheque	Payee	Description	Net	VAT	Total
D 101439	Ms S Beckett	Clerks salary month 3 June	309.61		309.61
D 101440	HMRC	PAYE Q4	237.00		237.00
101441	Ms S Beckett	Clerks salary month 4 July	327.05		327.05
101442	Ms S Beckett	Expenses reimbursement ~travel, printing, stationary Feb-July 2023	332.32	14.99	347.31
101443	UDC	Election fees	52.47		52.47
101444	Hadstock Village Hall	Venue hire to March 2024	200.00		200.00
101445	Hadstock Village Hall	Venue hire for Kings Coronation	25.00		25.00
101446	ICO	Data Protection fee	40.00		40.00

d] 2 invoices were received after the Agenda was issued for venue hire from the Village Hall it was **RESOLVED 23/07/12d** to authorise payment.

[e] To discuss and review Clerks salary ~ **RESOLVED 23/07/12d** to defer. **ACTION Cllr Nuttall** to report to Council further

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

[a] Highways ~ Cllr Nuttall reminded the council of the road closure on Walden Road. Highways issues have been discussed through the meeting particularly with District and County councillors and a decision made to continue to report related incidents

[b] Speed watch ~ Cllr Nuttall reported that a new volunteer had come forward and will have training and the programme continues

[c] Potholes ~ an approach to potholes has been discussed and to be actioned

14 Recreation Ground Report ~

[a] Cllr Johnson reported on the work required following the Annual Playground Inspection and spoke of the quotes for repairs. It was acknowledged that the 'V' climbing frame required more work than initially thought as both sides appear to be rotten. Current quotes were not like for like. **ACTION Cllr Nuttall** will meet with one contractor to discuss further. **ACTION Cllr Johnson** in the meantime, the piece of equipment will be taped off and a notice applied.

[b] It was confirmed the recreation ground is in good order

[c] It was confirmed all play equipment has been visually checked and useable apart from the climbing V frame as above

[d] The condition of the 2 remaining trees on the border of the recreation ground where previously 2 trees had been reduced was discussed and confirmed to be in order and safe no action required **RESOLVED 23/07/14d**

15 Parish Land Report & PROw's ~ Cllr Johnson reported that he had attended to some nettles on a footpath and it was decided to seek volunteers to undertake a review of footpaths to ensure they are clear walkable and safe **ACTION Cllr Nuttall to arrange volunteers**

16 To discuss fencing on Linton Road ~ quotes have been sought and require further discussion before a decision is made.

17 Council discussed how to approach issues of Linton Road 'ditch'. Historically there has not been a resolution of a successful approach as to who owns the ditch which runs adjacent to the road and

between the fence of Lens Path. It was felt that this must be investigated further with engagement between the 3 parties involved the Parish Council, the land owner and Highways. To be discussed further
Item 22 was brought forward following which Cllr Johnson left the meeting.

- 18 **To discuss neighbourhood planning for Hadstock** ~ The Clerk had prepared a report which was noted in conjunction with the discussions earlier in the meeting with Cllr Moran. Further investigation would proceed to identify need and value.
- 19 Cllr Wells is looking to carry out the renovation & painting of the Listed Telephone box, she will liaise with a resident before proceeding with any work
- 20 **Village Hall Report** ~ Cllr Hannam reported that bookings were increasing with good feedback. Concerns related to the trees near the hall had been addressed. Minor work is to be undertaken by volunteers effectively rather than paying for work to be carried out
- 21 **Emergency Planning** ~ update Cllrs Wells & Lockton. Draft 2 is now available since further engagement with residents. Cllr Lockton is seeking to have the document finalised for the September meeting. As HPC is the lead organisation then it's important the members of the council are in agreement, conversant with the plan as Hadstock Parish Council will be responsible for engaging the plan in the event of an emergency until emergency services arrive. Additions are still to be made in terms of contacts and resources. Everyone was encouraged to read the whole document in readiness for the next phase on 11 August 2023.
ACTION Cllr Lockton to email further draft to all
- 22 Cllr Wells gave an update on the Defibrillator ~ the pads have been replaced and will be checked on a monthly basis and reported via Webos.
- 23 CPR training for residents was discussed~ Cllr Wells will continue to take this forward
- 24 **Items for next agenda** were noted by the Clerk throughout the meeting
- 25 **It was noted that whilst there is not a scheduled meeting in August 2023 and EOM will be held on 11 August 2023 @1:15pm followed by Thursday 28 September 2023 @7.30pm** in the Village Hall
- 26 Public exempt if resolved ~ n/a
- 27 **Chairman closed the meeting at**

..... **Chairman.**
Signed as a true record and RESOLVED to approve on 11 August 2023