

HADSTOCK PARISH COUNCIL



Minutes of Hadstock Parish Council Meeting

Held on

Thursday 30 November 2023

at 7 30pm in the Village Hall Hadstock.

Present: Parish Councillors: Keith Nuttall, Jude Hannam, John Lockton, Denise Wells, David Johnson & Parish Clerk.

Also present was 1 member of the public

1. The Chair welcomed all to the meeting, reminded Councillors and members of the public of the fire safety procedure and announced that proceedings may be filmed or recorded.
2. Apologies were received from County Cllr Foley and District Cllr Moran
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.
4. The Minutes of the Parish Council Meeting held on **26 October 2023** were accepted and approved with an amendment from Ducky to Duchy **RESOLVED 23/11/04**. The Chair signed them as a true record.
5. **Public participation** ~ none
6. County Councillor Foley had sent his apologies with a written report sent to all Councillors
7. District Councillor Moran had sent his apologies
8. **Action points and matters arising from previous meetings:**
 - a. The Clerk reported: the locality funding has been requested from Cllr Moran to consider 3 projects requiring expenditure of similar amounts fencing, play equipment & repairs to base of Lens bench
 - b. Report from Councillors:
 - Cllr Lockton questioned if the email contact for UDC has change or is permanent **ACTION** Clerk to enquire.
 - Cllr Nuttall confirmed that the emergency plan had been sent to Ashdon and Linton Parish Councils
 - Cllr Hannam reported that leaflets re the emergency plan had been hand delivered to the Bowsers area
 - Cllr Lockton expressed concerns of vegetation over growing the highway on Bartlow Road.
 - c. Opportunity for Councillors report concerns from residents ~ none to note
9. **Planning Application/s** UTT/23/2845/TCA | 1no. Walnut tree- prune back by 20% to improve the shape. Ashdale Linton Road Hadstock Essex CB21 4NU **no comment required**
10. **Decisions made by UDC on planning application/s** UTT/23/2860/TCA | Reduce by 20% and maintain shape 1no. Dawn Redwood | 1 The Cottages Linton Road Hadstock Cambridge CB21 4NU. **NO OBJECTIONS**
 - [b] UTT/23/2693/TCA | Mulberry - 1-2m crown reduction | 1 Backhill Cottages Back Hill Hadstock Cambridge CB21 4PB **NO OBJECTIONS**
 - [c] UTT/23/2675/DOC | Application to discharge condition 2 (materials) attached to UTT/23/1830/HHF. | Fairhill Moules Lane Hadstock Essex CB21 4PD **APPROVED** with conditions related to materials
 - [d] UTT/23/2051/LB | Reduce the size of walls in sitting room and replace modern beam to increase the opening to 3.5m leaving approx. 500-550mm of wall at each end. | Hadstock Cottage Bartlow Road Hadstock Essex CB21 4PF **REFUSED** *The proposal fails to preserve the special interest and significance of the designated heritage asset; contrary to Policy ENV2 of the Uttlesford Local Plan 2005 and the National Planning Policy Framework 2021. With regards to the National Planning Policy Framework (2021) the harm would be less than substantial; however, it is not considered that there are public benefits associated with this proposal that outweigh the heritage harm identified*
11. **UDC Draft Local Plan**
 - Cllr Nuttall and Cllr Lockton reported on the public meeting held on 16 November 2023 specifically arranged for the village to discuss the draft Local Plan. The meeting was attended by 8 members of the public with District

Councillor John Moran and County Councillor Martin Foley in attendance. Councillors debated the comments made at the meeting by residents and felt it would be helpful to invite written comments to be made to the Clerk who on receipt would formulate them and submit through the consultation portal or as an email. This would be made known through Hadstock Info. **RESOLVED 23/11/11**

12. FINANCE 2023/2024

[a] Finance report, budget report and bank reconciliation of 2023/24 to 30 November 2023 were noted and utilised to inform 12[b]

[b] A draft budget[v1] for 2024/25 as prepared by the Clerk /RFO was presented and discussed. The precept being based on the UDC tax base [due on 07 December 2023] could not be exactly calculated but based on discussions and requirements, factors related particularly to expected increase in expenditure were noted for further consideration. The Clerk/RFO suggested that councillors may wish to have a working group for discussion before the next meeting. Councillors to review projected financial requirements for further discussion.

Considerations discussed-

- Green skip
- Grass cutting increase expected and will reflect on below
- Church contribution / Lens Path maintenance
- Website charges possibly 200 for extra work required for sustainable Hadstock
- Hedge cutting responsibility of home owners [Chair will write or visit]
- Sustainable Hadstock to discuss further at 13
- End of year balance likely to be 6500 to 7000
- Increase of scribe
- VAT to be reclaimed
- Comparison of precept related to other parishes based in number of band D dwellings explained

ACTION Clerk/RFO could possibly arrange to discuss further before next meeting to aid provision of [v2]

[c] Councillors reviewed the invoices for payment and approved payments as listed below which included an advance of the Clerks December salary [no December meeting] **RESOLVED 23/11/12c**

[d] To agree and approve appropriate invoices received after Agenda issued * if necessary. **RESOLVED 23/11/12d**

Cheque	Payee	Description	Net amount	VAT	Total
101456	Ms S Beckett	Clerks' salary month 8 November 2023	350.87		350.87
101457	Ms S Beckett	Clerks' salary month 9 December 2023 (advance)	300.00		300.00
101458	Starboard Systems Limited	Scribe annual fee	228.00	45.60	273.60
101459	100 Parishes	Annual membership fee	10.00		10.00
101460	Ms S Beckett	Travel	113.4		113.4
101461	Ms S Beckett re imbursement	WHSmith Staples diary minute book/notes HP Ink subscription		5.58 6.66	33.47 39.96 = 73.43
101462	Mr W Richards	*Grass cutting and strimming	1817.00		1817.00

13. Governance

[j] Councillors considered donations that might be made and **RESOLVED 23/11/13i** to donate £50 each to Uttlesford Food Bank and Addenbrooke's Charitable Trust. Cheques will be presented for authorisation at the next meeting

[jia] The Chairman invited Cllr Lockton to present his report of Helping communities deliver net-zero. Cllr Lockton reported on the meeting of 09 November 2023 related to and thanked those who attended. A working group comprising of key interested individuals would lead the initiative for the village.

There are 3 initiatives which would run from March 2024-March 2025

- Engage the village – demonstrate climate change issues and how they can be improved for individual and the village
- Low carbon- surveys of houses, village hall and church

- Illustrate what can be done
 - Loan a thermal camera for use in homes
 - Biodiversity – increase carbon capture and involve Essex Wildlife Trust
RESOLVED 23/11/13iia for Cllr Lockton to form and lead a working group
 [iib] To consider and approve terms of reference for working group related to 13[iia] was deferred
 [iic] Cllr Lockton presented the proposed finance details within the application form which were discussed. The Council considered and approved Cllr Lockton completing the funding application for The Zero Carbon Communities Grant Fund and submission of completed form. The clerk emphasised that the contribution of funding as stated in the application form is fluid and any amount will be considered within the budget setting.
RESOLVED 23/11/13
 [iid] The policy for climate change related to 13[iia/b] was deferred
 [iii] The council reviewed and approved the safeguarding policy as presented by the Clerk **RESOLVED 23/11/13iii**
 [iv] The council reviewed and approved the equality policy as presented by the Clerk **RESOLVED 23/11/13iv**
 v] Councillors considered the appointment of an internal auditor. Following discussion based around the need to understand governance not just the accounting of HPC **RESOLVED** to appointment Sally M to complete an internal audit for 2022/23 with the assistance of the Clerk **RESOLVED 23/11/13v**
 [vi] Local Government Pay Agreement 2023 – in line with the national agreement councillors voted to accept increase and to be back dated to April 2023 **RESOLVED 23/11/13vi**
14. Highways
- [a] Highways ~ Cllr Nuttall had nothing further to report
 - [b] Speed watch ~ Cllr Nuttall reported that a new member has enrolled and it was intended to carry out a session the following week provided weather is appropriate and members are available
 - [c] Pothole reporting update Cllr Hannam will take required photos **ACTION** Clerk to provide references
 - [d] 20's Plenty no further progress. Still the intention to arrange visit from Portfolio Holder for Highways which may involve more input from Essex County Councillor Cllr Foley
15. Recreation Ground Report ~
- [a] Cllrs clarified the funding as per UDC Sports Provision Grant. HPC would apply for a new piece of equipment to replace the Burma Bridge. If unsuccessful repairs to be reconsidered **ACTION** Clerk to apply for funding towards replacement and confirm repairs to be carried out with contractor.
 - [b] To confirm recreation ground is in good order Cllr Johnson reported that much is looking rather sad and some general maintenance required in terms of cleaning and painting which he will undertake.
 - [c] Cllr Johnson confirmed all play equipment has been visually checked and useable apart from the Burma Bridge which requires taping off again. **RESOLVED 23/11/15c** for Cllr Johnson to purchase some suitable tape no amount specified and not to proceed further with the Monkey Challenge equipment due to lack of suitable space. Cllr Johnson reported on his completed audit of the playground equipment. Cllr Johnson now has key to main gate and a plentiful supply of dog bags.
 - [d] councillors discussed briefly the removal of a tree which might be dead on the recreation ground. This was deferred as not a hazard but to review.
16. Parish Land Report & PRoW's
- Parish Land Report & PRoW's ~ discuss any issues reported and approve actions required
- [a] Land adjacent to Duchy Barn Cllr Lockton reported that the 'Green Team' had carried out some removal of vegetation as a consequence it was decided that no further removal of vegetation would be necessary in the immediate future HPC to review the position associated with covenants
 - [b] Village Christmas tree -The Christmas tree arrived earlier than expected and is in situ.
A risk assessment could be added to the general risk management as an event item
 - [c] The placement of a Coronation tree was deferred.
17. **To discuss fencing on Linton Road** ~ Cllr Nuttall has met with the contractor re the fencing requirements and a quote has been received [wooden fencing- To install a concrete spur at either end of the fencing, install 16 5'' x 3'' x 3' timbers to existing loose posts, re-secure rails where necessary and remove 2 lots of trellis and ivy from fencing - £587.36] Cllrs discussed this and **RESOLVED 23/11/17** to accept quote Lens bench was also discussed within the same quote reference and **RESOLVED 23/11/17** to accept quote but not to include the bollard [To remove damaged corner and injection 2 part resin in existing cracks. To install steel yellow bollard to corner of the bench plinth - £198.20] **ACTION** Clerk to notify IB

- 18. Linton Road 'ditch' ~ Cllrs recognised the need to resolve this ongoing situation and will open communications with stakeholders.
- 19. Renovation & painting of the Listed Telephone box update ~ Cllr Wells reported that this would be a project now for the Spring of 2024.
- 20. Village Hall ~ Cllr Hannam reported enquires have been made for weddings. There will not be a Burns night but Pub Nights have commenced this will require further organisational detail to improve success. It was recognised that all events require a lot of work which is very much appreciated. The Panto has proved to be a great success according to ticket sales.
- 21. Defibrillator ~ Cllr Wells checks monthly. The shelf will be replaced with signage installed.
- 22. CPR training ~ Cllr Wells will speak to prospective trainers to arrange a date.
- 23. Items for next agenda were noted throughout the meeting
It was noted the next Meeting will take place in the Village Hall on Thursday 25 January 2024 @7.30pm
Please Note This Will Be to Approve the Budget and Set the Precept For 2024/25
- 24. Public exempt not required
- 25. Chairman closed the meeting at 21.45pm

..... Chairman.

Signed as a true record and RESOLVED to approve on 25 January 2024

DRAFT