**MINUTES OF THE**

**ANNUAL MEETING of QUENDON & RICKLING PARISH COUNCIL**

**HELD ON WEDNESDAY 10th May 2017**

**PRESENT:**

**Alan Price (Chairman)**

**Brandon Chapman**

**Chris Phillips**

**Paul Wilsher**

**Sally Kitcat**

**Tony Jones**

**Anne Webb (Parish Clerk)**

**Cllr. Anthony Gerard**

**4 Members of the public**

Apologies:Ele Stoneham

A copy of the annual report prepared by Alan Price was circulated. (see attached)

No other matters were raised.

**Quendon and Rickling Parish Council**

**Chairmans Annual Report**

**May 2017**

Following on directly from my report last year, we will all be aware that the Foxley development, The Pavilions, is now very nearly completed and almost all houses sold and occupied. So a welcome to our new residents. Work has also started in earnest on the new development on the site of Ventnor Lodge.

Frustratingly, no practical work has been done by ECC Highway’s regarding the speed limit in Green Road, although this is partly due to the problem of siting new speed limit signs, where only private property is available, this being the Green itself. We also continue to pressure that same department regarding the promised improvements to the Belchamps Lane junction.

The PC finances remain robust, with a contingency appropriate to our size of population, at around £20,000. This has again been achieved without the need to increase the precept. In fact, an advantage of our new housing is that the household bill for council tax, as relates to the precept, has seen a slight reduction. We continue to make modest donations to local charities, and to local projects where appropriate.

Preparation of the Neighbourhood Plan is moving ahead nicely. It is, by its nature a long process but I believe we may expect to see a draft early next year. We are represented on that committee both by the PC and residents, who meet in Newport.

The issue of high speed broadband has been difficult but there would appear to be some light at the end of the tunnel. We have recently received assurance from Gigaclear that they still intend to start work on the infrastructure, albeit after some short delay. I suspect I may still be commenting on this next year. However, thanks to Tom Duncan, our local Broadband Champion who has done much to present our case and represent us at numerous meetings.

We have seen one or two changes to the PC again this year. Lindy McDermott left us and was replaced by Ele Stoneham who has settled in well. Ele is a resident in Rickling and congratulations to her and Ian on the birth of their daughter Gracie this month.

Our Clerk, Sue Joannou also left us, to be replaced by Anne Webb. Anne has also settled in well and embarked on training and is proving to be very efficient in the role. We seem to be blessed with some very capable ladies in the village who do a marvelous job of making my job so much easier.

My thanks also to Ray Gooding, our County Councillor, who never fails to support whatever project we put forward to the County Council and who is a regular attendee at our PC meetings; and to Jo Parry and Neil Hargreaves who I know have worked hard in our interests at UDC.

Finally, my thanks to the other members of the PC who do so much more than simply attend a meeting once each month. They work hard for us all and never fail to show support for me, which I know is not always the case in other PC’s.

Alan Price

Chair

Quendon and Rickling Parish Council.

**DRAFT MINUTES OF**

**QUENDON & RICKLING PARISH COUNCIL**

**HELD ON WEDNESDAY 10th May 2017**

**PRESENT:**

**Alan Price (Chairman)**

**Chris Phillips**

**Brandon Chapman**

**Paul Wilsher**

**Sally Kitcat**

**Tony Jones**

**Anne Webb (Parish Clerk)**

**Cllr. Ray Gooding**

**Cllr. Anthony Gerard**

**4 Members of the public**

1. **Election of Chairman**

Alan Price was nominated for Chairman by BC, and seconded by SK

AP was unanimously elected.

1. **Election of Vice Chairman**

Chris Phillips was nominated for Vice Chairman by AJ and seconded by SK.

CP was unanimously elected.

1. **Dispensations/Declaration of Interest**

None

1. **Apologies for Absence**

Cllr Neil Hargreaves

Ele Stoneham

1. **To appoint the Councillors responsible for the following: -**

1. Liaison with Rickling School – **SK**
2. Liaison with Rickling Green Recreation Association – **SK**
3. The Emergency Plan – **SK & AJ**
4. The Planning Committee – **BC, PW & ES**
5. B1383 Committee & Liaison with ECC Highways – **AP & PW**
6. Community Speed Watch – **AP**
7. PROWs – **SK**
8. Project Grants and Funding – **CP & AJ**
9. Community Initiative Funding – **CP & AJ**
10. Defibrillator Co-ordinator – **CP**
11. Village Plan PC Representatives – **BC & CP**
12. Neighbourhood Plan PC representatives - **BC**
13. Community Environment Facilities (Grit bin, community skip) – **BC**
14. Parish Communications (website etc.) -  **PW & ES**
15. **Minutes of the Parish Council Meeting held on 12th April 2017**

The Minutes had been circulated. They were approved and signed by the Chairman as a true record.

1. **Matters arising from the Minutes of 12th Apr 2017 meeting:**

BC informed the meeting the finger sign post work has been completed and had received thanks from the repairer for our donation. Cllr Gerard stated there was money available from the new homes bonus if a finial was required.

1. **Public Participation**

A member of the public raised a point with the Chairman following an article in the Link. The article mentioned AP would be talking to ECC concerning some sort of traffic management on the B1383.

AP explained he was hoping for some form of traffic calming subject to funding. Correspondence had been received from two organisations which he would use to pursue this.

1. **Finance**

**2016/17 Audit**

The Clerk advised that the Audit Commission Annual Return and relevant documents for the year ended 31st March 2017 have been completed. These documents have been approved by the Internal Auditor (Yvonne Morton) whose report will be circulated to the PC once received. The auditor raised a concern that there was no current risk assessment in place, this was discussed, AJ agreed to put a document together as soon as practicable. The Clerk advised the meeting that the standing orders are due for renewal and will be included in next month’s agenda. **ACTION: Risk assessment - AJ**

1. **Annual Governance Statement**

The Annual Governance Statement was agreed as an accurate record of the Parish Council’s processes. **Minute reference Q&RPC/10/10/5/2017.** The Annual Return wasduly signed by the Chairman and the Clerk. The Return will be sent to the External Auditor (Audit Commission) by 13th June 2017 for approval as per the legal requirement.

1. **Annual Accounting Statements**

The Year End accounts were agreed as a true record of the Parish Council’s finances. **Minute reference Q&RPC/11/10/5/2017.** The Annual Return was duly signed by the Chairman and the RFO. The Return will be sent to the External Auditor (Audit Commission) by 13th June 2016 for approval.

1. **Insurance renewal**

The Clerk noted that renewal notice for insurance had been received from Zurich Municipal with a premium of £671.08. It was unanimously agreed that the renewal premium should be paid**.**

1. **Current Finances**

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | The Clerk reported the following outgoings since the meeting on 11th April 2017 | | | | | | |  |  |  |  |  |  | |  |  |  |  |  |  | | **Cheques to be authorised** | | |  |  |  | | Anne Webb - Stationery (printer ink & files for new year) | | | 54.50 |  |  | | Hilberry Turf | |  | 210.00 |  |  | | Zurich insurance | |  | 671.08 |  |  | | Clerk Salary (May) | |  | 346.67 |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | E.on |  |  | 40.20 |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | **Total Payments** | |  | 1322.45 |  |  | |  |  |  |  |  |  | | Lloyds current account balance at last meeting | | | |  | 26,325.80 | | Less total payments | | |  |  | 1,322.45 | |  |  |  |  |  | **25,003.35** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  | **25,003.35** | |  |  |  |  |  |  | | As at 10th May 2017 | | |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   The above payments were unanimously agreed and signed by the Chairman as a true record.   1. **Correspondence**   The Clerk informed the meeting that two emails had been received, one from Guide Dogs for the Blind Association, the other from Support 4 Sight. Both had been contacted by a guide dog assisted resident who is finding it difficult to cross the B1383 at busy times to get to and from the bus stop. The organisations are in support of a pedestrian crossing to aid partially sighted residents.    Emails had been received from Strutt and Parker and Maces Farm. This was as a result of an incident where lead shot had fallen over residents in Coney Acre. Both parties were very concerned  and upset, as a result the persons shooting permit was immediately withdrawn.   1. **Update of forums/Presentations**   AP gave a brief overview of the meeting with Howard Rolfe, Leader of Uttlesford District Council and Nigel Brown, Head of Planning which was attended by some members of the Parish Council.  Local issues were discussed which included refuse collections and the mistreatment of bins by refuse operatives. HR assured the meeting this would be dealt with immediately.  Mr Rolfe informed the meeting that the Local Plan consultation will be in July 2017.  Social housing and the needs of local residents was discussed. The lack of pavement between the new development and the bus stop was raised, this will be looked into as soon as possible.  Planning, infrastructure and sustainability was discussed at length. CP asked why NB had stated that Parish Council views are not usually taken into consideration when looking at planning applications, it was explained the meeting had been informed it was a statutory requirement. UDC are keen to involve Parish Councils in the early stages of development going forward.  CP attended the DaRT meeting, he informed the meeting that Essex County Council are looking into providing regional buses to Uttlesford day centres, one of which is in Stansted. Feeder buses will be used from outlying villages including Quendon & Rickling to take residents to Stansted.  BC had attended a planning course run by EALC which he found very informative and felt other Parish Councillors may benefit from attending.  BC mentioned the Police conference on June 7th and thought it may be useful for some members of the PC to attend. Cllr Gerard informed the meeting of the cost, it was decided the PC would not be attending on this occasion.   1. **Training**   ES will be attending a Councillor training day in November.   1. **Data protection Act**   As the detail of this Act is still being finalised and does not come into effect until 2018 it was agreed to defer until more detail becomes available.  PW mentioned that perhaps records should be held on an electronic records system. Cllr Gooding  did not think there was a current system to facilitate this.   1. **Community service**   **Village handyperson –** PW informed the meeting that he still has not had a response from Stansted Parish Council despite further emails to them. CP stated the Papworth Trust handyman service is no longer available.  **Playing field** – There was some discussion about the playing field and the best option to secure its future. All avenues to be explored, it was felt the future looked positive.  **Village community skip –** BC informed the meeting that he has phoned three companies, none offer the Saturday service that has been used previously. He will continue to look at options.  **ACTION:** **BC to investigate**  **Tea and cakes on village green -**SK informed the meeting that a village get together had been muted with some residents with a bring your own picnic suggested. Following discussion, it was felt this would be a good idea for the summer**. ACTION: SK to contact landowner**     1. **Broadband.**   BC stated there has been no progress with BT but he has been assured Gigaclear will be providing a service to the village who have won Phase 3 of the Essex Superfast broadband programme giving them a larger area to cover.  BC will maintain contact before each PC meeting, he has passed on School contact to Gigaclear.  PW asked about village hall connection, BC informed the meeting this is still being discussed.   1. **Website administrators.**   CP mentioned there are currently seven administrators for the village website, he proposed two ex PC members be removed, it was agreed this should be reduced.  **ACTION: CP to contact ex PC members**   1. **Village Plan Action Group.**   BC informed the meeting that progress with the community shop has been made as far as the pub is concerned. It is hoping to open later in the Summer, the pub will open for coffee from 07.30.  BC expressed his thanks to all concerned with the project. There is to be a progress meeting with the volunteers on May 23rd, BC requested £30 from Parish funds for refreshments for the meeting.  This was unanimously agreed.   1. **Neighbourhood plan**   Cllr Gerard informed the meeting there is no five-year plan at the moment, he is meeting with Cllr Hargreaves to talk about the neighbourhood plan, there is a need for it to be speeded up, Dunmow have completed their plan. BC mentioned there needs to be a questionnaire next.  Cllr Gerard stated the draft needs to be completed by the end of this summer he will inform the PC of the next steps. He will gather comments and pass them on.   1. **Local plan**   Cllr Gerard informed the meeting that March 2018 is the date for completion. All UDC committees are being re-established in the coming week, Cllr Gerard will inform the PC of progress.   1. **PRoWs**   SK informed the meeting that the handrail between Harcamlow Way and Rickling Church should be completed in the next two weeks. The main ride in Quendon Woods will not be opened due to deer stalking and public safety. PW asked whether this footpath could be opened and closed as necessary. SK will make enquiries.  SK reported there has been extensive damage to bluebells in Bluebell woods due to camp building. The landowner has requested that no more dens are built. Signposts have also been damaged.  Footpath by Quendon Church - SK has contacted the tenant with regard to him keeping the overgrowth under control.   1. **Highways**   **Rickling Green Road parking –** BC reported that he has tried to make contact with a resident in Rickling Green Road whose vehicle was causing reduced visibility, he has been unable to make contact to date. A member of the public mentioned there were some hedges overhanging pavements making it difficult to walk. It was agreed the Clerk would mention both issues in the next Link article. **ACTION –** **Parish Clerk**  PW asked if there had been any update on the zig zag lines near the school and the parking issue in Waterbutt Row. Cllr Gooding informed the meeting that these two items had been missed from the previous highways agenda but will be included in the June agenda. He mentioned the junction of Belchamps Lane and B1383 had been rejected for the time being due to cost.  **B1383 – Traffic Island**  A possible traffic island/pedestrian crossing was discussed along with other traffic calming measures. **ACTION – AP to investigate**   1. **Planning** 2. **Applications – none** 3. **Decisions** – BC mentionedthat the Birds End application had been refused despite no objection from the PC, the resident is considering his options.   Cllr Gerard explained the usual planning process, he advised if the PC wished to object to an application they should attend the meeting as a member of the public where they would get 3 minutes each to air their views.   1. **Appeals** – none 2. T**rees** – none 3. **UDC –** Breach of planning - none 4. **Items to be included on the Agenda for the next meeting to be held on 7th June**   BC will not be attending the next meeting  Meeting closed at 21.25     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  | | |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |