**MINUTES OF BARNSTON PARISH COUNCIL**

**MONDAY 14th MAY 2018 - BARNSTON VILLAGE HALL**

Present:

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| Cllr M Sully (Vice - Chairman) | Cllr V Ranger | Cllr S Tuttlebury |
| Cllr P Singleton | Cllr D Jackaman | Cllr G Barker |
|  |  | Mrs Fay Jupp (Clerk) |
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| 1.00 | **Apologies for Absence**    Cllr E Hicks, Cllr S Barker, Cllr R Burlend MBE, Cllr J Clyne MVO, Cllr S Sellens, Cllr J Hills |
| 2.00 | **Declaration of Interest** - Nil |
| 3.00 | **Public Forum**    One member of the pubic was present, who highlighted the following areas of concern;    • The poor condition of the road surface along the B1008 through Barnston, from the mini roundabout to Parsonage Lane.    Cllr Graham Barker outlined the Essex Highways Road Resurfacing Programme for 2018/19 and agreed to liaise with Cllr Susan Barker regarding the concerns. |
| 4.00 | **Chairman’s Address - to present a report for the year 2017/18**    In the absence of Cllr Richard Burlend, Cllr Mark Sully gave an overview of the Chairman’s address, which had been distributed to Councillors prior to the meeting. |
| 4.01 | **Election of Chairman**    Although not present Cllr Richard Burlend was content if nominated as Chairman. This was proposed by Cllr Pamela Singleton and seconded by Cllr Mark Sully. Declaration of Acceptance to be signed in due course. |
| 4.02 | **Election of Vice-Chairman**    Cllr Mark Sully was proposed by Cllr Delyse Jackaman and seconded by Cllr Pamela Singleton.  Declaration of Acceptance to be signed in due course. |
| 4.03 | **Appointment of Representatives**    It was unanimously agreed that Councillors would continue with their existing  appointed area of special interest. |
| 5.00 | **District & County Councillors Report**    Cllr Graham Barker attended the meeting and reported the following;    Uttlesford District Council has put extra resources into its Street Services Team as part of a package of measures to tackle littering and fly-tipping.    The Planning application for the expansion of Stansted Airport is progressing.    A discussion took place regarding the flight distributions, particularly surrounding night flights.    The Local Plan is progressing, and recommendations will be published ahead of the Planning Policy Working Group meeting on 31 May. They will then be considered by the Cabinet on 12th June, and this will go to Full Council on 19 June to approve the Draft Local Plan for final consultation before being submitted to Government. |
| 6.00 | **Road Safety**    Cllr Vic Ranger reported on the Essex Highways Road Resurfacing Programme for 2018/19. It was noted that some of the potholes had been marked up for repair and this would be monitored. |
| 7.00 | **Minutes of Previous Meeting**    Minutes of the previous meeting (9th April 2018) were agreed as a true and accurate record and signed by Cllr Mark Sully, Chairman. |
| 8.00 | **Action Points from previous Meeting**    Cllr Jonathan Hills agreed to investigate the possibility of a salt spreading service in Barnston.  To be addressed at the next meeting. **ACTION: CLLR JONATHAN HILLS.**    New bus stop Notice boards have been purchased and are ready for installation. **ACTION: PARISH CLERK**  Cllr Delyse Jackaman raised the idea of a notice board note/sign stating, ‘for anyone to use.’ **ACTION: PARISH CLERK**    Cllr Vic Ranger agreed to look at the amended school bus route. **ACTION: CLLR VIC RANGER**    Cllr Susan Barker agreed to liaise with relevant officers and Cllr Jonathan Hills to resolve the concerns relating to the travellers site on the edge of Barnston. **ACTION: CLLR SUSAN BARKER AND CLLR JONATHAN HILLS**    The Clerk has liaised with Rissa Long at Highways regarding the application for a Speed Limit reduction to 30mph along Chelmsford Road. **ACTION: PARISH CLERK**    Scheme Request Form for LHP for deer signs at each end of the village is also underway.  The previous application for deer warning signage was approved for progression by the Uttlesford Highways Panel within this financial year. Awaiting update from Rissa Long. **ACTION: PARISH CLERK**    Cllr Vic Ranger reported that the mobile library service has now terminated. Cllr Delyse Jackaman suggested the option of book swap facility, with the potential location within a phone box.    Cllr James Clyne to liaise with the village hall Committee regarding the Park Gym option for the Community Project Grant Scheme. To be addressed at the next meeting. |
| 9.00 | **Clerk’s Report**    The first instalment of the precept was received on 10th April for the amount £13,580.00    The VAT return has now been made and £2437.97 was received on 1st May.    Year End Accounts – The Clerk met with Parish Council Bookkeeper on 9th April to finalise year end accounts    Internal Audit – The Clerk met with Maurice Howard on 18th April to prepare documents for the audit.  Maurice suggested a review of the monitoring system which is in place for the internet banking. (Double signatories on the invoices) As a measure of good practice a second member should have access to the internet banking and random checks to be completed to monitor debits and credits. **ACTION: PARISH CLERK**    From April 2018 Acumen Wages Services has transferred its company trading name to James Todd & Co.  All procedures and contacts remain the same.    The street light at the top corner of The Chase was reported as not working again. A&J Lighting Solutions are attending to this. Quotation to be obtained for a replacement due to its age. **ACTION: PARISH CLERK**    Alan the handyman reported drainage issues at Watts Close Park. Cllr Mark Sully met with Alan to discuss in more detail.  Regular meetings are to be held with the handy man and clerk to aid communication.  Alan has completed the annual service of the tractor.    The Housing Needs Survey has been delivered throughout Barnston.    The Insurance for the sit on mower has been renewed.    The Insurance renewal for the Local Council Policy is due on 31st May 2018 with Aviva. Permission was granted to pay the renewal prior to next meeting. £349.83 Annual Premium **ACTION PARISH CLERK**    The Clerk reported that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. |
| 10.00 | **Financial Position – Statement of bank account as at 30th April 2018**    The financial position as at 30th April 2018 was £38,792.01 in the current account. |
| 10.01 | **Annual Return – to approve and sign the accounts for Year 2017/18 – Section 1**    Section 1 – Annual Governance Statement  Councillors had received a copy of the year end accounts prior to the meeting to enable them to reconcile and agree the figures for the Annual Return – these were duly signed and dated. |
| 10.02 | **Annual Return - to approve and sign the accounts for Year 2017/18 – Section 2**    Section 2 – Accounting Statement 2017/18  End of Year figures for 2017/18 were agreed, signed and dated accordingly. |
| 10.03 | **Cashbook – Chairman and Clerk to sign cashbook as agreeing to bank statements**  **at year end.**    The Chairman and Clerk signed both the cashbook & bank reconciliation as agreeing to the bank statement at Year End. |
| 11.00 | **Defibrillator**    Cllr Mark Sully gave a progress report on the defibrillator.    Additional quotations are due to be sourced from alternative providers. **ACTION CLLR MARK SULLY & CLLR DELYSE JACKAMAN** |
| 12.00 | **Planning Applications**    UTT/18/0912/FUL Oak Dene High Easter Road Barnston Dunmow Essex CM6 1LZ – Proposed conversion of existing annexe to form separate dwelling. - Noted    UTT/18/1137/LB Little Penton Onslow Green Barnston Dunmow Essex CM6 3PP - Repairs and replacement of ground and first floor internal flooring. - Noted    UTT/18/1243/FUL Courtyard Onslow Green Barnston Dunmow Essex CM6 3PR –  Conversion of domestic outbuilding and stables to no.1 dwelling. - Noted |
| 13.00 | **Planning Applications Determined**    UTT/18/0555/HHF | Front porch extension. | 20 Barnston Green Barnston CM6 1PH - Approved with Conditions    UTT/18/0705/HHF | First floor front extension. | 18 Barnston Green Barnston Dunmow CM6 1PH - Approved with Conditions |
| 14.00 | **Planning Appeals**    UTT/17/2275/FUL Haydens House Onslow Green. Demolition of outbuilding change of use of and extension to existing annexe to form new dwelling and construction of detached cart lodge.  Objections were reinstated to the proposal and emailed to Planning. **ACTION PARISH CLERK** |
| 15.00 | **General Correspondence to note - Nil** |
| 16.00 | **EALC – Various (SS) - Nil** |
| 17.00 | **Bus News (ST) - Nil** |
| 18.00 | **Any Other Business** |

The following invoices were initialled for payment via internet banking:

Mr A Vince (Salary)                                                                                                                                                         £ 525.30

Mr A Vince (Expenses)                                                                                                                                                  £ 270.48

Mrs F Jupp (Salary)                                                                                                                                                          £ 352.72

Mrs F Jupp (Expenses)                                                                                                                                                  £ 184.98

Mr R Burlend (Expenses)                                                                                                                                              £    52.75

Post Office Ltd (HMRC PAYE)                                                                                                                                      £    19.40

Barnston Village Hall                                                                                                                                                       £    12.75

Nancy Powell Davies                                                                                                                                                      £    70.00

James Todd & Co                                                                                                                                                             £    31.20

BHIB/Aviva                                                                                                                                                                         £  349.83

**DIRECT DEBITS/STANDING ORDERS**

EON                                                                                                                                                                                       £   79.86

A&J Lighting Solutions                                                                                                                                                    £   56.58

UDC                                                                                                                                                                                       £   53.43

The next meeting is scheduled for Monday 11th June 2018, 7:45 p.m. at Barnston Village Hall.

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