

## SAMPFORDS PARISH COUNCIL

MINUTES of a meeting held on Thursday 14<sup>th</sup> May 2015 in the Village Hall .

### PRESENT:

Mr Chris Robinson	Mr George Smith	Mr Simon Howell
Mr William Burton	Mrs Kay Adye	3 members of the public
Mr Graham Keen	Ms Kath Thompson	Mrs Sarah Parker (Clerk)
Mrs Jane Lawrence	Mrs Rhiann Chappell	

Chris welcomed Kay to the Council who then introduced themselves to her

### 1 Election of Chairman

Chris said he would be prepared to stand for Chairman for one year only out of the 4 year term. He was elected unanimously. He thanked Martin Boughtwood for all his hard work for the Council over many years. He also thanked Mike Palmer for all his help, particularly with Planning items. He has kindly agreed to give his advice to the Council on planning matters when required.

### 2 Election of Vice-Chairman

William agreed to stand and was elected unanimously

### 3 To receive Declaration of Acceptance of Office documents from Councillors.

All the Councillors completed and signed their forms which will be kept by Sarah

### 4 Apologies for absence. There were none

### 5 Co-option of Councillor.

Gordon Deuce had expressed an interest in being co-opted onto the Council. His appointment was agreed unanimously. Sarah will write to him and send any relevant paperwork.

### 6 To Receive Declaration of Interest forms

Councillors gave their forms to Sarah who will send them to Uttlesford Legal Department.

### 7 Declarations of interest regarding Agenda items.

George, Cricket Club. Chris and Jane, Village Hall

### 8 Minutes of meeting held on 12 March which had been previously circulated were signed as correct. Proposed by Kath and seconded by George.

### 9 Matters Arising

**9.1 Defibrillator.** A misunderstanding had occurred regarding payment for the defibrillator received from The Creamer Fund who are based at the Freshwell Health Centre, Finchingfield. Rhiann had spoken to the Heartbeat Trust about the misunderstanding and explained that the device would be paid for by the Creamer Fund. She also asked if a device could be provided for Little Sampford. A discussion followed as to its location, with no obvious place other than St Mary's Church. Thoughts needed on siting the device. Will Parker gave Rhiann the electrical certificate needed for Essex Ambulance.

**9.2 Broadband** George reported that Buzzcom had been awarded the contract from UDC and are waiting for the details to come through, when they will be in contact with the Council.

**9.3 CAB grant request.** It was decided to increase the annual limit for charitable giving from £600 to £750 and to send £250 to the CAB. This is a 'one off' grant which may be repeated in future years, but it was decided not to increase the precept to cover a regular payment.

#### 9.4 Parsonage Farm Lane Speeding.

Nothing had been heard from Simon Walsh who had agreed at a previous meeting to contact Rissa Long regarding the installation of speed bumps at the bottom of the lane. She had said that the bumps would necessitate the additional installation of street lighting . This requirement was questioned by Councillors who pointed out that there are numerous sites with bumps but no street lighting. The letter from the Council to residents in the lane had made a small improvement but there is still a resident who continues to speed in the lane. Sarah would contact the community police officer to ask her to speak to regular offenders.

## 9.5 Howe Lane

Kay reported that the resurfacing had been done but none of the passing places had been repaired. Sarah would write to Highways thanking them for their recent work but pointing out that the passing places are in urgent need of attention.

## 10 Correspondence

### • **Community Project Grant Scheme.**

Councillors were asked for ideas to put forward for this UDC grant which last year was successful towards the installation of the new zip wire in the playground. Rhiann had been approached to see if a Rounders club could be started in the village. There was a suggestion that a grant would be helpful towards a proposal to make a hardstanding car parking area just inside the gate to the closed churchyard in St Michael's. This would help with the congestion for school parking morning and afternoons, as well as providing parking in the centre of the village. It was decided to proceed with the grant application for the churchyard and when Rhiann has more information regarding the costings for the Rounders Club, she should approach the PC for a financial contribution to cover the start up costs.

### • **Community Achievement Award Scheme.**

If Councillors wish to do so they are to nominate a person or persons who they think would qualify for this award. Last year Jill Palmer was given an award, and in the past Martin Boughtwood was given one, as was Jan Boughtwood. Please give names to Sarah with reasons for the nomination and there will be a secret ballot at the next PC meeting. Sarah will let Councillors know the categories included for the awards by email.

### • **Meeting for new Councillors regarding the Code of Conduct and requirements to register and declare interests.**

Details of this meeting were circulated but no names came forward to attend.

**11 Reports from District Councillors.** Simon Howell was congratulated on his recent re-election to Uttlesford District Council. He produced a map showing the election results over the District. The Conservatives retained control of the Council and their AGM is on 26<sup>th</sup> May when Simon will know what his role will be. He now has Bardfield in his Ward and will ensure that the solar farm at Hawkspur Green will go before the whole Planning Committee. The main objection to the development is the unsuitable access along a narrow lane with sharp bends.

He again has a grant to give to a project in the village. In the past it has gone to the Village Hall but other projects could also qualify. Simon had thought that a Speed Gun initiative with volunteers being trained might be a good idea, but on further investigation although he found support for the scheme, no volunteers came forward to give their time.

He would investigate further the Quiet Lane request for Howe Lane and Maynards Lane and also the speed bump issue for Parsonage Farm Lane.

## 12 Highway Rangers.

The dog bin had been moved in the Red Lion path. Sarah would ask them to clear the bus shelters of ivy and paint them.

**13 Footpath Booklet.** Clare reported to Chris prior to the meeting that the work on the maps is 'on the verge of being finished'.

**14 Rat Problem.** No rats have been seen in the area since the rat stations have been put against the fence in the Play Area. Mitie Pest Control have a 12 month contract to treat and monitor the area.

## 15 Reports from Parish Councillors on their areas of responsibility.

A list of suggested responsibilities was circulated. This included minor changes following the loss of two Councillors. These were agreed.

### 15.1 **Play Area:** (KT, GS)

Sarah has contacted Fenland Leisure who have examined the zip wire and say it is safe. They have agreed to replace the top bar on the platform as there are some cracks in it which would appear to be superficial. Sarah is waiting to hear when they are to do this.

The catch on the main double gates needs attention. George will look into this.

Sarah will liaise with Will Parker regarding the removal of the redundant shed in the corner of the play area.

RoSPA have been booked for the annual safety inspection.

**Youth.** It is hoped that the trip to Nepal for Ollie and Alfie will still go ahead..

## 15.2 Planning (*WB*)

**15.2.1 Planning Applications – Great Sampford:-** There were no significant planning applications or decisions. In future the weekly planning list will no longer be sent to Parish Councils; as a result Councillors will have to access the UDC website to see them.

**15.3 Grass-cutting** Chris Butcher has done three cuts. Graham will speak to Martin about taking over responsibility for grass cutting and trees. The High path needs cutting.

**Footpaths.** (*WB*). Nothing to report.

**15.4 Publicity.** (*JL*) Jane has put a Parish Council report in the forthcoming edition of Ambo for which she was thanked.

**15.5 Website.** (*GS & RC*) Sarah asked for passport type photos of Councillors who are not displayed on the PC website.

**15.6 Neighbourhood Watch.** Crime reports are now sent directly to Rebecca Kincaid for inclusion in Sampford Signal. Kath does not see SS so Rhiann said she would be the contact. She would contact the community police team to give her contact number.

**15.7 Liaison with village organisations.** Rhiann reported on the successful new initiative run by Sue Johnston at the Baptist Church for Thursday morning after school coffee for school mums. The Maldon Mud Run raised £500 with on line donations but it is hoped an extra £200 - £300 will come in.

**15.8 Transport.** (*GK*) The trial period for bus times ends at the end of this month.

**Village Assets.** Graham gave Sarah have an up to date assessment of the Village assets for inclusion in the Annual Audit.

**15.9 Events.** (*RC*) PTA Summer Party on 6<sup>th</sup> June; £15 on the door or £12.50 earlybird booking. Quiz for Meningitis on 27 June; £10 with supper.

Church Sale of high quality goods in St Michael's Church on 4 July 10 am.

Rhiann is walking for Moonwalk in aid of breast cancer. Details for sponsorship will be sent to the PC.

**15.10 Village Hall.** (*CR*) The two boilers need replacing at a total cost of around £105,000. The majority of the cost of this will come from the Local Education Authority but there will be a £5,000 charge to the Village Hall and to the school. Jill Palmer will apply for a grant for this but the PC would underwrite the £2,500 which will be charged to the Village Hall Committee.

It was agreed that the PC would underwrite the VH for £5,000 per annum in aggregate for another 4 years. This was agreed unanimously.

Jane reported that the WI will not be offered the use of the Hall on their normal Thursday afternoon slot because of changes in the school curriculum of after school activities. This is a statutory requirement for the school and the activities will be provided by an outside agency.

The WI will be 'evicted' in September 2016 and will either have to change their day for meetings which is difficult for them, or try to find another venue. After 91 years of meetings in the Village Halls in Sampford it was felt a great shame to have to upset what is such a very successful village activity.

**15.11 Sport.** (*GS*) Cricket has started. There is no youth team, they will be considered for selection to represent the adult village teams.

**16 Finance** The accounts for the year ended 31 March 2015 which had been circulated were adopted with no questions. Proposed by George and seconded by Rhiann. The internal auditors report was also circulated.

- 16.1 Signing of Accounts.** All Councillors signed the accounts.
- 16.2 The Risk Assessment** for the PC was adopted. Sarah had prepared a register for Kath to fill in each week following inspection of the play area. Kath would liaise with Martin as to the weekly inspection.
- 16.3 Annual limit for charitable donations for 2015/2016.** This was raised from £600 to £750
- 16.4 Authorisation was given for the following cheques totalling: £632.30**

**Cheque number:**

100732 for £223.29 to EALC for 2015-2016 Affiliation fee

100733 for £259.41 to AON UK for annual insurance

100734 for £84.60 to MITIE Pest Control. Quarterly payment

100735 for £65 to Waples Wines. In lieu of payment to internal auditor.

All cheques proposed by Chris and seconded by George

It was agreed to send a case of wine to Colin Parker who prepares the accounts and produces regular Receipts and payments statements for meetings throughout the year. Colin was thanked for all the assistance that he gives to the Council on the finance side.

**17 Further items for discussion only.**

Rhian noted that the school parking problem was a little better with staggered drop off and collection times. The additional parking at the church would help somewhat.

Chris thanked everyone for attending and the meeting closed at 9.30pm

**THE NEXT MEETING OF THE PARISH COUNCIL WILL BE ON THURSDAY 25<sup>th</sup> JUNE 2015  
AT 8 PM IN THE VILLAGE HALL.**

Sarah Parker, Clerk. 19.5.15