

**MINUTES OF THE PARISH COUNCIL MEETING OF THAXTED PARISH COUNCIL HELD ON  
THURSDAY 6<sup>th</sup> SEPTEMBER 2018 AT 08:00 PM IN THE GUILDHALL**

**Present:** Councillors: T Frostick (Chairman), V Knight (Vice Chairman) A. Wattebot, W Brazier, A Howells, D Morgan, J Miller, A Frater, J Spencer, I Stewart

**Also Present:** Dena Ludford Parish Clerk 4 members of the public

**17/18.304 APOLOGIES FOR ABSENCE**

District Cllr Martin Foley  
District Cllr John Freeman  
County Cllr Simon Walsh  
Cllr Ray Williams

**17/18.305 DISCLOSURE OF INTERESTS**

None received

**17/18.306 PUBLIC SPEAKING TIME**

A representative of the public wished to Thank the Clerk for her support in recent weeks in connection to the recent flooding at the Tanyard. Essex County Council has been contacted as has Cllr Walsh. Cllr Knight asked where the water is coming from, this is coming straight down Weaverhead lane, another public speaker recollects this being brought to the builders attention, Cllr knight remembers this as there being a proposition to add three tanks which was not done due to the fact that there would be a requirement for road closures.

The Chairman requests that the clerk research the old letters which relate to this matter and perhaps lobby the district Cllrs to become involved.

**17/18.307 DISTRICT COUNCILLOR REPORTS ON MATTERS RELATING TO THE PARISH OF THAXTED**

None Received

**17/18.308 COUNTY COUNCILLOR REPORTS ON MATTERS RELATING TO THE PARISH OF THAXTED**

None Received

**17/18.309 MINUTES**

**RESOLVED** To **APPROVE** and sign as a correct record the minutes of the Parish Council meeting held on **2<sup>ND</sup> AUGUST 2018**

**17/18.310 COMMITTEE MINUTES**

**RESOLVED** To **APPROVE** the minutes of the planning committee held on the 16<sup>th</sup> August 2018  
To **NOTE** the minutes of the Personnel and IT committee held on the 16<sup>th</sup> August 2018

**17/18.311 PLANNING APPLICATIONS**

a) To consider and comment on the following planning applications:-

**i) APPLICATION NO. UTT/18/2057/HHF**

**PROPOSAL:** Demolition of existing 1800mm high front boundary wall and erection of replacement front boundary wall of 1000mm height with woven willow fence to give total boundary wall height of 1800mm

**LOCATION:** 18 Bolford Street Thaxted

**RESOLVED** to **SUPPORT** the application

**ii) APPLICATION NO. UTT/18/2256/FUL & UTT/18/2175/LB**

**PROPOSAL:** Section 73A Retrospective application for amendments to previously approved application UTT/1004/95/FUL including the addition of a timber framed enclosure, changes to doors, fenestration and roofing, installation of paving and decking. Proposed replacement of Velux roof lights to conservation roof lights. *(LB Retention of amendments to previously approved application UTT/1005/95/LB including the addition of a timber framed enclosure, changes to doors, fenestration and roofing. Internal alterations including rearrangement of access from snug to utility room, removal of partition enclosure, adjustment of partition arrangement through hall, substitution of internal door opening and variation of partition to create ensuite. Proposed replacement of Velux roof lights to conservation roof lights.)*

**LOCATION:** The Barn Boyton End

**RESOLVED** to **MAKE NO COMMENT** to this application

#### b) THAXTED NEIGHBOURHOOD PLAN

There is nothing further to report until we hear from the Examiner.

The Sampford Road development is due to go to Committee on the 24<sup>th</sup> October 2018.

The Chairman wishes to thank Both Peter Neal and Richard Haynes for their support and setting up the Meeting with Uttlesford in connection to this application.

CLlr Brazier is happy to attend this meeting.

#### 17/18.312 VOLUNTEERS GET TOGETHER

A wonderful day was had by all and thanks to Alan, Alison and the Clerk along with many other people who contributed to this event, everyone had a wonderful time. Full recognition will be publicised in the forthcoming Parish Council newsletter as there are simply too many people and organisations to thank.

#### 17/18.313 FINANCE

To note Council income and expenditure as follows:

##### a) Expenditure

To agree Council gross expenditure from 1<sup>st</sup> – 31<sup>st</sup> July 2018 as follows:

i) Co-operative Current A/c	£370.66
ii) Co-operative (Guildhall) A/c	£177.58
iii) Petty Cash	£0
iv) Lloyds	£243,785.71
v) Lloyds Direct Interest (New)	£0
V1) Petty Cash	£38.49

##### b) Income

To note Council gross income from 1<sup>st</sup> – 31<sup>st</sup> May 2018 as follows:

i. Co-operative Current A/c	£2459.97
ii. Co-operative (Guildhall) A/c	£215.00
iii. Petty cash	£0
iv. Lloyds	£4354.76
v. Lloyds Direct Interest (New)	£235992.21

#### c) To Review on line payment for Approval

##### d) Lloyds Business Debit Card

**RESOLVED** To **APPROVE** and sign the Lloyds application for the Clerk & RFO to hold a Business Debit card, for and on behalf of Thaxted Parish Council for the sole use of Thaxted Parish Council payment.

#### 17/18.314 THE MEMORIAL SHELTER NEWBIGGIN STREET

**RESOLVED** to **APPROVE** the removal of the roof and the securing of the three remaining sides of the Memorial Shelter.

CLlr Brazier will make contact with a local professional woodworker for a final quote for a suitable roof and return this item to full Council in October 2018.

#### 17/18.315 MEMORIAL BOARD

To further determine the ownership/responsibility/Custodianship of the Memorial board

Upon conclusion, To Future **APPROVE** the clerk to liaise directly and make necessary arrangement for repairs and bring the details of such back to the October full Council meeting.

After much discussion it is **RESOLVED** that the ownership of the Memorial Board remains in the custodianship of the Parish Council and all monies precured in connected to this will be ringfenced and held by the Parish Council. Any works which are required in terms of maintenance is to be approved under Thaxted Parish Councils financial Standard order and we welcome the support of the British Legion. Proposed by CLlr Knight seconder CLlr Brazier, unanimously agreed. The Clerk has been instructed to insure this item with immediate effect with a value of circa £20,000,

#### 17/18.316 TR1 AUTHORISATION (WELLY BOOT WOOD)

**RESOLVED** To **AUTHORISE** CLlr Terry Frostick to sign and the Clerk Dena Ludford to Witness the TR1 in connection to Welly Boot Wood

Proposed by CLlr V Knight seconded by CLlr R Morgan, unanimous agreed

**17/18.317 CLERKS REPORT**

To receive an update from the clerk on matters connected to the council.

Training Policy

To ~~AGREE & APPROVE~~ the New Training Policy for Thaxted Parish Council – (Not required as previously resolved)

**17/18.318 FOUNDATION LEVEL ACHIEVEMENT CRITERIA**

**RESOLVED** To **APPROVE** and **CONFIRM** that Thaxted Parish Council have achieved the following items as Foundation Level Criteria.

1. Its standing orders and financial regulations
2. Its Code of Conduct and a link to councillors' registers of interests
3. Its publication scheme
4. Its last annual return
5. Transparent information about council payments
6. A calendar of all meetings including the annual meeting of electors
7. Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
8. Current agendas
9. The budget and precept information for the current or next financial year
10. Its complaints procedure
11. Council contact details and councillor information in line with the Transparency Code
12. Its action plan for the current year
13. Evidence of consulting the community
14. Publicity advertising council activities
15. Evidence of participating in town and country planning

**17/18.319 FOUNDATION LEVEL ACHIEVEMENT CHECK LIST**

**RESOLVED** To **APPROVE** and **CONFIRM** that Thaxted Parish Council have achieved the following items as a Foundation Level Check list.

16. A risk management scheme
17. A register of assets
18. Contracts for all members of staff
19. Up-to-date insurance policies that mitigate risks to public money
20. Disciplinary and grievance procedures
21. A policy for training new staff and councillors
22. A record of all training undertaken by staff and councillors in the last year
23. A clerk who has achieved 12 CPD points in the last year

**17/18.320 DATE OF MEETING CHANGE'S**

**RESOLVED** To **APPROVE** a date of meeting change from the advertised 1st November 2018 full council meeting to the 8th November 2018

**RESOLVED** To **APPROVE** a date of meeting change from the advertised 15th November 2018 for the Highways Committee meeting to the 22nd November 2018

**RESOLVED** To **APPROVE** a date of meeting change from the advertised 15th November 2018 for the Planning Committee meeting to the 22nd November 2018

**17/18.321 DATE OF THE NEXT MEETING**

The next meeting will be the PARISH COUNCIL meeting on **OCTOBER 4<sup>TH</sup> 2018** at Thaxted Guildhall at 8:00pm.

*To resolve that under the Public Bodies (Administration to Meetings) Act 1060 (as extended by s.100 of the Local Government Act 1972), the Public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government act 1972.*

**17/18.322 OPERATION LONDON BRIDGE**

To discuss the details behind this and Thaxted Parish Councils involvement – an agreement was formulated and will be held securely in the office for implementation when needed.

Closed at 21:11

Chairmans Signature