

**Little Bardfield Parish Council Annual Parish Meeting  
Held on Monday 14 May 2018 @ St Katharine's Church  
commencing @ 7.10 pm and concluding @ 8.50 pm**

**1. Members Present**

Cllr. William Gardiner (Chairman), Cllr. Terry Cutmore (Vice Chairman), Cllr. Clare Beeston, Cllr Andrew Davies, Cllr. Colin Simpson, D. Cllr. Simon Howell, Mr J. Charles Thompson, Mr Michael Yates (members of the Public) & Miss Delia Scott (Clerk).

**2. Apologies**

None had been received.

**3. Chairman's Report**

This had been circulated to all households in the Parish. Cllr. Cutmore explained that he had not received any comment in respect of the report from villagers. Cllrs. joined in thanking Cllr. Cutmore for producing such a comprehensive report and undertaking its distribution.

4. It was agreed that Cllr. Cutmore would produce a similar report for 2018/19.

**Action: Cllr. Cutmore**

**5. Public Forum**

Mr Thompson asked whether the Parish Council were aware of a recent survey and meetings which had taken place in the Parish on the issue of social isolation. (Clerk's Note: D. Cllr. Howells has since provided Mr Thompson and Cllrs. with the following information and links to various documents. In respect of the social isolation project in Little Bardfield the first link was to a workshop on loneliness & social isolation which took place on 8 November 2017. That was a meeting of local churches and Uttlesford District Council and included a presentation by The Young Foundation on the social isolation project they were running, within the context of the wider concerns about loneliness and isolation on a national level. The second link was for the Minutes of the Locality Board held on 18 September 2017. This was a joint committee between Essex County Council and UDC, which D. Cllr. Howells attended, which gave some background to the project. The third link was to the minutes of the Locality Board held on 22 January 2017 and an initial update on the findings of the research. D. Cllr. Howells had since provided the link for the report published by the Young Foundation on social isolation as follows; <https://youngfoundation.org/wp-content/uploads/2018/04/Uttlesford-Community-Action-Zones-Report.pdf>

**6. Election of the Chairman and Vice Chairman**

It was proposed by Cllr. Davies, seconded by Cllr. Beeston and unanimously agreed that Cllr. Gardiner continued as Chairman. The Declaration of Acceptance of Office was signed.

7. It was proposed by Cllr. Beeston, seconded by Cllr. Davies and unanimously agreed that Cllr. Cutmore continue as Vice Chairman. The Declaration of Acceptance of Office was signed.

**8. Minutes of the Previous AGM 8.5.17**

These had been approved by Councillors at the September 2017 Parish Council meeting. There were no matters arising.

**9. Minutes of the Parish Council meeting of 12 February 2018**

These were approved by all Cllrs. and signed by Chairman Cllr. Gardiner.

**10. Review of the Action Points from the 12 February 2018 Parish Council Meeting**

Para 19: Access authorisation to the bank accounts for the Clerk. Cllr. Cutmore had completed the form, which was signed by the three signatories, formally requesting access for viewing/printing of both the accounts.

11. Paras 19 & 20: The Clerk provided an update on the current position. She was in email contact with Lightsource in respect of the trees requiring replacement and also being the contact point in respect of alerting the licence holders that there was a problem with any of the sheep grazing there. Lightsource had suggested that the Solar Farm managers should just have their contact details displayed at the site.

12. However, in discussion it was agreed because speed would be of the essence if a sheep was in difficulty that it would be sensible if the licence holder's contact details were also displayed. The Clerk would take that forward.

**Action: The Clerk**

13. Para 23: Members had all received an update from Gigaclear on the position in respect of supplying fibre broadband to the Parish. In addition, Cllr. Beeston was attending an event on the provision of fibre broadband on 13 June and would report back on the outcome.

**Action: Cllr. Beeston**

14. Para24: Cllr. Davies passed a flyer for his farm open day on 10 June to the Clerk who would place it onto the Parish Council website.

**Action: The Clerk**

15. In addition, Cllr. Davies would place copies of the flyer on the Parish noticeboards.

**Action: Cllr. Davies**

#### **16. End of Year balance**

This was considered by Cllrs. and the contents with amendment from the Internal Auditor Nancy Powell-Davies were noted and accepted.

17. The Internal Auditor's report was considered by Cllrs. and the contents noted. In Appendix 1 – Detailed Findings Para G: The Clerk to note that more care should be taken to formally record in the minutes when policies were agreed.

**Action: The Clerk**

18. Para G: The Clerk should register with HMRC and account for PAYE.

**Action: The Clerk**

19. Appendix 2 – Requirements of Transparency Code for Smaller Authorities. Cllrs. agreed with the finding that the information was to be posted onto the Parish Council website by the Clerk.

**Action: The Clerk**

#### **20. Donations Section 137**

Cllrs. considered the paper and it was agreed that the charities shown there would receive donations for this year as follows; Thaxted Minibus - £100.00, Air Ambulance - £100.00 and Hundred Parishes - £10.00.

**Action: The Clerk**

#### **21. Annual Return Sections 1, 2 & 3**

Sections 1 & 2 were tabled, considered and then signed by the chairman. The Clerk would sign and date the returns when she could provide the minute reference to the forms and then send the forms to the external auditors together with a copy of the end of year balance.

**Action: The Clerk**

22. Section 3 signed by from the internal auditor was duly noted.

#### **23. Review Standing Orders**

Cllrs. considered the model Standing Orders and these were formally adopted.

24. The internal auditor had raised whether being quorate to conduct council meetings was included and it was.

25. The internal auditor had also asked if there was guidance on mass resignation by the council. That was not included. The Clerk would investigate.

**Action: The Clerk**

#### **26. Review of Financial Regulations**

The document was tabled and considered by Cllrs. and formally accepted.

#### **27. Review of Risk Assessment**

Cllrs. considered the document and it would be updated to include reference to the Data Protection Regulations 2018.

**Action: The Clerk**

## **28. Insurance Renewal**

Cllr. Simpson reported that he had reviewed the insurance renewal request and the level of cover. Cllrs. agreed that renewal would take place with the current provider.

**Action: Cllr. Simpson**

## **29. The General Data Protection Regulation (GDPR)**

Cllrs. had been provided with the up to date position that the Commons had accepted the Government amendment 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 under GDPR. However, councils would be required to adhere with the rest of the legislation. After discussion it was agreed that a full discussion would take place at the September Parish Council meeting when the position on GDPR was clearer. The Clerk to place an item on the agenda.

**Action: The Clerk**

## **30. County Councillor Report**

No report had been provided.

## **31. District Councillor Report**

D. Cllr Howells report had been circulated to Cllrs. and its contents were noted.

32. On the position of the Five-Year Housing supply, D. Cllr. Howells confirmed that there had been a struggle to provide sufficient dwellings. There were issues over the acceptance of UDC's Local Plan. There would be consultation and a final vote on acceptance of the Local Plan in September. With the Local Plan in place the local areas would have more say over planning applications.

## **33. Annual Alms-house Report**

This report had been circulated to Cllrs. and its content was noted.

## **34. Other Matters not on the Agenda – Planning Applications**

A planning application for Rose Cottage had been circulated to members in correspondence. It was agreed that there were no objections. The Clerk was to write to UDC.

**Action: The Clerk**

## **35. Breach of Planning Regulations**

Letters had been written last year in respect of noncompliance with planning regulations at Cooper's Transport but it was not known if those letters were formally sent. The Clerk to check and resend if necessary. **(Clerk's note: Cllr. Beeston has located the letters and these have been passed to the Clerk to update and send the UDC).**

**Action: The Clerk**

36. It had been established that the owner of Pauls Farm Little Bardfield CM7 4TN appeared to have extended/converted buildings into several industrial units, without planning permission, which were being let out. The last planning application made for this address was May 1998 for a farm office. The units lie at a lower level to the main farm house therefore the question arose where any waste from those units was going as it could not go into the farm septic system but might be going directly into the water course. That raised both planning and environmental issues. A letter would be drafted by the Chairman and Cllr. Beeston and sent by the Clerk to both UDC departments.

**Action: The Chairman, Cllr. Beeston and the Clerk**

37. It was reported that large round straw bales had been burnt by the bridle path from Hawkspur Green to The Hydes. which had filled Hawkspur Green with thick acrid smoke. A discussion took place on whether that was legal. The Clerk was to write to the UDC Environmental Health department and check the position.

**Action: The Clerk**

## **38. Finance**

Cllr. Cutmore confirmed that there were now two accounts;

Firstly, Little Bardfield Parish Council ending 368 and Little Bardfield Parish Community Fund ending 360. Payments were to be made from the Parish Council for its running expenses and Section 137 donations from the 368 account. Other donations not from the Precept including the Lightsource funds were for the Community or a charity from the 360 accounts. In addition, the accounts were now set up with Cllr. Simpson as the third signatory.

39. When the Community Fund was fully set up the Clerk would set up for a cheque to be paid for the £6507.23 Lightsource money currently in the Little Bardfield Parish Council account into the Little Bardfield Parish Community account.

**Action: The Clerk**

40. The Chairman confirmed that applications for funds from the Community account by the Alms-house Trustees and the Cricket Club were to be submitted.

#### **41. Invoices**

Invoices put forward and payment agreed were; £160.00 for the Internal Auditor, EALC affiliation fee £87.55, the Section 137 payments (see para 20) and a total of £110.26 for Cllr. Cutmore for various expenses including production and postage of the Annual Return.

#### **42. Contractors**

C W Low and Son Ltd had queried when the Parish Council wished the verges cut. It was agreed that the first cut should only be for the dangerous sight lines this time so the wild flowers could seed. The Clerk to contact C W Low and Son Ltd.

**Action: The Clerk**

43. Cllr Cutmore had been in correspondence with Essex County Council on the decision to use Little Sampford Road/Hawkspur Green Road again as a diversion route when it was unsuitable for heavy traffic.

#### **44. Date of Next Annual Parish Meeting (APM)**

It was agreed that the next APM (together with the Parish Council Meeting) would take place **on 13 May 2019 @ 7:00 pm in St Katharine's Church.**

45. The next Parish Council meeting would take place on **Monday 10 September 2018 @ 7:30 pm in St Katharine's Church.**