



# Shalford Parish Council

Parish Clerk:

Cathryn Carlisle

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Minutes of the Parish Council, held on Wednesday, 17<sup>th</sup> July 2019

**Present** Cllr Golding (Chairman)  
Cllr Eversden  
Cllr Askew  
Cllr Gurnett  
Cllr Oates  
DC Tattersley

3 members of the public  
Cathryn Carlisle (Clerk)

**19/146 Apologies for Absence**  
Cllr French  
Cllr Batt  
CC Butland

**19/147 Minutes of the PC meeting** held on Wednesday 19<sup>th</sup> June 2019 were amended and signed as a true record of the meeting.

**19/148 Declarations of interest**  
VHMC Cllr Golding, Cllr Eversden

**19/149 Public participation session** with respect to items on the agenda and other matters that are of mutual interest.

- Motor Bikes on Levelly Wood and Stoneley Park
- Rubbish in Stoneley Park
- How well the Park was looking, whoever manages the park the wildflowers were lovely this year.
- Rubbish on the Playing Field

**19/150 Clerk's Report**  
She Reported she had attended the Footpath Meeting, and spent time plotting on the footpath map where PRoW are supposed to cut and has plotted where they say they've cut.

The Clerk had received an invoice for the Election costs that was £737.87. The Council need to take this into consideration when we are preparing the budget at the end of the year, as we normally only put £50 per year away and over a 4 year cycle this is not enough.

**19/151 Reports from Councillors** with matters affecting the village

The grass at the top of Hulls Lane needs strimming, visibility issues.

Quiet Lanes signs at Water Lane, The Clerk to contact Jasmine Wiles about this.

**19/152 Finance**

19/152.1	£304.06	Clerks Staffing Costs July	BACs
19/152.2	£65.00	B Keen Maintenance June	BACs
19/152.3	£26.00	Clerks Expenses	BACs
19/152.4	£244.80	MD Landscapes Grassing etc	BACs
19/152.5	£34.89	E-on Electricity	BACS
19/152.6	£72.50	RCCE Subs	BACs
19/152.7	£56.00	SLCC Subs	BACs
19/152.8	£737.87	BDC Election	BACs

Payments were approved by all members of the council present. Cllr Askew checked the invoices prior to the meeting.

**19/152.8 Monthly Budget and Bank Reconciliation**

Were approved by all members of the council present

**19/152.9 Proof of Grant expenditure**

The Council approved the Grant Application Policy. Clerk to send a copy to the Church.

**19/152.10 Section 106 money**

Cllr Golding went back to basics to explain the Section 106 money is the remit of BDC, to give as grants to organisations for improvements open spaces in the area.

BDC decided it was appropriate to allocate that money based on the houses that were built in that area. Other District Council take it in the pot and use as they see fit.

So, any houses built in Shalford Parish that attract Section 106 money will be ring fenced for spending on Improving Open Spaces in Shalford. Across the district as part of their due diligence they created the Open Spaces Action Plan, what the Parishes can do is put items on to the Action Plan where they want to spend Section 106 money when it becomes available. They ask Parishes to review that action plan yearly. Back in 2012 we didn't have anything on there, and money was coming in. So

we said about improving the play area for older children and as the Basketball post had rusted we put a Multi-Use Games Area on the Action Plan. That has been reviewed every year since then and that has stayed on there. We last reviewed in November 2018 when we decided to add on adult outside gym and improving the Hall car park to create specific disabled car parking spaces. That went to BDC where it was put on the Open Spaces Action Plan for 2019.

When it looked like we were getting more money in, sufficient to do some of the work that was on the Action Plan, Cllr Golding got 3 quotes for improving the play area. Those 3 quotes differed quite considerably, Cllr Golding sent them to BDC and because the expenditure is over £10,000 their due diligence said they needed their leisure officer (Nicola Murphy) to get involved. Cllr Golding met her at the Park and having reviewed the quotes she pointed out that they were each on a slightly different basis because Cllr Golding had asked what each contractor recommended which were all slightly different. Nichola Murphy has taken these away and created a job specification which has been sent out 8 contractors to get competitive quotes to do exactly the same job, she expects these quotes back during August.

BDC legal officer said that £13,846.69, is specifically for use towards “the provision of a multi-use games area at Shalford Recreation Ground, Braintree Road, Shalford. As its been on there since 2012, where there was only £5,000 which wasn’t enough to do the work. It was only once White Court was being developed and other properties it seemed right to get revised quotes as the pot of money had grown considerably and nothings been done until now, that’s where it stands now.

Sarah Burder the Legal Officer stated with the originally £5,000, the money from White Court, The Old Vicarage site, and Bays has put enough money to put it up to £20,000 with another £5,000 to come from White Court when the 3<sup>rd</sup> house is due prior to occupation.

What we need to think about is when the Open Spaces Action Plan comes up for review later in the year, is there anything else we want to put on there for when more money comes available.

**19/152.11 To Adopt the following Polices**

- Retention Policy
- Publication Policy
- Grievance Policy
- Disciplinary Policy
- Recording Policy
- Code of Conduct
- Financial Regulation
- Standing Orders

The Council reviewed the above policies and **agreed** that the above policies should be adopted. The cover sheet needs amending.

**19/153 Village Hall Management** Committee update

Cllr Eversden reported from the July meeting that the lottery agent visited the site in May. The grant application for the roof refurbishment has passed the first of 3 panel meetings and we should hear back by the end of August 19.

The Village Hall Committee agreed that The Clerk can use the storage area and the history association can use the small room for their storage.

The VHMC has set aside the 9<sup>th</sup> of May 2020 for a village event for the VE Day celebrations.

**19/154 District Councillors Report**

The DC is now made up of various parties this time round, which is making a challenge on how the District Council do things.

The DC gave statistics of the customer satisfaction survey done by BDC

Keeping the District Clear of litter gone up 4% Residents are the best people who report litter

- Recycling up 2%
- Well informed down 3%
- Parks and open spaces 2%
- Value for money up 2%
- Sports and Leisure down 2%

Then gave statistics about how BDC were doing against the rest of the UK District Council.

Cllr Askew mention the road near Tower Lands down to Deanery Hill and towards Panfield is bad. DC will report this.

Cllr Golding suggested that the Council do does a litter awareness in schools to encourage children to not through litter.

There have been some prosecutions with regards to fly tipping.

A Resident ask about the programme on BDC about a recycling, a recycling bag was Malaysia. DC to send press release to the Clerk.

It's been reported that the Clean team have not been picking up dead animals. ECC are clearing the highways at the present time.

Some Parish Councils have completely new Council Finchingfield and Wethersfield.

**19/155 County Councillors Report**

No Report

**19/156 BDC Local Plan 2033**

Matt O'Connell who has bought Saling Hall, has become a strong driving force in the fight against WoB development and knowing there is a local plan subcommittee meeting tomorrow and full council meeting in the not too distant future he drafted a letter strongly objecting to the proposed development pointing out factors against it and why District Councillors should opt to proceed with Section 2 of the plan which delivers 95% of the required housing to 2033 and shelve section 1 which relates to Garden Communities as it is no longer needed.

Mr O'Connell wrote to the Clerk asking if Shalford Parish Council would support his letter by putting our name to it, we said yes. Mr O'Connell sent the letter and he has had some responses from Cllrs who will consider it and one Cllr Tattersley saying that he supports garden communities, also a reply from Graham Butland. Cllr Golding said it was good to have residents taking the initiative to help drive this forward.

Matt O'Connell wife Jennifer will be speaking at the Sub Committee meeting.

**19/156.1** Joint Council and SERCLE update

**19/156.2** Uttlesford Local Plan

UDC local plan is interesting as they now have a new council dominated by Residents for Uttlesford Councillors. The UDC local plan had been sent to the inspector prior to the Elections. However, the inspector has now written to UDC saying as Residents of Uttlesford had written strongly objecting to the proposals including WoB, Eastern Park and Great Chesterford garden communities now they are in charge of the council do you still oppose the Local Plan? They are considering their response.

The Stansted Airport expansion development had been approved by UDC by the casting vote of the Chairman. They then had to agree the section 106 which is done by officers and Manchester Airport who own Stansted.

SSE have said they sold short and they should have got a lot more out of MAG than they settled for. An Extraordinary meeting of the Council was called to debate whether the application and section 106 should be referred to the new Planning Committee that is now led by R4U Councillors.

**19/157 Village Enhancement**

**19/157 Planters update**

Shalford School has asked which Planters they could look after and the Clerk has said the one outside the village hall and the 2 on the green opposite the hall.

The Horticultural Society have said no thank you.

The Clerk to write to Bendlowes Trust and the Bowls Club.

**19/158 Planning Applications/Comments**

The Clerk had spoken to Adam Smith regards all the applications that have been come in, the farm is being split between him and William. While talking to Adam Smith he asked about the name for the new development which should include Jackman's after name of the field, but should it be Jackman's Close 1-6 or Jackman's Cottages 1-6? The PC thought Jackman's cottages 1-6 would be best.

19/01208/FUL Proposed erection of an agricultural welfare lairage building - Hubbards Farm, Shalford Green, Shalford

The Parish Council recommend approval as long as there is no increase in lorry movements and timing so the following conditions should remain:

Deliveries to the premises should not take place outside the hours of:

Monday - Friday.....7.30 - 18.00

Saturday.....8.00 - 13.00.

No deliveries/collection of items to/from the premises to be carried out on Sundays or Bank Holidays.

In addition to the above, the Applicant must take due care not to make any unnecessary external noise during their work activities outside the above designated hours.

Reason: The premises/plant is located in a rural area where the background noise levels will plummet to a very low level in the late evening to the early hours of the morning. The noise caused by any vehicles delivering goods and/or collecting products during this quiet period will significantly affect the amenity of those residents living nearby.

19/01204/HH Erection of part single/part two storey rear/side extension. - Greenwood, Wethersfield Road, Shalford No Comment

19/01192/HH Replacement of existing Storage Shed. - Hubbards Farm, Shalford Green, Shalford No Objection

19/01193/AGR Application for prior notification of agricultural or forestry development - Proposed grain store - Hubbards Farm, Shalford Green, Shalford No Objection

### **19/158.1 Planning Results**

19/00826/FUL - Elm Cottage, Shalford Green, Shalford  
Conversion of the existing barn to a two bedroom private residential dwelling. - Elm Cottage, Shalford Green, Shalford **Refused**

19/01029/HH Single storey side extension to replace existing side/rear extension. - 4 Clifffield, Shalford, Essex **Pending**

19/00629/FUL Change of Use from Agricultural use of meat processing Plant which slaughters Turkeys produced on the Farm to White Meat Abattoir to enable grove Smith Turkeys to bring onto site Chickens and Ducks which have not been reared on the owners Farms. - Hubbards Farm, Shalford Green, Shalford **GRANTED**

19/00643/FUL Carport, workshop and storage - Tyecroft, Jaspers Green, Shalford **REFUSED**

19/00842/HH & 19/00843/LBC Installation of an air source heat pump to provide heating and water heating to be placed adjacent to rear wall of utility area - Elm Cottage, Shalford Green, Shalford **Granted**

18/02276/FUL Erection of two storey rear extension following removal of existing single storey extension. - Greenwood, Wethersfield Road, Shalford **Refused**

18/02023/VAR Application for variation of condition 2 following grant of planning permission 18/00278/REM - to reduce the Visibility Splays from 120m to 73m as per the recent approval (18/01124/FUL) and as agreed with Highways. - White Court, Braintree Road, Shalford **Pending**

### **19/159 Footpath/bridleway**

**19/159.1** Bridleways No Update

**19/159.2 Footpaths** Update from Cllr's

The Footpath committee met with Shirley Anglin and Ned Gemmill, The Clerk sent the Service Level Agreement to MDLandscapes as there are a few bits of information from MDLandscapes the Clerk needed to know before completing the form. The Clerk has sent this information over to Shirley Anglin so she can check it before completing the Agreement.

A date of the 29<sup>th</sup> August has been arranged for the PRow team to show the Richard Norman, Cllr French, Cllr Askew and a volunteer how to put in a post. Safety gear will be provided to all volunteers. We need to get 2 First Aiders qualified; the training courses are held at Mersea Island. Richard Norman has said he will do the course. The Clerk to see if the First Aid courses at the EALC would be ok to attend.

The Clerk reported that she had spoken with Jim Bartley about footpath cutting he had informed the Clerk that Shalford's footpaths had been cut on the 15<sup>th</sup> and 26<sup>th</sup> June, he gave a list of footpaths that had been cut.

Jim Bartley said they have a ride on and strimmers so they should be able to do all the footpaths. We need to mark on a map where footpaths are accessible by foot only.

The Clerk had already marked on a map which footpaths PRow should be cut; The Clerk has now added the ones they say have been cut. A lot of the footpaths haven't been cut. Richard Norman and Cllr Askew are checking the footpaths at the present time and reporting back to Ned Gemmill.

The Clerk needs a schedule of work that needs to be carried out and marked on a map, this needs to be sent to Shirley Anglin for approval. Shirley Anglin will give the council a stock of way markers.

Cllr Golding thanked Richard Norman for everything he's done and doing regarding the footpaths.

### **19/159.3 Adoption of Footpaths**

No report

## **19/160 Highways**

### **19/160.1 Update from Highway Meeting**

LHP Forms will be completed before the next meeting.

### **19/160.2 Buses**

The Clerk had written to the bus company asking that they make sure there are procedures put in place, so the occurrence where a child was left stranded doesn't happen again.

The Bus routes are being divert as the bridge in Great Bardfield is being Closed for 5 weeks, there will be a shuttle bus parking in the Village Hall car park. Starting on the 29<sup>th</sup> of July.

**19/160.3** Mr North’s email

The Highway Committee are about to complete the LHP form to implement a 30mph on Water Lane. Cllr Gurnett agreed to send a copy to Mr North.

**19/161 Consultations and Publications** Received and to respond to. Corporate Strategy 2020-2024 consultation

**19/162 Shalford Website Report**

From the 14 new **Policies** adopted June 2018 the **Community Engagement Policy** requires a monthly report of web site visitors

Month	Unique Visitors	Number of Visits	Pages Viewed	Pages Per Visit
June 2019	1,423	2,244	24,232	10.79

Unique -means individual devices accessing the web site

**19/162.1** Closure of Essex info March 2020

Cllr Eversden is looking into what other website hosts are available.

Hosting a website will cost £600 to set up and £200-£300 per year.

Cllr Golding said there was some info on the EALC bulletin, saying they will look into this.

Future agenda Item

**19/163 Stoneley Park**

ECC are still researching signs to get something suitable for the entrance. Sorry it is taking so long but more urgent environmental/ operational issues on other sites keep getting in the way!

Andrew Brown believes the Parish have earmarked the park for use by horses and carriages so again will modify the gates as soon as possible. They will have to monitor the impact this has on the track surface and other areas to ensure no damage is caused.

Levelly Wood is out of his remit, but he will endeavour to find out who is responsible and pass the message on.

ECC are also having a problem with dog fouling on the site especially on the track form the carpark to our gas engine and flare compound. When this coincides with

monitoring points it is a health and safety issue for his staff when going about their duties. He's not sure if the Parish can help in any way but he is thinking in terms of extra signage, relocating the dog bin to make it more visible and possibly closing off the track described above. Any publicity the Parish can give to this problem would be gratefully received.

The Dog bin needs clearing of brambles as the bins in the bushes, so it needs to be made visible.

**19/164 County Broadband update**

They've done the next stage of the project; it will be available by the end of the year.

**19/165 V E Day Celebrations**

The Council agreed that a village event on Saturday 9<sup>th</sup> May would be a good idea. The VHMC have put that in the diary. Cllr Gurnett is looking for someone to lead a subcommittee to organise the event. The Bell ringers will be ringing the bells on the 8<sup>th</sup> May. Where does the money go to if we make a profit?

**19/166 OBE and Pride of Essex**

Cllr Gurnett reported that there is a resident who deserved to be put forward for the Pride of Essex and possibly an OBE, Cllr Gurnett to look into completing the forms.

**19/167 Matters to be raised** by members for the next agenda

**19/168 Date of the next meeting** 18<sup>th</sup> September 2019

**19/169 Meeting Closed at 9.30pm**

Signed.....

Dated.....