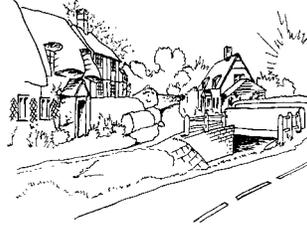


# ARKESDEN PARISH COUNCIL



## MINUTES of the MEETING of ARKESDEN PARISH COUNCIL held in Arkesden Village Hall on

**Monday 15<sup>th</sup> April 2019**

**Those present:** Rod Higgins (Chairman), Robert Patmore (Vice-chairman), Pat Palmer, Jane Chetcuti, Chris Coady, Cllr. Edward Oliver and Steve Coltman (clerk)

1. **Apologies for Absence:** None
2. **Declaration of Interests:** None
3. **Minutes of the meeting held on 18<sup>th</sup> March 2019**

The minutes were agreed and signed by the Chairman.

#### 4. **Matters Arising**

##### 4.1 Pebblings Field

Clerk had written to the new planning officer with a repeat of the PC's objections. This application has now gone to appeal on the grounds of "non determination", which means that the Inspectorate will make the decision on this application (for 3 houses and 1 access).

UDC still has to make a determination on the same basis as if it were making the original decision. This determination was published today (refusal) but not a very strong case. The applicant's appeal case refers to UDC's lack of an agreed Local Plan and no five-year land supply. In this instance less weight, is given to the policies quoted in UDC's refusal and more weight is given to the NPPF policy in favour of development – albeit SUSTAINABLE development. The applicants appeal also refers to other "similar" applications that have been approved at appeal after refusal by the local authority – one in the Uttlesford area.

The Parish Council agreed to investigate the possibility of challenging the appeal case.

##### 4.2 Election Result

Arkesden had an uncontested election for Parish Councillors with only six nominations coming forward – the specified number for the parish. The Parish Councillors for the next four years are published on the notice board and will take office on 6<sup>th</sup> May.

Elected councillors are:

Rod Higgins  
Robert Patmore  
Chris Coady  
Rupert Bull  
Ted Butling  
Satu Lawrence

#### 4.3 AGM

The Annual Village Meeting is scheduled for Weds. 24<sup>th</sup> April at 8pm. The Parish council agreed that Pebblings Field should be on the agenda so that residents can give their views on the Parish Council's next steps.

#### 5. Planning Matters

5.1 New Applications            None to date

5.2 Determinations

5.2.1 UTT/19/0191/HHF    Clodmore Hill Farm            Refused

#### 6. Playing Field

The clerk had received notification of the ROSPA inspection in May and Chris Coady agreed to write to the MFC to see if some of last year's recommendations could be carried out before the annual inspection takes place.

#### 7. Highways

7.1 The Rangers

Clerk had sent a list of jobs for the Rangers to Essex Highways , but as yet no response as to when these could be carried out.

8. Correspondence            As circulated

#### 9. Finance

9.1 Balance

Business Current Account            £ 3963.47 (year end balance carried forward)

9.2 Invoices

The following invoices were agreed for payment.

EALC membership            £ 111.23

BH Grounds Maintenance            £ 102.00 (inc. VAT)

9.3 Year End Accounts

The clerk presented the year-end accounts and the financial statement for the village AGM. The accounts showed a small surplus for the year of £219.99 indicating another prudent year for the Parish Council. The financial statement included the figures for the coming year's budget, which included a small increase in the precept of 3%.

9.4 Review of internal financial control

The Parish Council reviewed the following statements relating to the internal control of the finances;

a) All payments are approved by the council at its monthly meetings. These payments are minuted and published on the village notice boards and on the website.

b) All payments are paid on production of invoice and paid by cheque, which requires a minimum of two signatures.

c) A budget is agreed every November for the following year and an interim budget is prepared each October to ensure that the budget spending is on course. The bank account balances are checked each month when the invoices are agreed for payment.

d) A financial report is produced each year for the Village AGM

e) Annual accounts are agreed each year before completing the annual return, and both of these documents are published on the website.

- f) The accounts are audited by an independent accountant.
- g) The internal auditor undertakes a review of the internal financial control and his comments are included in the annual return.
- h) A VAT return is completed each year.

The Parish Council agreed that the system for internal control of the finances currently in place was effective.

It was agreed to appoint Peter Holland as the internal auditor.

## **10. Further Discussion Points**

### 10.1 Website

Pat Palmer reported that access to update the website was becoming difficult and that only her computer and log in details were currently working. Satu Lawrence had agreed to look into this so that when new councillors took office access to the website would continue. Pat Palmer agreed to continue to update the website with Parish Council information until such time as the problem can be resolved.

### 10.2 Vote of thanks

The Chairman expressed his thanks for the support and work of the retiring officers, Pat Palmer after 11 years, Jane Chetcuti after 8 years and Dylan Pratt after 4 years.

## **11. Date of the next meeting**

The next Parish Council meeting will be held on Monday 20<sup>th</sup> May 2019 at 7.30pm in the Village Hall. This will be the first meeting of the new Parish Council.

**Steve Coltman (Clerk)**

**Rod Higgins (Chairman)**