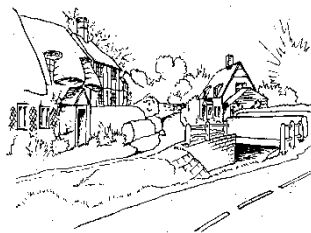


ARKESDEN PARISH COUNCIL



DRAFT MINUTES of the ONLINE MEETING of ARKESDEN PARISH COUNCIL

Monday 18th May 2020

Meeting conducted via ZOOM

Present: Rod Higgins (chairman), Robert Patmore (vice chairman), Chris Coady, Satu Lawrence, Rupert Bull, Ted Buttling, Cllr Edawrd Oliver and Steve Coltman (clerk).

1. **Apologies:** NONE
2. **Public Speaking** NONE
3. **Declaration of Interests** NONE
4. **Minutes of the meeting of 27th April 2020** Agreed and signed by the clerk. Chairman to sign later.
5. **Matters arising from the minutes of 27th April 2020**

5.1 VE Day Report

The Chairman reported on a very enjoyable day with most residents joining in with the spirit of the somewhat curtailed celebrations. There had been The Last Post (and other tunes) played outside the Axe - with thanks to Alan Poultney – plenty of bunting, flags and dressing up with “stay at home garden parties in nearly every garden with a few socially distanced families on the village green. The PC agreed that a show of appreciation for the village support group would be in order when restrictions are lifted.

5.2 Neighbourhood Plan

The chairman had spoken with Clavering, Langley and Wicken chairpersons re a joint Neighbourhood Plan. Clavering had looked at the possibility before and decided against, Wicken were not interested and Langley had yet to have a meeting to discuss the proposal although the chairperson thought that Langley’s (and Arkesden’s) designation as a Type B Settlement may well clash with the requirements of Clavering – a Type A Settlement. Chairman emphasised that a Neighbourhood Plan could take 3 to 4 years and would need the involvement of UDC as it goes forward with its new Local Plan. Any Neighbourhood Plan has to conform with the aims and objectives of the Local Plan with regard to housing. Clavering chairperson had pointed out that even with a Neighbourhood Plan in place, if UDC did not have a 5 year housing supply then housing numbers agreed in the Neighbourhood Plan could be overridden. The Parish Council agreed not to proceed down this route at this time, but possibly when a new Local Plan starts to take shape.

The Parish Council did discuss the possibilities of a new Village Plan to look at the overall development of the village (not just housing). Although this also has difficulties, the Parish Council agreed to take this forward once the current meeting restrictions are lifted.

6. Planning matters

6.1 New Applications

There had been a whole raft of applications at Wood Hall following the recent sale of the whole estate. Many of these applications were merely trying to regularise the situation with regard to site boundaries and parking as many of the original documents are not available on line and the current owner wishes to market and sell the properties individually. Some applications were for changes to existing planning applications for conversion of existing outbuildings and some for changes to existing permissions to demolish redundant buildings and rebuild with new houses. The new proposals did not increase the total number of dwellings that had already been granted permission.

6.1.1 UTT/20/0969/FUL	Wood Hall garden	Erection of 1 no. 4 bed. dwelling
6.1.2 UTT/20/0970/FUL	Dairy Lodge	Conversion to 1 no. 2 bed dwelling
6.1.3 UTT/20/0971/FUL	Grooms Cottage	Conversion to 1 no. 4 bed dwelling
	Gardeners Shed	Conversion to 1 no. 2 bed dwelling
6.1.4 UTT/20/0972/FUL	Woodcutters sheds	Rebuild to 2 no. 2 bed. dwellings
6.1.5 UTT/20/0984/FUL	The Old Hangar	Demolish and build 2 no 3 bed. dwellings
	The Squash Court	Demolish and build 1 no. 4 bed. dwelling
6.1.6 UTT/20/0999/FUL	1 & 2 Farriers Cottage	Regularise use
6.1.7 UTT/20/1000/FUL	1 & 2 The Dairy	Regularise use
6.1.8 UTT/20/1001/FUL	1 & 2 Foreman's Cottages	Regularise use
6.1.9 UTT/20/1002/FUL	1 & 2 Woodman's Cottages	Regularise use
6.1.10 UTT/20/1004/FUL	Game Cottage	Regularise use
6.1.11 UTT/20/1036/FUL	1,2, & 3 The Granary	Regularise use
6.1.12 UTT/20/1044/HHF	Wood Hall	Part demolish and erect 4 bay garage/store
6.1.13 UTT/20/1045/FUL	Chaff Cottage	Regularise use
6.1.14 UTT/20/1046/FUL	The Stables	Conversion to 1 no. 2 bed Stables South & 1 no. 3 bed Stables North

The Parish Council considered all of these proposals and concluded that the only one to be of any concern was UTT/20/0969/FUL – the new house in the walled garden. It was felt that there are few intact walled gardens remaining today and that it does contribute to the historical context of the Wood Hall estate. It would be preferable if an alternative location could be found for the new house so that the walled garden could remain as garden, although still sub-divided between several dwellings. Clerk would write to the planning dept. to raise this concern.

6.2 Determinations

6.2.1 UTT/20/0706/HHF	The Chapel, Hampit Road	Retrospective access bridge
	Approved	

7. Report from District Councillor

Due to some technical problems the District Councillor was unable to re-join the meeting and therefore his report would be circulated to the Parish Councillors

8. Playing Field Report

There had been several requests to re-open the Millennium Field now that some of the lockdown restrictions had been lifted. Clerk had raised this question at a recent clerk's forum and had received advice that providing that social distancing signs were in place there was no reason not to open the field. The playground equipment will remain closed. The Millennium Field committee will be informed and asked to "spread the word" but to ensure that the field is used responsibly by families.

9. Village Hall report - No activity taking place during the Covid 129 outbreak

10. Highways

The bridge at the bottom of Clanver End had been damaged again, but the chairman reported that he had seen highways contractors by the bridge. Clerk agreed to check that the problem had been reported.

11. Correspondence - Nothing to circulate as all correspondence had been forwarded electronically.

12. Finance

12.1 Balance after 1 st half precept	£9108.33		
12.2 Invoices	The following invoices were agreed for payment:		
	EALC GDPR Training	£ 16.80	(inc. VAT)
	BH Grounds Maintenance	£ 324.00	(inc. VAT)

It was agreed that cheques would be signed by the clerk and then sent to the chairman for the second signature.

a. Review of internal controls

The Parish Council considered the following list of internal controls that need to be exercised in order to complete the Annual Governance and Accountability Return:

- i). Appropriate accounting records have been kept throughout the year.
- ii). The Parish Council complied with financial regulations, payments were supported by invoices, all expenditure was approved and VAT accounted for.
- iii). The Parish Council assessed the risks to achieving its objectives.
- iv). The precept resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves are appropriate.
- v). Expected income was fully received and VAT accounted for.
- vi). Salaries to employees and allowances to members were paid with the council's approval and PAYE and NI properly accounted for.
- vii). Asset and investment registers were complete and accurate and properly maintained.
- viii). Periodic and year end bank account reconciliations were carried out.
- ix). Accounting Statements for the year were properly prepared.
- x). The council had certified itself as exempt from a limited assurance review in 2018/19, and it had met the exemption criteria.
- xi). The council demonstrated that during the summer of 2019 it provided for the exercise of public rights.

The Parish Council agreed unanimously that all of the above controls were in place.

13. Further Discussion Points

13.1 Some footpaths still need cutting. Clerk would speak to the appropriate people.

13.2 The idea of an exhibition of "Arkesden's Lockdown Art and Crafts" was proposed for when the village returns to "normal". Agreed that it would be a good idea but obviously not until social distancing rules are relaxed.

14. Date of next meeting.

It was agreed to have another online meeting and the date was set for Monday 15th June 2020 at 7.30pm

Chairman (Rod Higgins)

Clerk (Steve Coltman)