DRAFT MINUTES of the MEETING of ARKESDEN PARISH COUNCIL

7.30pm Arkesden Village Hall - Monday 17th May 2021

Present: Robert Patmore (acting chairman), Chris Coady, Satu Lawrence, Alistair Mclean, Holly Greenhow, Cllr. Edward Oliver, Steve Coltman (clerk), Susan Erb (incoming clerk), three residents. Social distancing in place.

1. Apologies for absence: None

2. Election of Officers:
   2.1 Chairman
   The Council discussed temporary cover for chair for the immediate summer months. Satu Lawrence proposed that Robert Patmore take on chair for this meeting; Chris Coady seconded.
   2.2 Vice Chairman
   Robert Patmore agreed to continue as Vice-Chairman, if elected, at the June meeting.

3. Public speaking
   As an immediate neighbour, Matt Pembroke shared concerns over the proposed extension of Down House.

4. Declaration of interests
   Items 7.1.2 Holly Greenhow – homeowner and 7.1.3 – neighbour.
   Item 7.1.1 Alistair Mclean – friend of developer.

5. Minutes of the meeting held on 26th April 2021
   Clarification of the EALC costings of £119.41, payment agreed at last meeting. Minutes agreed.

6. Matters arising from the meeting of 26th April 2021
   6.1 Appointment of new clerk – Susan Erb has taken up position of Parish Clerk.
   6.2 Annual Village Meeting Report – The AVM, held on 28th April (by zoom) covered two years of reports and was attended by all members of the Parish Council, Cllr Oliver and nine residents. There were reports from the Village Organisations, the Chairman’s report, and clerk’s financial report. The Chairman announced that he would be standing down after 18 years as a councillor, 14 of which as Chairman.
   6.3 Vacancy on the council – An email has gone to the village informing the village of the current councillor vacancy. The Council agreed to a letter drop highlighting the need to fill the vacancies, by end-May.

7. Planning Matters
   7.1 New Applications
   7.1.1 UTT/21/1494/FUL Land South of Quicksie Hill - Amendments to layout and design
   The Parish Council expressed concern over the proposed changes to Plot 1. The proposed integrated garage and extension to the side of the property results in a larger mass overall which will have a detrimental impact on the landscape and street scene as you enter the conservation area, especially if the site is relocated further north. The proposals would result in a loss of amenity to #1 Quicksie Hill, its Annex, and #1A Quicksie Hill. A separate garage, as per the original plans, is more in keeping with plots 2 and 3, both of which have separate garages.
7.1.2 UTT/21/1476/HHF Down House - Rear two storey and side single storey extensions. The main area of concern for the council is the alteration to the street scene. The proposal to attach Down House to the shared garage building will change the street scene in perpetuity. The view to the fields beyond on either side of the garaging is significant. The scale of the building to the rear of Down House is measurable. The proposal of a raised terrace together with the increased mass of the building to the rear will result in overlooking the amenity area of the immediate neighbour Honeybrook House. Given shared access and limited parking, concerns were raised over parking density.

7.1.3 UTT/21/1471/HHF Honeybrook House - Rear single storey extension. The Parish Council offered no objections to the proposal.

7.2 Determinations
7.2.1 UTT/20/0970/DOC The Dairy, Wood Hall - Conditions discharged in full.

8. District Councillor’s report
The District Councillor shared that the first meeting of the new Uttlesford District Council is set for 18th May at which time a Chair and Vice Chair will be elected. Paul Gadd is the new Essex Councillor (RFU). The Parish Council will be inviting him to join an upcoming meeting.

9. Playing Field report
Alistair McLean reported that the annual sports day is planned for 3rd July with an overnight camp-out and catering. Payment for the new bench has come through, kindly donated through the Ward Councillor’s Initiative Fund.

10. Village Hall report
Holly Greenhow reported that continued focus is on upgrading the interior of the Village Hall.

11. Highways
Action is finally being taken to repair the potholes at Clanver End. The village should note the road closure Church Hill on 27th May for six days for works to be carried out by Affinity Water.

12. Correspondence (as circulated)
Nothing to add

13. Finance
13.1 Balances - £11,071.91 (with first half of precept)
13.2 Invoices – the following were agreed for payment:
  • Website  £818.76
  • BH Grounds maintenance for two cuts of the village green  £204
  • Insurance  £608.65
  • Parish Clerk
    Steve Coltman for April and May  £733.33
    Steve Coltman holiday leave  £70.44
    Susan Erb  £369.20
13.3 Annual Governance Statement (AGAR) – The Parish council completed the Annual Governance Statement (page 4).
13.4 Annual Return (AGAR) – the Parish Council approved the Accounting Statements (page 6).
Action: upload AGAR to village website and post notice of electors’ rights

14. Further Discussion Points
Questions were raised as to whether BH Grounds Maintenance can do stream cleaning both now and in the autumn. Action: Parish Clerk to follow up with the local contractor about both stream cleaning and strimming around the graves in the churchyard.
Ann Curry has requested if John Forster could spray the footpaths crossing the field from Quicksie Hill to the Methodist Chapel. The Council will follow up.

The Parish Council recommended that we reinstate the monthly coffee mornings. The Council agreed that they will both post the re-start on the website and do a flyer drop.

Thanks to Steve Coltman for his 16 years as Parish Clerk. The Parish Council expressed its sincere appreciation for everything that he had achieved for the village during his time of office.

15. **Date of the Next Meeting**
The next meeting will be held on Monday 21st June, 2021 in the Village Hall. Attendees must comply with HMG Covid rules.