

## NEWPORT PARISH COUNCIL

### Minutes of the Annual Meeting of the Council held at 7.30 p.m. on Monday, 10 May, 2010 at Church House, Newport

<b><u>Present:</u></b>	Cllr P. Arscott	(PA)	
	Cllr L. Baillie	(LB)	
	Cllr M. Bowker	(MB)	
	Cllr T. Denyer	(TD)	
	Cllr C. Gilbank	(CG)	
	Cllr M. Sell	(MS)	
	Cllr J. Smith	(JS)	
	Cllr A. Yarwood	(AY)	Chairman

<b><u>In attendance</u></b>	Dist Cllr P. Wilcock	(PW)	(from C111)
	Cty Cllr R. Gooding	(RW)	(from C096 –C101)
	C. Griffin		Clerk
	J. Peachey		Treasurer

#### **10/C096 Election of Chairman**

Cllr A. Yarwood was elected Chairman for the year 2010/11.

Proposed: JS                      Seconded: CG                      All  
agreed

#### **10/C097 Chairman's declaration and acceptance of office**

The Chairman signed the declaration and acceptance of office.

#### **10/C098 Election of Vice-Chairman**

Cllr A. Johnson was elected Vice-Chairman for the year 2010/11.

(Cllr Johnson was unable to attend but had informed the Clerk that he was willing to stand)

Proposed: MS                      Seconded: MB                      All  
agreed

#### **10/C099 Apologies for absence**

Apologies were received from Cllr. A. Johnson and Cllr J. Rose.

**10/C100 To receive any ‘personal’ or ‘personal and prejudicial’ interests relating to items on the Agenda**

The following personal interests were declared: AY in C115, C118, C119; TD in C116, C117 and C118; MS in C120; LB in C107, C118, C120 and C123; PA in C122; CG in C120; JS in C122. AY declared a personal and prejudicial interest in C116 and C117.

029

**10/C101 Public participation session (15 minutes available if required)**

No members of the public present.

**10/C102 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 7<sup>th</sup> April 2010**

Resolved that the Chairman should sign the Minutes as approved.

Proposed: JS

Seconded:

TD

All agreed

**10/C103 Chairman’s comments**

The Chairman thanked:

- ∞ Everyone who had assisted at the Annual Assembly.
- ∞ Matthew Yarwood for his hard work in the office during his work experience placement.
- ∞ Alan Neville for arranging for the tree in the Station car park to be pruned and the front wall repaired.

The Chairman reported that:

- ∞ As a point of interest, Curtin & Co, a specialist consultation company, had recently carried out a housing survey in Newport. This showed that 58% of residents surveyed would support a proposal to build 750 new homes at Chelmer Mead over the UDC’s current Core Strategy Preferred Option 4.
- ∞ A request has been received by the Council for a Music evening in the village. Some concerns were expressed and these will be discussed when further details are available. Initial guidance of requirements had been provided.

**10/C104 To receive the Clerk’s Report**

Duly received.

Clerk thanked:

- ∞ MB and Matthew Yarwood for their help in delivering the leaflets advertising the Annual Assembly. Some alterations will be made to the wording for next year.
- ∞ Matthew Yarwood for his assistance in the office. The work experience placement worked very successfully.

It was reported that:

- ∞ The PCC are considering carrying out the work on the footpaths in the Churchyard in 2010, but there is some concern that this will lead to flooding in Church Lane.
- ∞ NFGS will advise the PC when they are planning the next litter pick. A copy of the NFGS report that was sent for the Annual Assembly was handed to Clerk.

030

**10/C105 To approve the dates of Council Meetings for the year 2010/11**

It was agreed that the dates should follow the same pattern as previously, subject to changes for Christmas and bank holidays. Clerk will draw up schedule and circulate for approval at the next meeting.

**10/C106 To approve the continuation of a Committee system for 2010/11 and to confirm the continuation of a Planning & Environment Committee and a Facilities & Amenities Committee under existing terms of reference**

The continuation of a Committee system was approved for the year 2010/11 under existing terms of reference.

**10/C107 To approve the Parish Representative/Committees list, circulated prior to the meeting.**

It was agreed that the following amendments/additions should be made:

Riga (Cherry Garden Lane) - CG  
 The Common and Street Furniture - PA  
 UDC Planning Consultations - JS/AY/LB

Members were requested to notify Clerk of any further changes prior to the next meeting.

**10/C108 To review Register of Members' Interests Forms**

Members were requested to contact Clerk as soon as possible to review their forms.

**10/C109 To receive the Treasurer's Report and approve accounts for payment**

Duly received.

The payment schedule showing 20 items totalling £10,457.03 was approved and signed by the Chairman.

Chairman, JS and Treasurer to discuss queries that were raised on the figures for the fourth quarter of 2009/10.

**10/C110 To approve the Accounts, Annual Return and Governance Statement for 2010/11**

Deferred until the Full Council meeting in June.

**10/C111 To appoint a new Internal Auditor**

Following discussion it was agreed that the Treasurer should contact the three prospective Auditors and obtain more details of their experience and specific details regarding charges.

Treasurer will then submit a recommendation to the Council and a decision should be made at the Planning meeting on 17<sup>th</sup> May.

031

**10/C112 To review Standing Orders and Financial Regulations**

Deferred until the next Full Council meeting.

**10/C113 To consider subscriptions and requests for donations from the Buffy Bus Association and Homestart**

It was agreed that the following donations would be included on the next payment schedule:

Buffy Bus	£100.00
Homestart	£100.00

**10/C114 To receive feedback from the Annual Parish Assembly**

It was felt that the meeting was well attended, thought mainly due to the flyer which was delivered to all houses in the week before the meeting, and the Open Forum approach worked well.

It was agreed that the meeting should be held at the Village Hall next year and the following will be considered when planning the arrangements:

- ∞ Name badges for all Members of the Council
- ∞ Members to sit together
- ∞ Documents provided to attendees to inform residents of Members responsibilities (Parish Representatives/ Committee list) to be circulated with Agenda
- ∞ All questions to be directed to the Chairman who would then call on the key person to give answer.

**10/C115 To receive an update on the Parish Council Office**

A new lease is being drawn up from 24th June. Mullucks will be re-fixing the door from the inner lobby and will be requested to paint the main office after the current resident has left. Clerk is liaising with Ros Jeffreys regarding the possibility of purchasing some of the existing furniture, which the Council uses, for a nominal sum. Clerk will report back at the next meeting.

**10/C116 To receive an update on the development at Jikes Hall**

(CG took the Chair for this item)

AY reported that:

- ∞ The planning application has been submitted and there should be a decision in eight weeks.
- ∞ Following the discussion after the last Facilities meeting, he met with AJ and PA to look at car parking issues at the recreation ground and PA has now prepared a plan.
- ∞ If necessary, the location of the building can be changed but that time is running short.
- ∞ Viridor has now confirmed the second tranche of funding.

032

It was emphasised that the Sports Committee should be consulted regarding the car parking issues.

The Chairman congratulated AY on all his efforts and asked if the start date would be delayed if the site has to be changed. AY advised that he is looking at a similar building in a few days time

and could decide to withdraw the application and re-submit, but the building needs to commence in the Summer.

**10/C117 To discuss the plan received from the Scouts for proposed new building at the recreation ground**

(CG took the Chair for this item)

AY advised that David Cotterill, Chairman of the Scouts, would be attending the Planning Committee meeting on 17<sup>th</sup> May to discuss their plans and seek PC approval.

**10/C118 To receive an update on Affordable Housing Schemes and discuss letter received from Capital Traffic Management Ltd., circulated prior to meeting**

Clerk reported that there is no further news on the Cambridge Road scheme.

Several issues were raised from the letter from Capital Traffic Management and these will be discussed at the Planning Meeting on the 17<sup>th</sup> May. Members felt it would be helpful if former members of the Council could be approached regarding access arrangements made when the recreation ground was purchased.

**10/C119 To discuss a response to the consultation on the UDC Executive Cabinet Structure**

Following some explanation from PW on the present system and the proposed changes, the PC decided, after discussion and deliberations, that they would prefer to retain the existing system. Clerk to send response to UDC before deadline.

**10/C120 To receive an update on the Playground and discuss the Playground Committee**

MS and LB have met with the three suppliers of the new equipment and following a review of the specifications are awaiting revised quotations.

LB is awaiting confirmation of the award from the Lottery and as soon as this is received will contact CIF regarding modifications to the original request. The Activity Trail will be funded from the PC's Reserves.

ROSPA inspection should be carried out during May.

MS gave details of the new memorial plaque that will be placed just inside the gate. It was agreed that this should be fixed before the new equipment is installed.

PA pointed out that the access to Gaces Meadow from Meadowford, at the side of the playground, needs levelling. MS and LB will inspect and report back.

033

**10/C121 To approve requests to use the Common for a small traditional Fair and Car Boot Sale**

The requests were approved subject to:

- ∞ Full Risk Assessment which PC must approve.
- ∞ Copy of Public Liability Insurance
- ∞ Written undertaking that any damage to the Common will be rectified. (PC to inspect before arrival and on departure)  
PC will supply a plan showing which area vehicles are permitted to use.

The Chairman reported that the above documents have been received from the Fair but further details have been requested on their Risk Assessment. A fee of £100 has been requested. The Fair will be open on 22<sup>n</sup><sup>d</sup>/23<sup>r</sup><sup>d</sup> May, but will arrive a few days beforehand.

The Car Boot Sale, requested by the Friends of Newport Primary School, will take place on Saturday, 11<sup>th</sup> September. LB will supply the above documents. No fee to be charged for this event.

**10/C122 To receive a report on the Village Hall**

PA reported that:

- ∞ the work on the pavement at the front of the Hall is currently being carried out. The contractors have also been asked to quote for removing the kerb outside the Green Room in order to improve access.
- ∞ the VHTMC would like to know how much is still held in the PC-s Reserves.
- ∞ funding for disability access to be investigated by the Chairman of the VHTMC.

**10/C123 To receive a Report on Neighbourhood Watch**

LB reported that the AGM was held recently which the District Commander attended.

**10/C124 To receive Reports from Dist Cllr P. Wilcock and Cty Cllr R. Gooding**

**Dist Cllr P. Wilcock** referred to a recent letter in a local newspaper stating that he wanted 400 houses built in Newport. PW stated this is not true and he wanted to clarify the situation. Whilst he has said there is a need for good local affordable houses in Uttlesford, at no time have 400 houses in Newport been mentioned.

**Cty Cllr R. Gooding** (reported at the beginning of the meeting) Cllr Gooding advised that the Essex Apprenticeship Scheme has proved extremely successful. Over the last year 120 apprentices have been employed by the County in Basildon, Colchester and Harlow and 40 of these have acquired employment. The scheme will continue again this year and RG would be pleased to hear from anyone who would be interested in employing a youngster under this scheme.

Following a question regarding the current situation at Stansted Mountfitchet School, RG confirmed that the County are looking into the impact this could have on other

034

schools in the area but in Uttlesford there is over provision of Secondary School places.

#### **10/C125 Items for next Agenda**

To receive an update on the Village Plan

To consider a contribution to the Joint Parish Council Group

To receive a report on meeting with NFGS and Newport Primary School

#### **10/C126 To discuss any urgent matters of interest to the Parish**

C126.1 It was agreed that the article in the latest edition of Uttlesford Life concerning water courses should be included in the next PC News as the main/primary content.

C126.2 It was reported that the Parish Church have advised that they may have to replace their boiler in the foreseeable future.

C126.3 The Primary School has requested a small plot at the Allotments for the children to use. The PC supported this.

C126.4 Two nominations were made for the Uttlesford Award Scheme. To be approved at next Full Council meeting.

C126.5 The letters to Allotment holders regarding trees have been held.

C126.6 A request has been received for a Street Party in Bridge End. To be included on the agenda of the Planning meeting on 17<sup>th</sup> May.

**10/C127 Date of next meeting**

The next meeting will be held on Monday 7th June, 2010 at 7.30 p.m. at Church House, Newport.

The meeting closed at 10.10pm.