

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF THAXTED PARISH COUNCIL HELD ON
THURSDAY 3rd MAY 2018 AT 08:00 PM IN THE GUILDHALL**

Present: Councillors: T. Frostick (Chairman), Cllr's: V Knight (Vice Chair) Brazier, Howells, Williams, Frater, Stewart, Miller, Morgan

Also, present:

Dena Ludford Parish Clerk and 16 members of the public.

17/18.221 ELECTION OF CHAIRMAN

Cllr V Knight Nominated Cllr Terry Frostick seconded by R Williams, unanimous support

17/18.222 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Received

17/18.223 ELECTION OF VICE-CHAIRMAN

Cllr T Frostick Proposed Cllr Victoria knight seconded by Cllr R Williams,

17/18.224 APOLOGIES FOR ABSENCE

District Cllr John Freeman, & Martin Foley
County Cllr Simon Walsh
Cllr A. Wattebott

17/18.225 DECLARATION OF INTERESTS

None received

17/18.226 PUBLIC REPRESENTATIONS

A representative of the NP made comment in reference to the rebuttal of the Claypits application and the splay view over the Parish land.

17/18.227 TO AGREE COMMITTEE MEMBERSHIP NUMBERS AND TO APPOINT COUNCILLORS TO THE COUNCIL'S COMMITTEES (see Appendix A)

- a. Finance and Assets (5)
- b. Highways (8)
- c. Open Spaces (8)
- d. Personnel & It (4)
- e. Planning (11)
- f. Clarence House (4 Councillors 3 non Councillors)

17/18.228 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO THE COUNCIL'S COMMITTEES (Appendix A)

Finance & Assets – Cllr Knight Proposed Cllr Frostick as Chairman, seconded by Cllr Frater, Cllr Frostick proposed Cllr Williams as Vice chairman, seconded by Cllr Brazier.

Highways – Cllr Frostick proposed Cllr Spencer as chairman, seconded by Cllr Knight, Cllr Spencer proposed Cllr Brazier as vice chairman, seconded by Cllr Frostick.

Open Spaces - Cllr Howells proposed Cllr Brazier seconded by Cllr Frostick, Cllr Brazier proposed Cllr Howells as vice Chairman, seconded Cllr Frostick.

Personnel and IT - Cllr Brazier proposed Cllr Frater as Chairman, seconded by Cllr Knight, Cllr Frater proposed Cllr Brazier as vice chairman seconded by Cllr Miller.

Planning - Cllr Brazier proposed Cllr Knight, seconded by Cllr Frostick, Cllr Brazier proposed cllr Frostick as vice Chairman seconded by Cllr Knight.

Clarence house – Cllr Brazier proposed Cllr Howells seconded by Cllr Knight, Cllr Howells proposed Annie Harding as vice, no dissent.

Chairman's Initials

17/18.229 GUILDHALL MANAGEMENT COMMITTEE

- a. To appoint a Chairman – Cllr Brazier proposed Cllr Frostick, seconded by Cllr Knight
- b. to appoint a vice chairman – Cllr Frostick proposed Cllr Frater seconded by Cllr Knight

17/18.230 TO APPOINT COUNCILLORS TO THE COUNCIL'S STANDING WORKING GROUPS (see Appendix AB)

- a. Neighbourhood Plan Steering Group (3)
Cllr. D. Morgan
Cllr. A. Wattebot
Cllr. A. Frater
- b. Remembrance Memorial Working Group (3)
Group to be disbanded – unanimous
- c. Youth Forum (4)
This Forum is Paused, this will return to the council after new terms of reference

17/18.231 TO CONSIDER and APPOINT COUNCIL REPRESENTATIVES TO THE FOLLOWING COMMITTEES OR ORGANISATIONS (Appendix B)

- c. Bolford street hall management committee – Cllrs Morgan, Howells & Brazier
- d. windmill trust management committee (trustee) Cllr Knight
- e. Maynards charity (the chairman and vice-chairman of the council)
- d. Thaxted twinning association – Paused
- e. Parish transport representative – Cllr Wattebott
- f. The Thaxted Society – Cllr Stewart

17/18.232 REPORTS FROM DISTRICT COUNCILLORS ON MATTERS RELATING TO THE PARISH OF THAXTED

None received

17/18.233 REPORTS FROM COUNTY COUNCILLORS ON MATTERS RELATING TO THE PARISH OF THAXTED

None Received

17/18.234 MINUTES

RESOLVED To **APPROVE** and sign as a correct record the minutes of the Council meeting held on 5th April 2018
RESOLVED To **APPROVE** and sign as a correct record the minutes of the Planning meeting held on 19th April 2018

17/18.235 COMMITTEE MINUTES

To **NOTE** the minutes of the Open Spaces committee meeting held on 19th April 2018.
To **NOTE** the minutes of the Personnel & IT committee meeting held on 19th April 2018.

17/18.236 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED To **APPROVE** and **AGREE** the re-appointment of Mrs Vicky Waples as Internal Auditor for the 2018-2019 financial year as regulated by SALC.

17/18.237 PLANNING**i) APPLICATION NO. UTT/18/1030/HHF**

PROPOSAL: Demolition of existing rear extensions and erection of two storey and single storey rear extensions.

LOCATION: 6 Claypits Villas Thaxted

RESOLVED to **SUPPORT** this application

ii) APPLICATION NO. UTT/18/0976/LB & UTT/18/0975/HHF

PROPOSAL: Removal of window and erection of side porch

Chairman's Initials

LOCATION: Coverts Bardfield End Green

RESOLVED to **SUPPORT** this application

iii) APPLICATION NO. UTT/18/1099/FUL

PROPOSAL: Erection of 1 no. agricultural workers dwelling and garage annexe with associated landscaping

LOCATION: Coal Yard Stanbrook Road

RESOLVED to **SUPPORT** this application and endorse the agricultural restriction.

17/18.238 NEIGHBOURHOOD PLAN

To receive a verbal update on progress from Peter Neale, the Steering Group Chairman (See Appendix C)

17/18.239 INSURANCE POLICY REVIEW & RENEWAL

To review the council's current insurance policy remains adequate and approve the 2nd year of the pre-agreed 3 year term resolved by this council previously 01.06.2017 ref: 17/18.041. at a cost of £1,612.68.

17/18.240 STALLARD KANE

RESOLVED To **RECEIVE** and **SIGN** acceptance of the Revised health and safety documentation provided to Thaxted Parish Council by Stallard Kane associates.

17/18.241 METAL DETECTING PERMISSION REQUEST

To Consider the request for permission to Metal Detect on Parish Council Land.

(National Council for Metal Detecting - Risk Assessment & Public liability is available to view upon request).

The request is made by the individual only and no others person will be granted permission by agreeing to this application – the council **RESOLVE** to support this application.

17/18.242 FUTURE PLAN REVIEW

It is suggested to Invite all new Cllrs to add their comments and include Cllr Howells Previous comments.

Also to Ask the Thaxted society to see if they have notice boards.

Cllr Knight wishes to Add the coach park with a view to consider expanding the coach park to include dedicated coach and school parking as part of the future plan, all in agreement.

The clerk to keep the plan up to date as developments happen.

17/18.243 FINANCE

To **NOTE** Council income and expenditure as follows:

a) Expenditure

To agree Council gross expenditure from 1st – 31st March 2018 as follows:

Co-operative Current A/c	£12496.14
Santander A/c (Market)	£8.26
Co-operative (Guildhall) A/c	£306.11
Petty Cash	£63.02

b) Income

To note Council gross income from 1st – 31st March 2018 as follows:

Co-operative Current A/c	£5304.64
Santander (Market)A/c	£1320.64
Co-operative (Guildhall) A/c	£625.00
NS & I Guildhall Investment A/c	Nil
Scottish Widows (Investment) A/c	Nil
Scottish Widows Market (Investment) A/c	Nil

c) New Bank Account

Chairman's Initials

A Verbal report is received by Cllr Frostick regarding the New Lloyds on line banking solutions.

To Discuss and Agree possible consolidation of our existing bank accounts.

RESOLVED to keep the main co-op account open

RESOLVED to permit Clerk to make the necessary arrangements to Transfer funds from the Santander Market account and close account.

RESOLVED – unanimous agreement to keep the Guildhall Co-Op account with no changes.

RESOLVED to permit the Clerk to make the necessary arrangement to transfer funds initially to our standard Lloyds account and close the NS&I account.

RESOLVED that the two Scottish Widows account be closed and TF funds to Lloyds under investment
All Banking solutions proposed by Cllr. Frostick and Seconded by Cllr. Morgan

d) EMR's

To **NOTE** the current EMR's at YEAR END accounts close down (2017/18) and to **RESOLVED AND AGREE** the actions taken during Year End close down to safeguard unspent allocated funds for which an EMR exists:

- a. **RESOLVED** to Increase EMR 319 Car Park Resurfacing by £1000
- b. **RESOLVED** to Increase EMR 326 Land Purchase by £1000
- c. **RESOLVED** to Increase EMR 327 Clarence house by £3087.32
- d. **RESOLVED** to Increase EMR 352 Remembrance Memorial by £1033.55
- e. **RESOLVED** to Decrease EMR 535 Cllr Training by -£500 (to balance overspend)

Future Recommendations by the RFO for council consideration and resolution

To **NOTE** that we are in receipt of £30,001.00 as final payment for the Transfer of land in connection to the site formerly known as Molecular products.

- f. **RESOLVED** to **APPROVE** an Increase to EMR 350 Capital Reserve by £30,001.00
- g. **RESOLVED** to **APPROVE** that the funds remain in the Parish Councils EMR 352 Fund, totaling £2533.55 The clerk will find out the costs of insurance of the board and the Parish Council will take ownership, Cllr Knight will take this matter up with The Royal British Legion.
- h. **RESOLVED** To future **APPROVE** EMR 356 Charity Commission Cricket Club be increased by £60 upon invoice payment for ground rent.
- i. **RESOLVED** To keep the remaining funds held in EMR 352 Fencing & Walls with a current balance of £2944.230

e) Precept

To note the first half of the Precept has been received with thanks.

17/18.244 DATE OF THE NEXT MEETING

The date of the next Council Meeting will be on Thursday 7th June 2018 at Thaxted Guildhall at 8pm.

Chairman's Initials