

**MINUTES OF THE PARISH COUNCIL MEETING OF THAXTED PARISH COUNCIL HELD ON
THURSDAY 07th NOVEMBER 2019 at 8pm in the Guildhall**

Present: Councillors: T Frostick (Chairman), A Frater (Vice Chairman), W Brazier, R Williams, I Stewart, J Spencer A Howells, V Knight, R Barrington, A Wattebot.

Also Present: Dena Ludford (Clerk & RFO) & 2 member of the Public District Cllr M Taylor, District Cllr M Foley

19/20.518 APOLOGIES FOR ABSENCE

County Cllr Simon Walsh
Cllr's: D Morgan

19/20.519 DECLARATION OF INTERESTS

None Received

19/20.520 PUBLIC REPRESENTATIONS

None Received

19/20.521 REPORTS FROM DISTRICT COUNCILLORS ON MATTERS RELATING TO THE PARISH OF THAXTED

Cllr Foley expanded on a meeting with Essex Highways the following points were discussed: Copthall lane signage, white Lines in various parts which need to be replaced, e.g. Park Street. The Tanyard and its general state of repair, Samford road speed limits will be done, and the date is still pending, uncertain if this will be in this financial year or early next. Also the Youth Club, a really successful summer event and as such have managed to fund raise for next year in anticipation of this going forward. As there has been a number of changes in UDC there is a review underway in connection to the cabinet structure and this will be coming forward to you. Cllr Taylor expanded on the need for lorry reduction and speed reduction here in Thaxted and is minded not to go through everything that the Parish Council were also involved in and look forward to seeing what comes of the meeting the Parish Council had with Highways last week. Cllr Taylor sits on the environmental committee and is particularly interesting on the effects of air pollution and on our residents, whilst the measurements are well done, they are measured over long periods of time and therefore the average is reduced. Cllr Taylor is particularly interested in Peak Pollution including air traffic pollution and the World Health Organisation have reported on a clear correlation of serious illnesses reported such as coronary and breathing difficulties. There are two monitors being brought in to UDC and the first will be likely placed at the bottom of town street and corner of park street. A suggestion to form a library support group, and Cllr Taylor would like Cllr A Frater to join this group.

**19/20.522 REPORTS FROM COUNTY COUNCILLORS ON MATTERS RELATING TO THE PARISH OF THAXTED
Report Attached.**

Cllr Wattebott would like to thank the County councillor for the tremendous job done on Delfits Lane however the gate should be revised to stop Motorbikes being given access.

19/20.523 MINUTES

RESOLVED To **APPROVE** and sign as a correct record the Minutes of the Extraordinary Council meeting held on 17TH October 2019

19/20.524 COMMITTEE MINUTES

To **NOTE** as a correct record the minutes of the Planning Committee meeting held on 17th October 2019
To **NOTE** as a correct record the minutes of the Guildhall Committee meeting held on 17th October 2019

Chairman Signature:

19/20.525 FINANCE

- a) **To Note and Approve the Councils Gross income, expenditure and EMR balances.**
- b) **To review online payment for Approval**

**RESOLVED To SIGN and APPROVE the online payments as detailed for approval.
Cllr Williams reports that a Full Audit**

19/20.526 WORKING GROUP REPORTS

To receive an update from the following working groups to include the latest meetings dates, discussion points and considered activities.

a) Library working group

still not heard formally from Essex and yet Cllr A Frater is still nervous as we are still unaware of the premise and there is still an unknown EOI outstanding and we don't want Essex to pump in to the other EOI party and not anything that we as a Council may want involvement in. Cllr Frostick asks Cllr Taylor about the new library working group in UDC and that Barbara light has been replaced with Patrick revel, Cllr Frostick wishes to remove the save our library banner down and we can save this for a later date.

b) Prevention of Crime working group

1) one of the members has asked to come away from this group and wonder if anyone else might light to join, Cllr Knight would like to join in replacement of Cllr Williams.

2) The clerk has been asked to

c) Community Land Trust

The Clerk and Chairman expanded on what has happened so far including the process since receiving the grant, we are now members of the NCLT and there are several benefits in connection to the membership, including the designs and legalising the committee structure. The working group will reconvene and come back to full council after digesting all the information provided by the Clerk.

19/20.527 TOILET REFERB

The Tenders have been returned and are higher than expected, the Chairman reports that we could scale this back and do it ourselves which would mean that someone would need to take this on as a project, Cllr Brazier and I looked at this and are of the opinion that this is achievable. We could also go back to tender and ask them to do an upgrade in place of the full refit. Cllr Brazier is happy to bring this project to life.

A Wattebott would like to propose that the refurbish of the gent's toilets with the robust partition wall be taken forward, seconded by Cllr Frater.

Cllr Stewart has asked for a Portaloo when this work is being undertaken to ensure service levels to the public can be maintained.

19/20.528 JUBILEE GARDENS – SURGERY UPDATE

The clerk reports that the Surgery has very recently decided that they are not minded to take the spaces, Cllr V Knight will arrange a meeting with the Surgery to formally discuss the collaboration with the council going forward.

19/20.529 CHAIRMAN'S UPDATE

The remembrance parade will take place on Sunday there are three seats to the front set aside for the Parish Council and other can filter in wherever. We believe that on Monday Morning the Legion are holding a small service outside the Guildhall although this has yet to be officially confirmed.

The chairman, Vice chairman and vice chair of the Open Spaces committee met with Hunts at the recreation ground to see what is needed in terms of hedge reduction and Cllr Brazier is obtaining quotes which will be sent through to the clerk and after the hedges are cut back we can look at a small ditch line.

The Chairman reads a letter from the Thaxted Society which overarches the support from The Society and The Parish Council in support of the Neighbourhood Plan.

The Clerk and I together with the Neighbourhood Plan Delivery Group representatives had a meeting with Essex Highways and spoke about various parking and traffic related issues. The Clerk will be working on several LHP schemes as suggested during the meeting.

The Chairman reports that we have now received the commuted sum for the S106 Samford road open space.

UDC are replacing S106 with CIL (Community Infrastructure Levy) and there are benefits to councils who have a Neighbourhood Plan and those who are a Quality status Council.

19/20.530 REAL - THE ETHAN REES LINWOOD MEMORIAL FUND

The Parish Council is minded to invite the charity to meet with the council to fully consider what the financial implications might amount to, The placement of the equipment, the equipment itself and long term usage. The Parish Council appreciate the offer and would like to suggest that this offer be used to replace some of the current playground equipment if the project is to be mutually pursued.

19/20.531 RESOLVED To APPROVE This council can apply for Quality Award status and to Confirm that the following documentation (itemised 24-33 for Quality level) has been achieved and are on the Council's website.

- 24) Draft minutes of all council and committee meetings within four weeks of the last meeting.
- 25) A health and safety policy.
- 26) Its policy on equality-employment & services
- 27) Councillor profiles
- 28) A community engagement policy facilitating two-way communication between the council and its community.
- 29) A grant awarding policy.
- 30) Evidence showing how electors contribute to the Annual Parish or Town Meeting.
- 31) An action plan and related budget that clearly responds to community engagement and sets out a timetable for action.
- 32) Evidence of community engagement, council activities and the promotion of the democratic processes in an annual report, online material and **regular** news bulletin.
- 33) Evidence of helping the community plan for the future.

19/20.532 RESOLVED To APPROVE This council can apply for Quality Award status and to Confirm that the following documentation (itemised (34-41) have been achieved.

- 34) A scheme of delegation
- 35) Addressed complaints received in the last year
- 36) At least two-thirds of its councillors are elected
- 37) A printed annual report is distributed widely across the community
- 38) A qualified clerk
- 39) A clerk, and if relevant a deputy or assistant clerk, employed according to nationally agreed terms and conditions
- 40) A formal appraisal process for all staff
- 41) A training policy and record for all staff and councillors

19/20.533 DATE OF THE NEXT MEETING

Tuesday 10th December 2019 at 8:00pm