

**MINUTES OF THE PARISH COUNCIL MEETING OF THAXTED PARISH COUNCIL HELD ON  
THURSDAY 08<sup>th</sup> AUGUST 2019 following on from the preceding meeting in the Guildhall**

**Present:** Councillors: T Frostick (Chairman), A Frater (Vice Chairman), D Morgan, W Brazier, R Williams, I Stewart

**Also Present:** 1 Public

**19/20.469 APOLOGIES FOR ABSENCE**

County Cllr S Walsh  
District Cllrs M Foley & M Tayler  
Cllr J Spencer  
Cllr A Wattebott  
Cllr A Howells  
Cllr V Knight  
Cllr R Barrington

**19/20.470 DECLARATION OF INTERESTS**

To receive declarations of interest in items on the agenda

**19/20.471 PUBLIC REPRESENTATIONS**

To receive public representations from residents of Thaxted for matters relating to the agenda for a period not exceeding ten minutes.

**19/20.472 REPORTS FROM DISTRICT COUNCILLORS ON MATTERS RELATING TO THE PARISH OF THAXTED**

None received

**19/20.473 REPORTS FROM COUNTY COUNCILLORS ON MATTERS RELATING TO THE PARISH OF THAXTED**

See Report attached

**19/20.474 MINUTES**

**RESOLVED** To **APPROVE** and sign as a correct record the minutes of the Council meeting held on **6<sup>th</sup> JULY 2019**

**19/20.475 COMMITTEE MINUTES**

To **NOTE** the minutes of the MINUTES of the THAXTED NEIGHBOURHOOD PLAN DELIVERY GROUP on **3<sup>rd</sup> May 2019**  
To **NOTE** the minutes of the MINUTES of the THAXTED NEIGHBOURHOOD PLAN DELIVERY GROUP on **25<sup>th</sup> June 2019**  
To **NOTE** the minutes of the MINUTES of the CLARANCE HOUSE GARDEN COMMITTEE on **27<sup>th</sup> June 2019**

**19/20.476 FINANCE**

**a) To review on line payment for Approval**

**RESOLVED** To sign and approve the online payments as detailed

**b) Councillor Expenses**

**RESOLVED** To review and **APPROVE** the reinstatement of councillor expenses for travel and mileage only outside of the parish subject to this council's resolution for representation. (Subject to the current NALC and HMRC calculations)

Vote: For: 5 Against :1

**c) Bank Account Closure**

**RESOLVED** To Close the remaining Co-Op account.

The Vice Chairman with the clerk will seek advice for a suitable alternative bank, Cllr A Frater suggests that Nationwide may be a viable alternative for our corporate needs.

Chairman Signature:

**19/20.477 NEIGHBOURHOOD PLAN DELIVERY GROUP**

To receive a report from the Chairman following the NPDG meeting on matters connected to non-planning & highways matters.

**19/20.478 WORKING GROUP REPORTS**

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

- I. Library working group –  
Cllr Frater reports that other parish councils have withdrawn their expression of interest and with this in mind we are still playing a waiting game to see what Essex have to say.
- II. Community Land Trust working group  
The Group needs to firstly understand what land is available and viable and how to bring this to life. There is a suggestion to redirect the funds currently held in the CCTV maintenance fund which is no longer needed in to pump priming this project. there is a possibility of employing a contracted person. (to bring this suggestion back to full council)
- III. Prevention of Crime working group  
(See Appendix C)

**19/20.479 CHAIRMAN'S UPDATE**

To receive a verbal report from the chairman on council activities and attendances.

**19/20.480 REMEMBRANCE PARADE**

To receive a verbal report from the chairman in connection to the upcoming remembrance parade and approve any recommendations there in.

**19/20.469 CLERKS REPORT**

See Report attached

**19/20.470 DATE OF THE NEXT MEETING**

The date of the next Council Meeting will be on Thursday 5<sup>th</sup> September 2019 at Thaxted Guildhall at 8pm or following the previous Planning and Highways meeting if so held.

*To resolve that under the Public Bodies (Administration to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the Public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government act 1972.*

**19/20.471 DAMARIS MEAD & the CRICKET GROUND MEADOW Area**

The Clerk presented the Council with a summary of the content of a meeting held with Cllr A Howells, the Clerk and the Freehold Owners of Damaris Mead. From this, the Council wish to ensure a clear separation between these two areas. The clerk will make contact with the relevant parties and request clarity.

## Annual Budget - By Combined Account Code

Note: Budget report 2019/20

		<u>2017-18</u>		<u>01/04/2019 - 31/03/2020</u>				<u>2020-21</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Budget Income</u></b>										
1076	Precept	111,916	111,916	117,500	58,750	0	0	0	0	0
1090	Bank Interest	80	156	120	65	0	0	0	0	0
1091	Bank Interest (Guildhall)	0	69	1	0	0	0	0	0	0
1092	Bank Interest (Market)	16	2	0	0	0	0	0	0	0
1100	Capital Receipts	0	30,001	0	0	0	0	0	0	0
1201	Allotment Rents	450	707	450	687	0	0	0	0	0
1202	Other Rents	1,000	5,212	5,860	2,524	0	0	0	0	0
1206	Clarance House Garden income	100	400	0	0	0	0	0	0	0
1208	Remembrance Memorial Donations	0	500	0	0	0	0	0	0	0
1210	Tourism Income	400	1,529	500	159	0	0	0	0	0
1211	Insurance inc Pavillion/Other	240	125	125	-160	0	0	0	0	0
1215	Grants	0	6,968	0	300	0	0	0	0	0
1222	Neighbourhood Plan	0	2,189	0	0	0	0	0	0	0
1223	P3 Income	1	1,256	900	324	0	0	0	0	0
1230	Market rents	4,500	4,375	4,500	880	0	0	0	0	0
1240	Guildhall income - hirings	1,565	1,105	1,200	190	0	0	0	0	0
1242	Guildhall grants/donations	6,150	6,915	6,150	400	0	0	0	0	0
1300	Miscellaneous Income	0	75	0	0	0	0	0	0	0
1302	Volunteers Hospitality Income	0	302	100	0	0	0	0	0	0
<b>Total Income</b>		<b>126,418</b>	<b>173,802</b>	<b>137,406</b>	<b>64,119</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Overhead Expenditure</u></b>										
4000	Salaries	30,000	25,208	34,534	6,567	0	0	0	0	0

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## Annual Budget - By Combined Account Code

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	PAYE & NIC	7,800	5,011	4,700	1,310	0	0	0	0	0
4002	Pension	3,500	5,036	5,154	1,360	0	0	0	0	0
4004	Payroll services	700	428	350	38	0	0	0	0	0
4008	Staff Expenses	150	302	300	0	0	0	0	0	0
4009	Chairman's Allowance	150	214	300	0	0	0	0	0	0
4010	Staff Training	400	265	1,000	0	0	0	0	0	0
4011	HR & Personnel	3,552	2,225	3,000	601	0	0	0	0	0
4015	Cllr Training	0	230	0	0	0	0	0	0	0
4019	Subscriptions	800	987	1,000	633	0	0	0	0	0
4020	Insurance	1,700	1,820	1,700	1,598	0	0	0	0	0
4021	Postage	100	0	0	0	0	0	0	0	0
4022	Telephone/Internet	1,365	897	1,500	146	0	0	0	0	0
4023	Stationery	300	506	300	208	0	0	0	0	0
4024	Photocopier	1,300	1,806	1,300	242	0	0	0	0	0
4025	Office Rent	3,600	3,500	7,144	0	0	0	0	0	0
4035	Audit	1,000	966	1,800	1,053	0	0	0	0	0
4036	Professional Fees	2,000	11,525	2,000	350	0	0	0	0	0
4037	Neighbourhood Plan	10,000	2,620	2,500	0	0	0	0	0	0
4039	Remembrance Memorial expenses	0	1,452	0	0	0	0	0	0	0
4040	Equipment	500	153	3,500	3,625	0	0	0	0	0
4041	Establishment Misc	100	4,611	3,000	391	0	0	0	0	0
4042	Land Purchase	1,000	0	0	0	0	0	0	0	0
4200	Allotments	250	165	350	0	0	0	0	0	0
4201	P3 Expenditure	1	1,172	1,000	132	0	0	0	0	0

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## Annual Budget - By Combined Account Code

Note: Budget report 2019/20

	<u>2017-18</u>		<u>01/04/2019 - 31/03/2020</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4210 Ground Maintenance	14,000	15,206	15,000	3,873	0	0	0	0	0
4219 Clarance House School Room	500	48	2,500	0	0	0	0	0	0
4220 Clarance House Gdns	2,000	912	0	0	0	0	0	0	0
4221 Jubilee garden	200	86	0	0	0	0	0	0	0
4222 Beech tree garden	300	224	0	0	0	0	0	0	0
4230 Cutlers Green	500	0	0	0	0	0	0	0	0
4231 Walnut Tree Meadow	300	250	0	0	0	0	0	0	0
4232 Green Waste Skip	3,700	3,366	3,600	0	0	0	0	0	0
4233 Damaries Mead Rent/Insurance	1,000	1,085	0	0	0	0	0	0	0
4250 Play Area	2,000	116	3,400	169	0	0	0	0	0
4260 Equipment Repairs *DO NOT USE*	0	83	0	0	0	0	0	0	0
4261 Play area misc	1,000	0	0	0	0	0	0	0	0
4270 Planters/Tubs	932	887	0	0	0	0	0	0	0
4280 Open Spaces Misc/Dog Bins	550	634	500	254	0	0	0	0	0
4300 Fence/Walls	500	0	0	0	0	0	0	0	0
4302 Public conveniences	4,200	4,511	0	930	0	0	0	0	0
4303 Street furniture upgrading	1,000	3,073	1,000	0	0	0	0	0	0
4304 Public conveniences: utilities	1,200	3,479	6,000	244	0	0	0	0	0
4305 Public conveniences: refurb	2,000	1,932	2,500	0	0	0	0	0	0
4306 Handyperson	0	1,182	674	378	0	0	0	0	0
4307 Volunteers Hospitality	0	90	0	0	0	0	0	0	0
4308 CCTV running costs	0	0	1,700	0	0	0	0	0	0
4310 Car Park Maintenance	1,000	0	13,500	0	0	0	0	0	0
4311 Car Park Rates/Utilities	8,000	7,824	0	2,403	0	0	0	0	0

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## Annual Budget - By Combined Account Code

Note: Budget report 2019/20

		<u>2017-18</u>		<u>01/04/2019 - 31/03/2020</u>				<u>2020-21</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4330	Street Lighting Elec	1,000	289	2,500	15	0	0	0	0	0
4331	Street Lighting Maintenance	1,000	1,269	0	0	0	0	0	0	0
4370	Grants/Donations Other	1,500	1,190	1,500	700	0	0	0	0	0
4372	URC Grant	300	300	300	300	0	0	0	0	0
4374	Churchyard Maintenance Grant	2,500	2,500	2,000	2,000	0	0	0	0	0
4402	Newsletter	500	578	1,200	0	0	0	0	0	0
4403	Website	250	476	500	0	0	0	0	0	0
4405	Tourism Sales	250	556	500	131	0	0	0	0	0
4600	Guildhall Utility Costs	1,200	1,659	1,200	-839	0	0	0	0	0
4601	Guildhall Maintenance & Upkeep	900	2,376	900	110	0	0	0	0	0
4604	Hospitality	500	0	0	0	0	0	0	0	0
4609	Historical Event *DO NOT USE*	500	0	0	0	0	0	0	0	0
4610	Bank Charges	0	9	0	0	0	0	0	0	0
4700	Youth Forum	1,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	126,550	127,286	137,406	28,921	0	0	0	0	0
	<b>Total Budget Income</b>	126,418	173,802	137,406	64,119	0	0	0	0	0
	<b>Expenditure</b>	126,550	127,286	137,406	28,921	0	0	0	0	0
	<b>Net Income over Expenditure</b>	-132	46,516	0	35,198	0	0	0	0	0
	plus Transfer from EMR	0	3,565	0	145	0	0	0	0	0
	less Transfer to EMR	0	30,411	0	82	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(132)	19,670	0	35,261	0		0		

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2019

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	58,750	117,500	58,750			50.0%	
1090 Bank Interest	65	120	55			54.3%	
Income :- Income	<u>58,815</u>	<u>117,620</u>	<u>58,805</u>			50.0%	<u>0</u>
Movement to/(from) Gen Reserve	<u>58,815</u>						
<u>101 Establishment</u>							
1202 Other Rents	0	600	600			0.0%	
1211 Insurance inc Pavillion/Other	(160)	125	285			(128.0%)	
1215 Grants	300	0	(300)			0.0%	
1302 Volunteers Hospitality Income	0	100	100			0.0%	
Establishment :- Income	<u>140</u>	<u>825</u>	<u>685</u>			17.0%	<u>0</u>
4000 Salaries	6,567	34,534	27,967		27,967	19.0%	
4001 PAYE & NIC	1,310	4,700	3,390		3,390	27.9%	
4002 Pension	1,360	5,154	3,794		3,794	26.4%	
4004 Payroll services	38	350	312		312	10.7%	
4008 Staff Expenses	0	300	300		300	0.0%	
4009 Chairman's Allowance	0	300	300		300	0.0%	
4010 Staff Training	0	1,000	1,000		1,000	0.0%	
4019 Subscriptions	633	1,000	367		367	63.3%	
4020 Insurance	1,598	1,700	102		102	94.0%	
4022 Telephone/Internet	146	1,500	1,354		1,354	9.7%	
4023 Stationery	208	300	92		92	69.2%	
4024 Photocopier	242	1,300	1,058		1,058	18.6%	
4025 Office Rent	0	7,144	7,144		7,144	0.0%	
4035 Audit	1,053	1,800	747		747	58.5%	
4036 Professional Fees	350	2,000	1,650		1,650	17.5%	
4037 Neighbourhood Plan	0	2,500	2,500		2,500	0.0%	
4040 Equipment	3,625	3,500	(125)		(125)	103.6%	
4041 Establishment Misc	391	3,000	2,609		2,609	13.0%	
4219 Clarence House School Room	0	2,500	2,500		2,500	0.0%	
4302 Public conveniences	930	0	(930)		(930)	0.0%	
4304 Public conveniences: utilities	244	6,000	5,756		5,756	4.1%	
4305 Public conveniences: refurb	0	2,500	2,500		2,500	0.0%	
4306 Handyperson	378	674	296		296	56.1%	
4308 CCTV running costs	0	1,700	1,700		1,700	0.0%	
Establishment :- Indirect Expenditure	<u>19,072</u>	<u>85,456</u>	<u>66,384</u>	<u>0</u>	<u>66,384</u>	22.3%	<u>0</u>
Movement to/(from) Gen Reserve	<u>(18,932)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2019

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Staffing Issues</u>							
4011 HR & Personnel	601	3,000	2,399		2,399	20.0%	
Staffing Issues :- Indirect Expenditure	601	3,000	2,399	0	2,399	20.0%	0
Movement to/(from) Gen Reserve	(601)						
<u>201 Allotments</u>							
1201 Allotment Rents	687	450	(237)			152.7%	
Allotments :- Income	687	450	(237)			152.7%	0
4200 Allotments	0	350	350		350	0.0%	
Allotments :- Indirect Expenditure	0	350	350	0	350	0.0%	0
Movement to/(from) Gen Reserve	687						
<u>202 Open Spaces</u>							
1202 Other Rents	2,524	5,260	2,736			48.0%	
1223 P3 Income	324	900	576			35.9%	
Open Spaces :- Income	2,848	6,160	3,312			46.2%	0
4201 P3 Expendature	132	1,000	868		868	13.2%	
4210 Ground Maintenance	3,873	15,000	11,127		11,127	25.8%	78
4232 Green Waste Skip	0	3,600	3,600		3,600	0.0%	
4280 Open Spaces Misc/Dog Bins	254	500	247		247	50.7%	
Open Spaces :- Indirect Expenditure	4,259	20,100	15,841	0	15,841	21.2%	78
Net Income over Expenditure	(1,411)	(13,940)	(12,529)				
6000 plus Transfer from EMR	78						
Movement to/(from) Gen Reserve	(1,334)						
<u>204 Play Area</u>							
4250 Play Area	169	3,400	3,232		3,232	5.0%	
Play Area :- Indirect Expenditure	169	3,400	3,232	0	3,232	5.0%	0
Movement to/(from) Gen Reserve	(168)						
<u>301 Car Park</u>							
4310 Car Park Maintenance	0	13,500	13,500		13,500	0.0%	
4311 Car Park Rates/Utilities	2,403	0	(2,403)		(2,403)	0.0%	
Car Park :- Indirect Expenditure	2,403	13,500	11,097	0	11,097	17.8%	0
Movement to/(from) Gen Reserve	(2,403)						



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2019

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>302 Street Lighting</u>							
4330 Street Lighting Elec	15	2,500	2,485		2,485	0.6%	
Street Lighting :- Indirect Expenditure	15	2,500	2,485	0	2,485	0.6%	0
Movement to/(from) Gen Reserve	(15)						
<u>306 Grants</u>							
4370 Grants/Donations Other	700	750	50		50	93.3%	
4372 URC Grant	300	300	0		0	100.0%	
4374 Churchyard Maintenance Grant	2,000	2,000	0		0	100.0%	
Grants :- Indirect Expenditure	3,000	3,050	50	0	50	98.4%	0
Movement to/(from) Gen Reserve	(3,000)						
<u>307 S 137</u>							
4370 Grants/Donations Other	0	750	750		750	0.0%	
S 137 :- Indirect Expenditure	0	750	750	0	750	0.0%	0
Movement to/(from) Gen Reserve	0						
<u>308 Street Furniture</u>							
4303 Street furniture upgrading	0	1,000	1,000		1,000	0.0%	
Street Furniture :- Indirect Expenditure	0	1,000	1,000	0	1,000	0.0%	0
Movement to/(from) Gen Reserve	0						
<u>401 Tourism Stock</u>							
1210 Tourism Income	159	500	341			31.8%	82
Tourism Stock :- Income	159	500	341			31.8%	82
6001 less Transfer to EMR	82						
Movement to/(from) Gen Reserve	77						
<u>402 Tourism expenses</u>							
4405 Tourism Sales	131	500	369		369	26.2%	68
Tourism expenses :- Indirect Expenditure	131	500	369	0	369	26.2%	68
6000 plus Transfer from EMR	68						
Movement to/(from) Gen Reserve	(63)						
<u>403 Communication</u>							
4402 Newsletter	0	1,200	1,200		1,200	0.0%	
4403 Website	0	500	500		500	0.0%	
Communication :- Indirect Expenditure	0	1,700	1,700	0	1,700	0.0%	0
Movement to/(from) Gen Reserve	0						

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2019

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Market</u>							
1230 Market rents	880	4,500	3,620			19.6%	
Market :- Income	<u>880</u>	<u>4,500</u>	<u>3,620</u>			19.6%	<u>0</u>
Movement to/(from) Gen Reserve	<u>880</u>						
<u>601 Guildhall</u>							
1091 Bank Interest (Guildhall)	0	1	1			0.0%	
1240 Guildhall income - hirings	190	1,200	1,010			15.8%	
1242 Guildhall grants/donations	400	6,150	5,750			6.5%	
Guildhall :- Income	<u>590</u>	<u>7,351</u>	<u>6,761</u>			8.0%	<u>0</u>
4600 Guildhall Utility Costs	(839)	1,200	2,039		2,039	(69.9%)	
4601 Guildhall Maintenance & Upkeep	110	900	790		790	12.2%	
Guildhall :- Indirect Expenditure	<u>(729)</u>	<u>2,100</u>	<u>2,829</u>	<u>0</u>	<u>2,829</u>	<u>(34.7%)</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>1,319</u>						
Grand Totals:- Income	64,119	137,406	73,287			46.7%	
Expenditure	28,921	137,406	108,485	0	108,485	21.0%	
Net Income over Expenditure	<u>35,198</u>	<u>0</u>	<u>(35,198)</u>				
plus Transfer from EMR	145						
less Transfer to EMR	82						
Movement to/(from) Gen Reserve	<u>35,261</u>						

# THAXTED PARISH COUNCIL



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## **MINUTES OF THE MEETING OF THAXTED NEIGHBOURHOOD PLAN DELIVERY GROUP HELD IN THE GUILDHALL ON THURSDAY 23<sup>RD</sup> MAY 2019**

Present: Cllr Terry Frostick Chairman, Peter Neale Vice Chairman, Cllr David Morgan, Cllr Andy Frater, Cllr Ralph Barrington, Cllr Will Brazier, Richard Haynes, Trevor Haynes, Michael Culkin, Rosie Barry Jackson.

Apologies: Cllr Antoinette Wattebot

The meeting was opened by the Chairman Terry Frostick who welcomed all the members present to the newly formed Thaxted Neighbourhood Plan Delivery Group. It was mentioned that there was no representation of the HOT group but it was decided that they would be called in if needed.

### **1. PLANNING MATTERS/MONITORING ROLE**

It was stated that both Richard Haynes and Peter Neale had seats on the Parish Council Highways and Planning Committee and had one voting right between them. They would assist the Parish Council with any planning issues where necessary. The Thaxted Society agreed to be involved in bringing some ideas to the meetings and lodging objections or support where required.

Discussions on planning issues would be at the PC Planning Committee meetings. It was agreed that Dena would forward all planning applications to both Richard Haynes and Peter Neale.

It was pointed out that the planning application plans were very small and it was agreed that some of the budget could be used if absolutely necessary to get a bigger plan made.

It was agreed that the group would keep a watching brief on the Local Plan. Any Issues would be dealt with by the Planning Committee.

## **2. HERITAGE MATTERS**

Article 4 Direction in relation to non-listed buildings in the CA

There were lots of discussions regarding applying for an Article 4 Direction in relation to non-listed buildings in the CA and it was agreed that Richard Haynes and Peter Neale would make contact with Barbara Light in charge of Heritage and Libraries at UDC to arrange a meeting to discuss moving this forward.

It was stated that there would be funds from the budget, should the need arise, to use outside consultants such as Grover Lewis for this project.

## **3. RATIONALISATION OF SIGNAGE**

Once again there was much discussion on this matter, it was noted Bruce Munro had prepared a report on signage in the past. It was agreed that the Thaxted Society would provide a new report and also appraise existing signage and see what could be changed and monitor new signage. It was agreed that a Parish Council policy on new advertising signage should be prepared. It was agreed that Peter Neale and Rosie Barry Jackson would prepare draft wording for this to go to a future Planning Committee.

## **4. STREET FURNITURE**

a) There was a discussion on the positioning of some of the litter bins particularly the one between the old water pump and post box outside Wayletts.  
Parish Council to review positioning of planters, i.e move from the Guildhall up to the Bullring and also whether more should be purchased.  
Terry noted that double bins were being issued in Uttlesford

It was agreed that more discussions would take place with the Parish Council on this matter and this item would be kept on the agenda.

## **5. HIGHWAYS**

Terry noted the importance of not duplicating any of these issues with the Parish Council Planning & Highways Committee.

- a) It was agreed to put on hold any discussions on the location of the Walden Road speed restriction sign until the Local plan is enacted.
- b) 30 mph Sampford Road from Burns Way It was to be raised at next planning/Highways Committee meeting
- c) 20mph in vicinity of school.

There were discussions about putting a 20mph outside the school and possibly the whole village. The question was raised who would enforce it.

- d) Weight restriction on lorries through the village.

This would be a matter for Essex Highways.

It was agreed that we would need advice from a consultant highways engineer to look at our highways and car parking issues. For the next meeting all members are to schedule their ideas for matters to be considered for the engineer to look at. This was to be emailed to Rosie at [thaxtednp@outlook.com](mailto:thaxtednp@outlook.com) prior to the next meeting.

e) No Parking in Stoney Lane.

It was agreed that Stoney Lane should be vehicle free and there was a mandate to do this from the Neighbourhood Plan. It was requested that the PC Highway Committee should look into this and also the various changes to parking in Newbiggen Street. These matters could also be included in the consultant advice being sought on the previous issues.

## **6. CAR PARKS**

These matters were already in hand with the Parish Council Finance and Assets Committee and different ideas of payment schemes for parking charges were being discussed. It was agreed that the NP Delivery Group would support the PC Finance and Assets Committee in this matter.

Will Brazier to provide copy of Highways Survey for parking in Newbiggen Street.

## **7. DEVELOPMENT**

- a) Terry Frostick reported that a Community Led Housing Working Group comprising Cllr David Morgan, Cllr Will Brazier and Cllr Ian Stewart has been set up to progress possible affordable housing for Thaxted residents. Other persons are welcome to join this group if it is felt they process relevant contribution
- b) They are currently looking at sites and would respond to this delivery group. Community Led Housing Working Group is to note that the NP Policy LSC1 provides guidance on new developments in the countryside around Thaxted. It was agreed that this matter should be kept on the agenda and taken forward when appropriate.
- c) Terry Frostick confirmed he had verbal discussions with the Trustees of the Church Hall in Margaret Street about possible development in the future. The Trustees had asked for details of proposals and how they could be progressed and for the Parish Council to make contact officially. The TNPDG agreed that Terry Frostick and Will Brazier are to meet with the Trustees to move this forward. All to note that the Neighbourhood Plan has a suggested route to take this forward.

## **8. Any Other Business**

Peter Neale advised that the examiner and Uttlesford wanted the Parish Council and the Neighbourhood Plan website to be combined. Peter Neale to discuss moving the NP website to the Parish Council with Tom Wilson and Dena.

## **9. Date of next meeting Tuesday 25<sup>th</sup> June - 8pm at the Guildhall**



# THAXTED PARISH COUNCIL



Community Information Centre  
7 Town Street  
Thaxted  
Dunmow  
Essex CM6 2LD

tel: 01371 831952  
email: [clerk@thaxted.co.uk](mailto:clerk@thaxted.co.uk)  
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## MINUTES OF THE MEETING OF THAXTED NEIGHBOURHOOD PLAN DELIVERY GROUP HELD IN THE GUILDHALL ON TUESDAY 25<sup>TH</sup> JUNE 2019

Present: Cllr. Terry Frostick Chairman  
Peter Neale Vice Chairman  
Cllr. Ralph Barrington  
Cllr. Will Brazier

Richard Haynes  
Michael Culkin  
Rosie Barry Jackson

1. Apologies Received; Cllr. David Morgan, Cllr. Andy Frater.
2. Last Meeting Minutes (23rd May 2019):
  - i.) Corrections to minutes – no corrections
  - ii.) To agree the minutes of the TNP Delivery Group meeting of 23<sup>rd</sup> May 2019 as a correct record – Agreed
3. Matters arising from the minutes held on 23<sup>rd</sup> May 2019
  - 3.i Minute No 2 Richard Haynes informed the Committee that he had had a successful meeting with Barbara Light, Martin Foley, Mike Taylor and Petrina Mawer was also present. Barbara Light said she was fully supportive. A meeting with the new Conservation officer is to be arranged. The process of Article 4 has to be undertaken by Uttlesford which would include a 6-week consultation and would be finalised through the Planning Committee.
  - 3.ii Minute No 3a Michael Culkin stated there were three signage issues. 1. Public. 2. Commercial. 3. Community.

The main issue at present was the Community notices which seem to go up everywhere but are never taken down. After various discussions it was agreed that the Parish Clerk would type up a standard letter to send to all the organisations and people who put up advertising notices, stating that they must be removed after the event. This would be reviewed again in September/October. Cllr. Ralph Barrington said he would look into Estate Agents 'Sale' and 'Sold' notices to ensure they could be removed as quickly as possible after the event.

It was stated that the road signs were in need of cleaning particularly in Bardfield Road and the Thaxted Society would look into this. It was noted that the telephone box was to be repainted this year by BT.

Minute no 3b: It was agreed to attach Peter Neale's draft advertising policy to these minutes and comments should be sent back via email to Rosie.

3.iii) Minute No 4: Street furniture.

It was noted that the planters from outside the Guildhall had been re-positioned at the Bullring. Other planters were being renewed by metal ones and re-positioning of the other planters was under review. It was pointed out that the bus stop outside the Guildhall was totally out of character and that discussions on rationalising the waste bins was ongoing.

3.iv) Minute No 5 Highways and Parking

It was agreed a consultant highways engineer should provide a comprehensive report covering highways and parking key issues.

We need to investigate grant fund sourcing i.e. new homes bonus etc.

Richard Haynes to contact Bruce Bamber to ascertain if he is able to help us with a report. It was suggested if he is able to help he should be invited to come to Thaxted for preliminary discussions on his fee and scope of work.

3.v) Will Brazier has emailed a copy of the Highways survey to all members.

#### 4. MONITORING UPDATE

4.1) Planning Applications: Peter Neale and Richard Haynes were looking at all the plans, were monitoring the applications and commenting as appropriate.

4.4) Affordable Housing development: Terry Frostick confirmed that discussion regarding two sites for Affordable Housing developments were ongoing with Uttlesford. A further report would be made when there is more information available.

4.5 Development of Church Hall in Margaret Street: Contact had been made with the Trustees and they were amenable to discuss this further and a date for a meeting would be arranged.

#### 5. ANY OTHER BUSINESS

There was none

#### 6. DATE OF NEXT MEETING.

To be arranged.



## Co-operative Guildhall A/c

Payments made between 01/06/2019 and 30/06/2019

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
30/06/2019	Lloyds	close	17,717.98			210		17,717.98	closure balance
30/06/2019	Talk talk	DD	30.61		5.10	4600	601	25.51	Talk talk
Total Payments:			17,748.59	0.00	5.10			17,743.49	

## Lloyds

Payments made between 01/06/2019 and 30/06/2019

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
30/06/2019	Uttlesford District Council	DD	540.00			4311	301	540.00	Uttlesford District Council
30/06/2019	Uttlesford District Council	DD	260.00			4311	301	260.00	Uttlesford District Council
30/06/2019	Uttlesford District Council	DD	280.00			4302	101	280.00	Uttlesford District Council
30/06/2019	My Communications	DD	57.19		9.53	4022	101	47.66	My Communications
30/06/2019	Stallard Kane	DD	225.50		37.58	4011	102	187.92	HR & H&S
30/06/2019	Uttlesford District Council	DDR	16.00			4041	101	16.00	the hire of day centre
30/06/2019	TBS Hygiene	DDR	304.20		50.70	4280	202	253.50	TBS Hygiene
30/06/2019	J&M Payroll	DDR	3,113.72		5.83	4000	101	2,188.88	june payroll
						4001	101	436.63	june payroll
						4002	101	453.21	june payroll
						4004	101	29.17	june payroll
Total Payments:			4,796.61	0.00	103.64			4,692.97	

Direct Savings Lloyds

Payments made between 01/06/2019 and 30/06/2019

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/06/2019	Lloyds	balance	5,000.00			210		5,000.00	to balance accounts spending
Total Payments:			5,000.00	0.00	0.00			5,000.00	

Time: 13:29

## Petty cash

## List of Payments made between 01/06/2019 and 30/06/2019

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2019	alison howells	51.1	27.00		reembursement for plants for
30/06/2019	Dena Ludford	52.2	3.40	recorded delivery	postage
30/06/2019	Dena Ludford	53.1	6.95		mileage to saffron walden
30/06/2019	Dena Ludford	54.1	26.01	7/5, 31/5, 11/6 13/6	various mileage
30/06/2019	Dena Ludford	55.1	2.50		white envelopes
30/06/2019	Dena Ludford	56.1	1.49	tea for meeting	Dena Ludford
Total Payments			<u>67.35</u>		

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## **Essex Police Meetings Attended**

### **Community Meeting held on 21 May at the Dunmow Community Hub**

The evening started with a local community meeting held by Sergeant Simon Miah from the Uttlesford Community Policing Team. The meeting was poorly attended in that although all parishes were invited, only Thaxted, Barnston and Dunmow Town Council were represented.

The Area Commander for Uttlesford and Braintree is Chief Inspector Janette Rawlingson. Inspector Colin Cox also has an area wide responsibility. Sergeant Miah is the Uttlesford based officer who leads our Community Policing Team. He has four Constables and four Police Community Support Officers (PCSOs)

There is also a Local Policing Team based at the UDC office in Saffron Walden. There are 27 officers based there, enough to enable two double-crewed response vehicles for Uttlesford on a 24/7 basis. One response car normally operates in the North of the District and the other in the South.

No particular policing issues arose, but it was helpful to know how the policing of Uttlesford is organised. I suggested that whilst we receive regular reports of crimes committed in Uttlesford, it would also be helpful to know when the police have actually done something in Thaxted or in relation to a Thaxted crime.

The second part of the evening was a presentation from the HQ based Public Engagement Team whose role is to improve communication and identify any barriers the different communities in each Local Policing Area may face when contacting Essex Police. The general view was that the waiting time for 101 (non-emergency) to be answered should be reduced to acceptable levels. Chief Inspector Jeanette Rawlingson, the Area Commander, joined the meeting and spoke enthusiastically about a recent online survey with the residents of Uttlesford, using Facebook. The Police received a positive response from residents on how they feel Essex Police keep them informed about what the police are doing in their particular community. Apparently levels of satisfaction in this respect have increased to from 30% to 40% in six months.

The police are undoubtedly trying to connect with the Community, but I feel we should hear more about the whole of the service provided by Essex Police. For example, we hear very little about the Road Policing Units (previously known as the Traffic Division). The officers in these units, who are trying to keep us safe on motorways and other major routes, do the most dangerous job in the police service and we should know more about what they actually do. We should also know more about the work of detectives in the Criminal Investigation Department.

Although we have known for sometime that Essex Police had received extra funding to enable the recruitment of additional officers, there was no mention of this on 21 May. More recently though, it became known that the recruitment of additional police officers would enable a number of specialist town centre officers to be deployed throughout Essex, and the latest addition of the Walden Local announced that Saffron Walden town centre would have two of these specialist officers. The two new officers represent a 50% increase on Sergeant Miah's four Constables. The increase should allow the Community Involvement Team to give more attention to the rest of Uttlesford and Thaxted should see more of a police presence; it is though the ability of the Community Involvement Team to effectively and satisfactorily address matters requiring their attention that is really important.

Prevention of Crime delivery Group report for 8<sup>th</sup> August 2019 meeting

## **The Police, Fire and Crime Commissioner's Annual Conference held on 7 June 2019 at Colchester Stadium**

This was an interesting and varied day. I could, for example, have enjoyed an interactive session as a firefighter, but opted out once I realised that I was likely to get very wet for which I was not suitably dressed. Instead, I attended a short play, performed by three young actors, on the dangers of gang exploitation of young people.

Roger Hirst, the Police, Fire and Crime Commissioner (PFCC) opened and closed the conference. He was originally elected as Police and Crime Commissioner, but in 2017 he also became responsible to the public for providing a Fire and Rescue Service. Unsurprisingly, Mr Hirst did not mention Thaxted Fire Station, but it did strike me that whilst some Thaxted people complain about the lack of a police presence, we are particularly fortunate to have a Fire Station.

We had five interesting 'Lightening Talks' (15 minutes) on the service to the Community provided by voluntary groups. There was also a session on the Essex Chambers of Commerce Community Safety Hero awards. There were short presentations on the work of the six finalists. It was good to hear of the amount of voluntary work carried out, some of it by very young people and which generally aims to help and support vulnerable people.

The day was useful for networking and I took the opportunity to speak to a number of people including Pippa Mills, Deputy Chief Constable of Essex Police.

## **Hate Crime Training held on 7 July 2019 at Uttlesford District Council offices**

The training session was conducted by Lou Middleton, a retired police officer now employed by Essex Police as one of their three Hate Crime Officers. He is based in Colchester and covers Tendring, Colchester, Chelmsford & Maldon and Braintree and Uttlesford.

The three Hate Crime Officers are tasked with establishing a working relationship with Hate Incident Reporting Centre Staff and Hate Crime Ambassadors

## **Hate Crime Reporting Centre (HIRC)**

A location within the Community where people can be supported to report Hate Incidents/ Crime to the Police.

## **Hate Crime Ambassador (HCA)**

Community members who want to raise awareness about hate crime and promote the reporting of hate incidents or crime.

The Aim of the training session was to ensure that those involved in the HIRC & HCA programmes have sufficient understanding of Hate Crime to effectively advise and report.

## **Hate Crime Definition**

There is no legal definition, but the National Police Chiefs Council and the Crown Prosecution Service have agreed that Hate Crimes are taken to mean:

**Any Incident, whether a crime or not, which is perceived by anyone to be motivated by hostility or prejudice based on a personal characteristic.**

The relevant personal Characteristics are:

**Race, Religion, Disability, Transgender and Sexual Orientation.**

- Hate crime is different because is about a personal characteristics that cannot be changed.
- Hate crime is about hostility and prejudice against whole groups of people and not just individuals.
- Hate crime is often targeted at vulnerable members of society who may have no voice. It can also be the repeated victimisation of a particular individual, family or group.

The Training session was very well attended. There were four District Councillors, representatives from five other parishes and at least fifteen District Council employees.

District Councillor Colin Day (a retired Metropolitan Police Inspector) and I accepted invitations to become Hate Crime Ambassadors. This is not an onerous task, but it means that we will have someone in Thaxted able to assist if we become aware of a Hate Crime problem.

**Assessment**

The training was well delivered and seemed to be well received by all those present. I believe that at National level there is a real concern about the level of Hate Crime and the fact that for a variety of reasons, many victims are unable to report it or chose not to do so. The Hate Crime programme aims to increase the level of Hate Incident/Crime reporting. It is hoped that the availability of advice from Hate Incident Reporting Centres and Hate Crime Ambassadors will encourage victims to report Hate Incidents/Crime, which, if the police respond appropriately, will significantly reduce the level of Hate Incidents/Crime. If we feel that the police response to a Hate Incident/Crime in Thaxted has been less than adequate, as a Hate Crime Ambassador, I will be able to contact our Hate Crime officer who should be able to ensure that the police response is appropriate. There is, of course, no point in Essex Police seeking to increase the level of reporting unless each report receives the appropriate response.

It is important to remember that this programme only relates to cases where the personal characteristic is one of the following: **Race, Religion, Disability, Transgender or Sexual Orientation**. Incidents and crimes that are not motivated by these specific personal characteristics are not classified as Hate Crimes. Nevertheless, all such incidents/crimes should still receive an appropriate response from the police.

The Essex Police Website section on Hate Crime lists all Hate Crime Reporting Centres (HIRCs). There is one at the Dunmow Hub, and given the level of interest shown by the District Council, I believe there will be a second HIRC at the UDC offices. In my view, there is no need for a HIRC at parish level, all that we need is an awareness of where help and advice can be found.

Ralph Barrington  
26 07 2019