

**Minutes of Birchanger Parish Council meeting  
held on Tuesday 3<sup>rd</sup> February 2015 at 8pm.  
in Birchanger Village Hall**

**Present:** Angie Driscoll – Chair (AD)  
Matt Zych (MZ)  
Michelle May (MM)  
Sandy Dowle (SD)  
Maria Davy (MD)  
Linda Pocklington (LP)  
Ken Wheatley (KW)  
Elizabeth Godwin (EG)  
Alex Stewart (AS)

R Gooding (RG)

**86. Chairman's Welcome**

The Chairman welcomed all those present.

**87. Apologies and Reason for Absence**

There were no apologies for absence.

**88. Declarations of Interest**

None

**89. Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

Members of the public made no representation to the council.

**90. Minutes of the last meeting**

The minutes of the last meeting held on Tuesday, December 2<sup>nd</sup>, 2014 were agreed as a true and accurate record and signed accordingly.

**91. Recreation Ground Working Group/Allotments - Glebeland**

**Update from Working Group on progress at the Recreation Ground:**

AS reported that the gate was now locked.

LP advised that she had spoken to the HAGS who originally had hoped to complete the installation of the Zipwire during w/c 2<sup>nd</sup> February 2015. This would not be achieved. They now hope to install during w/c 9th February 2015.

The clerk had obtained some further quotations for birch trees and it was agreed that Perrys Nursery would be the best option at a cost of approx. £20/tree. The clerk was asked to contact Jay Leavers regarding planting and to find out the cost of protective wiring.

LP and MM were to visit the recreation ground and advise the council of suggested areas for the trees to be planted.

Ace of Spades Landscaping to be advised that they should not take their mowers over the matting as this could cause damage. KW to email Ace of Spades.

A weekly inspection of the equipment in the recreation ground should be carried out. LP to contact D Crouch as she has reported problems in the past and to find out the extent of her duties.

## 92. Planning

UTT/14/36699/FUL

As these plans did not affect the village, no comments were submitted.

RG advised that junction 8 of the M11 cannot take any further traffic and that Highways were looking at plans to alleviate the congestion. The proposed junction 7A was also a contentious issue.

## 93. Highways

### a. Flooding

The bus shelter area had been checked and was currently being monitored but any repairs at this time do not fit in with the current criteria for action.

Duck End to ambulance station was also being monitored.

The overflowing drain at the entrance to Bradley Common had also been reported.

### b. Streetlighting

SD reported that there had been three streetlights out of order. These are:

Outside Moorswood – AJ Lighting investigating

Duck End – AJ Lighting have quoted £249 for a new light. This was agreed by the Council

90 Birchanger Lane – now repaired.

AD reported that a village gate had now been installed at the A120 of the lane along with a new 30mph sign. The “dragon’s teeth” had not yet been painted on the road.

RG offered to arrange a meeting with Highways to discuss the other outstanding issues and the use of the 106 monies still remaining.

In December 2013 the previous parish clerk had first reported to Highways that certain kerbstones were broken. Although they had been reminded on several occasions, AD reported that no action for repair had been taken. SD to monitor this.

The council was advised that Jay Leavers still had a substantial supply of salt which is available for residents to use on the roads.

## 94. Dog Bins

### a. Costings -

AD advised the prices for three different bins for consideration by the council.

### b. Siting –

Several sites were suggested, as follows:

- Village Green (sand track)
- Vicinity of Jay Leavers and Peter Dawson houses
- Entrance to Birchanger Wood (on Birchanger side of the link road)
- Digby Wood at the crossbar gate
- Opposite the Old School House

Subject to the landowners’ permission, it was agreed by a majority vote to proceed on this basis.

### c. Collection-

Uttlesford Council now only collect from a central location the nearest being Standed. Collection and bags are free of charge. It is permissible to put the bags in domestic black recycling bins.

This will be further discussed when landowners’ permission for installation of the bins has been granted.

## 95. Employment & Training

**a. Update**

The new clerk, Keith Williams, has been appointed and commenced duties on 5<sup>th</sup> January 2015.

**b. Election of replacement on Employment Committee**

Sandy Dowle was proposed by MD and seconded by AS and her appointment was agreed unanimously.

**c. Training of new clerk**

A bursary covering 75% of training costs has been granted by the EALC. The clerk to attend an induction course on Tuesday 10<sup>th</sup> February 2015 and will also undertake to complete the CiLCA Parish Clerks course.

Cost of the above after deducting the bursary is likely to be £111.25. This was agreed by the Council.

**d. Sickness and Absence policy**

To clarify certain points the Sickness and Absence policy was referred back to the Employment Committee for further consideration.

**e. Expenses policy**

The Expenses Policy was adopted by a majority vote.

**96. Finance**

**a. Account Balances** – as previously circulated

**b. Invoices and Standing Orders** for payment as per schedule previously circulated with the exception of the payment to HAGS for the zipwire. The work has not yet been completed and payment cannot be made until completion. This has been agreed with HAGS.

**c. Bank signatories**

It was agreed that the NatWest account would be closed and the funds transferred to HSBC. Respective members of the council signed the HSBC mandate for amending signatories.

**97. Freedom of Information scheme**

Birchanger Parish Council adopted on 3<sup>rd</sup> February 2015, without modification, the Model Publication Scheme as developed and approved by the Information Commissioner's Office (ICO) in line with section 20 of the Freedom of Information Act 2000 for Local Councils and will publish information with that scheme.

The scheme will be posted to the Village website.

**98. Monthly meeting dates -**

AD suggested that in future the January meeting be arranged for late in that month so that the precept could be agreed and that the February meeting be dispensed with. This was agreed.

The Annual Parish Meeting had originally been scheduled for Wednesday 25<sup>th</sup> March 2015 but it transpires that this clashes with a regular monthly meeting of a village organisation so it was agreed to change the meeting to Wednesday 18<sup>th</sup> March.

The parish clerk was asked to contact Trudy Revel to book the village hall for the new date.

**99. Closure of Meeting**

There being no further matters to discuss, the meeting closed at 10.05 pm. The next Council Meeting will be at 8pm on Tuesday, 3<sup>rd</sup> March, 2015 in the village hall.