

**Minutes of a meeting of Ashdon Parish Council, held on
Monday 21 October 2024, 7.30pm at Ashdon Village Hall.**

Present: Cllrs: Goodwin, Gray, Horrigan, Moran, Olley & Pardue.
In the Chair: Cllr Moran.
Clerk: Angela Balcombe.
Also present: County Cllr Foley and three members of the public.

24/57. APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Lee.

24/58. MINUTES OF THE LAST MEETING.

The minutes of 16 September 2024 were approved as a correct record of events.

Proposed: Cllr Goodwin. Seconded: Cllr Horrigan. All agreed.

24/59. DECLARATIONS OF INTERESTS.

To receive any Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests relating to items on the agenda.

Please note: all Councillors are Sole Trustees of the Village Hall.

Cllr Moran is a District Councillor for Uttlesford District Council (UDC).

24/60. MATTERS ARISING.

A brief update on any actions from the previous meeting.

(For information only, Councillors are reminded that no decisions can be made under this agenda item; Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

24/49. Speed Reduction Steventon End - the response from Essex Highways is as follows: *'The 7-day average for this site was 27.6mph it is believed that this site is a 60mph derestricted part of the network, although the survey indicates the limit here is 30mph which is not correct – but in any case, whether it's 30 or 60, no speeding problem could be evidenced and therefore it is proposed that no action is required here'*.

Cllr Goodwin stated that the speed lines were placed in the wrong place and not put where the speeding is actually taking place. Cllr Foley suggested asking Highways again for a speed survey giving the exact location marked on a map of where the lines should be placed.

24/50. Christmas Tree - this has now been ordered.

24/51. New Clerk - this has now been advertised, the deadline for applications is 29 November 2024. Two good applications have been received so far. The advert to be placed on the notice boards and possibly the local paper.

24/61. COUNTY & DISTRICT COUNCILLOR REPORTS.

Essex County Council (Cllr Foley). Ashdon will be logged as a priority for potholes and pavement work, a list to be sent to Cllr Foley with the corresponding reference numbers. Cllr Foley has put forward a motion to the Cabinet Member for Highways to commission a review into value for money delivered by

contractors Ringway Jacobs, this has been rejected but a review of contracts will be carried out next year. Cllr Foley agreed to help arrange a site meeting with Highways to agree sites to locate speed indicator devices (up to eight sites). 20's Plenty, it was explained that this was a campaign and 20mph limits will only be considered in certain areas and is difficult to enforce however it does act as a deterrent.

Uttlesford District Council (Cllr Moran). A brief update on the Local Plan was given. UDC Enforcement are currently looking at residential houses being used as businesses. Transport East seminar, looking at ideas for getting people out of cars. Code of Conduct training Cllr Moran to attend, everyone else has done the training. A meeting regarding the All Saints site is to be arranged by UDC, Cllr Gray to be invited to this meeting on behalf of the Parish Council.

24/62. PUBLIC FORUM

- Potholes including Rectory Lane, Cllr Olley will have a look.
- Cemetery - is there a list of graves that have been reserved? Cllr Gray informed the member of the public that there is a list of reserved graves.

24/63. FINANCE.

Payments:

102996 £36.00 CPRE (Annual Subscription)

102997 £28.00 Grasshopper Lawncare (War Memorial)

102998 £429.66 M D Landscapes Ltd (Grass Cutting)

102999 £229.00 Ashdon Village Hall (Hall Hire £24.00, River Bank Strimming £205.00)

103000 £28.73 John Thorn (Final Invoice Microsoft (Clerk) Email Address

103001 £853.90 A Balcombe (Locum Clerk Costs including the purchase of a poppy wreath)

103002 £48.66 J Gray (Expenses)

103003 £480.00 EALC (2 Places Councillor Training Days 1 & 2)

103004 £61.71 npower Business Solutions (Streetlighting September)

103005 £40.00 The Information Commissioner (Data Protection Fee)

HMRC - Notice of penalty assessment for quarter ended 5 July 2024 £200.00 for failure to file PAYE returns on time. The Clerk has written to HMRC explaining the situation. HMRC are prepared to discharge the penalty providing monthly filing is done from 6 April to 5 November 2024.

Clacton Business Services (payroll company) have set up the online filing, generated the P45 for the retiring clerk and will manage future payroll services.

24/64. AUDIT 2023/24.

The External Auditor (PKF Littlejohn) are unable to certify completion of the accounts as they have received correspondence bringing information to their attention that must be considered before certifying the completion of their review and the discharging of their responsibilities. Once they have finalised the review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters. The fee for the limited assurance review will be issued when completion has been certified.

24/65. HEDGE CUTTING/STRIMMING & TREES AT THE CEMETERY.

To receive an update and agree action needed. Two quotes have been received and it was agreed to go ahead with the cheaper quote. The Clerk to arrange.

24/66. CUTTING OF THE RIVER BANK.

It was agreed to pay half towards the cutting of the River Bank, total cost £410.00, therefore the Parish Councils contribution is £205.00.

24/67. PLANNING.

Application No: UTT/24/2309/DOC. Application to discharge condition 4 (materials) attached to UTT/24/1546/HHF.

Location: Guildhall, Church End, Church Lane, Ashdon. Noted.

Appeal Ref: APP/C1570/W/24/3341685. Proposed conversion of outbuilding to annexe.

Location: Brook Farm, Steventon End, Ashdon CB10 2JE.

Appeal allowed and planning permission is granted.

UDC Enforcement - alleged breach re possible change of use - residential to business.

24/68. ADOPTION OF NEW POLICIES AND PROCEDURES.

- Social Media Policy.
- Anti-Bullying and Harassment Policy.

It was agreed to adopt both policies.

Proposed: Cllr Moran. Seconded: Cllr Goodwin. All agreed.

24/69. PLAY AREAS.

To receive a brief update on work agreed. Cllr Pardue has looked at the Play Areas including the RoSPA Reports and has done some minor repairs. Where the safety matting has shrunk back resulting in trip hazards this can be repaired quite easily by a local contractor by filling in with tarmac/wet pour. The contact details have been painted out on the signs but new signs are needed. Access to Ashdon Playing Field; it was agreed that the most important thing was to have sensible access by removing dead trees and digging out the bank. Cllr Pardue to draw up a plan.

24/70. FREEDOM OF INFORMATION REQUEST.

Another Freedom of Information request has been received along with the threat of a complaint to the Information Commissioners Office (ICO) regarding a previous request. An Internal Review has been carried out on the original request and the same decision has been reached; that all information requested that the Parish Council holds, has been submitted. Following advice from the ICO, the Council can now notify the complainant that as far as the Council is concerned the original request has been completed.

24/71. CORRESPONDENCE TO NOTE.

Essex Highways - temporary road closure of Church Hill due to commence on 28 October 2024 for 5 days while UK Power Networks undertakes new connection.

Adams Harrison Solicitors - email regarding payment of invoice. Cllr Moran and the Clerk to draft a reply.

Essex Highways - temporary road closure of Bartlow Road due to commence on 11 November 2024 for 1 day for carriageway patching.

Cemetery - Cllr Gray tabled a plan of all the graves. The trees may need a specialist to look at them as it appears that the Plum Ash are diseased. It is not known if the Victorian part of the cemetery is closed or not.

24/72. ITEMS FOR THE NEXT AGENDA.

- Flooding at Steventon End

24/73. MEETING DATES 2024.

Meetings are held on the third Monday of the month (except August).
18 November (Budget Meeting), 16 December

Close of meeting. 21.01

Signed (Chairman):

Date: