

STEBBING PARISH COUNCIL
ANNUAL PARISH ASSEMBLY
THURSDAY 17th MAY 2018

IN THE FRIENDS MEETING HOUSE, COMMENCING
AT 7pm

PLEASE COME ALONG – YOU WILL HAVE AN OPPORTUNITY TO PUT
YOUR QUESTIONS TO THE PARISH COUNCIL AT THE END OF THE
MEETING.

AGENDA

1. Apologies for Absence
2. Minutes of Meeting 11th May 2017
3. Annual Report of the Parish Council
4. Annual Return of the Parish Council`s accounts for the year ended 31st March, 2017
5. Statement of finances for the year ended 31st March 2018
 - 5.1 Annual Governance Statement
 - 5.2 Accounting Statement
6. District Councillor`s Annual Report
7. County Councillor`s Annual Report
8. Local Organisation Reports
9. Questions from the public
10. Date of next Annual Assembly – 9th May 2019

Clerk to Stebbing Parish Council
01371 855805

STEBBING PARISH COUNCIL

The Old Stables, High Street, Stebbing CM6 3SG

Telephone Stebbing 855805

Email: clerk@stebbingparishcouncil.org.uk

THE MEETING WILL BE PRECEDED BY THE ANNUAL ASSEMBLY AT 7pm

Dear Councillor,

The ANNUAL MEETING of Stebbing Parish Council will be held on Thursday 17th May 2018 at 8 pm in the Friends` Meeting House, High Street, Stebbing.

The Planning Committee will meet at 6.45pm

AGENDA

1. **APOLOGIES FOR ABSENCE:**
2. **DECLARATIONS OF INTEREST –**
3. **PUBLIC QUESTIONS -**
4. **ELECTION OF CHAIRMAN –
DECLARATION OF ACCEPTANCE OF OFFICE** Acceptance of Office form to be signed.
5. **ELECTION OF VICE-CHAIRMAN –
DECLARATION OF ACCEPTANCE OF OFFICE** Acceptance of Office form to be signed
6. **ELECTION OF MEMBERS TO SERVE ON THE UNDEMENTIONED COMMITTEES: (Chairman automatically on all committees)**

COMMITTEES currently:

Planning Cllrs Merifield, Goodwin, Cant & Kingdom

Stebbing Green Cllrs. Cant, Merifield, Howard & Hawkes

Highways/Lighting: Cllrs. Martin, Hawkes and Farr

Playing Field/Equipment: Cllrs Kingdom, Fulcher and Howard

HR : Cllrs Goodwin, Cant & Kingdom

Emergency Planning: Cllrs Farr, Cant & Martin

7. **TO APPOINT REPRESENTATIVES -:** Currently:

Andrews Airfield Consultative Committee Cllrs Howard & Hawkes
County Transport Cllr Philip Hawkes

Footpaths	Brian Martin
Friends Meeting House	Cllr Cant
Stebbing Charities	Cllrs. Cant, Merifield and Goodwin
Community Health	Cllr Jane Goodwin
CPRE	Mr Michael Kingdom
Tree Officers	M Rufus & Patrick Smith (advisory)
Internal Auditor	Mrs Brenda Broadfield
Essex Wildlife Trust	Margaret Rufus
Area Forum Meetings	Clerk/Councillors
Village Hall	Cllr Judith Farr
Minibus	Patrick Going

8. Parish Council meetings dates during 2018-2019 and the Annual Assembly of the Parish for approval.

<u>DATE</u> <u>2018</u>	<u>Planning</u> <u>Meeting</u>	<u>Public</u> <u>Meeting</u>	<u>Parish Council</u>
<u>7th June</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>12th July</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>13th Sept</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>11th Oct</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>8th Nov</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>13th Dec</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>2019</u>			
<u>10th Jan</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>14th Feb</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>14th Mar</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>11th Apr</u>	<u>7.15</u>	<u>7.30</u>	<u>7.45</u>
<u>9th May</u>			<u>ANNUAL ASSEMBLY</u> <u>7.00</u>
<u>9th May</u>		<u>7.30</u>	<u>Annual Meeting of the</u> <u>Council 8pm</u>

9. MINUTES OF MEETING held on 12th April 2018 for approval and signature

10. COUNTY COUNCIL REPORT –

11. DISTRICT COUNCILLOR`S REPORT -

12. CLERKS REPORT -

12.1 Update on actions from previous meetings

12.1.1- The Clerk reported there had been no further progress on the youth representative

12.1.2 - Clerk to write to contractor asking that the area where this plant is growing on pulford playing field not be cut or strimmed

12.1.3 - Clerk to ask for minutes of the meeting with Cllr Grundy

12.2 Postal Correspondence –

12.2.1 – Essex Wildlife Trust magazine

12.2.2 – Registration of Mill Lane Playing field with land registry

13. COMMITTEE REPORTS

13.1 PLANNING: -

APPLICATIONS –

Demolition of Nissan hut and erection of 3 bedroom house including change of use

Land North West Of Satis Collops Road Stebbing CM6 3SZ

Ref. No: UTT/18/1129/FUL | Received: Tue 24 Apr 2018 | Validated: Tue 24 Apr 2018 | Status: Awaiting decision

Application to discharge Conditions 2 (hard and soft landscaping) 4(samples of external surfaces) and 8(cross sections) attached to UTT/17/3740/FUL dated 20 April 2018.

Rosano The Downs Stebbing CM6 3RA

Ref. No: UTT/18/1118/DOC | Received: Mon 23 Apr 2018 | Validated: Thu 26 Apr 2018 | Status: Awaiting decision

Application to discharge Conditions 2 (samples) and 8 (biodiversity report) attached to UTT/17/3440/FUL dated 16 April 2018

Land At Brick Kiln Lane Brick Kiln Lane Stebbing Essex

Ref. No: UTT/18/1113/DOC | Received: Fri 20 Apr 2018 | Validated: Fri 20 Apr 2018 | Status: Awaiting decision

Proposed two storey rear and single storey front and rear extensions

21 Marshalls Piece Stebbing CM6 3RZ

Ref. No: UTT/18/1090/HHF | Received: Thu 19 Apr 2018 | Validated: Fri 20 Apr 2018 | Status: Awaiting decision

Application for change of use from storage barn to 1 no. Dwelling.

Land To The South East Of Newpasture Lane Stebbing Essex

Ref. No: UTT/18/0611/FUL | Received: Fri 02 Mar 2018 | Validated: Tue 03 Apr 2018 | Status: Awaiting decision

DECISIONS –

Demolition of existing dwelling and erection of a pair of semi-detached dwellings

Rosano The Downs Stebbing CM6 3RA

Ref. No: UTT 17/3740/FUL | Received: Thu 21 Dec 2017 | Validated: Tue 02 Jan 2018 | Status: Approved

Reserved matters application consisting of layout, scale, landscape & appearance following Outline Planning Consent UTT/14/1069/OP. Residential development comprising 30 dwellings, public open space, landscaping, new access and highways, associated and ancillary development

Land To The North Of Stebbing Primary School And Rear Of Garden Fields And Parkside Garden Fields Stebbing Essex

Ref. No: UTT/17/3538/DFO | Received: Fri 01 Dec 2017 | Validated: Thu 07 Dec 2017 | Status: Approved

Erection of 2 no. dwellings

Land At Brick Kiln Lane Brick Kiln Lane Stebbing Essex

Ref. No: UTT/17/3440/FUL | Received: Fri 24 Nov 2017 | Validated: Wed 06 Dec 2017 | Status: Approved

Proposed Conversion and alterations to redundant barn & outbuildings to single dwellinghouse

Barn At The Old Forge Warehouse Road Stebbing Dunmow Essex CM6 3ST

Ref. No: UTT/17/2910/FUL | Received: Wed 11 Oct 2017 | Validated: Wed 01 Nov 2017 | Status: Approved

Outline application with all matters reserved except for access and layout for 2 no. detached dwellings with associated landscaping and garaging and new access

Corbetts Tey The Downs Stebbing Dunmow Essex CM6 3TU

Ref. No: UTT/18/0365/OP | Received: Tue 06 Feb 2018 | Validated: Thu 08 Mar 2018 | Status: Approved

Proposed single storey extensions to dwelling and garage.

Red Lion House Church End Brookend Road Stebbing Dunmow Essex CM6 3SW

Ref. No: UTT/17/3318/HHF | Received: Mon 13 Nov 2017 | Validated: Mon 13 Nov 2017 | Status: Approved

Proposed single storey extensions to dwelling and garage. Internal alterations to ground floor of dwelling including the removal on internal partitions changing the existing utility, shower room, entrance lobby and playroom into kitchen and breakfast area.

Red Lion House Church End Brookend Road Stebbing Dunmow Essex CM6 3SW

Ref. No: UTT/17/3319/LB | Received: Mon 13 Nov 2017 | Validated: Mon 13 Nov 2017 | Status: Approved

APPEALS - None

ENFORCEMENTS –

people living in a caravan independently from main dwelling

16 Warehouse Villas Stebbing Road Stebbing Dunmow Essex CM6 3SU

Ref. No: ENF/18/0120/C | Received: Tue 08 May 2018 | Status: Pending Consideration

13.2 JOINT PARISHES MEETING – Nothing to report

13.3 PLAYING FIELD / EQUIPMENT COMMITTEE – Report attached at Appendix A

PROPOSAL: That Stebbing Parish Council agrees to Falcon Tree Specialists accessing garden via Mill Lane Field subject to agreement with the Cricket Club

13.4 HIGHWAYS AND STREET LIGHTING COMMITTEE – Report attached at Appendix B

13.5 STEBBING GREEN COMMITTEE – Verbal report to be given

14 REPRESENTATIVES REPORTS

TRANSPORT –

FOOTPATHS - Report Attached at appendix C

15. FINANCE

CHEQUES FOR APPROVAL	NET	VAT	GROSS
Clerks salary & expenses - April	743.03	2.00	745.03
A & J Lighting	52.25	10.45	62.70
HMRC	124.80	0.00	124.80
No 7 Odd Jobs - April Invoice	288.32	57.66	345.98
TOTALS	<u>1208.40</u>	<u>70.11</u>	<u>1278.51</u>
 DD PAYMENTS			
Eon Account April	52.23	2.61	54.84
TOTALS	<u>52.23</u>	<u>2.61</u>	<u>54.84</u>
 BANK TRANSFER PAYMENTS			
Transfer to Bawtrees LLP - Mill Lane Purchase	100,508.00	1,068.80	101,576.80
TOTALS	<u>100,508.00</u>	<u>1,068.80</u>	<u>101,576.80</u>
 INCOME SINCE LAST MEETING			
UDC First Half Precept Payment			24075.00
BT Wayleave Stebbing Green			188.30
UDC Neighbourhood plan expenses refund			265.00
TOTAL			<u>24,528.30</u>

BANK RECONCILIATION

Brought Forward 28th March 2018	Current A/C	126,678.45
	Saver A/C	144.30
	Tracker A/C	5,355.37
TOTAL		<u>132,178.12</u>

Less Cheques presented since last meeting		4,667.18
Less DD Payments		54.84
Less Bank Transfers		101,576.80
Plus Income		24,528.30

Reconciliation as at 27th April 2018 **50,407.60**

Less Payments for Approval		1,278.51
Less unrepresented Cheques		182.70
Council funds as at 18th May 2018		<u>48,946.39</u>

SoS Fighting fund Account**CHEQUES FOR APPROVAL**

NET	VAT	GROSS
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TOTALS **0.00** **0.00** **0.00**

INCOME SINCE LAST MEETING

SoS Donations		100.00
TOTAL		<u>100.00</u>

BANK RECONCILIATION

Brought Forward 28th March 2018	No 2 Account	95.10
Less Cheques presented since last meeting		0.00
Plus Income		100.00

Reconciliation as at 27th April 2018 **195.10**

Less Payments for Approval		0.00
Less unrepresented Cheques		0.00
SoS funds as at 18th May 2018		<u>195.10</u>

Total of Council & SoS funds as at 18th May 2018 **49,141.49**

17. GYPSY CARAVANS
18. NEIGHBOURHOOD PLAN – Verbal report to be given
19. AIRCRAFT NOISE – Report attached at Appendix D
20. GRANT REQUEST FROM OLD FRIENDS MEETING HOUSE
PROPOSAL:- That Stebbing Parish Council agree to the grant request of £150.00 as 50% of the insurance cost
21. GRANT REQUEST FROM VOLUNTEER UTTLESFORD – Discussion
Copy of letter sent out with agenda
22. VILLAGE HALL MORTGAGE
PROPOSAL: That Stebbing Parish Council agree to give delegated powers to the authorised cheque signatories to agree and arrange payment of the outstanding balance on the Village Hall Mortgage of £4800 plus early repayment charges
23. PLAYING FIELD RULES AND REGULATIONS
PROPOSAL:- That Stebbing Parish Council agrees to adopt Rules and Regulations for Playing Fields: Pulford Field, Mill Lane Field and Alcott Field.
24. USE OF PLAYING FIELDS FOR PRIVATE FUNCTIONS – For Discussion
25. CLERKS SALARY
26. ITEMS FOR NEXT PARISH COUNCIL AGENDA
27. DATE OF NEXT MEETING – 7th JUNE 2018 at The Old Friends Meeting House

Clerk to Stebbing Parish Council

Close of Meeting

APPENDIX A

Stebbing Parish Council Playing Fields Committee

Report 54 17 May 2018

Current Members: Jackie Kingdom (Chair) Ernest Howard, Emma Fulcher, Jane Goodwin (temp)

Alcott Field

- FYFC continues with the pitch maintenance and verti draining was recently carried out.

Mill Lane Field

- The Committee has looked very closely at standard rules & regulations for playing fields and after much deliberation, has compiled a document which meets the requirements for the smooth running of all three fields in Stebbing to the benefit of the community. We shall be meeting with the Cricket Club very soon and look forward to continuing our good working relationship. I wish to put the proposal to adopt the SPC Rules and Regulations for Playing Fields: Pulford Field, Mill Lane Field & Alcott Field, to the Council.
- A resident whose property backs onto the field, has asked for permission for a small caterpillar tracked vehicle to cross the field and enter her garden, to access and remove deep roots of a recently felled tree. We have consulted with the Cricket Club as the vehicle would cross the outfield.

PROPOSAL: That Stebbing Parish Council agrees to Falcon Tree Specialists accessing garden via Mill Lane Field subject to agreement with the Cricket Club

Pulford Field

- This, the smallest of our fields has suddenly started to produce encouraging development in plant life. Last month, we discovered several clumps of *Nonea lutea*; a small bristly leaved plant which grows in clumps and has yellow flowers in early spring. It derives from America and is a member of the borage family of plants. It is rarely seen in this area. Now, a resident has spotted whorls of bee orchid leaves which are being cut off and prevented from flowering in the routine cutting and general maintenance of the field. We are looking into working with the contractor to preserve the plants and hope they go on to flower and multiply.

All Fields

- With the Council's purchase of Mill Lane Field, we wish to put measures in place to guarantee the field's future as a community area.

We thought the Alcott & Pulford Fields were protected under the legacies giving them to the village but, it seems this is not so. We are now investigating ways in

which all three playing fields can be safeguarded for use by the village and shall keep everyone informed.

J Kingdom

8 May 2018

APPENDIX B

Stebbing Parish Council
Highways & Street Lighting Committee
Monthly report May 2018

The ‘cage’ in the High Street:- Following our request for a copy of the minutes of our meeting with Cllr. Grundy we have had the following update. ‘The report (*on the structure*) has recommended that part of the structure and the abutment/parapet that is in very poor condition should be reconstructed. This financial year we have been commissioned and have allocated funding to design the reconstruction scheme. Unfortunately structural schemes are complex to undertake and therefore take longer to complete as options have to be considered before a detailed design can be produced. The Structures Team will be in a position to carry out the works at the beginning of the 2019/20 financial year (subject to funding). In regards to the meeting, we do not take formal notes of Surgery sessions as we only note actions required to be followed up.’

Speeding:- At the last outing of the Community Speed Watch Team 21 vehicles were recorded in one hour exceeding the 30mph limit, one vehicle was recorded at 53mph and three vehicles for the second time. If the team had more trained members we could make quite a difference. An article about this has been submitted to Stebbing Scene.

Litter pick:- Cllr. Fulcher informs me that the running group in the village have been ‘Plogging’ i.e. collecting litter while they run. They are to be congratulated as this should go a long way towards keeping the amount of litter down.

School meeting:- Recently I attended a meeting at the school to discuss the problems of parking near the school and traffic in general. The headmistress and some of the mothers are to form a group to focus their aims and keep more in touch with the Parish Council and the work already being undertaken.

Parking at Pulford Place:- Ongoing.

Brian Martin 8th May. 2018

APPENDIX C

Stebbing Parish Council
Footpaths Monthly report May 2018

Removal of hedge on Byway 15:- We received a report that a section of hedge had been removed and that it was done after the March 1st cut-off date. We reported this to Essex Highways and received a long reply saying, in effect, that under certain circumstances, controlled by UDC Planning, this was permissible and if we had any concerns regarding planning conditions we should take the matter up with UDC.

Brian Martin
8th May. 2018

APPENDIX D

Aircraft Noise and Airport Planning update 17 May 2018

The letter proposed at last month's meeting was sent to the Secretary of State on 17 April.

Uttlesford District Council's planning consultation closed for public response on 30 April but this Council has requested the application by Manchester Airports Group to increase annual passenger numbers through Stansted Airport to 43 million, should be called in by the Secretary of State.

The long haul and freight aircraft which MAG is hoping to attract to Stansted, typically larger and noisier than most aircraft types currently based there, would also exacerbate the present disturbance suffered. If MAG succeeded in having the present restrictions on night flights relaxed, the floodgates could rapidly open to a noise nightmare with the community suffering even more if this planning application were to be approved.

Apparently, MAG wants to remove the present restriction which prevents Stansted Airport lobbying the Government for more night flights. The restriction is enshrined in a Section 106 agreement dating back to 2003 when Stansted was given permission to grow from 15 million passengers a year (mppa) to 25mppa. The current permission allows up to 35mppa although passenger numbers are at a lower figure.

Jackie Kingdom
2018

17 May