

**Minutes of Birchanger Parish Council meeting  
held on Tuesday 3<sup>rd</sup> December 2019 at 7.30 pm.  
in Birchanger Village Hall**

**Present:** Angie Driscoll (AD) – Chair  
Peter Sampson (PS)  
John Revell (JR)  
Linda Pocklington (LP)  
Geof Driscoll (GD)

Melvin Caton (MC) – District Councillor  
Ray Gooding (RG) – County Councillor  
Keith Williams (Parish Clerk)

**674. Chairman's Welcome**

The Chairman welcomed all those present.

**675. Apologies for Absence**

Elizabeth Godwin  
George Taylor

**676. Declarations of Interest**

None

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

None.

**678. Minutes of the last meeting**

The minutes of the last meeting held on Tuesday 5<sup>th</sup> November 2019 (previously circulated) were agreed as a true and accurate record, and duly signed by the Chairman.

**679. Recreation Ground/Allotments/Glebeland**

**Recreation Ground**

The annual inspection of the playground was carried out by The Play Inspection Co Ltd on 25<sup>th</sup> November and the report had been circulated to councillors. There was one medium risk item, being the roundabout, which JR has on his schedule to repair. All other items were considered no risk or low risk.

It was agreed that the report should be the basis for repairs and renovations when obtaining quotations from playground maintenance companies, Play Maintain having been advised that their services were no longer required.

Recreation Ground report from LP, already circulated.

Rubbish bin, closest to the road entrance was almost full. Water bottles, and general snack wrappers as expected but also a lot of dog poo bags.

Equipment, as last month. Our Annual Inspection is carried out this month. [See above]. The assessment will act as a good guide as to what needs to be replaced/repaired and what should be given priority.

### **Allotments**

Some bramble has been cut back from outside the chicken wire boundary fence, but not as much as required. Footpath 13, that divides the allotment is accessible, but the long grass/nettles still requires attention.

## **680. Finance**

### **a. Account Balances (already circulated) – noted.**

### **b. Invoices and payments**

#### **1. Account Balances b/f at 31<sup>st</sup> October 2019**

HSBC Community account	£62871.48
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#### **2. Payments due for November 2019**

Debbie Crouch	Chq 100751	£200.00 (cleaning July-October)
TBS Hygeine	Chq 100752	£86.40 (emptying of dog bins)
A&J Lighting	SO	£45.90 (monthly maintenance charge)
Birchanger Church Hall	Chq 100753	£10.00 (hire of hall)
Payroo (Keith Williams)	Chq 100754	£6.00 (payroll 6/10/19-5/11/19)
e-on	DD	£90.50 (electricity for October 2019)
Ace of Spades	Chq 100755	£499.20 (grass cutting Dec 2018&Mar 2019)
Clerks salary	Chq 100756	£421.10 (salary for November 2019)
HMRC (Keith Williams)	Chq 100757	£105.40 (PAYE for November 2019)
Ace of Spades	Chq 100758	£249.60 (grass cutting November 2019)
<u>Total payments for November 2019</u>		<u>£1714.10</u>

#### **3. Account Balance c/f 30<sup>th</sup> November 2019**

HSBC Community account 51624067	£61157.38
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Note: The cheque payments to Payroo for payroll software are made out to parish clerk, Keith Williams. Payroo make a charge if payment is made by cheque. The parish clerk therefore pays online from his own bank account and is reclaiming the payment. This also applies to the payment to HMRC for PAYE as only payments from a debit account are free.

### **c. Unity Bank update**

It was agreed to commence with the new arrangements from 1<sup>st</sup> February 2020.

**681. Planning**

**1. UTT/19/2373/HHF – 86 Birchanger Lane**

Conversion of existing garage to room.

No comments or objections.

**682. Community Speed Watch**

The report from PS, as follows, had already been circulated to councillors.

- The Training for CSW was given recently and we are now ready to go ahead with operations.
- The council decided to purchase a speed gun. However, we have now been given a speed gun at no cost from CSW on a long-term loan basis. Question: do we continue to buy or just use the loan speed gun?
- It was suggested to buy a body cam for security and for recording cars during the speed check in case we miss the reg number or other details of the car. The cost is £190.
- We will also require summer hi-vis jackets as the ones we received (FOC) are for winter. I suggest 4 official printed jackets at max £20 each.

In addition;

- The first operation is scheduled to take place opposite Harrisons.
- It was agreed that a speed gun would no longer be needed as the one being supplied is on a long-term loan.
- A budget of £300 was agreed for purchase of the body cam and four summer hi-vis jackets.

**683. Community Special Constable**

PS was pleased to report that a CSC had been appointed and it was hoped that he would be starting duties this month. A Community Safety Plan had been compiled, which details the areas where the council would like the CSC to patrol, and this will be given to the CSC on commencement of duties.

**684. Parish Plan**

An updated Plan had been circulated to councillors, and it was agreed to submit this to Planning.

**685. Highways**

The speed survey had been completed and Highways has advised that the results do not warrant the installation of VAS which has therefore not been approved.

The “Wig Wag” and “20 is Plenty” signs are still being considered. The question of responsibility for maintenance to any signs which may be installed has still to be resolved.

**686. Reports from County and District Councillors**

**Report from RG.**

- RG confirmed that responsibility for sign maintenance was a main issue. It had originally been in Highways budget but had now been transferred to Education. There are already a number of existing signs which need repair/refurbishment.
- In his role on Education for ECC, he has been involved in the tragic case of the death of a schoolboy near a school in Debden (near Loughton).
- [2019/155]

- The Youth Service had been nominated for 5 awards, resulting in one Highly Commended and one Best in Country.

**Report from MC.**

- Due to the imminent General Election the announcement of the Local Plan will be delayed until the new year.
- The Planning Committee decision on Stansted Airport will also be delayed.
- There is to be a one-off grant of £200 per councillor to the village magazine and school.
- He has not yet received a request for a grant for the village VE celebrations.
- A group called “Task and Finish Group” formed by the Scrutiny committee of the District Council’ has been formed to look into the issue of airport-related parking in local villages.

**687. Closure of meeting**

There being no further matters to discuss the Chairman declared the meeting closed at 20.25.

**[2019/156]**