

## **ELMDON & WENDEN LOFTS PARISH COUNCIL**

### **MINUTES OF THE MEETING OF ELMDON & WENDEN LOFTS PARISH COUNCIL HELD ON TUESDAY 28 AUGUST 2018 in ELMDON VILLAGE HALL AT 7pm**

Present: Nigel Bond                      John Barrow  
          Ian Donaldson                 Petrea Fagan  
          Penelope Gaine                 Bill Hodges                      John Holford  
          Clerk:                             Sheila Jones  
          Responsible Financial Officer:                      Jane Guy

Attendees: Elmdon Community Group – Chairman Robert Woods

18.64    **Apologies for absence**

There were no apologies for absence

18.65    **Declaration of Interests for business in hand**

There was no declaration of interests for the business in hand.

18.66    **Minutes of the meeting 31 July 2018**

Minutes were read, approved and signed.

*Meeting was suspended for open discussion at the Chairman's discretion.*

*The meeting resumed.*

18.67    **Matters Arising not being discussed later:**

- a. Empty Dwelling Management Order – in hand.
- b. Village Design Statement – Comments on the draft Statement are awaited from Uttlesford District Council.
- c. Defibrillators – The defibrillators have been received and the cabinets have been ordered. Training and publicity is in hand.
- d. Broadband in Duddenhoe End. A meeting has been arranged with Gigaclear in Duddenhoe End Village Hall on the 12 September.
- e. The Maltings Public House. The Chairman of the Elmdon Community Group reported that the telephone lines need to be reconnected. Work has been progressing in the kitchen and other parts of the public house although some delay has occurred with contractors. The new owner has experienced considerable difficulties in dealing with the Council Conservation Officer.
- f. LHP Rangers – Signpost maintenance in hand. Blocked Drains have been reported to Highways.
- g. Weekly Crime Report – on going
- h. Parish Council Forum Briefing – The Clerk to request an agenda for the proposed meeting on the 15 October.
- i. Charity Donations. It was suggested that the Parish Council nominate a chosen charity for the year. £100 is available in this year's budget. Resolved that Saffron Sight the charity selected for 2018.  
Proposed: Councillor Holford  
Seconded: Councillor Bond.

- j. Maintenance of Elmdon Churchyard wall/ Village Hall – It is understood that the Parish Council is responsible for the part of the churchyard that contains the wall. However, any fences or walls should have been handed over in good order. They remain the property of the church but it appears that the Parish Council is responsible for the maintenance. There is confusion about the legalities and the Chairman will discuss this with the National Association of Local Councils and report back to the next meeting. This time frame would also allow for the gathering of any relevant documentation pertaining to both the churchyard and the ownership of Elmdon Village Hall.

18.68 **Planning Applications**

No application had been received.

18.69 **Clerks Report**

Nothing of significance to report.

18.70 **Finance**

Current Account (from previous meeting)	£10,569.14
Sub Total Current Account (Online account statement)	<b>£10,569.14</b>
Less Payments to be approved (for details see Appendix A)	<b>-£1,844.45</b>
<b>SUB TOTAL</b>	<b>£8,724.69</b>
Saver Account	£7,091.40
<b>TOTAL</b>	<b>£15,816.09</b>

Internal Auditors Report:

Report by Internal Auditor on the 2017/18 Accounts previously circulated by RFO.

Resolved – To receive the report by the Internal Auditor dated July 2018 and adopt the recommendations contained therein:

- (a) To review Standing Orders as soon as practical,
- (b) Record key financial issues specifically within the minutes with immediate effect, and
- (c) Review Risk assessment and Management document 2017 with regard to compliance to GDP requirements as soon as practical.

Proposed: Councillor Hodges

Seconded: Councillor Donaldson.

18.71 **Correspondence and E-Mails**

- a. The Parish Council was alerted to the proposed new town proposal at Heydon Grange.

18.72 a. **Matters to be raised by members for the next agenda**

The footpath bridge from Chrishall church to the B1039 has commenced.

- b. The Chairman will write to the Gazette in an endeavour to encourage villagers' attendance at the Parish Council meetings.
- c. Dates for meetings after January 2019 to be made available.

18.73 **Date of Next Meeting and any changes.**

**FUTURE MEETINGS**

**2018**

30 October	Duddenhoe End Village Hall
20 November	Elmdon Village Hall

**2019**

8 January	Duddenhoe End Village Hall
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The meeting ended at 8.25 pm

NOTE: THE AGENDA AND THE MINUTES OF THE MEETING ARE AVAILABLE BY EMAIL FROM THE CLERK, Sheila Jones, Cregneish, Ickleton Road, Elmdon, Saffron Walden, Essex. CB11 4LT Tel: 01763 838518 Email [jsheila285@gmail.com](mailto:jsheila285@gmail.com)