

ELMDON & WENDEN LOFTS PARISH COUNCIL

MINUTES OF THE MEETING OF ELMDON & WENDEN LOFTS PARISH COUNCIL HELD ON TUESDAY 27 NOVEMBER 2018 in ELMDON VILLAGE HALL AT 7pm

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

18.84 **Apologies for absence**
Councillor Woods

18.85 **Declaration of Interests for business in hand**
There was no declaration of interests for the business in hand.

18.86 **Minutes of the meeting 30 October 2018**
Minutes were read, approved and signed.

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

18.87 **Review of Financial Regulations Standing Orders and Code of Conduct**

RESOLVED that the following procedures which had been previously circulated by email be adopted and signed by the Chairman.

1. Standing Orders
2. Financial Regulations
3. Financial Risk Assessment
4. Code of Conduct.

Proposed Councillor Donaldson and seconded by Councillor Holford
The documents were then signed by the Chairman and handed to the Clerk.
The above documents are available from the Clerk/RFO.

18.88 **Matters Arising not being discussed later**

- a. Casual Vacancy. Robert Woods applied for the position. It was unanimously agreed that he be accepted as a Councillor of Elmdon & Wenden Lofts Parish Council. Proposed by Councillor Bond and seconded by Councillor Donaldson. Councillor Woods had submitted apologies for absence for this meeting and was thus unable to sign the Acceptance of Office statement, this will await the next meeting, 8 January 2019.
- b. Village Design Statement – An Ordnance Survey licence had been obtained.
- c. Potholes, and Road signs. – It was reported that recently vehicles have been driving at excessive speeds in Duddenhoe End, especially on narrow lanes. It was agreed that Councillor Hodges contact County Councillor Moran to seek his advice and assistance in achieving traffic calming measures.

New finger post at Duddenhoe End has been renovated. The Clerk to write a note of thanks to the Essex Rangers for work recently undertaken in the parishes. A request would also be made for a further sign to be renovated at the junction of School Lane and Pond Street.

The pavement on the High Street, Elmdon had been churned up by contractors. This section of pavement will be monitored once the adjacent building work has been completed.

- d. Defibrillators. Elmdon equipment is now installed and active. Duddenhoe End equipment requires further electrical work. Councillor Bond will follow up the matter.
Training sessions for both villages will commence in January 2019 under the guidance of Councillor Fagan. Publicity for the training sessions will be circulated.
- e. Broadband in Duddenhoe End. Work is progressing and is on schedule.
- f. The Maltings – Renovations are progressing.
- g. Parish Cluster Group Meetings – Four councillors attended the meeting in November. It was summarised that the Uttlesford District Planning Department intend being more robust in their dealing with planning matters and enforcement of breaches of planning regulations but also being more understanding.
- h. GDPR – RESOLVED (a) that the Privacy Statement (Appendix C) be adopted by the Parish Council in accordance with the General Data Protection Regulations: Proposed by Councillor Gaine Seconded by Councillor Holford,
(b) It was noted that the correct procedures regarding protection of items of personal data have been followed, and
(c) The RFO assume the duties regarding GDPR following the resignation of Councillor Barrow.
- i. Elmdon Churchyard. Legal advice had been obtained from NALC. The Parish Council has to take responsibility for maintenance of the closed churchyard from 2001 but only on the basis that the churchyard was in good condition when the maintenance was handed over. The Parish Council is not required to improve the churchyard only maintain it in the condition that it was received in 2001 and to make dangerous items safe. Councillor Holford agreed to make enquiries to gain clarification regarding the ring fenced amount for the churchyard wall.
- j. Parish Records – RESOLVED that the records from 1998/9 to 2010/11 would be taken to Chelmsford Records Office for storage. Proposed: Councillor Bond and seconded by Councillor Gaine.
- k. Bury Gardens, Elmdon. It was noted that there has been no improvement in the continuing nuisance issue.

Planning Applications

UTT18/3236/HHF	Lofts Cottage, School Lane,	No Objection
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8.90 Clerks Report

Nothing to report.

18.91 Finance

Current Account from last meeting	£13,324.44
Sub Total Current Account	£13,324.44
Less Payments to be approved (for detail see Appendix A)	-£637.80
Sub total	£12,686.64
Saver Account	£7,094.94
Total	£19,781.58
Inc Ring-fencing amount £5,801 (£5,200 for Church wall)	

RESOLVED that (a) the draft budget for 2019/20 be approved with no change to the precept at £12,500.00, proposed by Councillor Gaine, seconded by Councillor Hodges, and
(b) the RFO investigate ways of programming payment and provision for the 12 year cycle of pollarding of the lime trees in Elmdon churchyard.

18.92 Correspondence and E-Mails

- a. Signposting in the villages – this was covered under 18.88 (c).

18.93 Matters to be raised by members for the next agenda

18.94 Date of Next Meeting and any changes.

FUTURE MEETINGS

2019

Tuesday	8	January	Duddenhoe End
Tuesday	26	February	Elmdon
Tuesday	2	April	Duddenhoe End
Tuesday	14	May	Duddenhoe End
Tuesday	9	July	Elmdon
Tuesday	6	August	Duddenhoe End
Tuesday	17	September	Elmdon
Tuesday	29	October	Duddenhoe End
Tuesday	3	December	Elmdon

2020

Tuesday	7	January	Duddenhoe End
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The meeting ended at 8.30 p.m.

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