

Hartest Parish Council

DRAFT Minutes of the Parish Council Meeting held in the Boxted & Hartest Institute on Wednesday 7 June 2017 at 7pm.

Present: Cllrs Chris Browning (Chair), Malcolm Brearley, Will Luttmann-Johnson, Jo Pask and Nick Price

In Attendance: 1 resident, Tree Warden, John Kemp, and the Parish Clerk

- 17/017 Apologies for absence: Co Cllr Richard Kemp, Parish Cllrs David Burr and Neil Chappell
- 17/018 Approval of Minutes of Meeting held on 3 May 2017: These were approved and signed.
- 17/019 Matters Arising: The Parish Clerk agreed to notify BDC of the retirement of Mr Michael Feather as Tree Warden, and the appointment of Mr John Kemp to this role. Clerk
- 17/020 Declarations of Interest: None
- 17/021 Public Forum: Mr Toby Leeming provided copies of salient plans, and ran through his proposals for a planning application to be submitted in respect of his plot of land (part of the Pear Tree Farm Cluster identified within the Draft Neighbourhood Plan) and previously known as the 'Theobalds Bus Co' land. The proposals comprise a single storey dwelling to the rear of the 'Springfield' site. Extant PP had been granted in 1992. Mr Leeming wishes to live in Hartest and to re-invigorate the fishing lake business on the site. He is hoping to gain permission for the dwelling and three holiday 'cabins'. He also hopes to have B&B accommodation in the furthest wing of the house and two 'glamping' sites. Cladding will be a black agricultural type material. There will be mono and dual pitch roofing structures (max 4m high). The buildings will not be visible from the Brockley Road. Members found the proposals of interest and, during discussions, it was noted that the headland around the field is not a public footpath.
Cllr Price advised Members that, since this land is close to the aforementioned cluster, Mr Leeming had offered to resign from the NP Working Party at its last meeting; this had been accepted.
Cllr Browning thanked Mr Leeming for his time in this regard
- 17/022 County Councillor's Report: Cllr Kemp's June report had unfortunately not been received at the time of the meeting, but is now attached.
- 17/023 District Councillor's Report: Cllr Long reported that BDC's Annual Meeting had been held on 23 May when Mrs J Jenkins was appointed as Leader. Deputy Leader is Mrs J Osborne. The Leader appointed her Cabinet (to be in place for the next five years). The next Full BDC Council Meeting will be held at 5.30 p.m. on 18 July 2017.
- 17/024 Finance & Administration
- (a) Bank Balances as at 31 May 2017: Current Account: £5,899.09,
Savings Account: £21,175.24, Total: £27,064.33
 - (b) Receipts
 - 15.5.17: Locality Payment re Neighbourhood Plan: £1,000.00
 - 15.5.17: Funeral re Mrs F Miller (Double Grave): £100.00
 - 31.5.17: Erection of Headstone for Mrs S King: £50.00
 - (c) Bank Reconciliation: To be circulated.

- (d) Payments
- | | |
|------------------------------------------------------------|------------------|
| Boxted & Hartest Institute: Hall hire: PC: 8.2 and 1.3.17: | £40.50 |
| 5 & 26.4 & 3.5.17: | £67.50 |
| Neighbourhood Plan Group: 3.3.17: | £36.00 |
| TOTAL: | £144.00 (100243) |
- O G S Cornish: Grass cutting, April-June 2017: £877.50 (100244)
- Clerk: 13.5 and 1.6.17: Mileage & car parking (two journeys to bank cheques)
Mileage and parking: £25.80 + purchase of plastic pockets (£4.99) =
£30.79 (100245)
- (e) 2016/17 Accounts
Copies had been circulated to all Members. The Accounts were approved and the Chair duly authorised to sign.
- (f) Annual Return – Year ended 31 March 2017
Section 1 – Annual Governance Statement 2016/17 was considered, completed, signed by the Chair and countersigned by the Clerk.
Section 2 – Accounting Statements were approved, signed by the RFO and Chair.

17/025 Review of: Standing Orders, Financial Regulations, Internal Control Statement, Risk Assessment and Asset Register: The aforementioned documents had been circulated to Members. Each was considered appropriate for use for this financial year (2017/18). The documents were accordingly approved and signed (with the exception of the Asset Register, which will be updated and circulated for approval). Clerk

17/026 Registers of Members Interests: The completed forms were collected.

17/027 Planning

- (a) Decisions Received: Permissions granted: B/17/00264/FHA/GP: Stowe Hill, Bury Road: Erection of Greenhouse
B/17/00932: Land North of 1 Brockley Road: Erection of 1 no dwelling and detached single storey outbuilding. Alterations to vehicular access
Barn at Willow Tree Farm Mill Road: COU of additional agricultural land to residential amenity and agricultural buildings to ancillary storage and workshop. As amended by revised Site Plan numbered 17/009/01A received 10 May 2017.
- (b) Withdrawn Applications: None
- (c) New Planning Applications: None
- (d) Tree Preservation Order/Tree Conservation Area applications: None
- (e) Appeals: None
- (f) Other Planning Matters
Neighbourhood Plan: Cllr Price advised that the NP grants had been spent. Cllr Kemp had kindly arranged a locality cheque, in the sum of £1k, to go towards the cost of Planning professional, Mr Ian Poole, who had submitted a fee quote in the sum of £1,060. This proposed payment was approved and an invoice is expected to be received by the PC shortly. NP/Clerk
Cllr Price added that the planning landscape is changing very quickly. BDC currently has no 5 year land supply; this renders the Local Plan out of date and they are reliant upon the National Planning Policy Framework to assist in determining planning decisions, although some local policies protecting the environment should still be effective following the recent Supreme Court Ruling. The Working Party has agreed to consider a draft infill policy as an alternative to the draft cluster policy, which had attracted some adverse comment. Cllr Price added that the NP Consultation statement will need to be produced. The NP Working Party is to list the responses and identify the issues, and Ian Poole will then consider alterations to the Plan. The final document will be presented at a public meeting in the Autumn.
Following this stage, it is then hoped to move forward to full submission. One of the comments noted related to the policy for declarations of interest. The NP Working Party felt that this had been strictly adhered to, but the matter will be discussed with BDC. Regarding Glemsford Surgery (HAR 17), Cllr Price advised that the Surgery had objected to the draft NP. He had offered to meet with the partners in order to understand their concerns, however no meeting was offered.

It was noted that the partners did not wish to have any restrictions placed on the business (although, as Cllr Price pointed out, the Local Plan itself places restrictions upon it). It was noted that GP recruitment is in crisis and that surgeries in Hartest have been reduced to two mornings per week.

Cllr Price added that all consultation responses are to be found on the NP page Of the Hartest website (with all names and personal data redacted).

Cllr Browning commended Cllr Price for the work he was doing as NP Chair.

Village Shop: Nothing to report.

Affordable Housing: An email yesterday from Tom Barker advised that he had nothing new to report. Cllr Browning advised that, whilst some sort of activity is claimed to be going on, the PC will have "to sit and wait". It had been suggested that the matter be referred to higher authority, but Cllr Browning felt that this couldn't be done at the moment.

Compensation: The possibility of this, loss of the affordable home, and the possible solution by the transfer of some low cost BDC owned properties, was touched upon. It was agreed that Mrs Anne Bennett, Corporate Manager Development (Housing & Regeneration) be contacted to discuss other possibilities for obtaining affordable housing stock.

Clerk

It was agreed that Cllr Browning would write to Tom Barker advising that the PC could understand his inability to attend this evening's meeting, because he had nothing to report. However, the matter is so important, could he assure us that he has kept his Chief Executive Officer informed of developments in this respect.

A letter would be sent to Mrs Bennett asking her to attend the July, or September, meeting of the PC.

Section 106 Funding: Cllr Burr had emailed the Chair and Clerk advising that he is awaiting responses from the PTA, Swimming Pool and Play Area Working Parties for their detailed capital requirements before making an application for funding. DB

17/028 Green, Cemetery and Churchyard

Cemetery

Fallen Headstones: Cllr Pask had prepared a list of the unstable headstones (with those, which have been laid flat on the ground, highlighted). She also produced a list of the various quotations received to date. A further note is to be placed in Contact re establishing contact with the relevant relatives. Currently, the remedial work is estimated at £4.5k. Cllr Pask commented that she had been particularly impressed with a Mr Neil Loxton, who advised that he could schedule the work in accordance with the PC's ability to pay.

Cllr Pask suggested a possible alternative course of action; namely a support post (e.g. iron rod) and a strap around the headstone. It was agreed that Cllr Pask would liaise with other cemeteries to ascertain how they deal with such problems.

JP

Overhanging Branches: Cllr Pask reported that these have all been removed.

Damage from Deer: Tree Warden, Mr John Kemp, had advised that damage to the vegetation is still being suffered (with the deer accessing the cemetery from the road). Following discussion of the matter, Mr Kemp offered to improve the gate mechanism. Cllr Browning thanked Mr Kemp for his suggestion and it was agreed that he would submit a claim for expenses incurred in this regard.

Mowing: Cllr Pask further advised that Mr Cornish had already cut the grass more often this year than before. Cllr Pask is to circulate an email for discussion. JP

The Green

Trees on the Green: Cllr Brearley reported that residents living around the Green were disappointed that there was no mention of their letter in the Minutes of the April meeting, which had been sent on behalf of 20-25 dwellings. The letter in question is to be placed on the website as an attachment to those minutes. He reminded Members that the concerns expressed were; trees are dangerous, regular assessment and maintenance required, residents' requirement to hold appropriate insurance. He advised that a tree safety policy had been drafted (which had been approved by Mr D Pizzey, BDC's Arboricultural Officer) for consideration at the next

Clerk

meeting. He agreed to circulate this document to everyone in readiness for the July meeting. He had spoken to three companies; two of which had quoted in the region of £450 (+VAT). Both Mr Kemp and Cllr Brearley had reviewed all three quotations. The work to be done includes a survey of all the trees (as at present), a safety assessment, likely lifespan before the need for attention and £450 for the plans for the future. Looking at the current location, several of the Lime trees could potentially cause a degree of hazard to certain dwellings. He believes that a discussion with David Pizzey on the subject might result in permission to fell these and provide suitable replacement trees. The Tree Warden is to discuss a risk assessment policy. The trees owned by the PC are those on the Green and in the Cemetery. Cllr Brearley felt that, but for the TPOs in place, more suitable trees could replace the existing.

In accordance with the tree safety policy, regular 3-4 yearly inspections would be required. Once discussed by the PC, a recommendation is to be sent to Mr Pizzey. Cllr Kemp had offered a locality funding of £400 towards the costs. Cllr Browning expressed favour re the general direction and suggested that the quotes/recommendations etc be circulated via email asap in readiness for ratification at the next meeting. MB

Lifting of canopy of Lime Tree to Cattle Grazing Height: Cllr Pask advised that Mr Cornish had requested that a particular tree near the Green be lifted. Mr Kemp kindly offered to assist Cllr Pask in this connection. JP

17/029 Highways and Footpaths

- Resurfacing/shared space: Following Cllr Price's report re the outstanding buff pads, SCC advised that these should be installed this month, weather permitting.
- Possible Speed Limit Change: Co Cllr Kemp is expediting this. RK
- Shimpling Road opp Cawstons: Members reported that drivers have been avoiding the protruding drain cover.

17/030 Correspondence: None

17/031 Matters of report only: Cllr Long offered his apologies for the July meeting.

17/032 Matters for consideration at next meeting: Ratification of Email Exchange Decision Re Tree Inspections etc. Discussion re Mr C Collins' offer of surfacing materials re Parsons Walk

17/033 Date of next Meeting: Wednesday 5 July at 7 p.m. in the Boxted & Hartest Institute.