**MINUTES OF BARNSTON PARISH COUNCIL**

**MONDAY 12th APRIL 2021 – REMOTE MEETING VIA ZOOM**

Present:

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| Cllr R Burlend MBE (Chairman) | Cllr J Clyne MVO | Cllr K Kirkham |
| Cllr D Jackaman | Cllr S Tuttlebury | Cllr C Day |
|  | Cllr P Lavelle | Mrs Fay Jupp (Clerk) |

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| 1.00 | **Apologies for Absence**  Cllr S Barker, Cllr R Jones, Cllr S Sellens, Cllr P Singleton, Cllr M Jaggard, Cllr J Hills |
| 2.00 | **Declaration of Interest** - Nil |
| 3.00 | **Public Forum** – Nil |
| 4.00 | **District & County Councillors Report**  Cllr Day provided a District Councillor’s report for the meeting. Key points of the report included;  It has been confirmed that 7th May 2021 is the current expiry date of the Statutory Instrument No. 392, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Notification has been received from Luke Hall MP, Minister of State for Regional Growth and Local Government to say there will be no extension to permit councils not to hold ‘meet in person’ meetings.  A summary of the resiting of Helena Romanes School. Cllr Day attended the hearing as a District Councillor and requested the committee to take into consideration his formal objections to the project in the form presented, particularly with regards to the design of the access to and from the site.  The site identified for the new school is on land close to Buttley’s Lane to the west of the Town, just off the B1256 (Stortford Road) approximately half way between the Tesco roundabout and the roundabout with a slip road onto the A120 to travel east. The application was approved unanimously.  Local Plan updates can be found online by visiting:  https://www.uttlesford.gov.uk/new-local-plan?utm\_medium=email&utm\_source=govdeliveryThe deadline for comments is 21st April 2021, after which all comments will be used to inform the Council's work on a draft version of the Local Plan. The call for sites and youth survey concludes at the same time. |
| 5.00 | **Road Safety**  Cllr Jackaman reported one road traffic incident involving a deer on Chelmsford Rd. |
| 6.00 | **Onslow Green Nature Reserve**  Cllr Jackaman confirmed that the Mr Lloyd Rankin, Honorary Warden of the nature reserve has retired from his position. The Parish Council agreed to take over the management of the nature reserve.  The clerk agreed to meet with Lloyd to discuss the current management plan. **ACTION: PARISH CLERK** |
| 7.00 | **Minutes of Previous Meeting**  Minutes of the previous meeting (8th March 2021) were agreed as a true and accurate record and signed by Cllr R Burlend, Chairman. |
| 8.00 | **Action Points from previous Meeting**  Cllr Burlend provided an update following a meeting with representatives from Gigaclear and Cllr Day. Reinstatement work has been completed to a good standard. Some areas were identified for remedial work and an action plan is in place to rectify these.  The clerk circulated the revised play apparatus quotation from Kompan. This was unanimously agreed. The clerk will instruct Kompan to proceed. **ACTION: PARISH CLERK**  The clerk contacted Landvista regarding the pavement edges on Chelmsford Rd. The edges will be maintained and kept tidy.  The clerk has reported the cracked drain cover situated in Watts Close to Essex Highways.  The cracked window on the bus stop will be looked at in due course. |
| 9.00 | **Clerk’s Report**  The clerk confirmed that the current accountant is retiring. At present the accountant reviews the accounts quarterly and at the year end. The clerk proposed using Scribe software to run the accounts. This software is recommended by the EALC and SLCC. The clerk will source an accountant to assist with the Year End, AGAR Submission and VAT 126. The Parish council agreed to the subscription of Scribe software costing £24 per month.  The EALC membership will be renewed.  The precept revenues will be credited to the account in 2 instalments. One on the 15th April and the other on 21st September.  The insurance for the ride on mower will be renewed in mid-April. No premium increase. |
| 10.00 | **Financial Position – Statement of bank account as at 31st March 2021**  The financial position as at 31st March 2021 was £ 27,164.11 in the current account. |
| 10.01 | **Annual Return – to approve and sign the accounts for Year 2020/21 – Section 1**  Section 1 – Annual Governance Statement  Councillors had received a copy of the year end accounts prior to the meeting to enable them to reconcile and agree the figures for the Annual Return – these were duly signed and dated. |
| 10.02 | **Annual Return – to approve and sign the accounts for Year 2020/21 – Section 2**  Section 1 – Accounting Statement 2020/2021  End of Year figures for 2020/2021 were agreed, signed and dated accordingly. |
| 10.03 | **Cashbook – Chairman and Clerk to sign cashbook as agreeing to bank statements at year end.**  The Chairman and Clerk signed both the cashbook and bank reconciliation as agreeing to the bank statement at the Year End. |
| 11.00 | **Review of Code of Conduct –** Reviewed and agreed |
| 12.00 | **Review of Asset Register** – Reviewed and agreed |
| 13.00 | **Review of Risk Assessment –** Reviewed and agreed  Cllr Burlend highlighted one necessary amendment, which the clerk had rectified. |
| 14.00 | **Review of Financial Regulations –** Reviewed and agreed |
| 15.00 | **Review of Standing Orders-** Reviewed and agreed |
| 16.00 | **Planning Applications**  UTT/21/0922/DOC | Application to discharge condition 2 (details of materials) attached to UTT/20/0938/HHF | The Cart Lodge, High Easter Road, Barnston - Noted  UTT/21/0963/HHF | Proposed erection of single storey side extension to dwelling. Conversion of detached garage to home office, alterations to fenestration, construction of pitched roof. Creation of extended parking area to front garden with associated works and landscaping. | 1 Barnston Green, Barnston- Comments to be made. **ACTION: PARISH CLERK**  UTT/21/1104/HHF | Demolition of existing brick garden wall and erection of new garden wall made from brick pillars and fence panels. | 41 Rayfield Close, Barnston |
| 17.00 | **Planning Applications Determined**  UTT/21/0095/HHF | Proposed outbuilding to be used as shed and gym. | Broadgroves Cottage High Easter Road Barnston – Refused  UTT/20/3270/HHF | Demolition of outbuilding and erection of single storey extension | 52 Watts Close Barnston – Approved with conditions |
| 18.00 | **General Correspondence to note -** Nil |
| 19.00 | **EALC – Various (SS)** |
| 20.00 | **Bus News (ST) –** Nil |
| 21.00 | **Date of next meeting and the Annual meeting.**  A general discussion ensued regarding the return of face to face council meetings. It was agreed to return to the village hall on Monday 10th May.  A risk assessment will be completed prior to the meeting and all government guidance will be adhered to. |
| 17.00 | **Any Other Business**  Cllr Tuttlebury reported a faulty street lighting in Watts Close. The clerk will inform A&J Lighting. **ACTION: PARISH CLERK**  The clerk will book the general household waste skips. **ACTION: PARISH CLERK** |

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| **April 2021** |  |
| UDC | £1120.00 |
| James Todd & Co | £ 93.60 |
| JRB Enterprise | £ 259.20 |
| Landvista Ltd | £837.60 |
| Mrs F Jupp (Salary) | £458.70 |
| Mrs F Jupp (Expenses) Zoom conferencing | £14.39 |
| Nancy Powell Davies | £ 75.00 |
| **DIRECT DEBITS/STANDING ORDERS** |  |
| EON | £105.25 |
| A&J Lighting | £59.88 |
| UDC | £57.67 |

The next meeting is scheduled for Monday 10th May 2021, 7:45 p.m at Barnston village hall.

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