

**NEWPORT PARISH COUNCIL**

**Minutes of a Meeting of the Council held at 7.30pm on  
Monday, 11<sup>th</sup> January, 2021 by Zoom**

|                        |                          |              |                   |
|------------------------|--------------------------|--------------|-------------------|
| <b><u>Present:</u></b> | <b>Cllr H. Bowman</b>    | <b>(HB)</b>  | <b>(Chairman)</b> |
|                        | <b>Cllr D. Alexander</b> | <b>(DA)</b>  |                   |
|                        | <b>Cllr S. Amos</b>      | <b>(SAm)</b> |                   |
|                        | <b>Cllr S. Ayles</b>     | <b>(SAy)</b> |                   |
|                        | <b>Cllr S. Burton</b>    | <b>(SB)</b>  |                   |
|                        | <b>Cllr J. Emanuel</b>   | <b>(JE)</b>  |                   |
|                        | <b>Cllr S. Naik</b>      | <b>(SN)</b>  |                   |
|                        | <b>Cllr A. Sampson</b>   | <b>(AS)</b>  |                   |

**In attendance:**

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Mrs C. Griffin</b>          | <b>Parish Clerk</b>                  |
| <b>Mrs E. Edwards</b>          | <b>Responsible Financial Officer</b> |
| <b>Dist Cllr N. Hargreaves</b> | <b>(NH)</b>                          |
| <b>Cty Cllr R. Gooding</b>     | <b>(RG)</b>                          |
| <b>3 members of the public</b> |                                      |

**21/407 Apologies for absence**

Apologies received from Cllr A. Gerard (private commitment), Cllr R. Bengé (unable to connect to Zoom)

**21/408 To receive any 'pecuniary' or 'non-pecuniary' interests relating to items on the Agenda**

The following non-pecuniary interests were declared:

JE in 417, 418 and 420; AS in 418; SAm 410,417.1, 417.3, 419.2; SAy in 418; SN in 418; HB in 412,413, 416 and 417.4.

**21/409 Public participation session (To discuss questions sent to the Clerk, by email from members of the public)**

No questions had been received by the Clerk.

A resident asked if the notes on the meeting with ECC regarding the flooding could be shared.

**21/410 To receive a report from our Community Special Constables**

The Community Special Constable had sent the following report

Our first CSC has been on patrol over the last few weeks.

He reports that most people have been compliant, even on New Years Eve. He found one business open in Newport when it should have been closed, and they have had a warning.

Regarding the vandalism in the village, he suggests that we should publicise the cost of replacing the Common seat so people know the cost of mindless damage.

Our second CSC has not been in Newport, but suggests we check the houses backing on to the Common to see if anyone has CCTV overlooking the Common. SAm will ask one of the CSC to do this.

Also, if there is a problem with quad bikes and scramblers, they can be served with a Section 59, Protection Order for a Public Space, that's if we can catch them.

A Metropolitan Police Officer, living in the village, has kindly offered to meet with one of our Community Special Constables and contact details have been supplied.

### **21/411 To receive reports from District and County Councillors**

#### **Cty Cllr Ray Gooding reported:**

I would like to thank everyone for attending the meeting with representatives from ECC last week regarding flooding and NH for his notes on the meeting. The Environment Agency are looking at farming practices and there are some significant issues which are affecting farmers.

When Essex was put into Tier 4 only part of the County's Schools could move but, as infection rates were rising, we made an application to include schools in Uttlesford in the framework. While this was happening the government decided to move into remote learning for all schools. Nursery schools are being kept open as the rates are significantly lower in that age group. One disappointing aspect was that during the first lockdown there was a 22% increase in referrals of children due to neglect/child abuse so there is a child protection issue here. There are some funding issues with preschools and nurseries and supporting this group. Some children are going back to school as their parents are key workers, but it is extremely difficult for Schools and teachers to cover both face to face and remote learning.

ECC have provided 2,500 laptops to children in deprived areas. If anyone has an old laptop please let me know because all the data can be removed and they can be refurbished and re-used.

There is also a winter support programme offering up to £2,000 to support families through the winter, this includes help with food and household expenses to the people who most need it. This is available until the end of February so please let me know if there are families in Newport that could benefit.

R G was asked to provide details of the scheme as there may be families at the Primary School who would benefit and SN pointed out that it may be possible to link with the CAB. RG will provide the necessary details.

JE asked if the DoE were going to move Uttlesford into the closed status or had the decision been deferred. RG advised that on Boxing day they were not because the infection rate was not too bad but by the end of that week the rates of infection rose

sharply and ECC made the application to close Schools. It may not have happened so quickly if it wasn't for the government.

SN asked if broadband could be advanced. ECC are investigating this already.

Following the meeting last week, NH asked if ECC have accepted that over topping from the Cam was not the reason for the flooding. RG said the information given by EA was probably incorrect. I have done some research since the meeting and if that topsoil was washing off it would not have helped. ECC officers are having a serious conversation with the EA about the information they were providing.

The Chairman pointed out that whatever the source, or cause of the flooding, if the drains were cleared more often it would not have happened and the drains need to be regularly maintained in future.

NH requested ECC to formally retract the statements that were made. RG said he would speak to the respective organisations to make sure this is done.

A resident reported that:

- the owners of Shortgrove have undertaken a lot of work on the other side of the wall.
- many schools complete their Census data this week which will impact on their budgets for the future. I understand the government will only fund the early years places of children in School and not from the registers. RG advised that the Census day for Primary and Secondary schools is at the end of October and the head count in pre-school and nurseries is carried out much more frequently. There is a funding issue which County is looking at.

**Dist Cllr Neil Hargreaves had sent the following report, received from Cllr Lodge, in advance of the meeting:**

We will all be pleased to be entering a New Year, with hopes of returning to a more normal way of life. However, we have initially many issues focussed primarily on health concerns and I have attached the latest minutes of the Essex Resilience Forum to keep you informed about the major incident declared in Essex due to the pressures on acute hospitals. *(attachment removed as will be out of date)* At this critical point in our work, I wanted to also remind you of the continuing pressures on our services and staff.

**Supporting Residents:**

Clearly the increased numbers of cases impact directly for our Environmental Health staff who are supporting Essex County Council to undertake local contact tracing, where the national system has failed to make contact after 24 hours. Marcus and his team is also responsible for helping workplaces to manage outbreaks, of which there have been a few and indeed a second increase in cases in businesses located at Stansted airport.

Applications continue to be received from individuals seeking the test and trace support payments, whilst they are required to self-isolate, but very few awards have been made due to the tight criteria. The Revenues Team continue to work hard to council tax and local council tax support payments and the Benefits Team are similarly extremely stretched with new and 'change of circumstances' applications; in November there were 152 new applications made for housing benefit and local council tax support and 2173 change events applications. It should be remembered that many of those 152 new applications will be from people who have never before had to engage with the benefits service and will need a greater level of support to guide them through the process.

The Homelessness Team have equally and expectedly seen a continued upward trend in those seeking support as they face the prospect of being made homeless. In October and November 84 people made homelessness approaches. And the Council's Community Hub, provided in partnership with the CVSU, continues to operate and are seeing a steady increase in contacts received, which is likely to grow as the tier 4 restrictions mean that those residents classified as clinically extremely vulnerable are once again advised to shield.

The news that the Oxford/Astra Zeneca vaccine has been approved is of course great news. This will now mean that our officers will be working closely with NHS colleagues to administer the vaccines in a range of community buildings, rather than just hospital or surgery settings. Officers also continue to be involved in supporting the testing programme, making sites available and ensuring they are safe to access (for example, cleared of ice)

### **Supporting Businesses:**

The financial support to businesses continues with a range of grants and reliefs being rolled out by Government and now applicable to our businesses, having entered tier 4 on Boxing Day. Officers also continue to work with businesses to collect as much of the business rates owed as possible. There has been a great response to the launch of ClickIt Local for our businesses in the District, which will now be even more essential with the tier 4 restrictions meaning all non-essential shops have to remain closed, except for deliveries and click and collect type services. The economic development team are busy, with colleagues looking at other ways to support the wide range of businesses in the district impacted by the pandemic. The closure of all hospitality premises eases the workload on enforcement to some degree but there is a need for our officers to support businesses seeking to adapt to enable them to trade. So, the move to takeaway services may not seem like a big shift but it does need careful planning and risk assessment of the food hazards to ensure the food remains safe to eat. Of course, there are some businesses seeking to stretch the definitions within the legislation to remain open and officers have to comb through pages of guidance to ensure consistency and a level playing field; the other big concern for our officers has been the management of the increased footfall through those businesses that are allowed to remain open because of others being closed. Nationally there has been concern escalated to DEFRA and MHCLG over the levels of compliance in supermarkets and this is one our officers have been watching also.

### **EU Transition and New Trade Deal:**

The completion of a new free trade deal with the EU has relieved the workload on officers somewhat. MHCLG has published a note for councils on the end of the transition period which provides a summary of key tasks and milestones and can be accessed [here](#). Whilst the obvious pressures fall to Environmental Health staff there are implications for a range of other services, including data managements, procurement and staffing. The import of products of animal origin through Stansted *(text missing?)*

Both the pandemic and the EU discussions on a new trade deal have involved many Government briefings and required the council's command structure to continue operating. Both have also continued to place extra strain on the council's finances, as well as the burden of the administration of the various grants, one-off allocations, regular returns, etc. And additional policies and further arrangements, consultation and administration has generated further work around staffing matters, including such matters as excess amounts of annual leave staff have been unable to take and flexible working arrangements to enable staff to support children unable to attend school. There has quite rightly also been an increased focus on the wellbeing of staff. These are difficult times for all of us but the nature of enquiries that end up at the council from those impacted by homelessness, unemployment, loss of business, isolation, etc. are more complex and often very distressing; managing these enquiries was always challenging when staff were in the office, where there was opportunity to discuss the matter and provide additional support to colleagues when dealing with such cases. Now much of this work is taking place in the homes of our staff and as a consequence they feel the impact more. And, like all of us, they have less chance to work off the stresses by meeting up socially, going to the cinema or the gym.

So, as we get underway again in 2021, please give some thought to what you can do to support our staff and our residents. Can you please try to answer your own queries by ensuring you read the members' bulletin or checking your emails? Can you also help answer a resident's query by checking the website rather than contacting an officer, can you help manage the expectations of our residents by explaining the additional pressures that are on staff, can you organise your local community to undertake some more local clean-ups (adhering to Covid-safe rules) to reduce the burden on our street cleaning and grounds maintenance staff, many of whom will need to be redirected to refuse collections as those crews self-isolate? There are many other ways that you can help our staff over the next few months while things are likely to get a little worse before they start to get better. Finally, when you see a good job done, can you send a note of thanks or share some praise for our staff in your local newsletters or on social media? And when things don't go quite as we normally expect, can you lead the way in offering explanation rather than criticism?

Many of our staff have had to work over the Christmas and New Year holidays and so have had little respite; many will continue to face an increased workload once again as the number of cases continues to rise and the impacts on residents intensifies. Please find as many ways to show we are standing alongside them over the next few weeks and months.

I wish you all a most Happy New Year and hope that it may prove prosperous, peaceful and safe.

**At the meeting Dist Cllr Hargreaves reported that:**

- Last week UDC approved another commercial investment and they aim to go to £300 million in order to fill the funding gap. We now have a very good spread of investments; one third are within Uttlesford and are spread across different types of tenants.
- I have responded to application UTT/20/2721/FUL regarding the wall at the front of JFAN. I have some serious concerns because the wall would be two different heights and one would be several feet out of line and this would not enhance the appearance. The key point is it will be more dangerous than the present arrangement. I have looked at the accident statistics and in twenty years there have only been two accidents on that part.  
A resident advised that for many years the children were not allowed to use the front entrance so that could be the reason the accident rate is low.

**21/412 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 7<sup>th</sup> December 2020 (by Zoom)**

It was resolved that the Chairman should sign the minutes as approved.

Proposed: JE

Seconded: SAy

All agreed

**21/413 Chairman's comments**

The Chairman advised:

- As soon as we receive a response from the Village Hall we will proceed with the installation of the CCTV cameras on the Common. The VH have requested an additional camera, which will cost £100. It was agreed that the PC will cover the cost of this. The contractor who is carrying out the installation would like to put an article in the Walden Local. I will circulate the quotation received, but there will now be an extra camera at the Common and two extra cameras at the Playground, four in total (two covering the playground, one for the tennis courts and one covering Gaces Meadow). Following a request the contractor will demonstrate how the images can be viewed. (A resident pointed out that CCTV is covered by data protection). The Chairman advised that the statutory notices will be displayed.
- The fire pit at the Recreation Ground has to be used properly by the Scouts otherwise it will be covered or removed. The Clerk will contact the Secretary of the Scouts again and ask for the broken glass, which is dangerous, to be removed.
- As soon as the ground dries out the holes on the Common will be filled.

**21/414 To receive the Clerk's Report, circulated prior to the meeting**

Duly received. **(Updates at the meeting in bold)**

**Street Lights** - I have today reported two street lights in Frambury Lane which are not working. If you are aware of any others please let me know.

I have spoken to Castle Oak again regarding the lights near the entrance to the Care Home which are disturbing one of our residents and asked him to contact the resident direct. **The Clerk will contact Castle Oak again as the light has still not been obscured. NH offered to speak to UDC Enforcement if Castle Oak do not attend to this.**

**Gaces Trust** -The Gaces Trust have been looking into improving the access to Gaces Meadow, particularly from Meadowford, The current entrances are not wheelchair or pushchair friendly and the slopes are hazardous. They have obtained quotations from the contractor who tarmacked the bridleway to the Recreation Ground. Part of this proposal would be to move the current fence and entrance to the playground and provide a new access to Gaces Meadow from Meadowford. The current entrance is very narrow, with protruding tree routes, and is certainly a trip hazard. The Gaces Trust are happy to make a contribution to the cost and have asked the tennis club for a contribution, but would need to source grants from elsewhere for the work. Hopefully funding can be found for all entrances but the priority would be The Meadowford and Tennis Court entrances. The issues for the PC would be:

1. Manage the project from a financial viewpoint ? (this will enable the VAT to be reclaimed and avoid any planning permission costs).
2. Arrange for the playground fence to be moved.
3. Make a financial contribution towards the project.
4. Submit details to Uttlesford to ensure there are no Planning Permission issues

The final specification etc., will need to be agreed before a contract is awarded.

**Defibrillator in the High Street** - The new Defibrillator has been placed in the cabinet next to the Pharmacy. Ray allocated £1,000 for this and I have sent a claim to ECC. **ECC have now confirmed they have reimbursed £1,100 for the new Defibrillator.**

**Additional Defibrillator for Station Road** - I am still waiting to hear from the Village Hall as to whether they are agreeable for the Defibrillator to be placed on the outside wall of the hall. UDC has confirmed that the vacant Councillor's funding allocation of £500.00 can be used as a contribution.

**Diana Sell Playground** - We now have three sets of keys to access the CCTV equipment in the playground (Don has a set, there is one in the office and one spare)

**PC Mark Harkness** - As you know arrangements had been made for Matthew Harkness from Essex Police and two colleagues to visit the village on Saturday morning 6<sup>th</sup> February. I regret that in view of the current restrictions this will not be able to go ahead. Matthew is hoping to be able to re-organise this visit in March/April.

**Tree on Elephant Green** - The quotation from Mercer Trees has been accepted and, as this is in the Conservation area, approval is being obtained from UDC to proceed. The work will be carried out on 2nd March.

**Tree at the Allotments** - We have received a quotation of £975.00 plus VAT for removing the Horse Chestnut tree and also pruning Goat Willow at the Allotments. **Another quotation will be obtained.**

**The Rangers** - Following the flooding in early December, the Rangers happened to be in School Lane and very kindly removed all the debris which had been removed from the river and left on the side of the bank and disposed of it for us. I phoned and sent a letter of thanks.

**Compass Database** - The login details for this were circulated in December.

**JFAN Development** - Following the email from UDC regarding the naming of this new development (Joyce Frankland Close) I contacted the Head at JFAN and he is consulting the Old Newportians as, if a street is named after a person, UDC request permission from family members.

**Summer Competition** - Following the last meeting all the entries have been displayed in different parts of the village.

**Fire Pit** - I have now contacted the Secretary of the Scouts regarding the return of the signed licence for the fire pit. **The Scouts will not respond. The fire pit is full of broken bottles and rubbish and if the Scouts do not clear this it will be removed.**

**CURAT (Cam Upper Reaches Action Team)** - I have circulated information received from the above.

**Sign/light on the Railway Bridge** - ECC have advised that as the sign is on the bridge it will not be a straightforward replacement. When it was installed they had to get Network Rail to issue a licence to enable works on their bridge to take place. In the meantime they are looking into a temporary sign. I have contacted ECC again for an update. **The Clerk read a letter advising that the sign will not be replaced. DA reported that the light on the other side of the bridge is not working but the two may be linked. ECC will be contacted again.**

**2021 Census** - I have ordered some publicity for the notice boards.

**Mobile Post Office Van** - I have contacted Wendy Hamilton at the Post Office for an update and I am awaiting a reply. She has spoken to her colleague who looks after the Newport area and he is still looking at options for Newport.

**Christmas Lights** - I have contacted Saffron Walden Town Council and they have given me contact details for two companies. This was investigated some years ago and I will need to speak to the ECC Arboriculturist if the Council is considering

putting lights in the trees on the High Street. Initially the Clerk will consult two organisations used by Saffron Walden Town Council and report back.

**Tees, Solicitors** - I have been advised that, Mark Carter, the solicitor we have used for several years will be retiring at the end of March 2021. Our new contact will be James Dowson.

**Reports** - ECC have been asked to repaint the pedestrian crossings in the High Street and Bury Water Lane. Several blocked drains have also been reported.

Following all the concerns regarding the cables/hoses in Whiteditch Lane and Bury Water Lane I contacted Capita again but have still not received a reply,

I received a report from a resident of a tree damaging a pavement and potentially his wall in Cambridge Road. Following a visit from the Highways Inspector I received a further email from the resident which was forwarded to Cllr Kevin Bentley, ECC Cabinet member for Highways as the resident said he would remove the tree. Cllr Bentley advised that during the site visit the Inspector did record cracking with the footway, believed to have been caused by the tree roots. An Engineer will be attending the site to carry out a more in depth inspection of the footway and then commence the process of raising a job for the footway repair.

In regards to the alleged damage caused to the property wall; an inspection of the tree will be carried out by the Arboricultural Consultant, and if the wall appears to have sustained any damage the resident would be informed that they may make a claim against Essex County Council, further investigations will be carried out following the receipt of an insurance claim. The resident does not have to make a claim on their own insurance. With regard to making an insurance claim against ECC, the Highways Act 1980 contains clear guidelines on determining liability and not all claims will be successful. For further information and a list of things to consider before making a claim, please visit our website -

<http://www.essexhighways.org/transport-and-roads/roads-and-pavements/make-a-claim.aspx>

In regards to the removal of the tree, please make the resident aware that it would be an offence to do so, as the tree is located on highway land. If the tree is removed without ECC's permission the matter will be reported to Essex Police as criminal damage. I have informed the resident.

The Clerk will order some more dog poo spray in Green.

**21/415 To receive the Responsible Financial Officer's Report and approve accounts for payment, schedule circulated prior to the meetings**

Duly received.

The payment schedule totalling £10,318.21 for 9 items was approved.

Proposed: SAy

Seconded: SAm

All agreed

I am awaiting the application for the bank for online access. JE will pass the form to SAy and it will then be returned to the RFO.

**21/416 To approve the Precept for 2021/22 and complete the application forms**

It was proposed that a Precept of £150,000.00 for 2021/22 should be approved.

Proposed: DA

Seconded: SAy

All agreed

**21/417 To receive reports/updates on Infrastructure/Maintenance**

**417.1 To discuss the proposals received from the Gaces Trust to improve the accesses on to Gaces Meadow**

DA advised that he was hoping to meet with Mike Hannant but owing to the lockdown has been unable to do so. The PC have been asked to oversee the project approximate cost £10,000. DA and SAm agreed to lead this on behalf of the PC. Following discussion it was agreed that another quote should be obtained and DA and SAm would then meet with MH. To be deferred until the February meeting when the second quotation and further information should be available. (The Clerk will liaise with DA and SAm)

**417.2 To approve a quotation for felling a tree at the Allotments**

Deferred until the next meeting as a further quote will be obtained (DA will liaise with the Clerk)

**417.3 To consider submitting an application for double yellow lines at the bottom of Wicken Road**

Members felt that the parking on Wicken Road acts as a traffic calming measure and if it was prevented this would only exacerbate the parking problems, particularly on Church Street. Also, the current restrictions at the bottom of the road are ignored. It was therefore decided not to proceed with an application.

**417.4 To receive a report on the meeting with ECC on 6<sup>th</sup> January 2021**

NH had produced some notes on the meeting and these will be circulated to all members. It was useful to meet the contacts at ECC, namely David Forkin, Tim Simpson and Glen Shaw. They will be carrying out some jetting of the drains and adopt a risk based cleansing regime. They thought it might be helpful to dig out some ditches. Agreement was obtained that the flooding was not caused by the water coming from the River Cam. We have two London Roads, north and south. JE felt it would be useful to find out who farms the area west of Shortgrove and then contact them to see if we can prevent the silt getting on to the road.

The Clerk advised that she has obtained the name of the registered owners who are not local so the land is probably farmed by contractors. The details will be circulated to all members. The Chairman said it was a useful meeting but pointed out that the water could not get to the gullies because the drains were blocked. NH pointed out that there is flooding in other places so they need to look at the whole area.

A resident pointed out that as the drainage system failed it needs to be looked at as a whole and ECC should provide the PC with the previous assessment, what they do now and what they will do in the future to prevent this happening again.

417.5 To consider writing to all the parishes along the B1383 regarding drainage issues.

It was agreed that a letter should be sent to Stansted and Quendon & Rickling Parish Council to see if we can have a joint approach to this matter (JE and the Clerk will discuss).

**21/418 To receive reports/updates on Planning**

**418.1 To receive a report on the UDC Community Stakeholder Forum on 9<sup>th</sup> December 2020**

SN reported that all residents can respond to the UDC Consultation on the Local Plan. Go to UDC website and search for Community Stakeholder Forum. Or if you can't do that (no internet) phone or write to UDC. A leaflet has been dropped to all Uttlesford households regarding the consultation. All residents can also watch the live streamed zoom discussions. Important dates coming up:

**Wednesday 13 January 13 - 7pm** consultation on theme 4, **TRANSPORT**, takes place, and the CSF will also discuss all public comments received to date on **Theme 1 'where you live'**. All documents are available to review online. You can participate by getting the Zoom link.

**Wednesday 20 January** deadline to submit your consultation comments on Climate Crisis (watch the video presentation, then either input your comments online etc.

**Wednesday 27 January, 7pm**, discussion on Theme 5, **Leisure, Culture, and Healthy Lifestyles**, on zoom.

**Wednesday 10 February 7pm** discussion on Theme 6 **Biodiversity** discussion by CSF online, hosted by UDC.

**418.2 To receive a report from the Planning Working Group.**

JE gave an update on recent applications:

UTT/20/2716/LB The Old Post Office – approved

UTT/20/2865/LB Brown House – refused

UTT/20/2705/FUL Waterloo House - refused.

UTT/20/2068/HHF 1 and 2 New Cottages, Shortgrove - approved (new application received UTT/21/0012/HHF)

**UTT/20/3129/HHF Shortgrove Barn, Shortgrove (Comments by 31<sup>st</sup> December)**

New outdoor swimming pool, with associated alterations and extension to adjacent outbuilding

Comments - No objections, subject to the approval of the Conservation Officer.

UTT/20/3133/HHF Whiteditch Farm, Rookery Lane (Comments by 31st December)

Demolition of outbuilding and erection of double garage with plant room  
Construction of a new dwelling and car port

Comments: No objections

UTT/20/3146/FUL Joyce Frankland Academy (Comments by 4th January)

Construction and installation of car park lighting to include seven 6 metre high lamp columns fitted with LED lamps together with ancillary timer and light (alternative scheme to that under reference UTT/20/2940/FUL)

Application withdrawn (A resident pointed out that there have been two applications and the second one may have been approved. This will be checked)

UTT/20/3217/HHF Ricene 15 Frambury Lane (Comments by 11th January)

Proposed single storey rear extension and internal alterations

UTT/20/3218/HHF Northumbria, Cambridge Road Newport CB11 3T (Comments by 12th January)

Front, side and rear single storey extensions and front detached carport.

After the agenda was published a second application was received for the Coach & Horses (UTT/21/3370/FUL) comments by 5<sup>th</sup> February. It is still not clear whether the land has been sold.

JE has asked Geoff Gardner, Planning Consultant, for a quote for assisting with the response to the Coach & Horses Appeal and is awaiting a reply.

UDC have forwarded a Local Heritage List. UDC are proposing to include the brick and flint wall around Shortgrove and the spigot at Sparrows End. SAy pointed out that we asked UDC to include these and it was agreed that JE would contact Bruce Tice at UDC direct and request that the whole of the Shortgrove estate and the garden at the Coach and Horses should be included as local heritage assets.

**21/419 To receive report/updates on Green Spaces and Sports****419.1 To receive an update on Footpath 4 from Whiteditch Lane to Bury Water Lane**

JE reported that when she last spoke to the Academy they advised that they will not consider opening the path until the fencing is in place. JE pointed out that the situation has changed and this now opens on to a car park. UDC advised that they would contact Amherst regarding the funding, but as Nigel Brown has not replied, NH will chase him. HB and JE will also arrange a Zoom meeting with Duncan Roberts at the Academy. To be arranged after the meeting.

It was reported by a resident that the school car park is very close to the footpath at Redbank and it will be difficult to put in a noise protected screen along the path. There is now a wooden fence at King Edward Mews and residents are using it as a bin store. I am concerned because bunds are appearing at the back of the footpath

and this is not within the permission. NH advised that permission was given for at least one bund, but there are now two. This will be looked at.

**419.2 To approve the purchase of 20 bird boxes**

It was agreed that 20 bird boxes would be ordered from the Saffron Walden Community Shed group

Proposed: JE                      Seconded: SAy                      All agreed

They are unable to work at present owing to the regulations but these will be made as soon as possible.

**21/420 To receive reports/updates on Liaison matters**

**To discuss the abandonment of school children by a School bus on Friday, 4<sup>th</sup> December when the roads were flooded.**

JE had contacted RG regarding this matter but will contact him again as he has not replied. HB and JE will also raise this with the Academy.

**21/421 Items for next agenda**

Report on the Community Stakeholder Forum on 13<sup>th</sup> January 2021.

**21/422 To discuss any Urgent matters of interest to the Parish**

422.1. UDC sent an email regarding TRACC analysis, Datasets and Parameters Technical Note. NH has already forwarded some comments, Members were asked to look at this and submit comments before the informal meeting on 15<sup>th</sup> January. The records appear to be well out of date. (HB and JE will liaise on this after the meeting)

422.2 A survey was circulated from Transport East. All members were urged to respond.

422.3 SB reported that following a request from the Clerk she has asked a local contractor to look at the four wooden flower boxes and provide an estimate for repairs/maintenance if necessary. HB will contact NH regarding the location for the two new metal flower containers.

422.4 SAm reported that she still has the pictures of the Summer competition in her window. How long should they be displayed. SN suggested that they could be sent to the Saffron Walden Reporter or the Saffron Walden museum. SN will deal with.

**21/423 Date of next meeting**

The next meeting will be held by Zoom on Monday, 1<sup>st</sup> February, 2021

The meeting closed at 9.35 pm.

Signed.....(Chairman)

Dated: 01.02.21