

**NEWPORT PARISH COUNCIL**

**Minutes of a Meeting of the Council held at 7.30pm on  
Monday, 1<sup>st</sup> March, 2021 by Zoom**

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

**In attendance:**

Mrs C. Griffin	Parish Clerk
Mrs E. Edwards	Responsible Financial Officer
Dist Cllr N. Hargreaves	(NH)
5 members of the public	

**21/441 Apologies for absence**

Apologies received from Cllr A. Gerard (business commitment), Cllr R. Bengé (unable to connect to Zoom) and Cllr Ray Gooding.

**21/442 To receive any 'pecuniary' or 'non-pecuniary' interests relating to items on the Agenda**

The following non-pecuniary interests were declared:  
JE in 450, 451, 452 and 453; SN in 451 and 453; SAm in 450; SAy in 451; AS in 451; SB in 450.2; DA in 450.1; HB in 446, 447, 451.2 and 453.

**21/443 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.

**21/444 To receive a report from our Community Special Constables**

The Community Special Constable had sent the following report to Cllr Sandra Amos.

Our first CSC has been doing patrols in the village.

He reports that most people have been Covid compliant. Only one group of youths were non compliant. Most dispersed as the officers approached them, but one became argumentative and received a £200 fine.

No speed checks have been done as the gun is away being repaired.

He has been checking round Gaces Acre and the parking has not been a problem recently. He will patrol more often when the schools return.

Our second CSC has not been able to patrol recently because of the Covid situation, but has been patrolling in the village with a regular Police Constable investigating some suspicious activity on the slip road to the M11 and carried out speed checks

We do have a third volunteer in training. He/she has passed all the basic tests and is awaiting their Attestation date.

At the meeting it was reported that a resident has offered to meet with the Community Special Constables to make them aware of issues which they should keep an eye on in the village and assist with their patrols. The Clerk will forward the necessary details to him.

The Chairman thanked the resident for offering to do this.

### **21/445 To receive reports from District and County Councillors**

**Cty Cllr Ray Gooding wa unable to attend but had sent the following report:**

Firstly, on local issues I can confirm that the 40 MPH buffer zone to the north of the Village is planned for installation within the next few weeks prior to the end of the financial year.

Regarding my Education Portfolio we are all aware that children are scheduled to return to face to face learning on the 8<sup>th</sup> March and from that date the interim measures put in place by Government to allow the flexibility during Covid-19 will cease and it will be obligatory for children to attend school. However, it is evident that because a testing regime will be in place to ensure that schools can manage their educational “bubbles” for the safety of all that the logistics involved in carrying out these tests may mean that the opening to all is scheduled over the first few days. Whilst it is not obligatory for parents to have their children tested it is clearly in the best interests of all for these tests to be carried out and I can confirm that in association with ECC Education Officers and Essex’s Director of Public Health I have written to all parents to outline the details of this and how it will work. However, if parents are unsure or have additional concerns, I would ask them to speak with the head of their children’s school for further clarification.

At last week’s ECC Full Council Meeting a number of initiatives were announced that can be summarised as follows: -

- Given the pressure on family finances Council Tax is to be frozen for the coming year but there will be a 1.5% increase in the Social Care Precept to meet the demands for Adult Social Care emanating from Covid-19.
- A £1 million fund will be added to the Essex Climate Commission to improve the environment through Community Action.
- Local Members will again receive the Community Grant that has this year funded local initiatives.

- £7.2 million has been added to the Local Highways panels over the next three years meaning that each district will have an additional £200,000 per year to spend on schemes.
- £1 million has been pledged to support all age mental health care.
- £1.5 million has been pledged for the establishment of an Essex Educational Task force that is designed to meet the needs of both helping children and young people to bridge the gaps in their education and ensure that the challenges young people of all ages will face are properly addressed.
- £500k to tackle violence and gang culture across the County.
- £2 million in business support to ensure the reopening of the Essex economy.

Dist Cllr Neil Hargreaves reported that:

- He had watched the UDC refuse lorry reversing into Bullfields and it would be helpful to have additional restrictions in one short section to prevent parking in that area.. The Clerk will contact UDC for further details, then arrange a consultation with the residents and hopefully submit an application to the Parking Partnership.
- At the UDC Full Council meeting last week the Budget for 2021/22 was approved. The Council's pay policy was raised and UDC does not have a gender pay gap.
- The Neighbourhood Plan is now going for further examination just on the removal of the three words which was a drafting error. It is hoped it will still go to referendum on 6<sup>th</sup> May.
- We will have the only Neighbourhood Plan that is up to date. We have a three year housing supply and the plan will carry full weight. It has already proved very useful in recent planning applications and appeals.

JE asked how many years the Local Plan will be created for. NH advised that it is for 20 years.

SAY enquired about the issue raised at the last meeting regarding the hedge in London Road. NH is in touch with UDC and will get back in touch.

**21/446 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 1<sup>st</sup> February, 2021 (by Zoom)**

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

Proposed: JE

Seconded: SAY

All agreed

**21/447 Chairman's comments**

The Chairman reported that:

- A very useful meeting was held with ECC regarding the flooding but JE has not received a reply to her email of 4<sup>th</sup> February which is disappointing.
- It would be really helpful if all reports could be received, in writing, prior to the meeting in order for them to be circulated in advance to enable members to read them. Following a question from a resident, the Chairman noted the comment and explained the procedure.

- The closing date for articles for Newport News is 31<sup>st</sup> March.
- There have been reports of oil seepage into the River Cam. The Environment Agency are aware, have taken a sample and are now endeavouring to locate the source. An update will be given as soon as possible.
- The plans for the Community development at the Recreation Ground are on hold mainly due to Covid and uncertainty regarding funding. If this does go ahead a village consultation will be organised beforehand.

### **21/448 To receive the Clerk's Report, circulated prior to the meeting**

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

Street Lights - All the parish street lights should now be working. Following the last meeting, our contractors, A & J Lighting, have been advised that if they receive a call out to repair an old light fitting this should be replaced with an LED fitting.

Castleoak have now dealt with the light near the entrance to the Care Home in Bury Water Lane to the satisfaction of the resident.

New Dog Bin for the bottom of Frambury Lane - Following the last informal meeting, I have now ordered a normal size dog bin for this area. As reported, following the February meeting a resident did suggest that as not all residents are aware that bagged dog waste can be put in black wheelie bins perhaps it would be worth including this in the next PC newsletter in Newport News. It was also suggested that as many people support the view that dog waste should be picked up, taken home and put in black bins, perhaps a "Take it Home Campaign" should be considered. **The new dog bin has arrived and will be installed as soon as possible.**

Gaces Trust - Following the last meeting SAM, DA and one of the Trustees met with Southern Landscapes regarding new accesses on to Gaces Meadow and will give a report at the next meeting. **The PC's annual rent is £550.00.**

Tennis Club - The Chairman has advised me that they are looking at options to resolve damage to the tennis courts caused by tree roots. They have obtained one quotation and I have given them the name of the company we have engaged to undertake the work at the Allotments. The cost will be quite significant but approval will be needed from the Gaces Charity and they wanted to inform the Parish Council at an early stage.

Community Centre at the Recreation Ground - The Sports Committee have now received pre-application advice from UDC for the demolition of the existing scout hut, conversion of existing changing rooms into the Parish Council Offices. Construction of a new Community Centre, including replacement scout hut, new changing rooms, meeting/exercise rooms and a club house. New multi-use games area.

UDC have suggested that a full planning application should be submitted but the Sports Committee are not planning to do so until they can obtain some certainty regarding funding.

Pavilion, Fire Regulations - The Chairman of the Sports Committee has reviewed the various Fire Regulations and produced a report. I contacted our Insurance company for some advice. In addition he has prepared a Risk assessment (a requirement of the Regulations) and the following issues need to be undertaken.

Install/Replace and extend Emergency lighting systems

Install/Repair smoke alarms

Repair all panic latches/bars to the escape doors.

Additional Defibrillator for Station Road - The new Defibrillator and cabinet are on order. District Councillor funding of £500.00 will be used to part fund these.

CCTV - The installation has been completed at the Playground. A tutorial will be given after the cameras have been installed at the Common/Village Hall.

Trees at the Allotments - The quotation received from an alternative contractor has been accepted..

Flower Containers - SB is chasing the quotation which we hope to have available in time for the meeting.

Tree at Elephant Green - Work on this tree is scheduled for next week, 2nd March.

Scouts Fire Pit - Unfortunately the Sports Committee meeting was postponed, therefore the other matters concerning the Fire Pit could not be raised. I have chased the Scouts again for the return of the licence.

Christmas Lights - A meeting was held with Gary Davie of Lite Ltd on 18th February and he has now sent details and prices which have been circulated.

2021 Census, 21st March 2021 - Posters have now been placed on the notice boards.

Newport News - The editors of Newport News are going ahead with producing the next issue on 1st June and would like all material by the end of March. At some stage, in the future, they are planning to produce an article on listed properties. I have sent a full list of listed properties in the village to the Editor.

The deadline for the Summer edition is 31st March 2021. Could you please let me know if you wish to make any changes to the PC advert which appeared in the last edition. **This should remain the same but an amendment is required to the information in the back.**

Hercules Bridge - Additional work was carried out on the bridge last weekend and I understand further investigations will be done later in the year.

Birdboxes - I contacted Quendon Estates to ask if they would be prepared to have some birdboxes on some of their trees in the area at the top of Frambury Lane, on the Harcamlow Way or on the area of land at the rear of Bowker Close. They have now replied and would be happy for us to go ahead.

UDC Making a Difference Award - UDC are organising a "Making a Difference" award to recognise and celebrate the voluntary achievements of people during the pandemic. Nominations must be submitted to them by 14th April. **The next PC**

**meeting will be on the 12<sup>th</sup> April, therefore if the PC would like to make a nomination please let me know.**

Reynolds Court - I received several calls from residents regarding the water supply at Reynolds Court. Following conversations with UDC I understand this was dealt with.

**The UDC Garden Waste Skip collection will commence on Saturday 13<sup>th</sup> March. It will visit the Allotments fortnightly between 13.00 and 14.00..**

**The Local Plan to be discussed under 451.1.**

**21/449 To receive the Responsible Financial Officer's Report and approve accounts for payment, schedule circulated prior to the meetings**

Duly received.

A revised schedule will be forwarded when the bank statements are received.

The payment schedule totalling £9,523.40 for 13 items was approved.

Proposed: SAm                      Seconded: DA                      All agreed

It was agreed to take out an annual subscription for the Zoom meetings.

The application for online access has been sent to the bank and the RFO will follow this up.

**21/450 To receive reports/updates on Infrastructure/Maintenance**

**450.1 To receive an update on the proposals received from the Gaces Trust to improve the accesses on to Gaces Meadow**

SAm reported that a second quotation has been obtained from Southern Landscapes. It is considerably less than the first quotation and it includes an increase in the width of the paths (from 1M to 1.2Ms), additional edging and bell ends, additional pathway near the playground and all access paths would be deeper. The work could be carried out in 7/8 weeks time.

It was agreed that Southern Contracts should undertake the work, total cost £6,170.00.

Proposed: SAy                      Seconded: JE                      All agreed

**450.2 To discuss and approve a quotation for maintaining the village flower containers**

SB reported that the quotation arrived shortly before the meeting. It was agreed that this should be circulated and the decision deferred until the next meeting.

**450.3 To approve a request to the Local Highways Panel for a raised pedestrian crossing and VAS sign in Bury Water Lane**

It was agreed that the Clerk should send a request to the Local Highways Panel for the pedestrian crossing to be raised in Bury Water Lane.

Proposed: SAy

Seconded: JE

All agreed

The Clerk will discuss with ECC the possibility of two VAS signs in Bury Water Lane, most suitable location and whether they could be time controlled. Update to be given at the next meeting.

**450.4 To receive a further update following the flooding in December 2020**

As reported earlier in the meeting, ECC have not replied to JE's email of 4<sup>th</sup> February and a further email will be sent. The Clerk was asked to chase this and also contact RG to provide a definition of exactly what development would be allowed along Whiteditch Lane. JE pointed out that the latest response from Highways on Charlottes Meadow states that the lane is not suitable for certain types of vehicles which is a step forward.

**21/451 To receive reports/updates on Planning**

**451.1 To receive a report on the UDC Town & Parish Council Workshop**

JE attended and reported that there were representatives from across the district. The first four topics were discussed which was useful. SN added that it was really useful as it covered all areas. Many of the views held were in common and we were encouraged to submit our opinions. The PC need to respond by 21<sup>st</sup> March and if individual members would like to pick up one of the topics and draft a response that would be helpful. SN will circulate the comments she has sent and these can be used by the PC if they agree.

**UDC Local Plan Meeting**

SN advised that she attended the meeting on 24<sup>th</sup> February when a presentation was given on ideas to support the rural economy. The presentation is available on line and comments can be submitted to UDC. This included a Community Start Building Project which has been trialled in another part of the country. It was suggested that perhaps the PC could use the same strategy. Further meetings will be on the 10<sup>th</sup> and 24<sup>th</sup> March. This is a good opportunity for the PC and residents to get their views heard.

**451.2 To receive an update on the Trivselhus application**

JE reported that this is now being dealt with by UDC Planning Officer, Terry Garner and they are waiting for Trivselhus to get back to them on the number of affordable dwellings. No further information on the financial assessment.

451.3. To receive an update on the Coach & Horses applications

JE reported that following some issues with part of the wording on the submission UDC have redacted some of the PC's comments. JE is planning to remove this section and re-send the submission.

UDC have advised that this application has been switched to another Case Officer to avoid any conflict of interest.

It was agreed that the comments which the PC agreed to remove were correct at the time and were opinions, they were not factual.

The Appeal response, prepared by Geoff Gardner, has been sent to the Planning Inspector.

451.4 To receive an update on the Community Centre at the Recreation Ground

This was raised earlier in the meeting and the Chairman reiterated that everything is on hold because of Covid and there will be a village consultation if anything progresses.

451.5 To receive a report from the Planning Working Group.

To discuss the following planning applications and any additional planning applications received after the publication of the agenda, agree responses and any other planning matters:

JE gave the following update:

- The Garden Cottage at Shortgrove has been approved.
- 1 and 2 New Cottages, Historic England have objected to the parking.
- The Crown House is acceptable to the Conservation Officer.
- Shortgrove, widening of the entrance, acceptable to Highways and the Conservation officer.
- Appeal for Sparrows End. Thank you to everybody for their help in order to get this in at the last minute.

The Clerk will ask UDC for an extension until the end of the week for UTT/21/0127/HHF Sparrows End.

UTT/21/0264/FUL has been extended until the 9<sup>th</sup> March. NH reported that he has called this in. A resident advised that he would like to speak on this when it comes up at the UDC Planning Committee meeting.

SAy reported that he has looked at the barn at the bottom of Bury Water Lane and the framework appears to be in line with the planning application which was approved.

**UTT/21/0264/FUL** Charlottes Meadow, land to the North West of Whiteditch Lane (Comments by 2<sup>nd</sup> March) Proposed erection of one dwelling and associated works

**UTT/21/0233/HHF** 41 Cherry Garden Lane (Comments by 5<sup>th</sup> March)

Proposed loft conversion.

**UTT/21/0368/HHF** Hercules House, High Street (Comments by 8<sup>th</sup> March)

Proposed loft conversion with rear dormer.

**UTT/21/1839/HHF** Garden Cottage, Shortgrove (Comments by 22<sup>nd</sup> February) Re-consultation

Demolition of existing single storey rear extension and erection of two storey rear extension with dormer windows and roof lights. Proposed roof light to existing front gable feature and replacement windows.

**UTT/21/0483/FUL** Whiteditch Farm, Rookery Lane (Comments by 19<sup>th</sup> March)

Revised scheme to that approved under UTT/20/0066/FUL (Demolition of agricultural buildings and erection of 1 new dwelling) including the erection of a 2 bay garage with connecting plant room.

**Planning Appeal APP/C1570/W/20/3263081 Land to the rear of the Chestnuts, Bishops Way, London Road** (Comments by 12<sup>th</sup> March)

A resident drew the group's attention to application UTT/21/0463/FUL Whiteditch Farm, Rookery Lane.

Any comments on this and other applications can be sent to the Planning Working group.

The Chairman thanked the Planning Working Group for all their hard work.

### **21/452 To receive report/updates on Green Spaces and Sports**

**To receive an update on the new Public Right of Way from Whiteditch Lane to Bury Water Lane.**

JE advised that the Academy do not want to open the footpath without the security fencing being in place. Two quotes have been obtained for the fencing now the new car park has been installed, but the financial side needs to be resolved. There has been no response from UDC so NH will escalate. The PC will initially send a letter to the Chief Executive at UDC emphasising that this is a matter of public safety and has not been resolved in a year. If the matter is not dealt with before the end of March a formal complaint will be made.

A resident asked if the King Edward Mews residents who have put up a fence and blocked off the footpath have been contacted. JE said this panel can easily be removed.

**21/453 To receive reports/updates on Liaison matters**

To receive a report on the meeting with the Joyce Frankland Academy on 12<sup>th</sup> February.

JE prepared a summary of the actions from the meeting. The matters discussed were:

- The Academy will advise NH of the cost of repair/replacement of the John Deer. He may be able to help as he has funds in his Councillors' allowance.
- At the next meeting we will advise the Academy of the quality/outcome of our CCTV installations at the Common and Playground.
- The abandonment of school children in December by the School bus will be taken up with Cty Cllr Ray Gooding.
- The Academy has provided a plan showing the location of the pallisade fencing. NH will raise a complaint with UDC regarding section 106 funding sign off.
- We did not reach full agreement with all parties on the pathway at the front of the Academy.
- The Hill Residential development has commenced.

Following a question from DA, it was confirmed that the pipework that had been laid across the front of the school is drainage for the new development.

**21/454 Items for next agenda**

UDC Local Plan Consultation.

Response from the Council to the Local Plan Consultation.

Response to the Local Plan received from David Mayle.

Bird boxes.

To receive an update on the river clearance at the bottom of Bury Water Lane.

To discuss the email received from the Tennis Court Committee.

To receive an update on the pollution of the River Cam

**21/455 To discuss any Urgent matters of interest to the Parish**

455.1 SAM raised the email received from the Tennis Committee. This involves the digging of a trench around the court and removing a tree. This will be included on the next agenda.

455.2 The Chairman reported that the broken bench on the Common has been removed, the new bench will be placed on the Common as soon as the cameras are in place and the other bench is on order.

455.3 A resident reported that it is not possible to report issues relating to Whiteditch Lane and Bury Water Lane to ECC as it says these are not maintained by ECC. The Clerk advised that the Whiteditch Lane sign was reported to UDC in December and this will be chased.

455.4 JE asked if the Village Hall had been informed about the pollution issues. HB will contact the Village Hall Chairman.

455.5 The dog bin on the road from the allotments at the back of Frambury Lane will be moved to the entrance of the footpath.

455.6 Many of the bollards need repairing/cleaning. Details will be sent to the Clerk who will report to ECC or the Rangers and request that they carry out regular maintenance.

**21/456 Date of next meeting**

The next meeting will be held by Zoom on Monday, 12<sup>th</sup> April, 2021

The meeting closed at 9.29 pm.

**Signed.....(Chairman)**

**Dated: 12.04.21**