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| Clerk: Debbie Haines  E-mail: langleyclerk@googlemail.com  A MEETING OF LANGLEY PARISH COUNCIL  HELD AT LANGLEY COMMUNITY CENTRE, LANGLEY UPPER GREEN ON  **MONDAY 13th May 2019 at 8.00pm** |

**MINUTES**

**Attended:** Cllr Elkington (Chair), Cllr Rivett, Cllr Barnes, Cllr Gaillard, Cllr Bull, Cllr Oliver (UDC) arrived at 8.45pm.

**Minutes:** Clerk

**1.** **APOLOGIES FOR ABSENCE**

Cllr Clark

**2. DECLARATION OF INTERESTS**

It was proposed and agreed by all that Langley Parish Council is a registered owner of the village green and

Councillors’ declare general interests in all agenda items relating to the village green. Any other interests would be

declared in the usual way:

* Cllr Elkington: 8.1 non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built & the granting of a replacement lease relating to the new Community Centre.
* Cllr Rivett 8.1 non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built and the granting of a replacement lease relating to the new Community Centre (wife is a member of of Langley Community Centre Committee).
* Cllr Barnes: items: 8.1 non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built & the granting of a replacement lease relating to the new Community Centre.
* Cllr Gaillard: item 8.1 non-pecuniary, member of the Parish Council that owns the land on which the Community Centre will be built and the granting of a replacement lease relating to the new Community Centre (husband is a member of Langley Community Centre Committee).
* Cllr Bull: 8.1 non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built & the granting of a replacement lease relating to the new Community Centre.

**3.** **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST**

3.1 Two members of the public attended.

**4.** **MINUTES OF THE LAST MEETING**

4.1 Councillors agreed the Minutes for the 8th April 2019.

**GENERAL ADMINISTRATION**

5.1 Clerk confirmed a copy of the Clerk’s report had been sent to the Council. Chair confirmed that point 2 had already been agreed and signed in 2018.

5.2 During the work around interim period whilst a new Clerk is recruited, Chair confirmed that Cllr Gaillard would assist with Minutes and Cllr Bull will manage Langley website. Chair will oversee Parish Clerk duties for financial reconciliation but will not participate in financial making decisions during this time. Proposed by Cllr Barnes and seconded by Cllr Bull. Chair will manage monitoring on a temporary basis in time for June meeting. In the absence of a Vice Chair, it was proposed by Cllr Barnes and Seconded by Cllr Rivett for the Chair to be temporary second signatory for land registry and second signatory for legal documents, all agreed.

5.3 All agreed to complete and hand in their election expenses forms prior to 29th May.

**6.** **FINANCIAL**

6.1 **Financial Report** – Clerk reported: Bank reconciliation, as at 23rd April 2019, the current account balance was £14,518.96. PC unpresented cheques, £1,381.17; CC unpresented cheques, none – resulting in a current account balance of £13,235.09, broken down as follows: PC funds, £10,197.44; CC funds, £112.09; Conservation Group funds, £160.00, Playground Funds £2,765.56. PC deposit account £13,123.14.

This includes a Precept deposit to the bank account from Uttlesford District Council of £8,440.00 and £150.00 from Langley Baptist Church as contribution towards playground refurbishment. Chair confirmed after some research that as a general rule of thumb, the deposit account should hold at least half of the precept going forward.

6.2 It was agreed by all that a new cheque could be issued to Clavering Parish Council for the cost of £138.92 to replace the one they had not received. A letter was to be signed by Chair and Cllr Rivett authorizing cancellation of previous cheque and also to notify change of Clerk details.

6.3 Clerk to email end of year draft accounts to all Councillors for review prior to approval and signing at June meeting.

6.4 All Councillors agreed for Clerk to retain current printer and reimburse Langley Parish Council at the cost of £59.99. (It was purchased in September 2018 at a cost of £89.99 and came with an offer of £30 cash back which clerk reimbursed to council in November 2018).

6.5 Chair proposed to go with advertisement provider at a cost of £337 plus VAT for new parish clerk vacancy which would appear in 3 separate publications for 1 week. All agreed. Clerk confirmed that she would request the vacancy notice be extended to the 7th June 2019 on the EALC website.

**7. PLANNING APPLICATIONS/PROPERTY**

7.1 *Planning Applications received:*

**None**

8. **LANGLEY VILLAGE PROJECT**

8.1Fundraising has started with village churches. £52k will need to be raised for building works, toilets, kitchen extension but this figure may be reduced with the prospect of local volunteers offering services.

Heritage Lottery has been approached regarding undertaking photographic archive project for the local area.

Fundraising continues for the community centre, although it is a competitive field. £5k has been pledged by Stansted Airport Fund.

**9. VILLAGE GREEN**

9.1 A draft letter will be developed seeking guarantees to make good any damage to the village green and access roadways/tracks should any development on the edge of the green take place.

**10.** **PAVILLION**

Work proposed to start at the end of May. Building regulations have been applied for. A safety fence will be erected as will a site office and toilets.

Cllr Barnes agreed to read meter for e-on.

**11. LOCAL ENVIRONMENT**

11.1 Insurance. All agreed to stay with existing insurer BHIB at an annual cost of £572.95 as their cover was more comprehensive than competitors and quotes from Zurich and Came & Company were in a similar price range.

11.2 Annual General Meeting to be held on Tuesday 18th June at 7:00pm for 7:15pm. Cllr Gaillard to invite PCSO to attend. There will be a brief presentation followed by Questions and Answers with refreshments served. Advert to be placed in Benefice Bugle.

11.3 Gigaclear have issued a flyer stating that 2,600 properties in the area would be served and problems to be resolved by end of 2019.

11.4 Electronic Parish communication. Privacy policy has been prepared with GDPR which will be reviewed at the next meeting. Cllr Bull confirmed he is happy to use his address as main contact.

11.5 Chair requires a co-option of a Councillor be implemented but be done in a transparent way and that the period of co-option can be 2-4 weeks but is up to each individual parish council to decide. Langley Parish Council agreed to a 2 week period. Chair is to provide a notice to be placed on the website and notice boards for the planned co-option of a Councillor which will be implemented at June meeting.

11.6 Potteralls. All work now carried out, nothing outstanding. Cllr Rivett to ask appointed contractor to keep area clear.

11.7 Caravan being unlawfully habitated. Plan to speak to homeowner.

11.8 Annual village fete 29th August 2019, bank holiday. Permission to hold Fete on Village Green has been granted. Risk analysis and Insurance cover to be organized by the Fete Committee and Parish Council notified as usual.

11.9 Rosebrook Deed of Grant. It is confirmed by the Parish Council that both Cllr Rivett and Cllr North were authorised signatories to sign the Rosebrook Deed of Grant in March 2018.

11.10 The parish council has agreed to provide a solution to parking issue in front of Margaret Cottages.

11.11 Chair proposed and Seconded by Cllr Barnes that JK Bookkeeping Services and A C Doren be engaged to carry out year-end audit process

11.12 Risk assessment and Internal Control Statement to be signed off at the next meeting in June 2019.

11.13 All agreed for the Uttlesford District Council 240L Bin annual fee of £308.36 and although not on the Agenda, a late bill came in from Affinity Water for £2.84 which was also agreed.

**12. PLAYGROUND**

12.1 Several meetings have taken place. Essex County Council have a Community Initiative Fund with £300k to distribute amongst parish councils for funding. It was agreed that a grant of £10k be requested with a pre-application form having to be submitted by 31st May 2019. Within one week following, notice will be sent confirming whether criteria have been met. Then a full application can be sent.

13. **DISTRICT AND COUNTY COUNCIL**

13.1 Cllr Oliver has been re-elected.

Cllr Oliver confirmed he has spoken with Clavering Parish Council regarding the missing cheque and apparently there was a problem with

the P.O. box which has now been resolved.

**14. CHEQUES FOR SIGNING**

14.1 Council agree to the following cheques to be signed:

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| **Langley Parish Council - Cheque run for May 2019** | | | |
| e-on | Electricity for cricket pavilion | 101333 | £97.84 |
| Hugh Law | Grass cutting | 101334 | £380.00 |
| Cllr Rivett | Reimbursement for repair of mower | 101335 | £434.51 |
| Mrs D Haines | Clerk’s salary April 2019 | 101336 | £329.90 |
| Uttlesford District Council  (not listed on Agenda cheque run but agreed as above) | Annual Waste Charge 240L Bin | 101337 | £308.36 |
| Affinity for Business  (not listed on Agenda but agreed as above) | Water Bill | 101338 | £2.84 |
| Clavering Parish Council  (incorrect cheque number on agenda as 101337) | Green Waste shared costs – new cheque issued as previous was not received | 101339 | £138.92 |
| BHIB Insurance  (not listed on Agenda cheque run but agreed as above) | Insurance Renewal for Parish Council | 101340 | £572.95 |
|  |  | **Total:** | **£2,265.32** |

**15. MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA** .

15.1 Co-option of councillor.

15.2 Co-option policy.

15.3 Gigaclear

15.4 Electronic Parish Communication

15.5 Draft letter seeking guarantees to make good village green and driveways as a result of damage caused by construction traffic.

15.6 Garden waste disposal on edge of children’s playground.

**16. DATE OF NEXT MEETING:**

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| **SIGNED: Clerk** | Debbie Haines | **DATE:** | 14th May 2019 |

16.1 Council agreed date of next parish council meeting, Monday 10th June 2019.