

**MINUTES OF THE MEETING OF ROXWELL PARISH COUNCIL**  
**HELD ON WEDNESDAY 10<sup>TH</sup> JULY 2019 AT 7.30PM**  
**IN READING ROOM, ROXWELL**

**PRESENT:-** Cllrs:- C. Pavitt, M. Wallace, Dr. V. Bradbury & B. Perry

**IN ATTENDANCE:-** Mrs L. Green (Clerk)  
ECC Cllr. John Aldridge  
1 Parishioner

**26. DEMOCRATIC 15 MINUTES:-**

A parishioner stated that the Defibrillator seemed too simple to use and asked whether this was correct. Cllr. Bradbury advised that they were very simple to use.

The Chairman had received enquiries from parishioners regarding the dams being installed on the river. The Chairman advised that he had spoken to the Essex Wildlife Trust who advised that the Environment Agency carried out the work. Essex Wildlife Trust are monitoring the wildlife, which they confirmed is not affected, the Trust have got onsite cameras installed. It is ideal for Kingfishers, Egrets and fish. The levels of the river are down this year due to lack of waterfall. 30m gallons a day is being pumped into Essex reservoirs. They are also looking to carry out work at Newland Brook.

Cllr. Wallace stated that the Parish Council need to look at externally backing up the Parish Council computer documents. Clerk to investigate and report back. The Chairman advised that if the amount was under £500.00 it can be approved before the next meeting if not it will be put on the next Agenda for discussion.

**27. APOLOGIES:-**

Apologies for absence had been received from Mrs Sarah Chivers and CCC Cllr. Mrs Nicolette Chambers.

**28. MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> MAY 2019**

The minutes of the Meeting held on 21<sup>st</sup> May 2019 were taken as read and the Chairman was authorised to sign them.

**29. COUNCILLORS' DECLARATION OF INTERESTS ON ANY AGENDA ITEMS FOR THIS MEETING.**

Nothing to report.

**30. VACANCIES ON PARISH COUNCIL FOLLOWING ELECTIONS AND CO-OPTION OF PARISH COUNCILLORS.**

The Chairman advised that Sarah Chivers was now back in the country but had not attended the meeting. Chairman agreed to speak to her to ascertain whether she still wished to be co-opted onto the Parish Council. The Chairman advised that nobody had come forward following the advertisement in the Roxwell Recorder.

**31. RE-ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

It was agreed nothing needed to be changed in the Financial Regulations - reviewed on 10<sup>th</sup> July 2019.

It was agreed that the meeting place for Roxwell Parish Council should be amended to Roxwell Reading Room in Item 1 of the Standing Orders.

There were no changes to the Model Code of Conduct.

Proposed by Cllr. Wallace and seconded by Cllr. Perry. All Agreed.

### **32. MATTERS ARISING:-**

Nothing to report.

### **33. REPORT BY CHELMSFORD CITY CLLR. MRS NICOLETTE CHAMBERS.**

Nothing to report.

### **34. REPORT BY ESSEX COUNTY CLLR. JOHN ALDRIDGE.**

Following the Libraries Consultation, the outcome was that libraries would remain open. It is Writtle Parish Council's intention to acquire the Writtle library and run it themselves and accommodate the village archives. There is potential for a good business case to take the building over as lots of organisations will use the facility. They are planning on using CIL money to help make the purchase.

Roxwell Quarry – Cllr. Aldridge advised that the Parish Council can make any observations they wish regarding the planning application. They can comment on opening hours, noise, truck movements etc.

Septic Tanks – Cllr. Aldridge advised of a change in legislation. Whilst the owner can maintain the tank they will be liable if it overflows into the water course. Cllr. Aldridge had written to the Regional Flood Committee and had received a reply from Mike Neil, Team Leader for land and water in Essex and Septic Tanks. Cllr. Aldridge to circulate to all Parish Councils. He suggested organizing one meeting for all Parish Councils to attend and have Mike Neil to come and explain what is happening. In meantime there is guidance on website <https://www.gov.uk/permits-you-need-for-septic-tanks>. Chairman to look into situation regarding the Sports Pavilion as that has got a septic tank.

Village gates are on the Local Highways Panel approved list and the work will be carried out this year.

### **35. FINANCIAL MATTERS**

22/05/19 - CQ 102368	Mr.S.Pavitt	£ 209.00	General maintenance Rec Field
22/05/19 - CQ 102369	Mrs.L.Green	£ 198.40	Clerks Salary May 2019
22/05/19 - CQ 102370	HM Revenue & Customs	£ 49.40	PAYE & NIC May 2019
22/05/19 - CQ 102371	Amazon UK	£ 27.88	Replacement raptors Toddlers Play Area
22/05/19 - CQ 102372	Timson Ltd	£ 33.99	Engraved plaque Defibrillator
28/05/19 - CQ 102373	Mr. M. Fairhurst	£ 50.00	Internal Audit Fee
28/05/19 - CQ 102374	Business Services CAS Ltd	£1,060.43	Insurance Renewal
01/06/19 - CQ 102375	Screwfix	£ 25.00	Replacement bird spikes – Toddlers Play Area
01/06/19 - CQ 102376	Mr C. Pavitt	£ 36.40	Chairman's Mileage Expenses
12/06/19 - CQ 102377	Evans Garden Maintenance	£ 157.50	Grass Cutting Toddlers Play Area
12/06/19 – CQ 102378	E-on	£ 51.05	Electricity Sportsfield
12/06/19 – CQ 102379	M.D. Landscapes (Anglia) Ltd	£ 264.00	Grass Cutting Recreation Field
19/06/19 – CQ 102380	Lens Lawnmowers	£ 50.40	Lawnmower Repair
25/06/19 - CQ 102381	Mr.S.Pavitt	£ 260.80	General maintenance Rec Field
26/06/19 - CQ 102382	Mrs.L.Green	£ 198.40	Clerks Salary June 2019
26/06/19 - CQ 102383	HM Revenue & Customs	£ 49.40	PAYE & NIC June 2019
02/07/19 – CQ 102384	Mrs.B.M.Pavitt	£ 50.75	Cleaning sports Pavilion & supplies May/July 2019
08/07/19 – CQ 102385	1 <sup>st</sup> Roxwell Scout & Guide Group Committee	£ 30.00	Hire of Hall May & July
09/07/19 – CQ 102386	M.D. Landscapes (Anglia) Ltd	£ 264.00	Grass Cutting Recreation Field
10/07/19 - CQ 102387	Mrs L.J. Green	£ 144.94	Expenses 21.05.19 – 10.07.19

## **b) Transfer of Funds.**

10.06.19 Transfer £2,500.00 from Business Premium Account to Current Account

01.07.19 Transfer £1,000.00 from Business Premium Account to Current Account

## **c) Bank Balances.**

The bank balances were as follows:-

**Current Account - £ 2,067.47**

**Business Premium - £25,726.26**

**d) Audit of Accounts for 2018/19** – PKF Littlejohn had acknowledged receipt of the Exemption Certificate.

**e) Insurance** – The Chairman had arranged the insurance renewal with Royal Sun Alliance for one year at a premium of £1,060.00. In the future The insurance company will provide a quote for a one-year term and 3 year plan.

**f) Bank Mandate – Changes to signatories** – Currently the cheque signatories are Chairman and Cllrs. Wallace and Page. Now Cllr. Page was no longer on the Parish Council his name needed to be removed and the Chairman proposed that Cllr. Bradbury be the third signatory. This was endorsed by the meeting. Chairman to check whether an appointment needs to be made at Barclays or whether the Councillors can just turn up.

**g) Any Other** – The Chairman had sent the declaration to Pensions Regulator which had been received and acknowledged.

Cllr. Wallace stated that the Parish Council need to start spending some of the monies held. It was agreed that Councillors should bring ideas to the meeting. It should be something of benefit to the whole village. The Chairman advised that the Precept had not been increased for 6 years and that the Parish Council can only hold double the Precept in the bank at the year-end.

## **36. PLANNING MATTERS & APPLICATIONS**

- a) **ROXWELL QUARRY COMPLEX, BOYTON CROSS** - For continuation of development permitted by planning permission ESS/05/15/CHL without compliance with conditions 2, 3, 15 to allow the restoration of Area Z, the Former Plant Site and Brittons Hall Farm Landfill Site to be completed by 31 December 2019. ESS/05/15/CHL was for the following development 'the modification to the restoration profile and the restoration scheme for the non-hazardous landfill arising from over tipping of approx. 85,250 cubic metres (part retrospective). Enhanced restoration of a former landfilling area by the importation of inert materials and biosolids to enable agricultural after-use and restoration scheme for the former mineral processing plant site to woodland, nature conservation and agricultural after-uses (including retention of hardstanding and workshop). All to be completed by 31 December 2015. **No Objections. No Decision Yet.**
- b) **BARN AT SKREENS PARK FARM** - Determination as to whether the prior approval of the local planning authority is required for the proposed change of use of an agricultural building to a dwellinghouse (class C3). No Objections. No Decision Yet.
- c) **ST. FABIANS, GRAVELLY LANE** – Single storey front extension and two ground floor bay windows to front. No Objections. No Decision Yet.
- d) **SITE AT DUKES MANOR, THE STREET (FUL ANDLBC)** – Conversion and part demolition of existing outbuildings to create a new 1 ½ storey dwelling. The Parish Council have the following comments to make:- With the 2019 bat surveys still to be carried out between May and September, approval of this application should be withheld until full results are known, and they comply with the European Protected Species for bats so that the possibility of works commencing can be stopped. Once the facts are known application should then be re-considered for consultation comments. **APPROVED.**
- e) **MACHINERY STORE, CHALK END FARM, FARMBRIDGE END ROAD** – Construction of domestic garages and stores. No Objections. No Decision Yet.
- f) **UNIT 9A & 10A RADLEY GREEN FARM** – Retrospective Change of Use of Units to a B1/B8 use. No Objections. No Decision Yet.

- g) **GRAIN STORE, CHALK END FARM, FARMBRIDGE END ROAD** - Variance of condition 2 of the planning permission reference 18/00512/FUL (Conversion of agricultural barn to two dwellings and demolition of Nissen hut and hoppers adjacent to barn) to allow for an alternative layout including additional roof windows. No Objections. **APPROVED.**
- h) **HAWTHORN COTTAGE, SKREENS PARK ROAD** – Single storey front extension. No Objections. **REFUSED.**
- i) **2 VICARAGE CLOSE** – T2 – Sycamore – Prune back by 2m and remove deadwood – Reason: Tree has grown very tall and is hanging very close to house causing excessive shading. No Objections. **APPROVED.**
- j) **LAND AT GREEN LANE** - T1 - Sycamore - Crown lift lateral extension to the west by 5m - Reason: The branches are coming into contact with the house; T2 - Oak - Crown lift lateral extension to the north and northwest by 5.2m - Reason: Site of new entrance road for the development and the branches come into contact with vehicle. No Objections. No Decision Yet.
- k) **50 GREEN LANE** - Proposed single storey front extension, alterations to window & door openings. No Objections. **APPROVED.**
- l) **THE WHITE HOUSE, BOYTON CROSS** – Construction of ancillary swimming pool enclosure with concrete basement structure (revision to application 18/00771/FUL). No Objections. No Decision Yet.
- m) **LOWBURN COTTAGE, COOKSMILL GREEN** - Part two storey, part single storey rear extension and single storey side extension. No Objections. No Decision Yet.
- n) **66 ST. MICHAELS DRIVE** - Non-Material amendment following a grant of planning permission 19/00322/FUL - (Single storey front and side extension and two storey rear extension). New single glass access door to ground floor side elevation. **APPROVED.**
- o) **LAND AT GREEN LANE** - Condition 4 - Details of materials; Condition 11 - Details of bicycle parking facilities; Condition 14 (a) - Details of how the development will achieve a minimum of 10% reduction in carbon dioxide emissions. **DISCHARGE OF CONDITIONS. STATUS UNKNOWN.**
- p) **GRAIN STORE, CHALK END FARM, FARMBRIDGE END ROAD** - Condition 6 - Details of proposed boundary treatment; Condition 12 - Details of hard and soft landscaping work. **DISCHARGE OF CONDITIONS. STATUS UNKNOWN.**
- q) **ISARAA, COOKSMILL GREEN** - Single storey rear extension. **WITHDRAWN.**
- r) **LAND SOUTH OF A1060 (SALT'S GREEN), CHALK END, CHELMSFORD (northern part of MLP Allocation A40: Shellow Cross Farm)** – EIA Scoping Opinion for a new sand and gravel quarry. Chairman to write a letter regarding access and transport. Chairman had advised Peter Aldridge.
- s) **LAND REAR OF THE COTTAGE, BOYTON CROSS** – Construction of new dwelling and cart lodge. **NOTIFICATION OF APPEAL.**
- t) **PLANNING – ENFORCEMENT NOTICES** – There were 6 open cases at Land adjacent to Broadacres, Ash Tree Farm.

Street Naming notifications received at Barn 1, Elm Lane – Named The Gallops and Glebe Meadow has been accepted and houses will be known as 1 – 7 Glebe Meadow.

Cheques Public House, The Street, Erection of new fence adjacent to entrance. This is being put up for safety but is in the Conservation Area. The Parish Council had no objections.

### **37. RECREATION FIELD/TODDLER PLAYAREA**

#### **a) Any Other.**

Two of the four willow trees that are left in the corner are in a poor state and have had very few leaves this year. One was taken out 2 years ago. The Chairman had therefore requested a quotation to remove two trees as they would not be safe during the Winter. The other two have got good leaf coverage.

### **38. FOOTPATHS**

**a ) Damaged Kissing Gate on F71 – Minute 16,39,62,85,106,131a & 16.** – Still outstanding.

**b)Any Other** – It was reported that the grass was not being cut on the footpath from Mill House, The Brook. It was suggested that the owner may be trying to get people to walk across the other side of the meadow. Currently permissive bridledways are being cut but not footpaths.

**39. AFFORDABLE HOUSING – GLEBE MEADOW DEVELOPMENT -** Minute

16,144,20,40,59,85,114,145,18,46,76,106,131,159,19,50,75,99,121,144,18,43,69,97,126,150,17,47,75,104,134,157,17,41,65,88,110,132,17,40,63,86, 107,132 & 17

The Chairman reported that the development is progressing very well. The trees had not been taken on as at the 1<sup>st</sup> July 2019. Chairman reported that he was taking photographs on the first of each month to record the progress.

**40. BIG HOLE BEHIND THE DRAIN OUTSIDE LITTLE DUKES** – Minute 5,53,78,106,132,156,22,52, 79, 108,138,161,21,45,67, 90,111,133,18,41,64,87,108,133 & 18

Nothing to report. Hoping for notification for funding.

**41. VILLAGE GATEWAY APPLICATION TO LOCAL HIGHWAY PANEL – LCHE 172013 –** Minute 52,72,94,114,135,20,43,65,88,109,134 & 19.

The Chairman reported that the Local Highway Panel had approved these works.

**42. DEFIBRILLATORS** – Minute 78,118,138,22,45,67,89,110,135 & 20.

Cllr. Bradbury advised that he is now in receipt of the defibrillators and cabinets. A parishioner is doing the teaching and had found an Electrician to do the work for free. Unfortunately, the Electrician had fallen ill. Cllr. Bradbury advised that they cannot get access to the Memorial Hall until the school holidays. Cooksmill Green Committee had said no to having the Defibrillator at the Chapel as they stated it would spoil wedding photographs. Cllr Bradbury is now looking at installing at the BT exchange. Cllr. Wallace advised that around the church is the best place, and would speak with the Chapel to try and agree a suitable siting.

**43. REQUEST TO LOCAL HIGHWAYS PANEL RE ATC SURVEY CLOSE BY HILL FARM COTTAGE ON A1060-** Minute 49,71 & 93,113,137 & 21.

It was agreed that the Clerk should remove this item from the Agenda.

**44. ROOF DAMAGE TO BUS SHELTER IN THE STREET** – Minute 139 & 22,

Still outstanding. Chairman had spoken with a local builder and instructed them to carry out the work.

**45. VICARAGE ROAD/THE STREET – WHITE LINING** – Minute 74,118,141 & 23.

Still outstanding.

**46. ALLOTMENTS – ST MICHAELS DRIVE – REQUEST TO ERECT GREENHOUSE**

A resident wants to put a greenhouse in the front of his fence. The Parish Council had no objections. The Parish Council stated they will not be responsible for any breakages or accidents that occur. The greenhouse must also be kept in good state of repair.

**MEETING CLOSED 8.45pm**

**CHAIRMAN.**

**DATE**

**NEXT MEETING – WEDNESDAY 11<sup>TH</sup> SEPTEMBER 2019 AT 7.30PM IN ROXWELL READING ROOM**

Cllr. Bradbury sent his apologies for the next meeting.