

**MINUTES OF THE MEETING OF ROXWELL PARISH COUNCIL HELD ON  
WEDNESDAY 9<sup>TH</sup> MARCH, 2011 AT 7.30PM IN ROXWELL SCHOOL**

**PRESENT:-** C. Pavitt, M. Wallace, H. Hatcher, C. Philpot, M. Page, Mrs K. Howlett,  
Mrs N. Chambers, Mrs A. Gilkes and K. Brookes.

**IN ATTENDANCE:-** Mrs L. Green (Clerk)  
1 Parishioner, ECC Cllr. John Aldridge, PCSO Sandra Strange and  
PCSO Nikki Dison

**122. DEMOCRATIC 15 MINUTES**

Nothing to report.

**123. APOLOGIES:-**

There were no apologies.

**124. MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> JANUARY 2011**

The minutes of the meeting held on 12<sup>th</sup> January 2011 were taken as read and the Chairman was authorised to sign them.

**125. MATTERS ARISING:-**

Nothing to report.

**126. REPORT BY CHELMSFORD BOROUGH CLLR. MRS NICOLETTE CHAMBERS.**

Cllr. Chambers advised that there would be a Disability Sports Day on 7<sup>th</sup> May at Riverside which would cost £2.00 and included a carer's fee.

An Older Persons Information Day will be held on 14<sup>th</sup> March at Chelmsford Cathedral.

CBC are putting in a bid for City status. Cllr. Chambers advised that there are good economic reasons to apply for City status.

Cllr. Chambers is trying to get the Customer Services unit to the Wednesday Club.

The new Park and Ride will officially open on 4<sup>th</sup> April.

Cllr. Chambers confirmed that the shop and Post Office will re-open.

Cllr. Chambers advised that on the 25<sup>th</sup> February a TPO had been put on the land North of Woodend Farm, Bishops Stortford Road. The Chairman said that the matter would be discussed under Planning. Cllr. Philpot declared an interest in the matter.

**127. REPORT BY ESSEX COUNTY CLLR. JOHN ALDRIDGE.**

Cllr. Aldridge advised that Writtle were peeved at Chelmsford receiving City status as they propose they are no part of Chelmsford.

Cllr. Aldridge advised that the Census forms had been sent out. Cllr. Aldridge asked it to be noted that it is critical that residents complete the form as ECC received more money for every additional resident.

Cllr. Aldridge advised that Basildon Council are going to make moves on Dale Farm and remove the illegal gypsies. There are a lot of costs involved i.e. Police, Bailiffs etc. Cllr. Aldridge advised that there will be disruption and costs involved when the evictions take place and afterwards. Residents should be aware that the gypsies could move to rural areas.

Cllr. Aldridge advised that Highways and Transportation had been restricted and 100 jobs had been reduced. There is now a different telephone number and matters will be dealt with in a completely different way.

Cllr. Aldridge advised that ECC had reduced the number of mobile library lorries from 12 to 11 but there would be no closure of static libraries. In June it is hoped that the Library and Post Office in Writtle will merge due to financial reasons.

Cllr. Aldridge advised that the Communities Initiatives Fund will continue for community purposes but the name may change. Applications will be available later this year.

## **128. POLICE MATTERS**

- a) **Speeding** - Minute 8, 28, 46, 66, 86,110, 9,30,49,68,85,108, 8, 24,43,64,82,104,8,26,44,61,77,90, 8,24,36,49,63,77,1138,63,82,97,111,8,30,50,70,87,104,8,27,49,71,90,113,10,33,54,78 & 104.

Nothing to report.

- b) **Changing 30mph speed limit near Dukes Manor** – Minute 63,77,11,38,63,82,97,111,8,30,50,70, 87,104,8,27,49,71,90,113,10,33,54,78 & 104.

Nothing to report.

- c) **Parking in St. Michaels Drive** – Minute 104,8,27,49,71,90,113,10,33,54,78 & 104.

The Chairman reported that the situation continues to be exacerbated especially on the greens which are an absolute disgrace at the moment. Cllr. Chambers advised that the matter had come up at a CBC meeting today.

- d) **St. Michaels Drive – horses** – The Chairman reported that he had received a few complaints about the number of horses using St. Michaels Drive and the amount of horse droppings on the path and road. The Chairman had spoken to some of the horse riders and had subsequently written to all the stables in the village. He had received no comeback from the letter. The Chairman had asked Highways if there was any way of getting a total ban of horses using St. Michaels Drive but this cannot be done.

- e) **Any Other.** – PCSO Dison advised that the next Neighbourhood Action Panel Meeting will be on 8<sup>th</sup> June and the Neighbourhood Watch on 15<sup>th</sup> March. PCSO Dison reported the following thefts:-

Theft from motor vehicle - 5 catalyc converters were stolen  
Theft other - brass parts were taken - offender pretended to be picking up an order  
Theft other - cable and tools were taken  
Theft other - takings in a money purse were taken from an office  
Burglary other - 8 tack rooms were broken into and tack stolen  
Burglary other - gardening equipment and tools were taken from a garage.  
There was a fire at Ash Farm estate which has not been treated as suspicious

## **129. FINANCIAL MATTERS**

**a) Payments:-**

£

RRAGE	250.00	Donation as approved Jan 2011
Roxwell Memorial Hall	200.00	Grant towards new fridge
Mr S. Pavitt	95.00	Hedge removal Recreation Field
Essex County Council	60.00	Hire of Hall 2 meetings
Chandlers	23.62	Football Pitch Maintenance
Mr S. Pavitt	110.00	Hedge removal/grass Recreation Field
Essex County Council	193.14	Painting Lamp Posts
M.D. Landscapes (Anglia) Ltd	188.40	Grass Cutting/Spiking Recreation Field
Mrs B.M. Pavitt	60.00	Cleaning Sports Pavilion February and March
Len's Lawnmowers	149.04	Lawnmower Service
E-On	31.01	Electricity – Sports Pavilion
Mrs L.J. Green	515.07	Salary 01.12.10 to 31.01.10 (£408.00) and Expenses From January to March Meeting (£107.07)

The above payments were approved by the Parish Council.

**b) Transfer of Funds.**

19.01.11 Transfer £1,000.00 from Business Saver Account to Community Account  
27.02.11 Transfer £400.00 from Business Saver Account to Community Account  
09.03.11 Transfer £1,000.00 from Business Saver Account to Community Account

**c) Bank Balances.**

The bank balances were as follows:-

**Current Account - £ 2,183.27**  
**Business Premium - £ 217.43**  
**Business Reserve - £12,261.31**

**d) Clerk's Salary From 1<sup>st</sup> April 2010 and Mileage Allowance.**

The Chairman advised that the salary rates had not yet been confirmed from the EALC. It would appear that the rates were frozen for this year and there would be no increase. Clerk to remove item from Agenda.

**e) Request from Roxwell P.C.C. –** The Chairman had received a letter advising that the P.C.C. would not be requesting a grant this year towards the Roxwell Recorder or Churchyard as they had had a very successful year.

**f) Registration with HMRC regarding Clerk's Pay –** The Chairman advised that HMRC had decided that all Parish Councils must now be registered for PAYE. This takes effect from 6<sup>th</sup> April 2011. The Clerk will need to deduct 20% tax off her salary and by the 19<sup>th</sup> of each month a cheque will have to be sent to the Inland Revenue. In the past the Clerk's Tax Code at Stock has been adjusted to incorporate Roxwell and Good Easter's salaries but this can no longer happen. Clerk to organise.

**g) Any Other –** Nothing to report.

**130. PLANNING MATTERS & APPLICATIONS**

**a) THE FORGE, THE STREET** –Horse Chestnut (T1 1975/026) – front garden – fell to ground and kill/remove stump. The Parish Council submitted the following objections. Roxwell Parish Council rejects the claim that the Horse Chestnut Tree (*Aesculus hisipus*) is in a position of poor health or safety whereby it warrants felling. The reason stated below justifies this judgment. This statement refers to the health of the tree and does not cover any issues over possible subsidence that may arise from the property as there is currently insufficient evidence to support such a claim.

The tree is located on, what was a grass bank that has been recently leveled (within the last 4 years) when the frontage of the properties was paved over from a loose gravel drive. The insertion of the railway sleepers did cause root damage as part of the bank was removed for their erection. The construction of the paved drive would have had some detrimental effect on the tree's health. This effect on the rooting zone would inhibit the normal vigor of the tree and can be seen in the extension growth across the crown. This is below normal for this species.

The main trunk divides into a multi stemmed branch structure at approximately 3.5-4m. There are signs of cambium death from which, bacterial flux has wept, however at the present, there is little activity. These wounds appear to be callusing and the true decay within the wound area is minimal. These are unlikely to make the tree structurally unsound.

The main branch structures from ground level appear fine apart from the one extending east, towards Vicarage Road and across the highway. Clearly, there are signs of cambium dieback which may be leading to crown dieback. The extent of this and any other structural defects are impossible to define at ground level. Before any recommendation for remedial work is undertaken, the extent of the damage needs to be accessed correctly. This cambium death may be related to the fire under that part of the crown in 2004.

The crown itself was reduced in 2004, and the resulting extension growth has minimal issues at the present.

If the Council is seeking to recommend felling of an important tree within the street landscape without clear evidence that clearly states the tree is a danger to the highway and its environment, Chelmsford Borough Council may be failing in its duty over TPO legislation and does not have the support of Roxwell Parish Council.

The Parish Council would therefore recommend a full arboricultural report that includes an aerial inspection of the main branch structure and further discussion upon its receipt. It was agreed that the item should be removed from the Agenda.

**b) NEWLAND HALL, BISHOPS STORTFORD ROAD (LBC)** - Demolition of barns, refurbishment of and alterations to listed barn to create symmetrical front elevation including large entrance doors, remodelling of existing loose box building and creation of new buildings to provide guest accommodation. No Objections. **APPROVED.**

**c) NEWLAND HALL, BISHOPS STORTFORD ROAD** - Demolition of barns, refurbishment of and alterations to listed barn to create symmetrical front elevation including large entrance doors, remodelling of existing loose box building and creation of new buildings to provide guest accommodation. No Objections. **APPROVED.**

**d) 39 ST. MICHAELS DRIVE** - Two storey rear/side extensions with Juliette balcony to rear and dormer window to front. Single storey front and rear extensions. No Objections. No Decision Yet. **WITHDRAWN.**

**e) 2 VICARAGE CLOSE** - Single storey rear extension. No Objections. **APPROVED.**

**f) 3 MILL CLOSE** - Retrospective application for a single storey rear extension. No Objections. **APPROVED.**

**g) BRICK KILN COTTAGE, BOYTON CROSS LANE** - Single storey front/side extension and first floor rear extension (demolition of existing garage). No Objections. No Decision Yet.

**h) SCOUT CAMP, SKREENS PARK ROAD** – Removal of two timber buildings and storage containers and the construction of a new storage building and crew quarters. No Objections. No Decision Yet.

**i) THE CUCKOO, RADLEY GREEN ROAD** - Demolition of existing rear kitchen and stores, side WC block and construction of a single storey rear kitchen, stores and wc block and two storey side extension including 1 or 2 first floor windows. No Objections. No Decision Yet.

**j) BOYTON HALL FARM, BOYTON HALL LANE** – Construction of a 1000 ton purpose built potato store. No Objections. No Decision Yet. Cllr. Philpot declared an interest.

**k) SCOUT CAMP, SKREENS PARK ROAD** - Temporary planning consent for wardens caravan. No Objections. No Decision Yet.

**l) LAND NORTH OF WOODEND FARM, BISHOPS STORTFORD ROAD – TPO/2011/007** – Cllr.Philpot declared an interest and left the room.

A Tree Preservation Order was made on 25<sup>th</sup> February 2011. The reasons for the Order are:-

The hedgerow trees, the subject of this Tree Preservation have high amenity value providing a delineation of the public bridleway and a ribbon wildlife habitat. There has been some clearance of the vegetation adjacent to the bridlepath and the concern is that the mature hedgerow trees will also be felled.

**m) MINERALS DEVELOPMENT DOCUMENT AUGUST 2009** – Cllr. Philpot declared an interest and left the room. The Chairman advised that the objections went in by the deadline and now hopes common sense prevails. The Chairman had attended a meeting with Roy Levitt at ECC who had taken notes. The Chairman had also met with RRAGE. Cllr. Aldridge had spoken to Roy Levitt who advised that the response from the Parish Council and other residents had been very good and well thought out. In the last week of the consultation over 1,000 responses were received. ECC have not been able to acknowledge them all but will look at responses. The Committee meet on the 1<sup>st</sup> March and the village just need to sit and wait now for the outcome. Cllr. Aldridge advised that a test of soundness needs to be done before the second stage of the consultation and at this stage they will have a more stable position of whether the site in Roxwell is in or out of the document. The Chairman advised that the Parish Council had copied the report and submitted it to 8 M.P.'s and the Chief Executive of ECC.

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

**a) Safety Inspection** – Minute 107,11,30,52,74, 93,116,13,36,57,81 & 107 – The Chairman advised that there were two items outstanding. One was a trip hazard in the Toddlers Play Area and the other was to re-position the bin by the seat in the Recreation Area.

**b) Review fees for hiring Recreation Field 2011/12** – The Chairman presented the costs/expenditure for the Recreation Field. After discussion the Chairman proposed the fees remain unchanged for clubs wishing to hire the field for the 2011/12 football season and 2011 cricket season. The current fees are:-

Football - £44.00 per match

Cricket – Roxwell Blues - £440 for a 9 match season

Cricket – Writtle Colts - £33.00 per match

The proposal was seconded by Cllr. Wallace and agreed by the Councillors in attendance.

**c) Grant Request to EPFA** – The Chairman advised that he would put in a grant application for the Recreation Field. He had contacted the Field Officer who is going to pay a site visit as he did a similar scheme in Boreham. Chairman had agreed to meet him at the end of the season and get advice on obtaining the grant for the works that will be carried out.

**d) Any Other** – The Chairman advised that one item needs doing to the Pavilion. The main french doors and windows were recently replaced but the two outside doors are weather beaten so he was therefore going to obtain quotations to have them replaced.

### **132. FOOTPATHS**

**a) Poor surface condition of Footpath 48, that goes from Church Green through the Churchyard and The Street** – Minute 54,74,91,108,12,31,53,75,94,117,14,37,58,82 & 108. - The Chairman advised that the work would be completed on the 10<sup>th</sup> March. Clerk to remove item from Agenda.

**b) River eroding into gateway on Footpath towards Tye Hall** – Minute 94,117,14,37,58,82 & 108 – The Chairman advised that the work had been carried out. Clerk to remove item from Agenda.

**c) Bridleway 1 Newland Hall to Newark Hall** – Cllr. Philpot declared an interest. The Chairman advised that the matter had been discussed at the Annual Parish Meeting held earlier that evening.

**d) Diversion to Footpath 51** – The Chairman advised that the footpath runs across the top of Green Lane across to Graveley Lane. The owners wish to re-route to the opposite side of the field to a less intrusive route.

**e) Any Other** – Nothing to report.

**133. HIGHWAY DRAINAGE** – Minute 77,107,120,15,37,57,76,93,110,14,33,55,77,96,119,15,38,59, 83 & 109.

The Chairman advised that there are various schemes still to be sorted out but they are all on the list to be done.

**134. ESSEX COUNTY COUNCIL HIGHWAYS PROPOSED TRAFFIC SCHEMES** – Minute 125,20,40,59,78,94,111,15,34,56,78,97,120,16,39,60,84 & 110.

Nothing further to report.

**135. REQUEST FOR RAMP TO BE PUT IN ON FOOTPATH OUTSIDE GADES AVEN.** – Minute 4, 43,61,79,95,112,16,35,57,79,98,121,17,40,61,85 & 111.

The Chairman advised that the matter was still outstanding.

**136. OVERGROWN TREES AROUND STREET LIGHT OPPOSITE THE FORGE** – Minute 23,61,80,99,122,18,41,62,86 & 112.

The Chairman advised that he had received a letter from a resident, David Sabel, who was rather dismayed that the Parish Council were concerned about foliage around a lamp post. The Chairman advised him that the street light is not the Parish Council's to maintain.

The Chairman reported that he had visited the site and that the works had been carried out. Clerk to remove from the agenda.

**137. POTHoles OUTSIDE 33 VICARAGE ROAD** – Minute 23,65,83,101,124,20,43,64,87 & 113

The Chairman advised that the matter was still outstanding.

**138. REVISED STANDING ORDERS** – Minute 128,23, 44,65,88 & 114.

The Chairman was still working on the document and advised that it would be ready by the May 2011 meeting.

**139. WINTER SALT BIN** – Minute 129,24, 45,66,89 & 115.

The Chairman advised that this still needed to be looked at.

**140. REQUEST FOR ADDITIONAL DOG BINS** – Minute 26,46,67,90 & 116.

The Chairman advised that this still needed to be looked at.

**141. FENCE AND GREENERY OPPOSITE HOOKS COTTAGES** - Minute 27, 68,91 & 117.

The Chairman advised that the work was still to be carried out.

**142. PROPOSED CHANGES TO BUS SERVICE 46.** – Minute 94 & 118.

The Chairman advised that this was implemented on the 7<sup>th</sup> February and could now be removed from the Agenda.

**143. HEDGE ALONG FOOTPATH ADJACENT TO SCHOOL PLAYING FIELD AND SCHOOL BUNGALOWS.** – Minute 95 & 119.

The Chairman advised that the work was now completed and the item could be removed from the Agenda.

**144. REPAINTING OF 6 NO. CAST IRON LAMP POSTS IN THE STREET (BY ECC). –**  
Minute 96 & 120.

The Chairman advised that ECC contractors would paint the lamp posts at the end of March and that he had drawn a cheque for £193.00 but would not release this until the work had been done.

**145. ROYAL WEDDING 2011, QUEENS DIAMOND JUBILEE 2012 AND OLYMPICS –**  
Minute 121.

The Chairman had spoken to Hugh Dibbens who had agreed to head up an Advisory Committee. The first meeting will be held on 20<sup>th</sup> April to discuss the possibilities. Mr Dibbens will report back to the Parish Council. The Chairman had spoken to the Parish Council insurers who advised that the insurance is okay if the Sub Committee is appointed by the Parish Council. There is a list of hazardous things that cannot be done. Roxwell Revealed had also written to the Chairman asking what the Parish Council are doing for the Diamond Jubilee. The Chairman had written back advising that the Parish Council had invited Hugh Dibbens to head up a Sub Committee on their behalf. Chairman to attend meeting.

**146. PARISH ELECTIONS.**

The Chairman advised that this was the last meeting of the four year term. There had only been 2 Elections in the last 28 years so it would be nice to have an Election on the 5<sup>th</sup> May. Glynn Eastman had asked candidates to promote themselves via Roxwell Recorder but the Chairman advised that no candidate or Councillor can promote themselves to the voters under 'Purdah' rules. This takes effect from 28<sup>th</sup> March until 5<sup>th</sup> May. The Chairman had advised Mr Eastman accordingly. Also the Parish Council cannot make any major decisions on contentious issues during the Election period.

The Chairman thanked all the Councillors for their support over the last four years. Cllr. Philpot proposed that the Parish Council thanked the Chairman for all he has done over the years.

**MEETING CLOSED 8.50pm**

**CHAIRMAN.**

**DATE**

**NEXT MEETING – WEDNESDAY 11<sup>TH</sup> MAY 2011 AT 7.30pm IN ROXWELL SCHOOL**