

**STANSTED PARISH COUNCIL****MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 1 APRIL 2019 AT FAIRSEAT VILLAGE HALL,  
VIGO ROAD, FAIRSEAT,  
AT 8.00 pm**

<b>PRESENT:</b>	Cllr Harry Bott	Chairman	In the chair items 1-10
	Cllr Mrs Polly Falconer	Vice-chairman	In the chair items 11-25
	Cllr Thomas Brooker		
	Cllr Mrs Sheila Goodworth		
	Cllr Michael Osborne		
	Cllr Daren Sefer		
	Cllr Kevin Sparkes		
	Mrs Roxana Brammer	Clerk	
	Mrs Melita Gandolfo	Assistant Clerk	

In attendance	Cllr Harry Rayner	Kent County Council
	Cllr Martin Coffin	Tonbridge and Malling Borough Council
	Mr Tom Sheldon	Chairman, Stansted School Project Steering Group
	Mr Alan Bullock	Stansted School Project Steering Group
	5 members of the public	

**Item** *Action point*  
Minute no 2019/2020/

**1 APOLOGIES**

1 All parish councillors present.

**2 DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER**

2 None.

**3 MINUTES OF THE MEETING HELD ON 4<sup>th</sup> MARCH 2019**

3 It was proposed by Cllr Osborne seconded by Cllr Mrs Goodworth and agreed the minutes of the meeting held on 4<sup>th</sup> March 2019 be signed as a true record.

**4 MATTERS ARISING**

4 None

**5 STANSTED SCHOOL PROJECT UPDATE**

5 The Chairman suspended the meeting to allow Tom Sheldon and Alan Bullock to speak.

Mr Sheldon said that exterior painting was underway and good progress being made.

It was hoped that the painting will be completed by the end of April.  
Mr Bullock recommended the appointment of a consultant to advise on the east end gable wall and provide a structural survey, detailing the options for remedial works. This would also ensure due diligence for the Parish Council. Details would be discussed under item 23.

The works to the car park would be discussed under item 24.

The Chairman thanked Mr Sheldon and Mr Bullock and reconvened the meeting.

## **6 WORLD WARS COMMEMORATIVE BOOKLET**

6 It was reported that good progress was being made and the booklet should be ready in October.

## **7 MARGARET MACMILLAN CENTRE**

7 Cllr Mrs Falconer reported that the London Borough of Greenwich intend to invite tenders for the premises to be re-used as an adventure centre.

## **8 SOUTHBEATS MUSIC FESTIVAL**

8 It was reported that the organisers have submitted an application for a licence. Cllr Bott requested it be publicised on the Council's website and through Next Door. Cllr Sefer said that times for turning the loudspeakers on and off should be specified in the application.

## **SUSPENSION OF MEETING FOR COUNTY AND BOROUGH COUNCILLORS' REPORTS**

The Chairman suspended the meeting to allow Cllrs Rayner and Coffin to give their reports.

Cllr Harry Rayner said that 20-30,000 people might attend the Southbeats Festival, and that KCC Highways Department and Kent Police have concerns about the event.

Cllr Martin Coffin stated that the new refuse collection contract has now come into action. A full recycling service will be introduced on 1<sup>st</sup> September 2019.

The Chairman thanked Cllrs Rayner and Coffin, and reconvened the meeting.

## **9 PLANNING**

### **9 a Applications**

None

### **10 b Decisions**

The decision as listed on Appendix A was received.

### **c Enforcement**

11 i **Lucy's Barn Campsite, Ash Lane.**

This has been reported to Enforcement.

12 ii **Littlefields, Plaxdale Green Road, Stansted**

This has been reported to Enforcement.

13 d **Appeals**

None.

e **Any Other Planning Issues**

14 i **Parsonage Farm**

It was noted that the hedge along the roadside boundary has been removed and the verge has been appropriated. This has been referred this to KCC Highways Department.

**10 FINANCE**

15 a **Bank Balances**

The bank balances as listed on Appendix B were noted.

16 b **Payments made since Last Meeting**

It was proposed by Cllr Mrs Goodworth, seconded by Cllr Sparkes and agreed the payments made since the last meeting as listed on Appendix B be approved.

17 c **Accounts for Payment**

It was proposed by Cllr Osborne, seconded by Cllr Mrs Goodworth and agreed the accounts for payment as listed on Appendix B be paid (cheques 924 – 926).

18 d **To consider purchase of specialist accounts software**

It was noted that specialist software for third party accounts is now required for VAT processing. A Rialtas software package is designed for Parish Councils, with an initial cost of for the first year of £660 +VAT and then an annual cost of £180 +VAT. It was proposed by Cllr Bott, seconded by Cllr Osborne, and agreed that this software should be purchased.

19 e **Parish Notes**

The Parochial Church Council has declined the Parish Council's offer of paying for copies to all houses in the Parish.

**11 GRANT APPLICATIONS**

20 None.

**12 MANAGEMENT OF THE COUNCIL'S LAND & PROPERTY****a Recreation Ground**

- 21 i. General maintenance – The Clerk reported that she was due to meet with Darrin Bourne of Nurture Landscapes to sign the new maintenance contract.
- 22 ii. Hire of Ground. Nothing to report.

**23 b Play Park**

The Clerk reported that necessary action had been taken to make the vandalised equipment safe.

**24 c War Memorial and garden**

Nothing to report.

**25 d Telephone kiosk**

Nothing to report.

**26 e Church Bank**

Nothing to report.

**27 f Village Green Land, Hatham Green Lane and Parsons Lane**

Nothing to report.

**28 f Brownes Bequest**

It was noted that the coppicing would be required in the autumn.

**29 g Registration of Land**

The Assistant Clerk would be looking into registering the War Memorial and garden and Church Bank as village greens.

**13 HIGHWAYS & TRANSPORT****30 a Public Rights of Way**

The Chairman suspended the meeting to allow Roy Barry to speak.

Mr Barry had drafted a letter to the owner of Thriftwood regarding diversion of the public footpath.

The Chairman thanked Mr Barry and reconvened the meeting.

**31 b Encroachment Working Party**

Nothing to report. Discussed under item 9 e.

32 **c Any Other Highways or Transport Issues**

**i Potholes**

It was noted that the potholes on Stansted Hill had been filled in.

14 **VILLAGE HALLS**

33 **a Stansted Village Hall**

Cllr Mrs Goodworth said that the Stansted Village Hall AGM would be held on 25<sup>th</sup> April.

34 **b Fairseat Village Hall**

Nothing to report.

15 **POLICE MATTERS**

35 Cllr Osborne reported that there had been an attempted theft of machinery from the school works, the police had attended, and an arrest had been made.

16 **DEFIBRILLATORS**

36 It was reported that Yvonne Tisson is proceeding with arrangements to purchase and install the defibrillators at the Hilltop Hotel, the Black Horse, and the Fairseat telephone box.

17 **REPORTS ON MEETINGS ATTENDED BY COUNCILLORS AND CLERK**

37 None.

18 **CONSULTATION**

38 No documents received.

19 **CORRESPONDENCE**

39 None.

20 **REPORTS & CIRCULARS**

40 None received.

21 **ANY OTHER BUSINESS**

41 No matters were raised.

**PUBLIC SESSION**

No matters were raised.

**CONFIDENTIAL SECTION**

**22 RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

42 It was proposed by Cllr Mrs Falconer, seconded by Cllr Sparkes, and agreed to exclude the press and public on the grounds the following items concerned a commercial contract and personnel matters.

**23 STRUCTURAL SURVEY OF SCHOOL**

43 Alan Bullock has obtained a quote of £750+VAT from RdB Engineering and recommended that this be accepted. It was proposed by Cllr Mrs Falconer, seconded by Cllr Sparkes and unanimously agreed that this quote be accepted. Mr Bullock would draft an acceptance letter for the Clerk to send to RdB on behalf of the Parish Council.

**24 STANSTED VILLAGE HALL / SCHOOL CAR PARK**

43 Mr Bullock said that Lowen had requoted for revised scope of works for the car park, total £61,380.00. A 10% contingency should be allowed. It was proposed by Cllr Mrs Goodworth, seconded by Cllr Osborne and agreed that the changes to the scope of works be accepted. It was proposed by Cllr Brooker, seconded by Cllr Sparkes and unanimously agreed that Lowen’s quote be accepted. Mr Bullock would draft an acceptance letter.

It was noted that Thames Water had not addressed the problem of puddles of sewage on the car park. The Clerk would write again to Thames Water giving notice that if no response is received within 10 days the Parish Council will instruct their solicitor.

**25 RECRUITMENT**

44 Mrs Melita Gandolfo had been appointed as Assistant Clerk from 1<sup>st</sup> April and as Clerk/Responsible Financial Officer from 1<sup>st</sup> July.

The Chairman thanked everyone for attending and closed the meeting at 9.15 pm

Signed .....Chairman

On the ..... day of ..... 2019