



## SHALFORD PARISH COUNCIL

**Minutes of the Parish Council meeting held at Shalford Village Hall on Wednesday, 18th January 2023 commencing at 7:30pm:**

**Present:** Cllr M French (Chairman)  
Cllr A Gurnett  
Cllr A Merryweather  
Cllr S Batt  
Mrs Michelle Baker (Clerk)  
Public – 0 in attendance

**FC90 -22/23 Apologies for Absence.**

Apologies received from Cllr Hull, Cllr Birks, Cllr Tattersly (District) and Cllr Butland (County).

**FC91-22/23 To receive member's declarations of interest and dispensations in items on the agenda.**

None

**FC92-22/23 Minutes:**

**RESOLVED** It was agreed to accept the minutes of the Meeting on the 16<sup>th</sup> of November 2022. Proposer Cllr Batt, Seconder Cllr French.

**FC93-22/23 Public participation session:**

None in attendance.

**FC94-22/23 Report from the Clerk:**

**S106**

The forms were received from BDC for the S106 application. These have been completed and returned.

**CHRISTMAS SWITCH ON**

The Christmas switch on event was a success and well attended. It raised £165 after expenses.

## **FINANCE**

The new payment cards were received and will be loaded this month.

## **Update on Planning Applications Listed in the Previous Minutes:**

### **22/01944/FUL - Roselands Farm Jaspers Green Shalford**

Provision of new agricultural access.

**GRANTED**

### **22/02424/TPO - 1 White Court Shalford**

Notice of intent to carry out works to trees protected by Tree Preservation Order - Robinia T1 - Cut back upper branches by 2m and Cut back lower branches 0.5m

**PART GRANTED PART REFUSED**

### **22/02360/HH - Ancells In The Hole Braintree Road Shalford**

Removal of derelict and collapsed summerhouse

**GRANTED**

### **22/02625/FUL - Shalford Hall Farm The Street Shalford**

Replacement of redundant agricultural barns with a new dwellinghouse including associated private garden and garage.

**PENDING CONSIDERATION**

### **22/02625/FUL - Shalford Hall Farm The Street Shalford**

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**PENDING CONSIDERATION**

### **FC95-22/23 District and/or County Councillor Report:**

None in attendance

### **FC96-22/23 Planning:**

**RESOLVED** The following response was agreed to the planning:

### **22/02988/HH - 1 Braintree Road Shalford**

Erection of single-storey rear extension.

**No Objection**

### **22/03263/FUL - Parsonage Cottage Garretts Lane Shalford**

Retention of gravel access track and 5-bar field gate. Retention of storage containers.

Concerns were raised about the impact and commercial usage. Future development of the site and a potential change in use. The proposals are not in keeping with the street scene and could result in increased noise and pollution.

**Objection**

**22/03451/HH - Constables Shalford Green Shalford**

Erection of garden store

**No Objection**

**Finchingfield Bridge -Temporary bridge consultation.**

A temporary bridge will ensure there are better business links and a closer connection with Finchingfield during the bridge works.

**FC97-22/23 Wethersfield Airbase Proposals:**

Cllr Merryweather updated the Council, there has been chemical contamination found at the site. There are three other prison plans submitted to be considered before the plans will be submitted at Wethersfield.

**FC98-22/23 Open Spaces Action Plan:**

**RESOLVED** It was agreed to remove the adult gym equipment at Stoneleigh Park and the Cricket equipment. It was agreed to add planters and a bench at Cliffields, electric charging points at Stoneleigh Park, replacement of the Bus Shelters and improvements to the village hall and grounds.

**FC99-22/23 Finance**

- i. **RESOLVED** The financial report was received and the following payments approved. Proposer Cllr French, Seconder Cllr Batt.

| Shalford Parish Council Finance        |                                   |                           |             |
|----------------------------------------|-----------------------------------|---------------------------|-------------|
| 12th January 2023                      |                                   |                           |             |
|                                        | Cash Book Balance From 18/11/2022 |                           | £ 34,398.29 |
| Payments Made                          |                                   |                           |             |
| Date                                   | Payee                             | Description               | Amount      |
| 28/11/2022                             | Salaries                          | Salaries, PAYE, Pension   | £ 733.46    |
| 28/12/2022                             | Salaries                          | Salaries, PAYE, Pension   | £ 942.62    |
| 22/11/2022                             | Festive Lights                    | Xmas Tree Lights          | £ 213.92    |
| 15/12/2022                             | A French                          | Switch On Expenses - Food | £ 10.55     |
| 15/12/2022                             | A Gurnett                         | Switch On Expenses - Wine | £ 119.87    |
| 31/12/2022                             | Unity Bank                        | Service Charge            | £ 18.00     |
| 30/12/2022                             | B Keen                            | Bins                      | £ 65.00     |
| Payments Received                      |                                   |                           |             |
| Date                                   | Payee                             | Description               | Amount      |
| 31/12/2022                             | Unity Bank                        | Interest                  | £ 54.13     |
| 15/12/2022                             | Cash                              | Switch On Income          | £ 295.42    |
|                                        |                                   |                           | £ 32,644.42 |
| Bank Balances on 09/11/2022            |                                   |                           |             |
|                                        | Barclays Community Account        | £ -                       |             |
|                                        | Unity Current Account             | £ 17,386.92               |             |
|                                        | Unity Reserves                    | £ 15,092.50               |             |
|                                        | Petty Cash                        | £ 65.00                   |             |
|                                        |                                   |                           | £ 32,544.42 |
| Less Unpresented Cheques/Direct Debits |                                   |                           |             |
|                                        | Raffke Monies Awaiting transfer   | -£ 100.00                 |             |
|                                        |                                   | -£ 100.00                 |             |
|                                        | Adjustment                        |                           | £ 100.00    |
|                                        | Reconciled Total                  |                           | £ 32,644.42 |
| Payments for Approval                  |                                   |                           |             |
| Date                                   | Payee                             | Description               | Amount      |
| 18/01/2023                             | B Keen                            | Bins December             | £ 65.00     |
| 18/01/2023                             | Shalford Village Hall             | Hire                      | £ 80.00     |
| 18/01/2023                             | M Baker                           | Licence for Xmas event    | £ 21.00     |
| 18/01/2023                             | M Baker                           | Xmas Lights Switch        | £ 19.98     |
| Cash Book Balance After Payments       |                                   |                           | £ 32,458.44 |

- ii. **RESOLVED** The Budget for 2023/2024 was agreed. Proposer Cllr Gurnett, Seconder Cllr French.

| Shalford Parish Council                |              |                 |                 |                 |                 |                                     |
|----------------------------------------|--------------|-----------------|-----------------|-----------------|-----------------|-------------------------------------|
| Budget 2023/24                         |              |                 |                 |                 |                 |                                     |
| INCOME                                 |              |                 |                 |                 |                 |                                     |
|                                        |              | Actual          | Actual          | Actual          | Budget          | Budget                              |
|                                        |              | 31st March 2020 | 31st March 2021 | 31st March 2022 | 31st March 2023 | 31st March 2023                     |
| Precept                                |              | 19600           | 21500           | 22395           | 22726           | DO NOT USE                          |
| Distribution of Surplus Funds from BDC |              | 185             | 261             | 299             |                 |                                     |
| ECC verges and paths                   |              | 448.64          | 457.61          | 797             |                 |                                     |
| Clerks Bursary                         |              |                 |                 | 0               |                 |                                     |
| Investment Income                      |              | 36.11           | 9.04            | 3               |                 |                                     |
| VAT Repayment                          |              | 668             | 4430            | 673             |                 |                                     |
| West of Braintree                      |              | 20783           |                 |                 |                 |                                     |
| Street Cleansing                       |              |                 |                 | 463             | 300             |                                     |
| Grants                                 |              |                 |                 |                 |                 |                                     |
| 106 Monies                             |              |                 |                 |                 | 17500           | 7000                                |
|                                        | <b>TOTAL</b> | <b>41721</b>    | <b>26658</b>    | <b>24630</b>    | <b>40526</b>    | <b>7000</b>                         |
| EXPENDITURE                            |              |                 |                 |                 |                 |                                     |
| Street Lighting                        |              | 165             | 209             | 764             | 250             | 500                                 |
| Public Rights of Way                   |              | 182             | 924             | 124             | 3000            | 0                                   |
| Grass Cutting                          |              | 1235            | 1204            | 997             | 1500            | 1500                                |
| Audit Fees                             |              | 250             | 275             | 315             | 350             | 500                                 |
| Hall Hire                              |              | 530             | 0               | 514             | 500             | 600                                 |
| Insurances                             |              | 338.4           | 347.05          | 360             | 500             | 750                                 |
| Salaries                               |              | 3711            | 3822            | 6151            | 5600            | 13500                               |
| Staff Expenses                         |              | 309             | 289             | 315             | 290             | 480                                 |
| Stationery, Postage & Printing         |              | 1293            | 582             | 243             | 750             | 0                                   |
| Subscriptions                          |              | 619.97          | 145.75          | 326             | 450             | 450                                 |
| Street Cleansing                       |              | 780             | 780             | 797             | 1000            | 1580                                |
| Website                                |              | 0               | 122             | 538             | 200             | 250                                 |
| Defibrillator                          |              |                 |                 |                 | 380             | 450                                 |
| Village Improvements                   |              | 320             | 158             | 1441            | 3900            | 2800                                |
| Election Costs                         |              | 738             | 0               | 0               |                 | 1500                                |
| Training                               |              | 660             | 225             | 863             | 1000            | 2000                                |
| Planters                               |              | 45              | 518.81          | 0               | 2000            | 500                                 |
| Chairmans Allowance                    |              | 25              | 50              | 26              | 100             | 250                                 |
| Vehicle Activated Sign                 |              |                 |                 | 0               |                 | 0                                   |
| Christmas                              |              | 100             | 200             | 200             | 300             | 300                                 |
| Grants                                 |              | 6000            | 4000            | 4940            | 1000            | 0                                   |
| Parish Ranger                          |              |                 |                 | 184             | 1500            | 0                                   |
| 106 Monies                             |              |                 |                 | 8733            | 17500           | 0                                   |
| WASC                                   |              |                 |                 | 2150            | 2240            | 1000                                |
| West Of Braintree                      |              | 21520           |                 |                 |                 | 0                                   |
| Bus Shelter                            |              |                 |                 |                 | 2000            | 0                                   |
| Uttlesford Local Plan Response         |              | 195             |                 |                 | 300             | 0                                   |
| Jubilee/royalty                        |              |                 |                 |                 | 1500            | 500                                 |
| Parish Magazine                        |              |                 |                 |                 | 2000            | 500                                 |
| Stoneleigh Park                        |              |                 |                 |                 | 1500            | 0                                   |
| Annual Parish Meeting                  |              |                 |                 |                 | 500             | 250                                 |
| Surplus /Deficit                       | <b>TOTAL</b> | <b>39017</b>    | <b>13852</b>    | <b>29981</b>    | <b>52110</b>    | <b>30160</b>                        |
| Balance in Accounts                    |              | 2704            | 12806           | -5350           | -11584          | Expected Account Balance April 2023 |
|                                        |              |                 |                 |                 |                 | Earmarked Reserves                  |
|                                        |              |                 |                 |                 |                 | Available Funds                     |
|                                        |              |                 |                 |                 |                 | Net Expenditure                     |
|                                        |              |                 |                 |                 |                 | Funds minus Net Expenditure         |
|                                        |              |                 |                 |                 |                 | Precept Requirement                 |
|                                        |              |                 |                 |                 |                 | Tax Base                            |
|                                        |              |                 |                 |                 |                 | Band D Element                      |
|                                        |              |                 |                 |                 |                 |                                     |

For information last years Band D Element was £61.94

- iii. **RESOLVED** It was agreed to request a precept of £22429 for the year 2023/2024. Proposer Cllr Batt, Seconded Cllr French.
- iv. **RESOLVED** It was agreed to set up a direct-debit for HMRC PAYE payments. Proposer Cllr Gurnett, Seconded Cllr Batt.

**FC100-22/23** The Council resolved to exclude the press and public from the remainder of the meeting due to confidential business (Public Bodies (Admissions to Meetings) Act 1960,S1(2)).

**FC101-22/23** Clerk:

- i. **RESOLVED** The appointment of Jill Boot to be the Council's new Proper Officer and Responsible Financial Officer was ratified. Proposer Cllr Batt, Seconded Cllr Gurnett.
- ii. **RESOLVED** The current clerk, Michelle Baker's resignation was accepted. Proposer Cllr French, Seconded Cllr Gurnett.

**FC102-22/23** Items from Councillors for the next Agenda:

- Recycling Area
- Clifffield land request
- Action Plan
- Defib Training
- 20s Plenty

*Councillors are asked to inform the clerk of any items by 6th of February 2023.*

**FC103-22/23** Next meeting of the Parish Council:

The next meeting of the Parish Council will be held at Shalford Village Hall on the 15<sup>th</sup> of February at 7:30pm.

The Chairman thanked everybody for attending and declared the meeting closed at 8:56pm.

Signed: ..... Date .....  
Chairman