

**GREAT YELDHAM PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held on**  
**Thursday 5<sup>th</sup> October 2023 at 7.30pm, Reading Room, Gt Yeldham**

**Present:** Cllr Philip Rawlinson (Chairman)  
 Cllr John Marks (Vice-Chairman)  
 Cllr Anne Burrows  
 Cllr Phil King  
 Cllr Mark Lovell  
 Cllr Barry Sargeant  
 Cllr Bikaram Chahal

**In attendance:** Tracy Wigmore (Parish Clerk). No members of the public.

**23/144 Welcome and apologies for absence.**  
 Apologies received from Cllr Burr and Cllr Theobald.

The Chairman stated that the meeting would need to be finished by 9.00 pm as the Clerk had childcare commitments. The Chairman proposed that as agenda item 23/159 required an urgent decision this item would be taken after item 23/150 followed by the re-order of agenda items 23/150-23/158, any items not taken would then be referred to the next meeting.

**23/145 Declarations of Interest.**  
 Cllrs King, Lovell and Marks declared a non-pecuniary interest at item 23/133 Men's Shed

**23/146 To approve the minutes of the Parish Council**  
**RESOLVED that the minutes of the meeting held on 7<sup>th</sup> September were a correct record. All in favour.** Chairman signed the minutes.

**23/147 Public Participation Session with respect to items on the agenda and other matters of mutual interest.**  
 None.

**23/148 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Richard van Dulken, Braintree District Council to address the meeting on matters of mutual interest. The maximum time allowed for this item is 10 minutes but may be extended at the discretion of the Chairman.**

Apologies received from Cllr Van Dulken written report circulated, available on website.  
 Apologies received from Cllr Schwier.

**23/149 Planning Applications – Received as at 28/09/23**

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23/02328/TPO | Notice of intent to carry out works to trees protected by Tree Preservation Order TPO Oak (T3) Prune back the crown that is overhanging the garden to the property line (1.5 metres) | Birch House, Toppesfield Road, Great Yeldham. Consultation End Date: 16/10/23

**RESOLVED: No Comments.**

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23/02307/FUL | Change of use of land for the stationing of 2 x storage containers (retrospective) plus 1 additional container for storage purposes for the use by the Gt Yeldham Men's Shed project. | Recreation Ground Pavilion, Toppesfield Road, Great Yeldham Consultation End Date: 17/10/23

**RESOLVED: No Comments.**

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23/02372/TPOCON. Notice of intent to carry out works to trees in a Conservation Area: T1 1 x Chestnut - reduce roadside branches by 0.5-1m maximum. T2 1 x Willow - reduce 3 limbs interfering with roof tiles by 1.5m T3 1 x Birch reduce roadside branches by 0.5-1m maximum. Applegates, Church Road, Gt Yeldham  
**RESOLVED: No Comments.**

23/02377/FUL New balustrade and doors to front and rear external areas, new timber posts and festoon lighting to rear, new flooring internally, removal of 20th century stud walls and part of bar servery, new bar and backfitting.  
 The Three Bottles Leather Lane Great Yeldham Essex CO9 4HY  
**RESOLVED: No Comments.**

23/150

### Planning Decisions as at 28/09/23

22/00552/HH Retention of 1.8m boundary fence adjacent to highway. Canie Hall, Toppesfield Road. **PENDING**

22/01781/HH Retention of single storey rear extension to outbuilding | Canie Hall Toppesfield Road. **PENDING**

22/02812/TPOCON Notice of intent to carry out works to trees in a conservation Area: Yew (T1) Crown reduction of 1.5 metres. Oak House, Church Rd. **PENDING**

23/01028/OUT | Outline planning application with all matters reserved for the erection of 1240 Sqm of B1, B2 and B8 commercial space with associated parking. | Gt Yeldham Water Treatment Works, Hedingham Road, Gt Yeldham. **PENDING**

23/02030/HH & 23/02031/LBC Upgrading insulation and retiling kitchen roof, rebuilding kitchen gable end wall; upgrading insulation and alterations to porch roof, replacement of modern single glazed doors and windows in kitchen and rear gable with Slimline double-glazed joinery. The Rookery, Poole St, Gt Yeldham. **PENDING**

23/02142/TPO | Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 23/2011. Ash (T1) To Remove the large lead that grows towards the house. Reduce the height by 4 m. Crown lift over the neighbour's shed for 3 m of clearance and over the playing field for 2.5m of clearance. This tree has a large injury at the lower main union. Ash (T2) Height reduction of 4 m. This tree has dropped 3 or 4 large branches recently, it wants to be reduced out of the wind throw to reduce further risk. | Birch House, Toppesfield Road, Gt Yeldham **PENDING**

23/01654/HH Erection of two storey side extension with cat-slide dormer. 6 Stambourne Road Great Yeldham Essex CO9 4RA. **PERMITTED**

23/01609/HH Proposed garage. 20 Toppesfield Road Great Yeldham Essex CO9 4HB. **REFUSED**

23/151

### Public Bodies (Admission to Meetings) Act 1960. Exclusion of the press and public.

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to RESOLVE that the press and public be excluded from the meeting during consideration of the item 23/152 owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

23/152

### Transfer of Bowtells Meadow to Great Yeldham Parish Council, S106 Agreement relating to the South West side of Church Road, Gt Yeldham, Essex dated 14<sup>th</sup> January 2020

The Chairman reported that there were no updates regarding the open space covenant outlined in the S106 Agreement and as the information was not dependent on whether the transfer should proceed, rather than delaying the transfer further it would be prudent for Councillors to consider whether to agree to Bowtells Meadow being transferred to the Parish Council.

**RESOLVED: That the Parish Council agree that Bowtells Meadow be transferred to the Parish Council's ownership.**

**Proposed: Cllr Sargeant. Seconded: Cllr Burrows. All in favour.**

The Chairman and Cllr Sargeant duly signed the TR1 Transfer Document. Witnessed by the Clerk.

- 23/153 Public Bodies (Admission to Meetings) Act 1960**  
Re-admittance of the press and the public.
- 23/154 Gt Yeldham Men's Shed**  
Cllr Lovell reported that the Planning application had been submitted with a decision expected mid-November. Once permission granted the project will immediately purchase the third container and semi fit to house the generator, cladding to all 3 containers will commence in the spring. A quiz has been organised on the 11th of November, funds generated will be used to pay the architect fees (£750 excl VAT). A bank account has now been opened. **For note.**
- 23/155 Bowtells Meadow**  
Cllr Singh reported that meetings with 3 potential suppliers had taken place. Waiting for initial plans to be submitted, results will be feedback through a consultation scheduled for November. Specification will go to council for a decision. **For note.**
- 23/156 Kernos Centre, Sudbury – Donation Request**  
Communication received from the Kernos Centre in Friars Street, Sudbury, Suffolk asking for a donation towards their counselling service (letter circu). The request was considered but unfortunately there were no funds available this year.  
**RESOLVED that the Parish Council declined to donate towards the counselling service provided at the Kernos Centre.**
- 23/157 Annual Governance and Accountability Return Year Ended 31st March 2023 – Notice of Conclusion of Audit.**  
Report received from the External Auditor 'No matters giving cause for concern that relevant legislation and regulatory requirements have not been met'. 'Notice of conclusion of audit' has been prepared and published on the website/noticeboard 19/09/23. (Rpt circa.). The Chairman thanked the Clerk/RFO for completing the work to a satisfactory conclusion. **For note.**
- 23/158 Email Management for Parish Council/Councillors**  
The revised Practitioners Guide 2023 and AGAR require the Parish Council to have an email account that belongs to the council and to which the council has access i.e. a .gov.uk or .org.uk address or could an address linked to the council website.' It was also proposed that Parish Councillors have a dedicated council business email address for best practice and to comply with GDPR. (Paper Circu)  
**RESOLVED: That the parish Council email address is changed to [clerk@greatyeldhampc.co.uk](mailto:clerk@greatyeldhampc.co.uk) as required and that Councillors set up and access emails linked to the parish council website.**
- 23/159 CCTV**  
Cllr Lovell reported that the sports ground had potential for a central CCTV to be installed following an on-site survey undertaken by a local company. The system would include 4 turret cameras and 1 zoom camera to cover the storage building. The Parish Council have been offered the free supply and installation of 2<sup>nd</sup> hand (virtually new) equipment and an 8 channel recorder, requires a keyboard and mouse, if the Parish Council agrees to have the company's branded signs 'CCTV in Operation' installed. If the PC agrees and requirements completed the system could be in place by November. Members of the

Parish Council thanked and congratulated Cllr Lovell for his work in securing a free CCTV system. Update to be provided at the next meeting. **For note.**

**23/160 Clerks Report**

Councillors to review actions list, update and report progress to date (Rpt circu).

- UK PowerNetworks planned upgrade to power cables at the Recreation ground. A request was made to extend the overhead cables away from the Men's shed but not possible. PC agreement to proceed works as originally planned. Chairman signed the agreement.
- Request for Handyman to clean the Bus Shelter
- Works to Churchfields Bridge, invite ECC Highways to a public meeting in January. Chairman to speak to Highways.

**23/161 To approve the monthly invoices and accounts due for payment.** (Rpt circu).

Accounts for Payment Report to be circulated prior to the meeting.

The Clerk presented the list of payments. **RESOLVED: that payments be approved of £5119.76 All in favour.** Cllrs Rawlinson and Burrows signed the Accounts for Payment.

**23/138 Receipts and Payments for the period ending 30<sup>th</sup> September 2023** (rpt circu.).

The Clerk presented the Receipts and Payments report. There were no queries or comments **RESOLVED: That the report is approved. All in favour**

**23/139 Information Exchange/Communication Received/Next Agenda Items Only**

- Communication received from residents regarding replacement bets and back boards for the Basketball nets. The Sports Grounds Management Committee are seeking quotes for replacement, decision to be made at the next SGMC meeting- Chairman asked Clerk to contact resident and enquire about their intentions will help to consider whether it is cost effective to replace nets.
- Chairman met with Hunnables regarding proposals to submit a planning application to regenerate the industrial area to include 12 light industrial units. Meeting with planning w/c 1/10/23. Plans links in with BDC levelling up agenda.
- Illegal parking Bridge St/Leather Lane - 2 cars and power van parked encroaches on already narrow road, buses struggle to get round. Photos to be sent to NEPP, Lisa Hinman can advise what action can be taken, if any.
- 12th November 2023 Remembrance Sunday.

**23/143 Date and time of next meeting**

The next meeting of the Parish Council will be held on 2<sup>nd</sup> November 2023 at 7.30pm.

Meeting Closed: 8.15 pm

Scheduled Meeting Dates:

The dates for all meetings are subject to change having regard to the business needs of the Council. Should it be necessary to revise the Timetable of Meetings, the amended Timetable will be re-published on the Council's website. *(Please check the website/notice board for Agenda for confirmation of meeting):*

- Thursday 7<sup>th</sup> December 2023
- January 2024 - no meeting (unless required to set the precept)
- Thursday 1<sup>st</sup> February 2024
- Thursday 7<sup>th</sup> March 2024