

GREAT YELDHAM PARISH COUNCIL
Minutes of the Parish Council Meeting held on
Thursday 7th December 2023 at 7.30pm, Reading Room, Gt Yeldham

Present: Cllr Philip Rawlinson (Chairman) joined the meeting at 8.05 pm
 Cllr John Marks (Vice-Chairman)
 Cllr Anne Burrows
 Cllr B Chahal
 Cllr Phil King
 Cllr Mark Lovell
 Cllr Barry Sargeant
 Cllr Gary Theobald

In attendance: Tracy Wigmore (Parish Clerk). 2 members of the public.

- 23/181 Welcome and apologies for absence.**
 Cllr Rawlinson welcomed everyone to the meeting. Apologies received from Cllr Burr.
- 23/182 Declarations of Interest.**
 Cllrs King, Lovell and Marks declared a non-pecuniary interest at item 23/192 Men's Shed.
- 23/183 To approve the minutes of the Parish Council**
RESOLVED that the minutes of the meeting held on 9th November were a correct record. All in favour. Chairman signed the minutes.
- 23/184 Public Participation Session with respect to items on the agenda and other matters of mutual interest.**
 Two members of the public present. No matters arising.
- 23/185 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.**
- Cllr van Dulken
 Apologies received.
- 23/186 Planning Applications – Received as at 30/11/23**
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- 23/02772/VAR | Variation of Condition 1 of permission 18/01475/REM granted 08/08/2018 for Application for approval of Reserved Matters (Access, Appearance, Landscaping, Layout and Scale) following grant of Outline Approval 14/01254/OUT -For the erection of up to 60 no. dwellings and community use area.
Amendment would allow - To substitute revised plans for the apartment building to reflect the dormers as-built and further proposed remedial works to improve the appearance of the drawings. | Land At Hunnable Industrial Estate, Toppesfield Road, Great Yeldham **RESOLVED: No comments.**
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- 23/02821/TPO | Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 8/07 T1- Oak Removal of low hanging branch | The Lines , High Street, Great Yeldham. Consultation End Date: 30/12/23
RESOLVED: No comments.
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- 23/187 Planning Decisions as at 30/11/23**

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**

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**

23/02307/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 Pavillion, Toppesfield Road, Great Yeldham **PERMITTED.**

23/02372/TPOCON 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 Rd, Gt Yeldham **PERMITTED.**

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 **PERMITTED.**

23/02453/FUL | Proposed commercial development of 8 light industrial units/ (B8) and associated parking and access provision | Land North West Of The Old Council Yard, Hedingham Road, Great Yeldham. **PENDING**

23/02579/FUL | Erection of No.2 two storey two bedroom semi detached houses | Land South Of, 4 Little Hyde Close, Great Yeldham. **PENDING**

23/188

Braintree Foodbank

Presentation by Sarah Dynan, Community Outreach Officer. Braintree Area Foodbank were awarded a share of the Braintree District Council's New Homes Bonus scheme to deliver three key projects: to create new distribution centre in Braintree to enable access to food parcels six days a week; offer a delivery service (unbranded van) to reach all the villages and towns within the district and providing a Community Outreach Officer to ensure that everyone should have access to the service. Foodbank runs on a voucher-based system, people can contact a referral agency to obtain a voucher and then collect a food parcel from one of the centres. Clients have dramatically changed this year due to the cost-of-living crisis increase on referrals from working families. In 2022/23 9,400 people 4,092 children 179% increase accessed the foodbank. The centre is managed by 3 members of staff and 135 volunteers. Over £65k has been spent on purchasing additional food to cope with demand. Distribution centre in opened in Sible Hedingham from 2-4 on a Wednesday at the Methodist church. Promoting the centre to get the word out that there is help available.

Cllr Rawlinson thanked Sarah for her insightful presentation and stated that the Parish Council would gladly help to promote the centre and would place an article in the 4 Villages Magazine, Facebook and Website.

23/189

Braintree District Council Open Space Improvements Plan - Update 2024

The Open Space Improvements Plan is a key document used by the Local Planning Authority to justify seeking S.106 monitory contributions for Public Open Space improvements across the district. The plan is reviewed annually to keep up to date, to provide the best opportunity to improve open areas. (Correspondence circu). Link to the 2023 document <https://www.braintree.gov.uk/homepage/113/opens-spaces-action-plan> **RESOLVED that no amendments were required.**

23/190

CCTV

Cllr Lovell reported that the CCTV system has now been installed with appropriate warning signage erected and a demonstration conducted. Full written instructions to be sent to the clerk. The Parish Council thanked Central CCTV Limited for their very generous donation which was very much appreciated. Article to be placed in the 4 Villages Magazine, Facebook and Website to inform members of the public and acknowledge the generous donation.

Action: Clerk to place article on Facebook/website. Equipment to be added to asset register.

23/191 Bowtells Meadow

Cllr Theobald reported that 3 companies had now submitted specifications to help shape the future refurbishment of the play park. Further supplementary information had been requested with a view to report recommendations to the January meeting. Cllr Rawlinson stated that a public meeting had been arranged for

For note.

23/192 Men's Shed

Cllr Lovell reported that the 3rd container and generator had now been delivered and set up. The next steps will be to install a remote start for the generator, obtain final electricity sign off for the site. The management committee had approved the purchase of a PAT tester kit (pending receipt of grant from Braintree Councillors' Community Grant) so all tools can be PAT tested before opening, anticipated mid January. Cladding and seating areas will begin in the spring. An Awards for All funding application is currently being submitted for the external works. From the 1st January 2024 the Men's Shed will now be operating independently from the Parish Council.

For note.

23/193 Clerks Report

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

- CCTV System install completed, remove from report.

23/194 To approve the monthly invoices and accounts due for payment. (Rpt circu).

The Clerk presented the list of payments, it was reported that 3 payments were made under delegated powers amounting to £8,550.00 for the Men's Shed generator, container (grant funded) and urgent tree works.

RESOLVED: that payments be approved of £4,879.70. All in favour. Cllrs Rawlinson and Sargeant signed the Accounts for Payment.

23/195 Receipts and Payments for the period ending 30th November 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**

23/196 Information Exchange/Communication Received/Next Agenda Items Only

- **Christmas Tree and Carol Service** – change of date to **Saturday 2nd December 2023 at 4.00pm for a 4.15pm** switch on. The choir from St Andrews C of E Primary School we be joining as well as a special visit from Santa on the illuminated festive Vintage bus donated and run by the Newman family.
- **Bus Museum** will be a great asset to the village, plans include weekend bus service from railway to airfield and Sudbury railway; developing a plaza area to be able to work with local schools/trips, mock bus for pretend play, work with Men's Shed and other local projects.

- 23/197 Public Bodies (Admission to Meetings) Act 1960. Exclusion of the press and the 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 23/198, 23/199 and 23/200 owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.
- 23/198 Transfer of Bowtells Meadow to Great Yeldham Parish Council, S106 Agreement relating to the South West side of Church Road, Gt Yeldham, Essex dated 14th January 2020**
No action required.
- 23/199 2023/24 National Salary Award Scales**
The National Joint Council for Local Government Services (NJC) have advised that the Local Government Association (LGA) have come to an agreement on the new pay scales for 2023/24 to be implemented from 1st April 2023. Employers are encouraged to implement this pay award as swiftly as possible. (Rpt circa).
RESOLVED: To approve the pay award to the equivalent of additional unpaid annual leave for the Parish Clerk to be backdated from the 1st April 2023 and reviewed annually.
- 23/200 Award of Grounds Maintenance Contract for the period 1st April 2024-31st March 2027**
2 tender submissions had been received which were considered. A general discussion was held and it was agreed that a decision could not be made on 2 tenders, therefore the tender would be extended and a recommendation made at the February meeting. (Rpt circa).
RESOLVED: that the tender for the Grounds Maintenance Contract for the period 1st April 2024-31st March 2027 is extended. Tenders received will be considered at the Parish Council meeting on 1st February 2024, with a decision being made at that meeting, if possible.
- 23/201 Public Bodies (Admission to Meetings) Act 1960**
Re-admittance of the press and the public.
- 23/202 Draft Budget and Precept 2024/25**
The draft report prepared by the Finance Working Group and its recommendations was presented. Councillors were informed that the new contract for the Grounds Maintenance of Common Areas is likely to increase with the addition of Bowtells Meadow once the transfer of land to the Parish Council has been completed. The Clerk informed the meeting that the revised Council Tax Base for 2024/25 calculated by BDC was 657.58, last year's Tax Base was 658.22 with a 2023/24 Parish element of the Band D Council Tax Rate of £80.97 this is likely to increase due to the new costs associated with maintaining Bowtells Meadow and the rise of inflation. A general discussion was held, Councillors were asked to forward any additions to the Clerk for inclusion in the final draft to be agreed at the January meeting. (Rpt circa).
For note.
- 23/204 Date and time of next meeting**
An extra ordinary meeting of the Parish Council will be held on 11th January 2024 at 7.30pm to set the Budget and Precept for 2024/25.

Meeting Closed: 8.50 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 1st February 2024
- Thursday 7th March 2024