

**Berden Parish Council**  
**30 St Nicholas Field, Berden, Bishops Stortford CM23 1AX**

**BERDEN PARISH COUNCIL**  
**Parish Council Meeting Monday 19<sup>th</sup> January 2015**  
**Village Hall**  
**MINUTES OF MEETING**

**Present**

David Williams (DW)

Sylvie Thickitt (ST)

Duncan Murdoch (DM)

Jon Howells (JH)

Peter Hewitt (PH)

Amanda Coomber (AC)

John Burton (JB)

<b>145.0</b>	<b>Apologies for Absence</b> Sue Griffiths - holiday
<b>145.1</b>	<b>Declarations of interest in items on this Agenda.</b> John Howells re Poulter application
<b>145.2</b>	<b>Public Participation Session with respect to items on agenda and other matters of mutual interest</b> None
<b>145.3</b>	<b>Approve Minutes of last meeting of Berden Parish Council held on 8<sup>th</sup> Dec 2014</b> Accepted as a true record and signed by the Chairman
<b>145.4</b>	<b>Clerk's report</b> All on agenda.
<b>145.5</b>	<b>Finance.</b> <b>Payments to be approved since last meeting</b> <ul style="list-style-type: none"> <li>• Bob Mason re playground. £180 for 3 x 3 month periods @ £60</li> </ul> <b>.Payments to be ratified since last meeting</b> <ul style="list-style-type: none"> <li>• Chairman's attendance at Elections Course £60</li> <li>• Stationery for Clerk £18.68</li> <li>• Brian Blackwell, last cut £114</li> <li>• NALC manual £19.99</li> <li>• Village Hall VAT refund £920.19</li> </ul> <b>Financial Progress Report</b> <ul style="list-style-type: none"> <li>• See report.</li> <li>• Precept agreed at last meeting ST will send in the request.</li> <li>• VH Christmas tree; it was agreed that rather than contribute to 2014 tree the Parish Council would prefer to spend some money planting some trees in Simons Field to provide trees in the future. It was suggested that if the Social Club and Church also contributed towards this several trees could be purchased and each year one is cut down another should be planted. JB will get some costings for this.</li> <li>• ST informed the Parish Council that she needs to stand down as a Council due to work commitments. She has enjoyed her time on the</li> </ul>

	<p>Council and is sorry to have to stand down. DW thanked ST for all her hard work. Barry Sullivan has offered to take over responsibility for finance and will be able to attend the next meeting. ST will meet up with Barry to hand over all the relevant paperwork etc.</p> <p><b>Highways.</b></p> <ul style="list-style-type: none"> <li>• Re-surfacing/pot hole mending has been completed on the Pelham Road. Dewes Green Road is rumoured to be done soon. Highways are still not informing us of when work will be carried out. Work is still outstanding in St Nicholas Field, The Street outside Berden Hall Lodge and Bonnetting Lane. There is also 2 road signs still down which need reinstating.</li> <li>• JH will draft a letter to Highways with all of the above points as well as continuing the put pressure on them.</li> <li>• DW will draft a letter to the Minister re the Highways wasting money. DW to request clerk to notify Essex Highways that the Council do not wish to purchase batteries for the VAS sign but would be prepared to contribute towards a conversion to solar power. Failing that the Council would prefer to purchase their own VAS sign</li> </ul>	<p>DW</p> <p>JH</p>
<p>145.6</p>		
<p>145.7</p>	<p><b>.Planning and Enforcement</b>  <i>(Cllr Howells left the meeting during discussion of Francis Farm)</i></p> <ul style="list-style-type: none"> <li>• 11 St Nicholas Field; no issues</li> <li>• Park Cottage; no issues</li> <li>• Francis Farm Land; the Parish Council will be objecting to revised plan on the grounds of encroachment beyond the hedge into paddock. DM will draft a letter to be sent via SG</li> </ul>	<p>DW</p>
<p>145.8</p>	<p><b>Broadband.</b></p> <ul style="list-style-type: none"> <li>• Berden has now been identified as an area of priority for deployment in Phase 2 of the Openreach programme. We must now wait until March to get confirmation that this will actually happen. A letter has been sent to Uttlesford questioning their backing of wireless broadband.</li> <li>• JB will talk to Paul Norris to see if he is able to help our battle.</li> </ul>	<p>DW</p>
<p>145.9</p>	<p><b>Footpaths</b></p> <ul style="list-style-type: none"> <li>• The Herts/Essex border footpath appeal has been accepted, ie against Essex. JB believes getting the hedge dated was a great help in this case.</li> </ul>	<p>JB</p>
<p>145.10</p>	<p><b>Playground</b></p> <ul style="list-style-type: none"> <li>• DW has received confirmation of both grants for the playground, this money will pay to replace the see-saw and 2 new seats for the toddler swing.</li> <li>• DW has spoken to Rob Webb who has offered to install the new gate once this has been purchased.</li> <li>• DW has drawn up a tender document for the grass cutting and hedge trimming. The quote is to be for 16 grass cuts per year and a price per cut over that amount and 2 hedge cuts per year but not during the nesting season (March – July)</li> <li>• Tender to be sent to Brian Blackwell, Nightingale Landscaping Services and one other company to be agreed with the Village Hall committee.</li> </ul>	

	<p><b>Election</b></p> <ul style="list-style-type: none"> <li>• Still nothing to be done at present DW will put Election Tool Kit on One Drive for all to access.</li> </ul>	
145.11	<p><b>Hedges, and Gawlers.</b></p> <ul style="list-style-type: none"> <li>• One of the residents, in desperation, trimmed the hedge back on the empty council bungalow before Christmas as delivery and post people were refusing to traverse the unwalkable path. They, quite rightly, deemed it dangerous, as they were having to walk along the edge of the wet, muddy slope.</li> </ul>	
145.12	<ul style="list-style-type: none"> <li>• Janice was not at the meeting so unable to get any more information from her.</li> </ul>	
	<p><b>War Memorial</b></p> <ul style="list-style-type: none"> <li>• JB has received a quote for the works which has been agreed. JB brought in some sample bricks one of which was agreed upon as being appropriate. Suggestions for the contents of a time capsule were discussed. Photos of the village in 1914, Mark Trapmore's research into the people listed on the memorial and a copy of the 2014 electoral role agreed.</li> </ul>	
145.13	<p><b>Use of Email for notification of meetings etc.</b></p> <ul style="list-style-type: none"> <li>• New forms signed.</li> </ul>	
	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
145.14	<p><b>Exchange of Information and Matters to be raised for the next agenda.</b></p>	
145.15	<p><b>None</b></p>	
145.16	<p>Meeting closed at 10.00pm.</p> <p style="text-align: center;"><b>Date of next meeting: March 2nd 2015</b></p>	

**Berden Parish Council**  
**30 St Nicholas Field, Berden, Bishops Stortford CM23 1AX**

**BERDEN PARISH COUNCIL**  
**Parish Council Meeting Monday 2<sup>nd</sup> March 2015**  
**Village Hall**  
**MINUTES OF MEETING**

**Present**

David Williams (DW)

Sylvie Thickitt (ST)

Duncan Murdoch (DM)

Jon Howells (JH)

Barry Sullivan (BS)

One member of public

Peter Hewitt (PH)

Amanda Coomber (AC)

John Burton (JB)

Sue Griffiths (SG)

<b>146.0</b>	<b>Apologies for Absence</b> Cll Loughlin – family commitments Cll Gooding – earlier meeting.
<b>146.1</b>	<b>Co-option of Barry Sullivan</b> Barry has agreed to replace Sylvie until the end of the financial year/May elections. He was co-opted, with unanimous vote in favour,
<b>146.2</b>	<b>Declarations of interest in items on this Agenda.</b> Duncan Murdoch: Grass cutting. Friend of Mr Felstead and Nightingales is a client of his company. No financial interest..
<b>146.3</b>	<b>Public Participation Session with respect to items on agenda and other matters of mutual interest</b> Hazel Brookfield re wish to apply for closure of green lane from the end of Bonnetting Lane to Clavering. See 146.11
<b>146.4</b>	<b>Approve Minutes of last meeting of Berden Parish Council held on 19<sup>th</sup> Jan 2015</b> Accepted as a true record and signed by the Chairman
<b>146.5</b>	<b>Clerk's report</b> Accepted.
<b>146.6</b>	<b>Finance.</b> <b>Payments to be approved since last meeting</b> <ul style="list-style-type: none"> <li>• Clerk's salary, 6 months to end March 2015 £985.14</li> <li>• Bob Mason re playground 1 x 3 months £60 to end March</li> <li>• David Williams £80.30 inc vat for new gate for playground.</li> </ul> <b>.Payments to be ratified since last meeting</b> <ul style="list-style-type: none"> <li>• Bob Mason re playground. £180 for 3 x 3 month periods @ £60 to end Dec 2014</li> <li>• VAT refund to Village Hall £929.19</li> <li>• Grant to village hall £300</li> </ul>
	<b>Financial Progress Report</b>

	<ul style="list-style-type: none"> <li>• Barry Sullivan unanimously voted in as Financial officer to replace Sylvie Thickett.</li> <li>• See report. Once clerk's salary and final payment to Bob Mason are made, those should be final payments of year, and almost on budget. Grass cutting exceeded budget due to long growing season. Various grants have not yet been utilised, so we are in funds. Proposals for use of grants to be carried into next financial year.</li> </ul> <p><i>(Cll Gooding arrived during this section)</i>  Sylvie was thanked for all her hard work, and she left the meeting after giving her final report.  It was then agreed a letter of thanks would be sent to her.</p>	SG
146.7	<p><b>Election.</b>  The notes on procedure for the election are now on Onedrive, and can be accessed by the council.  The present councillors, with the possible exception of John Burton, expressed their willingness to stand again.  A Financial Officer will be needed. A notice asking for nominations for the council will be on the website and in the next parish magazine. David has written first draft, which will be tweaked by the clerk. Nomination forms will be sent to the clerk, who will distribute them. Forms must be returned to Uttlesford in person or by a nominated representative, they cannot be posted. It has not been decided if the parish council elections will be delayed to avoid clashing with the local and national elections.</p>	SG  SG  DW
146.8	<p><b>Highways.</b></p> <ul style="list-style-type: none"> <li>• Pothole/sink hole has appeared in newly repaired section of road between the village hall and the Green. Highways have been informed by clerk as urgent/dangerous. Duncan has also reported it with photo. Clerk to re-report the large pot hole outside Berden Hall Lodge.</li> </ul> <p>Cll Gooding reported that there was a disappointing delay on the repairs to estate roads, which was why St Nicholas Field had not yet been done, but was still on this list. It will probably not be done before the end of the financial year, but the funding was still set aside.</p> <p>He suggested a small delegation met with Mr Bass and Mr Johnson at County Hall to discuss our list of problems. David, Sue and John B to attend, David and Sue to write list, and send to council for additions/amendments before emailing to Ray.  <i>(St Nicholas Field, poor repairs, lack of repairs, Dewes Green Road, Bonnetting Lane, gritting, ditches, drains, requests for seasonal closure of footpaths, upgrade road through village to County Route, etc)</i>  Cll Gooding had also raised with Mr Bass the issue of Essex Council's expenditure over the footpath dispute. It would seem that Highways were unaware of just how costly this dispute had</p>	SG  DW SG

	<p>been.  Members of the council complained about lack of communication from Highways, yet again letters such as the complaint about lack of gritting, have gone unanswered.  The owners of The Crump have taken some of the road salt to enable them to grit the road near their property which had been extremely icy, caused by water running from the fields.  The council has received information about the Community Safety Development Fund. David will investigate whether this can be used to purchase our own VAS rather than having to share one with neighbouring parishes.</p>	DW
146.9	<p><b>.Planning and Enforcement</b>  See list</p> <ul style="list-style-type: none"> <li>• 11 St Nicholas Field; approved</li> <li>• Park Cottage; approved</li> <li>• Francis Farm Land: this was approved, but without the previous restrictions on permitted development. DM with write letter, to be sent by clerk, expressing concerns of council about this omission.</li> </ul>	DM SG
146.10	<p><b>Broadband.</b>  Little progress. There is another meeting with Essex County Council, Barry and John B to attend. We should hear soon if we are to be included in Stage 2. We have not had a reply from Uttlesford to our letter re their funding of WiFi options. Duncan to chase.</p>	DM
146.11	<p><b>Footpaths</b></p> <ul style="list-style-type: none"> <li>• The Community Clear Up will be on Sunday 22<sup>nd</sup> March. John B is unable to be there on the day, but will advertise the event, and has bags, jackets and litter picking gadgets.</li> <li>• Hazel Brookfield requested that a seasonal closure order be sought for the green lane from the end of Bonnetting Lane across to Clavering. This route is extensively used by bikes (17 one recent Sunday) and 4x4 vehicles. The lane has been damaged by these vehicles in winter to such an extent that is is virtually unusable by pedestrians or horse riders. It was noted that a similar order was already in place on the lane from Rickling across to Clavering. Cll Gooding said that Risa Long was the appropriate contact at Essex Highways, and that if we forwarded him a map with the relevant lane marked he would take the matter further.</li> <li>• <i>(The council was informed the following day that the request would have to come from the landowner. John B to contact Frank Tinney)</i></li> </ul>	JB  JB
146.12	<p><b>Gawlers parking</b>  Cll Loughlin was unable to attend the meeting, but had reported that she is in contact with Rebecca at Uttlesford in an effort to get these issues resolved, and will keep badgering them. Some of the hedges</p>	

	have been cut, but this may be other residents not the council.	
<b>146.13</b>	<p><b>Grass cutting contract</b></p> <p>The contact was put out to tender to Brian Blackwell, Nightingale Landscaping, and James Law. Mr Law's quote was the highest, and he also was vague about his insurance. Nightingales were slightly lower than Mr Blackwell, by approx. £300. The cost for an extra cut was very marginally lower, £110 as opposed to £114. (Both these quotes came within the budget for 2015/2016). Mr Blackwell has, however, given good service over several decades, and there was reluctance on the part of the council to take the work away from a small local worker. After some discussion, and a vote, it was decided that the contract would be awarded to Mr Blackwell. Sue to write to all parties explaining decision.</p>	SG
<b>146.14</b>	<p><b>War Memorial</b></p> <p>There has been a slight delay on this as it suddenly transpired that a faculty was needed for this work. However, after a meeting with the parochial church council and the vicar, Mr Trapmore, the church warden, spoke to the Archdeacon who willingly gave the go-ahead for the work to be done. The drawings of the new plinth were circulated and approved, (thanks to Kay Hewitt for her work), and once the time capsule is ready and weather favourable, work will commence.</p>	
<b>146.15</b>	<p><b>Neighbourhood Plan</b></p> <p>It was agreed that we would not submit a Neighbourhood Plan: From experience we know that Berden does not fulfil the requirements for affordable housing, and there is little space for further development. Berden has seen increase in housing stock of over 50 houses in the last 30 years.</p>	
<b>46.16</b>	<p><b>Correspondence</b></p> <p>A request for financial support had been received from Support 4 Sight, a local charity. Sue will write declining, but will forward details for the parish magazine.</p> <p>John reminded the council that at an earlier meeting we declined a similar request from Essex Air Ambulance, only for the helicopter to be deployed to the village about a week later. It was agreed a £50 donation would be sent to them.</p>	SG
<b>146.17</b>	<p><b>Exchange of information and matters to be raised for next agenda.</b></p> <p>None</p> <p>Meeting closed at 9.55 pm.</p> <p style="text-align: center;"><b>Date of next meeting: April 13th 2015</b></p>	

**Berden Parish Council**  
**30 St Nicholas Field, Berden, Bishops Stortford CM23 1AX**

**BERDEN PARISH COUNCIL**  
**Parish Council Meeting Monday 13<sup>th</sup> April 2015**  
**Village Hall**  
**MINUTES OF MEETING**

**Present**

David Williams (DW)  
Amanda Coomber (AC)  
Duncan Murdoch (DM)  
Jon Howells (JH)  
Janice Loughlin  
5 members of public

Peter Hewitt (PH)  
Barry Sullivan (BS)  
John Burton (JB)  
Sue Griffiths (SG)

<b>147.0</b>	<b>Apologies for Absence</b> Cll Gooding.
<b>147.1</b>	<b>Declarations of interest in items on this Agenda.</b> None
<b>147.2</b>	<b>Public Participation Session with respect to items on agenda and other matters of mutual interest</b> Clive and Sheila Lane: Parish Magazine Alexis Beeching
<b>147.3</b>	<b>Approve Minutes of last meeting of Berden Parish Council held on 2<sup>nd</sup> March 2015</b> John Burton pointed out that in 146.14 it was Mark Trapmore, not Dr Strafford, who had contacted the Archdeacon. Also, in 146.15, John Burton said he had referred to an increase of 50 houses, not a 50% increase. The minutes were then signed by the Chairman.
<b>147.4</b>	<b>Clerk's report</b> Accepted. Cll Loughlin updated the parking issues: one car has already been removed, and the week's grace on the other has run out and has been removed, though not by the council. Some hedges have been cut, some still to be attended to, Janice will continue to apply pressure.
<b>147.5</b>	<b>Finance.</b> See reports. Barry reported that the Year End report was well underway to be ready for the auditors and the AGM on 8 <sup>th</sup> May. He also queried what constituted our fixed assets, and if the new playground equipment should be included.  <b>Payments to be approved since last meeting</b> <ul style="list-style-type: none"> <li>• .Brian Blackwell, first monthly payment £196.17</li> </ul> <b>.Payments to be ratified since last meeting</b> <ul style="list-style-type: none"> <li>• Clerk's salary, 6 months to end March 2015 £985.14</li> <li>• Bob Mason re playground 1 x 3 months £60 to end March</li> </ul>



	<ul style="list-style-type: none"> <li>• David Williams £80.30 inc vat for new gate for playground</li> </ul> <p><b>New Audit Code</b> This will apply to small authorities and will eventually make the task easier, as we will not need an external audit in 2 years' time. The new code was accepted unanimously. The decision to opt out of the need for external audit will be taken next year.</p> <p><b>Election.</b> As 6 candidates stood for 7 places all will be considered elected. We will be informed of procedure for co-opting a 7<sup>th</sup> councillor. We will also need a RFO. The first date we can co-opt will be at the May meeting, 18<sup>th</sup>. Barry will continue in post until the May meeting. He explained that the duties were not onerous. There is a prospective candidate, who would not be available until the New Year.</p> <p><b>New Transparency Rules</b> These were formally adopted. Minutes and other information must go on website. New list of councillors and responsibilities will be added when decided. There is no obligation to post this information anywhere else.</p> <p><b>Highways</b> See report from John Burton re visit with Cllr Gooding We are awaiting a date for the meeting with highways at Chelmsford. Sue will remind Ray.</p> <p>The VAS sign is with Clavering, they will notify us when it is our turn. Jobs for the Highway rangers: Blakings Lane Cutting below railings along The Street Liberate the St Nicholas Field sign from the shrubbery, perhaps re-site/replace. Clear pavements along the Stocking Pelham road, both sides, from the Green up to Gawlers. SG to send request.</p> <p><b>Planning and Enforcement</b> See list</p> <ul style="list-style-type: none"> <li>• Little London chimney: no issues</li> <li>• Easingwell House: no issues. New owners have involved/consulted with neighbours.</li> </ul> <p><b>Broadband.</b> There is a meeting with Uttlesford on April 28<sup>th</sup>, time to be confirmed. <i>(Alexis Beeching left the meeting)</i></p> <p><b>Footpaths</b> Little progress on path closure. Awaiting more input from Ray. Mr Tinney is in favour of closure, but does not see that Parsonage Lane or Rose Lane are actually his land, but the responsibility of Highways.</p> <p>Mr Tinney was informed he was too late this year to apply for the contract for cutting the footpaths, and our paths will be cut once some time between now and September. Contrary to what John Burton had been lead to believe, the P3 scheme for cutting footpaths is still in operation, and this will need to be on the next agenda.</p>	SG
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147.12	<p><b>Annual Parish Meeting.</b> This will be on 8<sup>th</sup> May in the village hall starting at 7.30. Village organisations to be contacted to provide an update on their activities. As well as the Chairman's Report, the councillors concerned should provide reports on Finance, Broadband, Highways and Footpaths. It was agreed that our community police officer should be contacted and asked to come to a later meeting, perhaps July, when the issue of the Neighbourhood Watch scheme could be discussed. The APM should end by 9.30 as the beacon to commemorate VE Day will then be lit by the Social Club.</p>	SG
147.13	<p><b>Parish Magazine</b> Sheila Lane reported first that there had been no response to her appeal for someone to handle the advertising side of the magazine. Now a Berden Editor would also be required as the Lanes intend to move away. She asked the Council to think of suitable replacements who she could contact. A handover period would obviously be useful! The Lanes were thanked for all their hard work on the magazine for the last 28+ years.</p>	
147.14	<p><b>Fete Insurance</b> See report. It was agreed that, subject to confirmation re cover for garden and house, the council should go ahead with this scheme for the fete to be covered through the PC insurance. John is to notify the fete committee of exactly what is, and isn't, covered, to ensure that this is acceptable. The Risk Assessment will be carried out by Chris Thickett. As our insurers can now quote for community and ecclesiastical buildings it could be worth seeing if all can be covered under the same umbrella.</p>	JB
147.15	<p><b>War Memorial</b> Work will commence as soon as David Cowler is free. Although it was suggested that it would be appropriate for the time capsule to be buried on the weekend of the VE Day commemorations, this would be dependent on David's workload.</p>	
147.15	<p><b>Neighbourhood Watch and Emergency Plan</b> Amanda had attended the latest meeting in Stansted re emergency planning. Although it was suggested that the PC should draw up a contract with the providers of the designated emergency shelter, ie the village hall, this was not deemed necessary.</p>	
147.16	<p>The plan should include a list of key holders, SG to provide. On 12<sup>th</sup> November there will be an emergency exercise at the airport, and volunteers are required. Contact Amanda if interested. There is a meeting soon with the local chief of police. Neighbourhood Watch dealt with earlier, it was agreed that this should be on the July agenda..</p>	SG
	<p><b>Correspondence</b> Thank you letter received from Essex Air Ambulance. The playground equipment had been delayed, but should be installed this week. Forms about the Community Project Grant Scheme have been received, upper limit £3500. Suggested at May meeting please: fence around Simon's Field?</p>	

<b>147.17</b>	<p>A letter of congratulation to be sent to Jane McConnell, who has been appointed as a Tribunal Judge. Janice Loughlan was thanked for her hard work on Berden's behalf over the last 4 years since the last election.</p> <p><b>Exchange of information and matters to be raised for next agenda.</b> None</p> <p>Meeting closed at 9.55 pm.</p> <p style="text-align: center;"><b>Date of next meeting: May 18th 2015</b></p>	DW
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**BERDEN PARISH COUNCIL**  
Annual Parish Meeting  
Friday 8<sup>th</sup> May, 2015. 7.30pm Berden Village Hall

**Present**

David Williams (Chair)

Barry Sullivan

Amanda Coomber

Jon Howells

Cllr Gooding

Members of the public: 16

Peter Hewitt

Duncan Murdoch

Sue Griffiths (Clerk)

Peter Hewitt

1	<p><b>Apologies for Absence:</b> John Burton, (personal) Cllr Loughlin, (illness) Mrs Nelson, Mrs Williams, Mrs Fahy.</p>
2	<p><b>Minutes of last meeting, May 9th 2015.</b> The minutes were approved by the meeting and signed by the Chairman.</p>
3	<p><b>Chairman's Report</b> After thanking those who attended the meeting, David Williams read his report. See attached.</p>
4	<p><b>Report from Cllr Ray Gooding</b> Very aware that pot holes and the state of local roads are a major concern, Ray is still trying to arrange the visit to Highways. He is puzzled as to why the Rickling Road has a higher grading than the Stocking Pelham Road. The method of dealing with potholes has changed over recent years as contractors have changed. Ray was pleased to tell the meeting there had been a zero increase in council tax this year, partly because of a radical review into how the council actually works. Child care has improved, and Health Visitors now come under the jurisdiction of the Council. Adult social care takes a large part of the budget. When the new caps on self-funding are introduced they may not bring as much benefit as was hoped. In education 80% of schools are good or outstanding, and a high percentage of pupils got their first or second choice of primary schools. Questions: Mr Barber commented on the number of cars that leave the road between Manuden and Clavering, and asked if white lines could be painted on road. Ray has been aware of this issue and has asked for a review. Part of problem is that edges of road are bad so people drive in the middle of the road. Mr Howells asked why Stocking Pelham road is a lower grade than Rickling, and if anything could be done to reclassify it. Ray suggested a traffic survey on both roads could help. He will email details of applying for funding from the Essex Highways Panel. (Cll Gooding left to go to another meeting.)</p>
5	<p><b>Report from Cllr Loughlin</b> David Williams informed the meeting that Cllr Loughlin has been re-elected in yesterday's District Council elections, but was unable to attend as she is recovering from pneumonia. The meeting agreed to offer their congratulations to her.</p>
6	<p><b>Reports from Councillors</b> Written reports were provided by councillors responsible for Footpaths, Annual Accounts and Broadband. See reports Financial report: The financial statements will be in the public domain, to enable questions/comments to be registered, until 5th June, when they are sent to the auditors. Briefly, finances are sound, assisted by grant of £1600 from the Parish Magazine surplus, and grants for the playground, Simon's Field etc. Main outgoings are for grass cutting, and the Clerk's salary. There are not many transactions in a year. Mr Nelson noted that the village hall was listed as an asset, and queried whether it was also</p>

	<p>listed as an asset in the VH accounts. David Williams thought not, but this will be checked at the next VH meeting.</p> <p>Footpaths report was read by Chairman in absence John Burton. No questions.</p> <p>Jon Howells read his Highways report, prefacing it with the fact that (sadly) we have no budget to mend our own roads. Also, suggestions for tasks for the Highway rangers should be submitted to Sue or David. There were no questions.</p> <p>Duncan elaborated on his written Broadband report, stressing the importance of keeping a good rapport with BT and Superfast. We should know by the end of May if Berden is included in Phase 2, which has a 5 year roll out plan. Duncan also suggested trying different locations within a house for the router, as this can make a difference. Mr Barber added that LED lights can also cause interference.</p> <p>Mr Riddell questioned why he kept getting brief power outages, which interfered with computers etc. He will check with neighbours and see if this is a problem limited to his house, or if it is a wider issue.</p>
7	<p><b>Reports from Village Organisations.</b></p> <p>Written reports were supplied by the Berden WI, Croquet Club, Drama Group and Choir, History Society, and Knit and Natter, and Village Hall Committee.</p> <p><b>Rob Talks reported for the Fete Committee:</b></p> <p>Rob was delighted to report that after a rocky start the fete went well last year, and the new owners of Berden Hall were delighted with proceedings, and happy to continue hosting the fete. This year's date is 11<sup>th</sup> July, leaving us with alternatives should the weather be too inclement. John Burton has been active in recruiting new committee members, and the event will now be insured under the aegis of the Parish Council, thus reducing expenses. Whereas the core stalls will still be in evidence, some smaller ones are being altered to fit the local demographic. The event is vital for the financial health of the village, so please buy Grand Draw tickets! Some will be put through every door in the parish in the next few days.</p> <p><b>Rob Tuson reported for the Social Club:</b></p> <p>After a rather difficult year the club seems to be running more smoothly, with more joined up thinking, and co-ordination of meetings with magazine deadlines, and avoiding clashes with other meetings. The decision to welcome youngsters to more events seems popular, and it is hoped that the New Look bar area, when the new furniture arrives in the next few weeks, and the redecoration in the summer, will also meet with village approval. (A grant from the Stansted Community Chest had been obtained for the furniture.)</p>
8	<p><b>Parish Magazine.</b></p> <p>See report.</p> <p>Sheila Lane told the meeting that after more than 30 years she was stepping down from her 2 roles as editor and adverts co-ordinator. She was delighted to inform the meeting that a replacement has been found, and that Carol and Allan Holder, from 3 The Ravens, will be taking over.</p> <p>David thanked Sheila, and Clive, for all their hard work over the years.</p>
9	<p><b>Questions and Discussions:</b></p> <p>There were no further questions, Mr Nelson thanked the Parish Council for all their hard work.</p> <p>Meeting closed at 9.02</p>

**Berden Parish Council**  
**30 St Nicholas Field, Berden, Bishops Stortford CM23 1AX**

**BERDEN PARISH COUNCIL**  
**Annual Parish Council Meeting Monday 18<sup>th</sup> May 2015**  
**Village Hall**  
**MINUTES OF MEETING**

**Present**

David Williams (DW)  
Amanda Coomber (AC)  
John Burton (JB)  
Sue Griffiths (SG)  
Janice Loughlin (JL)  
1 member of public, Diane Holt

Peter Hewitt (PH)  
Barry Sullivan (BS)  
Jon Howells (JH)

<b>148.0</b>	<b>Apologies for Absence</b> Cll Gooding, clash of meetings, Duncan Murdoch, clash of meetings	
<b>148.1</b>	<b>Election of Chairman and Vice Chairman</b> David Williams was re-elected as Chairman, prop Amanda Coomber, seconded Jon Howells. John Burton was re-elected as Vice Chairman, proposed David W, seconded Peter Hewitt.	
<b>148.2</b>	<b>Co-option of Barry Sullivan</b> Barry was co-opted onto the council. Diane Holt has expressed interest in becoming a councillor and will discuss RFO responsibilities with Barry.	BS
<b>148.3</b>	<b>Declarations of interest in items on this Agenda.</b> None	
<b>148.4</b>	<b>Public Participation Session with respect to items on agenda and other matters of mutual interest</b> None	
<b>148.5</b>	<b>Approve Minutes of last meeting of Berden Parish Council held on 13<sup>th</sup> April 2015</b> Approved and signed	
<b>148.6</b>	<b>Clerk's report</b> Fete insurance still to be fully resolved, John B liaising. War memorial looking very smart, and is now level! John and Barry to sort out payments, and John will give Clerk a list of contents of time capsule for records.(See end of minutes) Kae will do lettering when weather settled. Sue to write letter of thanks to go with cheque to David Cowler. He is donating his payment, after expenses, to British Legion/Help for Heroes.	JB SG
<b>148.7</b>	<b>Councillors' Responsibilities.</b> DW: Chair, playground, planning, grant applications. JB: Vice Chair, planning, footpaths, Berden Nature	

	<p>DM: Broadband, planning  AC: Emergency plan,(also police liaison) health, minor broadband  PH: Website  JH: Highways  BS: RFO</p> <p>Re police liaison: our community policeman can no longer come out to parish council meetings, but Mr Alan Johnson, Neighbourhood Watch, does. Amanda to contact to re-establish Berden's NW scheme, and liaise with Ulla Flowers.</p>	
148.8	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• <b>Payments to be approved</b></li> <li>• EALC membership £129.80</li>   <li>• <b>Payments to be ratified since last meeting</b></li> <li>• Brian Blackwell first instalment for grass cutting. £196.17</li> <li>• Viridor payment £332.21 (see Playground)</li> <li>• Brian Blackwell May payment £196.17</li> <li>• Playdale £3462.80</li> <li>• Came &amp; Co Insurance £468.97</li> </ul> <p><b>Payment received</b></p> <ul style="list-style-type: none"> <li>• Precept £3500</li> <li>• Essex CC grant for playground £3000</li> <li>• Uttlesford grant £291</li> </ul> <p>EALC and NALC membership useful: although courses seem dear, and info often available on the website, back-up and support, access to legal department etc all good.</p> <p><b>Report:</b>  Last year's accounts have been signed off, and Barry will prepare the package to go to auditors. Accounts will be available for scrutiny by public for 2 months, notice is on board to this effect. Barry has contacted auditors as he'll be away when package goes to them, but giving contact details for early queries. External audit still required for next year or two under new regs.  Report includes forward planning budget, agreed little point in putting monthly finance reports on website, just reference that they can be obtained from Barry or Clerk.  David to buy gift for Paul Chapman for internal audit, and as internal audit still required under new transparency regs he will ask Paul if he is prepared to do this next year.</p> <p>Re transparency regs: Peter asked how long minutes had to be on website, agreed on rolling 1 year duration, unless Clerk finds out otherwise.</p>	AC
148.9	<p><b>Highways</b>  Still no date for meeting at Chelmsford.  Despite visit by contractors for Essex, and fleeting visit by Thames Water, drains in St Nicholas Field have not been cleared. Large surveying vehicle seen after Thames visit, so perhaps ongoing investigation. Clerk to contact Thames for update.</p> <p>Rangers appear to have trimmed cow parsley at Rickling crossroads and Little</p>	DW  SG  SG

	<p>London junctions. (Clerk to check with Rissa that it was Rangers.)  Further tasks for Rangers:  Hedges and shrubs at Gawlers, particularly on the Dewes Green Road side.  Hedges around Highlands, which have been complained about as restricting visibility and encroaching on road.</p> <p>Although there are still complaints about hedges at Francis Farm and Nuthatch, Nuthatch trimmed theirs a couple of months ago. JH to have a word with Francis Farm?</p> <p>All councillors encouraged to report potholes.</p> <p><b>Planning and Enforcement</b>  See list</p> <ul style="list-style-type: none"> <li>• Little London chimney: approved</li> <li>• Green hedges cart lodge: no comments</li> </ul>	<p>SG</p> <p>JH</p>
148.10	<p><b>Broadband.</b>  No update yet.  Mr Tinney has given John B an article about another company called Gigaclear. JB will pass it to Duncan via DW, and also respond to Mr Tinney that council is investigating.</p>	
148.11	<p><b>Review of Annual Parish Meeting.</b>  Again, better when separated from Annual Parish Council Meeting, reasonable turn-out. Janice apologised for not being there, but presented a brief report, she will provide Clerk with a copy. The responsibilities for the new District Councillors have not yet been decided, but Janice hopes to stay on the planning committee. There are, however, big changes, particularly with the election of Residents for Uttlesford candidates.</p>	
148.12	<p><b>Paperwork for new councillors.</b>  All councillors given Acceptance of Office and Declaration of Interests forms, and Barry co-option form as well. Please return to Clerk asap. DM's have been put through his letterbox.</p>	
148.13	<p><b>Priorities for Year Ahead.</b>  Some suggestions/ongoing issues:  Highways meeting  Broadband</p>	<p>ALL</p>
148.14	<p>Neighbourhood Watch  Fence and gate for Simon's Field (grant required)  Adult Fitness Equipment  Tasks for Road Rangers.  (Possibility of path to village hall was discussed, but despite obvious dangers no practical solution seems possible.)</p>	
148.15	<p><b>Playground</b>  New equipment, (Rotabounce) swing seats and safety matting all installed, and proving very popular. New gate fitted.  DW explained grant system: Viridor require a percentage repaid to them from a third party funder. In this instance we used some of Essex CC's grant. After VAT</p>	



	<p>has been reclaimed we have a small surplus, which may be enough for a gate at Simon's Field. DW to investigate. The zip wire is slack, DW has contacted Sportsafe, who are coming soon to tighten it. This may be an annual maintenance event.</p> <p><b>Uses of Grant Scheme money:</b> Some already mention above. The Community Fund is open soon for applications, max £3500. New Homes Bonus to be decided (<i>Janice has since contacted council, our share will be £750, thank you Janice.</i>)</p>	
148.16	<p><b>Toilet in Church</b> The diocese intends to register the Church Drive as belonging to the church with the Land Registry, which will resolve this problem of access to sewers in the path, and all future problems of this type. The Parish Council has no objections.</p>	
148.17	<p><b>Congratulations to Cll Loughlin</b> The council congratulated Janice on her re-election.</p>	
148.18	<p><b>Correspondence</b> Invitation to Uttlesford Ass of Parish Councils: little use.</p>	
148.19	<p><b>Exchange of information and matters to be raised for next agenda.</b> Are dog poo bags still available from Uttlesford? Janice to check, and reply to John B. If not, council agreed to buy more. John B commented on over-zealous pruning of trees by Powergen contractors, plus prunings left behind. Any complaints from public/landowners? JB to investigate.</p>	JL
148.20	<p>Meeting closed at 9.48 pm. <b>Date of next meeting: July 6th 2015</b></p>	JB
<p style="text-align: center;"><b>CONTENTS OF TIME CAPSULE SEALED IN TO THE NEW WAR MEMORIAL BASE 07/05/2015</b></p> <ol style="list-style-type: none"> <li>1. Mark Trapmore's history of Berden during the First World War and of the Berden men who served, recorded on a plastic wrapped and sealed UHP stick.</li> <li>2. A two page document, extracted from the above that gives some background to all those mentioned on the memorial and some who served and survived or are commemorated elsewhere.</li> <li>3. A set of 2014 coins; including the First World War commemorative £2.</li> <li>4. A few mixed coins that are either dated 1914 /18 or were in circulation at that time.</li> <li>5. A centenary poppy pin badge.</li> <li>6. A list of the Boy Bishops who served in the war.</li> <li>7. A picture of The Street as it was in 1914 and another taken from the</li> </ol>		

same position in 2015.

8. A current electoral roll on a second plastic wrapped and sealed UHP stick. It was intended to include a hard copy of this document but, even when edited down to the basics, there just wasn't enough room in the flask.

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All of the above is in a twice sealed stainless steel flask that has been wrapped in heavy duty polythene and then heavily water proof taped to seal completely.

**Berden Parish Council  
30 St Nicholas Field, Berden, Bishops Stortford CM23 1AX**

**BERDEN PARISH COUNCIL  
Parish Council Meeting Monday 6<sup>th</sup> July 2015  
Village Hall  
MINUTES OF MEETING**

**Present**

David Williams (DW)  
Amanda Coomber (AC)  
Duncan Murdoch (DM) (Later)  
Jon Howells (JH)  
3 members of public

Peter Hewitt (PH)  
Barry Sullivan (BS)  
John Burton (JB)  
Sue Griffiths (SG)

<b>149.0</b>	<p><b>Apologies for Absence</b> Cllr Gooding. Other meetings Cllr Loughlin Holiday Duncan Murdoch: other meeting, will arrive asap.</p>
<b>149.1</b>	<p><b>Declarations of interest in items on this Agenda.</b> None</p>
<b>149.2</b>	<p><b>Public Participation Session with respect to items on agenda and other matters of mutual interest</b> Mr and Mrs Wickham: Tetherdown planning application Bob Mason: hedges/verges overgrown Cancellation of Saturday bus.</p>
<b>149.3</b>	<p><b>Approve Minutes of last meeting of Berden Parish Council held on 18<sup>th</sup> May (APCM) 2015</b> Minutes were agreed, and signed by Chairman</p>
<b>149.4</b>	<p><b>Clerk's report</b> Accepted. Neighbourhood Watch: Amanda has been struggling to contact Alan Johnson, who is apparently the local contact, but to no avail. She will persevere. New Parish Magazine person is now Andrew Nelson.</p>
<b>149.5</b>	<p><b>Finance.</b> See reports. No cause for concern. Barry has been unable to set up direct debit to pay Brian Blackwell monthly, as he is only registered with the bank as a secondary user, as was Sylvie. This implies that Stephen Griffiths may still be registered as primary user. Barry now has the forms to amend this, so he is primary user. Will need another person as secondary.</p> <p><b>Payments to be approved since last meeting</b></p> <ul style="list-style-type: none"> <li>• .None</li> </ul>

	<p><b>.Payments to be ratified since last meeting</b></p> <ul style="list-style-type: none"> <li>• EALC membership £129.80</li> <li>• Sportsafe, zipwire repair £72</li> <li>• Paul Chapman's gift £17.97</li> <li>• Brian Blackwell £196.17</li> <li>• David Cowler, War Memorial £401.40</li> <li>• John Burton, bricks for War Memorial £174.96</li> <li>• Playsafety, zipwire support. £117.60</li> </ul> <p><b>Payment received</b></p> <ul style="list-style-type: none"> <li>• Uttlesford grant, Cllr Loughlin, £750</li> </ul> <p>Barry also noted that one of the benches in the playground is looking very worse for wear, and perhaps should be replaced.</p>	
<p><b>149.6</b></p>	<p><b>Highways</b></p> <p>Although Cllr Gooding now has some new dates for consultation at County Hall we do not know them yet. Sue will contact him. It was agreed that if this issue was not sorted out speedily the council would contact Rodney Bass/Eddie Johnson direct. (See note at end of minutes)</p> <p>Road Rangers:</p> <p>Verge strimming at Rickling Crossroads and Little London turn, urgent. Also replacement of "give way" sign, been knocked down for a year.</p> <p>Weed killing on kerbsides.</p> <p>Playground footpath overgrown grass.</p> <p>Clerk to write to Highlands re their overgrown hedges causing visibility problems at Rickling crossroads, and Highlands junction, plus overhanging roads, potential damage to cars.</p> <p>Clerk also to establish liability for Berden Hall Lodge fence, which is now overhanging road by several feet. (Lodge is rented out.) Will then write letter requesting action.</p>	<p>SG</p>
<p><b>149.7</b></p>	<p><b>Planning and Enforcement</b></p> <p>See list</p> <ul style="list-style-type: none"> <li>• Tetherdown: no issues. Mr and Mrs Wickham had shown neighbours plans and discussed them.</li> <li>• Park Green: no issues.</li> </ul> <p>The alteration in way planning applications are now being sent has caused a few issues: each parish only receives notification of their own area, so we cannot so easily look at those in neighbouring parishes, which could impact/create a precedent for Berden. Also it seems we are not told of decisions made on applications, we have to look at weekly lists for ourselves. Submission date for comments no longer given on covering letter with paper plans, again we have to look on website or refer to relevant email. The clerk cannot help but feel that this separation of information has created more work for the planning department, and for the clerk.</p>	

	Concerns will be raised with Cllr Loughlin.	
149.8	<b>Broadband.</b> Awaiting Duncan, this item was moved further down the agenda.	
149.9	<b>Standing Orders</b> These are available to all councillors on One Drive. It was agreed that the para reading that every councillor should be given a copy of the standing orders when elected or co-opted should be amended to read an electronic and/or paper copy. A quorum is three, excluding the Clerk. As we have only recently signed forms agreeing to receiving agendas by email it was agreed we need not repeat the process, but this should be done with any new councillors.	DW
149.10	<b>Footpaths</b> Lots of complaints as footpaths have still not been cut this year, and will only be cut once by Highways. Mr Tinney has cut the ones around his farm, without payment. The process for obtaining the contract for the PC, and thus Mr Tinney, to cut the paths has become extremely complex, and so a disincentive. John Burton has received a (numerical) list of paths to be cut. However it was agreed that cutting in Aug/Sept was far too late. there had also been do collaboration with Highways as to which paths were to be cut. These issues to be raised at County Hall at the proposed meeting. Dog poo bags: the situation has been temporarily resolved: the fete committee has bought 2000, for use by visitors to the fete who bring dogs, the surplus of the bags will be passed to John for village use. The issue of people bagging dog poo and leaving the bags on the paths or thrown into trees continues. Mr Tinney is away, so the committee does not know if the fly tipping issues have been resolved.	JB
149.11	<b>History Society</b> The Archaeology Dept from Cambridge University would like to visit Berden to do a series of digs on potentially interesting sites. Mark Trapmore from the History Society will liaise with the department and residents, the dept having selected suitable sites. In each case a metre square will be slowly dug out so each level can be assessed and recorded. Council gave agreement.	
149.12	<b>Uttlesford Grant via Cllr Loughlin</b> This £750 has now been received, and that, combined with last year's grant, and the VAT back from the playground equipment, gives a total of about £1500 to use in the village. The matter of fence along the road side (Bonnetting Lane) edge of the football field, plus suitable gate/s was raised. The fence would be as close to the hedge as practical, so would have a very low impact visually. David and Barry will do a site inspection, and David will get up to date quotes. As the	DW BS

	quote for the fence last year was in the region of £3000, more funding may be required. As the residents of the Crump have recently had similar fencing installed clerk will contact to find suppliers.	SG
<b>149.8</b>	<b>Broadband</b> Little to report. We should hear on Friday (11 <sup>th</sup> ) if we are in the next stage of installation, which will be sometime up to 2018. If we are not, it was agreed that all other avenues should be explored. Duncan has a meeting next week with Farnham P Council to see if joining together could give greater purchasing power/pressure, perhaps including Manuden and even Clavering.	
<b>149.13</b>	<b>Saturday Stortford bus.</b> We have been notified that, despite the best efforts of Cllr Loughlin, the bus to Stortford on Saturdays has/will be withdrawn. This was essentially a Herts bus, and Essex was disinclined to continue funding once Herts dropped out. There is a bus, no 59, that goes from Clavering to Saffron Walden and back on Saturdays (twice!). It was agreed that Sue would investigate if this route could be extended to include Berden. At present the bus waits at Clavering shop for about 15 mins between the runs out and back. As this is an Essex route we may have more chance.	SG
<b>149.14</b>	<b>Correspondence</b> Letter received from Uttlesford Home Start. Council felt unable to contribute, but details to be placed on website.	
<b>149.15</b>	<b>Exchange of information and matters to be raised for next agenda.</b> Sue had attended a seminar on Writing and Winning Bids in Manuden VH. First half very interesting. It was queried why the entrance to Vicarage Lane had been re-tarmaced. It was done in the last couple of years and there are far worse places elsewhere in the village. Again, just that area was done, and all the equipment went away again. This would be raised with Highways at The Meeting.  Meeting closed at 9.30 pm.	
<b>Date of next meeting: Sept 7th 2015</b>		

**Berden Parish Council  
30 St Nicholas Field, Berden, Bishops Stortford CM23 1AX**

**BERDEN PARISH COUNCIL  
Parish Council Meeting Monday 7<sup>th</sup> Sept 2015  
Village Hall  
MINUTES OF MEETING**

**Present**

David Williams (DW)  
Amanda Coomber (AC)  
Duncan Murdoch (DM)  
Jon Howells (JH)  
Cllr Loughlin

Peter Hewitt (PH)  
Barry Sullivan (BS)  
John Burton (JB)  
Sue Griffiths (SG)

<b>150.0</b>	<b>Apologies for Absence</b> Cllr Gooding, will arrive asap from another meeting.	
<b>150.1</b>	<b>Declarations of interest in items on this Agenda.</b> None	
<b>150.2</b>	<b>Public Participation Session with respect to items on agenda and other matters of mutual interest</b> None	
<b>150.3</b>	<b>Approve Minutes of last meeting of Berden Parish Council held on 6<sup>th</sup> July) 2015</b> Minutes were agreed, and signed by Chairman	
<b>150.4</b>	<b>Clerk's report</b> As everything is on agenda, there is no report	
<b>150.5</b>	<b>Finance.</b> <b>Payments to be approved since last meeting</b> <ul style="list-style-type: none"> <li>• Bob Mason, playground inspection, Dec to June £150</li> <li>• P Hewitt, website subscription £85</li> <li>• Berden VH VAT refund £739.35</li> <li>• Uttlesford Ass Of Local Councils annual subscription £25</li> <li>• Sue Griffiths, clerk's salary 6 months £985.14</li> <li>• D Williams Post Box for PC £19.99</li> <li>• B Sullivan postage for VAT return. £6.45</li> <li>• David Williams also stated he had an invoice for lettering for the box, which was also approved.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Payments to be ratified since last meeting</b></li> <li>• Brian Blackwell July £196.17</li> <li>• Brian Blackwell August £196.17</li> </ul>	

	<p><b>Payment received</b></p> <ul style="list-style-type: none"> <li>• VAT refund £2003.70</li> </ul> <p>Report: see reports. All satisfactory. Payments also due to PCC for churchyard maintenance and to Village Hall were approved. It was suggested that next year the VH grant should be from £300 to £350 to match the PCC grant.</p> <p>Diane Holt hopes to be able to take over as RFO in Jan 2016.</p> <p>The council agreed that Barry Sullivan should take over as primary user for the HSBC Internet Banking.</p> <p><i>(Cllr Gooding arrives)</i></p>	
150.6	<p><b>Neighbourhood Watch</b></p> <p>Unfortunately the local rep, Alan Johnston, was away and unable to attend the meeting. Contact has still been very difficult. It is hoped he will be able to attend the next one.</p>	
150.7	<p><b>Highways</b></p> <p>A recent road accident has brought to light local confusion over road names, and indeed the lack of them, which could hinder the emergency services. Sue to consult Ambulance service and find out what maps etc they use. Highways use different names in different departments for local roads.</p> <p>Meeting at Chelmsford to be Sept 15<sup>th</sup>. Sue, John B, Possibly Duncan and Barry to attend. Short meeting on Friday to agree main points at issue.</p> <p>Cll Loughlin has asked for Highways to be scrutinised as they are the main causes of complaints made to her.</p> <p><i>(Cll Gooding leaves for another meeting)</i></p> <p>Road Rangers:</p> <p>Hedge at Highlands has been done by Highlands. Sue to send letter of thanks.</p> <p>Weeds not treated, SG to check.</p> <p>Give Way sign not reinstated</p> <p>Hedge at Berden Hall Lodge still not cut, Sue to chase.</p> <p>Hedge at Martins Green overhanging pavement and road. Request to go to the Frees, the Lowes and Adam Puffer that this be addressed.</p> <p>VAS sign. This is now working thanks to a battery and charger from Rissa at Highways, still no response from Clavering council. Andrew Nelson has spare battery and charger.</p>	SG
150.8	<p><b>Planning and Enforcement</b></p> <p>See list.</p> <p>Tetherdown application withdrawn, and will be resubmitted with amendments.</p> <p>No comments on the Old Blades, Flue at Martin's Green (not the Puffers site as on list) or The Rushes extension.</p> <p>There have been queries on the Francis Farm new build: there are stairs going to the third floor, and Velux windows on the side roof. The</p>	SG



	<p>height was also queried. Duncan has checked: height seems to be as per plan. Large vaulted window was on plans, but addition of staircase implies a useable third floor, overlooking the Felsteads. Duncan will check if Felsteads wish to lodge a complaint. Jon H commented that several of the new windows look straight into theirs, and they may move their windows accordingly. John B commented that generally the builders had been very co-operative, and mindful of the village.</p> <p>Field House: Duncan feels latest new build is probably OK as long as it is "incidental to the use" of the house, ie pool, gym etc, and not a granny annex or similar. Planning Dept are investigating.</p>	DW
150.9	<p><b>Development Plan Review.</b>  Because the Local Plan was deemed unsound and has had to be started again, at present planning applications can be made for new housing by landowners, and each case is judged on its merits rather than as part of a larger scheme. It was explained that we should have some input into the new plan, which could be achieved by:</p> <ol style="list-style-type: none"> <li>1. A full Neighbourhood Plan, expensive and time consuming.</li> <li>2. Do nothing, and hope for the best as Uttlesford doesn't think we can sustain growth (no shop, services etc)</li> <li>3. Make an informal approach to Planning, particularly with regard to village envelope which is tightly drawn, but has some houses outside already.</li> <li>4. Establish if there is a need for affordable housing.</li> </ol> <p>It was agreed that 3 and 4 were the way forward. Duncan is attending a Forum on the Neighbourhood Plan at Uttlesford on 28<sup>th</sup> Sept and will report back.</p>	
150.10	<p><b>Broadband</b>  We are now in Phase 2A, which was 2017 to 2020 but has now been brought forward to 2016 to 2019. As soon as we know whereabouts in that group we are, Duncan will do notification or village.</p>	
150.11	<p><b>Footpaths</b>  John B happened to meet Rights of Way officer, and it seems as if the majority of the re-routed paths are going to be accepted. Mr Tinney has invested a lot of time, effort and money into this. If this is accepted, Mr Tinney will then be in a position to apply for P3 contract to cut paths, which will then be the ones we all want.  The fly tipping behind Benskins Close has been cleared away after visits to householders by Mr Tinney.</p>	
150.12	<p><b>Buses</b>  Although the Saturday bus is safe at present, there is some difficulty in accessing info on it. Sue to investigate, and also check with Wendy at Essex Transport dept to see what progress there is on alternative bus, and if letters of support for diverted route would assist.</p>	SG

<p><b>150.13</b></p>	<p><b>Playground</b> David is awaiting quotes for fence and gate. Repairs are needed to the motorbike springer: a handle has broken off. The replacement and fitting of handle is quoted at £265, but there seems to be no option, so agreed.</p>	
<p><b>150.14</b></p>	<p><b>Village Hall Extension</b> Sue explained briefly the idea behind this (new toilets and removing old toilet from kitchen area) and it was agreed that a meeting was needed with the Felsteads on site, as it would have most impact on them. Although it is a VH committee project, the council was fully in favour of an extension as it would give the hall a much needed bigger kitchen, tackle the problems caused, particularly for the disabled, by the shortage of toilet facilities, and enhance the hall's use as the village Emergency Shelter should the need ever arise.</p>	<p>SG</p>
<p><b>150.15</b></p>	<p><b>Correspondence</b> Letter received from Essex Air Ambulance. A donation of £50 agreed.</p>	
<p><b>150.16</b></p>	<p><b>Exchange of information and matters to be raised for next agenda.</b> Procedure for salting roads to be agreed.</p> <p>Meeting closed at 10.15 pm.</p> <p style="text-align: center;"><b>Date of next meeting: Oct 19th 2015</b></p>	

**Berden Parish Council  
30 St Nicholas Field, Berden, Bishops Stortford CM23 1AX**

**BERDEN PARISH COUNCIL  
Parish Council Meeting Monday 19<sup>th</sup> October 2015  
Village Hall  
MINUTES OF MEETING**

**Present**

David Williams (DW)  
Amanda Coomber (AC)  
Duncan Murdoch (DM)  
Jon Howells (JH)  
Public: Ulla Magnusson-Murray

Peter Hewitt (PH)  
Barry Sullivan (BS)  
John Burton (JB)  
Sue Griffiths (SG)  
Alan Johnson, NW

<b>151.0</b>	<p><b>Apologies for Absence</b> Cllr Loughlin: clash of meetings Cllr Gooding, clash, but will arrive sap.</p>
<b>151.1</b>	<p><b>Declarations of interest in items on this Agenda.</b> Ulla and Alan to discuss Neighbourhood Watch</p>
<b>151.2</b>	<p><b>Public Participation Session with respect to items on agenda and other matters of mutual interest</b> As above. David welcomed Alan to the meeting.</p>
<b>151.3</b>	<p><b>Approve Minutes of last meeting of Berden Parish Council held on 7<sup>th</sup> Sept 2015</b> Minutes were agreed, and signed by Chairman</p>
<b>151.4</b>	<p><b>Neighbourhood Watch</b> Alan had been invited in order to resurrect the village NW scheme that has been dormant for some time. He brought us up to date: In Essex the NW is now run entirely by volunteers, who are covered by the NW insurance whilst out and about on official duties. The aims of NW are: To prevent crime To reduce the fear of crime. To assist in the detection of crime To build community resilience.</p> <p>We hope that we will soon be able to put up Neighbourhood Watch Area signs on the three roads into the village, (£30 each approx.) we already have permission for this, and Alan will arrange installation. Households joining the scheme will be given NW stickers. The current website is being updated, and should be easier to use than the present one. Alan also explained the Message in a Bottle system,</p>

designed for vulnerable people or those living alone, to enable personal details, medical history and current medication to be found easily in an emergency. John Burton will investigate this and do article for Dec magazine.

NW issues a weekly crime bulletin, which can be received by email, and three or four times a year a larger publication called the Observer. This will be distributed to those that join up to the scheme via the village representatives.

Although Ulla is our original village rep, it was agreed that in all 4 reps were needed for a village the size of Berden and its various hamlets. Sue to do article tonight in effort to meet magazine deadline for Nov issue.

*(Alan and Ulla withdrew at this point to exchange emails etc for future communications, and Cll Gooding arrived)*

**151.5 Clerk's report**

As everything is on agenda, there is no report

**151.6 Finance.**

**Payments to be approved since last meeting**

- £10 for John Burton to attend Rights of Way and Footpaths seminar.
- **Payments to be ratified since last meeting**
- Brian Blackwell Oct. £196.17
- PKF Littlejohn, audit £120
- David Williams lettering for post box £8.25
- Essex Air Ambulance donation £50
- Brian Blackwell Sept £196.17
- Bob Mason, playground inspection, Dec to June £150
- P Hewitt, website subscription £85
- Berden VH VAT refund £739.35
- Uttlesford Ass Of Local Councils annual subscription £25
- Sue Griffiths, clerk's salary 6 months £985.14
- D Williams Post Box for PC £19.99
- B Sullivan postage for VAT return. £6.45

**Payment received**

- Half year precept, £3500 Sept 15<sup>th</sup>.

See report. Finances sound, especially due to "windfalls" of grant from Cll Loughlin and residue of playground grant.

Barry has now got Primary User status for doing online banking. It was agreed David would be a secondary user. It was agreed that in the New Year bank statements should be sent to the RFO, rather than Clerk.

<p><b>151.7</b></p>	<p><b>Highways</b></p> <ul style="list-style-type: none"> <li>• Thanks go to Cllr Gooding for organising successful Highways meeting.</li> <li>• Although Triangle has been resurfaced white lines not yet reinstated.</li> <li>• Give Way sign still not reinstated, despite reminders</li> <li>• Culvert under road near Field House not examined yet.</li> <li>• Bonnetting lane drainage problem: could be Highways, Environment Agency, water board or landowners. Ray will get contact for PC to write to.</li> <li>• Service Level Agreement. This goes back to 2005/6, and Uttlesford was the only district that didn't enter into this with Essex, whereby some matters, like cutting of verges and possibly footpaths, plus other minor matters, were dealt with at District level rather than County. Ray is investigating to see if this can be set up now, PC will write to Howard Rolfe and John Mitchell, Ray to supply contact details. Janice and Ray to be copied in.</li> <li>• Drains and Ditches Survey. We have signed up for this. Doesn't start until Sept next year, with training during the summer. Team will be required, so for parish mag spring next year.</li> <li>• Overhanging trees and hedges. An article giving statutory clearances has gone into the magazine in the hope landowners will take action voluntarily. Failing this, PC will write to landowners/householders as necessary. Review progress at Dec meeting. Details will also be sent to owners of Berden Hall Lodge as so far little if anything has been done there. Duncan will contact Mullocks re Highlands paddock.</li> </ul>	<p>SG</p> <p>SG</p> <p>RG</p> <p>SG</p>
<p><b>151.8</b></p>	<p><b>Planning and Enforcement</b></p> <p>See list.</p> <p>No comments on Tetherdown or on stables at Crump.</p> <p>The Puffers application has been approved.</p> <p><b>Francis Farm Yard:</b> reply to our letters less than helpful, didn't properly explain why Permitted development had been reinstated after Planning Committee specifically removed it from original approvals. Also failed to address problem of third floor and overlooking windows. Duncan to write to Janice re both issues.</p> <p><b>Neighbourhood Plan:</b></p> <p>Duncan attended very interesting Development forum. It was agreed that as to do our own plan would be very time-consuming and expensive we will monitor situation, and ensure we have input into Uttlesford plan.</p> <p><b>Village Appraisal:</b></p> <p>This has been done roughly every decade for the last few, and next year will be 10<sup>th</sup> anniversary of last. It was agreed the council would do this next year, basing questionnaire on the previous ones. David will compile overview of the last one as a starting point.</p>	

<p><b>151.9</b></p>	<p><b>Footpaths</b>  Following a meeting with Simon Taylor, the Highways enforcement officer, and Jeremy Whitton Spriggs, the surveyor for The Crump, John Burton reported common sense has prevailed. Blackings Lane does not need to be wide enough for a cart/vehicle, but the fence is in the wrong place. This will be corrected before Christmas. (See full email report).  Simon also said work was progressing on Mr Tinney's request to rationalise footpaths across his land. John will now be copied in on emails about this.  As the verges have been cut, John will fix a date for the Autumn Litter Pick.</p>	<p>JB</p>
<p><b>151.10</b></p>	<p><b>Playground</b>  David is awaiting quotes for fence and gate.  Repairs needed to the motorbike springer are still to be done, David has chased company.</p>	
<p><b>151.11</b></p>	<p><b>Village Hall and Extension</b>  Sue reported that new plan is to extend storeroom, and put adequate toilets there, gents and accessible toilet area becomes storeroom, and ladies toilet is removed from kitchen area as before. If each section of work is under £25000 VH can apply to the Big Lottery for £10000 towards it. An application has already been made to the Community Initiative Fund, awaiting results. Sadly the village has lost Viridor as a funder following the closure of the site at Eisenham.</p> <p>There is an issue with the siting of the new fence between the VH grounds and Francis Yard new build: following a site inspection by Sue and Duncan, also involving the foreman from the site, Duncan has done further research etc on plans. It would seem that the new fence starts 30cm away from the end of the Felsteads fence, towards the hall land, and ends up approx. 1.7m out of line, in favour of the new house. Duncan to compose letter to the owners of the property, and Sue will check on legal position with EALC..</p>	
<p><b>151.12</b></p>	<p><b>Dates for next year.</b>  After minor revisions, the proposed dates for next year are:  Jan 18<sup>th</sup>, Feb 29<sup>th</sup>, April 11<sup>th</sup>, Fri May 6<sup>th</sup>, APM, 16<sup>th</sup> May, APCM, July 11<sup>th</sup>, Sept 12<sup>th</sup>, Oct 17<sup>th</sup> and Dec 5<sup>th</sup>. Sue will pass these on to Catherine Felstead, the lettings secretary, and Bob Tuson, Social Club.</p>	
<p><b>151.13</b></p>	<p><b>Correspondence</b>  Citizens Advice Bureau had requested funding, donation of £50 agreed.  Proposed use of old quarry at Newport for landfill: little impact on us.  Transport survey: it would seem all our local buses could be replaced by Demand Responsive Services. In theory this could be an</p>	

	<p>advantage in the transport could be booked for where, and when, people wanted to travel. In practice tis would work best if there was a co-ordinator to arrange substitutes for the "regular" runs, also liaising with Clavering and Manuden for runs to Walden and Stortford. David will complete the questionnaire on behalf of the parish council.</p> <p><b>151.14 Exchange of information and matters to be raised for next agenda.</b> Amanda informed us she is taking part in an emergency exercise at Stansted Airport on Nov 12<sup>th</sup>.</p> <p>Meeting closed at 10.00 pm.</p> <p style="text-align: center;"><b>Date of next meeting: Dec 7th 2015</b></p>	
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**Berden Parish Council**  
**30 St Nicholas Field, Berden, Bishops Stortford CM23 1AX**

**BERDEN PARISH COUNCIL**  
**Parish Council Meeting Monday 7<sup>th</sup> December 2015**  
**Village Hall**  
**MINUTES OF MEETING**

**Present**

David Williams (DW)  
Amanda Coomber (AC)  
Duncan Murdoch (DM) (later)  
Jon Howells (JH)  
Public: Diane Holt

Peter Hewitt (PH)  
Barry Sullivan (BS)  
John Burton (JB)  
Sue Griffiths (SG)  
Cllr Loughlin

<b>152.0</b>	<b>Apologies for Absence</b> Cllr Gooding, clash of meetings.	
<b>152.1</b>	<b>Declarations of interest in items on this Agenda.</b> None	
<b>152.2</b>	<b>Public Participation Session with respect to items on agenda and other matters of mutual interest</b> None	
<b>152.3</b>	<b>Approve Minutes of last meeting of Berden Parish Council held on Oct 19th 2015</b> Minutes were agreed, and signed by Chairman	
<b>152.4</b>	<b>Clerk's Report</b> Apart from Barry and David Williams, no new volunteers for NW. Also, John B said little interest so far in Message in a Bottle scheme.	
<b>152.5</b>	<b>Finance.</b> <b>Payments to be approved since last meeting</b> <ul style="list-style-type: none"> <li>• None</li> <li>• <b>Payments to be ratified since last meeting</b></li> <li>• Brian Blackwell Nov. £196.17</li> <li>• Playdale repair £265.03</li> <li>• Village hall donation £350</li> <li>• PCC donation £350</li> <li>• John Burton Rights of way course, £10</li> <li>• CAB donation. £50</li> <li>• Brian Blackwell Dec £196.17</li> </ul> <b>Payment received</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	



Barry briefly ran through current status. Internet banking now set up, David is secondary user, RFO will be primary user. A cheque to be sent to B Blackwell for Dec, then standing order to be set up. This is the only item of expenditure that this will happen for, everything else will come before committee.

Precept for next year discussed, no reason to increase. Proposed by David Williams, seconded by Jon Howells, and all agreed.

However, David suggested a significant increase the following year, 2017/2018, of possibly £3000, this to be given to the Village Hall towards the extension. This means everyone in the village contributes. For a Band D house (the majority in the village) this would be an increase of about £32 for the year. By that financial year we should know if the planned extension is going ahead, and also gives the PC time to canvas opinion at the APM. (There is already a cop on increases for District and County councils, this may possibly extend to town and parish councils in the future.) This increase was agreed in principle, and notice of the APM, in May, should go into the March mag to encourage village attendance.

Barry was thanked for his work on the accounts.

**151.6**

### **Highways**

- Letter of thanks to be sent to Mr Tinney for clearing ditch etc near Field House. Highways engineers came out to look at blocked culvert under road, but looked in wrong place! Photo of road in flood required for further notification. David will investigate with Highways.
  - White lines re-instated at Triangle, and Give Way sign cemented back in thanks to Barry and John.
  - Give Way sign at Poor Bridge reinstated.
  - Solar powered VAS sign/s suggested as UDC Project. Sue/David to apply.
  - Bonnetting lane drainage problem: still nothing from Ray. Could be Environment, landowner or Highways. Urgent request to Ray for action needed, copied to Janice, Cll Bass and Ridgeway Jacobs if possible.
  - Drains and Ditches Survey. Info to go into March or April mag.
- Overhanging trees and hedges. Although some have been cut back, others outstanding Martins Green, both parts, (high hedge cut, but not cut back) and the Highlands paddock. Sue to investigate/write as appropriate. Janice to deal with Gawlers hedges (again). Sue to talk to Paul and Jan about their front laurel hedge: it is low, but intrudes into road and obscures line of sight.

**152.7**

### **Footpaths**

- Frank Tinney's applications: John has composed consultation letter for canvassing opinions from local walkers. At present this is an individual effort, not a PC petition. He will report back in January.

152.8	<ul style="list-style-type: none"> <li>• Rights of Way course attended by JB as extremely useful, and well worth the £10 fee.</li> <li>• The Crump fence has been replaced in the correct position, and, with agreement of Highways, owners will plant hedging on the footpath side.</li> <li>• There was no autumn litter pick, as verges were still growing. There will be one in spring, JB to do article for Feb magazine.</li> </ul>	
152.9	<p><b>Playground and Simon's Field</b></p> <ul style="list-style-type: none"> <li>• "Motorbike" has now been repaired.</li> <li>• Barry and David did a site inspection of Simon's Field with regard to fencing and gates. New quotes have been obtained, which are not much higher than earlier quotes, despite addition of gates and a higher spec, because the price of steel has fallen. (£4k approx.) Gates to be wooden 5 bar, they will have to open outwards and ground slopes upwards in field. David has applied to Awards for All for funding.</li> <li>• Tree planting and Christmas Tree. It was agreed to give the Social Club £50 towards the village tree, as there do not seem to be any in the village that can be harvested this year. It was also agreed that John buy some small rooted trees to start a "plantation" for future use, and that villagers with rooted Christmas trees be encouraged to contact John with a view to replanting again for future use. Amanda has a contact for trees, and will negotiate for large tree for this year.</li> </ul> <p><b>Village Hall extension</b></p> <ul style="list-style-type: none"> <li>• The VH committee will have a stand at the Busstopshop to advertise what they intend to do, and consult re unisex loos, bottle bank use, and possibility of a Seniors Lunch Club. Cannot do much until planning permission obtained.</li> <li>• Boundary dispute: many thanks to Duncan for his work on this. There is a stalemate, as although we have numerous plans supporting our view, Mr Galati is abiding by the one that he has, which is a Certificate of Lawfulness, relating to earlier usage, and is certainly not accurate. Land disputes are a civil matter and could be extremely expensive to pursue through the courts. Duncan suggests that an independent expert be used, but if that decision goes against Mr G we still would have no way of enforcing that decision. John will contact James Palmer, a lawyer, ( who was involved in the boundary footpath dispute and was very appreciative of our input and assistance) to see if he can advise us. As the PC does not meet now until 25<sup>th</sup> Jan, it was agreed an extra meeting could be called if required.</li> </ul>	
152.10	<p><b>Flood prevention: see Drains and ditches above.</b></p>	

<p><b>152.11</b></p>	<p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>• Plans at The Crump and Tetherdown both approved.</li> <li>• Francis Farm Yard: Mr Galati has now applied to build a stable block in the field directly behind the village hall. This causes much concern:  The only access to this area is through the disputed land. Stables entail need for extra vehicles along the concrete road, with associated traffic issues.  The plans show the stables directly against the VH hedge, which will need protecting.  The plans used are an earlier version of the house, not what is actually built.  Future use of stables for domestic/residential use is a potential danger.  Keeping horses in field so close to village hall, with associated noise. Parties, fireworks etc is inadvisable.  Use of the term paddock when referring to the field.</li> </ul> <p>Duncan has written a letter to send to Uttlesford Planning dept, which has been seen and approved by the PC, and will be emailed tomorrow. The Village Hall committee will also send a letter along similar lines, and will be signed by Trustees if possible.</p> <ul style="list-style-type: none"> <li>• Neighbourhood Plan: David and John attended a meeting on this, which was useful. Some of council have completed questionnaire as individuals, as we have not consulted village as a whole on this. Questionnaire has been advertised through website, so villagers were able to complete it if they so wished.</li> </ul>	
<p><b>152.12</b></p>	<p><b>Resignation of Barry Sullivan.</b>  Barry announced his intention to resign, and was thanked for all his hard work. Sue will contact Uttlesford to start the official process of advertising for a replacement. Diane Holt announced her intention to stand for the vacancy.</p>	
<p><b>152.13</b></p>	<p><b>Correspondence</b>  Phone call received re new Transparency Rules, promoting course on it. Not felt necessary.</p>	
<p><b>152.14</b></p>	<p><b>Exchange of information and matters to be raised for next agenda.</b>  Duncan has suggesting registering PC title to Village Hall building and lands as it is rather complex. Small group to expedite: Duncan, David, Sue and Mike Dempsey (VH Chair).</p>	

Janice informed meeting that the Devolution plans for the area were going ahead, but there would be little impact yet. There is a new Chief Executive for Uttlesford, Dawn French.

As Sue will be away for much of Jan, all mail for PC will be given to Amanda, and David will be responsible for the agenda. Sue will be at the meeting.

N W to be on next agenda.

**Date of next meeting: Jan 25<sup>th</sup> 2016**