

SOUTH HANNINGFIELD PARISH COUNCIL

Minutes of a council meeting held on Thursday 27th July 2023 in Downham Village Hall.

Present: Councillors Marsello (Acting-Chairman), Whitehead, Thurgood, Walker, Burgess, Coveley, Elms and Windhorst. The Clerk kept the minutes.

1. Apologies for Absence - Councillors Black, Huntington, Graves and Vallis.

2. Disclosure of Interests – None.

3. Public Participation – There were no members of the public present.

4. Planning -

a) 23/01148/FUL, 23/01156/FUL and 23/01157/FUL – Wood End, Sudbury Road, Downham – Hip to gable roof alterations. New front dormer and increased rear dormer with new porch roof – No comment to all three applications.

b) 23/01149/FUL – Sunnyside Cottage, Cumming Road, Downham – Demolition of existing annexe and erection of replacement building and associated minor landscaping works – No Objection, subject to the existing annexe being removed.

c) 19/01565/S73 – The Fox & Hounds, Church Road, Ramsden Heath – Variation of Condition 2 to approved planning application 19/01565/FUL (Single storey side extension with glazed roof lantern to form new dining room and single storey rear extension to form new toilets) to substitute timber and glazed wall panels for removable vinyl covered fabric, substitute flat roof with lantern for polycarbonate sheeting – No comment.

d) 23/01054/FUL – The Briars, Castledon Road, Downham – Retrospective application for new fencing, walls and entry gate – Object. As Cllr Windhorst lives next door to the Briars, the Acting Chairman asked Cllr Windhorst if she wished to declare an interest? Cllr Windhorst refused.

5. Finance -

a) 30th June 2023 Month End Accounts – There were no concerns.

b) Authority to Issue Online Payments and Cheques. Proposed by Cllr

Elms, Seconded by Cllr Thurgood:

PC HELP Essex Ltd	Computer repair	£ 145.00
Ealc	Councillor course fees	£ 684.00
P Huntington	Re-imb adobe subs	£ 198.96
105347	Petty Cash	£ 148.78

c) Discuss and agree recommendation of the Finance Committee to discontinue with Christmas Cheer – Members were in full agreement that Christmas Cheer should only be allocated to those in need. Cllr Walker proposed that Christmas Cheer be withdrawn in its current form and requested that the Finance Committee look at other options.

Seconded by Cllr Burgess, all in favour.

d) Agree for online payments and cheques to be issued by the Clerk and one other cheque/online signatory during recess – Cllr Burgess proposed that the Clerk and Cllr Whitehead action this, Seconded Cllr Thurgood, all in favour.

6. Discuss and agree whether to hold only one meeting per month as of January 2024 – Proposed by Cllr Burgess, Seconded Cllr Thurgood. All in favour.

7. Authority for the Chairman and Vice-Chairman to deal with urgent matters/planning applications during recess – The Clerk suggested that Cllr Whitehead be included, just in case the Chairman is still unwell. Proposed by Cllr Coveley, Seconded Cllr Walker, all in favour.

8. Report from Councillor Burgess, Chairman of the Parks & Open Spaces Working Party – Cllr Burgess gave a full report of the recent Working Party meeting. Cllr Marsello thanked him for an in-depth report.

9. Transport – Report from Councillor Thurgood on the potential bus withdrawal and transport questionnaire – Members were in full agreement that Cllr Thurgood could upload the ECC Transport questionnaire onto the Parish face book page and ask Cllr Huntington to upload this on to our website. Cllr Thurgood wanted to elaborate on the Transport questionnaire by means of supplementary questions. Members were happy for Cllr Thurgood to send out a draft document and full council will take a look at our next meeting. If Cllr Elms was available, he would be happy to assist.

10. Parking around Downham School – Request from Councillor Thurgood to discuss additional road markings around Downham School – Councillor Thurgood thanked Councillor Whitehead for his email and the history surrounding this area. Members were happy for Councillor Thurgood to explore additional road markings and a possible bus cage

with the IPTU at ECC.

The Clerk asked members for their comments regarding the proposal to revoke the limited waiting time on Downham Road and to implement a no waiting at any time on Downham Road. This was a request from the bus companies as they cannot turn by the War Memorial. Members would like to see the continuation of double yellow lines around the War Memorial and double yellow lines up to the bus stop in Church Road, adjacent to the White Horse.

11. Bonfires – Request from Councillor Windhorst to discuss bonfires – Councillor Windhorst requested that we educate residents not to have a bonfire during hot weather and to avoid having BBQ's. The Clerk suggested Councillor Windhorst write an article, once this is agreed by full council, she will then advertise the article on our face book page, noticeboards and website.

12. Matters for Information -

- a) Councillor Walker reported that Downham School are considering joining a Multi Academy Trust.
- b) Councillor Walker asked the Clerk if she could arrange for a key to be cut and a fob for the Parish Office, to use in the event of the alarm going off.
- c) Councillor Thurgood gave members a P3 update.
- d) Councillor Thurgood advised members that the drainage road works in Church Road has an 8-week window from 7th August to 28th September.
- e) Councillor Whitehead asked if we had received a commencement date for the pothole repairs in Downham Road? The Clerk will chase Councillor Grundy and at the same time see if he is available to attend a future parish council meeting.
- f) The Clerk asked Councillor Coveley if the parking has improved outside Pete's Place, due to the cones we supplied?

13. Date of Next Meeting – The Clerk confirmed this will be Thursday 7th September 2023 commencing 7.45pm in Ramsden Heath Village Hall.

14. Resolution for the exclusion of the public RESOLVED that under Section 100A(4) of the Local Government Act 1972 and/or as amended the public be excluded from the meeting for the specific agenda item 15 on the grounds that it involves the likely disclosure of exempt

**information falling within paragraphs 3 & 6 of Part 1 of the Schedule
12A to the Act – Proposed by Cllr Burgess, Seconded Cllr Coveley.**

Approved as a true record.

Signed.....Dated.....

