

# Ugley Parish Council

## Minutes of the Annual Parish Council Meeting held at 7.00pm on Monday 23 May 2022 in the Ugley Village Hall

### Present:

Cllr. Nick Shutes (Chairman), Cllr. David Cross (Vice Chairman),  
Cllr. Matt Francis, Cllr. Clayton Powter, Cllr. Elizabeth Reay,  
Cllr. Roger Pryor and Mrs. Louise Johnson (Parish Clerk).

### Members of the Public:

2 plus District Cllr. Janice Loughlin.

#### 1. Election of Chairman

**Proposal;** Cllr. Shutes is elected as Ugley Parish Council's Chairman for the coming year.

Cllr. Pryor proposed, Cllr. Cross seconded; the vote was carried unanimously.

2. Cllr. Shutes signed the 'Declaration of Acceptance of Office'.

#### 3. Appointment of Vice Chairman

**Proposal;** Cllr. Cross is appointed Ugley Parish Council's Vice-Chairman for the coming year.

Cllr. Pryor proposed, Cllr. Powter seconded; the vote was carried unanimously.

4. Declarations of interest: None.

5. To receive and approve apologies for absence. Cllr. Nick Bowers.

6. The minutes of the meeting held on Monday 11 April 2022 were approved.

#### 7. District Councillor's Report

At the Uttlesford District Council's AGM the Lib Dems and the Green Party formed an alliance, each keeping its political identity; this makes the Alliance the new official opposition. Cllr. Asker was elected the new Chair and Cllr. Driscoll was appointed the Vice-Chair.

UDC are working hard to help the refugees from Ukraine who are landing at Stansted Airport; the support from residents is astounding.

The Local Plan consultation is due to be published in the Summer. However, the Local Plan will not be in place until 2024, it should last for 10 years.

The Planning Committee is very busy holding meetings every 2 weeks, previously it was every 4 weeks. If UDC wanted to be removed from the

Designation Notice 1, imposed by the Secretary of State for Levelling up, they need to improve their planning department.

The £500 home bonus given to Ugley Parish Council by Cllr. Loughlin needs to be spent before the end of 2022.

## **8. Clerk's Report**

### **8.1. Audit report**

The Parish Council had a yearly audit carried out by Ann Wood.

There was nothing major, but 5 items were raised.

- a) The budget and precept must appear as a separate item on the agenda
- b) The Council makes a grant to the church and so it should make certain that it is aware of the NALC L01-18 regarding grants to churches.
- c) It is recommended that the Council investigates the method of making payments from the bank.
- d) It is recommended that the bank statements, reconciliations, and a comparison report of spend against budget are presented, noted and minuted by the Council at the meetings.
- e) All financial decisions should be separate agenda items.

The auditor also recommended the following;

Ugley Parish Council have a Disciplinary and Grievance Policy.  
Parish Clerk to set this policy up.

That the following policies are reviewed annually and minuted.

Standing Orders.

Financial Regulations.

Code of Conduct.

The Parish Clerk is given an allowance for 'working from home' to cover electric, heating and storing of documents.

The Parish Council join the Information Commissioners Office ICO at a cost of £35.

### **8.2. Winter Salt**

The Parish Council still has adequate supply of salt for this winter and do not require any extra.

### **8.3. Hiring out the marquee**

It was agreed not to hire out the marquee, it would only be used for village events. The reason being, the marquee would require checking for any damage before going out on hire and on its return, which would mean assembling it each time.

## **9. Working from home**

**Proposal:** The Parish Clerk is given a working from home allowance of £7 per month.

Cllr. Shutes proposed, Cllr. Cross seconded; the vote was carried unanimously.

## 10. Information Commissioners Office

**Proposal:** Ugley Parish Council become a member of the Information Commissioners Office (ICO) at a cost of £35.00.

Cllr. Shutes proposed, Cllr. Francis seconded; the vote was carried unanimously.

## 11. Bank Account

**Proposal:** the Parish Council continue with their method of BACS payments, but a debit card will be obtained on the Ugley Parish bank account to allow payees to be set up. This will eliminate the risk of having to use the Parish Clerk's bank account.

## 12. Annual Governance Statement 2021/22

Cllr. Shutes and the Parish Clerk both signed the Annual Governance Statement.

## 13. Accounting Statements 2021/22

Cllr. Shutes agreed the end of year balance at the 31 March 2022 with the bank account statement.

Cllr. Shutes and the Parish Clerk both signed the Accounting Statement.

## 14. Planning Application

**UTT/22/1108/HHF** Proposed external porch. 7 Bedwell Road.

**No comment.**

## 15. Finance Report

The following payments were authorized.

St Peter's Fabric	£500.00
Toolport CMBH	£119.99
Zoe Baxter	£48.97
Lynda Webb	£65.00

16. The bank statement, reconciliation and a report of spend were presented to the council and agreed.

Cash Statement, 13 May 2022

Balance brought forward	£5,796.69
Precept	£3,500.00
St Peter's Fabric	£500.00
Toolport CMBH	£119.99
Zoe Baxter	£48.97
Lynda Webb	£65.00
<b>Total</b>	<b>£8,562.73</b>

## 17. Any Other Business (no decisions can lawfully be made under this item).

The road through Stansted has been closed, this has had an immense impact on Pound Lane, Ugley Green and Patmore End Road.

When the new weight limit of seven and a half tons is imposed in Stansted Village, this will also have an impact on Ugley. The weight limit is to stop large vehicles going through the village and using Grove Hill. The vehicles are to be diverted onto the A120. Any traveling from Thaxted will be diverted down Hall

Road in Elsenham. A consultation on the proposals will be issued soon. It is very important that Ugley Parish Council and residents respond to the consultation, as it was imperative that these large vehicles being turned away from Stansted do not use Pound Lane and Ugley Green.

North Hall Road is still closed. ECC has now obtained a closure notice for North Hall Road until 4 November 2022. The verges on Patmore End Road continue to be damaged, there are deep potholes, and the amount of litter has increased. Cllr. Shutes said he would contact Cllr. Gooding to ask how an appropriate design can be drawn up to repair Patmore End Road, this will allow work to start straight away once North Hall Road is reopened.

The planning application for The Chequers is still awaiting a decision.

After being investigated by UDC's Enforcements, a planning application has been submitted for the football pitch and floodlights at Parsonage Farm.

Meeting Closed at 8.15pm.