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**MINUTES OF ARDELEY PARISH COUNCIL MEETING HELD IN ARDELEY VILLAGE HALL ON MONDAY 18 SEPTEMBER 2017 AT 7.30 PM**

Councillors present: David Young, Chairman  
Adrian Waygood, Vice Chairman  
Andrew Cannon  
Jim Egginton  
Alexander Neale  
Tim Noble

Ken Crofton, District and County Councillor

Officer attending: Aimee Lauezzari (Clerk and RFO) and Laura Brooks-Payne (incoming Clerk)  
Others present: 6 members of the public

**APOLOGIES FOR ABSENCE**

None

**DECLARATIONS OF INTEREST**

17.049 Adrian Waygood for Church Farm

**MINUTES OF MEETING**

17.050 Minutes of the meeting held 24 July 2017 were signed and accepted as correct.

**NEW CLERK**

17.051 Laura Brooks-Payne was selected from recent interviews.

**RESOLVED:** Laura Brooks-Payne was appointed as Clerk and RFO, effective 1 September 2017.

**CHAIRMAN'S REPORT**

None

**FINANCE****17.052 Finance report and payments for approval**

The finance report was noted and the cheques before council were signed at the end of the meeting. The list of payments is an appendix to these minutes.

**17.053 External Audit**

Clerk reported that the external audit had been received with only one minor error noted, carried over from the previous year, due to rounding of figures. Notices have been posted in the parish.

**17.054 Pensions**

Clerk reported that employees of the Parish Council will be enrolled in a pension scheme, as required by law, with the option for employees to accept or decline.

**PLANNING****17.055 Current planning applications**

The planning list was before the meeting and noted.

**17.056 Chapel House, Cromer**

Council had no objections

**17.057 High Tree Farm, Wood End**

Council had no objections

**17.058 Woodside Cottage, Moor Green**

Council had no objections

## HIGHWAYS

### 17.059 **Cromer Drains**

Repairs were undertaken in August, and Cllr Cannon reported that the road has been clear of water, however the drain by Rye View still appears to be blocked. It was noted that gully clearing is part of a routine maintenance schedule. Cllr Cannon also noted that potholes have been marked for repair.

### 17.060 **DriveSafe**

Cllr Egginton reported that the DriveSafe team recorded traffic speeds in Cromer at one session in August. 18 speeding cars were recorded and 15 first time letters were sent. Motorists have told volunteers that the speeds recorded are not accurate and Cllr Egginton has enquired about calibration of the device. Cllr Crofton reported that the speed sign is scheduled to be installed in October.

### 17.061 **A507 and B1037**

Cllr Egginton reported that an evaluation and possible implementation of changes to the A507 with regards to weight restrictions will be carried out over the coming three years, during which time there will be an opportunity to present the B1037 as a related concern. Cllr Egginton will remain in contact with HCC about this matter.

## RECREATION GROUND

17.062 It was noted that repairs arising from the 2016 inspection are still outstanding and Cllr Egginton will look for a commitment from the contractor. In the meantime other quotes will be obtained, in order to ensure that the work is completed soon. Plans are to go ahead with repairs and changes to the entrance and gate, and wait for dry weather to treat the wooden equipment.

17.063 Chairman Young enquired about the plans for a roundabout, and the clerk reported that additional funding has not yet been secured.

## CONSERVATION AREA SURVEY

17.064 A conservation area survey has been carried out and John Bosworth of EHDC would like to meet the parish councillors to discuss the findings in the coming weeks, ahead of a public meeting to be arranged for October. Cllr Noble is to contact Mr Bosworth to arrange a mutually convenient time for the meeting with parish councillors

## CHURCH FARM

17.065 Cllr Noble reported that he has had recent correspondence from Paul Dean of East Herts planning department, apologising for delays due to annual leave, but indicating that they are now looking to organise a pre app meeting with the owners of Church Farm in respect of a proposed application for 365 day camping at the property. It is understood that a traffic report and an ecology survey has been submitted by the owners of Church Farm, and they await further correspondence. Cllr Noble will follow up with the planning department at East Herts if nothing further is heard in the next 4 weeks.

## CROMER Paddock

17.066 Council has had no further correspondence concerning the paddock and noted that there have not been visible changes at the paddock. Cllr Noble will follow up with East Herts planning, concerning the use of the property.

## SMELL IN CROMER

17.067 Cllr Cannon noted an unpleasant smell lasting approximately two weeks in August that he suspected originated from the composting at Cumberlow Green. After some discussion, it was decided that it was more likely to be the result of farmers spreading on nearby fields around Cromer and Luffenhall, and it was also noted that the owner at Cumberlow has asked to be emailed in the event of unpleasant smells, and Council will do this in future.

## CORRESPONDENCE AND CLERK'S REPORT

17.068 Aimee Lauezzari will be handing over to Laura Brooks-Payne soon after the meeting. Aimee was thanked for her work, and Laura was welcomed.

**URGENT MATTERS NOT PREVIOUSLY NOTIFIED**

17.069 Cllr Neale announced his resignation, as he will be relocating for a new job. He was thanked for his service. The vacancy will be posted as per the co-option procedure.

**DATE OF NEXT MEETING**

17.070 20 November 2017, 7:30pm

The meeting closed at 8:07pm.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**PUBLIC PARTICIPATION**

1. A parishioner advised that the new footpath created at Parkers Green Wood End within the last 12 months was now overgrown and asked Council to contact HCC to ensure that the footpath is recorded and added to the existing footpaths so that it is included in the seasonal clearance of footpaths. He also asked about progress with the proposed Bridleway at the Old Bourne, which is also impassable. Cllr Noble will follow up both issues with Julian Thornton of HCC.
2. A parishioner noted that there has been a problem with dogs in the recreation ground. She had posted a temporary sign, after speaking to the Chairman, and was asked to post another. Council will be replacing the existing gate sign as part of the recreation ground repairs.
3. A parishioner expressed his frustration with the length of time it is taking EHDC planning to resolve issues at Church Farm. He asked the Council and Cllr Crofton to put pressure on the planning officers at EHDC. Cllr Noble assured him that Council is following up and is asking for a decision, and that Council expects monthly progress and responses. Cllr Crofton agreed that this process has been slow and asked Tim Waygood of Church Farm (present) for an update. T Waygood explained that there are two outstanding issues and reported that when asked in July, he provided requested information concerning certificates for buildings to planners and has not had a response. With regards to camping, T Waygood explained that they are exploring two options: camping on a reduced basis throughout the year, or camping restricted to 28 days per year, with more campers per day. He said he would prefer to spread it out over the year. He also stated that he asked for the traffic survey and paid for it. He also requested the ecological survey. He agreed that things are moving slowly. It was further clarified that there are just the two (previously mentioned) issues outstanding. When asked about the businesses on site, T Waygood confirmed that the Beauty Barn application had been granted earlier in the year, and that no application will be accepted for Hudson Stoves. He said they are waiting for EHDC to take action concerning an enforcement order on Hudson Stoves, and at that point they will most likely appeal. Cllr Noble emphasised that while the progress of these matters is slow, the conversation demonstrated that there is progress on all sides, and so Council is doing what they can and will continue to stay in contact with planners at EHDC.

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# Finance Report

Appendix to minutes of 18 September 2017

## **PAYMENTS – 18 September 2017**

£337.40*	Clerk's salary (Aug/Sept) - final	A Lauezzari
£13.90	Clerk's expenses (Aug/Sept)	A Lauezzari
£153.40	Clerk's salary (Sept) – first	L Brooks-Payne
£231.42	Litter picking (Aug/Sept)	D Beasley
£51.05	Playground inspection	EHDC
£120.00	External audit	BDO

\*New pay rate for August and September, £38.40 back pay from 1 April

## **RECEIPTS (since 24 July 2017)**

£1593.00	New homes bonus	EHDC
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<b>Ardeley Parish Council</b>		
<b>Finance Report - September 2017</b>		
	<b>Budget Year Ending March 2018</b>	<b>Year to Date Year Ending March 2018</b>
<b>Ordinary Income</b>		
Precept	6,000	3,000.00
Interest	0	0.00
<b>Total</b>	<b>6,000</b>	<b>3,000.00</b>
<b>Ordinary Expenses</b>		
Salary (including PAYE)	2,184	1,182.40
Admin expenses (A)	500	318.34
Insurance (I)	470	476.51
Audit	0	100.00
Legal/Accountancy (LA)	300	100.00
Subscriptions (HAPTC) (S)	250	246.94
Training (T)	120	0.00
Village Hall	800	0.00
Contingencies	0	0.00
Election allowance	0	0.00
Playground (P)	600	42.54
Website (W)	100	0.00
Repairs/maintenance (RM)	600	579.84
VETS Annual	100	100.00
<b>Total</b>	<b>6,024</b>	<b>3,146.57</b>
<b>BALANCE</b>	<b>-24.00</b>	<b>-146.57</b>
Grant money to offset ordinary expenses		732.00
<b>FINAL BALANCE</b>		<b>585.43</b>
<i>last modified 18 Sept 2017</i>		