

Radwinter Parish Council

LUKE BROWN
Clerk & RFO
Email: radwinterparishcouncil@gmail.com
www.radwinter.net



Village Hall, Radwinter,
Saffron Walden, CB10 2SN
Tel: 07713 926 645

Minutes of **Radwinter Parish Council meeting** held on Monday 30th May 2022, at Radwinter Village Hall.

Present: Cllr Duck (Chair), Cllr Davidson, Cllr Williams, Cllr Hall, Cllr Boyden [22/34]
DC Smith
Luke Brown (Clerk)

1 member(s) of the public

Minutes

22/22 Nominate and Elect the Chairman for Period 2022-2023

Cllr Richardson nominated and duly elected Chairman for the 2022/23 period.

Resolution: Elect Cllr Richardson as the Chairman for the 2022/23 period.

Proposed: Cllr Halls **Seconded:** Cllr Davidson – carried unanimously.

22/22.1 Sign the Declaration of Acceptance of Office

Resolution: Agree newly elected Chairman sign the declaration of acceptance of office at the next meeting.

Proposed: Cllr Halls **Seconded:** Cllr Duck – carried unanimously.

22/23 Nominate and Elect the Vice Chairman for Period 2022 - 2023

Cllr Duck nominated and duly elected Vice Chair for the 2022/23 period.

Resolution: Elect Cllr Duck as the Vice Chairman for the 2022/23 period.

Proposed: Cllr Williams **Seconded:** Cllr Halls – carried unanimously.

22/23.1 Sign the Declaration of Acceptance of Office

Cllr Duck signed the declaration of acceptance of office, witnessed by the Clerk.

22/24 Confirm the Member's Representation Responsibilities

Cllr's were happy for the responsibilities to remain the same as they were before.

22/25 **Apologies for Absence**

Cllr Davidson and Cllr Rains.

Resolution: Accept apologies for absence.

Proposed: Cllr Halls **Seconded:** Cllr Williams – carried unanimously.

22/26 **Public Forum**

A member of the public commented on the new planning application noting a number of points that they objected to:

- The plans do not show where the footpaths are going to go.
- The site backs on to the conservation area.
- Their advisor suggested the heritage, conservation area and ecological report are the main issues to point out in an objection letter.
- Otters had been filmed in the area. Badgers have been sighted. The ecological report seems to make untrue claims.
- Access to the site is located on a blind corner with limited visibility.
- The plans mention the post office as an amenity which is not true.
- The proposed garage and parking area are visible from nearby houses which would change the character of the area.

22/27 **Members' Declarations of interest**

Cllr Halls – Recreation Grnd Committee

Cllr Duck – Village Hall & Recreation Grnd Committee

22/28 **Minutes**

Resolution: Approve the minutes of the Council meeting held on 25th April 2022 as a true record.

Proposed: Cllr Davidson **Seconded:** Cllr Duck – carried unanimously.

22/29 **District & County Councillors Reports** (APPENDIX A)

The District Council approved the changes to Planning, which allows DCllr's to call in applications on request within 4 weeks of an application being submitted. There are no limitations on the number of applications that can be called in but material objections are required for grounds to be called in. Bin collections have been moved forward for the Jubilee.

DC is looking to purchase housing.

22/30 **Clerks Report** (APPENDIX B)

The Beacon, bunting and mugs have been delivered ahead of the Jubilee celebrations as well as the new bench. The Clerk requested confirmation from the DCllr regarding the fulfilment requirements for completing the grant award transaction.

22/31 **Action Tracker** (APPENDIX C)

Cllrs agreed that they would like to revisit their decision on how to deal with adding the additional land to the Recreation Ground Lease. Clerk to find out process for overturning a resolution and get back to the Council.

22/32 **Finance** (APPENDIX D)

Resolution: Agree payments for this month.

Proposed: Cllr Halls **Seconded:** Cllr Williams – carried unanimously.

Authoriser appointed: Cllr Richardson.

It was noted that the Band that were due to play at the Jubilee event and the cleaners that were due to clean were not on the list to be paid. Clerk requested invoices before payment is raised.

22/32.1 **Budget**

No comments.

22/32.2 **Appoint Members for a Finance Committee**

Cllr Davidson, Cllr Halls and Cllr Duck nominated and duly elected on the Finance Committee.

Cllr Williams, Cllr Richardson, Cllr Boyden and Cllr Rains nominated and duly elected as stand-ins for the Finance Committee. *Stand-ins are only called upon should one of the committee members be unavailable for a committee meeting.*

22/33 **New Planning Applications**

UTT/22/1348/FUL | New two bedroom bungalow | Wheelwrights Princes Well Radwinter Essex CB10 2TE | **Expiry Date: Mon 13 Jun 2022.**

The Council consider the application and decided to object for the following reasons:

- The application falls outside of the village envelope.
- The character of the surrounding properties will be compromised.
- Footpath 85 is an on-going dispute and eroded by flooding that is not dealt with in the plans.
- There are concerns with access to the site.
- The full extent of the ecological issues is not covered in the report.
- The plans state the site will not be visible to the public yet due to the footpaths in the area the site will clearly be visible to the public.
- The proposed garden is good arable land, which is not addressed in the plans.

UTT/22/1358/LB | Installation of external boiler | Hylas Cottage Water Lane Radwinter Essex CB10 2TX | **Expiry Date: Tue 14 Jun 2022.**

The Council considered this application and decided they had no objections.

22/33.1 **Appoint Members for a Planning Committee**

Cllr Richardson, Cllr Williams, Cllr Davidson and Cllr Halls nominated and duly elected on the Planning Committee.

Cllr Rains, Cllr Boyden and Cllr Duck nominated and duly elected as stand-ins for the Planning Committee.

22/34 **Men's Shed Proposed Patio** [Cllr Boyden 8:47 PM]

The Council considered the proposal for the patio as per the plans provided by the Men's Shed Group.

Resolution: Approve the Men's Shed Groups' proposed patio plans.

Proposed: Cllr Halls **Seconded:** Cllr Davidson – carried unanimously.

22/34.1 **Men's Shed Proposed Noticeboard Refurbishment**

The Council considered and agreed the proposal for fixing the noticeboard and the £30 quote for materials.

Resolution: Approve the £30 quote to fix the noticeboard.

Proposed: Cllr Halls **Seconded:** Cllr Duck – carried unanimously.

22/34.2 **Men's Shed Proposed Village Pump Refurbishment**

The Council considered and agreed the proposal for refurbishing the Village Pump and £80 quote for materials.

Resolution: Agree quote of £80 to refurbish the Village Pump.

Proposed: Cllr Williams **Seconded:** Cllr Halls – carried unanimously.

22/35 **Recreation Ground & Pavilion**

No update.

22/35.1 **Jubilee Gates**

Jubilee Gates still with the restorer.

22/35.2 **Water Fountain**

Waiting to be installed.

22/35.3 **Installation of New Lighting Along Path to Pavilion**

The Council considered and agreed the quote of £465 + VAT (£558) to install new lighting from the recreation ground car park to the pavilion. The quote includes supply and installation of pole and installation of solar powered light.

Resolution: Approve quote of £465 + VAT per light, for install of light and supply and install of pole for each light.

Proposed: Cllr Davidson **Seconded:** Cllr Duck – carried unanimously.

The Council considered and agreed the quote for Solar Powered light of £780 per light plus VAT.

Resolution: Approve quote of £780 + VAT per light for the supply of the light only delivered.

Proposed: Cllr Davidson **Seconded:** Cllr Duck – carried unanimously.

22/36 **The Queens' Jubilee**

Cleaner and band quotes have been received and were agreed by the Council.

The gas beacon required 2 Gas bottles, which were initially going to be donated by a member of the Council but at the time it was not realised how much gas was required. The Council agreed to take on the responsibility of the gas bottles. – Clerk requested the invoices/receipts.

22/37 **Village Hall**

The Village Hall management committee are due to have meeting in June.

22/38 **Highways and Footpaths**

No comments.

22/38.1 **Footpath 85**

No update

22/38.3 **Village Sign**

Waiting to be collected.

22/38 **Stocking Green update**

The residents are planning to have a lunchtime party on the Thursday for the Jubilee.

22/39 **Land at the Rear of Gillon Way**

No update.

22/40 **Neighbourhood Plan Update**

No update.

22/41 **Matters to be Raised by Members for the Next Agenda**

Verges at junction opposite the pub are overgrown.

Hall Farm, could be being used as an Airbnb.

22/42 **Date of the Next Meeting**

27th of June 2022.

22/43 **Meeting Close** @ 9:19 PM.

Signed.....

Dated.....

Clerk to the Council: Luke Brown
72 St. Edmunds Fields, Great Dunmow,
Essex, CM6 2AN
07713 926 645

APPENDIX A

CCLr Report

Homes for Ukraine Scheme Update 20.05.22

Key figures:

- In the Essex County Council area there are 829 registered sponsors, and a total of 1,232 'requests' for homes. This involves 1,876 individual guests.
- Just under 35% of individual guests have arrived, and 26% of sponsors now have guests who have arrived.

In person DBS checks:

- We can now offer sponsors the option for in-person DBS checking at County Hall in Chelmsford and Stanwell House in Colchester.
- The Sponsor/household member can email ECC at: BusinessSupport.FamilyOPs@essex.gov.uk to request an appointment from this week.

- Business Support will contact the sponsor/household member and agree an appointment date. A confirmation email will then be sent to the sponsor/household member, confirming the appointment details and offering additional information on what the check will entail and what ID/evidence sponsor/household member will need to provide.
- At present on-site appointments are available Monday-Friday during normal business hours.

Finance update:

- Districts are arranging the £200 payments to guests as soon as they are advised that they have arrived. Payment cards will shortly be available. Existing arrangements for the £200 payment will then change in districts as a result.
- The **County Council** will now initiate the £350 thank you payments in arrears (back-dated to when guest(s) first arrive), where sponsors have completed a request for the payment and once all safeguarding, DBS and housing checks have been successfully completed. Arrangements are currently being finalised ready to make payments.
- It is important to remember the £350 payment is optional and **MUST** be requested: It is a 'thank you' payment, per month for accommodating one or more guests. This payment is limited to one payment per sponsor household, even if hosting more than one guest or providing more than one property. Payments will be made for as long as a guest(s) is sponsored and for up to 12 months.

Health update:

- A primary care guidance document that outlines likely health issues can be accessed here: <https://www.gov.uk/government/publications/arrivals-from-ukraine-advice-for-primary-care>
- All sponsors are being encouraged to ensure their guests register with a GP. The three NHS care systems are producing content (including translations) which we are making available through district councils. The link below applies to Sponsors in Tendring and Colchester: <https://www.westsuffolkccg.nhs.uk/welcome-to-our-friends-from-ukraine-a-guide-to-your-local-health-services-in-suffolk-and-north-east-essex/>

Re-matching guests

- Guidance has been received from the Government on the re-matching process, and we are hoping to be in a position very soon to 're-match' guests and sponsors if either a) any checks are failed; or b) if the relationship between guests and sponsors breaks down.

Ports of Entry update:

- Stansted – average arrival figures per day remain around 200-plus..
- Most arrival transit to their onward destinations, although some require help at the airport as anticipated.
- Harwich – in the last seven days 47 arrivals have been logged.
- Southend Airport – no arrivals yet.

School places for Ukrainian children:

- FAQs have been updated as per the notes below:
- All schools have been communicated with to confirm that children from Ukraine have the right to access a school place in the normal way. We are aware of a number of schools who have already

received applications and are admitting children. Schools have also been advised about the additional funding from central government to support the needs of Ukrainian children.

- All families arriving from Ukraine will need to follow the [established process for mid-year school admissions](#).
- We continue to work closely with schools to ensure that all children are placed in schools within a reasonable distance from their homes.
- The educational needs of all children living and arriving in Essex remains our top priority and we will continue to support both families and schools with school admissions along with other needs the families may have.

Sponsor Packs and Comms

- The first edition of a newsletter for sponsors was issued this week and is available here: <https://news.news.essex.gov.uk/9j46/Send/8h4-8ce41>
- All of the translated versions of packs (in Ukrainian and Russian) for Ukrainian guests are now available online here [Ласкаво просимо до Ессексу: інформаційні матеріали для гостей - Essex County Council](#)
- Paper versions for distribution via district/borough/city council teams will be available from next week.
- FAQs on the ECC website are being updated on a weekly basis. The latest set is here: [Information for sponsors welcoming a Ukrainian person or family: Homes for Ukraine scheme - Overview - Essex County Council](#)
- Guidance is still awaited from DLUHC on the process for re-matching Ukrainian guests in the event that arrangements with initial sponsors break down.
- General information and updates are available here: [Essex stands with Ukraine: what you can do to help - Essex County Council](#)

Martin

APPENDIX B

CLERK'S REPORT

The mugs and bunting for the jubilee event have been delivered and I have had confirmation that the Beacon has also been delivered and erected.

The bench has been delivered and waiting to be installed.

APPENDIX C

Action tracker

| Council Meeting | Reference | Details | Status |
|-----------------|-----------|--|--|
| February '21 | 21/39 | LHL Cllr Richardson to complete documentation | On hold |
| September '21 | 21/172.1 | Footpath 85 indefinitely closed due to legal dispute. | Clerk to action - Waiting for an outcome |
| September '21 | 21/172.2 | Obtain quote from BDC printing services for printing a footpath map – require images | Clerk to action – acquiring images |
| April '22 | 22/07 | Install Jubilee gates | Awaiting installation |
| April '22 | 22/07 | Recreation Grnd land registry – Letter to be written detailing the land that is handed over to the committee | Cllr Richardson to action |
| April '22 | 22/11.3 | Arrange meeting with A&J Lighting to discuss placement and receive quotes for full install. | Clerk to action |
| | | | |
| | | | |
| | | | |
| | | | |
| | | PLANNING RESULTS | |
| UTT/22/0735/FUL | | The Meads Roman Road Radwinter Essex CB10 2TFErection of 1 no. dwelling and garage (amended scheme to that approved under planning permission UTT/21/2246/FUL in order to relocate the garage) | Approve with Conditions |
| UTT/22/0845/FUL | | Homestead Farm Ashdon Road Radwinter Essex CB10 2UA Proposed development of 2 no. dwellinghouses within existing agricultural barn footprint and build form, with 1x no cartlodge to serve both dwellings | Approve with Conditions |
| UTT/22/0651/HHF | | Conversion of outbuilding into residential annexe. Swans Farmhouse Radwinter End Radwinter Essex CB10 2UD | Approve with Conditions |
| | | | |
| | | | |
| | | | |

APPENDIX D
May Payments

| Date | Supplier | Description | Invoice | FPO/DD | Min Ref | Rec | Credit | Debit | VAT | Net |
|-----------------|-------------------|---------------------|------------|--------|---------|-----|------------------|-----------------|---------------|-----------------|
| Opening Balance | | | | | | | 42,064.97 | - | | - |
| 09/05/2022 | Running Imp Ltd | Jubilee Mugs | 388825 | | | | | 627.30 | 104.55 | 522.75 |
| 16/05/2022 | Bt Group PLC | Telephone | M081 &Xv2 | | | | | 33.85 | 5.64 | 28.21 |
| 16/05/2022 | A&J Lighting | Lighting | 36202 | | | | | 48.38 | 8.06 | 40.32 |
| 23/05/2022 | Southern Electric | Electricity | 0039 | | | | | 133.65 | | |
| | Glasdon UK Ltd | Phoenix Seat | 3082426 | | | | | 607.79 | 101.30 | 506.49 |
| | Employee | Salary - May | N/A | | | | | 308.18 | | 308.18 |
| | HMRC | Income Tax | N/A | | | | | 2.00 | | 2.00 |
| | Employee | Expenses - May | N/A | | | | | 31.60 | | 31.60 |
| | Jack Roberts | Clear Verge | 999 | | | | | 47.85 | | 47.85 |
| | Jack Roberts | Grass Cutting | 1018 | | | | | 8.70 | | 8.70 |
| | Clear Tax | Accounting Services | 2885 | | | | | 180.00 | 30.00 | 150.00 |
| | 21CC Group Ltd | Jubilee Beacon | INV-414011 | | | | | 588.00 | 98.00 | 490.00 |
| | Luke Brown | Bunting | 1000073282 | | | | | 17.95 | 2.99 | 14.96 |
| Totals | | | | | | | 42,064.97 | 2,635.25 | 350.54 | 2,151.06 |
| | | | | | | | 39,429.72 | | | |