

# *Aldham Parish Council*

## **Minutes of Aldham Parish Council meeting held on Tuesday 3rd May 2022 at 7.30 P.M in the Village Hall, Aldham**

**Present:** Cllr Jackie Daines (Chairman), Cllr Chris Hall (Vice Chairman), Cllr Brenda Brown, Cllr Andrew D'Angibau, Cllr Adam Scott, Cllr Stuart Simpson, Cllr Iain Wickes, CBC Dennis Willetts & the Clerk, Mr G. Walkingshaw and 1 member of the public.

**22/01 Election of Chairman (sign Declaration of Acceptance of Office)**

Chairman Jackie Daines was re-elected as Chairman of Aldham Parish Council.  
Proposed: Cllr Adam Scott                                  Seconded: Cllr Chris Hall  
Acceptance of Office form signed by Chairman.  
Agreed by all.

**22/02 Welcome and apologies for absence**

Apologies received from CBC Martin Leatherdale & ECC Lewis Barber

**22/03 Declaration of Members interests**

Cllr Andrew D'Angibau in 22/16

**22/04 Election of Vice Chairman**

Vice Chairman: Chris Hall was elected as Vice Chairman.

Proposed: Cllr Jackie Daines                                  Seconded: Cllr Andrew D' Angibau  
Agreed by all.

**22/05 Election of Councillors for sub-committees**

Sub Committees at present for 2022/2023 as below:

Planning Sub Committee: Jackie Daines, Adam Scott, Iain Wickes & Chris Hall

Playing Field Sub Committee: Jackie Daines & Chris Hall

Village Hall Representative: Jackie Daines

Gallows Green Representative: Andrew D'Angibau

A120 Representative: Adam Scott

Calc Representative: Jackie Daines

Risk Assessment: Andrew D'Angibau

Asset Register: Chris Hall

Budgets Review: Andrew D'Angibau

Agreed by all

**22/06 To review the effectiveness of the system of internal control (Internal Audit)**

The Chairman signed the Certificate of Exemption & Annual Governance Statement after approval by the Parish Council.

Agreed by all.

The Chairman signed the Accounting Statement & Bank Reconciliation after approval by the Parish Council.

The Chairman, Jackie Daines thanked the Parish Clerk, Grahame Walkingshaw for doing such a good job with the Parish Council Accounts.

Agreed by all

**22/07 To review Standing Orders**

The Standing Orders were reviewed by the Parish Council and adopted 03/05/22

Agreed by all.

- 22/08            To review Financial Regulations**  
The Financial Regulations were reviewed by the Parish Council and adopted 03/05/22  
Agreed by all.
- 22/09            To Review Financial Risk Assessment**  
The Financial Risk Assessment was reviewed by the Parish Council and adopted  
03/05/22  
Agreed by all.
- 22/10            Insurance 2022/2023**  
Cllr Jackie Daines proposed to accept the insurance renewal from BHIB for 2022/2023  
at £593.65. This was an increase from last year's insurance which was £537.59.  
Proposed: Cllr Jackie Daines    Seconded: Cllr Adam Scott  
Agreed by all
- 22/11            Public Open Forum (Maximum 15 minutes)**  
A resident reported that she had been told that footpath 10 was difficult to walk on at  
present. Cllr Andrew D'Angibau informed the meeting that the footpath was walkable  
and this was confirmed by Cllr Iain Wickes who had recently walked on that footpath.  
A resident enquired whether the Bench outside the village hall and the village sign  
would be painted before the Queens Platinum Jubilee & Aldham Open Garden Day? Cllr  
Chris Hall informed the meeting that he would jet wash the bench and paint the village  
sign in the next week.  
A resident reported that nothing had been done in regards to the drain cover, which had  
been reported previously in Hardings Close. The Parish Clerk was actioned to report the  
matter once more.
- 22/12            To approve the minutes of the last meeting (5<sup>th</sup> April 2022)**  
The minutes of the last meeting were approved and signed by the Chairman.  
Proposed: Cllr Chris Hall    Seconded: Cllr Andrew D'Angibau  
Agreed by all
- 22/13            Visitors Report (Dennis Willetts)**  
CBC Dennis Willetts informed the meeting about the National Grid East Anglia proposals  
to connect a wind turbine route from Norwich to Tilbury using pylons and underground  
cables. He informed the meeting that this would greatly affect Aldham and those  
consultations will begin this week with one of the consultations taking place in West  
Bergholt on Saturday the 7<sup>th</sup> May 2022.  
Cllr Adam Scott reported that he had been to the consultation held in Ingatestone. Cllr  
Jackie Daines informed the meeting that she planned to go to the one in West Bergholt  
at the weekend.
- 22/14            Clerk's Report**  
The clerk updated the Parish Council on the VAS Unit for Aldham. Currently a licence  
had been applied for from Essex Highways and was being processed. The next stage  
would involve the fixing of posts at the two locations chosen before signing an  
agreement with neighbouring parishes Fordham & Wormingford.  
The clerk had received the RCCE Rural Housing Survey Forms and would distribute  
them with the Church Newsletter in June. The Parish Clerk was actioned to contact Jane  
Smith, Church Newsletter to organize distribution.

22/15

## Finance

The payments for May were approved in accordance with the 2022/2023 Budget

The following payments were made:

Parish Clerk Salary	£464.45
Mileage Expenses	£3.60
HMRC	£116.40
Internal Audit	£195.00
Landscape Services	£276.00
Landscape Services	£276.00
BHIB Insurance	<u>£593.65</u>
Total	<u>£1,926.10</u>

22/16

## Planning/Housing

16.1 Applications for discussion at meeting  
None

16.2 Planning Applications – Observations conveyed under delegated authority since last meeting

**220577 – North View, Halstead Road, Aldham** – Proposed rear extension and front porch extension

**Comments:** No Objections

**220579 – Caterpillar Cottage, Ford Street, Aldham** – Conversion of the existing buildings at Caterpillar Cottage to form 2 holiday-let units

**Comments:** No Objections to change of use being approved on the condition that no further development of additional buildings.

**220647 – North View, Halstead Road, Aldham** – Notification for prior approval for a proposed single storey rear extension extending 8.00 metres beyond the rear wall of the original dwelling, with a maximum height of 2.90 metres and eaves height of 2.60 metres.

**Comments:** No Objections

**220856 – Half a Loaf Cottage, Rectory Road, Aldham (Listed Building)** – Remove existing front door and dismantle the timber framed west elevation of the porch. Remove the window from the east elevation of the porch and infill. Extend the front (north) elevation of the porch towards the west by 500 mm. Rebuild the west elevation.

**Comments:** No objections

**220857 – Half a Loaf Cottage, Rectory Road, Aldham (Listed Building)** – Remove existing front door and dismantle the timber framed west elevation of the porch. Remove the window from the east elevation of the porch and infill. Extend the front (north) elevation of the porch towards the west by 500 mm. Rebuild the west elevation.

**Comments:** No objections

16.3 Planning Applications – Decisions received since last meeting

**200806 – The Bridge House, Ford Street, Aldham** – Listed building application for conversion of a timber barn to a single detached annexed

dwellinghouse including thermal upgrade of the walls and floors using natural breathable technologies.

**Decision:** Approve Conditional

**200809 – The Bridge House, Ford Street, Aldham** – Conversion of a timber barn to a single detached annexed dwelling house. Alterations and upgrade to existing Stable to allow safe housing of horses and safe movement and separation of equine activities from the public using the Essex Way path.

**Decision:** Approve Conditional

Cllr Jackie Daines enquired about Aldham Hall Cottage and the planning required for a change of use. The Parish Clerk was actioned to contact the enforcement officer for an update on the latest progress.

**22/17**

**Asset Register**

The Parish Clerk reported that the Parish Council had £62,492 worth of assets at the 31/03/22. The Parish Clerk was actioned to send a copy of the asset register to the Parish Councillors.

**22/18**

**Queens Platinum Anniversary**

A resident informed the meeting that the Village Hall Committee had agreed to donate prizes of £15, £10 & £5 to the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> best entries for the fancy dress competition at this event. Cllr Jackie Daines proposed the Parish Council donate £50 towards vouchers for the event. The Chairman would liaise with the Village Hall Committee.

Agreed by all

A resident informed the meeting that she had 8 flags and plenty of bunting to use at the event.

**22/19**

**Training/Events**

19.1 Reports on attended events - None

19.2 Nominations for new events - None

**22/20**

**Information Exchange/Items for next agenda**

Cllr Iain Wickes reported that the bridge on footpath 12/13 require replacing in the next year.

Cllr Jackie Daines asked for the Millennium Playing Field to be put on the agenda for July.

**22/21**

**To confirm date and time of next meeting**

Date of next meeting: Tuesday 5th July 2022 at 7.30 p.m.

Meeting Closed at 8.46 p.m.

**Part Two Agenda Items**

Matters taken in the absence of Press and Public (Public (Admissions to Meetings) Act 1960) as the item contains exempt information as defined by the Local Government Act 1972 Sch. 12a Pt (1).

**22/22**

**Changes to Parish Clerk Contract**

Signed.....

Chairman

Date.....