

**STANSTED PARISH COUNCIL****MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 6<sup>TH</sup> MARCH 2023  
AT STANSTED VILLAGE HALL**

**PRESENT:** Cllr Harry Bott Chairman  
 Cllr Polly Falconer Vice-Chair  
 Cllr Tom Brooker  
 Cllr Jack Saunders  
 Cllr Daren Sefer  
  
 Mrs Melita Gandolfo Clerk  
 Mr David Rice Assistant Clerk  
 One member of the public

**Item** *Action point*  
**Minute no**

**1 APOLOGIES**

347 Apologies for absence were received from Cllr Sparkes and Cllr Tisson and were accepted

**2 DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER**

348 There were no declarations of interest.

**3 MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> FEBRUARY 2023**

349 It was proposed by Cllr Falconer, seconded by Cllr Sefer and agreed that the minutes of the meeting held on 6<sup>th</sup> February 2023 be signed as a true record.

**4 MATTERS ARISING**

350 There were no matters arising.

**COUNTY AND BOROUGH COUNCILLORS' REPORTS**

The representatives from the County and Borough were not in attendance so there were no reports.

**5 DATE FOR ANNUAL PARISH COUNCIL MEETING**

351 It was agreed that the Annual Parish Council Meeting would be held at 7.45 p.m. ahead of the monthly Parish Council Meeting scheduled for 8.00 p.m. on 3<sup>rd</sup> April 2023.

**6 BERRY HOUSING TRUST – Payment of Grant**

352 It was noted that at the Parish Council meeting on 6<sup>th</sup> February 2023 it was agreed that a grant of £20,000 should be made to the Berry Housing Trust towards the cost of new roofs for the four cottages. It was agreed that this item should be kept on the agenda until the payment had been requested from representatives of the Berry Housing Trust.

## 7 ASH DIE-BACK AND BROWN'S FIELD COPPICE

353 It was noted that Nick Connell Tree Surgeons had completed the coppice work in Brown's field. Some Councillors were concerned that an oak tree had been removed in error and that some of the remaining stumps had been left too high. It was agreed that the Parish Clerk should contact Nick Connell who should liaise with Cllr Brooker and Cllr Saunders to carry out any additional work required and to replace the oak with one of a similar age.

## 8 HIGHWAYS

### 354 a Traffic Plan, Highway Improvement Plan, Signage

Cllr Falconer had not heard anything further from KCC Highways.

The gates had been ordered and it was agreed that these should be painted white by Peter Morris. Cllr Brooker and Cllr Saunders to invoice the Council for the work to erect the gates.

355 Councillors Brooker and Saunders to move earth to Hatham Green and to build up the verge at the top of Stansted Hill and to advise Phil Clark and Lucy Burgess when work is due to start.

### 356 b Other Highways issues

It was reported that Plaxdale Green Lane verges are being narrowed by large vehicles but it was agreed that this was a seasonal problem.

## 9 PLANNING

### a Applications

357 (i) 23/00095/FL | First floor side extension, single storey rear extension and balcony to first floor above | North Down Plaxdale Green Road Stansted Sevenoaks Kent TN15 7PB

No objection.

358 (ii) 22/02814/FL | Demolition of existing attached outbuilding and erection of two storey side extension | 2 Tumblefield Estate Tumblefield Road Stansted Sevenoaks Kent TN15 7PS |

No objection.

### b Decisions

359 Decisions as listed on the agenda were noted.

360 Furthermore, the following decision (received too late for Agenda) was noted

22/02868/FL | Variation of Condition 2 (Holiday let only ) pursuant to planning permission TM/14/03395/FL (construction of 2 self-contained holiday let buildings) Pursuant to planning permission TM/14/03395/FL Change of use of the Vigo Inn Public House to two dwellings with associated residential curtilages and construction of two buildings to create 2 self-catered holiday let units | Holiday Lets At Vigo Cottage Gravesend Road Wrotham Sevenoaks Kent

Decided: Approved

**c Appeals**

- 361 22/00014/REF | Proposed replacement windows to Residence 9 white upvc | Ridgeland Malthouse Road Stansted Sevenoaks Kent TN15  
Appeal against Refusal of permission – in progress

**d Enforcement**

**Updates**

- 362 7 Oakwood Farm, Fairseat  
The Clerk had written to Enforcement requesting an update and was awaiting a response.
- 363 Tree house at Cob Trees, Stansted  
The new owners of Cob Trees had not taken any action to comply with the enforcement notice.
- 364 Wentshaw Lodge, Vigo Road, Fairseat  
Enforcement were still waiting for the property owner to apply for retrospective planning permission for two of the outbuildings and, if not received, action would be taken by the TMBC.

**e Other Planning matters**

- 365 None.

**10 FINANCE – Appendix A**

**366 a Bank Balances**

The bank balances as listed on Appendix A and as shown on the bank statements were noted.

**367 b To approve payments made since last meeting**

Cllr Bott proposed and Cllr Sefer seconded and it was agreed that the payments made since last meeting as Appendix A be approved.

368 c **Accounts for payment**

Cllr Bott proposed and Cllr Sefer seconded and it was agreed that the accounts for payment listed on Appendix A be approved.

369 d **Nationwide deposit account**

It was agreed that £30,000 be placed on the Nationwide 120 day notice deposit account plus the £20,000 agreed to be paid to the Berry Housing Trust for the roof project on the almshouses. The Assistant Clerk was requested to prepare an analysis of the bank accounts and to arrange for as much as possible to be transferred to the 120 day notice account.

370 e **CCLA deposit fund**

Further to the Committee's agreement to open a CCLA Public Sector Deposit Fund account, Mr Rice confirmed that the interest rate on the account was 3.7% and that the application form was in the process of being completed. It was agreed that the Landlord's deposit monies would be moved to this account.

f **Bank mandate and signatories - dual authorisation**

371 It was agreed that given Cllr Bott and Cllr Falconer would not be standing for re-election in May 2023 their replacements as signatories should be decided at the Parish Council meeting in May 2023.

372 Cllr Sefer and the assistant Parish Clerk Mr Rice agreed to be added as a signatory in order that dual authorisation could be provided for bank payments. Cllr Tisson was also willing to be added as a signatory.

373 g **Other Finance issues**

None.

11 **MANAGEMENT OF PARISH COUNCIL LAND AND PROPERTY**

374 i **Recreation Field**

It was noted that Nurture Landscapes would be increasing the cost of mowing the recreation field by 9.5% and that the Clerk should contact Nurture Landscapes to see if a reduction was possible and if so to agree the contract for the year.

375 ii **Play park**

Nothing to report.

376 iii **Brown's Field**

As reported in item 8, the coppicing work had been largely completed but was subject to further remedial work.

- 377 **iv Telephone box in Plaxdale Green Road**  
It was reported that the phone box had been cleaned and shelves were being installed for books and other items.

- 378 **v Maintenance and handyperson**  
Pot holes had been reported to KCC Highways and, if no action was taken, then these would be filled in by Peter Morris.

- 379 **vi Other issues**  
None.

## 12 VILLAGE HALLS

- 380 **i Stansted Village Hall**  
The recent grant had been well received and thanks were given to the Parish Council.

- 381 **ii Fairseat Village Hall**  
In addition to thanking the Parish Council for the recent grant, the mowing of the recreation area at Fairseat was also appreciated.

## 13 CORONATION OF HM KING CHARLES III; PARISH CELEBRATION

- 382 The Council noted that the Stansted Village Hall committee had arranged a Farmers' Market for Monday 8<sup>th</sup> May for between 11 a.m. and 1 p.m. The setting up for the 'bring your own tea party' on the same day could start from 12 noon.

- 383 Cllr Bott had sourced a magician to attend at cost of £400 for two hours work and this was proposed by Cllr Bott and seconded by Cllr Falconer. Cllr Sefer had arranged a singer to perform in the afternoon. Households would be encouraged to display scarecrows on a Royal theme during the first week of May.

## 14 ELECTIONS – POTENTIAL NEW PARISH COUNCILLORS

- 384 There was a discussion on the process for the election new parish councillors to fill the vacancies when Cllr Bott and Cllr Falconer leave in May 2023.

- 385 The Clerk had already circulated an email on 1 March 2023 which set out the process whereby potential new councillors needed to contact TMBC for the necessary form. Potential new councillors, and existing ones, will be asked to provide a 100 word biography to introduce themselves which would be included in the May edition of 'Our Parish Notes'. The Assistant Clerk agreed to prepare a brief summary of the process and to contact the two candidates who had expressed an interest in standing.

## 15 WILDLIFE CAMERAS & SIGNS

- 386 Cllr Brooker explained that before the cameras could be sited and operated it was necessary to put up signs to explain that CCTV was being used in the villages at all entrances to the villages.

387 Cllr Brooker agreed to find some suitable signs for the Parish Council to consider and he would fit them and the cameras.

**16 REPORTS FROM MEETINGS ATTENDED BY THE COUNCILLORS/CLERK**

388 None.

**17 CORRESPONDENCE**

389 None.

**18 ANY OTHER BUSINESS**

390 None.

**PUBLIC SESSION**

No issues were raised.

The Chairman thanked everyone for attending and closed the meeting at 9.10 pm.

Signed .....Chairman

Dated.....