

**STANSTED PARISH COUNCIL****MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 4<sup>th</sup> MAY 2021 AT 8 pm  
ON ZOOM DUE TO COVID RESTRICTIONS**

<b>PRESENT:</b>	Cllr Harry Bott	Chairman
	Cllr Mrs Polly Falconer	Vice-Chairman
	Cllr Tom Brooker	
	Cllr Jack Saunders	
	Cllr Yvonne Tisson	
	Mrs Melita Gandolfo	Clerk
In attendance	Cllr Harry Rayner	Kent County Council (part of meeting)
	One member of the public	

<b>Item</b>		<b>Action point</b>
	Minute no 2020/21	

**1 ELECTION OF CHAIRMAN**

35 It was proposed by Cllr Falconer, seconded by Cllr Tisson and agreed Cllr Bott be elected Chairman for the year.

**2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

36 Cllr Bott accepted the office and agreed to sign his declaration of acceptance of office before the Proper Officer of the Council when Covid restrictions are lifted.

**3 ELECTION OF VICE-CHAIRMAN**

37 It was proposed by Cllr Bott, seconded by Cllr Tisson and agreed that Cllr Falconer be elected Vice-Chairman for the year.

**4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

38 Cllr Falconer accepted the office and agreed to sign her declaration of acceptance of office before the Proper Officer of the Council when Covid restrictions are lifted.

**5 APOLOGIES FOR ABSENCE**

39 Apologies for absence were received from Cllr Sefer and from Cllr Sparkes and were accepted.

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

40 There were no declarations of interest.

**7 MINUTES OF THE MEETING HELD ON 12<sup>th</sup> APRIL 2021**

41 Cllr Falconer requested a small amendment – insertion of the word “potentially” to

the item Borough Councillor’s Report. This was agreed and It was then proposed by Cllr Falconer, seconded by Cllr Tisson, and agreed the minutes of the meeting held on 12<sup>th</sup> April 2021 were a true record and would be signed when Covid-19 restrictions were lifted.

**8 MATTERS ARISING**

42 There were no matters arising.

**9 PLANNING**

**a Applications**

43 **(i) 21/01041/FL** | Erection of an oak framed single storey rear garden room extension | The Herons Vigo Road Fairseat Sevenoaks Kent TN15 7LT

No objections were raised.

44 **(ii) 21/01046/TNCA** | Tree A Mature Sycamore - Removal of 3m from the canopy, Tree B Large stems from a single root ball - Replacement or lightening the canopy. Final decision on removal, vs reduction subject to expert advice by arborealist contractor | Staples Cottage Vigo Road Fairseat Sevenoaks Kent TN15 7LU

No objections were raised.

**b Decisions**

45 The decisions listed on the Agenda were noted.

**c Appeals**

46 **Oak Tree Stable, Vigo Road, Fairseat - TM20/01665/FL – Appeal 21/00002/REF**  
Appeal in progress.  
Knights barrister would liaise with the TMBC barrister.  
There were no other updates to report.

**d Enforcement**

**i Updates**

The Clerk had circulated Appendix B giving updates from Enforcement on the cases in the Parish.

47 Investigations were still ongoing in the following cases:  
Littlefields, Stansted TN15 7PE - Tree house  
Cob Trees, Stansted – Tree housed  
Wentshaw Lodge, Vigo Road, Fairseat – unauthorised building works  
Fly-tipping - Ref 10874 – being investigated by TMBC and Sevenoaks District Council

48 **ii** Lucy’s Barn and Janes Farm  
Enforcement action was suspended in this case as retrospective planning applications had been submitted: Lucy’s Barn Camp Site, Ash Lane – further unauthorised development  
The Clerk had sent Highway Engineer Les Henry’s Report to the relevant planning

officer at TMBC, to support our objections to the applications, and would also send it to KCC Highways (consultees), cc to KCC Cllr Harry Rayner.

It was noted that Lucy's Barn campsite is now operating under the Clearways organisation and expects to be granted a new licence.. The Clerk will ascertain if Clearways can issue licences. It was thought that Knights Solicitors may be able to advise.

**MG**

49 **iii** Garage at Cherry Hay

It was reported that a new garage was being built behind a property, Cherry Hay, in Vigo Road. The Parish Council appreciate that planning permission is not required for a garage of up to 15 sqm (freestanding) or 30 sqm (attached to house). However access to the garage a is not from the road to main house / parking area, but is a new access onto Bumpy Lane which is a Byway. It was agreed that this should be reported to Enforcement to see if planning permission should have been sought.

**Suspension of meeting for County and Borough Councillors' Reports**

There were no Reports.

**10 FINANCE**

**a Bank Balances**

50 The bank balances as listed on Appendix A were noted.

**b Payments made since last meeting to be ratified**

51 The payment made since last meeting as listed on Appendix A had already been approved on email by Cllr Bott and Cllr Falconer.

**c Accounts for Payment**

52 It was proposed by Cllr Bott, seconded by Cllr Falconer and agreed that the accounts for payment as listed on Appendix A be paid online.

**d Other Finance issues**

53 The Clerk said that from May 2021 the monthly grounds maintenance charge from Nurture Landscapes would increase to £435.28+VAT pcm, this was in line with the amount budgeted and it was agreed this be accepted.

**11 HIGHWAYS**

**a**

54 **Traffic Plan, Highways Improvement Plan, Signage**

Les Henry had sent his revised Appraisal for the Parish Traffic Plan to Cllrs Bott, Falconer and Tisson. It was agreed that the Clerk would send it to all Councillors so that all could be familiar with the Appraisal and become involved. It was agreed that a meeting should be held with all Councillors and Parish residents so that views and vision can be shared.

**ALL**

55 Cllr Saunders had agreed to remove old and superfluous signs and their concrete bases; Cllr Falconer to let him know the locations of signs to be removed. The Clerk to ask Mark Haley which signs need to be replaced.

**JS/  
PF  
MG**

**Other Highways issues**

56 No other issues were raised.

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

**57 I Recreation ground**

The Clerk had received a booking for a Bouncy Castle on the field, 20<sup>th</sup> July.

**58 ii Play park**

Further to Stansted VH committee’s request for picnic benches near the play equipment, the Clerk said that the benches at Fairseat Recreation Field cost £354+VAT each, and the bark surface area cost £1,280+VAT. It was agreed that all Councillors would look at the Fairseat benches and review the matter at the next meeting. Disposal of picnic rubbish was discussed.

**ALL**

**59 iii Brown’s Field**

To be carried forward. The Clerk had registered for a felling licence.

*MG  
/HB*

**60 iv Other issues – Ash die-back**

It was agreed that the ash tree at the back of the War Memorial garden did need to be removed. It was proposed by Cllr Falconer, seconded by Cllr Brooker and agreed that Nick Connell’s quote of £850 should be accepted and that the Chairman ask Nick Connell to proceed.

**13 VILLAGE HALLS**

61 Stansted Village Hall – the Parish Council awaited detailed proposals on the planned tree and bench on the recreation field in memory of Penny and George Goring.

**14 PARISH MAGAZINE**

62 It was reported that the magazine was rather late in coming out to the distributors. It was agreed that the Clerk would liaise with Editor Hilly to discuss improving the timescale.

**MG**

It was agreed that all Councillors would encourage local advertisers, at the following rates for advertising:

£100 pa for half page, £60 pa for quarter page, £40 pa for one eighth.

**15 AIRFIELD PLAQUE**

63 Cllr Brooker had provided sketches and quotes for building a 2m high flint-faced concrete structure where the airfield memorial plaque would be mounted. The pyramid shape was preferred; the cost would be £2,600 +VAT.

**16 ARRANGEMENTS FOR FUTURE MEETINGS**

64 Legislation permitting remote / online Parish Council meetings was due to expire on 6 May. It was agreed that the Clerk would write to the PCC to ask whether the Cloisters building could be hired for meetings, as it had wifi which would permit

members of the public to join remotely. If the Cloisters cannot be used, it was agreed that the June Parish Council meeting would be held in Stansted Village Hall.

**12 ANY OTHER BUSINESS**

65 Vigo Field Music event

The Clerk had received an email from a resident concerned about a planned music event to be held in July in the Vigo field. The Clerk said that the event already had permission in the form of a Temporary Event Notice. Councillors said that similar events had been held there for charity in previous years and it was not thought that this event would cause any problems.

66 Notice boards

It was noted that the doors to the new notice boards are difficult to open and close (they stick), and the Clerk will ask Gerry Glidewell to look at them.

MG

**PUBLIC SESSION**

67 No matters were raised.

The Chairman thanked everyone for attending and closed the meeting at 10.05 pm

Signed .....Chairman

On the .....day of .....2021