

**Draft Minutes of Birchanger Parish Council meeting  
held on Tuesday 5<sup>th</sup> February 2019 at 8.00 pm.  
in Birchanger Village Hall**

**Present:** Angie Driscoll (AD) – Chair  
Maria Davy (MD)  
George Taylor (GT)  
Peter Sampson (PS)  
John Revell (JR)  
Linda Pocklington (LP)

2 members of the public  
Keith Williams (Parish Clerk)

**546. Chairman's Welcome**

The Chairman welcomed all those present.

**547. Apologies for Absence**

Elizabeth Godwin (EG)  
Ken Wheatley (KW)

**548. Declarations of Interest**

None

**549. Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

Daphne Wallace-Jarvis hoped to get the support of Birchanger Parish Council in her efforts to establish a safe footpath/cycle track from Stansted to Bishops Stortford.

Melvin Caton introduced himself as the Liberal Democrat candidate in the forthcoming district council elections. He would like to acquaint himself with some of the issues affecting Birchanger village. He noted that an agenda item was to discuss the possible adoption of a Community Special Constable (CSC) and commented that Stansted, Elsenham and Henham had already appointed CSC's.

**550. Minutes of the last meeting**

The minutes of the last meeting held on Tuesday 4<sup>th</sup> December 2018 (previously circulated) were agreed as a true and accurate record, and duly signed by the Chairman.

**551. Recreation Ground Working Group/Allotments/Glebeland**

**1. Recreation Ground**

LP had already provided a list of priorities. As well as the gate padlock LP asked about the return of the drug needle box .GT has been in contact with both Stephan Roche (SR) and Gavin Crane (GC) of Play Maintain to discuss repairs/refurbishment. SR would not be able to undertake the work but recommended another company.

**[2019/120]**

GT has investigated but feels that this company may not be suitable for the work required.

HAGS have quoted for replacing the two swing seats at £190 per seat although it is not clear if this includes fitting. GT will enquire. **[GT]**

GT has inspected the recreation ground and found it to be in a generally tidy state. The bins have been emptied. He will contact Alex Stewart regarding the key to the gate padlock. **[GT]**

## **2. Allotments**

Nothing further to report. With regard to the suggestion that new allotments holder should be required to pay a deposit, LP will discuss this with Peter Wilton. **[LP]**

## **552. Finance**

### **a. Account Balances (already circulated) – noted.**

### **b. Invoices and payments**

The following payments were accepted and authorised to be made.

#### **1. Account Balances b/f at 31<sup>st</sup> December 2018**

HSBC Community account	£39581.67
Write back chq no 100632	£25.00

#### **2. Payments due for January 2019**

TBS Hygeine Ltd	Chq 100664	£155.52 (dog bin emptying)
e-on	DD	£73.30 (electricity for December 2018)
A&J Lighting	SO	£45.90 (monthly charge)
EALC*	Chq 100665	£25.00 (replaces chq 100632)
Clerks salary	Chq 100666	£395.65 (salary for January 2019)
HMRC (Keith Williams)	Chq 100667	£99.00 (paye for month 10)
Office rental	Chq 100668	£20.00 (office rental for January 2019)
AVG (Keith Williams)	Chq 100669	£59.99 (anti-virus software)
Ace of Spades	Chq 100670	£249.60 (grounds maintenance)
Debbie Crouch	Chq 100671	£200.00 (cleaning Nov-Jan19)
Birchanger Church Hall	Chq 100672	£10.00 (hall hire for Jan 2019)

Total payments for December 2018 £1333.96

**[2019/121]**

**3. Account Balances c/f at 31<sup>st</sup> January 2019**

HSBC Community account 51624067	£38272.71
Natwest current account	£13608.65

Note: Chq for EALC is a replacement. The previous cheque 100632 was not received.

**c. Agree to close and transfer funds from Natwest Account to HSBC Community Account.**

This was agreed. The appropriate form was signed by AD and MD, and AD would present to NatWest bank. [AD]

**d. Request for donation from SSE.**

This was to be left for discussion at a later meeting.

**553. Planning**

**UTT/18/3470/FUL – Field adjacent to 331 Birchanger Lane**

**Proposed stables and hard standing and paddocks for equestrian use.**

No objections.

**554. Neighbourhood Watch/Speedwatch/CSC initiative**

**CSC Initiative**

This is actually for a Community Special Constable (CSC). PS had circulated a report on the initiative (see report attached to the minutes).

It was agreed to proceed with the appointment of a CSC. PS will contact Les Hawkins and advise him. [PS]

**Community Speed Watch (CSW);**

Nothing further to report.

**Neighbourhood Watch**

PS is now producing the Uttlesford Neighbourhood Watch magazine.

**555. GDPR and Privacy Policy**

**1. Consideration of Personal Data Audit.**

Noted.

**2. Adoption of Private Policy.**

The Privacy Policy was adopted.

[2019/122]

**556. Footpaths - Request for support for creation of safe footpath from Stansted/Birchanger to Bishops Stortford.**

Although the footpath in question is not within the boundary of Birchanger Village, the Parish Council supports the initiative. The parish clerk to advise Essex County Council. Daphne Wallace-Jarvis will provide the clerk with the relevant contact details.

**557. Stansted Airport**

In the absence of KW it was agreed to defer this until the next parish meeting.

**558. Highway Rangers**

The Rangers organisation has contacted AD and invited the council to submit a list of works to be carried out. AD will compile the list and advise Highway Rangers. **[AD]**

**559. Highways – update on Birchanger roundabout development**

AD was pleased to report that the latest plan for this development allows movements out of Birchanger Lane to allow road users to continue to make direct movements towards A1250 Dunmow Road and the A120 west, to be controlled by a single traffic signal.

**560. Appoint new member of Employment Committee**

GT was appointed to the Employment Committee.

**561. Reports from County and District Councillors**

None

**562. Closure of meeting**

There being no further matters to discuss the Chairman declared the meeting closed at 21.12.

**[2019/123]**

## **Community Special Constables**

Following a meeting on the 4<sup>th</sup> February with Les Hawkins (Specials Supported Policing Coordinator) with myself, Angie, Elizabeth, George and Keith, I have pleasure in submitting my report for discussion at the Parrish council meeting on Tuesday 5<sup>th</sup> February.

The proposal is to consider the possibility of 'employing' a Community Special Constable (CSC) for Birchanger whereby a uniform Policeman would patrol Birchanger for a minimum of 16 hours per week. According to Essex police, visibility of a police officer is the most important factor and acts as a deterrent to crime. The cost per year to the council is estimated between £800 and £1000 per year. There is also an option of employing two officers working together but this would double the cost. As a volunteer, patrolling frequency and times would depend on the CSC's available time and could likely (but not necessarily) be limited to evenings and weekends. Sharing a CSC with another parish is possible (but not ideal) where only one parish would be invoiced and the other parish share the cost.

### **Introduction**

- Special Constables are volunteer police officers, holding the same office and the same powers as regular officers. They wear the same uniform, carry the same equipment and are deployed to the same incidents. They are not paid, but can claim mileage and duty allowances.
- A Special Constable agrees to volunteer at least 16 hours per calendar month, plus time for training. On average a Special Constable in Essex volunteers 26hrs a month. If there is no trained CSC currently available, it could take up to 18 months (worst case) to advertise, employ and train a suitable person.
- Special Constables are bound by the policing Code of Ethics and the Standards of Professional Behaviour. These apply whether the officer is on or off duty.
- CSC's for our area are tasked from Saffron Waldon.
- Payment would be 3 monthly in arrears.
- A legal agreement will be necessary but can be cancelled at any time.

### **Community Supported Policing**

At the moment Special Constables operate across the whole of a District Policing Area, but with investment from local councils allows the opportunity for a partnership that delivers more dedicated policing to specific areas that could not otherwise be achieved within the current operating model.

Community Special Constables are conceived as a way of delivering *dedicated* local, visible and accessible policing in communities.

A Community Special Constable will:

1. Be integrated into a Community Policing Team
2. Start and end their duty as close to their community as possible, potentially from another agency's premises
3. Spend the majority of their time within the council area's neighborhoods.
4. Be visible and accessible in local communities on uniformed, foot or cycle patrol.
5. Help address local issues and priorities as informed by the local council and police intelligence-led tasking.
6. Patrol hot spots identified through intelligence or which have been deemed to be priority areas.
7. Respond to police-related incidents within the council area.
8. Engage with local communities and support further recruitment of Specials.
9. Attend suitable local council meetings where available to do so.
10. Have regard to the Council's aims and objectives in their voluntary service.

Essex Police will equip, train and deploy Community Special Constables into the 'sponsoring' area.

### **Local Support to Recruitment**

Essex Police will provide each parish or town council area with a media pack containing:

- 'MyOtherLife' branded social media posts and poster designs featuring a local background
- A guide to using Facebook advertising
- An eligibility web film for distribution
- Material to promote Employer Supported Policing locally

Local areas can support recruitment activity for their district in a number of tangible ways:

- Promoting the campaign online through local websites or sharing our content on Social Media
- Distributing and displaying leaflets and posters
- Providing space in local publications
- Making premises available for local recruitment events
- Facilitating access to local groups
- Joint approaches to local businesses
- Identifying local volunteer recruitment representatives

The scale of the investment in promoting and advertising for recruitment of Community Special Constables is at the discretion of the Parish or Town Council.

Applications for the role of Community Special Constable will be made through the Essex Police website and via a bespoke webpage promoting the opportunity in that specific Parish. Visit [www.essex.police.uk/Specials/Billericay](http://www.essex.police.uk/Specials/Billericay) for an example.

*Special Constable Duty Allowances & Mileage (£1000/yr based on average officer working of 500hrs/yr)*

Special Constables currently deploy as part of a wider district team. In order to ensure the level of dedication that local communities may be seeking, greater influence over their deployment can be secured through agreement to pay the expenses for officers when they are deployed to the sponsoring locality.

Expenses would not be paid where the officer(s) is deployed away from their community (such as to take part in a planned operation or in response to an emergency incident) or whilst they are engaged in routine training. In effect the locality would only pay for time they actually received. This would be administered through our Duty Sheet management system.

The expenses estimate of £1000 per year is based on an officer working roughly 500hrs per year. The cost will be affected by the number and length of their duties and the distance they travel to start work. This expense cost would not be incurred until the officer is deployed into their community i.e. following their training, attestation and initial supported patrol phase.

We will enter into a formal agreement with the parish council that sets out the terms of the partnership and that will put in place an informal agreement with the volunteer that made clear the expectations of Essex Police and the local community in terms of their deployment.

### **Our Commitment**

Community Special Constables will primarily be deployed into the communities that are 'sponsoring them'. On the occasions where they volunteer their services elsewhere the 'sponsor' would not pay their expenses.

The Specials would be deployable against genuinely local priorities. They would be expected to respond to the local needs, whether cycling on the pavement, dog fouling or parking outside schools or harmful anti-social behaviour, criminal damage or speeding. They would be expected to attend local meetings and to support their communities in tackling the issues that matter most.

Essex Police will provide regular reports to the 'sponsoring community' showing the contribution of their Community Special Constable and will endeavour to provide any extra training that they need to tackle your local problems (e.g. speed enforcement).

### **Special Constabulary Allowances**

With effect from 1st November 2010, Special Constables are not entitled to subsistence. Instead they are entitled to claim Duty Allowance as set out below:

#### **1. Duty Hours**

i)	Attendance at foundation training*	£5.00 per day
ii)	Over 2 hours up to 4 hours	£5.00
iii)	Over 4 hours up to 8 hours	£10.00
iv)	Over 8 hours up to 12 hours	£13.94
v)	Over 12 hours up to 24 hours	£22.96

Duty hours should not include travelling time to the normal base station.

Mileage is paid at .45p per mile from the officers home address to the police station where they sign on duty (Return journey)