

## LATCHINGDON PARISH COUNCIL

### Minutes of the Extraordinary Parish Council Meeting held on Thursday 10 January 2019 at 7.00 pm in the Parish Room, The Village Hall, Burnham Road, Latchingdon, Essex

**PRESENT:** Cllr Dale Symon (Chair), Cllr Graham Rogers, Cllr Gill Winsor, Cllr J. Ruocco, Cllr L Robinson,

In attendance: Nikki Harman and 2 members of the public

#### 1. APOLOGIES

District Cllr B Acevado and District Cllr B. Boyce

#### 2. MINUTES OF THE MEETING(s)

The minutes of the Parish Council meeting held on 29 November 2018 were reviewed and approved and signed by the Chair.

#### 3. DECLARATIONS OF INTEREST

None declared at this point in the meeting.

#### 4. PUBLIC SESSION

No points made

#### 5. LATCHINGDON SOUTH DEVELOPMENT

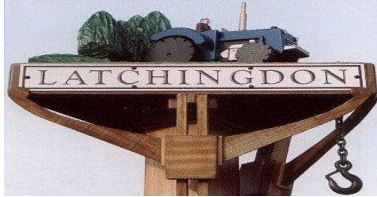
a Simon Butler-Finbow gave a brief update on the S.106 agreement and that it had been successfully signed by Mr Hull, landowner.

b The Council read through the S.106 agreement contract and noted from the Clerk the Council's previous confirmation from their representing solicitors Gepps and Sons and with reference to Standing Orders: **23 EXECUTION AND SEALING OF LEGAL DEEDS** See also standing orders 15(b)(xii) and (xvii). A legal deed shall not be executed on behalf of the Council unless authorised by a resolution..**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.** *The above is applicable to a Council without a common seal.*

c The Full Council considered the S.106 agreement and agreed with its terms and conditions , along with deed of covenant. Councillors Dale Symons and Lynn Robinson signed and witnessed by Nikki Harman.

Signed *Lynn Robinson*..... - 216 -  
Cllr Lynn Robinson  
Vice Chair

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- d Simon Butler-Finbow discussed the next stages. ECC will be sent a copy for discussion at County and District who are the last party to sign agreement. Once they are in the first stages of planning permission, they will contact Gepp and Sons for land sale agreements and the Parish and Fields in Trust regarding the laying of the pipes agreement. New indicative drawings will be drawn up and sent. Graham Rogers asked about the possibility of a tap to be installed near to the village pond, from the reservoir of field drainage water. Tim Grant, Cocksey Building Consultancy confirmed that they could do this but to note this is rainwater and so there may not be water in reserve to use in dry spells. Council noted.
- e *Tim Grant and Simon Butler- Finbow left the meeting at 8pm.* The Councillors discussed the 3 upcoming community engagement events and the promotions and marketing material that they needed. Clerk to print off posters and liaise with Lynn Robinson.

### 6. FINANCE/PAYMENT OF ACCOUNTS

- a. Reviewed, agreed and signed payments and receipts for December 2018
- b. Noted new Barclays bank mandate and Authorised signatories to sign various forms.

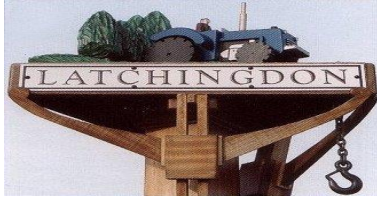
### 7. BUDGET/PRECEPT SETTING FOR 2019/20

Clerk gave a detailed budget, spend and forecast for LPC and KGVPF and Village Hall accounts. Each item was discussed. These were the main points:

#### a. VILLAGE HALL & KING GEORGE V PLAYING FIELD/PLAY AREAS

- I. Reviewed the rate of hire for the village hall and agreed to increase £1 from 01/04/2019. New rates will be.  
Residents - £13.00 per hour, Non-residents £16.00 per hour and concessions – £11.00 per hour.
- II. Reviewed the rate of pitch hire for the field and sports pavilion and agreed on the following rates as from 01/04/19: £37.00 per match for resident football team and £57.00 per match for non resident teams and any junior teams wishing to use the field for training and matches the current cost is £17 per Saturday training session (9-12) and £17.00 per team per match.
- III. Reviewed and agreed the Grass and Grounds Maintenance contract for another 3 year agreement (previously circulated by

Signed *Lynn Robinson*..... - 217 - Dated: Thursday 31 January 2019  
Cllr Lynn Robinson  
Vice Chair



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email and hardcopy available at meeting). Average annual cost will be £4,661.44 (excluding VAT at 20%). The contract allows for a small increase each year to take into account increasing fuel costs and labour charges. MSJ is the current agreed contractor.

- IV. Discussed and agreed budget from the precept to cover maintenance and repairs for the Village Hall and Sports Pavilion that are not covered by the revenue from hall/field hire at £3,750
- V. Agreed that each organisation who uses the hall on a weekly/monthly basis is granted one free let for fund raising purposes during the course of the year (1<sup>st</sup> April to 31<sup>st</sup> March 2019/20) if they request it.

### b. CHRIST CHURCH

- I. Grass cutting for grave yards -agreed to remain the same at £300.00 (last increased in 2018/19).
- II. Church Parish Magazine – agreed to remain at £230 (last increased in 2018/19).
- III. Agreed to donate £40 to the Poppy Appeal 2019/20 (which includes cost of wreath at about £20.00 so £20.00 is a donation).

### c. ALLOTMENTS

- I. Reviewed and agreed to raise the allotment rental for 2019/20 to £45 per year per allotment. The annual income will be **£360.00** pa. Pest Control will be increasing to £499 (including VAT) from 2019/20 due to new safety regulations for poisons and an increase to monthly visits, from quarterly. Therefore the Council agreed to terminate contract with MDC as of 01/04/2019.

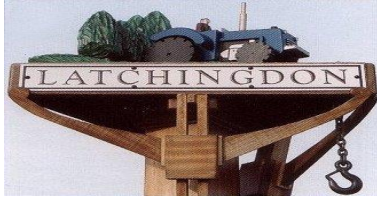
### d. VILLAGE HALL FRONT CAR PARK

- I. Reviewed whether to budget for white lining car park spaces, car park signage and agreed not to spend any money until the new Village Hall has been built.

Signed *Lynn Robinson*..... - 218 -  
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Parish Clerk – Mrs Nikki Harman -Parish Office  
 9 Barnmead Way, Burnham On Crouch, Essex CM0 8QD  
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### e. VILLAGE POND/WOODS

- I. **Pond** – Reviewed and agreed budget of £1000.
- II. **Wood** - Essex County Council cover any work needed in the wood, therefore Councillors rejected a budget for emergency.

### f. CLERKS SALARY/PENSION

- I. A pension has been set up with Aviva and a direct debit form has been signed by Lynn Robinson and Graham Rogers to keep the scheme going. Clerk now earns the £10,000 pa threshold so a pension will now have to be activated and was agreed at 3% employer contribution. Council noted.
- II. Clerks salary from 01 April 2019 will be LCP2 SCP 27 (New NALC SCP have changed from 01.04.2019 so SCP will be 20). Council noted.

### g. STREET LIGHTING

- I. Contract with A&J Lighting was renewed in August 2018 for 5 years. £506.88 (inc VAT) pa. Council agreed to budget for £725 for call out fees and repairs.
- II. The unmetered electricity supply from Eon has increased in the last year due to the increase in electricity prices and it is likely to increase again. There are very few suppliers who deal with unmetered supplies. Councillors agreed to budget of £1300 for increases.

### h. BUS SHELTERS

- I. Councillors noted Bus Shelters are covered on the insurance for impact damage and are maintained by ECC and grass maintenance contractors where necessary.

### i. INSURANCE

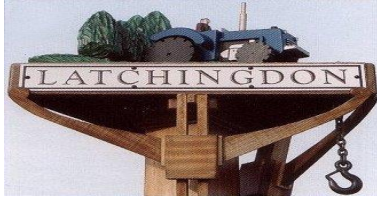
- I. Councillor noted the Parish is currently contracted into a 5 year long term contract with Zurich which is due to expire 1<sup>st</sup> June 2022.

### j. LEGAL FEES/PLANNING FEES RESERVE

- I. Councillors disagreed with Clerk and said that a budget does not need to be set because the S.106 agreement monies should reimburse the costs already spent by the Parish and pay for legal and professional fees going forward.

Signed *Lynn Robinson*..... - 219 -  
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### k. GENERAL RESERVES

- I. Councillors agreed not to set a budget to increase general reserves despite the Clerks recommendation that it makes good financial sense and that there are no reserves should there be any emergency and unknown expenditure. It is recommended by NALC a council should have a general reserve of at least 6 months worth of expenditure in case of Maldon District Council withholding fees. Therefore, a general reserve of approximately £20,000 should be held on account. Currently the Council rolls forward £5,000 each year.  
The Council will look at the reserve for next years budgets.

### I. ANNUAL PRECEPT FOR 2019/20

- I. The councillors discussed and decided how much the annual precept should be. It was £43,000 for 2018/19. It was agreed to increase to £44,000, which would cover rate of inflation only. The Councillors felt that the accounts will fair better once the claw back of professional fess spent to far on the New Village Hall proposals.
- II. Precept set to £44,000. £101.994 pa (2018/19 £99.63) cost to Band D Householder at a cost of £8.499 per month.

### 8. DATE OF NEXT MEETING & ANY ITEMS FOR THE NEXT AGENDA.

The next meeting to be held on Thursday 31 January 2019 at 7 p.m.

**Meeting ended at 10.00 p.m.**

Signed *Lynn Robinson*..... - 220 -  
Cllr Lynn Robinson  
Vice Chair

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Parish Clerk – Mrs Nikki Harman -Parish Office  
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