



## **LATCHINGDON PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held on  
Thursday 28<sup>th</sup> May 2015 at 7.30 pm in the Parish Room.  
The Village Hall, Burnham Road, Latchingdon, Essex**

**PRESENT:** Cllr Dave Moore, Cllr Graham Rogers, Cllr Mrs Jacqueline Ruocco,  
Cllr Gill Winsor & District Councillor Boyce  
In attendance: Sarah Sayer  
Members of the public: 0

All Councillors present signed the Acceptance of Office and the Clerk Countersigned the documents before the meeting commenced.

Cllr Dave Moore welcomed everyone present and opened the meeting at 7.30 p.m.

### **1. ELECTION OF CHAIR**

- a) Cllr Dave Moore was proposed by Cllr Ruocco &  
Seconded by: Cllr Winsor and Cllr Moore signed the Acceptance of  
Office.

### **2. ELECTION OF VICE-CHAIR**

- a) Cllr Dale Symons was proposed by Cllr Moore and  
Seconded by: Cllr Ruocco. Clerk to check that Cllr Symons is happy  
to continue as Vice- Chair and get him to sign acceptance at the next  
meeting.

- 3. ELECTION OF VILLAGE HALL COMMITTEE CHAIR** – Cllr Winsor was happy  
to stand again and this was agreed by all those present.

- 4. ELECTION OF VILLAGE HALL COMMITTEE VICE-CHAIR** – Cllr Ruocco was  
happy to stand again and this was agreed by all those present.

- 5. ELECTION OF KING GEORGE V PLAYING FIELD COMMITTEE CHAIR**  
Cllr Rogers was prepared to stand again and this was agreed by all those  
present.

- 6. ELECTION OF KING GEORGE V PLAYING FIELD COMMITTEE VICE-CHAIR**  
Cllr Winsor was prepared to continue and this was agreed by all those present.

- 7. ELECTION OF PLANNING COMMITTEE CHAIR** – Cllr Winsor – agreed

Signed.....  
Chairman  
Cllr Dave Moore

94 Dated: Thursday 25<sup>th</sup> June 2015

Parish Clerk – Mrs Sarah Sayer -Parish Office  
16 Buttercup Way, Southminster, Essex. CM0 7RZ  
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- 8. ELECTION OF PLANNING COMMITTEE VICE-CHAIR** – Cllr Ruocco – agreed.
- 9. ELECTION OF NEIGHBOURHOOD PLAN COMMITTEE CHAIR** – Cllr Symons – agreed by all those present however Clerk to check that Cllr Symons is happy to continue.
- 10. ELECTION OF NEIGHBOURHOOD PLAN COMMITTEE VICE-CHAIR** – Cllr Robinson - agreed by all those present however Clerk to check that Cllr Symons is happy to continue.
- 11. ELECTION OF REPRESENTATIVES - AGREED**
  - a) Highways – Cllr Rogers
  - b) Police Liaison – Cllr Robinson
  - c) Dengie Hundred Group of Parish Councils – to be on a rotation basis.
  - d) LCLC (Power Station) – Cllr Moore to continue but Clerk to ask Cllr Banner if he would be able to share with Cllr Moore.
  - e) Footpath/PROW – Cllr Moore and Cllr Robinson
  - f) Tree Warden – Cllr Winsor and Cllr Robinson with Mr. Brian Charles
  - g) Public Transport – Cllr Rogers to continue
  - h) Flooding – Cllr Rogers to continue
  - i) Finance/Risk Assessments – Cllr Moore.
  - j) Henry Gilder Trust – Cllr Moore to continue
- 12. APOLOGIES**

Cllr Dale Symons (Vice-Chair), Cllr Lynn Robinson & Cllr Dave Banner.
- 13. MINUTES OF THE MEETING HELD ON 30<sup>th</sup> April 2015.**
  - a) The minutes were approved by all present and signed as a true and accurate account of the meeting held on 30<sup>th</sup> April 2015.
- 14. DECLARATIONS OF INTEREST**
  - a) None declared at this point in the meeting.
- 15. PUBLIC SESSION AND POLICE REPORT**

No members of the public were present and no police report was available, although the Essex Community Messaging Service did update of what crime was happening in the district.

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Chairman  
Cllr Dave Moore

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### 16. DISTRICT COUNCILLOR'S REPORT

District Councillor Boyce informed members that the Police Crime commissioner was reducing police sites and there would be one main site in the middle surrounded by 14 hubs.

The District Council had appointed Peter Elliot as Chair & Henry Bass as Vice Chair, Miriam Lewis as Leader and Mark Durham as Deputy Leader.

The LDP had gone pear-shaped and attempts had been made to get the Inspector to reconsider and there maybe a legal challenge from MDC to get the LDP accepted.

### 17. HIGHWAYS AND TRANSPORT REPORT

- a) The Light that is out in Heritage Way is still to be fixed; this is the one at the back of 63 Lawlinge Road. Clerk to chase yet again.
- b) The letter received from Rayne Parish Council in regard to the changes being applied to school transport was discussed and it was stated that ECC were looking to make savings and cost avoidance actions following government austerity measures and part of this is reducing the school transport subsidies and making parents pay. It is mainly affecting Senior and further education.  
Clerk to write in support of Rayne's PC proposal after researching the School Transport Policy and how it directly affects Latchingdon Parents and Children.  
Cllr Rogers informed members there was a Bus and Transport workshop on 11<sup>th</sup> June which he was unable to attend at Maldon Town council – 10-12 with break out sessions and from 1-4 in the afternoon and one of the topics was school transport.
- c) Cllr Rogers informed members that the flood management team had been reed stripping from Maldon Road – 50ft of ditch not fit for purpose as overgrown and full of rubbish. Historically flooding from field run off South of The Street – a survey of the old piped ditch to Latchingdon Garage indicated that it needed clearing and was jetted on 27/4 and a CCTV camera put down their and the report is awaited. Concerns were also raised about the old Football Clubhouse drain that had been destroyed when the building was demolished and this could cause problems with flooding due to water not being able to get away. Building control has been alerted by CC Boyce.
- d) No news regarding the request for a S.I.D. from the Highways panel. Clerk reiterated to members that this can be a long

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drawn out process.

### 18. PLANNING & NEIGHBOURHOOD PLAN

- a) The Planning meeting is to follow the Parish Council meeting.
- b) Cllr Symons not present so not report on the progress of NHP as available.
- c) Mr. Simon Butler Finbow will be attending the Planning meeting to update members.
- d) Cllr Symons is still waiting to hear from Sharps Farm developers regarding running a presentation at the Village Hall to gauge public view.
- e) The letter received from NHS England regarding Controlled Locality Determinations was circulated and this indicated that Latchingdon would remain the same unless substantial building took place that would warrant its own pharmacy/surgery.
- f) Members noted the consultation running from 14<sup>th</sup> May to 25<sup>th</sup> June in relation to community involvement. Documents can be viewed on [www.essex.gov.uk/SCI](http://www.essex.gov.uk/SCI), posters are on the notice boards for the general public to also take part. It is basically asking people to read the proposal and inviting people to critique what is currently in place?

### 19. PARISH PATHS

- a) No update.

### 20. ALLOTMENTS

- a) The padlock problem had been resolved.

### 21. CORRESPONDENCE

Correspondence noted.

### 22. FINANCE/PAYMENT OF ACCOUNTS

- a) The payments were reviewed, agreed and signed for May 2015.
- b) Members reviewed the annual return figures and annual statement of governance and the corporate governance questionnaire and it was agreed by all those present and signed by the Chairman Cllr Moore. The minute reference put on the form will be 22/b (28/5/15)
- c) No budget was set but Clerk to use common sense for the refreshments on 17<sup>th</sup> June 2015 for the Dengie Hundred Group of Parish Council meetings.

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### **23. ANNUAL PARISH COUNCIL INSURANCE**

- a) Members reviewed and approved the annual insurance which is on a Long Term Undertaking and Zurich have uplifted the property sums insurance by the appropriate index-linking percentages for 2014 (3% property and 3% contents) – Cost from 1<sup>st</sup> June 2015 to 31<sup>st</sup> May 2016 - £2290.17 which is still less than half of what was paid two years ago.

### **24. LAINGSMEAD FARM, STEEPLE ROAD, TITLE NUMBER EX918161**

- a) Clerk to respond again to the Land Registry informing them that the land has been reduced more and more over the years by encroachment by big land owner and the piece of land was 3 to 4 times bigger than is currently depicted. No further documents have been found other than the caution placed on the land 25 years ago and the subsequent information and statement of George Clear in 1988 stating that the land has been used and maintained by Latchingdon Parish Council.

### **25. VILLAGE HALL AND KING GEORGE V PLAYING FIELD AND POND**

- a) No further update regarding the vandalism on the VH doors was available.
- b) Clerk informed members that planning is required for an 8ft fence because it was only a 6ft fence their previously. It was further stated that a decision needed to be made exactly where the fence would be erected and the Clerk was asked to contact the Fields In Trust (used to be National Playing Fields Association to see if they have a more definitive plan of the KGV which clearly defines the boundary that Mr. Lamb is disputing. Usually the boundary would incorporate the ditch and the hedge line. Bowls club have the right to pass water through ditch.
- c) Clerk had informed Maldon Fencing to go ahead with the knee high rail fence around the front car park, but had not received a start date. Clerk will chase.
- d) Clerk had purchased 2 x 5ft x 3ft flag to commemorate the 75<sup>th</sup> Anniversary of the Battle of Britain which will be hung in the Village Hall.

### **26. PLAY AREA'S**

- a) The quotes had arrived the day of the meeting and the Clerk has not had time to read. Clerk to put this item to be put on agenda for

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next meeting.

- b) Members noted that an expression of wish letter had been sent to CIF for new cable swing.

### **27. TREE MANAGEMENT**

- a) Dominic Poston has sent the information requested and the Tree Management Team consisting of Cllr Robinson, Cllr Winsor and Mr. Brian Charles will endeavour to carry out the risk assessment and the plan of the trees in the wood an around the KGV field in the near future.

### **28. TO UPDATE MEMBERS ON MEETINGS ATTENDED NOT SHOWN AS A SEPARATE AGENDA ITEM OR MEETING TO BE ATTENDED.**

- a) LCLC meeting – 3<sup>rd</sup> June – Cllr Moore will attend if available.
- b) Emergency Planning Workshop no one available to attend either workshop.
- c) DHGPC – 17<sup>th</sup> June – 7.30 Latchingdon Hall. – Cllr Moore to attend and Clerk to do refreshments.

### **29. DONATION OF THE DEFIBRILLATOR BY EAST OF ENGLAND CO-OP.**

- a) Response from the garage still required – clerk to write again.

### **30. WEBSITE/FACEBOOK/CRIME IN THE DENGIE FB PAGE(S)**

- a) The website is being kept up to date with pertinent information
- b) The social media policy is being drafted and will be presented shortly.

### **31. COMMUNITY EMERGENCY PLAN**

- a) Gerry Richardson is attending the June meeting, following which an Emergency Plan Committee will be formed to produce a plan for Latchingdon.

### **32. DATE OF NEXT MEETING – 25<sup>TH</sup> June 2015**

### **33. ITEMS FOR NEXT AGENDA - Possible light pollution from BP Garage The Street. Clerk to research and report back to next meeting.**

**Meeting closed at 8.50 p.m.**

Signed.....  
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