



## LATCHINGDON PARISH COUNCIL

### Minutes of the Meeting held on Monday 28<sup>th</sup> May 2012 at 7.30pm in the Parish Room. The Village Hall, Burnham Road, Latchingdon, Essex

**PRESENT:** Cllr Mrs Lynn Robinson  
Cllr Graham Rogers  
Cllr Mrs Jacqueline Ruocco  
Cllr Ms Gill Winsor  
Cllr Dave Banner  
Cllr Nathan Helm  
District Councillor Boyce  
District Councillor Cussens  
In attendance: Mrs Sarah Sayer – Clerk

**1. APOLOGIES**

None.

**2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 30<sup>th</sup> April 2012 were approved and were signed as a true and accurate record of the meeting, and signed by the Chair.

**3. DECLARATION OF INTERESTS**

Cllr Ruocco and Cllr Winsor declared an interest in item 18 – Latchingdon Football Club.

**4. PUBLIC SESSION AND POLICE REPORT**

Mrs Sarah Sapsford from the Rural Community Council of Essex attended the meeting to make a presentation regarding how to develop a Neighbourhood Plan. Many elements were covered including the fact that the District Council were developing a new local plan at the current time and would be going out for consultation which would give the Parish Council about 18 months or less to put a local plan together. It is also possible to only put part of the parish under a plan. There is also something called a Neighbourhood Development Order (NHDO) which you can produce without having a local neighbourhood plan but you must have consultation with interested parties and conform to planning legislation.

The Chair thanked Mrs Sapsford for attending and giving the members lots to think about and it was decided to put on the agenda for June for further discussion and decision as to the way forward.

**5. CLERK'S REPORT**

Clerk updated members as items were discussed.

Signed.....  
Cllr Lynn Robinson  
Chair Person

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Dated: 25-6-12

Parish Clerk -Parish Office  
16 Buttercup Way, Southminster, Essex. CM0 7RZ  
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### 6. DISTRICT COUNCILLOR'S REPORT

District Councillor Cussens reported that it was very quiet at the moment and that only one of the District Council's Committee Chairs had changed. There was a new Audit Committee which would be Chaired by Cllr David Horner.

### 7. HIGHWAYS AND TRANSPORT REPORT

- a) No Streets lights were reported not working
- b) Clerk informed members that a saving could be made if lights were turned off as this would reduce the unmetered supply.
- c) Cllr Rogers reported that he was unable to attend the last meeting Transport Forum meeting but had heard nothing or been sent any information.
- d) There was no update regarding Highways position on the poor road surface in The Street. This item to be kept on the agenda for the next meeting and clerk to produce a spread sheet detailing all defects that have been reported so that the progress can be monitored over time. It was further stated that a request should be put in for a traffic survey in The Street and that if they consent to carry one out that it is not during the School holidays as this gives an incorrect reading. Clerk to request a copy of the criteria used to ascertain what low, medium and high priority is when it comes to highways defects.  
Clerk also to request highways for a motion sign for the zebra crossing in Burnham Road in an attempt to slow down traffic.
- e) District Councillor Boyce reported via that the patrol has had to be relocated but this did not mean that the site was closed and that there may possibly be another patrol on the zebra crossing in The Street by the school in future. The school were notified of this change. Councillors would not have been notified unless the patrol site was to be closed.

### 8. PLANNING

- a. The planning meeting to follow the Parish council meeting.

### 9. PARISH PATHS

- a) Cllr Robinson to speak to handyman regarding some work that needs to be carried out on a couple of footpaths.

### 10. ALLOTMENTS

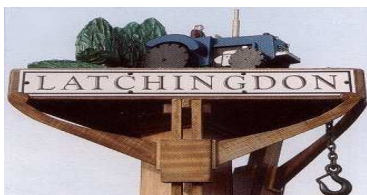
- a) Clerk informed members that information was awaited from the National Allotment Association regarding where the Parish Council stood legally in putting a stop to the keeping of hens on an allotment garden. Although was likely that if the noise nuisance continued from the cockerels then the

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## **LATCHINGDON PARISH COUNCIL**

Environmental Dept. at Maldon District Council would ordered the cockerels removed from the site.

- b) The pest control contract would also be monitored to see if a reduction in the excess of food in the chicken pens and improvement of storage of chicken feed in sealed containers reduces the evidence of rats or whether the fact that two food establishments one either side of the allotment gardens is also part of the problem, although these establishments have their own pest control in place.

### **11. CORRESPONDENCE**

- a. Noted

### **12. FINANCE/PAYMENT OF ACCOUNTS**

- a. The monthly payments and receipts for May 2012 were agreed and the cheques signed and the listing signed.
- b. The updated standing orders were reviewed and accepted as at 28<sup>th</sup> May 2012.
- c. The updated financial regulations were reviewed and accepted as at 28<sup>th</sup> May 2012.

### **13. INSURANCE**

- a) It was resolved to stay with Zurich Municipal under a 5 year long term undertaking (LTU) where the price is guaranteed to remain at £2138.93 for the next five years. The quotes from Aon and Norris Fisher were very competitive and Zurich bettered their quotes.

**Proposed Cllr Banner – Seconded Cllr Nathan Helm.**

### **14. GENERAL UPDATES OF MEETINGS/CONFERENCES ATTENDED**

- a. None reported.

### **15. WEBSITE**

- a) It was resolved the Cllr Winsor would take on the responsibility of the Parish Council Website. Clerk to get pass code for Cllr Winsor. Clerk will still continue to have access and be able to update council documents.

### **16. WELCOME PACK**

- a) Clerk to mock up a pack for presentation to the members to include pages from the school, pre-school, church, businesses, village hall, parish council, bus routes, doctors, hospitals, supermarkets etc. The idea being that once the pack has been finalised it will be placed in estate agents for new comers and potential new comers to the Village to read and help them orientate themselves.

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### 17. TRAINING

- a) It was resolved that the Clerk would book the Chairman's Day 1,2 & 3 in September, October and November and apply for a training bursary to cover the cost of £65.00 per day. However, should the Chair be able to attend at the time the place would be given up by the Clerk for the Chair.
- b) Clerk informed members about the General Power of Competence and that in order for the council to be able to use it the Clerk had to write a 200 word paragraph summarises the General Power of Competence and submit to NALC for marking and if passed it would be added to the Cilca qualification that was held and then the Council would elect to use this power if they wished to.

### 18. SALE OF FOOTBALL CLUB

- a) The sale has still not been completed.
- b) It was resolved to allow Mr. Lamp to cut down the rotten tree on the KGV Field that is adjacent to the football club to avoid any damage that could occur should it be blown down in high winds or due to the fact that it is rotten. It was further stated that this could only go ahead if Mr. Lamb was in possession of the correct public liability insurance.
- c) Quotes for replacing the double gates to be carried over to the next meeting.
- d) Cllr Robinson met with District Councillor Boyce on site at the KGV Field and Football Club to ascertain exactly where the piped ditch laid. It was considered that a legal document should be drawn up as to the permission concerning egress of the land to avoid this problem in any future sales. It was further resolved that Cllr Robinson and Cllr Rogers would attend the site to measure the boundary/piped ditch to further establish the exact boundary between the King George V Playing Field and the Football Club. Mention was also made that once this has been defined that it should be registered at the Land Registry.

### 19. THE QUEENS DIAMOND JUBILEE

- a) Clerk informed the members that plans were progressing very well and that weather permitting it should be a very nice family day.

### 20. DATE OF NEXT MEETING – Monday 25<sup>th</sup> June 2012 at 7.30 p.m.

### 21. ITEMS FOR NEXT AGENDA

**MEETING CLOSED AT 8.52 p.m.**

Signed.....  
Cllr Lynn Robinson  
Chair Person

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