

SHALFORD PARISH COUNCIL

Clerk to the Council: Mrs Cathryn Carlisle

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The minutes of the meeting held on Wednesday, 16th July 2008

Present John Phipps (Chairman)
Colin Golding
Andrew Hull
Dave Isbell
David Eversden
Jenni Harrison
Cathryn Carlisle Parish Clerk

08/45 Apologies
Alan Oates

08/46 The minutes of the PC meeting held on Wednesday 18th June 2008 were signed and approved.

The minutes will be labelled unconfirmed minutes. Only confirmed minutes will be sent out to Brenda Hanley, DC T Wilkinson, CC Roger Walters. If the Parish Council wants anything to go into the public domain before they are confirmed the Parish Council will let Brenda Hanley have this for the B & W times. All Council agreed.

It was agreed to attach the Cllr Eversden's Dry Gulcher report as addendum to June's minutes.

08/47 Declarations of interest
Cllr Phipps Personal and Prejudicial on item 08/53.9
Cllr Eversden Personal on item 08/50

08/48 Public participation session with respect to items on the agenda and other matters that are of mutual interest.
None

08/49 Use of e-mails when conducting PC Business
It was agreed that all Councillors are to reply to all emails sent by the Clerk to confirm that they have received them.
Emails must not be used as a substitute for the PC's decision making process, however they can be used to send out information.

08/50 The Shalford Village Web-Site and its use by PC for its business.
It was recognised that the website is invaluable to the residents and that Cllr Eversden does an excellent job.

It was agreed that if the website is to be used by the PC to send out information to Shalford residents it would be made clear that that it came from the PC to this end Cllr Eversden would prepare 6 draft logos for the PC to choose one which would be used as their official letter head.

08/51 Roles and Responsibilities of Councillors,
The Parish Council can not delegate power to a councillor to make decisions. What it can do is ask Councillors to look into subjects and report to the PC for consideration and action.

08/52 Clerks CiLCA Training
The Parish Council agreed that the clerk could attend the CiLCA training course in October.
The Clerk has got funding for the course fees. The cost of her time, some 90 hours, will be shared with Great Saling.
If necessary costs associated with the Clerks time will be transferred from the training budget to Clerks salary budget. This was agreed by all Councillors

08/53 Action Updates and on going items
08/53.1 Parking Restrictions out-side school
The Clerk has received a letter from ECC Highways with regards to Parking Restrictions. The Clerk to write to Tony Ciaburra (Director for Development, Highways and Transportation) asking for Mr Ciaburra to reconsider all the objections made by the Council, Residents, and all body's concerned. Shalford residents will also be asked to write to Mr Ciaburra.

08/53.2 Signage Church End Shalford
Cllr Eversden to send the Clerk the draft letter to be sent.

08/53.3 Park End Lane
Letter to be sent chasing an update.

08/53.4 Speed watch
No update

08/53.5 Stoneley Park
Cllr Phipps to draft a letter to ECC inviting them to attend the September PC Meeting to give a presentation to the Councillors on Stoneley Park. Giving a current maintenance plan, and estimated of the funding required for the park and its source.

Clerk to invite DC T Wilkinson and CC Roger Walters to this meeting.

08/53.6 Footpath Map

Cllr Oates report by e-mail that it will be ready soon

08/53.7 Hedges

ECC Highways has been and measured the Abbots Hall Hedge.

The Clerk to write to Mr Smith with regards to the trees encroaching on to the road approaching Church End Shalford

08/53.8 Eco Village

The Clerk has received information that Galliard Holmes want to hold a meeting at Stebbing in September. Everyone's welcome the Clerk will get details from Stebbing's Clerk.

08/53.9 Bus Shelters and Bins

Cllr Phipps left the room and Cllr Harrison took the Chair.

The Clerk has received 3 Quotes for the cleaning of the bus shelters and the village hall bins.

It was agreed that Aaron Phipps does a provisional 3 months trail. This was Proposed by Cllr Golding Seconded Cllr Isbell.

The Clerk to clarify that the Tennis Court bins are included in the price, and ask Mr Phipps to submit a monthly invoice.

08/53.10 Phone Box outside Clifffield

Letter has been sent to Alan Massow with regards to the removal of the Phone Box.

The Clerk to report that the bulb has gone in the phone box.

08/54 Planning Applications

08/01153/FUL St Andrews Church The Street Shalford Erection of extension to north elevation to accommodate a small meeting room and toilet.

No Objections

08/01138/FUL 12A Clifffield Shalford Braintree

Erection of single storey front extension

No Objections

08/36.1 Planning Results

08/01053/LBC Abbots Hall Braintree Road Shalford

Proposed works to front elevation - remove modern bay window; proposed new balcony at first floor level; replace two existing sash windows with

casement doors; replace masonry paint on stone porch with pozilime.
Proposed works to rear elevation - replace existing Georgian wired glass to veranda roof with clear toughened.

08/00795/FUL Fairmead Garrets Lane Shalford Braintree Refused
Proposed extension and alterations to main dwelling

08/00968/FUL Ewen Bridge Farm Iron Bridge Shalford Granted
Formalisation of change of use for vegetable plot, including "engineering works"- edging for paths.

08/55 Finance

08/55.1	£171.80	Clerks Salary	200900	
08/55.2	£15.72	Clerks Expenses	200907	£5.00 Phone, 14 Miles, 8 Stamps
08/55.3	£18.00	BALC Subs	200901	Subs
08/55.4	£72.25	Shalford Village Hall	200902	Hall Hire
08/55.5	£124.55	MDLandscapes	200903	Grass cutting
08/55.6	£31.65	A & J Lighting	200904	Yearly maintenance
08/55.7	£98.19	Allianz Insurance	200905	Bus Shelters
08/55.8	£15.55	E-on	200906	Electricity

08/55.9 Annual Governance Statement completed and signed

08/55.10 New PC Financial Regulations
Were approved and signed

08/55.11 Earmarked Church Funds
Cllr Phipps reported that he had been told that earmarked funds can be used for other purposes than that earmarked for., see attached report
The Parish Council has reviewed its accounting procedure and controls. It was agreed that the Clerk will write to the PPC stating that in future any requests for contributions for items such as cutting the graveyard grass should be accompany by the relevant invoices.

It was agreed that if the PC is approached for funding or part funding by any organisation it will require a justified or business case, if work to be carried out, 3 quotations in accordance with our financial regulations and a copy of the organization's accounts.

08/55.12 Accounts up to July for review
The clerk presented the quarterly accounts these were on budget and approved by all Councillors.
Cllr Harrison would like to expand the spreadsheet, this to be look at over the next month.

08/55.13 Dry Gulcher Bill

An invoice was received and paid.

08/55.14 Upsons invoice for £3877.50 Gang Mower 200908

It was agreed that the PC will pay the full price of the mower and be reimbursed £750 by the Village Hall Management Committee.

08/55.15 The clerk reported that she would need to do overtime collating all the minutes as the minutes had not been kept together. 10 Hrs was approved. Clerk to ask if she needed help.

Clerk to find out how long we need to keep Minutes and Accounts.

08/56 Footpaths and Pathways Maintenance

See attached report

It was agreed that in order to monitor the maintenance of footpaths in Shalford and to set a budget for P3 funding the Parish Council will require, before the beginning of any year a schedule of cutting from Bob Bell and Alan Oates. This to show which paths are to be cut, how many times and when.

From now on a monthly expense or monthly invoice is required for grass cutting so that the clerk can claim the money monthly from P3.

Lisa Cross and Jim Bartley are to visit the Causeway in the near future to agree a plan of action to remove nettles, brambles and noxious weeds.

08/57 Fence at Clifffield

The clerk has spoken to David Dockrell Greenfields and he has no plans of putting a fence up at Clifffield.

Clerk to write to Mythe Rickwood

08/58 Water Lane

The Parish Council has received a letter from Steven North of Water Lane

The Clerk to write to Mr North and thanking him for his letter explaining that we have no powers what's so ever and asking for his permission to send his letter to the Police and ECC Highways.

Copies of the letter to DC Tim Wilkinson and CC Roger Walters.

- 08/59 Tree on the Triangle**
Clerk to ask Melvin Crow BDC for his advice on which species of tree would be suitable for this location. It needs to be fairly slow growing and not bushy.
- 08/60 Village Fete**
It was agreed that due to the late hour this item would be dealt with at a meeting at the Clerks house on 22 July at 8pm
- 08/61 Report on Village Hall activities which require action from the PC**
None
- 08/62 Matters to be raised by members for the next agenda**
Speed limit Victoria Hill, reponse to letter from Highways
Plans for the future, Cllrs to prepare a wish list for 2008/2009
Flora at Stoneley Park
- 08/63 Date of next Meeting**
17th September
- 08/64 Meeting Closed at 10.40**

Signed.....

Dated