

The minutes of the Parish Council meeting held on Wednesday, 17th November 2010

**Present** Cllr John Phipps (Chairman)  
Cllr David Eversden  
Cllr Dave Isbell  
Cllr Colin Golding  
Cllr Hull  
Cllr Binks  
Cllr Oates  
Cathryn Carlisle (Clerk)

**10/490 Apologies for Absence**  
The were none

**10/491 The minutes of the PC meeting held on Wednesday 20<sup>th</sup> October 2010**  
were approved and signed.

**10/492 Declarations of interest**  
The were none

**10/493 Public participation session with respect to items on the agenda and other**  
matters that are of mutual interest.  
There were none

**10/494 Clerk's Report**  
**Community Speed Watch**  
The Clerk has not received the telephone number for the person in charge of  
speed watch from Cllr Isbell.

The Parish Council agreed that it would be a good idea to get PC Carter to  
the December meeting to give a short presentation on the scheme. The two  
questions that need to be answered are:-

1. How much is it going to cost
2. If we join and there are 4/5 other parishes what is our obligation.

### **Speed Indicating Device (SID)/Shalford Green Signs**

The Clerk has sent yet another email to ECC Highways asking the question  
when we could have the SID at Church End Shalford. Also how much the  
signs that we requested for Shalford Green two years ago would cost. The  
Council agreed that the Clerk should send an email to ECC Highways with a  
copy to CC Roger Walters.

## **Daffodils**

The Clerk informed the parish council that a quote for £600 + VAT was received from M D Landscapes. In accordance with last month's minutes the Clerk accepted the cheapest quote and instructed M D Landscapes that they had the contract to plant the 5000 daffodils from BDC. It was reported from various Councillors that planting had started.

## **10/495 Finance**

10/495.1 £178.20 Clerks Salary  
10/495.2 £90.00 Phipps Landscapes,  
10/495.3 £9.03 Clerks Expenses 3 Stamps @ 0.41 = £1.23/Travel 7 miles @ £0.40 = £2.80 /Telephone Calls £5.00  
10/495.4 £171.55 MD Landscapes Grass Cutting  
10/495.5 Monthly Budget agreed, proposed Cllr Golding and Seconded Cllr Hull

Bank Reconciliation agreed proposed Cllr Binks and Seconded Cllr Isbell

10/495.6 £182.13 Audit Commission  
10/495.7 £193.40 EALC Training & Book

Payments were approved for payment by all councillors present.

## **10/496 Audit Figures**

The Clerk report that she had received the completed audit from the Audit Commission the comments made were as follows:-

The council must ensure that it reviews and updates the Financial Regulations to reflect current legislation and regulations.

The Council should review its level of fidelity guarantee insurance cover. The current level of £10,000 is below the Audit Commission's guideline level of £28,000 (cash plus half precept). It was agreed that the Clerk would contact the Insurance Company and increase the cover to this level.

The Council must ensure that it formally minutes the decision to self-insure the assets not covered within the main insurance policy. The decision should be reviewed annually at the renewal of the insurance policy.

## **10/497 Parish Summit**

Cllr Eversden and Cllr Isbell reported that it had been stated at the Parish Summit that the Parish Support Grant would be paid next year. BDC will find out what cuts are going to be made in January 2011. More meetings are to be arranged for the New Year.

## **10/498 Budget**

The wish lists for the financial year 2011/12

### **a) Village Hall funding.**

Most councillors thought that money should be spent on the Village Hall as it is the heart of the village. Money would go towards the improvement of the village. The Clerk to ask the Village Hall Management Committee for a list of

improvements, needed to be done to the Village Hall. The list to be presented to the parish councils meeting in December. The Chairman stated that if it was agreed that the Parish Council are to be a major funder of the Village Hall then it would expect that the Parish Council would be given the exclusive use of the 'office' at the Village Hall.

**b) Flower beds as you enter the village.**

**10/499 Website**

Cllr Eversden reported that the price for the unit he required for his computer was £849.99. The prize money is £600 Cllr Eversden stated that he would pay the remaining cost himself. Cllr Eversden said he would also be using the computer for his private use. The Clerk to look into how much the insurance for the computer would be and whether the item needs to go on the assets register.

Cllrs agreed that Cllr Eversden should purchase the unit he required.

**10/500 Braintree District Councils changes to Planning Consultation**

The Clerk has received a letter from BDC informing the Parish Council as from the 1<sup>st</sup> January 2011 BDC will not be sending copies of the plans and other documents associated with planning application to Parish Councils.

Parish Councils will however be e-mailed the details of applications in their Parish with a link to the relevant part of the Council's web page where the application form, plans and drawings can be viewed. If plans are needed these must be printed by the Parish Council.

It was agreed that the Clerk will forward details of all planning application to Councillors by e-mail. If there are any problems with reading the plans Councillors are to let the Clerk know so she can print them and bring to the next Planning Committee meeting.

The Clerk to ask Braintree Planning Dept, if Councillors can access the plans held at Causeway House.

**10/501 Clerk's Equipment**

The Clerk informed council that a new battery for her lap-top would be £126.89. Cllrs decided that as the lap-top was 4 yrs old and new laptops can be purchased for less than £400 it would not be worth buying a new battery.

The Clerk to look at the purchase prices for a replacement lap-top and report at the next meeting.

**10/502 Clerks Working Schedule**

Cllr Binks informed the council that she would be holding a meeting of the HR Committee on Friday to discuss the proposed working hours of the clerk. This will be an agenda item in December.

**10/503 Cleaning of Bus Shelters**

Cllr Binks to rewrite the new job description and bring to the next meeting.

**10/504 Election Planning**

The Clerk and Cllr Eversden attended the EALC Election Training Day. Cllr Eversden recommended that the PC produce flyers and leaflets advertising the forthcoming election in May 2011. The leaflet would be put on the website, shop, The George and Notice Boards.

Cllr agreed that the word of mouth would also be a good way of getting people aware that there is an election.

It was noted that it was against the law to use the PC web-site to give details of election candidates.

**10/505 The future of the dissemination of information not related to the meeting (Red Box)**

As most of the correspondence and information comes by e-mail to the Clerk who cascades it to Councillors it was proposed to discontinue the use of the 'Red Box' to circulate such information. After discussion it was agreed by four votes to two, Chairman not voting to discontinue using the 'Red Box'. It was agreed that the Clerk would let Councillors know what information has been received and ask whether they would like to see the information.

**10/506 Christmas-tree at the Village Hall**

Cllr Binks has chosen a tree from Cllr Phipps' property. Cllr Hull agreed to make the stand. The Clerk reported that she had obtained three sets of coloured lights from Bottesford Parish Council. It was agreed that the PC would make a donation of £20 to Bottesford PC. Cllr Binks stated that the aim was to have the tree erected and decorated by the 1st December.

**10/507 Salt Bins**

The Clerk report that ECC will not be supplying salt bins this year. Last year with the extremes of weather the demand for salt was high. People were helping themselves to salt from salt bins for personal use. This year ECC are offering to operate a pilot scheme. This entails the delivery of a tonne bag of salt to a secure location in the village. The bag would have to be kept under cover as if left outside the open top of the bag would need to be covered to ensure it is water tight. The salt can only be used on the highways, which includes roads and pavements. The Parish Council felt that with all the rules and regulations we would not be taking up this scheme.

**10/508 Village Hall Management Committee matters affecting the Parish Council**

There was none.

**10/509 Matters to be raised by members for the next agenda**

- Clerks working hours
- Budget
- Election
- Twinning
- Clerks Computer
- Community Speed Watch

**10/510 Date of next Meeting**

15th December 10

**10/511 Meeting Closed at 9.50pm**

Signed.....

Dated.....