



Shalford Parish Council

Parish Clerk:

Cathryn Carlisle

Herkstead Green Bungalow, Cornish Hall End, Braintree, CM7 4HH

Tel: 01440 731964 shalford.pc@vodafoneemail.co.uk www.essexinfo.net/shalford

Minutes of the Parish Council, held on Wednesday, 21st May 2014

Present Cllr Golding
Cllr Eversden
Cllr Oates
Cllr Otterley
Cllr Eves
3 members of the public
Cathryn Carlisle (Clerk)

14/612 Election of Chairman

Cllr Otterley proposed Cllr Golding; Seconded by Cllr Oates, Cllr Golding was duly elected as Chairman.

14/612.1 Election of Vice-chairman
Cllr Golding Proposed Cllr Eves Seconded by Cllr Oates

14/612.2 To complete Acceptance of Office Forms
The Acceptance Forms were completed by the Chairman and Vice Chairman

14/612.3 Election of Parish Council's representative on the Village Hall Cllr Askew had mentioned she would like to remain as representative- all agreed.

14/612.4 Election of Chairman of the Planning Committee
Cllr Oates proposed Cllr Eves Seconded Cllr Eversden

14/612.5 Election of Chairman of the HR Committee
Cllr Golding Proposed Cllr Oates Seconded by Cllr Eversden.

14/613 Apologies for Absence
Cllr Askew and DC Tattersley

14/614 The minutes of the PC meeting held on Wednesday 16th April 2014 were approved and signed

14/615 Declarations of interest
There were none. The Clerk asked if there were any changes to the member's interest.

14/616 Public participation session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public was concerned that the new Trust Deed for the Village Hall Committee wasn't correct, and asked that this be looked into.

14/617 Clerk's Report

The Clerk reported that a meeting was taking place on the 29th May to discuss the Summer Activity Days, the clerk is unable to attend due to her being in Scotland the Clerk asked if anyone else would be able to attend on behalf of the parish. No one was available that day and suggested that the clerk send apologies and asked to be kept informed.

Letter received from David Smith the clerk has circulated this to all councillors.

14/618 Finance

14/618.1	£216.0	Clerks Salary,
14/618.2	£110.00	P Edwards Maintenance
14/618.3	£334.80	MD Landscapes Grass Cutting
14/618.4	£27.10	Clerks Expenses
14/618.5	£105.00	BDC Printing
14/618.6	£284.32	Came & Company Insurance

Payments were approved by all members of the council present.

14/618.7 Monthly Budget and Bank Reconciliation

Were approved by all members of the council present

14/618.8 Financial Regulations

The new financial regulations were adopted by all councillors present

14/618.9 To approve Standing Orders

The New Standing Orders were adopted by all members of the council present.

14/618.10 Insurance to review policy

The Clerk had looked into the new policy and said that there were no amendments to be made. The Clerk said the insurance cost council 78p a day. Cllrs agreed to renew the insurance.

14/618.11 Risk assessment

The Councillors reviewed the Risk Assessment there was nothing to change or to be added.

14/618.12 Audit to receive Audited Accounts and sign Audit Forms

Cllrs looked at the Audited Accounts and agreed to pay £50 to cancer research as requested by Shelia Bronson the auditor. It was agreed that the council get Shelia Bronson to do the Audit next year. The Chairman signed off the Audit figures.

- 14/619 Village Hall Management Committee** matters affecting the Parish Council.
The Village Hall Management are starting to get quotes for the refurbishment of the Kitchen. Once all quotes have been received they will look into getting a grant from the Community Initiative Fund.
- 14/619.1 Fencing around Village Hall**
The Clerk has sent all the quotes off to BDC and is waiting to hear back from them with approval. There is a good chance we won't get the fence erected by the Tour De France at the beginning of July.
- 14/620 District Councillors Report**
No report
- 14/621 County Councillors Report**
No Report
- 14/622 Village enhancement**
14/622.1 Whites Hill
The Clerk has enlisted the help of CC Walters to try and get the planting licence. The Clerk received an email from the head of Customer Services saying we should have a reply by the end of the week.
- 14/623 Planning Applications/Comments**
The Planning Permission for Grubbs Cottage has been withdrawn.
There was an amendment to the planning application from Ewenbridge Farm this was a material change to the tiles. No Comments needed.
Sheering Hall has been advised to move the footpath around the outside of the new building.
- 14/624 Vehicle Activated Speed Sign**
The Clerk has spoken to Matt Valentine and he is waiting for the VAS to be signed off before the sign can be scheduled, this should be later in the year.
- 14/625 Footpaths**
The Clerk to find out if we could get a date for when the footpaths around Shalford would be cut.
- 14/626 Tour De France**
The Clerk and the Chairman have been to several meeting, the main thing to report is that BDC has made provisions for 6 portaloos for Shalford Parish at the cost of £200 to the PC, BDC would also pay £200.
The Clerk and Chairman have another one to one meeting with BDC on the 3rd June to discuss all other arrangements.

It's thought we would need approximately 30 cones for the green opposite the village hall and left hand side of White's Hill to stop people parking.

The good news is we're getting Banners that say Shalford welcomes the Tour De France.

There is some possibility of some Bunting it was suggested that we get 100 metres. A Security Company has asked to use the hall on the day of the Tour, they want to arrive at 4am?

The Clerk has received an email from Gail Chittenden asking if they could also use the hall on that day.

14/627 Annual Parish Meeting

The evening went well especially for Tour De France part where we had about 60 people some did stay for the Annual Meeting.

Cllr Eves said there was a lack of organisation on the delivery of the annual report, and suggested that we find out how much it would cost to get the post office to deliver it.

The clerk to find out.

14/628 Stoneley Park

There are some alterations to be made to the planning application with regards to the parking; highways have suggested that the car park goes further in. This shouldn't need to be presented to the planning committee again. The environment agency needed some more information.

14/628.1 Stoneley Park Trees

The Clerk to chase

14/629 Matters to be raised by members for the next agenda.

14/620 Date of next meeting

18th June 2014

14/621 Meeting Closed at 9.17pm

Signed.....

Dated.....