

**MINUTES OF SIBLE HEDINGHAM ANNUAL PARISH COUNCIL MEETING
HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON
MONDAY, 14TH MAY 2012 AT 7.30P.M.**

In the chair: Mrs. G. Massey
Present: Cllrs. J. Beavis, C. Cannell, R. Green, A. Law, S. Partridge, J. Skittrall and L. Waller
Mr. A. Corder-Birch (Clerk).
together with 7 (seven) members of the public

Fire regulations

Details were given of fire regulations relating to the Hall and the whereabouts of the fire exits.

Public comment

Prior to commencement of the meeting, Mr. I. Carruthers made the following statement:

“At last years May 2011 meeting I expressed concern about the speed of traffic through the village and particularly in Potter Street. In October 2011 through the direct approach to Essex Police by Cllr. Partridge, Chairman of the Public Transport, Highways and Speedwatch Committee, a one week road traffic speed and volume survey was carried out. The readings showed that on average 86% of vehicles exceeded the speed limit whilst traveling south and 77% when traveling north. In the early hours, over 90% of vehicles exceeded the limit in both directions with many traveling in excess of 50 mph in a 30 mph street. Notwithstanding the Committees and Cllr. Partridges follow up with the Police and ECC Highways, there has been no discernible improvement in either police enforcement or speed mitigation measures by ECC Highways. I would like to thank the committee and in particular Cllr. Partridge for their efforts over the past 12 months. I know they are frustrated by the lack of action by the responsible authorities. I would urge this year’s committee to redouble efforts for action to be taken on behalf of the whole village and in particular for the pedestrians, road users and residents of Potter, Queen and Swan Streets.”

Mr. Partridge had nothing to add.

Mr. J. Nicholson referred to the SHPC report on pages 6 & 7 of the May issue of the Parish Magazine. The name of the author had not been provided and concern was expressed about some of the opinions given. The Chairman stated that this report was written by Mr. A. Prill and expected that there was a breakdown of communications between Mr. Prill and the Editor resulting in the omission of his name. The Chairman explained that opinions given are personal comments from individual councilors and not necessarily PC policy. She will ensure that the authors of forthcoming reports are named in future.

Mr. R. Reece reported that two Farmers Markets had been held to date and that he had received much support and encouragement from SHPC. Unfortunately he had problems with advertising, having purchased signs at some cost. These signs had been removed by BDC without giving 48 hours notice. The Clerk reported that BDC had a zero tolerance policy for fly-posting. He was not aware that BDC had to give 48 hours notice before removing posters and agreed to research this point. Some residents were happy to allow posters in their gardens and the Chairman thanked Mr. Reece for removing notices promptly after each event.

20. **Apologies for absence**

Mr. D. Holmes (working), Mrs. E. Jones (illness), Mr. A. Prill (family bereavement), Mr. F. Swallow (recovering from operation), Mr. D. Finch, Mr. H. Johnson & Mrs. W. Scattergood. Mr. B. Howlett had also tendered his apologies and the Chairman read an email from him resigning from the Parish Council through pressure of work. It was agreed to send Mr. Howlett a message thanking him for his service. BDC had been notified of the casual vacancy.

21. **Election of Chairman**

It was proposed by Mr. J. Skittrall, seconded by Mrs. L. Waller and carried that Mrs. G. Massey be re-elected as Chairman. Mrs. Massey then signed her Declaration of Acceptance of Office.

22. **Election of Vice Chairman**

It was proposed by Mrs. G. Massey, seconded by Miss C. Cannell and carried that Mr. J. Skittrall be re-elected as Vice Chairman.

Mrs. Massey and Mr. Skittrall thanked Councillors for re-electing them and for the unanimous support.

23. **Declarations of interest**

There were no declarations of interest.

24. **To confirm minutes of meeting held 2nd April 2012**

The minutes of the meeting held on 2nd April 2012, having been circulated, were taken as read, were confirmed and signed by the Chairman as a correct record.

25. **Matters arising from those minutes**

a) **CCTV**

Mrs. L. Waller reported that the improved CCTV had been installed and was working well. A wireless camera had been requested to cover additional areas, which were essential. Mr. J. Skittrall reported that PC is waiting for a quote for two more cameras, with wide lens to cover the additional areas. Mrs. G. Massey reported upon an incident in the ladies toilets on 22nd April when they were flooded. Excellent pictures of the culprit on CCTV had been passed to the Police for action.

b) **Youth Club**

It was noted that at the previous meeting Mr. B. Howlett had been elected as Treasurer for the new Steering Committee for the Youth Club. It was agreed that Mrs. G. Massey ask Mr. Howlett if he will continue in that role notwithstanding his resignation.

26. **To review terms of reference for Committees**

The Chairman reported that the terms of reference for each committee need reviewing at the annual PC meeting in accordance with Standing Orders. The current position is as follows:

- a) Finance and Funding – to be considered at next committee meeting
- b) Planning – to be considered at next committee meeting
- c) Recreation and Amenities – to be considered at next committee meeting
- d) Personnel - recently adopted and no revision required
- e) Public Transport, Highways and Speedwatch – to be considered at next committee meeting

27. **To consider increasing membership of Water Management Advisory Group**

Mr. S. Partridge suggested that Mr. P. Rawlingson is invited to join the Water Management Advisory Group, which was agreed and Mrs. J. Beavis will invite him to the next meeting.

28. **Election of Committees**

It was resolved that the following Councillors be elected to the PC Committees:

Finance and Funding Committee

Mrs. J. Beavis, Miss. C. Cannell, Mrs. E. Jones, Mrs. G. Massey, Mr. J. Skittrall, Mr. F. Swallow and Mrs. L. Waller

Personnel

Mrs. G. Massey, Mr. A. Prill, Mr. J. Skittrall, Mrs. L. Waller and one vacancy.

Planning Committee

Miss. C. Cannell, Dr. R. Green, Mrs. G. Massey, Mr. S. Partridge, Mr. J. Skittrall, Mr. F. Swallow and Mrs. L. Waller

Public Transport, Highways and Speedwatch Committee

Miss. J. Cole, Ms. S. Glen, Mrs. E. Jones, Mrs. G. Massey, Mr. S. Partridge, Mr. J. Skittrall and Mr. F. Swallow

Recreation and Amenities Committee

Dr. R. Green, Mr. D. Holmes, Mr. A. Law, Mrs. G. Massey, Mr. A. Prill, Mr. J. Skittrall and Mr. R. Volkwyn

29. **Election of Advisory Groups**

It was resolved that the following Councillors be elected to the Advisory Groups:

Emergency Planning: Mrs. E. Jones, Mrs. G. Massey, Mr. J. Skittrall and Mr. F. Swallow.

Footpaths and PROWs: Mrs. J. Beavis, Miss. C. Cannell, Dr. N. Edwards, Dr. R. Green, Mr. O. Hawkes, Mr. H. Johnson, Mrs. G. Massey, Mr. A. Putnam, Mr. B. Read, Mr. J. Skittrall, Mr. F. Swallow, Mrs. P. Volkwyn, Mrs. L. Waller and Mrs. A. Weatherley

Water Management: Mrs. J. Beavis, Dr. N. Edwards, Dr. R. Green, Mr. A. Law, Mrs. G. Massey, Mr. A. Prill, Mr. P. Rawlinson and Mr. J. Skittrall.

Interview Panel: (any three from five), Dr. R. Green, Mrs. G. Massey, Mr. S. Partridge, Mr. J. Skittrall and Mrs. L. Waller (with other Councillors as substitutes if necessary)

Miss. C. Cannell enquired about the Blue Plaques Sub Committee and was advised that as this is a Sub Committee of the Planning Committee it will be elected by the Planning Committee at its next meeting.

30. **Appointment of Councillors to other organizations**

The following appointments were agreed:

Halstead Police Community Safety Tasking Group: Mrs. G. Massey.

Halstead Area Crime Prevention Panel: Mr. A. Prill and Mr. F. Swallow (with Mr. J. Skittrall as reserve).

Joint Action Group: Mrs. G. Massey

Essex Association of Local Councils: Mr. S. Partridge and Mrs. L. Waller.

Braintree Association of Local Councils: Mrs. J. Beavis and Mr. A. Corder-Birch

Heddingham Twinning Association: Mr. D. Holmes and Mr. J. Skittrall (with Mrs. G. Massey as President of HTA).

31. **Chairman and Vice Chairman's reports**

The Chairman thanked former and present Councillors for attending the recent funeral of Mr. E. Snarey. It was agreed to ask Mr. D. Holmes to write the next report for the Parish Magazine to be followed by Mr. J. Skittrall.

The Vice Chairman reported upon a successful visit to Choisy-Au-Bac, France with Heddingham Twinning Association, when he had signed a renewal of the twinning document, which he produced together with a plate and photographs.

32. **Youth Council Report**

Mr. S. Partridge read a report on behalf of the Youth Council. The new Youth Club is working well and 23 are regularly using the youth bus. There are numerous volunteers for the Legacy Day on 9th June many of which are first aid trained, but more volunteers are required.

33. **Essex County Council Report**

In the absence of Mr. D. Finch no report was given but hard copies of Mr. Finch's annual report were available from the Clerk.

34. **Braintree District Council Report**

Mrs. J. Beavis reported upon the following:

- a) That the Localism Act is now in place and various committees are being set up to review Standards and Members Interests.
- b) The BALC circular regarding Localism and the Code of Conduct, which it was agreed to agenda for the next meeting.
- c) Meeting with Jan Cole of RCCE about Neighbourhood Planning Forums, VDS and Parish Plans. A letter regarding Forums is awaited.
- d) Working with ECC regarding formation of Highway Panels. Four Parish Councillors from the Braintree District will be invited to join the panel and it is important that the north of the Braintree district is represented.

With regard to item (d) Mrs. G. Massey and Mrs. J. Beavis agreed to press for SHPC, being the largest parish in the north of the district, to be represented on the Highways Panel.

So far as item (b) is concerned Mrs. L. Waller asked for more information about the draft Code of Conduct, which needs clarification and in particular some information is missing such as sanctions.

Mrs. J. Beavis emphasized that the new Code must be adopted by 1st July and in the meantime further enquiries and consultations can take place. It was agreed to form a sub group comprising of Mrs. G. Massey, Mr. S. Partridge and Mrs. L. Waller to meet on 18th May to consider the draft and circulate views

in advance of the next PC meeting. In the meantime the Clerk will ask Emma Wisbey of BDC for details of proposed sanctions, which are missing from the draft.

35. **Planning Committee**

Miss. C. Cannell presented the minutes of the Planning Committee meetings held on 30th March and 20th April 2012, which having been circulated, were accepted in lieu of a report.

36. **Footpaths report**

Mrs. L. Waller reported that Mr. B. Stacey had attended the last Footpaths Advisory Group meeting and suggested that HRW volunteers extend their remit to voluntarily work on footpaths, which was agreed. They will maintain the more rural FPs in the future leaving ECC/P3 to maintain urban paths and pay for weed killer work.

37. **Riverside Walk report**

Dr. R. Green reported that work upon constructing the new FP had started. Fortunately the flooding the previous week did little damage. A decision has been made for a culvert rather than a bridge near Alderford Mill.

Mrs. L. Waller questioned the item in the accounts of £12,000 payable to BDC for HRW. The Clerk explained that £10,000 net was a grant, which had already been received from ECC CIF towards the construction of the new FP and the balance of £2,000 is VAT, which SHPC had already recovered.

38. **To consider Diamond Jubilee gifts for children**

The Chairman reported that Mrs. E. Jones had recommended purchasing Diamond Jubilee bookmarks for children for £0.38 each. It was considered that these could soon be lost and it was therefore proposed by Mrs. G. Massey, seconded by Mr. J. Skittrall and carried that the sum of £200 budgeted for the Jubilee is allocated to the Legacy weekend.

39. **To consider paying for Portaloos for Hedfest**

A request from Mrs. A. Weatherley for SHPC to pay for the cost of hiring Portaloos for Hedfest amounting to £80 net was considered. It was proposed by Miss. C. Cannell, seconded by Mr. S. Partridge and carried that SHPC pay the hire costs.

Arising from this item a request by FOAM for a contribution towards expenses for Hedfest was given some preliminary consideration. It was agreed to consider making a grant of £100 to FOAM at the next PC meeting.

40. **To consider use of PC owned land for promotion of community initiatives**

Mr. S. Partridge reported that SHPC had previously given permission to Hedfest to use PC owned Village Greens for posters and referred to the representations made by Mr. R. Reece under public comment regarding posters for Farmer's Markets. SHPC should decide who is allowed to erect posters on PC owned land and instruct BDC not to remove posters, which had been agreed by SHPC. Approved posters should not exceed one week and be removed by the organizers immediately after the event.

The meeting adjourned for public comment.

Mr. J. Nicholson outlined the law about fly-posting for which there is zero tolerance and explained that the Police and Local Authorities can remove, without notice, all posters and signs facing highways on safety grounds. A license may be required to allow posters on certain land.

The meeting then resumed. Mrs. L. Waller suggested taking further advice from BDC about the Farmer's Market posters, which was agreed. It was also agreed that SHPC gives permission to erect posters on its land to promote community initiatives for up to one week and to instruct BDC not to remove them.

41. **To consider marking out netball court in the MUGA**

Mr. S. Partridge explained the requirement for the MUGA to be lined for netball and for netball posts to be purchased ready for the Legacy weekend. Mr. J. Skittrall produced a quote from FF&D, who had carried out all the previous work in the MUGA, as follows:

“Dig out and reinstate post sleeve (100mm box section) and make good surround, repaint £580.00 net

Mark out Net Ball lines to one court	£495.00 net
Provide and install handle and mechanism, which winds up tennis nets	£125.00 net”

The meeting then adjourned for public comment.

Mr. R. Volkwyn explained the necessity of carrying out the above work for safety reasons.

The meeting then resumed. It was proposed by Mr. S. Partridge, seconded by Mrs. L. Waller and carried that Mr. J. Skittrall obtains further quotes for marking out netball lines and that he is authorized to accept a quote not exceeding a maximum of £550.00 net. It was agreed to defer consideration of the items relating to the post and winding mechanism. (Post meeting note: SHPC already has two netball posts, bases and nets in storage, which are available for use. The quote from FF&D for £495.00 net for marking out net ball lines has been accepted).

42. **Report on flooding at Alderford Mill**

Mr. A. Law reported that during the flooding of Alderford Mill on 3rd May 2012 the external gates were moved on their mountings. The safe operation of the gates to lower the level of the river between the bridge at Castle Hedingham and the mill has, in his view, not been compromised. However the millwright, Mr. Graham Robinson, has been informed and will examine the gates a.s.a.p. If any concerned person would like to view the gates or be informed of Mr. Robinson’s recommendations please let SHPC Office know and Mr. Law will respond. Mr. Law was thanked for his report.

43. **To review Financial Regulations**

The Chairman reported that in accordance with Standing Orders it is necessary to review Financial Regulations at the annual PC Meeting. The Financial Regulations were duly reviewed and it was agreed that no revisions were required.

44. **To review Registers of Interests**

As this is the annual meeting the Clerk reminded Councillors of their duty to review their respective Registers of Interests and to notify the Monitoring Officer at BDC of any changes and to copy in the Clerk.

45. **Correspondence**

The correspondence received and listed in appendix 1 was referred to relevant Councillors for information and action. Arising from the correspondence the following items were discussed:

- a) That the letter from the Chancellor is referred to the R&A Committee.
- b) The letter from Mr. & Mrs. D. Murray relating to the drainage problem at New England is acknowledged and referred to BDC which has a duty to deal with such matters.
- c) It was agreed to book Mrs. L. Waller on the EALC Budget and Precept course.
- d) It was agreed to decline the request from SSE for financial support.
- e) It was agreed to consider a project to make a grant application to ECC Big Society Fund at the next meeting. Reflection Corner is not appropriate as this will be funded by S106 monies. Consideration will be given to the Youth Club and to work in Conservation Areas and the proposed SH Buildings Preservation Trust.

The Chairman reminded all Councillors to read the correspondence each month as it had only been read by five Councillors prior to the meeting.

46. **Accounts for payment**

The accounts listed in appendix 2 were presented for payment. It was proposed by Miss. C. Cannell, seconded by Mr. J. Skittrall and carried that the accounts are paid.

47. **To consider (a) rent review and (b) covenant to purchase office**

(a) **Rent review**

The Clerk read a letter from Mr. D. Atterbury stating that under the terms of the lease a rent review is due on 1st June 2012. He suggested an increase of £50 per month to £500 per month to apply from 1st June until the next review in 2015.

Mr. S. Partridge and Mrs. L. Waller were opposed to the proposed increase and were concerned about the amount spent on administration. Mr. Partridge suggested that the PC Office is moved to SH Village Hall,

which was apparently short of money. The Clerk explained that quite apart from the Village Hall not being suitable, SHPC was tied into a ten year lease on 75 Swan Street. Mrs. J. Beavis reported that the Village Hall is not in need of money because although revenue income may be low it has substantial capital funds invested. Following some discussion it was proposed by Mrs. G. Massey, seconded by Miss. C. Cannell and carried that the proposed increase in office rent is challenged.

(b) Covenant to purchase freehold of office

The Clerk reported that Mr. Atterbury had suggested that this might be an appropriate time to resurrect the covenant to inform SHPC in writing if he or his Executors wish to sell the freehold of the building and the price. The Clerk reported that a draft covenant had been prepared by Mr. Atterbury's solicitors in 2010 when SHPC had paid the consideration of £10.00 and requested an amendment to bind his Executors. His solicitors had not produced a revised draft despite reminders. It was agreed to defer this item and in the meantime to request a quote for his solicitors costs, which SHPC will be required to pay.

48. Any other business/exchange of information/agenda for next meeting

a) Dr. R. Green reported that a plank on the footbridge over the River Colne adjacent to the ford near Hulls Mill had disappeared. Dr. Green had carried out a temporary repair and BDC had asked ECC Highways to carry out a permanent repair a.s.a.p. It had not been repaired and the Clerk agreed to pursue ECC Highways as a matter of urgency. (Post meeting note: The Clerk chased ECC Highways on Tuesday morning 15th May and the footbridge was inspected by a Highways Inspector at 2pm that day).

b) Mr. J. Skittrall reported that he had met Park Leisure Limited on the Recreation Ground on 11th May, whose representative had advised that in his opinion the damage to the skate board park was caused by vandalism and not through general wear and tear. Quotes should be received within two weeks.

c) On behalf of SHALGA Mr. S. Partridge enquired about land for allotments. The Clerk confirmed that BDC had written to landowners in the village on 2nd May asking if they have any suitable land available. Since then he had not heard from BDC.

There being no further business the meeting closed at 9.25pm.

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(Date)

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(Chairman)