

**MINUTES OF SIBLE HEDINGHAM ANNUAL PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON MONDAY, 13<sup>TH</sup> MAY 2013 AT 7.30P.M.**

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**In the chair:** Mrs. G. Massey

**Present:** Cllrs. S. Glen, D. Holmes, E. Jones, A. Law, S. Partridge, A. Prill, J. Skittrall. F. Swallow R. Volkwyn and L. Waller  
Mr. A. Corder-Birch (Clerk).  
together with 4 (four) 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**

There was no public comment.

19. **Apologies for absence**

Mrs. J. Beavis (attending BDC meeting), Mr. D. Finch, Mr. H. Johnson & Mrs. W. Scattergood

20. **Election of Chairman**

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

21. **Election of Vice Chairman**

It was proposed by Mr. A. Prill, seconded by Mr. S. Partridge and carried that Mr. J. Skittrall be re-elected as Vice Chairman.

22. **To co-opt new Councillor to fill Casual Vacancy**

It was proposed by Mrs. G. Massey, seconded by Mr. A. Law and carried that this item is moved up the agenda. Mrs. Massey reported that the Interview Panel had interviewed two candidates who were both eminently suitable but had decided to recommend that Mr. R. Volkwyn fills the casual vacancy. It was proposed by Mrs. E. Jones, seconded by Mr. A. Law and carried that Mr. R. Volkwyn is co-opted onto the Parish Council. Mr. Volkwyn then signed his Declaration of Acceptance of Office form, which was countersigned by the Clerk. The other candidate desires that his name goes forward for consideration to fill the next vacancy.

23. **Declarations of interest**

Mr. S. Partridge declared a NPI in connection with land at Oxford Meadow as Chairman of SHALGA.

Mr. A. Prill and Mrs. L. Waller declared NPIs in connection with the former Swan PH as owners of neighbouring properties.

There were no other declarations of interest.

24. **To confirm minutes of previous meeting**

The minutes of the meeting held on 8th April 2013, 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) **PSG and Localism Fund**

Mr. S. Partridge enquired if Mrs. Beavis had ascertained the reason for the difference in figures between SH and Coggeshall. The Clerk reported that Mrs. Beavis had obtained the information required and would explain the position at the next meeting.

b) **Annual Parish Meeting**

Mr. Partridge was concerned that the Annual Parish Meeting was not well attended. It was agreed to try and advertise it more widely next year. Mrs. Massey reported that the Annual Report will be included in the next Parish Magazine.

c) **Quiet Lanes**

Mr. Partridge enquired if Mr. Finch had investigated quiet lanes. In the absence of Mr. Finch this item will be carried forward.

d) Willow Plantation

Mr. Partridge enquired about transfer of ownership of the Willow Plantation from ECC to SHPC. The Clerk reported that this will be more complicated than the transfers of land for HRW and Birds Green Village Green because the Willow Ground is a commercial property whereas the others are recreational. More time will be required to prepare an Expression of Interest and a Business Case for the Willow Ground because of its commercial nature but it will be progressed when other commitments and deadlines allow.

e) BDC Planning website

Mrs. L. Waller reported that the BDC Planning portal is not good and is fragmented. Mr. A. Prill reported that members of the public had also complained about its poor quality. It was agreed to ask Mr. H. Johnson for an update.

26. Planning Committee

The minutes of the Planning Committee meeting held on 19<sup>th</sup> April 2013, having been circulated, were accepted in lieu of a report.

27. Recreation and Amenities Committee

The minutes of the Recreation and Amenities Committee meeting held on 26<sup>th</sup> April 2013, having been circulated, were accepted in lieu of a report. Mrs. Waller expressed concern about the graphic content of the minutes describing the work carried out by BH on the Recreation Ground. Mr. A. Prill and Mr. J. Skittrall both reported upon the evidence produced confirming that the minutes were correct. The Clerk read out a list of some of the rubbish picked up by BH on a daily basis including wine and spirit bottles, beer cans and broken glass. He had also washed out the shelter and cleared away broken laurel branches. Mr. D. Holmes confirmed that he had seen the vandalism to the laurel bushes. Ms. S. Glen reported that residents in Alexandra Road were troubled by noise during the early hours. Mr. S. Partridge asked Councillors to speak to the Youth Council direct about issues on the Recreation Ground. Mrs. Waller asked for all evidence to be placed before the PCSO who it was agreed to invite to the R&A Meeting on 17<sup>th</sup> May. Mr. A. Prill raised the issue of sale of alcohol to under age persons, which the Police should also investigate. Mrs. Massey urged everyone to report ASB to her quickly so that the CCTV could be watched and reports given to the Police. Mrs. Massey reported that the Police were not patrolling SH regularly because there were few reported issues and urged everyone to report all incidents.

28. Public Transport, Highways and Speedwatch Committee

The minutes of the Public Transport, Highways and Speedwatch Committee meeting held on 17<sup>th</sup> April 2013 were accepted in lieu of a report. Mrs. Waller expressed safety concerns with footpaths exiting onto roads such as FP61 in Potter Street, FP63 in Queen Street and FP70 in Braintree Road. Mr. D. Holmes confirmed that these footpaths and another off Wethersfield Road were particularly dangerous. The issue had been raised at the Footpaths & PROW Advisory Group Meeting on 16<sup>th</sup> April and taken forward to the Public Transport, Highways and Speedwatch Committee meeting on 17<sup>th</sup> April. The Transport Committee had referred the issue to ECC Highways and a reply is awaited. (Post meeting note: ECC Highways notified on 24<sup>th</sup> April 2013).

29. Finance and Funding Committee

The minutes of the Finance and Funding Committee meeting held on 12<sup>th</sup> April 2013, were accepted in lieu of a report.

30. Footpaths and PROW Advisory Group

The minutes of the Footpaths and PROW Advisory Group meeting held on 16<sup>th</sup> April 2013, were accepted in lieu of a report.

31. To review delegation arrangements and terms of reference for committees

It was agreed that the delegation arrangements and terms of reference for the following committees were in order and no change was required:

Finance and Funding

Planning

Recreation and Amenities

Personnel

Public Transport, Highways and Speedwatch

32. **Election of Committees**

Mrs. L. Waller challenged the process of election to Committees and Advisory Groups and claimed that Councillors had to be present at the meeting to be elected. Mr. F. Swallow advised that this was not correct and that Councillors could be elected in their absence. It was resolved that the following Councillors be elected to the PC Committees:

**Finance and Funding Committee**

Mrs. E. Jones, Mrs. G. Massey, Mr. J. Skittrall, Mr. F. Swallow and Mrs. L. Waller leaving one vacancy.

**Personnel**

Ms. S. Glen, Mrs. G. Massey, Mr. A. Prill, Mr. J. Skittrall and Mr. R. Volkwyn

**Planning Committee**

Mrs. E. Jones, Mrs. G. Massey, Mr. S. Partridge, Mr. J. Skittrall, Mr. F. Swallow, Mr. R. Volkwyn and Mrs. L. Waller

**Public Transport, Highways and Speedwatch Committee**

Ms. S. Glen, Mrs. E. Jones, Mrs. G. Massey, Mr. S. Partridge and Mr. J. Skittrall leaving one councillor and two public vacancies.

**Recreation and Amenities Committee**

Mr. D. Holmes, Mr. A. Law, Mrs. G. Massey, Mr. A. Prill, Mr. J. Skittrall, Mr. R. Volkwyn leaving one vacancy

33. **Election of Advisory Groups**

It was resolved that the following are elected to the Advisory Groups:

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

**Footpaths and PROWs:** Mr. D. Holmes, Mrs. G. Massey, Mr. J. Skittrall, Mr. R. Volkwyn. (Post meeting note: since meeting Mr. R. Volkwyn has declined to serve on this Advisory Group). (Public) Dr. R. Green, Mr. A. Putnam, Mr. B. Read, Mrs. P. Volkwyn. (At its next meeting the Advisory Group can invite other members of the public to serve)

**Water Management:** Mr. A. Law, Mrs. G. Massey, Mr. A. Prill and Mr. J. Skittrall.

**Interview Panel:** (any three from four), Mrs. G. Massey, Mr. S. Partridge, Mr. J. Skittrall and Mrs. L. Waller

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

The following appointments were agreed:

**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 one vacancy.

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

**Hedingham Twinning Association:** Mr. J. Skittrall and Mr. R. Volkwyn (with Mrs. G. Massey as President of HTA).

35. **To review Standing Orders and Financial Regulations**

The Financial Regulations had recently been revised and it was agreed that no further review was required. With regard to Standing Orders a working party comprising of Mrs. G. Massey, Mr. S. Partridge and Mr. J. Skittrall was formed to review standing orders and in particular to consider filling vacancies on committees.

36. **To review Complaints procedure**

The Complaints procedure had recently been revised and it was agreed that no further review was required.

37. **To establish procedures for requests under Freedom of Information & Data Protection Acts**

Mrs. Massey reported that it is desirable to establish procedures for requests under the Freedom of Information Act and the Data Protection Act. Mrs. L. Waller asked how many requests had been received. The Clerk reported that only two requests had been received under the Freedom of Information Act during the last eight years and none under the Data Protection Act. It was agreed to form a working party comprising of Mrs. G. Massey, Mr. S. Partridge and Mr. J. Skittrall to consider procedures.

38. **Chairman's report**

The Chairman reported that Dr. R. A. Green had resigned as a Parish Councillor and was the longest continuous serving member. It was agreed to send him a letter of thanks for his long and loyal service.

39. **Youth Council Report**

Mr. S. Partridge reported that the Youth Council was concerned about the damage to a tree in the Recreation Ground and its close proximity to the skatepark. He asked if it could be relocated and better protected. Mr. J. Skittrall reported that he was ordering a sturdy tree and will consider relocating it further away.

Mr. Partridge also reported that seats in the MUGA had been requested and Mr. Skittrall suggested that seats are located outside the MUGA on all four sides.

Mrs. Massey will research a bouncy pillow/trampoline type item ready for the R&A Meeting.

40. **Essex County Council Report**

In the absence of Mr. D. Finch no report was given.

41. **Braintree District Council Report**

In the absence of the three District Councillors no reports were given.

**Report of meeting with local Doctors and Ashley House PLC**

Cllrs. Massey, Prill and Swallow reported upon a very encouraging meeting with Doctors from all three Heddingham practices, Linzi Knights, Development Manager of Ashley House PLC and two representatives of Castle Heddingham Parish Council. Ashley House PLC will be building the new surgery in Great Yeldham and desire to build the new surgery in SH simultaneously, which should result in economies for both surgeries. It is willing to prepare an outline business plan for a surgery at SH at its own risk. It was considered that SHPC had taken this project as far as possible for the time being and it was left for the Doctors and Ashley House PLC to take it forward. The key objective is for an outline business case to go before the NHS a.s.a.p. It was agreed that SHPC will retain a watching brief and give support where possible.

**To consider land at Oxford Meadow**

Mr. S. Partridge read out a letter from BDC and reported upon his further research but was unable to find anything about liability for costs as claimed by BDC save for conveyancing costs. Mr. A. Prill stated that if costs are minimal then a petition should be made to the Secretary of State. Exception was taken to the last paragraph in Mr. Keane's letter because BDC had been asked a number of times to help SHPC find land for allotments. It was noted that the planning application by GCH is still pending and no decision made. Following some discussion it was proposed by Mrs. L. Waller, seconded by Mr. A. Prill and carried that the following action is taken:

That advice is sought from EALC/NALC upon (i) the question of liability for costs and (ii) the process to petition the Secretary of State.

That Mr. B. Keane of BDC is informed that SHPC is minded to petition the Secretary of State unless BDC can come forward with meaningful proposals for SHPC to consider.

That Mrs. E. Goodings of BDC is copied in with letter to Mr. Keane and in addition she is asked to explore (i) the meadow between the Manor of Prayers and the former Tanners Dairy and (ii) land on the former Gosfield Airfield some of which is in SH (but land for allotments does not necessarily have to be in SH)

That an article is sent to the Parish Magazine stating that SHPC is seeking land for allotments.

Mr. F. Swallow was against the land at Oxford Meadow being sought for allotments because (i) for many years it has been allocated for social housing (ii) it is too small and not suitable for allotments (iii) it would be too costly to convert to allotments and (iv) children do not play on that area of land as claimed. Upon being put to the vote the motion was carried with Mr. F. Swallow voting against it.

**Report of LDF meetings held 11<sup>th</sup> April and 8<sup>th</sup> May 2013**

Cllrs. Massey, Prill and Waller reported upon the LDF meetings held 11<sup>th</sup> April and 8<sup>th</sup> May 2013. At the earlier meeting there had been confusion about motions, voting and further representations being allowed by a potential developer. Concern was also expressed about representations made by Mr. H. Johnson about some SH Parish Councillors in connection with the former Swan PH. Mr. Prill reported that he had asked for the terms of reference for the LDF Sub Committee, which comprise of three broad mission statements. It was considered that the LDF Sub Committee had been inconsistent when considering sites across the district. Mrs. Massey reported that she had sent three emails to Mr. Johnson and had not received a proper reply, only comments about an email sent by Mr. Prill. Mrs. L. Waller reported upon the contrast between the two meetings and that the second meeting was well chaired by Mrs. W. Scattergood.

The planning application for renovation of the former Swan and conversion back to two dwellings had been granted

by BDC on 7<sup>th</sup> May 2013. Unfortunately the LDF meeting on 8<sup>th</sup> May had not been webcast.

45. **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.

46. **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:

The letter and plans from Primogenitre Property Development regarding the resurfacing of the lane between the Post Office and Sydney Villa was discussed. It was agreed to respond to this letter and thank Mr. Philip Graham for arranging to have this lane resurfaced and to let SHPC know when a meeting is arranged so that it can be represented.

An email and plans from Birketts relating to proposed diversion of footpaths around Baykers, Lamb Lane was considered. Mrs. L. Waller reported that the owner and his lawyer had attended the last Footpaths and PROW Advisory Group Meeting and members had since visited Baykers. The existing footpaths surround the house very closely and therefore the new proposed routes were favoured. It was agreed to reply to Birketts to confirm that the proposed diversions were agreed.

It was agreed that Mr. A. Law (and if possible Mrs. J. Law) should represent SHPC at an Evensong at Chelmsford Cathedral on 16<sup>th</sup> June.

It was agreed to book Mr. A. Prill and Mr. R. Volkwyn on the EALC Councillor Training Day

Mrs. G. Massey may attend the NALC Conference at Bristol.

It was agreed to place the CPRE New Transport Tool Kit on the agenda for the next Public Transport, Highways and Speedwatch Committee meeting.

47. **Accounts for payment**

The accounts listed in appendix 2 were presented for payment together the following account:

Mrs. G. Massey - expenses for Annual Parish Meeting £37.76

It was proposed by Mr. J. Skittrall, seconded by Mr. D. Holmes and carried that the accounts are paid.

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

There was no other business.

There being no further business the meeting closed at 9.50pm.

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(Date)

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(Chairman)