

**THE FOLLOWING MINUTES SHOULD BE CONSIDERED AS DRAFT UNTIL CONFIRMED AT THE NEXT PARISH COUNCIL MEETING ON JUNE 9TH**

**MINUTES OF SIBLE HEDINGHAM ANNUAL PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON MONDAY, 12<sup>TH</sup> MAY 2014 AT 7.30P.M.**

**In the chair:** Mrs. G. Massey  
**Present:** Cllrs. J. Beavis, J. Fennelly, S. Glen, D. Holmes, E. Jones, A. Law, S. Partridge, J. Skittrall and L. Waller  
Mr. A. Corder-Birch (Clerk).  
Mr. H. Johnson and Mrs. W. Scattergood (District Councillors)

**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.

22. **Apologies for absence**

Mr. A. Prill (work commitment), Mr. R. Volkwyn (holiday) and Mr. D. Finch

23. **Election of Chairman**

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

24. **Election of Vice Chairman**

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

25. **Declarations of interest**

There were no declarations of interest.

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

The minutes of the meeting held on 14th April 2014, having been circulated, were taken as read, were confirmed and signed by the Chairman as a correct record, subject to an amendment in minute 17.

27. **Matters arising from those minutes**

a) **Local Development Framework**

Mrs. L. Waller gave a report of her attendance at a full council meeting of BDC, following a meeting of the LDF Committee when the main changes were in technical detail at the request of the planners. Objections made by members of the public, were not taken into consideration by Councillors, The LDF, as amended, was approved and will go forward for further consultation.

28. **Planning Committee**

The minutes of the Planning Committee meeting held on 11<sup>th</sup> April 2014, having been circulated, were accepted in lieu of a report.

29. **Recreation and Amenities Committee**

The minutes of the Recreation and Amenities Committee meeting held on 25<sup>th</sup> April 2014, having been circulated, were accepted in lieu of a report.

30. **Transport and Highways Committee**

The minutes of the Transport and Highways Committee meeting held on 16<sup>th</sup> April 2014 were accepted in lieu of a report. The following two items arose from the meeting:

**Request for funding for ten poles for movable speed signs**

Mr. S. Partridge reported that an old estimate for poles was £150 each making a total of about £1,500 and it was agreed to obtain a new up to date quote. It is a condition that the ECC Highways contractor is used. It was proposed by Mr. S. Partridge, seconded by Mrs. L. Waller and carried that a budget of up to £3,000 is allowed for the poles.

**Speeding traffic and dust carts through the village**

Mr. S. Partridge expressed concern about the speed of traffic through the village and in particular BDC dust carts. It was proposed by Mr. S. Partridge and seconded by Mr. J. Skittrall that BDC and all companies whose vehicles speed

through the village are written to. Upon being put to the vote, three voted in favour and four against so the motion was not carried.

It was then proposed to mount a campaign through the media regarding speeding traffic, which was agreed and arrangements were delegated to Mr. J. Skittrall and the Transport and Highways Committee.

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

Transport and Highways

32. **Election of Committees**

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

**Finance and Funding Committee**

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

**Personnel**

Ms. S. Glen, Mrs. G. Massey, Mr. J. Skittrall and Mr. R. Volkwyn leaving one vacancy

**Planning Committee**

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

**Transport and Highways Committee**

Ms. S. Glen, Mrs. E. Jones, Mrs. G. Massey, Mr. S. Partridge and Mr. J. Skittrall leaving one vacancy

**Recreation and Amenities Committee**

Mr. J. Fennelly, Mr. D. Holmes, Mr. A. Law, Mrs. G. Massey, Mr. S. Partridge, Mr. J. Skittrall, Mr. R. Volkwyn.

33. **Election of Advisory Groups**

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

**Emergency Planning:** Mr. J. Fennelly, Mr. D. Holmes, Mrs. E. Jones, Mrs. G. Massey and Mr. J. Skittrall

**Footpaths and PROWs:** Mrs. J. Beavis, Mr. J. Fennelly, Mrs. G. Massey, Mr. J. Skittrall. (At its next meeting the Advisory Group can invite other members of the public to serve)

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

**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

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

**Tree Warden:** Mr. H. Johnson

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

It was agreed that no change is required to the Standing Orders. With regard to the Financial Regulations it was understood that EALC is arranging a course, which may result in a review being necessary. It was therefore agreed to make no changes at present but to review the position following the course.

36. **To review Complaints procedure**

The Complaints procedure was reviewed and no change was required.

37. **To establish procedures for requests under Freedom of Information**

Mrs. Massey reported that she had recently attended a FOI course and suggested a working party is formed to review the procedure for requests. Mrs. G. Massey, Mr. S. Partridge and Mr. J. Skittrall were appointed to the working party.

38. **Chairman's report**

The Chairman thanked Councillors for re-electing her and reported upon the following:

a) Attendance at the recent Heddingham Twinning Association dinner, which had been enjoyable and thanks were expressed to Mr. J. Skittrall for arranging the buffet and entertainment.

b) BH wishes to retire at the end of June 2014. Councillors expressed a vote of thanks for his hard work and dedication. An advertisement for his replacement and a retirement gift were referred to the Personnel Committee for consideration.

39. **Youth Council Report**

Mr. S. Partridge reported that the Youth Council had not met owing to holidays.

40. **Essex County Council Report**

A written report from Mr. D. Finch had been circulated prior to the meeting and its contents noted.

41. **Braintree District Council Report**

Mrs. W. Scattergood reported that she had completed her year as Chairman of BDC during which over £6,000 had been raised, which will be shared between three Charities. Other villages had trouble with BDC dustcarts speeding through villages and Mrs. Scattergood offered to speak to Mr. P. Partridge, the Head of Operations about the problem, which was gratefully accepted. At a meeting on 30<sup>th</sup> June, a decision will be made as to whether to send the existing LDF documentation to the Planning Inspectorate or start again. The Chairman thanked Mrs Scattergood for her year as Chairman of BDC and in particular for promoting the villages and rural businesses.

Mr. H. Johnson reported upon an increase in the requirement for houses and also expressed concern about speeding dust carts. The dangerous wall near Grays Hall Meadow should be removed this week. The bridge to the HRW at Alderford Street was still on target. Mr. Johnson will be cutting back the growth on several footpaths in the village for which he was thanked.

Mrs. J. Beavis reported that the Tour de France will be passing through the Braintree District on 7<sup>th</sup> July and the new Witham Sports Centre will open later that month. A meeting will take place with Mr. I. Stidson of NHS regarding one new Medical Centre in Sible Hedingham to serve the Hedinghams, the Yeldhams and surrounding villages. There is a possibility that more Village Agents will be appointed but further information is awaited. Mrs. Beavis will attend the Jack Petchey Awards at Hedingham School and was thanked for her report.

42. **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.

**Report upon blue plaques**

Mrs. E. Jones reported that the blue plaques had been ordered and is hoping that they will arrive soon.

44. **To consider proposal for support for funds for Parish Councils from Business Rates**

An email from Sevenoaks Town Council asking for support for a proposal to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth was considered. It was proposed by Mr. S. Partridge, seconded by Mr. J. Skittrall and carried, with Mrs. J. Beavis abstaining, that SHPC supports the policy.

45. **To consider gardens near Brook House commemorating centenary of WW1**

The Clerk reported upon a visit from Mr. M. Firman, Secretary of Hedinghams and District Branch of the Royal British Legion requesting SHPC to approve the new gardens between Brook House and Cygnet Court commemorating the centenary of the First World War. Several Councillors supported the request in principle but prefer the gardens to commemorate the Peace rather than the War. It was agreed to defer this item to the next meeting to enable representatives of the RBL to attend and explain their proposals further.

(Mrs. W. Scattergood left the meeting)

46. **Correspondence**

The correspondence received and listed in appendix 1 was referred to relevant Councillors for information and action. It was noted that the correspondence list was decreasing as more emails were received. It was therefore agreed to dispense with the Councillors signature list and to allow Councillors to discuss emails under correspondence.

47. **Accounts for payment**

The accounts listed in appendix 2 were presented for payment. It was proposed by Mrs. J. Beavis, seconded by Mr. A. Law and carried that the accounts are paid.

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

Mr. J. Fennelly referred to the dangerous wall near Grays Hall Meadow and reported that he was disappointed with the BDC Officer dealing with the wall as he was rather arrogant.

Mr. D. Holmes reported that the wall will be demolished this week.

Mrs. L. Waller reported that the plaque on the bench along Cobbs path in memory of Barbara Robinson was missing.

Mr. D. Holmes kindly agreed to make a replacement.

Mr. S. Partridge reported that arrangements for the Legacy Day were progressing.

Mrs. J. Beavis reported that she had met the Site Manager of Bloor Homes and had suggested that Councillors make an occasional visit to the site, which was agreed.

There was no other business.

There being no further business the meeting closed at 8.45pm.

