

**DRAFT MINUTES OF SIBLE HEDINGHAM PARISH COUNCIL MEETING  
HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON  
MONDAY 10<sup>th</sup> AUGUST 2015 AT 7.30PM.**

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**In the chair:** Mr. J. Fennelly

**Present:** Cllrs. S. Glen, D. Holmes, G. Jefferson, G. Massey, S. Metson, L. Parkin,  
T. Pitts-Webster, P. Sarel and J. Skittrall  
Mr. A. Corder-Birch (Clerk)  
Mrs. J. Beavis (District Councillor)  
Together with 5 (five) members of the public

**Public comment**

There was no public comment.

98. **Apologies for absence**

Cllrs. B. Newman (work commitment), R. Volkwyn (holiday), H. Johnson and D. Finch

99. **Declarations of interest**

There were no declarations of interest.

100. **To confirm minutes of meeting held 13<sup>th</sup> July 2015**

The minutes of the meeting held on 13<sup>th</sup> July 2015, having been circulated, were taken as read were confirmed and signed by the Chairman as a correct record.

101 **Matters arising from those minutes**

There were no matters arising.

102. **Chairman's report**

The Vice Chairman read a written report from the Chairman as follows:

Regret at the retirement of the Clerk who will be missed.

Sorrow that Mrs. J. Smith has resigned.

Mrs. J. Richardson has collected all drug related items from the Recreation Ground since the last meeting but very little has been found.

The purported giant hogweed has been removed although it transpired that it was not hogweed.

The Chairman has spoken to the shop proprietor at 109 Swan Street, regarding items on the pavement. He has had a visit from an ECC Highways Inspector who has apparently accepted that items can remain on the pavement providing that three foot is left for pedestrians.

In respect of the new Clerk's job description please see minute 108 below.

Arising from this report Mrs. G. Massey requested that Mr. J. Fennelly prepares a press release about the lack of drug related items found on the Recreation Ground, which he agreed to do.

103. **Youth Council Report**

Mrs. Massey reported that Mr. P. Sarel had also attended the last Youth Council Meeting. Unfortunately it was poorly attended and hopes it will improve. Mr. D. Holmes asked if a young member of the Youth Council could attend future PC meetings and give a report as they had in the past, which was supported by Mrs. G. Jefferson. Mrs. Massey suggested that SHPC waits to see if the Youth Council is reactivated.

104. **County Councillor's Report**

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

105. **District Councillor's Reports**

In the absence of Mr. H. Johnson no report was given. Mrs. J. Beavis reported upon the following:

- a) BDC is trying to get Youth responsibilities returned to it from ECC.
- b) The forthcoming retirement of the Clerk will be a great loss to SH and the PC.
- c) Update upon the BDC Local Plan upon which all Parish Councils are being consulted
- d) With regard to a new Doctor's Surgery for SH, Mrs. Beavis and Mrs. A. Weatherley will be

writing to Mr. A. Pike of the NHS and a meeting with the new MP is still to be arranged.

e) The planning application to reduce the number of affordable houses on the Rippers site had been refused. It was understood that an appeal may be made and if so it was hoped that SHPC would join with BDC to oppose the appeal.

f) A petition is being arranged to try and save SH Post Office.

g) Councillors will shortly attend a presentation upon the future of the Colne Valley Railway.

Mrs. Beavis was thanked for her report.

106. **Planning Committee**

The minutes of the Planning Committee Meeting held on 17<sup>th</sup> July 2015, having been circulated were accepted in lieu of a report.

107. **Recreation and Amenities Committee**

The minutes of the Recreation and Amenities Committee Meeting held on 24<sup>th</sup> July 2015, having been circulated, were accepted in lieu of a report.

108. **Personnel Committee**

The minutes of the Personnel Committee Meeting held on 6<sup>th</sup> August 2015, having been circulated were accepted in lieu of a report. Mrs. G. Jefferson raised two matters as follows:

a) If the vacancy should also be publicized with the Suffolk Association of Local Councils in view of the close proximity to the Suffolk border.

b) That in view of confidential documents, including staff and GOR, that item 19 of the job description should be amended and restricted to "read only basis"

These two items were unanimously approved and Mrs. Massey agreed to amend the job description accordingly.

109. **Report of Essex Rural Strategy Consultation event**

Mrs G. Jefferson circulated a written report, (appendix 3), of her attendance at the Essex Rural Strategy Consultation event on 21<sup>st</sup> July 2015. An online survey for completion by SHPC is awaited. Mrs. Jefferson highlighted a number of points for Councillors to consider including the need to maximize community assets, areas for development and the need to be financially sound in case of a future cap on the precept. She advised looking at plans and strategies to meet the challenges of the future. One area of concern identified by Councillors was affordable housing. The Clerk advised that in the event of a public inquiry SHPC could be represented and present evidence of need as an interested third party to support BDC. Mrs. Jefferson was thanked for representing the Parish Council at this event and for her report. (Mrs. J. Beavis left the meeting)

110. **Correspondence and emails**

The correspondence received and listed in appendix 1 was referred to relevant Councillors for information and action.

111. **Accounts for payment**

The accounts listed in appendix 2 were presented for payment. Mrs. G. Massey enquired about the two accounts from De Vere Cars in respect of the 333 bus and requested further details. The Clerk gave the following information:

Invoice dated 23<sup>rd</sup> June 2015 for May 2015 – 19 days at £175.00 per day = £3325.00, plus bus route registration fee £60.00 less fare revenue £99.00 = £3,286.00

Invoice dated 9<sup>th</sup> July 2015 for June 2015 – 22 days at £175.00 per day = £3850.00, less fare revenue £144.50 = £3705.50

These invoices had not arrived at the PC Office until 10<sup>th</sup> August 2015. They failed to deduct the amounts paid to De Vere Cars by ECC in respect of concessionary fares and such income will need to be deducted from future invoices. It was proposed by Mrs. G. Massey, seconded by Ms. S. Glen and carried that all fare receipts are shown on the monthly accounts for payment.

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

Arising from the account to EALC, Mrs. Massey requested details of the Chairman's courses for the

website.

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

a) **Brook Hill**

Ms. S. Glen reported that the bank at Brook Hill was overgrown and needs cutting back. It was agreed to ask GCH to attend to this as it is owned by them and is their responsibility.

b) **Street light along footpath at Brook Meadow**

Ms. Glen asked if a street light could be supplied, in the interests of safety, along FP37 at Brook Meadow, now that high fences have been erected along both sides of the path. Following some discussion it was agreed to refer this request to GCH.

c) **Risk Assessment**

Miss. L. Parkin offered to assist Mrs. G. Massey with preparation of a risk assessment for SHPC and arrangements were made for a meeting.

d) **Resignation of Mrs. J. Smith**

Mr. J. Fennelly referred to the recent resignation of Mrs. J. Smith to whom it was agreed to record appreciation for her service and regret that she had resigned. He emphasized that Councillors need to show more respect to each other and that many issues and differences can be easily resolved. He asked Councillors to work together and show mutual respect.

There was no other business.

There being no further business the meeting closed at 8.25pm.

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(Date)

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(Chairman)