

**MINUTES OF SIBLE HEDINGHAM PARISH COUNCIL MEETING HELD AT
THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON MONDAY 8th
JUNE 2015 AT 7.30PM.**

In the chair: Mr. R. Volkwyn

Present: Cllrs. J. Fennelly, S. Glen, G. Jefferson, G. Massey, S. Metson, L. Parkin, P. Sarel, J. Smith
and J. Skittrall
Mr. A. Corder-Birch (Clerk)
Mr. H. Johnson (District Councillor)
Together with 9 (nine) members of the public

Public comment

Mrs. L. Dziedzic reported that she could not find the PC agenda on the SHPC website but Mrs. G. Massey assured her that it was there. Mrs. Dziedzic also enquired if the proposed move of the Post Office will be considered. Mr. S. Metson reported that the owners intend to remain if possible and Mrs. A. Weatherley added that the owners had been asked to prepare a business plan. There was no other public comment.

55. **Apologies for absence**

Cllrs. D. Holmes (holiday) J. Beavis and D. Finch

56. **Absent**

Cllr. S. Brackley

57. **Declarations of interest**

Mrs. G. Jefferson declared a NPI in connection with the proposed lighting of the MUGA as a resident living near the Recreation Ground.

Mrs. G. Massey declared a NPI in connection with the proposed mirror in Parkfields as representative of residents of Recreation Ground.

There were no other declarations of interest.

58. **To confirm minutes of meeting held 11th May 2015**

The minutes of the meeting held on 11th May 2015, having been circulated, were taken as read were confirmed and signed by the Chairman as a correct record.

59. **Matters arising from those minutes**

a) **Football Club**

Mrs. G. Massey requested an update regarding the Football Club and was informed that the Club were making enquiries with BDC and an answer in writing is awaited.

There were no other matters arising.

60. **Chairman's report**

The Chairman had nothing to report outside the agenda.

61. **Youth Council Report**

Mrs. Massey reported that members of the Youth Council have cars and had requested areas to park such as the former Dairy site. There were divided opinions within the Youth Council regarding the use of drugs on the Recreation Ground.

62. **County Councillor's Report**

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

63. **District Councillor's Reports**

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

a) Councillor training.

b) The minutes of SHPC Planning Committee were noted.

c) Issues of vandalism in the area but SH is reasonably good.
Mr. Johnson was thanked for his report.

64. **Planning Committee**

The minutes of the Planning Committee Meeting held on 15th May 2015, having been circulated were accepted in lieu of a report.

65. **Personnel Committee**

The minutes of the Personnel Committee Meeting held on 19th May 2015, having been circulated, were accepted in lieu of a report. The sum paid to Mrs. C. Hoadley for opening, cleaning and closing the public conveniences was reviewed. It was proposed, seconded and carried that the sum paid is tied in permanently with the village maintenance operative's wages.

66. **Recreation and Amenities Committee**

The minutes of the Recreation and Amenities Committee Meeting held on 22nd May 2015, having been circulated, were accepted in lieu of a report.

67. **Update upon proposed lighting of the MUGA**

This item was deferred from the previous meeting. The reasons for refusal of planning permission were reviewed and consideration was given to (a) an appeal, (b) another application or (c) no further action. The Chairman confirmed that he had met the new Councillors and updated them upon the proposed lighting of the MUGA. Mrs. G. Massey queried why BDC had validated the application when it had apparently contained various omissions. Mr. J. Skittrall stated that the reports in the Halstead Gazette were incorrect. Mrs. Massey proposed that SHPC obtains pre-planning advice and then makes a second application, which was seconded by Mr. Skittrall. Upon being put to the vote, three voted in favour, six against and one abstained. Mr. J. Fennelly considered that the proposed lighting had caused aggravation for the residents and BDC had shown them more concern than SHPC had. Mrs. G. Jefferson referred to the close proximity of houses, which will not change. Mr. Fennelly proposed no further action, which was seconded by Mrs. Jefferson. Upon being put to the vote, six voted in favour, three against and one abstained.

68. **To consider the appointment of a SHPC Press Officer**

The Chairman reported that Mr. J. Fennelly who has considerable experience with the media is willing to be appointed as Press Officer to handle all enquiries from the press. Reference was made to Mr. Skittrall's experience with incorrect reports in the Halstead Gazette, about the proposed lighting of the MUGA, which should be avoided with a designated Press Officer. Mrs. G. Massey opposed the idea and stated that she will respond to the press, if they telephone her. Miss. L. Parkin considered that the appointment of a Press Officer will be a good opportunity to promote good news in SH. Mrs. J. Smith proposed a trial period of three months, which was agreed. Mr. Fennelly was therefore appointed as SHPC Press Officer for three months following which it will be reviewed. Mr. Fennelly will arrange an early meeting with the Editor of the Halstead Gazette.

69. **To consider Councillors email addresses**

Mr. J. Fennelly proposed a more professional outlook for SHPC, to include all Councillors having a Parish Council email address, which can be arranged remotely for a total of £50 inclusive. The Chairman supported the proposal, which should help with points for the NALC/EALC Awards Scheme. Mrs. G. Massey disagreed with the proposal. As it was considered, that either all or no Councillors change email addresses, it was agreed to take no further action.

70. **To consider rent review on PC Office**

The Clerk reported upon a letter from Mr. D. Atterbury proposing a £20 per month increase in the rent of the PC Office with effect from 1st June 2015, which was approved.

71. **SHPC Accounts 2014-2015**

The Clerk reported that the internal audit of the Parish Council's accounts had been completed by Mrs. Judith Fletcher of Saffron Accounting Services, the internal auditor and found in order. The accounts had previously been circulated to all Councillors. It was proposed by Mr. J. Skittrall, seconded by Mrs. G. Massey and carried that the accounts for the year 2014-2015 and the annual governance statement set out on

page 3 of the annual return are approved. The accounts and annual return were then signed by the Chairman and RFO and will be sent to PKF Littlejohn LLP for external audit.

72. **To consider revising mandate with Nat West Bank to add new authorized signatories**

The Clerk reported upon continuing issues with Nat West Bank, which necessitates revising the mandate by removing some former signatories and adding new signatories. It was agreed that the following should be signatories: Mr. J. Fennelly, Mr. D. Holmes, Mrs. G. Massey, Miss. L. Parkin, Mrs. J. Smith, Mr. R. Volkwyn and Mr. A. Corder-Birch.

73. **To consider the purchase and installation of a mirror on GCH land in Parkfields**

Mrs. G. Massey reported upon visibility difficulties when exiting Recreation Ground onto Alexandra Road, which is potentially dangerous. Mr. M. Garnham of GCH did not have any objection in principle to a mirror being installed on GCH land and was trying to arrange funding, which had not progressed. Mrs. Massey therefore asked if SHPC will meet the cost. Mrs. G. Jefferson considered that this may set a precedent as there were other dangerous junctions in the village and asked if ECC Highways should be consulted. The Clerk advised that mirrors were usually against ECC Highways policy. Mr. S. Metson was concerned about how long the mirror would last before it is damaged. Following some discussion it was agreed to allow up to £200 for purchase and installation of a mirror, without referring it back to SHPC.

74. **Correspondence and emails**

The correspondence received and listed in appendix 1 was referred to relevant Councillors for information and action. Mrs. G. Massey asked for copies of bank statements to be included in the correspondence file.

75. **Accounts for payment**

The accounts listed in appendix 2 were presented for payment together with an account from Mrs. Judith Fletcher of Saffron Accounting Services for internal audit fees of £450.00. It was proposed by Mrs. G. Massey, seconded by Mr. J. Fennelly and carried that the accounts are paid and that the financial regulations are suspended to allow cheques to be signed.

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

a) **Annual Parish Assembly**

Mrs. G. Jefferson reported upon comments made via the comments box at the Annual Parish Assembly. One resident requested facilities to add suggestions or criticisms to the SHPC website and two residents requested improved publicity for the Annual Parish Assembly. Mrs. Massey was very disappointed with the turnout and the Chairman pointed out that there was only one less person than the previous year. The meeting had been arranged in two weeks and it was agreed that it should be promoted more in future years.

b) **Swan Street**

Mr. S. Metson reported that a customer had commented upon how clean and tidy Swan Street is.

High Street Green

Mrs. G. Massey reported that she had been informed by Mrs. J. Richardson that she had been asked to help Mr. J. Brooks with some hedge cutting work at High Street Green, which had not been included on the jobs to do list at the last R&A Meeting. The Chairman explained that this was an annual job, which their predecessors had carried out in the past but the request to refer such jobs to the R&A Meeting was noted.

d) **Church Fete**

The Chairman reported that Mrs. M. May had asked if SHPC will cover the cost of hire of toilets for the annual Church Fete on 27th June, which last year amounted to £80 net. This request was approved.

e) **Expenses**

The Chairman reminded Councillors that they can reclaim expenses such as mileage and computer inks.

f) **Miss. S. Brackley**

Councillors enquired about Miss. S. Brackley and it was reported that she had not apologized for her non attendance at the meeting, which the Chairman will follow up.

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)