

**DRAFT MINUTES OF SIBLE HEDINGHAM PARISH COUNCIL MEETING  
HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON  
MONDAY 14<sup>th</sup> OCTOBER 2013 AT 7.30PM.**

**In the chair:** Mrs. G. Massey  
**Present:** Cllrs. J. Fennelly, S. Glen, E. Jones, S. Partridge, A. Prill, J. Skittrall, R. Volkwyn and L. Waller.  
Mr. A. Corder-Birch (Clerk)  
Together with 1 (one) member of the public (Mrs. Alison Turnbull, independent consultant instructed by Bloor Homes)

**Public comment**

The Chairman reported that Mr. E. Willett was unable to attend the meeting and had therefore been invited to the R&A Meeting on 18<sup>th</sup> October to speak about his proposed bootcamp on the Recreation Ground. Mrs. Alison Turnbull reported that she had been instructed by Bloor Homes as an independent consultant to prepare the art and public realm strategy for the design approval and provision of street furniture, public art and character features within the development on the former Premdor site. This includes consultation with SHPC on the content of the art and public realm strategy. The chimney is to be located in Brook Place (formerly Pocket Park) for which discussions had taken place with the Landscape Officer at BDC and the costs of erection and electrical installation for the chimney will be provided by Bloor Homes. In addition bespoke artistic designed artwork was proposed at “Urban Square” (located near the open water course and children’s play area), including a coloured block paved area, railings and seating. Railings were required where the bank is quite high in the interests of safety. Other proposed artwork includes signposts along footpaths and seating in Brook Place. Councillors opposed the reference to “Urban Square” and the proposed urban features such as coloured paving and requested suitable features for a rural Essex village. It was agreed to arrange a public consultation to give further consideration to the proposed artwork. There was no other public comment.

131. **Apologies for absence**

Cllrs. J. Beavis (BDC meeting), D. Holmes (work commitment), D. Horn (holiday), W. Scattergood and H. Johnson. Post meeting apologies were received from Cllr. A. Law (wife’s illness) and D. Finch

132. **To co-opt new Councillor to fill casual vacancy**

The Chairman reported that interviews had been carried out and that the Interview Panel recommended that Mr. John Fennelly be co-opted onto the Parish Council to fill the casual vacancy. It was proposed, seconded and carried that the recommendation be approved and Mr. Fennelly was welcomed onto the Parish Council.

133. **Declaration of Acceptance of Office of new Councillor**

Mr. Fennelly then signed his Declaration of Acceptance of Office form, which was countersigned by the Clerk.

134. **To fill vacancies on Committees and Advisory Groups**

It was agreed that Mr. Fennelly fill the vacancies on the Planning Committee, the Recreation and Amenities Committee, the Emergency Planning Advisory Group and the Footpaths and PROW Advisory Group. A vacancy remains on the Finance and Funding Committee, which will be placed on the next agenda.

135. **Declarations of interest**

There were no declarations of interest.

136. **To confirm minutes of meeting held 9<sup>th</sup> September 2013**

The minutes of the meeting held on 9<sup>th</sup> September 2013, having been circulated, were taken as read, were confirmed and subject to the addition of “Swan Street” in minute 128(b) were signed by the Chairman as a correct record.

137. **Matters arising from those minutes**

a) **Oxford Lane**

Mrs. L. Waller requested an update upon the issues concerning Oxford Lane. The Clerk read a letter from Mr. D. Finch stating he had liaised with the PROW team and following further investigation measurements will be taken using reference points within the land in question. A letter will be sent from ECC Highways Records team to the owner requesting access. ECC has confirmed that the classification of Oxford Lane is “a byway open to vehicle traffic”.

Ms. S. Glen reported that the wall had been demolished, the rubble and shed removed, only leaving the slabs/base upon which the shed formerly stood. Apart from the shed base the land was bare and was suffering from land slippage. It was agreed to wait for ECC to take measurements and to give further advice.

b) **Proposed lighting of MUGA**

Mrs. L. Waller queried the decision of the R&A Committee into the proposed lighting of the MUGA. The Clerk read the relevant minute of the R&A Committee meeting when it had been decided not to provide the proposed lighting because (a) the cost could not be justified (b) local opposition and (c) the policy of turning off street lights to save costs. Mr. S. Partridge explained that lighting is required late afternoons and evenings during winter months to allow more use of the MUGA. Following some discussion it was agreed to ask the R&A Committee to look at the proposed lighting again and the cost for which Mr. Skittrall offered to obtain another quote.

c) **SHALGA AGM**

Mr. S. Partridge reported that SHALGA would continue for another year and retain its existing structure. The Chairman reported upon receipt of a letter from SHALGA, in compliance with the Allotment Act, requesting the provision of allotments. It was agreed to place this on the agenda for the next meeting and to have the relevant legislation available.

d) **Open Spaces Strategy**

The Chairman reported that SHPC had responded to the BDC Open Spaces Strategy, reiterating that SHALGA requires allotments and noting that allotments had been provided for on the former Premdor site. There were no other matters arising.

138. **Chairman’s report**

The Chairman reported upon the following:

a) CCTV monitoring – an adult male had interfered with the camera in the gents and the footage will be passed to the Police.

b) CCTV annual maintenance – some work had been carried out but further work is required. The Chairman, Vice Chairman and Clerk had accepted a quote of £350 net in accordance with para. 3.3 of SHPC financial regulations and the work will be carried out on 18<sup>th</sup> October to include the provision of another monitor. The action of the Chairman, Vice Chairman and Clerk was approved.

c) GCH – a member of the public had reported that work at Parkfields, which GCH had undertaken to do when the estates inspection had taken place in July 2013 had not been carried out despite reminders. In addition other grounds maintenance works around SH had not been carried out. It was agreed to make a complaint to the Directors of GCH regarding the outstanding work.

d) Village Club – it was reported that membership applications from Ms. S. Glen, Mrs. G. Massey and Mr. R. Volkwyn had been declined. If the purchase is completed it is understood that the new owner intends to continue running the club.

139. **Youth Council Report**

Mr. S. Partridge reported upon the following:

a) A Youth Services grant is to be applied for towards the next Legacy Day.

b) The Youth Council is working with the Primary School in connection with arrangements for a Christmas Party.

c) New tops are being provided to identify Youth Councillors.

d) Lighting the MUGA.

e) A mirror and soap had been requested in the ladies toilet, which it was agreed to refer to the R&A Committee, with a recommendation that an unbreakable mirror is provided.

140. **County Councillor's Report**

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

141. **District Councillor's Reports**

The Clerk read a report on behalf of Mr. H. Johnson as follows:

- a) Proposed boundary changes – not yet settled.
- b) Some trees in Recreation Ground, do not appear to be at their best as they are quite old and although they are not dangerous need to be kept under observation.
- c) Six thefts of oil from oil tanks in the area but not in SH so far.
- d) More complaints received concerning Wethersfield Road diversions.

The Clerk read a report on behalf of Mrs. J. Beavis as follows:

- a) Motion proposed by Leader of BDC upon Stansted Airport growth.
- b) Motion proposed by Mrs. Beavis upon health/health facilities and wellbeing.
- c) Health walkers in SH happy to continue without the input of any external influences.
- d) Mark Garnham of GCH has been chased about footpath between Station Road and Christmas Field, the play area at Parkfields and other outstanding issues. BDC no longer has a function in Parkfields and GCH must therefore bring forward proposals.
- e) 65 representations have been made to the LGBC regarding warding of the Braintree District and conclusions should be known during January 2014. SH is not big enough to be a two seat ward in its own right but if Castle Hedingham joins with SH it can become one ward supported by two members. Mr. S. Partridge and the Clerk confirmed that this is in accordance with the representations made by SHPC.
- f) The changes to the Localism Fund.

Arising from this report Councillors regarded the letter from BDC relating to the two year reduction in Localism Fund payments as being for information only and no action is required.

142. **Planning Committee**

The minutes of the Planning Committee Meetings held on 13<sup>th</sup> September and 4<sup>th</sup> October 2013, having been circulated were accepted in lieu of a report.

143. **Recreation and Amenities Committee**

The minutes of the Recreation and Amenities Committee Meeting held on 20<sup>th</sup> September 2013, having been circulated, were accepted in lieu of a report.

144. **Report of external audit of accounts for 2012-2013**

The RFO reported that the external audit of SHPC accounts for the year 2012-2013 had been completed and he read the following report:

*“On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In the completion of Section 4, the Annual Internal Audit Report, the internal auditor has drawn attention to significant weaknesses in relation to the asset register. The Body must ensure that action is taken to address these areas of weakness in a timely manner. The completed Annual Return and all relevant supporting information were not submitted for audit by the date requested.”*

The RFO explained that the previous Internal Auditor only required assets of over one thousand pounds in value to be included in the asset register, which was fully complied with. However the new internal auditor had requested that detail is included of all assets and their location, irrespective of value. The RFO confirmed that the detail requested by the Auditors would be collected and recorded during the year. In his opinion this does not amount to ‘significant weaknesses’ as alleged by the External Auditor.

145. **To consider use of S106 monies for artwork in SH**

It was reported that the proposed carved tree structure artwork along HRW had been withdrawn by BDC and that alternative artwork comprising of two benches meeting an identified need with a practical function will proceed.

Mr. A. Prill enquired about other artwork such as the proposed train. The Chairman reported that a train had been designed for HRW but not commissioned.

Mr. S. Partridge suggested an artistic gateway into the development site to acknowledge SH's brickmaking industry, Ripper's joinery works and the railway. The organizers of the recent Ripper's Exhibition, including the history of the site, were complimented upon a 'brilliant' exhibition. Ms. S. Glen suggested artistic finger posts, sign posts and street name plates. The Chairman recommended that Heddingham School and other organizations are involved. Mrs. Turnbull agreed that sometimes the best artwork comes out of workshops with other organizations, which often produces good ideas. It was generally agreed that artwork, which also has a useful function is preferred and it was agreed that arrangements are made for a public consultation. The Chairman thanked Mrs. Turnbull for attending the meeting.

146. **To consider proposed reinstatement of Braintree District Health Walks**

An email from Ms. L. Mowforth, a health promotion specialist, had previously been circulated to all councillors for consideration. Ms. Mowforth desired to reinstate health walks in the Braintree District. The message from Mrs. Beavis, that SH walkers are happy to continue, without the input of any external influences, was reiterated. Mr. S. Partridge reported that some walkers wish to have more structured arrangements as in the past. Following some discussion it was agreed to respond to Ms. Mowforth expressing interest and stating that SH is prepared to match what Halstead has done and may be prepared to join a Health Walk Consortium. Mrs. L. Waller agreed to compose and distribute a leaflet to canvas walker's opinions.

147. **Update upon land at Oxford Meadow**

The Chairman reported upon the decision of the Planning Committee to write to BDC in response to the public notice in the Halstead Gazette relating to the intention by BDC to sell land at Oxford Meadow. The sale had been opposed on the grounds that the site, which is currently open space, should remain for recreation purposes or for allotments and that SHPC may be interested in purchasing the land. The action of the Planning Committee was approved by SHPC. It was understood that only a properly constituted organization, such as SHPC, could make an offer to purchase the land. It was reported that the application for Village Green status, made by local residents, had been lost by BDC and therefore residents had made a FOI application to BDC. Following some discussion it was proposed by Mr. J. Skittrall, seconded by Mr. A. Prill and carried unanimously that SHPC makes an offer to BDC to purchase the land for £1,000 (one thousand pounds) exactly and that the letter is copied to the Secretary of State. The Chairman agreed to continue communications with Mr. A. Babbs.

148. **To consider proposed bootcamp on Recreation Ground**

The proposed bootcamp on the Recreation Ground was referred to the R&A Committee for consideration.

149. **Correspondence**

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

150. **Accounts for payment**

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

Braintree District Council – Community transport annual subscription	£20.00
Sible Heddingham Village Hall – hire of hall for meetings	£369.75
Anglian Security and Fire Limited – CCTV	£420.00
KTS – work on computer	£115.20

It was proposed by Mr. J. Skittrall, seconded by Mr. A. Prill and carried that the accounts are paid. Arising from the accounts the Chairman requested that the Clerk ask Sible Heddingham Village Hall to invoice the Parish Council regularly, as in the past, which was agreed.

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

Mrs. E. Jones reported that the road outside the Hen and Chickens was open as an alternative route to Wethersfield Road.

Mr. A. Prill reported upon the increasing number of large lorries through SH and in particular the Culina lorries from Haverhill. He had counted 9 Culina lorries within 25 minutes during the early hours of one morning alone. Mrs. G. Massey agreed to contact Culina again and remind them that their agreed route to Tilbury Docks is via the A1307, A11, M11 and M25 and not on the A1017 through SH.

Mr. R. Volkwyn enquired about the tree in memory of Christine Darkins. The Clerk agreed to chase GCH and Gipping Construction.

Mrs. L. Waller reported upon the new street life social network website. Many SH residents were participating in it and it was very impressive. Mrs. Waller was happy to maintain the SHPC page on the website, which was agreed.

There being no further business the meeting closed at 9.35pm.

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(Date)

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(Chairman)