

**MINUTES OF SIBLE HEDINGHAM PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON MONDAY 10<sup>TH</sup> OCTOBER 2011 AT 7.30PM.**

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

**Present:** Cllrs. C. Cannell, R. Green, D. Holmes, B. Howlett, E. Jones, A. Law, S. Partridge, A. Prill, J. Skittrall, F. Swallow and L. Waller  
Mr. A. Corder-Birch (Clerk)  
Together with PCSO Chris Lodge of Essex Police, two representatives from SH Library and 5 (five) other members of the public

**Fire regulations**

Details were given of the fire regulations relating to the Hall and in particular the whereabouts of the fire exits, the assembly point in Parkfields and vehicles must not be removed from the Hall Car Park.

**Public comment**

Prior to commencement of the meeting the following items were raised:

- (a) PCSO Chris Lodge of Essex Police reported that himself and another PCSO stationed at Braintree will now patrol SH. He provided the following telephone numbers – 101 for non emergency calls, 07855 781608 and 07855 781127 for PCSOs.
- (b) Miss. Ruth Sticklely and another representative from SH Library promoted events, meetings, services and facilities provided by the library. It can be used as a leaflet drop off point, for information, meetings and use of the notice board.
- (c) Mr. A. Putnam of Potter Street reminded Councillors that proposed site allocations at Queen Street and adjacent to 14 Swan Street were strenuously opposed by over 80% of the residents of Queen Street and Potter Street who had signed a petition and written letters of objection to BDC and SHPC during May and June 2010.
- (d) Mr. I. Carruthers stated that the minutes of the Public Transport, Highways and Speedwatch Committee held on 21<sup>st</sup> September 2011 were inaccurate and not in the proper format. The Chairman explained that the Clerk was not able to attend the meeting as he was attending a family funeral and that the minutes were taken by a volunteer. Nevertheless Mr. Carruthers asked for the minutes to be re-written in the correct format. The Chairman stated that the points made by Mr. Carruthers had been noted and would be considered under item 160 below.
- (e) A resident of Hawkwood Road stated that the recent site allocation process by SHPC had been confusing and in particular the meeting on 12<sup>th</sup> September 2011 eg large villages/small towns and changes in Government policy. He asked for another meeting, which the Chairman noted.

151. **Apologies for absence**

Cllr. J. Beavis (family bereavement), Mr. D. Finch, Mr. H. Johnson and Mrs. W. Scattergood. Condolences were expressed to Mrs. Beavis in her recent sudden bereavement.

152. **Declarations of interest**

Mr. J. Skittrall declared a personal interest in connection with items relating to Sible Hedingham Village Hall as a member of the Village Hall Committee. Mr. D. Holmes declared a personal interest in connection with the item relating to proposed Community Centre in Halstead as his company had made a donation. There were no other declarations of interest.

153. **To confirm minutes of previous meeting held 12<sup>th</sup> September 2011**

The minutes of the previous Parish Council meeting held on 12<sup>th</sup> September 2011, having been circulated, were taken as read were confirmed and duly signed by the Chairman as a correct record subject to the following amendments:

- (a) Under public comment – appendix three being described as “SH Site Allocations Development Plan Document”

(b) Under paragraph 130 the words “to site allocations and in particular” being deleted.

154. **Matters arising from those minutes**

(a) **Parish Magazine**

In view of the sudden bereavement suffered by Mrs. Beavis, Mr. F. Swallow offered to write the SHPC report for the November Parish Magazine and Dr. R. Green will write the report for the December edition.

(b) **Potholes in Church Street**

Mrs. L. Waller referred to the ECC report and enquired if the potholes in Church Street had been repaired. Mr. Holmes reported that they had not been repaired and that he had already notified Mr. D. Finch.

(c) **UK Power Networks**

The Clerk confirmed that he had written to UK Power Networks regarding their transformer on the Island opposite Alderford Mill and had since sent UK Power Networks a reminder. They had responded and requested contact details for the Environment Agency and Essex County Council which had been supplied.

(d) **Proposed street lighting at Crosspath**

The Clerk confirmed that he had asked three street lighting contractors to quote for street lights at Crosspath, which were awaited.

There were no other matters arising.

155. **Chairman’s report**

The Chairman read a message from Chief Inspector Lee of Essex Police regarding PCSOs in SH. He had arranged for two PCSOs to patrol SH on 10 days a month until the end of December 2011. Mrs. Massey had attended a recent JAG meeting when a new neighbourhood watch newsletter had been issued, which was circulated to Councillors. Dr. R. Green, Mr. S. Partridge and Mrs. Massey had recently visited a field off Church Street, which had kindly been offered by Mr. W. Martin for allotments. It was just over half an acre and will provide several allotments.

156. **Youth Council Report**

Mr. S. Partridge reported that Youth Councillors were starting work experience and had sent their apologies.

157. **Planning Committee**

The minutes of the Planning Committee Meeting held on 16<sup>th</sup> September 2011, having been circulated, were accepted in lieu of a report.

158. **Recreation and Amenities Committee**

The minutes of the Recreation and Amenities Committee Meeting held on 23<sup>rd</sup> September 2011, having been circulated, were accepted in lieu of a report.

159. **To consider increasing membership of Personnel Committee**

Mrs. G. Massey stated that if the membership of the Personnel Committee is increased from 3 to 5 members then she wished to serve on it as an ex-officio member. It was proposed by Mrs. Massey, seconded by Mr. Partridge and carried that the membership of the Personnel Committee is increased from 3 to 5 members upon which Mrs. Massey will serve ex officio. Mr. F. Swallow proposed that the vacancy is filled by Mrs. J. Beavis. Mr. S. Partridge proposed Mr. B. Howlett and upon a vote being taken Mr. Howlett was elected by 7 votes to 5.

160. **Public Transport, Highways and Speedwatch Committee**

The minutes of the Public Transport, Highways and Speedwatch Committee meeting held on 21<sup>st</sup> September 2011, having been circulated, were accepted in lieu of a report. Notwithstanding the representations made by Mr. Carruthers under public comment it was resolved not to change the format of these minutes. Mr. S. Partridge reported that Mrs. S. Smith, the Relief Clerk, will take the minutes of the next meeting on 9<sup>th</sup> November.

161. **Footpaths**

It was agreed to ask Mr. Adam Jenkins, PROW Officer with ECC, to attend a future PC Meeting at 6.30pm to explain funding and voluntary help with work on footpaths.

162. **Hedingham Riverside Walk Report**

Dr. R. Green gave a report of the HRW meeting held 26<sup>th</sup> September. S106 funds were discussed and the footbridge at Alderford Street will be a first charge on POS monies. Mr. H. Johnson had taken up the footbridge issue with BDC, the design had been completed and the bridge is expected in the very near future. Insurance cover had been arranged for volunteers and forms prepared for them to complete and sign. A workshop with Messrs. Thrussell & Thrussell will shortly take place in connection with the chimney artwork.

163. **The River Colne Countryside Trust**

Dr. R. Green reported that he had attended the inaugural meeting on 20<sup>th</sup> September, which was well attended and it was agreed that The River Colne Countryside Trust be formed. It was agreed that this should be a regular agenda item at future PC Meetings.

164. **The Sible Hedingham Allotment and Leisure Gardeners Association**

Dr. R. Green reported that the inaugural meeting was held on 13<sup>th</sup> September but was not very well attended. Karen Kenny of NSALG had attended and gave a very inspiring and enthusiastic address. The Sible Hedingham Allotment and Leisure Gardeners Association (SHALGA) had been formed with Dr. Green as Chairman, Mrs. Karen Hamilton-Viall, Secretary, Mr. David Wright, Treasurer and Mr. S. Partridge a committee member. The first meeting of SHALGA will take place on 3<sup>rd</sup> November. The prospect of a site for allotments off Church Street was welcomed.

165. **Report of Parish Summit**

Mrs. G. Massey reported that she had attended the Parish Summit with Mr. J. Skittrall on 22<sup>nd</sup> September. The Summit had included Localism and Funding, which Mrs Massey briefly reported upon. Mr. Skittrall reported upon a presentation by Essex Police and of the reorganization of policing arrangements in Essex, which should improve cover.

166. **Meet the Funders Day**

Mrs. G. Massey and Mr. S. Partridge reported that they had attended the “Meet the Funders Day” on 6<sup>th</sup> October at Braintree District Museum. A copy of the report prepared by Mr. Partridge accompanies these minutes as appendix 3. Arising from this report it was agreed that Mr. Partridge asks BDVSA if they will visit SH and provide a workshop specifically for SHPC and organizations in SH. It was agreed that Mrs. Massey will ask Mr. R. Volkwyn if he is willing to help.

167. **NALC Conference**

Mr. S. Partridge reported that he had attended the NALC Conference on 22<sup>nd</sup> September and circulated a written report, which accompanies these minutes as appendix 4. Arising from this report it was agreed that SHPC must get a Neighbourhood Plan in place a.s.a.p. It was proposed by Mrs. Massey, seconded by Mr. A. Prill and carried that a Neighbourhood Plan Working Party is formed and that it applies for grant funding for a Neighbourhood Plan. The following were elected to the Working Party, which can co-opt others when necessary: Mr. D. Holmes, Mrs. E. Jones, Mr. A. Law, Mrs. G. Massey, Mr. J. Skittrall and Mrs. L. Waller.

168. **To consider grant applications**

It was reported that SHPC could make applications for grants to BDC Mi Community and to ECC Big Society Fund for funding for local projects. The following suggestions were made:

- (a) Skate Board Park for skate ramps
- (b) Allotments – SHALGA to be advised to apply for grants for allotments including water supply and security fencing.
- (c) Village Hall – Mr. F. Swallow suggested that SH Village Hall Committee is invited to consider developing the site to become a community area/social asset. Mr. Skittrall reported that VH Committee is aware that SHPC may be willing to take over VH and had asked Charity Commission for advice. This could take place but very strict conditions will be imposed. Mr. Swallow offered to serve on VH Committee. Mrs. Massey, Mr. Swallow and Mr. Skittrall to arrange to meet Mr. O. Hawkes to consider the possibilities further. It was agreed to place consideration of the future of SHVH on agenda for next PC meeting.

- (d) Hedingham Riverside Walk
- (e) Friends of Alderford Mill – Mr. A. Law reported that FOAM was in favour of one trust for all ECC owned mills in Essex and had rejected individual trusts.

It was agreed to apply to ECC Big Society Fund for up to £10,000 for skate ramps to replace equipment already there but not for new items.

169. **To approve 2010-2011 Annual Return for Charity Commission**

The Clerk reported that he had completed the Charity Commission Annual Return relating to SH Recreation Ground for the year ending 31<sup>st</sup> March 2011. The Annual Return was approved by Councillors, signed by the Chairman and will be sent to the Charity Commission.

170. **To consider adoption of Complaints procedure**

A copy of the proposed Complaints procedure was circulated to Councillors. It was proposed by Mrs. G. Massey, seconded by Mr. B. Howlett and carried that the Complaints procedure is adopted. It was agreed to place this on the SHPC website.

171. **To consider revised Standing Orders**

It was agreed to defer this item to the next meeting to enable Mrs. Beavis to speak to it.

172. **To consider revised Financial Regulations**

A copy of proposed revisions to the Financial Regulations was circulated to Councillors. At the request of the RFO, two further points were discussed, resulting in further revisions as follows

- (a) In para 7.1 the addition of the words “whether outsourced or not”
- (b) A new para. 11.1 (b) (iii) “For expenditure between £501 and £4999, competitive quotations will be sought”

It was proposed by Miss. C. Cannell, seconded by Mr. A. Prill and carried that the revised Financial Regulations as amended above be approved.

173. **Update on eligibility for Quality Status**

Mrs. G. Massey reported that she had requested this agenda item before seeing the correspondence with EALC. The exchange of correspondence with EALC was noted and it was proposed by Mr. S. Partridge, seconded by Mrs. L. Waller and carried that Mrs. G. Massey responds to it.

174. **To review Office opening hours**

It was proposed by Mr. F. Swallow and carried that the Office opening hours continue as before save that when the Clerk is not in the Office a closed notice shall be placed on the door. It was agreed to ask Mrs. S. Smith to try and work these hours when carrying our relief duties.

175. **To consider supporting a Community Centre in Halstead**

Mrs. Massey reported upon recent correspondence in the press and considered that a new Community Centre for Halstead is useful for the town and surrounding villages. It was proposed by Mrs. Massey and seconded by Mr. Prill that SHPC writes to Halstead Town Council offering support for a Community Centre. Mr. Swallow and Mrs. Jones both opposed the motion. Upon being put to the vote it was carried by 8 votes to 4.

176. **To consider formation of Working Party to review Community Budget**

An email from ECC was circulated to Councillors and read out by the Chairman. A large village such as SH should be at the forefront and suggested that the name of SH is put forward. It was proposed by Mrs. Massey and carried that a Working Party is formed comprising of Mr. D. Holmes, Mr. S. Partridge and Mr. F. Swallow.

177. **To consider site allocations**

It was suggested by Miss. C. Cannell that the report prepared by Mrs. L. Waller titled, “SH Site Allocations Development Plan Document – Public Consultation by SHPC” should be strengthened to specifically oppose development on sites at Queen Street, next to 14 Swan Street and at Prayers Hill/Wethersfield Road. In addition it was agreed that there should be no more flats in SH or if so no more than 5% to 10%

and that the Village Envelope should not be extended. Subject to the above alterations the document was adopted and Councillors indicated their availability for the meeting on 13<sup>th</sup> October.

178. **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:

- (a) The letter from Sible Hedingham Village Hall had been dealt with under minute 168(c) above.
- (b) A letter from two residents of Hawkwood Road raising several issues was considered and responded to as follows:
  - (i) Complaints - SHPC had adopted a complaints procedure.
  - (ii) Quality status – the benefits are the power of confidence, the power of well being and more scope to do more good in the parish.
  - (iii) Road issues are outside the remit of SHPC because highway issues are the responsibility of ECC Highways. Arising from this item Mr. Partridge reported that two traffic surveys will take place in SH at each end of the village. A site meeting had been requested with ECC Highways to discuss various highway issues in SH. Mr. Swallow wished to see local enforcement for such matters as parking on double yellow lines and parking on pavements.
  - (iv) Alcohol exclusion zone on Recreation Ground – Police not in favour .
  - (v) CCTV is reliant upon residents giving a date and time of any incidents.
  - (vi) Employment issues and apprentices discussed at some length
  - (vii) There will be more powers when Localism Act is enacted.
  - (viii) Consumption of alcohol by under 18s - Police have power to pour alcohol away.
  - (ix) ASB needs to be reported direct to Police.
  - (x) Mr. Partridge is working hard with young persons – those who had placed graffiti on the Recreation Ground had been identified, apologized and removed it.
  - (xi) Public consultation with residents about skate board park – SHPC is in favour of consultation wherever possible – the intention is only to replace what is already there.
  - (xii) The Youth event was poorly attended but no cost involved – it was entirely a Youth Council event with no cost to SHPC. The Youth Council and SHPC are two completely separate legal entities.
  - (xiii) The arrangements for path clearance in bad weather is in hand – the forthcoming delivery of one tonne of salt is for pavements and new salt bins only.
  - (xiv) Broadband is very important to some residents. Mrs. L. Waller carried out a Broadband survey at no cost to SHPC.

179. **Accounts for payment**

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

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

- (a) Mr. S. Partridge reported that the proposed one hour Public Transport session prior to the next meeting may be deferred.
- (b) Mr. D. Holmes thanked everyone who had helped and supported the recent Charity Golf Day, which had achieved a very successful result. Consideration is being given to a Charity to support next year.

There being no further business the meeting closed at 9.55pm.

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(Date)

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(Chairman)

