

TILLINGHAM PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at 7.30pm in Tillingham Village Hall on Tuesday 18 May 2010.

PRESENT: Cllrs Harvey, Bryant, Champion, Mee, Reeds, Hammond & Potten.
Members of the public: One (arrived at 9.20pm)
Press: None

CHAIRMAN: Cllr Harvey

10/125 ELECTION OF CHAIRMAN

It was resolved that Cllr Harvey be elected as Chairman.

10/126 ELECTION OF VICE CHAIRMAN (Not mandatory)

It was resolved that Cllr Champion be elected as Vice Chairman.

10/127 APOLOGIES FOR ABSENCE

None.

10/128 MINUTES OF THE LAST MEETING

It was resolved to approve as a correct record the minutes of the meeting held on 20 April 2010, Proposed Cllr Reeds seconded Cllr Hammond.

10/129 DECLARATION OF INTERESTS.

The Chairman reminded members to declare any 'personal' or 'personal and prejudicial' interests relating to items on the agenda.

Cllr Harvey declared a personal interest in planning applications AGR/MAL/10/00258 and FUL/MAL/09/00998, the applicant being known to him.

Cllr Mee declared a personal interest in planning applications AGR/MAL/10/00258 and FUL/MAL/09/00998 and SOR/MAL/10/00226, the applicants being known to him.

Cllr Potten declared a personal interest in planning applications AGR/MAL/10/00258 and FUL/MAL/09/00998, the applicant being known to her.

Cllr Reeds declared a personal interest in planning application SOR/MAL/10/00226 as a member of BATTLE.

10/130 PUBLIC FORUM

No members were present at this agenda item.

10/131 A REVIEW OF THE REGISTER OF FINANCIAL AND OTHER INTERESTS

The register would be circulated to all members for updating.

10/132 A REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

The effectiveness of the system of internal audit was satisfactory and in accordance with the Governance and Accountability in Local Councils in England & Wales –A Practitioners Guide.

10/133 RISK ASSESSMENT

The West Field and Children's Play Area receive an annual independent inspection and risk assessment by ROSPA.

The Marsh Road Allotment plot holders rent renewal notice provides guidance to all plot holders to reduce risks when working their plots. The clerk checks the area

periodically.

The Insurance Policy was amended in 2009 to increase Public Liability Insurance to £10,000,000 and fidelity Guarantee insurance to £42,000, thus protecting the parish precept in the event of a claim.

10/134 APPOINTMENT OF INTERNAL AUDITOR

It was resolved to approve Colin Crouch as a competent and independent Internal Auditor for 2010/11.

10/135 A REVIEW OF THE ASSET REGISTER AND THE INSURANCE POLICY

A list of Parish Assets, with cost or approximate values and where applicable the insured value, had been circulated to members. It was resolved that this was satisfactory.

10/136 APPOINTMENT OF REPRESENTATIVES

- West Field User Group (WFUG) - Cllrs Potten and Mee
- Essex County Council Highways (ECC HW) - Cllr Potten
- Essex County Council Public Rights of Way (ECC PROW) - Cllr Potten and Bryant
- Dengie Hundred Group of Parish Councils (DHGPC) All Councillors can attend.
- Parish Transport Representative (PTR) - Cllr Potten
- Local Community Liaison Committee (LCLC) - Cllr Bryant.
- Tillingham Village Hall Management Committee (TVHMC) - Cllr Bryant
- Invoice Checker - Cllr Reeds
- Consultation/Questionnaire Reader - Cllr Reeds.
- Distributor of minutes to Pubs, Hairdresser and Post Office - Cllr Champion
- Weekly Inspection of the Children's Play Area equipment - Cllr Hammond
- Weekly Inspection of the West Field, Car Park and Toilet Block. - Cllr Harvey and Champion.
- Neighbourhood Action Panel – Cllr Potten.

10/137 PLANNING.

Applications received from Maldon District Council.

Members were reminded that there is a trial period of a public speaking facility at the South Eastern Area Planning Committee Meetings of 2 minutes per individual. A set procedure must be followed.

MDC had advised that planning application FUL/MAL/10/00131 would be considered at the SE Area Planning Committee on Monday 24 May 2010. The Parish Council did not wish to be represented.

To respond as a consultee:

AGR/MAL/10/00258

Agricultural straw barn

Reddings Farm Reddings Lane Tillingham Essex

AJ & JM Skeggs

This application had insufficient information on it and no decision could be made.

However it was noted:

- That reference was made to a concrete road, which does not exist.
- There are no details of a drainage system from the roof.
- This straw business operation is not solely agricultural purposes, it stores and transports straw to power stations.
- There are no details concerning a drain pipe that has been installed under the road of Reddings Lane. This has been carried out without planning permission, and the

works were not carried out by approved Highway contractors.
We trust the applicant will be requested to supply an amended application with full information to enable the Parish Council to fulfil its role as a consultee.

FUL/MAL/09/00998 (amended application re Highway access)

Mixed agricultural storage and distribution
Reddings Farm Reddings Lane Tillingham Essex
AJ & JM Skeggs

The original application was commented upon by the Parish Council in January 2010. It is now obvious that planning permission has not been granted to the applicant, but that the applicant has ignored the local planning authority and continued to build/lay the storage and distribution area.

Therefore the conditions that the Parish Council raised in its response in January 2010 have not been applied because the application has not been approved.

This amended application is now a retrospective application.

- The applicant has laid a storage area and entrance of hardcore up to the edge of the highway.
- The hardcore consists of mixed rubble which will churn up.
- This loose material will spread out onto the Highway.
- An adequate bell mouth has not been built, it is not kerbed and the material is not suitable.
- There is no evidence of a wash system/spinner to clean vehicles

This business has caused highway users to complain about the dangerous state of the highway, with mud and stones being left on the highway. It has been an ongoing matter and it must be resolved at this planning application stage to ensure the business is operating legally and that it takes responsibility to eliminate mess on the highway.

SOR/MAL/10/00226 (This is a scoping Opinion Request)

Proposed wind farm development
Turncole Farm The Marshes Southminster
Essex
RES UK & Ireland Ltd

Tillingham Parish Council requested that the following points were included in the LVIA:

1. Human Rights impact
2. Holford Rules – pylons/landscape impact
3. Tranquillity
4. Capital Asset Value
5. Horse riding
6. Cost benefits Analysis
7. Consultees should include CPRE, Battle and Siege

Decisions advised by Maldon District Council:

HOUSE/MAL/10/00101 (Amended)

Proposed side and rear single storey extension
9 Mill Road Tillingham Essex CM0 7SY
Mr L Moscrop
Approved

HOUSE/MAL/10/00133

Replace 3no.exisitng UPVC windows (two front elevation and one side elevation) with new timber sash windows to match existing original windows.

The Bake & Hoppett 31 North Street Tillingham Essex

Mr D Hillman

Approved.

HOUSE/MAL/10/00125

Detached garage

55 South Street Tillingham Essex

Mr P Annison

Refused

Other Planning Matters:

Members were reminded that Maldon District Council Head of Planning Jennifer Candler and Conservation Officer Jackie Longman would attend the Parish Council meeting on **15 June 2010, which will commence at the earlier time of 7.00pm** to discuss planning and conservation issues. A list of questions would be sent to MDC prior to the meeting.

10/138 COMMUNITY LED PLANNING

Cllr Hammond was thanked for the group's efforts. Cllr Hammond had not been able to attend one of the training courses as insufficient demand had led to it being cancelled.

The Parish Council wished to remind everyone of the different ways of communication available to the general public and a reminder would be published in the July Parish Paper.

10/139 FINANCE.

Payments			£
STO	S Welham	Clerks Salary	332.80
STO	D Eves	Toilet caretaker	120.00
STO	A & J Lighting Solutions	Street Light Maintenance	39.72
STO	K Lambert	Litter picking	87.96
DDR	E-On	Street Light electricity supply	75.72
DDR	E-On	Toilet Block electric	10.35
101917	Land Registry	First Registration	40.00
101918	Allianz Insurance	Annual Insurance	1336.85
101919	Essex Arb	Tree maintenance	863.63
101920	M J Osborn	Tractor repairs	52.87
101921	A&J Lighting	Repair to St.Light o/s 28/30 St Nicholas Road	103.11
101922	EALC	Risk management course	57.00
101923	Communicorp	Clerks & Councils Direct	11.00
101924	S Welham reimbursement: Printerland (3 ink cartridges)	149.13)	
		Searches at HM Land Registry 24.00)	179.83
		Deeds postage charge 6.70)	
101925	CJ Bardwell Ltd	Allotment ditch pipe/end walls	1856.50
101926	JD Mee & Sons reimbursement: paint, stain & sundries for benches, shed & toilet block		261.50
101927	St Nicholas PCC	Churchyard Upkeep	750.00
101928	St Nicholas PCC	Parish Paper Donation	120.00
101929	C Crouch	Internal Auditor	50.00
Receipts			
MDC Parish Precept			24000.00
Transfers			
From Community A/C to Business Saver A/C			10000.00
From Community A/c to Business Saver Asset Reserve (annual budget for assets)			500.00

Grant assistance to the Village Hall - Funds budgeted in 2009/10 £1000 and 2010/11 £1000

No grant application had been submitted by the Management Committee to date. The Clerk suggested the funds are transferred to the asset reserve account for separation from the main bank accounts to ensure the funds are available if a grant application is submitted in the future.

Parish Plan Project.

Expenses to date:	£
Course travel	59.04)
Hire of TVH	15.00)
Hire of TCC	20.00)
Envelopes	59.48) =£153.52
Analysis of Questions	302.90)
Printing	97.45) =£400.35
	<u>553.87</u>

The Business Saver Project Account has been credited with two grants totalling £2500. The expenses totalling £153.52 had been deducted from the grant. The expenses totalling £400.35 had been paid from the precept budget, but following a discussion with RCCE Stella Meesters the grant funds should be used in the first instance. The Clerk advised the following transfer should be made:

From Business Saver Project Account to Community Account 400.35

Balances

Community Account (CA)	6514.81
Business Saver Account (BSA)	13003.29
Business Saver Account Asset Reserve	5250.92
Business Saver Project Account (Parish Plan)	<u>1946.26</u>
	<u>26715.28</u>

National Savings New Hall Reserve 27419.58

It was resolved to approve the payments and transfers. Proposed Cllr Bryant seconded Cllr Champion.

10/140 END OF YEAR ACCOUNTS 2009/2010 ANNUAL RETURN

It was resolved to approve and sign the end of year accounts and to complete and sign the Statement of Assurance section of the Annual Return. Proposed Cllr Potten seconded Cllr Mee.

10/141 NOTICES, MEETINGS AND TRAINING COURSES TO ATTEND

Wicksteed Playscape 2010 Roadshow Friday 21 May 2010 9.00am-4.00pm Towerlands Park Braintree Essex. No nomination.

ETP/ECC Risk Management Course 26 May 2010 9.30am-3.30pm Foakes Hall Great Dunmow. Cllr Champion to attend.

EALC Health & Safety Course 22 June 2010 9.30am-5.00pm Foakes Hall Gt Dunmow. No nomination.

EALC Budget & Precept Course 30 June 2010 9.30am-12.30pm Foakes Hall Gt. Dunmow. No nomination.

10/142 REPORTS FROM MEETINGS ATTENDED**EALC –Maldon District Meeting for Parish and Town Councils Highways Panel**

The clerk understood that a St Lawrence Councillor would be representing the local area.

10/143 THE CHILDREN'S PLAY AREA

The area was looking very good. The tree works and soil infilling had been completed. Replacement slide safety surfacing was being investigated. Cllr Mee reported there was dog fouling in the area.

10/144 THE WEST FIELD

Cllr Mee reported from the West Field User Group Meeting on 11 May 2010. The Sports Clubs were working with the Flower Show Committee. The Cricket Club had been advised they must not carry out worm control on the West Field. The next

meeting will be on 13 July 2010 at the Bowls Club at 8.00pm.

Upsons had been called out to repair a gang mower following rope being entangled in the gear box of the gang mower.

Cllr Bryant was not happy with the cost of litter picking. He stated the budget of £527 should be for the whole year, not just April to September. The clerk was asked to discuss this with Mr Lambert.

A member of the public arrived at 9.20pm.

10/145 THE PUBLIC TOILET BLOCK

The clerk was waiting for Tony Wallis to discuss possible options for insulating/heating the pipes.

The clerk had received a compliment on the standard of the toilet block from Jill Richardson, Community Services, whilst they were undertaking work at the school.

Cllr Harvey suggested that the cost and viability of a metal locker to be located in the disabled toilet area should be investigated.

10/146 MARSH ROAD ALLOTMENTS

C J Bardwell Ltd had completed the work on the allotment ditch gateway.

The water supply pipe had sprung a leak and Tony Wallis had repaired it. To meet current requirements the pipe must be dug in deeper and the water taps must be replaced.

It was resolved to obtain a quote for the water supply pipe to be dug in deeper in the autumn and to immediately replace the taps.

10/147 PARISH PUMP, VICARAGE LANE, TILLINGHAM

The pump had been repaired.

10/148 EMERGENCY PLANNING

The yellow box file was now deposited in the village hall and the clerk had completed sections of the Community Emergency Planning folder, a copy of which had been sent to MDC Emergency Planning Department.

10/149 FIRST REGISTRATION OF TITLE DEEDS

The clerk had completed the outstanding work and despatched the deeds to Land Registry on 28 April 2010 using Royal Mail special delivery.

10/150 HIGHWAYS

The clerk reported that the Parish Council had been awarded a grant of £6800 from the ECC CIF Highways to extend the tarmac parking area in Vicarage Lane from the existing tarmac to the pavilion. ECC Highways remain responsible for the works.

Matters to report to Highways:

To request bollards at the corner of St Nicholas Road (to protect kerb stones)

To request road markings at entrance gateways to the village (Southminster Road, Bradwell Road and Brook Road)

The VAS sign was not working properly.

Mark Road – The badger erosion of the road was very bad. The width of the road had reduced with big holes both side plus holes and caving in on the main carriageway. The state of this part of the road was dangerous for all road users.

A resident had complained about the brambles and fence obstructing the footway at Wantz corner.

10/151 PUBLIC RIGHTS OF WAY

Cllr Harvey reported that the public rights of way on Stow's farm had all been cut.

Repair of a bridge over a ditch on footpath 10 was still outstanding. PROW would be chased for remedial action.

10/152 THE VILLAGE HALL

Cllr Bryant advised that Councillors should suggest ideas for improvement to or for further use for the village hall.

10/153 QUALITY STATUS

The purpose of this scheme is to provide councils with benchmark minimum standards. It is designed to allow councils to test themselves against good practice benchmarks. Accreditation shows that councils meet these benchmarks and demonstrates to the local community and partners that they are able to deliver efficient services.

To apply for Quality Status:

- A set criteria must be met
- A portfolio of evidence must be produced
- The portfolio must be presented to an accreditation panel
- The award stands for 4 years, after which time all the criteria/evidence has to be produced again.
- If members change during the period of accreditation this does not affect the award.

Cllr Harvey reported that the Council does not qualify for Quality Status at the present time. Five of the seven councillors must have been elected. There are four elected councillors and three co opted councillors. Parish Council elections are due May 2011 and nominees must stand for election if the Parish Council wishes to pursue Quality Status.

It was hoped that future work/projects of the Parish Council could be aimed towards meeting quality status criteria.

10/154 ANNUAL REPORT

The clerk had produced this on one sheet of A4 paper, folded A5, making a 4 page report. The content met with the minimum requirements of producing an annual report for Quality Status. The clerk compiled, printed and folded 600 copies of the report. Thank you to the Parish Paper delivery team for distribution of the report.

The total cost of production, ink cartridges, paper and labour amounted to approximately £290.

10/155 ANY OTHER BUSINESS

Cllr Mee requested an update on affordable housing. The clerk advised that she had not received an update from the Rural Housing Enabler.

Cllr Mee produced a copy of a letter addressed to his business. Chelmer Housing Partnership advised that the local planning department had considered a small part of his field to the west of Birch Road/Mill Road most suitable for affordable housing for a maximum of 10 dwellings comprising a mixture of flats and 2 & 3 bed houses.

Chairman Cllr Harvey advised Cllr Mee that in future he must declare his interest and vacate the meeting when affordable housing is discussed.

10/156 AGENDA ITEMS FOR THE MEETING ON 15 JUNE 2010.

Items for the agenda must be notified to the clerk by Monday 7 June 2010.

10/157 DATE OF NEXT MEETING.

The next meeting of the Parish Council will be held on 15 June 2010 at **7.00pm** in Tillingham Village Hall.

Please note the meeting will commence at **7.00pm** due to the attendance of guest speakers from MDC Planning department.

Cllr Harvey enquired if the member of the public – Dr Anderson wished to ask any questions. He replied that he was very impressed with the Parish Council.

10/158 CLOSURE

There being no further business the meeting closed at 10.00pm

Sheila Welham
Clerk to the Council.