

**MINUTES OF ASHELDHAM AND DENGIE PARISH COUNCIL
MEETING HELD on Monday 2nd July 2018 at 7.00 p.m.**

Present: - Cllr(s) Snowdon, Moull, & Hall

In attendance: Mrs. E. Smith (Clerk)

Members of the public: 4

Cllr Snowdon welcomed everyone present to the meeting.

18-19/64. APOLOGIES FOR ABSENCE

Apologies received from Cllr Fluker who is currently at the local government association conference in Birmingham. Apologies also received from Cllr Whiting.

18-19/65. DECLARATIONS OF INTEREST

Members made the usual declaration that all members live and/or work in the District and declared a global declaration.

18-19/66. MINUTES OF PREVIOUS PARISH COUNCIL MEETING – Monday 4th June 2018

The minutes of the 4th June 2018 were approved & signed. Proposed: Cllr Hall and Seconded by Cllr Moull – AGREED.

18-19/67. QUESTIONS FROM THE PRESS AND PUBLIC

An opportunity for members of the public to speak and raise issues

Code of Conduct consistent with “Nolan Principles” set out in Appendix 1 and the provisions of S29(1) Localism Act 2011.

Representative from the ARG informed the PC that they had bought and planted geraniums in the two planters within the village. Cllr Snowdon thanked the ARG for doing this.

A local resident asked what the possibility would be of a reduced speed limit to be put in place in Foxhall Road/ Green Lanes, near Sheepcotes Farm area. This was discussed at length. The need for this would have to be evidenced and then put to the MDC Local Highways panel. Letters from local residents, photos etc would need to be compiled.

Clerk to contact DHPG as this road covers other local parishes.

Clerk to also contact the Police to try and obtain a list of road traffic accidents at the location from the last 5 years, that could be used as evidence in an application request to LHP.

This is to be put on next meetings agenda.

The possibility of extending the 30mph speed limit as you enter Asheldham from Southminster direction was discussed. Meaning the 30mph would start sooner so motorists had slowed down before they entered the village of Asheldham.

Cllr Hall had been approached by a resident saying that the bushes at Hindmarsh corner needed to be cut back. The clerk wrote to the occupant last month to ask that this be done. Representative from Dengie Crops volunteered to do this, as they have previously cut the bushes back for the occupant.

SIGNED.....
CHAIRMAN, ASHELDHAM & DENGIE PARISH COUNCIL
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A few local residents have had some complaints involving Dengie Crops farm vehicles whilst out on the roads. The response from the new member of staff has not been satisfactory, the representative from Dengie Crops at the meeting will look into this.

18-19/68. HIGHWAYS & PUBLIC FOOTPATH ISSUES

The clerk has very recently had a response from Cllr Bentley regarding the letter sent from the PC regarding the recent road repairs carried out on the Asheldham bends. An extract of the reply is below:

'Works did take place to attempt to patch sections of this road under a daytime road closure. The diversion route was substantial, and I agree that, on review, the signage was minimal. However, once we were aware of the network disruptions, the road closure was lifted and some patching, where possible, was undertaken, although there were defects, which were left and can only be rectified with a road closure.

In order to minimise the Network disruption, a night time road closure is now being applied for, which should be less disruptive, although will still involve a substantial diversion – however the signage will be reviewed.

In relation to deterioration of the patched surface, I have been informed that the patching work carried out was of good quality. It is always difficult to patch a failing road surface as defects will quickly re-form often immediately at the cut surface joint.

In terms of future re-surfacing, there are still plans for this to take place and, due to the deteriorating condition, we will endeavour to undertake the resurfacing of the carriageway during the next financial year 2019/20.'

18-19/69.PLANNING MATTERS

a) Planning application(s) received since the last meeting:

WTPO/MAL/18/00738

Asheldham (P)

Tillingham (W)

T1 Sycamore - branch lift to 4m. T2 & T3 Lime - reduce height by 6m. T4 & T5 Horse Chestnuts - reduce height by 6m. T6 Lime - reduce length by 2m.

Asheldham Youth Church Hall Road Asheldham Essex
(UPRN - 200000913854)

Mr Quinlan - Diocese Of Chelmsford

Case Officer: Devan Lawson Tel: 01621 875845

Report was read out from Mrs Griffiths, Parish Tree Warden and a discussion took place. On the information provided it was unanimously agreed to not support this application. The clerk is to obtain further advice from MDC Tree Officer.

b) correspondence received over the course of the month and circulated via e-mail:

- i. List of planning applications 23/24/25
- ii. List of planning decisions and appeals 23/24/25

c)Planning enforcement updates

- i. Keelings Lane – Caravan -17/00149/CU
- ii. Caravans etc – Land east of bungalow – 16/00421/CU
Clerk to inform enforcements that lorry loads of green waste has been seen arriving at the location and being burnt. Also, a lorry load of scrap metal.

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iii. Nature reserve – 16/00006/DEV
ALL STILL ONGOING

18-19/70.FINANCE

To receive financial statements to end of July 2018 and approve payments for August.

BANK	c/f 1st April 2018		£3,081.35
	Community account no. 80925519		£500.00
	Business Premium account no. 80950459		£7,124.26
		Bank Account Total	£7,624.26
Income 18/19			
	Balance c/f 1st April 2018		£3,081.35
	Precept		£5,714.00
	HMRC repayment		£108.83
	Bank Interest		£1.28
	William Ayletts	William Ayletts money (Asheldham & Dengie)	£0.00
	VAT refund		£0.00
		Total income 2018-19	£8,905.46
Expenditure 18/19			
		Cheques cleared to date 2018-19	£1,281.20
Bank Balance			
		income less expenditure as at 30/01/2018	£7,624.26
		cash book balance as at 30/06/2018	£7,624.26
		less unrepresented cheques	£0.00
		actual cashbook balance as at 30/06/2018	£7,624.26
LESS	RESERVES	Election expenses	-£1,000.00
		Asheldham William Ayletts Fund held	-£182.60
		Remaining usable funds.	£6,441.66
Signed:		Print Name:	Date: 02/07/2018

18-19/71.REPORT FROM DISTRICT COUNCILLOR

District Councillor absent due to attending the local government association conference in Birmingham.

18-19/72.OLD PAPERWORK

Old paperwork reviewed and agreed to dispose/ shred. The clerk and Cllr Whiting sorted through the paperwork using the below NALC guidelines.

DOCUMENT	RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt & payment accounts (audits)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements	6 years	Audit
Bank paying in books & cheque books	Last completed audit year	Audit
Quotations & tenders	6 years	Limitation act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation act 1980

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VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation act
Timesheets & wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years	The employers liability regulations
Title deeds, leases, agreements, contracts	Indefinite	Audit, management
Investments	Indefinite	Audit, management
Members allowance register	6 years	Tax, Limitation act
Register of Interest & Acceptance of office	12 years	Advice from EALC

18-19/73.P3 & PROW UPDATE

Cllr Snowdon is going to ask local residents via social media to inform him of any work that is needed on the local footpaths.

18-19/74.DENGIE VILLAGE SIGN

Cllr Snowdon informed the PC that the committee are trying to sort out a meeting date. He has been in contact with a village who has recently installed a sign, the cost was in the region of £4000.

18-19/75.POLICING

The clerk had received an e-mail from the Public Engagement Officer for Chelmsford & Maldon Community Policing Team asking if they can communicate with local residents through the parish magazine, clerk to pass on information to the residents who compile and print the parish magazine.

Also, the community policing team are holding ‘coffee with a cop’ meetings to encourage local residents to talk to the police regarding any issues. The next one is Saturday July 14th in Latchingdon. Clerk to pass on information to the parish magazine and also the ARG

18-19/76.POLICIES & PROCEDURES

- a) Standing Orders agreed and adopted. Councillors present signed proforma to say that they agreed to have agendas and minutes sent via e-mail
- b) Financial Regulations to be deferred to next meeting
- c) Data Protection Policy agreed and adopted
- d) Privacy Notice – agreed and clerk to add to website

18-19/77.SECOND PUBLIC FORUM

The Asheldham bends were discussed again, it was felt that not only the surface of the road but the sides also are a problem, due to the amount of HGV and farm traffic on the roads as well as cars. There has been talk in the past of this being a ‘Major Project’ at MDC, but seems to have not materialised. Clerk, with the Chair & Vice Chair to draft a letter in response to Cllr Bentleys e-mail.

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Cllr Snowdon requested that the PC write a formal letter of thanks to Dengie Crops for the kind invite to the recent celebratory function. Clerk to write a letter.

Cllr Snowdon requested that the clerk contact the parish magazine to ask that the names of chair and vice chair be updated.

Cllr Snowdon informed the PC that Cllr Whiting would be moving out of the area in the near future and so would be leaving his role as Parish Councillor. There would be a vacancy for a Parish Councillor in the near future.

18-19/78.EXTERNAL MEETINGS

No meetings attended by Councillors or Clerk.

It was decided that in future all dates of up coming external meetings should be stated on the agenda & minutes and agreed who is available to attend, so as not to miss a meeting.

18-19/79. INFORMATION EXCHANGE AND ITEMS FOR THE NEXT MEETING

An opportunity for members to raise any items they wish to be included on the agenda for the next meeting.

Update Risk Assessment

Update Assets Register

Financial regulations

Speed limit change Foxhall Road/ Green lanes

18-19/80. DATE OF NEXT MEETING - Monday 3rd September 2018 at 7pm

The meeting finished at 8.30pm and Cllr Snowdon thanked everyone for attending.

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