



# Stow Maries Parish Council

Minutes: Council Meeting

The Smythe Hall

7:30pm, 11 December 2017

## **17/141 Members attending, apologies for absence and other attendees**

**Chairman:** Cllr. Hollington.

**Members:** Cllrs. Pilgrim, Chappell, Nunney and Gilmore.

**Apologies:** County Councillor Channer and District Councillors Archer and White.

**Attendees:** The Clerk and six members of the public.

## **17/142 Declaration of Interests**

Cllr. Hollington expressed an interest in the Ridley Cottage bridleway bridge should it be mentioned.

## **17/143 To review and confirm minutes from Council meeting on 30<sup>th</sup> October 2017**

**Resolved:** The minutes of the Council Meeting held 30<sup>th</sup> October 2017 were accepted and signed as a true record.

**Action:** The Clerk to file and update the Council's website.

## **17/144 To review and confirm minutes from Council meeting on 19<sup>th</sup> June 2017**

**Resolved:** The minutes of the Council Meeting held 19<sup>th</sup> June 2017 were accepted and signed as a true record.

**Action:** The Clerk to file and update the Council's website.

## **17/145 To review and confirm minutes from Annual Parish meeting on 8<sup>th</sup> May 2017**

**Resolved:** The minutes of the Council Meeting held 8<sup>th</sup> May 2017 were accepted and signed as a true record.

**Action:** The Clerk to file and update the Council's website.

## **17/146 Clerk's Report**

The Clerk presented his report to Members on actions undertaken resulting from last Council meeting.

**Resolved:** Members agreed to have the report published on the Council's website.

**Action:** The Clerk to file and update the Council's website.

## **17/147 Questions and points of interest from press and public**

Questions raised:

1. Who is responsible for Public Rights of Way?
2. What is valid when performing speed checks?
  - a. Hiding behind a hedge
  - b. Involving the local community
  - c. Role of the community officer
3. What is the status of the request for build outs in Woodham Road and The Street
4. Should the Council express its concern over removal of The Parish Trigger

## **17/148 Essex County Council**

A representative did not attend.

## **17/149 Maldon District Council**

A representative did not attend.

Members discussed the letter from the Chief Executive regarding removal of The Parish Trigger.

- Resolved:** Members expressed their concern and disappointment with this outcome. In particular:
- how important consideration of planning applications are to Stow Maries Village residents
  - the reduction in the ability of residents and hence the Council to influence planning decisions
  - a lack of adherence to a "localism" policy
  - a lack of clarity of the replacement "extended call in process".
- Action:** The Clerk to draft a letter to Chief Executive of Maldon District Council for circulation to Members.

### 17/150 Planning

1. Application FUL/MAL/16/01142 (Appeal Ref: APP/X1545/W/17/3182321) Stow Maries Aerodrome.

**Noted:** This appeal had been withdrawn by the applicant

2. Application FUL/MAL/17/01071 – Stow Maries Aerodrome.
  - a. Status of recent actions.

**Noted:** The Council's representation had been submitted and subsequently published on Maldon District Council's website.

- b. Any next steps

Further to previous letters from a member of the public, which were copied to the Council, a reply has not been forthcoming from Maldon District Council. Members discussed the situation and agreed that the Council should write to Maldon District Council querying the status of the issues raised.

**Action:** The Clerk to write to Maldon District Council enquiring of the status.

Cllr. Hollington read out a couple of emails from District Councillor Sue White, one of which contains the following from the Principal Planning Officer Yee Cheung:

*"... The current planning application is to vary conditions 13 and 14 of planning application 09/00250/FUL in relation to the number of flights and special event days. It is likely that the application will be going to committee in the New Year, but I will let you know if anything changes..."*

**Noted:** The status according to Maldon District Council.

3. Application FUL/MAL/17/01358 – Lawndale Church Lane Stow Maries Essex.

Members discussed this application and agreed they had no objection.

**Action:** The Clerk under delegated powers will advise Maldon District Council of Council's decision.

4. Hogwell Chase – Network Rail extinguishment of public rights at the level crossing

Members discussed this application. As Hogwell is not a public way, the Council concluded that as Hogwell Chase is not a public right of way, then this matter is not relevant.

**Action:** The Clerk under delegated powers will advise Steve Day, Liability Negotiations Manager, Anglia Route, Network Rail of the Council's decision.

### 17/151 Financial matters

1. Banking mandate.

Members discussed the suggested, revised banking mandate.

**Resolved:** Members agreed to the changes:

- Removal of Mrs C Walker, a previous Clerk.
- Addition of Mr Henry Harris, the recently appointed Clerk.

**Action:** The Clerk to submit the revised mandate.

2. The following invoices were presented for payment:

- a. MSJ Garwood – Grass cutting: £1,674.00, including VAT.
- b. Campaign to Protect Rural England – Membership: £36.00.
- c. Printing, postage and stationary – Council's submission for FUL/MAL/16/01142 (Appeal Ref: APP/X1545/W/17/3182321) Stow Maries Aerodrome: £65.19.

**Resolved:** The above invoices were approved for payment and the cheques were signed and completed.

3. Payments to previous Clerk.

**Noted:** The previous Clerk had been paid up to 18<sup>th</sup> November 2017 to cover the handover period.

4. VAT rebate

**Noted:** A VAT rebate for £278.63 had been submitted to ensure all invoices were addressed up to the end of the previous financial year, 31<sup>st</sup> March 2017.

#### 17/152 Budget 2018-2019

Members discussed the draft budget.

**Noted:** Provision of £500 for an election, whilst not anticipating the need. It was anticipated that Grass Cutting should be in the order of £1,800.00, whilst leaving the budget £2,000.00 as in the draft.

**Resolved:** The budget with total of £7,200.00 was agreed.

#### 17/153 Precept 2018-2019

Members discussed the Parish Precept.

**Resolved:** Whilst anticipating the agreed budget may demand a drain on bank reserves, a Parish Precept of £6,500.00 was agreed.

**Action:** The Clerk to submit Parish Precept form.

#### 17/154 Neighbourhood Watch

Nothing to report

#### 17/155 Highways and Public rights of way

Members discussed the proliferation of information that was available and that which was distributed by the County Councillor to the Clerk.

**Resolved:** Members requested that all issues are reported using the appropriate Essex Highways website – <http://www.essexhighways.org/Transport-and-roads.aspx>. Any issue should be reported with the resultant reference number to the Clerk, who would update information on the Council's website.

**Action:** The Clerk to make suitable changes to the website.

Further to the request for 7½ tonne limits on Church Lane, Crows Lane and Honeypot Lane, Members discussed the reply from Essex Highways. Cllr. Nunney sought clarity that this request would still make allowance for deliveries in these roads by vehicle more than 7½ tonne.

**Resolved:** Due to absence of the Ward's County Councillor, members decided to press on with the application.

**Action:** The Clerk to submit the application.

**17/156 Publication of Public Notices, Minutes, Agendas and other communications**

Members were asked to consider what and how information should be circulated and published.

**Resolved:** Deliberations should be discussed as an item in the next meeting.

**17/157 Notice Boards**

**Noted:** Grant is from Community Initiatives Fund at Essex County Council. Reference is CIF0420162017. Conditions include that it should be spent by 31<sup>st</sup> March 2018.

**Resolved:** To bring more focus to this project Members agreed that Cllr. Gilmore would lead the project. Documents accumulated by the previous Clerk were handed over.

**17/158 Defibrillator for the Village**

**Noted:** The application form is now complete. The grant is from the Lottery Fund, with provisos that the decision is anticipated by the middle of January 2018 and the project should not commence until the end of February 2018.

**Resolved:** To bring more focus to this project Members agreed that Cllr. Pilgrim would lead the project.

**17/159 Grass Cutting**

The current contract is complete. All nine grass cut tickets up to 9<sup>th</sup> November have been submitted. Members discussed the process for engaging a new contractor start in 2018, using the existing specification. Cllrs. Hollington and Nunney will pass contact details of suitable potential firms to the Clerk.

**Resolved:** The Council will go to tender in the New Year for a suitable contractor

**17/160 Grants**

Essex Heritage Trust provides grants to public organisations in the County of Essex for projects restoring and promoting the heritage of the County.

**Noted:** Information has been passed to the secretary of the Parochial Church Council

**17/161 Training**

Nothing to report

**17/162 Parish Transport**

Nothing to report

**17/163 Litter**

Nothing to report

**17/164 Dog Bins**

The dog bin at the entrance to the Nature Reserve requires resetting.

**Action:** Cllr. Hollington will attend to it

**17/165 Broadband**

**Noted:** The latest date from Superfast is for December 2019 to install fibre upgrade

**17/166 Computer**

The Council's computer was not in a fit state when received from the hand over. Some issues still require addressing and Members will be kept informed.

**Noted:** Expenditure maybe required to ensure adequate back-up and security

**17/167 Website**

**Noted:** The Clerk has made only necessary changes since taking up the role. A brief document was circulated describing what the Council should publish. In summary:

- a. all items of expenditure above £100
- b. end of year accounts
- c. annual governance statement
- d. internal audit report
- e. list of councillor or member responsibilities
- f. the details of public land and building assets
- g. minutes, agendas and meeting papers of formal meetings

**Resolved:** Further discussion is required to bring the website to a standard that satisfies needs of Members

**17/168 Assets**

**Noted:** Members will need to discuss and decide on plans to the manage Council's assets. A list of assets was compiled during the meeting:

- a. Village Sign
- b. Council Noticeboards
- c. Bus shelter
- d. Village seat
- e. Computer
- f. Files stored in The Smythe Hall

**17/169 General Data Protection Regulation (GDPR)**

Members recognised the need to discuss and decide on plans to fulfil the Council's obligations.

**Action:** The Clerk to circulate a briefing paper

**17/170 Correspondence**

There was no correspondence to distribute.

**17/171 Items for next agenda: meeting 15th January 2018**

1. Notice Boards
2. Defibrillator
3. Publication of Public Notices, Minutes, Agendas and other communications
4. Content and structure of the website
5. Planning for Annual Parish Meeting
6. Plans to rework the Council's procedures

**17/172 Exclusion of Press and Public**

It was RESOLVED to: Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

**17/173 Clerk's contract**

Members reviewed the new Clerk's contract.

**Resolved:** Members accepted the corrections to the pay rate and insertion of an amount for Office Allowance. Cllr. Hollington signed the contract on behalf of the Council.

**17/174 Council processes and priorities**

Members discussed various matters and recognised that these topics should be included at the appropriate time in the future. These topics include:

1. use of personal and Council email addresses
2. need for the "stomaries-pc.gov.uk" domain name
3. tighter control over spend against budget head
4. process for payment of invoices with the possibility of avoiding cheque signing
5. Council's processes
6. Clerk's education over the next financial year

Meeting closed at 10:30pm

Signed:  Date: 15/1/2018