



Stow Maries Parish Council

Minutes: Council Meeting

The Smythe Hall

7:30pm, 15 January 2017

18/1 Members attending, apologies for absence and other attendees

Chairman: Councillor Hollington.

Members: Councillors Chappell, Nunney and Gilmore.

Apologises: Councillor Pilgrim and District Councillors Archer and White.

Attendees: The Clerk and five members of the public.

18/2 Declaration of Interests

Councillor Hollington expressed an interest in the bridge on bridleway 24 should it be mentioned.

18/3 To review and confirm minutes from Council meeting on 11 December 2017

Resolved: The minutes of the Council Meeting held 11 December 2017 were accepted and signed as a true record.

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

18/4 Clerk's Report

The Clerk reported that all actions from the previous meeting had been carried out. Individual actions will be reported under this meeting's agenda items.

The Clerk offered his apologies for asking the meeting to approve and have signed the minutes from the 2017 Annual Parish Meeting. This was an incorrect procedure.

18/5 Questions and points of interest from press and public

The points made by members of the public focussed on the handling of planning applications by Maldon District Council – refer to agenda item 18/7.

18/6 Essex County Council

A representative did not attend.

18/7 Maldon District Council

There was a discussion about how planning applications will be handled following a response from a Parish Council or representation from a member of the public. Councillor White explained that she should be sent an email to "Call in" a planning application. However, this did not guarantee the application would be discussed at a Planning Committee.

Councillor White indicated that the Parish Council should take note of the distributed Weekly, Decision and Appeal Decision Lists from Maldon District Council.

18/8 Highways and Public rights of way

Members discussed the requested 7.5 tonne Weight Limit for Church Lane, Crow's Lane and Honeypot Lane, Stow Maries, and the requested "Build outs" for Woodham Road and The Street.

Resolved: Members agreed to continue with the requests and decided on suitable traffic monitoring locations at the following points:

- Following on from previous surveys –
 - o Towards the western end of the Village on Woodham Road, between the Price of Wales public house and the Village boundary
 - o Towards the eastern end of the Village, between the former Garage and Honeypot Lane
- In Church Lane towards the southern end in the region of Glebelands, Treboeth House, Mill Cottage and the old railway bridge
- In Honeypot Lane in the region of the straight section towards the northern end near Fowlers Farm
- In Crows Lane in the region of Wellinditch

Noted: Councillor Hollington advised Members that he would be attending a meeting on the forthcoming Thursday with Essex County Council, including Councillor Channer in connection with the bridge on bridleway 24.

Action: The Clerk will be holding a meeting with Jon Simmons, Highway Liaison Officer – Local Highway Panels from Essex Highways and will report back at the next Council meeting.

18/9 Planning

Members discussed the following planning applications

1. FUL/MAL/17/01383, PP06020054

Noted: The building is relatively high.

Resolved: Members raised no objection but wishing the area to be landscaped to reflect this, subject to an approved scheme.

Action: The Clerk to submit the Council's response.

2. FUL/MAL/17/01407, PP06582509

Resolved: Members raised no objection.

Action: The Clerk to submit the Council's response.

3. FUL/MAL/17/01456 PP-06610245 and LBC/MAL/17/01457 PP-06610245

Noted: Members noted the status of the application and that no conditions were being proposed or restated about site access/egress or traffic management conditions applicable to either the building itself or to the wider airfield site location of which the building forms a part.

It was noted that planning conditions would have applied to the original building as part of the original consent for the re-opening of the Aerodrome and/or for any buildings on the site allowed B1 use under any other consent.

Members noted there is emerging increasing confusion on the part of the planning authority about the application of existing strategic conditions affecting the Aerodrome (for instance regarding access/egress, traffic management) such that these were being interpreted as applicable to some buildings on the site but not to others, which would be an absurd situation and provide an unenforceable outcome to planning breaches.

Resolved: Members agreed that in principle there was no objection to the application

Members agreed the matter needed urgent clarification but did not wish to see on-going confusion extend to the present application which sought a change of use from a vacant building to B1 office use.

Members decided therefore to refer to previous planning precedent on the Aerodrome to identify conditions previously imposed by the local authority to consents granting B1 use of other buildings on the site and which must equally apply to Building 30 if now to become B1 office use.

Members agreed to seek confirmation that the previous planning conditions remain extant and applicable to all new or revised planning applications at the Aerodrome (including for change of use or from temporary to permanent status) and these conditions cannot and will not be changed or removed unless subject to an express planning application and consent to do so.

Action: The Clerk to submit the Council's response with an accompanying document explaining its position more comprehensively. The Clerk would work with a member of the public to compose the document together with a letter to the

Director of Planning and Regulatory Services relating to all new and existing consents.

4. CMO 7HP, Magnox Limited, EPR/ZP3493SQ/V006: environmental permit application advertisement

Resolved: Members agreed not to comment.

Action: The Clerk to submit the Council's response.

18/10 Financial matters

1. Consider status of banking mandate.

Noted: Members noted the progress in getting the banking mandate to suit its needs and for the Clerk to access to on-line banking.

2. Consider payments to be made.

Noted: The following invoices were presented for payment:

- Smythe Hall Management Committee for hire of Hall in 2017 - £80.00
- Information Commissioner for Data Protection registration - £35.00
- The Clerk for monthly salary and expenses - £166.44

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

3. Consider process to spend funds from grants and how to report

Noted: Members noted the need to spend funds from grants and how to report. The current situation is as follows:

- The Hanningfield Grant: primarily for IT and was used in setting up and maintaining the Council's website – £582 balance as far as I can determine.
- Transparency fund: laptop and printer; there are some discrepancies and there is a balance of £79.56
- Community Initiative Fund: £3,000.00 for Noticeboards. Parish Precept was increased to provide starting this financial year £200.00, £300.00 then £200.00. Spend by 31 March 2018. Refer to agenda item 18/12.
- Lottery grant: £3094.00 for defibrillator, which has been approved and funds are imminent. Spend within one calendar year.

Resolved: Members agreed to ask the Clerk where it could spend the balance from the Hanningfield Grant and Transparency Fund and for the Clerk to redraft the budget for 2018 to 2019 accordingly.

Members agreed to Councillor Chappell's suggestion of enlisting the voluntary services of her husband, Mr. Tony Chappell, as an independent quality assurer to minimise the risk of any future inconsistencies in the Council's finance.

Action: The Clerk to research options and report back at the next Council meeting together with a redrafted budget for the next financial year.

18/11 Annual Parish Meeting for Electors

1. Minutes from 8 May 2017.

Noted: Members noted the Clerk's apologies for misinforming the Council and obtaining the signature to the minutes.

2. Discuss agenda for 21 May 2018.

Members discussed potential plans for the next Annual Parish Meeting.

Noted: Members noted that the date can be changed to allow for a fuller meeting.

Resolved: Members agreed for Councillors Chappell and Nunney to work together on a plan.

18/12 Notice Boards

Councillor Gilmore presented his report.

Noted: Members discussed a choice of style and fitment. A further survey is to be conducted including the suitability to affix one noticeboard to the bus shelter opposite the car wash (formerly The Garage). Delivery to Councillor Nunney was suggested.

Councillor Gilmore presented the budget and funds available from the Community Initiative Fund of £2,000 and whether the Council was prepared to fund the difference. The Clerk, suggested that Councillor Gilmore's figures were not in-line with what he had presented earlier.

Actions: i) The Clerk to recheck the amount requested from the Community Initiative Fund.
ii) The Clerk to contact Essex Highways to clarify on any permissions to replace the noticeboards.

18/13 Defibrillator for the Village

In the absence of Councillor Pilgrim, Councillor Hollington reported that funds have been approved and a plan was being developed.

18/14 Grass Cutting

Members discussed the process for a new contract.

Resolved: Members agreed that at least the following suppliers should be invited to tender:

- J W Davis Enterprises Ltd
- M. S. J. Garwood & Son
- BF Ground Maintenance Ltd

Members agreed to the areas to be cut and maintained are be the same as the previous contract.

Members agreed to remove any reference to closed or open tender or sealed bid that had been in the previous tender process.

Action: The Clerk to proceed with the tender process and report back at the next Council meeting.

18/15 Dog Bins

Councillor Hollington wished this item to be deferred to the next Council meeting.

18/16 Website

Members discussed progress on updating the Council's website.

Noted: Members noted the Clerk's continued progress with the website.

Members noted have the website should satisfy the previously distributed checklist, but that to update it is taking considerable time and effort.

18/17 Broadband

Members discussed progress with improving Broadband in the Village. They did not expect any significant changes until the end of 2019.

Noted: No member would attend the forthcoming Superfast Essex Event.

18/18 Dengie Hundred Group of Parish Councils

Members discussed attendance at next meeting on 17th January 2018.

Action: Councillor Chappell intended to attend bearing in mind the recent discussions on the removal of the Parish Trigger.

Clerk: The Clerk to resend the agenda to Councillor Chappell.

18/19 Assets

This is an ongoing discussion.

Noted: Members noted that this is on the Clerk's list.

18/20 General Data Protection Regulation (GDPR)

This is an ongoing discussion.

Noted: The GDPR is the EU General Data Protection Regulation which will replace the Data Protection Act 1998 in the UK and the equivalent legislation across the EU Member States

Maldon District Council and SLCC will be advising what is involved

This Council has a data protection policy from 2014, which is on the website.

All seven procedures need reviewing

18/21 Publication of Public Notices, Minutes, Agendas and other communications

This is an ongoing discussion and refinement.

18/22 Correspondence

Members discussed relevant correspondence.

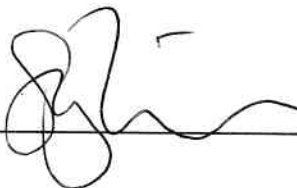
Noted: Members noted the mail from Andrew Martin – Planning (AM-P) about affordable housing

18/23 Items for next agenda: meeting 19 February 2018

There were no items raised for the next Council meeting

Meeting closed at 10:30pm

Signed: _____



Date: _____

19/1/2018