

# Stow Maries Parish Council

Minutes: Council Meeting

The Smythe Hall

7:30pm, 16 April 2018

## 18/71 Members attending, apologies for absence and other attendees

**Chairman:** Councillor Hollington.

**Members:** Councillors Pilgrim, Chappell and Gilmore.

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

**Attendees:** The Clerk and eight members of the public, including two representatives from South Woodham Ferrers: Councillor Peter Wyatt, Town Mayor and Councillor Donna Eley.

## 18/72 Declaration of Interests

There were no declarations of interest.

## 18/73 Minutes from Council meeting on 19<sup>th</sup> March 2018

**Resolved:** The minutes of the Council Meeting held 19<sup>th</sup> March 2018 were accepted and signed as a true record.

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

## 18/74 Questions and points of interest from press and public

A member of the public queried whether issues with the bridge in Church Lane are being addressed. The Clerk replied on behalf of the Council that he had received assurances from Historical Railways Estate would liaise with Essex Highways to resolve.

## 18/75 Essex County Council

1. A representative was not present, and neither was the monthly report received.
2. Consider reaction by Essex Highways to incidents on the Nature Reserve path and the parapet and verges of the bridge in Church Lane.

**Noted:** Ownership of the Nature Reserve path between Church Lane and Honeypot Lane is being investigated to resolve the issues of fallen trees.

**Noted:** The state of the verges and parapet of the old railway bridge in Church Lane is under investigation by Historical Railways Estate liaising with Essex Highways.

## 18/76 Maldon District Council

1. A representative was not present.
2. Consider status of recent letters to the Chief Executive.  
Members discussed the tardiness of replies from Maldon District Council.

**Resolved:** Members resolved for the Clerk to work with Mr. Roy Martin to send an enquiry under the Freedom of Information Act requesting the identity and qualification of the external professional mentioned in the letter of 10 April 2018 from Paul Dodson, Director of Planning & Regulatory Services.

**Action:** The Clerk to write to Maldon District Council, circulating Members beforehand.

## 18/77 Planning

Members considered the following planning applications

1. HOUSE/MAL/18/00301 PP-06797311: Honeywood Farm. Honeypot Lane, Purleigh

**Resolved:** Members resolved that they had no objections to this application.

**Action:** The Clerk to submit the response to Maldon District Council.

2. Chelmsford Local Plan

Consider replying to letter of 6th April from Jeremy Potter, Planning and Strategic Housing Policy Manager, Directorate for Sustainable Communities at Chelmsford City Council.

**Resolved:** Members resolved that they stood by Council's assertion that the consultation process was not lawful and had not followed the correct

procedure. Members resolved for the Clerk to work with Mr. Roy Martin to draft a suitable reply and request that its consider response to the consultation of 28<sup>th</sup> March 2018 be published on the Chelmsford City Council's Consultation Portal for Planning Policy and meanwhile it will be published on the Parish Council's website.

**Action:** The Clerk to write to Jeremy Potter, circulating Members beforehand, and in addition copying the Dengie Hundred Group  
Also, to copy its considered response to Councillor Donna Eley and Kevin Green of the South Woodham Ferrers Action Group.

3. 18/00413/LBC PP-06871853

Structural stabilisation works to buildings 29, 31, 32, 33 & 33A and replacement and repair of existing timber windows and doors. Officers Mess Stow Maries Aerodrome Hackmans Lane Cold Norton

**Resolved:** Members resolved that they had no reasonable objection to the refurbishment of buildings but wished to comment on the repeated lapsing of conditions with each new application.

**Action:** The Clerk to work with Mr. Roy Martin responding to Maldon District Council planning department accordingly with a supporting document expressing Members concerns and circulating them beforehand.

**18/78 Highways and Public rights of way**

Consider progress and next steps for traffic calming measures:

1. Traffic management improvements on Woodham Road/The Street

**Noted:** Members noted that these improvements had been submitted as Local Highways Panel Scheme Request under reference LMAL172026.

2. Weight limit request for Church Lane, Crows Lane and Honeypot Lane.

**Action:** The Clerk to write to Essex Highways requesting further information on its criteria for roads not being suitable for HGV.

**18/79 General Data Protection Regulations (GDPR)**

**Deferred:** This item and the following points were deferred to the next Council meeting:

- Appointment of a Data Protection Officer (DPO)
- Making provision in Budget 2018 to 2019

**18/80 Financial matters**

**Noted:** The following invoices were presented for payment:

- The Clerk for monthly salary and expenses - £165.14
- HMRC for Clerk's monthly Income Tax - £35.40
- Annual donation to the Parochial Church Council of Saint Mary and Saint Margaret for churchyard maintenance - £150.00
- Affiliation fees to EALC and NALC - £66.07

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

**Noted:** The following reports were presented for review:

- Bank Reconciliation for as of 29 March 2018.
- Year-End Budget Report 2017 to 2018.
- Year-End Financial Analysis 2017 to 2018.

**Resolved:** The above reports were approved for the Clerk to produce the Annual Return.

**Deferred:** The following items were deferred to the next Council meeting:

- Consider permission for the Clerk to transfer funds between Council's bank accounts.
- Consider plans to use online banking for making payments.

**18/81 Dengie Hundred Bus Users' Group (DHBUG)**

**Resolved:** Members agreed that as Councillor Chappell and her husband are personal members, that it did not its own membership.

**18/82 Notice Boards**

**Noted:** Members noted that the Noticeboards had arrived and that placement plans are in hand.

**Resolved:** Members were satisfied that the Noticeboards had been delivered in acceptable condition and agreed to raise the cheque of value £3,234.87 for payment.

**Action:** The Clerk to send the signed cheque.

**18/83 Defibrillator for the Village**

**Noted:** Members were satisfied that plans to acquire and install the equipment and organise training were in hand.

**Resolved:** Members agreed to raise the cheque of value £3,012.00 for payment up-front.

**Action:** The Clerk to send the signed cheque.

**18/84 Grass cutting and maintenance**

**Deferred:** This item and the following points were deferred to the next Council meeting:

- Consider quality of work carried out so far.
- Consider suitability of the record sheet.

**18/85 Internet Domain**

**Resolved:** Email addresses for Parish Councillors were established. The mailboxes for the domain [stowmaries.go.uk](mailto:stowmaries.go.uk) are to be removed and the domain closed.

**Action:** The Clerk to update the Council's website and inform Maldon District Council and County and District Councillors.

**Action:** The Clerk to inform 123connect of Council's decision.

**Resolved:** The email address [stowmariespc@hotmail.co.uk](mailto:stowmariespc@hotmail.co.uk) is to be closed.

**Noted:** The email address will not be deleted for several weeks due Microsoft's security process. Meanwhile the information message for it not to be used remains.

**Action:** The Clerk to monitor.

**18/86 Annual Parish Meeting for Electors**

There was little progress.

**Resolved:** The date was set for 21<sup>st</sup> May, starting at 6:45pm and the meeting is scheduled to last longer this year – up to an hour.

**Resolved:** The Annual Parish Council meeting is scheduled for 21<sup>st</sup> May starting at 7:45pm to allow for the longer schedule for the Parish Meeting.

**Action:** The Clerk to prepare for the meeting.

**18/87 Correspondence**

Relevant correspondence was distributed, including:

1. Rural Community Council of Essex, 2018 Essex Village of the Year.
2. Elancity, Radar speed sign.
3. Campaign to Protect Rural England (CPRE) magazines.
4. EALC information
5. Maldon District Council's Arts

**18/88 Items for agenda at Annual Council meeting on 21<sup>st</sup> May 2018.**

1. Banking procedures
2. General Data Protection Regulations
3. Weight Limit in Church Lane, Crows Lane and Honeypot Lane

**18/89 Exclusion of Press and Public.**

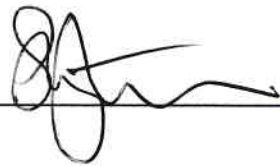
Under Section 100A (4) of the Local Government Act 1972 the public was excluded from the meeting for the specific purpose of the consideration the next item.

**18/90 Council's resources strategy and role of the Clerk.**

Members discussed the workload of the Clerk and acknowledged that to address the many aspects of the role required assistance in spite of the Council's small size. These discussions will be ongoing.

Meeting closed at 9:50pm

Signed:

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a series of loops and a long horizontal stroke.

Date:

21/5/18