

Stow Maries Parish Council

Minutes: Council Meeting

The Smythe Hall

7:30pm, 21 May 2018

18/91 Election of Chairman

Members considered appointing a Chairman of the Parish Council. Councillor Nunney nominated Councillor Hollington. This was seconded by Councillor Pilgrim. There were no other nominations. Councillor Hollington accepted the nomination and stated that this would be the last time he would be nominated to be elected as Chairman.

Resolved: Councillor S. A. Hollington was appointed as Chairman of the Parish Council for the year 2018/2019.

18/92 Declaration of acceptance of office of Chairman

The declaration was signed by Councillor S. A. Hollington and countersigned by the Clerk.

18/93 Election of Vice-Chairman

Members considered appointing a Vice-Chairman of the Parish Council. Councillor Hollington nominated Councillor Pilgrim. This was seconded by Councillor Nunney. There were no other nominations. Councillor Pilgrim accepted the nomination.

Resolved: Councillor J. Pilgrim was appointed as Vice-Chairman of the Parish Council for the year 2018/2019.

The declaration was signed by Councillor J. Pilgrim and countersigned by the Clerk.

18/94 Members attending, apologies for absence and other attendees

Chairman: Councillor Hollington.

Members: Councillors Pilgrim, Nunney, Chappell and Gilmore.

Attendees: The Clerk, District Councillor Archer and ten members of the public.

Councillor Hollington decided to start the Council meeting earlier than advertised following the Annual Parish Meeting finishing at 7:30pm.

18/95 Declaration of Interests

Councillor Hollington declared an interest in Agenda Item 18/100 Planning - 1. Application No: 17/01219/FUL PP-06435538

18/96 Minutes from Council meeting on 16th April 2018

Councillor Hollington pointed out a typographical mistake in Item 18/85. The domain name should have read stowmaries.gov.uk. The printed copy for signing was corrected and initialled by the Clerk.

Resolved: The minutes of the Council Meeting held on 16th April 2018 were accepted and signed as a true record.

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

18/97 Questions and points of interest from press and public

There were no questions from the press or public.

18/98 Essex County Council

1. There was no representative present

18/99 Maldon District Council

1. Present and discuss report to date.

Councillor Archer reported that:

- a. The proposed development for 70 houses in North Fambridge has been turned down by Maldon District Council.
 - b. There was no update on the current planning applications for Stow Maries Great War Aerodrome.
 - c. There was no further development under Maldon District Council.
 - d. There are plans for more front-line police officers; more officers on the beat.
2. Consider recent correspondence to the Chief Executive and Director of Planning.
Members considered replying to the letter of 9th May 2018 from Paul Dodson Director of Planning & Regulatory Services and to the response of 11th May 2018 to a recent Freedom of Information Request.

Resolved: Members recorded their thanks to Paul Dodson for his assistance. Members agreed that a marker from the Council should be sent to Paul Dodson based on the response to the Freedom of Information Request, Also, a further letter should be sent addressing Paul Dodson's reply to previous correspondence to him and the Chief Executive. This is especially important as the hearing for the planning application is likely to be included in the North Western Area Planning Committee on 11th June 2018.

Action: The Chairman to draft a marker, working with Mr. Roy Martin and pass the text to the Clerk to turn into a letter for sending to Paul Dodson. The further letter for Paul Dodson will be composed in a similar fashion

18/100 Planning

Consider the following:

1. Application No: 17/01219/FUL PP-06435538, Building at Great Hayes Business Park Lower Burnham Road Stow Maries Essex.
During the discussion of this item, Councillor Pilgrim took the chair. As Members did not have paper copies of the planning application and had not reviewed them online, Councillor Hollington provided a factual description of the purpose of the application to change of use of an agricultural building to a B1 light industrial workshop use

Resolved: Members discussed this application and raised no objection.

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

2. Request of 26th April for meeting from Jeremy Potter, Planning and Strategic Housing Policy Manager, whether representatives of the Parish Council wish to meet with Officers of Chelmsford City Council about the Local Plan, and
3. Response of 16th May to letter of 25th April from the Council to Jeremy Potter.

Resolved: Members discussed the repeated request for a meeting and the letter of 16th May. Members resolved that Mr Roy Martin should draft a response and working with the Clerk, circulate it to Members for final approval.

Action: The Clerk to write to Jeremy Potter, circulating Members beforehand.

4. Attendance at the meeting to discuss the Parish Trigger and paperless planning organised by Chairman of Maldon Town Council's Planning Committee to be held at Town Hall, 4 Market Hill Maldon CM9 4RL on Wednesday 30th May at 7.30pm.

Resolved: Members discussed attendance at this meeting.

Action: Councillor Pilgrim intends to attend and Councillor Nunney hopes to attend.

18/101 Highways and Public rights of way

Consider reply from Jon Simmons, Highway Liaison Officer – Local Highway Panels, for weight limit request

Resolved: Members discussed the reply and resolved to press ahead with a request for a 7.5 tonne weight limit request, based on the criteria of:

- Prevention of damage to the highway
- Protection of the character/environment of rural areas
- Reducing risks to all vulnerable road users

Action: The Clerk to write to Jon Simmons accordingly.

From the Annual Parish meeting, Members discussed the situation on the old railway bridge in Church Lane.

Action: The Clerk to write to Historical Railways Estate accordingly.

18/102 General Data Protection Regulations (GDPR)

Members considered the effect of GDPR on the Council.

Resolved: Members agreed that following recent intentions to amend the legislation, the Council did not need to appoint a Data Protection Officer (DPO), neither did it need to increase its Budget as the amount of work is minimal required.

Action: The Clerk to write to those for which the Council retains an email address with the following text:

Stow Maries Parish Council has and will retain a record of your email address as it has been in communication with you previously. The Council does not market any service. It uses this email address only to conduct its normal business. Other contact details maybe retained, again only due to previous communication, for example by telephone or by post.

If you wish to the Council to remove your contact details, then please reply to this email.

18/103 Financial matters

1. Members considered the results of the Annual Audit and agreed with the results.

Noted: Members were reminded of a discrepancy in the external audit for 2016-2017 in not reporting the then purchased laptop as an asset. For the financial year 2017-2018 the internal auditor Mr David Green, has accepted that for the purposes of the Annual Accounting Statements, a value of zero be entered for Box 9 - Total fixed assets plus long term investments and assets. The Clerk and the Internal Auditor will make the necessary adjustments during the current financial year including publishing an asset register.

Resolved: Members agree to certify the Council as exempt, complete and publish the Annual Governance and Accountability Return, and resolved that there is no requirement for a limited assurance review

Resolved: The Chairman and the Clerk signed the relevant documents

2. Pay increase for the Clerk

Noted: Members noted the change in pay rate for the Clerk for SCP15 from £8.873 PH to £9.341 PH, 5.27%. Budget allows for 10% contingency.

3. Consider payment to the Clerk

Noted: The following invoices were presented for payment:

- The Clerk for monthly salary and expenses - £184.25
- HMRC for Clerk's monthly Income Tax - £37.20

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

4. Consider changes to procedures:

a. Members discussed possible options to facilitate speedier payments.

Resolved: Members resolved to retain two signatures for payments.

Resolved: Members resolved that all should have mandate to sign cheques or make electronic payments, whilst retaining the two signatures mandate

Action: The Clerk to circulate Members with account details, a new mandate form and details on how to obtain on-line banking for electronic payments.

b. Permit the Clerk to transfer funds between the Council's Business Current Account and its Business Savings Account.

Resolved: Members resolved to permit the Clerk to transfer funds between the Council's accounts to maximise any interest earned and exclude any possibility of overdraft charges.

18/104 Insurance

Noted: Members noted a £50 administrative fee introduced by the insurance brokers and that the Clerk negotiated to defer the fee for the next year starting 1st June 2018.

Resolved: Members discussed options for a Local Council Scheme insurance policy and savings by committing to a three-year agreement with the existing broker. For expediency, Members resolved to stay with the existing broker and commit to a three-year agreement. Payment was approved and cheque signed for the first year premium of £280.00

18/105 Notice Boards

Noted: Councillor Gilmore is discussing with Councillor Nunney a quote for all works necessary to install both new noticeboards.

18/106 Defibrillator for the Village

Noted: Councillor Pilgrim reported that the defibrillator had arrived, had been unpacked and was in satisfactory condition. He was contacting the electrician to obtain an estimate for connection. He will estimate monies remaining from the grant for the purchase of extra training, pads, etc.

18/107 Grass cutting and maintenance

Resolved: Members discussed grass cutting by D W Maintenance. They are satisfied with the quality of work and the submitted reports.

18/108 Internet Domain

Noted: The previous email addresses of the Council, viz: stowmariespc@hotmail.co.uk and all email addresses associated with the domain stowmaries.gov.uk, are now not operational and any attempt to send an email to one of these addresses will 'bounce' as undeliverable.

18/109 Correspondence

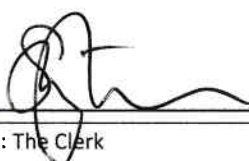
There was no correspondence to distribute

18/110 Items for next agenda: meeting 18th June 2018

General Data Protection Regulations (GDPR)
Bridge in Church Lane

Meeting closed at 9:30pm

Signed: _____



Date: _____

18/06/18