

Summary

It has been an intensive five weeks. Workload is under review – item 17/174.

1. Handover from previous Clerk completed
 - Review Manual Files
 - Missing signed minutes for June 2017
2. Finances
 - Reviews with Auditor
 - Reconciliation to 29 November 2017
 - Revised Banking Mandate – Cllr. Rita Chappell
 - Reworked Budget for 2018-2019
 - VAT reclaim of £278.63 submitted for year ending March 2017
 - End of Year Audit requires adjustment. Will be submitted at the end of this financial year
 - Reworked Finances for the year to date rather than meeting by meeting
 - PAYE rebuild
3. PC
 - Virus discovered immediately
 - Recovery media
 - Backup of existing Clerk's Files
 - Rebuild
 - Setup Outlook
 - Set passwords
 - Backup process
 - Use of Dropbox

4. Informed as appropriate authorities and various organisations new Clerk's details

5. Highways

In general reporting of highways issues should be done through Essex Highways website. It works. <http://www.essexhighways.org/Transport-and-roads.aspx>. The Council should not be asked to do this by default.

- Road Closures – Cllr. Channer distributes weekly email alert. traffic restrictions and roadworks starting within the next week. There is a website at [Roadworks and traffic interruptions alert](#) that displays an interactive map where all details are displayed. Discuss under 17/156.
- Request for 7½ tonne limit. Essex Highways have referred to Cllr. Channer to advise the Council on next steps
- Concern that on Church Lane the cracks on the railway bridge were getting bigger. 2542097 – This issue has been investigated, risk assessed and recorded in line with our [Maintenance Strategy](#) and we are in the process of scheduling works.
- Request that the 30mph repeater sign by Glebelands to be repaired. 2542176 – Insufficient information reported on website. It has been fixed and reported again under 2544051. It transpires that the wrong status code may have been entered. Customer Services are aware.
- Replace the missing the gateway sign south side of Woodham Road on entering Stow Maries Village from the west. Was 2318252, new one 2542187. Insufficient information reported on website. Again, it transpires that the wrong status code may have been entered. Customer Services are aware.
- Reposition the finger post at the junction of Church Lane and Lower Burnham Road (B1012) and replace the sign to Stow Maries. 2542177 – This issue has been investigated, risk assessed and recorded in line with our [Maintenance Strategy](#) as not requiring immediate action at this time. This will be considered for inclusion in future planned works. At this stage no specific dates or timescales are available

for future works at this location. This issue will continue to be monitored via our regular safety inspections.

- Replace the lighted bollard on the traffic island outside the Garage that is missing and is causing a hazard at night.

2542188 – This issue has been made safe. This issue has been investigated, risk assessed and recorded in line with our Maintenance Strategy and initial works to make safe have been completed. A further assessment will be carried out to establish whether a permanent repair is required in the future.

- Replace the missing street sign for Hagg Hill at its southern end – Maldon District Council. According to Maldon District Council it was replaced on 6th September 2017 at 08:45. Need to recheck. Not there. Request resubmitted and acknowledged.

6. Public rights of way

- Dangerous trees on footpath 24 (up to Honey Pot Lane) there are which need to be removed. 2542194 – Awaiting inspection. This issue has been assigned to an inspector who will undertake an initial assessment which may include a site visit. The outcome of this assessment will determine what, if any, action may be taken.
- Finger post is missing on footpath 15 where it joins the bridleway to footpath 24. 2542192 – Awaiting inspection. This issue has been assigned to an inspector who will undertake an initial assessment which may include a site visit. The outcome of this assessment will determine what, if any, action may be taken.

7. Planning Applications

- FUL/MAL/17/01071 PP-06370592 Stow Maries Aerodrome
 - Emailed Planning department requesting deferral until 24th November. This was accepted.
 - Emailed Planning department attaching Council's representation.
- FUL/MAL/17/01128 PP-06291462 Bradwell-on-Sea Nuclear Power Station
 - Emailed Planning department with Council's decision of "No objections"

8. Website

- The current commitment of costs is —
 - Domain name (stowmaries-pc.gov.uk): £94.00 plus VAT annually, due 1st June 2018
 - Mail services: £15.00 plus VAT annually, due 1st August 2018

9. Maldon District local highways panel minutes, Friday 29 September at 09:15hrs

- Approved Works Programme 2017/18
 - Item 35 – LMAL 152029 – Hagg Hill, Stow Maries – Traffic Management Improvements – the Panel agreed that this scheme would become a priority as there was potentially increased traffic in this area. Both the Parish Council and residents had concerns about this. Unsuitable for HGV signage. Panel decision required to fund this scheme for delivery in 2018/19 financial year at a cost of £5,000
 - Item 36 – LMAL162096 – Woodham Road j/w Martins Lane, Stow Maries - Traffic Management Improvements. Drainage improvements - connection of existing drainage systems to maximise flow. Panel decision required to fund this scheme for delivery in 2018/19 financial year at a cost of £20,000
- Potential Scheme List
 - Item 18 – LMAL162097 – Honey Pot Lane, Stow Maries – Drainage improvements. Total scheme in validation

10. Appointment of new Clerk

- Previous Clerk advised the other candidates – I have one email on file.

11. Other matters will be covered under the respective Agenda item