



# Stow Maries Parish Council

Minutes: Council Meeting

The Smythe Hall

7:30pm, 19 November 2018

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## 18/185 Application for Co-option

1. Consider co-opting onto the Council to fill one vacancy.

**Resolved** Members confirmed the co-option of Jane Herriot and welcomed her to the Council.

**Action** Jane Herriot signed the Declaration of Acceptance of Office and the Clerk countersigned it.

## 18/186 Members attending, apologies for absence and other attendees

**Chairman** Councillor Hollington.

**Vice-Chairman** Councillor Pilgrim.

**Members** Councillors Chappell, Herriott and Gilmore.

**Attendees** District Councillor White, the Clerk and five members of the public.

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

## 18/187 Declaration of Interests

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

## 18/188 Minutes from Council meeting on 17<sup>th</sup> September 2018

1. Consider approving the correct version of minutes – Chairman and Council.

**Resolved** The minutes of the Council Meeting held on 17<sup>th</sup> September 2018 were accepted and signed as a true record.

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

## 18/189 Minutes from Council meeting on 15<sup>th</sup> October 2018

1. Consider actions from minutes and related matters since last meeting – The Clerk.

**Noted** There were no outstanding actions

2. Review and consider approving minutes – Chairman and Council.

**Resolved** The minutes of the Council Meeting held on 15<sup>th</sup> October 2018 were accepted and signed as a true record.

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

## 18/190 Questions and points of interest from press and public

Opportunity for members of the press or public to share relevant information with the Council. Decisions can only be made when associated with items on the Agenda.

**Noted** A member of the public brought to the attention of the Councillor the presence of suspected hare coursing activity in Woodham Road. A white van with Euroroad transfers with two men and dogs were observed. Police had been contacted and attended.

## 18/191 Essex County Council

1. Present and discuss report to date – County Councillor Channer.

**Noted** In Councillor Channer's absence, Members noted that a Parish Report from Essex County Council and been received and published on the Council's website – <http://www.essexinfo.net/stow-maries-parish-council/assets/documents/ecc-november-2018>

**18/192 Maldon District Council**

1. Present and discuss report to date – District Councillor.

**Noted** Maldon District Council were interviewing as part of its restructuring, Councillor White reported that there was little other activity.

2. Present outcome from review of letter 17<sup>th</sup> September 2018 from Paul Dodson of Maldon District Council – District Councillor White.

**Noted** Councillor White advised Stow Maries Parish Council to take its issues over Stow Maries Great War Aerodrome through to the ombudsman preceded by a Level 1 and a Level 2 complaint. The distribution of the complaint to be:

- Simon Quelch, Senior Solicitor, Resources Directorate.
- Paul Dodson, Director of Strategy, Performance and Governance.
- Councillor Adrian S Fluker, Leader of Maldon District Council.

**18/193 Planning**

1. Consider any new planning applications.

There were no new planning applications.

2. Consider Stow Maries Great War Aerodrome:

- a. North West Area Planning Committee and recent correspondence.

**Resolved** Members resolved to proceed according to Councillor White's advice – 18/192, item 2.

- b. Possible invitation to sit on the Stow Maries Aerodrome Joint Consultative Committee.

**Resolved** Members discussed the likely impending invitation to sit on the Stow Maries Aerodrome Joint Consultative Committee (SMAJCC). Members resolved that Councillor Gilmore will be the Council's nominated representative.

**Action** The Clerk to respond accordingly on receipt of the invitation. Also, the Clerk to contact the following Councils appraising them: Purleigh, Cold Norton, South Woodham Ferrers, Woodham Ferrers, Bicknacre.

3. Consider Chelmsford Local Plan – recent correspondence.

**Noted** Members had no other comment to make. Its position had been previously resolved.

**18/194 Highways and Public rights of way**

1. Report from Highways Briefing alongside Essex County Council Highways Department on the 7<sup>th</sup> November – Councillor Chappell.

**Noted** Councillor Chappell was unable to attend due to ill health. A briefing document had been published by Essex Highways and distributed previously to Members.

2. Report from Highways Devolution Pilot on 15<sup>th</sup> November – The Clerk

**Noted** The Clerk reported that the scope of work to be devolved is:

- a. Winter Maintenance Salt Bags Scheme (Snow clearance and Salting of Footways and Paths).
- b. Minor Repairs to Footways and Off-Road Cycle ways.
- c. Highway Verge Cutting including Special Roadside Verges.
- d. Weed Control.
- e. Tree and Hedge Maintenance.
- f. Public Rights of Way (PRoW) Maintenance.

g. Passenger Transport Infrastructure Maintenance (Bus Stop Flags and Shelters).

h. Repair and Maintenance of Road Signs.

The rate of funding is £0.68 per resident head with a minimum of £500.

The Clerk believed that it is not yet clear how devolution will work and how the funding will synchronise with Council's budget.

3. Update of submitted list of issues – The Clerk.

**Noted** The list of highway's issues that affect the Village are maintained on the Council's website – <http://www.essexinfo.net/stow-maries-parish-council/transportation/highways-issues/>.

4. Consider the services of the TruCam team.

**Resolved** Members discussed engaging the services of TruCam from the Community Protection Team at Maldon District Council as a deterrent for the excessive speed in Woodham Road and The Street. Members resolved that based on a quoted cost £31.87 per hour, then the Council should budget for four sessions of two hours for the Calendar year 2019. A view was expressed that early in the morning regular there have been vehicles with excessive speed.

**Action** The Clerk to organise and refer back to Council with any issues.

5. Consider possible selection for a position on the Local Highways Panel.

**Resolved** Members resolved to agree with John Anderson, Chair Southminster Parish Council being Parish/Town council member for a position on the Local Highways Panel.

**Action** The Clerk to write accordingly.

### 18/195 Budget and Precept

1. Consider setting budget for 2019 to 2020 and beyond.

**Resolved** Members discussed the financial reports as circulated previously by the Clerk. Copies were made available to members of the public present. Members agreed in principle with the budget for 2019 to 2020, although amendments may be made during the coming months.

2. Consider setting Precept for 2019 to 2020.

**Resolved** Members discussed the Precept in relation to the proposals in the budget, including the agreed increase in training and the likely impact of increasing substantially payments to the Clerk. However, Members agreed that they should not retain an inappropriate surplus of funds although it had been the practice to retain an amount equivalent to the Precept as the intended balance at the end of the financial year. As the budget was set for financial control and spending would be rigorously monitored throughout the financial year, Members resolved to set the Precept to be the same as last year, £6500.

### 18/196 Parish Clerk's Forum

1. Present and discuss report from Forum on 13<sup>th</sup> November – The Clerk.

**Noted** The Clerk attended the Maldon District Council's Clerk's Forum and found it worthwhile. The Clerk updated Members on:

- SUPERFAST Essex
- Maldon District Council Planning update
- TruCam service
- Maldon District Council Tourism team
- Maldon District Council's restructure

**18/197 Computer connected projector**

1. Consider purchase of a projector to aid viewing of documents

**Resolved** Members discussed the Clerk's report referring to:

- Likely costs
- How the projector will be used in practice. Being an extension of the computer screen could make display of information confusing and requires deft control by the operator of the computer
- Becoming reliant on the projector is an additional risk
- A suitable projection surface needs to be determined
- The logistics of probable transporting a projector and a screen to and from The Smythe Hall on the basis they will not be kept there
- Insurance needs to be considered.

Members wish the Clerk to bring to the next meeting a proposal of costs.

**Action** The Clerk working with Councillor Pilgrim to research and cost solutions.

**18/198 Financial matters**

1. Consider payment to the Clerk – monthly salary and expenses of £189.34; for HMRC £37.20.
2. Consider payment to DW Maintenance for grass cutting and other tasks of £1305.00.

**Noted** The above invoices, items 1 and 2, were presented for payment.

3. Consider proposal to incorporate unspent capital amounts into normal unrestricted funds.

**Resolved** Members resolved to the proposal with effect from the start of the next financial year – 2019 to 2020.

**18/199 Defibrillator for the Village**

1. Present and discuss progress to date and consider next steps – Councillor Pilgrim.

**Noted** The defibrillator is now working. Use is via a call to Emergency Services on 999. Local training is being organised.

**18/200 Community Inclusiveness**

1. Consider funding a campaign.

**Resolved** The Clerk has been discussing with a few neighbours whether and how more residents could become aware and possibly become involved in community matters. There are no specific plans currently although some form of drop-in is envisaged in January where residents can come and chat, generating ideas. Separately the Annual Parish Meeting requires some early planning. Members discussed the idea in principle and agreed to the Clerk's request for a £250 fund to cover in the first instance such items as leaflets and food.

**18/201 Archiving**

1. Consider archiving documents.

**Noted** The Clerk intends in the near future to move older files and correspondence to Essex Records Office, reference 1/14/7.

**18/202 Correspondence**

1. Distribute any correspondence.

**Noted** The Clerk distributed Field Work and Countryside Voice magazines from Campaign to Protect Rural England.

**18/203 Next Council meeting on 21<sup>st</sup> January 2019**

1. Items for the agenda.

**Noted** No specific items were proposed

**18/204 Exclusion of Press and Public**

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.

**18/205 Clerk's contract**

1. Consider the Clerk's annual appraisal.

**Noted** Members discussed again the continuing high demand on the Clerk's time and the range of items that have to be considered.

Meeting closed at 9:55pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Unapproved