



**Woodham Ferrers &
Bicknacre Parish Council**



MINUTES of the meeting of the Parish Council held on Tuesday 3rd July 2007 at 20.00 at Woodham Ferrers Village Hall, Woodham Ferrers, Essex.

In Attendance:		
Cllr. B. Arnold (in the chair) Cllr R. Blanks (Vice Chairman) Cllr J. Bishop	Cllr. C. Saltmarsh Cllr. A Mair Clerk – Karen Kuderovitch	Cllr. J. Saltmarsh Cllr G. Woricker

300. Declaration of Interests

The Clerk offered members the opportunity to declare any personal/prejudicial interests.

None declared.

301. Apologies

Cllr L. Carroll, Cllr R. Poulter (CBC)

302. Minutes

The Minutes of the Parish Council Meeting of 5th June 2007 were signed.

Proposed: Cllr. J. Bishop Seconded: Cllr. J. Saltmarsh . All agreed.

On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council.

A member of the public raised a question re item 307.

303. Accounts

The Clerk advised that the Internal Auditors report was received and that there was now 2 weeks to finalise and submit to External Auditor (due by 15th July 2007). The Internal Auditors report suggested ways to improve but overall there was a big improvement on the Accounts Management. Clerk will review at a later date with 1 or 2 Councillors. The Clerk advised that a purchase made by the Council which did not strictly follow the procedures may be highlighted by External Auditor. Cheque Nos 104026 & 104027 should be reversed. 104030 will be cancelled as employee no longer working for the Council. A 1Q Budget Review is due in August meeting together with the budget review for precept comparison. Chq 104010 has been claimed to have been not received – Clerk will cancel and re-issue. To date a P46 still outstanding.

Members approved the following cheques for payment:

Cheque No.	Payment to	Amount £	£ VAT
104014	Derek Wybrow – Maintenance – The Hooe	£185.00	
104015	Derek Wybrow – Maintenance – Dog Bin/The Hooe/Priory Field	£125.00	
104016	Derek Wybrow – Maintenance – Noticeboard/Village Signs	£165.00	
104017	BT Mobiles – x 2 Parish Mobiles	£11.75	£1.75
104018	Chelmsford Borough Council Whitsun Parish Sports	£130.00	
104019	BT - Parish Council Line – 1 Jun – 31 Aug	£93.21	£12.39
104020	B&Q Financial Services – Materials	£48.80	£6.28
104021	Canon UK Ltd – 2 x toners	£78.77	£11.73
104022	B P Armstrong – Ace Bins	£12.00	
104023	R.C. Landforce – Greenkeeper – June	£450.41	£67.08
104024	Travis Perkins – Materials	£420.94	£62.69
104025	The Steve Packham Election Account – Election	£631.54	

	Expenses for Village Ward Woodham Ferrers		
TOTAL		£2352.42	£161.92

Salaries:

Cheque No.	Payment to	Amount £
104026	Mrs K. Kuderovitch – Mileage June	1203.48
104027	Mrs K. Kuderovitch – June Salary	
104028	Inland Revenue – June Tax & NIC	
104029	Mrs M. Webdale – Hooe	
104030	Mrs F.M. Barber – Cleaning (Cancelled)	
104031	Mrs S. Marsh – Gatekeeper	
104032	Mr A.L. Manthorpe – Litter Pickers	

304. Planning.

Members considered the following applications:

Application No.	Details	Decision
07/01195/FUL	85 Hill View, Bicknacre, Essex Rear conservatory	Not Supported (Overdevelopment and concerns re conservatory on North side)
07/01242/FUL	2 Chapel Row, Main Road, Woodham Ferrers, Essex Two storey side extension	Supported (Note: sewer underneath where building proposed)

305. **Councillor Vacancy** 🙋

The Clerk handed out 2 applications received in writing and asked if anyone else had any to put forward. A 3rd possible candidate had attended the June meeting although an application had not yet been received. The Clerk to invite the 2 applicants to the Planning Meeting in July to answer any questions they may have.

306. **Friends of Priory Fields** 🙋

Cllr Bishop gave an update of the groups activity and made the suggestion that from that point forward he be the first point of contact with the Solicitors thus helping the Clerk with her workload. The idea was welcomed and agreed upon and the Clerk to advise immediately. A cheque for £300 was discussed and agreed to be raised immediately for the Solicitors. Clerk to action.

Proposed: Cllr J. Bishop. Seconded: Cllr G. Woricker

A short term loan was also discussed which may be needed by the group. The Clerk to investigate the legalities of loans and report at next meeting. The Post Office account signatories need investigating and updating and the Clerk to action immediately obtaining the correct forms and signatures in anticipation of a withdrawal. The Council agreed that a loan up to £15K was feasible from the Post Office Account – figures of FOPF expenditure to be reviewed and confirm with Council and the group.

Proposed: Cllr C. Saltmarsh. Seconded: Cllr B. Arnold

A letter was agreed to be sent re the Planning Application.

307. **Bicknacre & Woodham Ferrers Community Project** 🙋

An update was given on progress of the group. The Clerk explained the Constitution amendments and also the implications of attaching the group as a Committee in view of the recent payed roles being offered. It was resolved to leave the group as standalone but the group would obviously work closely with the Parish Council. A letter to Essex County Council re access was discussed and agreed to be sent. Clerk to action.

308. **Rospa** 🖐️
A copy of the report was requested to be sent to the Councils Insurers. The Council decided to defer the full review until members had the time to review and inspect the report findings. Deferred until August.
309. **Football.**
The Clerk expressed concern about the White Lining Training as only 1 club had responded so far. The machines had been sent for servicing and was waiting return. Cllr Bishop updated on progress with Danbury Juniors FC. A letter had been sent to ECC by Cllr Saltmarsh in relation to water and waste for shower facilities.
310. **Fixed Assets Register**
It was resolved to review and report back in August meeting.
311. **Field Reports/General Village Reports/Village Hall Reports/Community Service Update**
- 311.1 Priory Field.**
The Clerk gave a report on work done by the Grass Cutting Contractor/Parish Council Maintenance Contractor. CCTV references were discussed. The Clerk to supply Cllr Mair with copies of the original paperwork. The Clerk to arrange a meeting with CCTV Rep/Cllr C. Saltmarsh to discuss minor adjustments. It was noted that 2 gates are damaged but resolved to leave on hold.
- 311.2 The Hooe** 🖐️
The Clerk reported on work done by Parish Council Maintenance Contractor/Grass Cutting Contractor. The sign on the BMX Ramp has been ripped off - Clerk to replace.
- 311.3 Lodge Road** 🖐️
The Clerk to report on work done by Parish Council Grass Cutting Contractor. The Clerk gave details of a resignation and a new candidate was considered and agreed upon. The Clerk to advise applicant. The lease was received signed and sealed for the playing field. Cllr Blanks reported on enquiries made re drainage.
- 311.4 General Village/Village Hall Reports** 🖐️
A letter from WfVH Committee was discussed and dates for Blood Transfusion Service visits were given 21st August Woodham Ferrers, 29th Sept Bicknacre. The Woodham Ferrers Dog Show was reminded for 7th July. The Council agreed to consider purchasing a separate Parish Council post box for the Clerks house. The Village Green Notice Board was reported to have been finished and erected.
- 311.5 Community Service Update**
An update to be given of any recent works completed.
312. **Parish Council Training/Other Training Opportunities**
Members considered training. Code of Conduct Training on 26th July – details were given and names taken.
313. **Information**
All members were invited to share relevant information.

Members noted the following dates (please also refer to Annual Calendar):

17 th July	Planning Meeting @ 7.30pm - WFVH	Agenda closes 9 th July
7 th August	Parish Council Meeting @ 8pm BMVH	Agenda closes 30 th July
No planning meeting in August		

FOPF meet 2nd Thursday of each month.

Meeting closed @ 10.05pm.

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Karen Kuderovitch
Parish Clerk. 29.6.07