



**Woodham Ferrers &
Bicknacre Parish Council**



MINUTES of the meeting of the Parish Council held on Tuesday 5th June 2007 at 20.00 at Woodham Ferrers Village Hall, Woodham Ferrers, Essex.

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

283. Declaration of Interests

None declared.

284. Apologies

Cllr R. Blanks

285. Minutes

To approve the Minutes of the joint Parish Council Meetings of 8th May 2007.

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

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

286. Accounts

The Clerk informed that she had the change of signatory forms for completion. The Council considered the way in which Petty Cash was obtained and the Clerk to make further enquiries. The Clerk to work on summarizing the end of year accounts ready for Audit. On line filing completed. All employees are to complete a P46.

Members approved the following cheques for payment:

Cheque No.	Payment to	Amount £	VAT £
103982	Canon UK Ltd – Quarterly Copy Charge	49.56	
103983	The Steve Packham Election Account – CBC Election WF	61.00	
103984	RJ Brett – Courier Service for B&WF Community Project	147.00	
103985	Priory Primary School – Hire of Hall for Annual Meeting	55.00	
103986	Essex Association of Local Councils Affiliation Fee 07/08	470.02	
103987	Applied Image – Annual Meeting Notices 1000	195.00	
103988	B.M.V.H. – Hire	41.80	
103989	Chelmsford Borough Council – Easter Parish Sports	260.00	
103990	Powergen – Priory Field Car Park	44.93	2.14
103991	B&Q Trade Account	7.98	
103992	Essex Association of Local Council – New Cllrs Pack –AM	7.50	
103993	Mr D. Wybrow – Maintenance – BMX Ramp -The Hooe	95.00	
103994	Brook Bros – Timber for BMX Ramp – The Hooe	23.79	3.54
103995	Mr D. Wybrow – Maintenance/Dog/Litter Bins/P Field Cont	95.00	
103996	Mr D. Wybrow – Maintenance – BMX Ramp – The Hooe	60.00	
103997	Techniform – 3 x Literature Racks for Public Houses	193.38	28.80
103998	Essex Association of Local Council – Chairmans Training	50.00	
103999	Playsafety Ltd – Annual RoSPA Inspection – May 2007	218.55	32.55
104000	Powergen – Lodge Road	44.86	2.14
104001	BT Parish Council Mobiles x 2	12.22	1.82

104002	Glasdon UK Ltd – Tespa Banding Kit for Dog Bin	140.07	20.86
104003	Hilary Brightman – Fees for drawings and spec for Priory Arch	3172.50	472.50
104004	R.C. Landforce – Greenkeeper May 2007	450.41	67.08
104005	Chelmsford Borough Council – Lease @ Lodge Road	100.00	
Transfer	Debit from Barclays Community Account /Credit to Barclays Business Bonus	25.00	
TOTAL		6020.57	631.43

Salaries:

Cheque No.	Payment to	Amount £
104006	Mrs K. Kuderovitch – Accomodation All	1346.30
104007	Mrs K. Kuderovitch – Mileage April	
104008	Mrs K. Kuderovitch – May Salary	
104009	Inland Revenue – May - Tax & NIC	
104010	Mrs M. Webdale – Hooe	
104011	Mrs F.M. Barber – Cleaning	
104012	Mrs S. Marsh – Gatekeeper	
104013	Mrs C. Coe – Internal Audit 3	

Income received since last PC Meeting:

Date	Payment from	Amount £
TOTAL		0

Balance of Barclays Business Bonus Account
Post Office Savings Account

£4,367.84
£49,281.35

287. Planning.

Members considered the following applications:

Application No.	Details	Decision
07/00396/FUL	St Giles, Moor Hall Lane, Bicknacre, Essex A temporary electrical meter enclosure room	Supported
07/00560/FUL	20 Thriftwood, Bicknacre, Essex Entrance porch with pitched roof over garages, conservatory to rear	Supported
07/00837	9 Priory Road, Bicknacre, Essex Amendments s/s extension to rear, including extended pitched roof over existing flat roof extension; construction of s/s front porch.	Supported

288. Parish Council Standing Orders 🗳️

The revised Standing Orders were presented and agreed for adoption.

Proposed: Cllr C. Saltmarsh Seconded: Cllr J. Bishop

289. Code of Conduct 🗳️

The new Model dated May 2007 was formally adopted.

Proposed: Cllr J. Saltmarsh Seconded: Cllr A. Mair

290. Bicknacre & Woodham Ferrers Community Project

An update was given on the progress of the group.

291. Friends of Priory Fields

A vote was taken to decide whether some stones were to be moved from the site. It was concluded to leave them where they were. Footpaths were discussed and enquiries to be made. Cllr Woricker to purchase materials from Travis Perkins.

292. **Priory Primary School Car Park**
The Clerk to invite School Governors (including Health & safety) to meet with Parish Council Representatives to survey the car park and discuss options. Clerk to contact the headteacher.
293. **Football.**
The Clerk informed the Council the posts were still up on Priory Field. Danbury Juniors were meeting with Cllr Saltmarsh and Cllr Bishop. The White-Lining Machine training day had been agreed for 21st July 2007 and all clubs had been asked to have 3 reps at the meeting which was compulsory. The machines would be collected to the Clerks house and sent for servicing which would amount to approx £70 per machine ready for the 21st July. The Clerk gave dates of 23rd June and 30th June for 2 fun days at Priory Field.
294. **Annual Report/Annual Meeting Minutes**
The Clerk showed members a draft of the report and agreed a schedule for people to distribute. The payment was agreed. A sponsor was suggested for future editions.
Proposed: Cllr J. Bishop Seconded: Cllr L. Carroll
The minutes from the Annual Parish Meeting of 27th April 07 were formally agreed and to be distributed.
Proposed: Cllr J. Saltmarsh Seconded: Cllr A. Mair
The Council agreed that the closing date of 30th June 2007 for any applications for the Councillor vacancy was sufficient in order to be decided upon at next full meeting.
295. **Web Site**
Members considered the development of a Parish Council Website and resolution was made to proceed. Clerk to contact the successful applicant. 🖱️
Proposed: Cllr J. Saltmarsh Seconded: Cllr L. Carroll
296. **RoSPA Report**
Deferred to 3rd July 2007.
297. **Field Reports/General Village Reports/Village Hall Reports/Community Service Update**
- 297.1 Priory Field.**
The Clerk reported on work done by the Grass Cutting Contractor and maintenance had taken place on the container roof to fix a hole. The Clerk to write to Priory Primary School asking that in future when access is needed to Council grounds could we be notified.
- 297.2 The Hooe**
The Clerk reported on work done by Parish Council Maintenance Contractor/Grass Cutting Contractor. BMX ramp – the Council considered the 2 quotes from the Maintenance Contractor and it was resolved to proceed with the repairs. 🖱️
Proposed: Cllr J. Saltmarsh Seconded: Cllr A. Mair
The broken gate was removed to the Container and the site made safe.
- 297.3 Lodge Road**
The Clerk reported on work done by Parish Council Maintenance Contractor/Grass Cutting Contractor. The lease from CBC was signed and the Clerk to finalise. 🖱️
The cleaner of the bus shelters had been notified & acknowledged to stop cleaning with immediate effect. The Electrician labeling was completed and certificate to be supplied. Cllr. Blanks to investigate drainage and contact local companies.

297.4 General Village/Village Hall Reports

Suggestions were made for dates for the Blood Pressure Units to visit the 2 villages. The Clerk reported that WFVH Committee had been advised to add a section to the Constitution. 2 new dog bins had been installed and added to the rounds. Magazine racks for the 3 public houses had arrived and would be passed to the Maintenance Contractor for installation. The Council declined the Summer Parish Sports due to lack of interest. Cllr Blanks to attend the NAP meeting on 6th June 07 and report at next meeting.

297.5 Community Service Update

An update was given of any recent works completed.

298. **Parish Council Training/Other Training Opportunities**

The Clerk and Cllr J. Saltmarsh to attend Health & Safety in Sept 2007.

299. **Information**

All members were invited to share relevant information.

Members were reminded to refer to the Parish Council Annual Calendar.

FOPF meet 2nd Thursday of each month.

Meeting closed @ 10.40pm

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Karen Kuderovitch
Parish Clerk. 30.5.07