



**Woodham Ferrers &
Bicknacre Parish Council**



MINUTES of the meeting of the Parish Council held on Tuesday 7th August 2007 at 20.00 at Woodham Ferrers Village Hall, Woodham Ferrers, Essex.

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

314. Declaration of Interests

The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them. Clerk brought to members attention the new declaring interests advice sheet and asked if there was any questions.

315. Apologies

The Clerk to list any apologies.
Cllr. C. Saltmarsh, Cllr. J. Saltmarsh, Cllr. L. Carroll

316. Minutes

The Minutes of the Parish Council Meeting of 3rd July 2007 & the Extraordinary Meeting of 19th June 2007 were approved and signed.
Proposed: Cllr. R. Blanks Seconded: Cllr. J. Bishop . 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. No members were present.

317. Accounts

The Clerk gave an update on recent account activities which included:
A revised schedule of cheques was given as 2 had been omitted – reflected in cheque schedule below and amounts updated.
The Clerk confirmed the External Audit had been submitted and 1 question had been raised re the increased income and where it came from.
The Clerk to set a date with Cllr J. Saltmarsh to review Internal Audit comments.
There was no claim of Clerks Mileage this month, this would be added to Sept.
The Clerk had duplicated in error the Accomodation Allowance – to be rectified at next claim. The Clerk highlighted that amounts of money given as grants should be transferred from the NSI account to the current account as this is where they are allocated from. A bank transfer from Barclays reserve account may be needed. The Clerk to monitor. NSI passbook received with £1764.73 interest and £30K withdrawal bringing total to date £21046.08. Confirm signatories are now Cllrs J.Bishop,G.Woricker,R.Blanks, C.Saltmarsh. Signatories to be adjusted asap on Barclays account, Clerk to action. Credit received from Travis Perkins for £30. 4 x £20 sent to Annual Report distributors from Petty Cash.

Members to approve the following cheques for payment:

Cheque No.	Payment to	Amount £	£ VAT
104033	* Issued on 5 th July 2007 * Duffield Stunt Solicitors – Payment on account for purchase of land @ Priory Field	300.00	
104034	* Issued on 17 th July 2007 * Cash Cheque for Petty Cash Account	200.00	
104035	Duffield Stunt Solicitors – Purchase of land @ Priory Field	11732.00	
104036	Duffield Stunt Solicitors – Fees for purchased of land @ PF	2248.25	297.50
104037	R.C. Landforce – Greenkeeper – July	450.41	67.08

104038	Mr D. Wybrow – Maintenance – The Hooe BMX Ramp	295.00	
104039	Vitax Ltd – Service of Lodge Road White Lining Machine	219.17	32.64
104040	Vitax Ltd – Service of Priory Field White Lining Machine	107.04	15.94
104041	Metro Rod – High Pressure Jetting – Lodge Road Showers	158.63	23.63
104042	The Landscape Centre – Materials for The Hooe BMX Ramp	49.96	7.45
104043	B.P. Armstrong – Ace Bins – Swan Bus Shelter Cleaning	12.00	
104044	BT Parish Council Mobiles x 2	12.06	1.80
104045	B&Q Trade Account – Maintenance Materials	48.80	7.23
104046	A to Z Supplies – Stationery	165.94	
104047	Applied Image Limited – 1300 x 8 page Annual Reports	702.00	
104048	Alec Oakley Limited – BCP Architects Fees, Design & Access Statement	3767.64	561.14
104049	B.M.V.H. Hire	6.60	
TOTAL		20,475.50	1014.41

Salaries:

Cheque No.	Payment to	Amount £
104048	Mrs K. Kuderovitch – July Salary	1266.39
104049	Inland Revenue – July Tax & NIC	
104050	Mrs M. Webdale – Hooe	
104051	Mrs S. Marsh – Gatekeeper	
104052	Mrs C. Coe	

Income received since last PC Meeting:

Date	Payment from	Amount £
2 nd August 2007	HM Revenue & Customs – TAX/NIC Overpayment	52.19
TOTAL		52.19

Balance of Barclays Business Bonus Account
Post Office Savings Account

£4,392.84
£49,281.35

318. Planning.

4 new Applications for response 23rd/24th August were handed out to the relevant officers and the Clerk asked for a response by the due dates. (1 to Cllr Bishop, 2 to Cllr Woricker & 1 to Cllr Arnold).

The Clerk in contact with Lynn Cameron to arrange a site visit re: TPO/2007/126 Land south of Priory school Bicknacre Road. Clerk to follow up.

Members to consider the following applications and note the tree preservation orders made:

Application No.	Details	Decision
07/01258/FUL	Bridleway Cottage, Main Road, Bicknacre, Essex CM3 4HD Installation of 124.5cm high fence on part of front boundary	Supported (advise re replacement of Hedge)
07/01335/FUL	Land Rear of Priory Field Recreation Ground, Bicknacre Road, Essex Change of use from agricultural to recreational	Supported
07/01336/FUL	Land South of Priory Primary School, Bicknacre Road, Essex Erection of a dwelling (outline application – layout and access not reserved for subsequent approval)	Supported
TREE PRESERVATION ORDERS		

TPO/2007/126	Land South of Priory Primary School, Bicknacre Road, Essex	Responded with objections (due 31/7/07) and site visit requested
TPO/2007/107	1 Deerhurst Chase, Bicknacre, Essex CM3 4XG - Birch	Noted
TPO/2007/108	2 Brockenhurst Way, Bicknacre, Essex CM3 4XW - Oak	Noted
TPO/2007/109	29 Deerhurst Chase, Bicknacre, Essex CM3 4XG - Oak	Noted
TPO/2007/110	16-22 Brockenhurst Way, Bicknacre, Essex CM3 4XW – 3 Oaks	Noted
TPO/2007/111	8-46 Brockenhurst Way, Bicknacre, Essex CM3 4XW – Oak	Noted
TPO/2007/112	40-46 Brockenhurst Way, Bicknacre, Essex CM3 4XW – Oak	Noted
TPO/2007/113	52 Brockenhurst Way, Bicknacre, Essex CM3 4XW - Eucalyptus	Noted
TPO/2007/114	54 Brockenhurst Way, Bicknacre, Essex CM3 4XW - Oak	Noted
TPO/2007/115	90 – 96 Brockenhurst Way, Bicknacre, Essex CM3 4XW – Oak	Noted

319. **Co-option of Councillor for Bicknacre Ward** 🖐

Cllr J. Bishop requested that the Clerk formally recorded the votes. Clerk gave members an overview of applications received, informing the Council that one applicant had withdrawn by phone that day. The Clerk explained that a clear majority must be reached and voting would continue until this was reached. A signed ballot was carried out to achieve the co-option. The Clerk counted the votes and verified them and then handed to Chairman to announce the new Councillor. The successful candidate was Mrs Jackie Smith of Woodham Ferrers by a majority of three votes. The Clerk to write to all informing them of the outcome and thanking them for their interest.

320. **Friends of Priory Fields** 🖐

An update was given on progress made/recent activity and communication received from Solicitors. A completion date of 15th August had been set but it was suggested and agreed to move the date to the 22nd August. Some extra pieces of land to be agreed with the landowner and wrote into contract. The Council was advised it was looking unlikely FOPF would require a loan from the Parish Council. The Clerk handed out the guidance on short term loans in case it was needed. Potential access problems were discussed. The signing of the solicitors documents was discussed and a resolution was made that the Chairman, together with the Vice Chairman or any other Councillor to sign. Clerk to check on signing arrangements and report at next meeting.

Proposed: Cllr J. Bishop Secoded: Cllr A. Mair

321. **Bicknacre & Woodham Ferrers Community Project** 🖐

A 1st draft of the proposed siting of the building was shown and Councillors were invited to ask questions. The BCP were meeting on 15th August to make arrangements for an 'open/information day' proposed for 30th September. FOPF to be asked if they wished to join in with the event. The Clerk to follow up the Constitution with the suggested changes.

322. **1st Quarter Budget Review** 🖐

Members reviewed and agreed the figures for the 1st Quarter Budget of 07/08.

Proposed: Cllr B. Arnold Secoded: Cllr R. Blanks

323. **Rospa** 🖐

It was agreed with the small amount of members present to adjourn this until September.

324. **Football.**
It was reported the white lining training day was successful with all clubs represented. The Clerk to write to Paul Fisher thanking him. The Council agreed the posts were not to be erected before 15th August 2007 as per in the rules. An e-mail from Priory Sports was discussed and a response agreed upon. Danbury Juniors progress was discussed and the Clerk to arrange another meeting. An e-mail from Focus Ferrers was discussed and a response agreed.
325. **Fixed Assets Register**
This was deferred to September meeting.
326. **Field Reports/General Village Reports/Village Hall Reports/Community Service Update**
- 326.1 Priory Field.**
The Clerk reported on work done by the Grass Cutting Contractor/Parish Council Maintenance Contractor. The Clerk read the CCTV update from Cllr Saltmarsh via e-mail.
- 326.2 The Hooe**
The Clerk reported on work done by Parish Council Maintenance Contractor/Grass Cutting Contractor. BMX Ramp had been repaired. A call received by the Clerk re concerns of barbed wire. Had been inspected and not PC land.
- 326.3 Lodge Road**
The Clerk reported on work done by Parish Council Grass Cutting Contractor. The Clerk advised there had been no progress on the cleaning position at Lodge Road. An advertisement had been placed on the notice boards and in Sept In Touch.
Cllr Blanks updated on the recent Metro Rod visit to clear blocked drains. Clerk to make new posters for changing rooms.
- 326.4 General Village/Village Hall Reports** 🖐️
The Council agreed to purchase a notice board for Woodham Ferrers Village Hall. Clerk did not have details of Parish Council Post Box for Clerks house. To be deferred to Sept.
- 326.5 Community Service Update**
An update was given and the Clerk to write to community groups asking if they need any help with forthcoming projects.
327. **Annual Report**
The general consensus of feedback was all very positive and parishioners were looking forward to the next issue. The Clerk to invite groups to input into the Sept newsletter, to be received by end of 1st week in Sept and distribution to take place in the 2nd week of September.
328. **Parish Council Training/Other Training Opportunities**
Code of Conduct Training on 26th July – update was given. Chairman and Clerk to attend the next session.
329. **Christmas Lights for 2008**
Ideas were discussed about illuminating the villages. The tree to be checked as cutting had taken place. Carol singing was mentioned. A request for Woodham Ferrers to have Christmas Lights was considered, maybe in conjunction with WFFVH.

330. **Information**

Letters of complaint from a resident of Woodham Ferrers were discussed. It was claimed that notices/minutes/agendas had not been posted in Woodham Ferrers for more than a year. The Clerk strongly denied the accusations and gave an account of her activities and also offered photographic evidence of the notices having been posted. The complainant had been advised that the matter would be an agenda item at this meeting. The complainant had been invited to attend the meeting to discuss the issues but had chose not to attend (or supply the Council with any further documents, apart from the letters to the Chairman). The Complainant had been advised that the Council Complaints Procedure would be followed. The Council discussed the issues and a resolution was made that the Council accepted the Clerks account and the complaint was not upheld and the Council now considered this matter closed. The Clerk to write to the Complainant to this effect. (Any decision on a complaint shall be announced at the Council meeting in public) to be included in September meeting. 🙌

Cllr Blanks to cover PC Mobile in Clerks absence.

A letter from a Woodham Ferrers resident was discussed re BCP.

The Clerk thanked the Council for her appraisal and advised her comments would be submitted officially soon.

Clerk to contact Essex Highways re deterioration in 2 locations (Grove & Ormonds Crescent).

A letter to be sent by the Clerk re lights in public phone box.

The notice board on the village green was enquired about.

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

27 th August	Agenda closes for PC Meeting	
4 th September	PC Meeting	
No planning meeting in August		

FOPF meet 2nd Thursday of each month.

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Signed

Cllr B. Arnold, Chairman