



WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL

A QUALITY COUNCIL



MINUTES of the **MEETING OF THE PARISH COUNCIL** held on
Tuesday 3rd June 2008 at 20.00 at Bicknacre Memorial Village Hall, Bicknacre, Essex.

In Attendance:		
Cllr B. Arnold (in the chair) Cllr. A. Mair Clerk of the Council	Cllr. C. Saltmarsh Cllr G. Woricker	Cllr. J. Saltmarsh Cllr. L. Carroll

☞ = Expenditure decision ☛ = A resolution made

110.	<p>Declaration of Interests</p> <p>The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them.</p> <p>Cllr. L. Carroll declared a personal interest in item 114 08/00775 and signed the book.</p> <p>Cllr. G. Woricker declared a personal interest in item 126 and signed the book.</p> <p>Cllr. A. Mair declared a personal interest in item 124 and signed the book.</p>
111.	<p>Apologies</p> <p>R. Poulter (CBC) , Cllr. R. Blanks – family business, Cllr J. Bishop – holiday</p>
112.	<p>Minutes</p> <p>The Minutes of the Parish Council Meeting of 6th May 2008 were approved and signed.</p> <p>Proposed: Cllr. C. Saltmarsh Seconded: Cllr. A. Mair</p> <p>On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council.</p> <p>Present: Mr R. Hall expressed his views and his concerns surrounding the BCP. The Chairman gave an up to date explanation on where the project was and Cllr J. Saltmarsh also gave input giving an insight into the views of other Council members. The Clerk advised Mr Hall that some of his comments re the BCP were not relevant to the Parish Council. Mr Hall was invited by the Chairman to rejoin the BCP but Mr Hall was advised that his single views would not change the direction of the project. Mr Hall thanked the Council for their time and the Chairman thanked Mr Hall for attending.</p>
113.	<p>Accounts☞</p> <p>The Council undertook the 4th Quarter Budget Review, which included a comparison of projected figures in Nov to the up to date figures and adjustments were made accordingly for the Year 2008/2009, including reallocation of funds. The Clerk to adjust and provide new figures at the 1st Q Review of 08/09. The Chairman signed the Post Office Book as a true account. Members approved the following cheques for payment (the Clerk advised Cheque 104258 would be cancelled):</p> <p>Proposed: Cllr. C. Saltmarsh Seconded: Cllr. A. Mair</p>

Cheque No.	Payment to:	Amount £	VAT £
104253	R.C. Landforce Ltd – Greenkeeper for May	473.03	70.45
104254	Derek Wybrow – The Hooe Repairs	70.00	
104255	Derek Wybrow – Notice Board Bicknacre Village Green	58.67	
104256	Derek Wybrow – Installation of new doors to PC Office	237.10	
104257	Derek Wybrow – Attending Risk Assessment Course @ CBC	£75.00	
104258	B&Q Financial Services – CANCELLED CHEQUE	40.85	6.08
104259	E-On – Electricity Priory Field Car Park	127.50	
104260	BT Parish Council Mobiles	1.69	

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104261	Alec Oakley Limited – Architects Fees	170.61	25.41
104262	Petty Cash (to be drawn by Cllr Woricker)	200.00	
104263	CBC – Refuse Collection @ St Marys Church WF	18.33	
104264	BP Armstrong –Ace Bins	12.00	
104265	Woodham Ferrers Village Hall - rent for w/c 21/4 – 26/5	130.00	
104266	Bicknacre Memorial Village Hall – hire for meetings	27.45	
104267	Applied Image – BCP Handout for Annual Meeting	180.00	
104268	A to Z Supplies – Stationery	210.17	
104269	B&Q Financial Services (2 invoices 218.70 & 40.85)	259.55	38.63
TOTAL		2291.55	140.57

Salaries:

Cheque No.	Payment to	Amount £
104270	Mrs K Kuderovitch – May Salary	2115.53
104271	Mrs K. Kuderovitch – Mileage for April & May 2008	
104272	Inland Revenue – Clerks Tax & NIC for May	
104273	Mrs N. Ovel – Cleaner – Lodge Road	
104274	Mrs M. Webdale – The Hooe	
104275	Mrs S. Marsh – Gatekeeper – Lodge Road	
104276	Mr A. Manthorpe – Newsletter Distribution	
104277	Mrs C. Coe – Internal Auditor	

Income has been received since last PC Meeting:
BCP – Planning Application (Jesters Share) = £291.23

Date	Balance of all accounts held	Amount £
30/4/08	Barclays Community Account	23,753.59
30/4/08	Barclays Business Bonus Account	4,795.40
30/4/08	National Savings Post Office Account	31,226.62

114. Planning

Application No		Decision
08/00775/FUL	Peacocks House, The Street, Woodham Ferrers CM3 8RQ Proposed detached two car garage with room above	Not Supported
08/00947/FUL	Meadowsweet, Main Road, Bicknacre, Essex Single Storey rear extension	Supported
08/00961/FUL	12 New England Close, Bicknacre, Essex Side addition to front entrance porch. S/S rear extension. F/f side extension over existing garage.	Not Supported Overdevelopment/possible intrusion to neighbours
08/00954/FUL	Siesta, Main Road, Bicknacre, Essex F/f front extension over existing garage	Not Supported Overdevelopment to front aspect

115.	Minutes of the Annual Parish Meeting 2008 ↯ Deferred as Minutes not been reviewed by all Members.
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116.	Election – 12th June 2008 The Clerk confirmed to Members that 2 candidates were standing being Mr K. Wilkin & Rev. Mary Cottee and the notices had been posted accordingly. A complaint had been made by Mr K. Wilkin about the Election process but the complaint had no substance and the Clerk informed she had been advised that any action taken by the Parish Council was correct. The Clerk asked Cllr. Mair to assist in the collection of the Polling Booths from Boreham.
117.	Richard Poulter CBC Cllr. Poulter absent.
118.	Traffic Advisory Committee 🗣️ A 'wish list' supplied by the TAC was agreed upon and a general starting point in preparation for a meeting with Samir Pandya & John Robinson from ECC together with the TAC on 12 th June 2008. Cllr B. Arnold & C. Saltmarsh, plus the Clerk to attend representing the Parish Council. Two reps from the TAC had been invited to attend also.
119.	Friends of Priory Fields An update was given on developments of the group and the Clerk gave advice about Insurance of the Arch. It was resolved that the Clerk obtain new lower quotes to insure the Arch and the item be placed on July agenda.
120.	Bicknacre Community Project Cllr. Arnold gave an update on the groups progress and gave details for the Community Festival Day on 19 th July 2008 which was a joint event with the BCP. The Chairman requested that the Clerk be involved in the organization as part of her duty as Clerk to the Council and Cllr. Arnold also requested help from other Council Members.
121.	Football 🗣️ 🗳️ A review of pitch applications took place and it was resolved to write to the clubs and agree for the forthcoming 2008/09 season. A request from Priory Sports to consider commencing a project for new changing rooms @ Lodge Road was discussed with Cllr C. Saltmarsh offering to feedback to the football club. An initial sum allocated from the Capital Expenditure was agreed. Danbury Juniors request for a lease at Priory Fields was deferred to July agenda. The Clerk advised the new White Lining Machine at Vitax needed a new tank, due to dried paint, at a cost of £68.36 and this was agreed to be the final expenditure on the machines. Proposed Cllr C. Saltmarsh Seconded: Cllr A. Mair
122.	Parish Council Office 🗣️ The draft contract was not received – Clerk to follow up. The Clerk advised the new printer was expected any day. The store room had been adapted to take the new machine. An entry phone had been installed for security purposes. The Council deferred the decision re the old printer and the sale of it. A Risk Assessment was handed out for the Council to consider and a buddy system person nominated as Cllr. R. Blanks. The Clerk to advise Cllr. Blanks of the system she will use.
123.	Parish Council Meetings 🗣️ The Clerk gave details of a refusal by the WfVH Committee for the Parish Council to use the back hall as Karate needed it for changing. It was resolved all meetings would be held in Bicknacre for the foreseeable future.

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124.	<p>Woodham Ferrers Village Hall/Silhouettes Dance School 🙌</p> <p>Consideration was given to a grant application for sound proof doors from WFFH Committee. It was resolved that the £802 remaining from the Grant Allocation of 2007/2008 would be given and this would also benefit the Clerk as well reducing noise when she is in the office. An application from Silhouettes Dance School was discussed but as this was a profit making business and the application included funding an individual there was a resolution not to offer any grant. Clerk to advise accordingly.</p>
125.	<p>Community Initiatives Fund/Awards for All/Grants for Office 📌</p> <p>Deferred – Clerk advised final entry date of 30th July 2008.</p>
126.	<p>Letters from residents 📌</p> <p>The Clerk (having copied Members of the Council of all letters received) informed the Council of the intended responses that she planned to send and these were agreed. The Clerk suggested a policy for agreement for Councillors of the correct procedures when contacted by residents directly and addition to Standing Orders (deferred to July).</p> <p>The Council reviewed a letter from the spouse of the resident who had lodged a complaint with the FOI Commissioners Office. On the Clerks recommendation the Council resolved to stop communicating with the author of the letter until the complaint had been resolved. This decision would be upheld for 6 months unless the correct procedures were called for it to be overturned. The Clerk to write and advise.</p>
127.	<p>Standing Orders</p> <p>The Clerk briefly recommended some points to be added for further investigation and formal agreement in July 2008. (ie. Training Attendance, Contact with Councillors etc).</p>
128.	<p>Quarterly Newsletters 🙌</p> <p>Members agreed that the payment to the distributors, taking into account the extra weight of the Rural Housing Survey would be increased in that instance by £10. Regularity decision deferred to next meeting.</p>
129.	<p>Rospa 2008</p> <p>Deferred to July Meeting.</p>
130.	<p>Field Reports/General Village Reports/Village Hall Reports/Community Service Update</p> <p>130.1 Priory Field. Deferred</p>
	<p>130.2 The Hooe Deferred</p>
	<p>130.3 Lodge Road Deferred</p>
	<p>130.4 General Village/Village Hall Reports Deferred</p>
	<p>130.5 Community Service Deferred</p>
131.	<p>Training/Clerks Holiday Dates</p> <p>The Clerk took requests for training from Councillors and some enquiries to be made about suitability. The Clerk advised Joy Sheppard would attend on site training. The Clerk confirmed her holiday dates in July as 9/10/11/14 July</p>

FOPF meet 2nd Wednesday of each month.
Meeting closed at 10.30pm

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K. Kuderovitch
9.6.08

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