



WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL

A QUALITY COUNCIL



MINUTES OF THE PARISH COUNCIL MEETING held on
Tuesday 1st December 2009 at 19.30 at Bicknacre Memorial Village Hall, Bicknacre, Essex

In Attendance:		
Cllr. B. Arnold (in the chair) Cllr. A. Mair Cllr G. Woricker Cllr. M. Cottee	Cllr. L. Brett Cllr. C. Saltmarsh Cllr. Wilkin Cllr. R. Blanks	Cllr. J. Saltmarsh Cllr. R. Poulter (CBC) Clerk of the Council



= Expenditure decision




= A resolution to be made

09/115.	<p>Declaration of Interests The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them. None declared.</p>
09/116.	<p>Apologies No apologies – (Cllrs C & J Saltmarsh joined the meeting late).</p>
09/117.	<p>Minutes The Minutes of the Parish Council Meeting of 3rd November 2009 were discussed and agreed. (09/97 deletion of a line 09/99 Archaeological Survey replaced works to the Arch). Proposed: Cllr. K. Wilkin Seconded: Cllr. A. Mair On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council. Present: FOPF Committee Members: Mr B. Norman, Mrs J. Norman, Mrs L. Rosam, Mr I. Read, Mr D. Wybrow, Mr P. Nightingale. Mr & Mrs D. Ruse, Mrs B. Woricker.</p> <p>The Chairman requested the Clerk to give FOPF details of the three options available in order that going forward the Parish Council and FOPF group are operating in line with requirements imposed by the Insurance Company. The Clerk stated that all three options would be investigated in detail and further questions would inevitably have to be answered but at this stage she may not have the answers as she needed to consult with the Insurance Company. The three options were given as follows: FOPF becomes a sub-committee of the Parish Council (Clerk advised she would be recommending this to the Parish Council as the preferred option). FOPF become a standalone group (Clerk advised she would not recommend this to the Parish Council as high risk) FOPF becomes a contractor of the Parish Council (Clerk advised her recommended second choice)</p> <p>Mr D. Wybrow gave the groups concerns and comments as:</p> <ul style="list-style-type: none"> • Decisions would be taken out of the group's hands and made reference to the Clerks e-mail that the final decision would lie with the Parish Council. It had been perceived by FOPF that a decision would be taken at this meeting, but after discussion, it was confirmed by the Chairman, providing the Insurance Company was satisfied (Clerk to report asap) no decisions would be taken until FOPF had the chance to meet and consider their preferred option). • Mr Wybrow gave his interpretation of how FOPF was started, challenged by the Chairman. • Mr Wybrow stated he did not want the group to be "led down the wrong path". <p>Cllr. Brett asked Mr Wybrow to clarify the concerns of the group after this statement. A general discussion took place with the Chairman giving information on the land going into Trust and how it would operate (the Clerk reminded this was moving onto another topic and questions</p>

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	<p>were not able to be answered at this stage). Further questions were taken from the FOPF members which included; finance and how it would operate (from 2 members); and the Clerk reiterated that some questions needed further investigation.</p> <p>Cllr. Woricker asked if the archaeological work would have to stop, the Clerk advised that it should not continue until a copy of their Public Liability Insurance has been provided to the Clerk and details of when they are on site.</p> <p>In response: The Chairman asked that in future one person from FOPF communicate with the Clerk as she had received many e-mails from different members and this was causing friction. The Chairman reminded the group that himself, the Clerk and Cllr Richard Poulter had spent many hours in meetings strengthening the relationship between the PC and FOPF and these recent e-mails had almost destroyed all that hard work. Cllr. Poulter gave advice on how the FOPF/PC could operate successfully together. The Chairman summed up by advising the group that the Clerk would make further investigations, in particular to the Sub-Committee options and advise the group asap and a decision would be made at the 12th January 2010 Meeting, once feedback had been received from FOPF group.</p> <p>Mr D. Ruse gave an update (in the absence of a PCSO) of an item stolen from a garden and speeding in Bicknacre. The Chairman asked for number plates to be given to the police.</p> <p>The Chairman brought forward item 09/120 for the convenience of the FOPF at this stage.</p>
09/118.	<p>Accounts </p> <p>The Clerk gave an explanation of how she had reduced the previously suggested Precept figure after taking advice from CBC and reducing anticipated costs to the minimum. Cllr. Wilkin congratulated the Clerk on her hard work and Cllr. J. Saltmarsh commented on the fact the Council had been extremely thorough at coming to a Precept figure, debating over two meetings. The Clerk advised this was another very tight Precept and Members of the Council would have to be vigilant again. The Clerk advised providing no major problems were encountered the Precept was achievable. The Clerk gave brief details of an issue with Essex County Council (Bus Shelter Project) which may/may not require additional funding. The figure for the Precept for the Financial Year 2010/2011 was agreed at £52,730.</p> <p style="text-align: center;">Proposed: Cllr. K Wilkin Seconded: Cllr. A. Mair</p> <p>The Clerk gave details of persons/companies now accepting payments via BACS and a list to be produced for January 2010.</p> <p>Cllr. Brett asked about the security for both the Parish Council and The Clerk surrounding when BACS payments are made. The Clerk to ask for advice from Internal Auditor.</p> <p>The new signatory was hopeful to be in place for January 2010.</p> <p>Members approved the following cheques for payment:</p>

Cheque No.	Payment to:	Amount £	VAT £
104634	EALC – Councillor Training Day Cllrs Cottee/Wilkin	108.00	
104635	A to Z Supplies – Stationery & Office Paper	159.05	20.74
104636	The Audit Commission – External Audit 2009	632.50	82.50
104637	Solon Security – Purchase of Personal Alarms – Donation to NW	525.56	68.56
104638	Costco – for the purchase of Christmas Events refreshments	86.97	2.68
104639	Applied Image – Sign for Priory Fields	23.00	
D/D 18/11	BT – Mobile	27.76	3.62
D/D 3/11	Canon UK Ltd – (x 3 months photocopying including Sept Newsletter)	1608.38	232.29
BACS	BMVH – Fees for October/PC & FOPF	28.48	

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BACS	RC Landforce Ltd – Greenkeeper for November	462.88	60.38
BACS	Essex Lights – P Kuderovitch – various maintenance jobs	195.50	25.50
BACS	Essex Lights – payments for materials	19.23	
		3877.31	496.27

Salaries November:

Cheque No.	Payment to	Amount £
BACS	Mrs K Kuderovitch – November 2009 Salary	1925.88
BACS	Mrs K. Kuderovitch – Mileage for November 2009	
BACS	Mrs M. Webdale – The Hooe - November	
BACS	Mrs N. Ovel – Lodge Road November	
104640	CANCELLED	
104641	Mrs S. Marsh – Gatekeeper – Lodge Road - November	
104642	Mr T Cornell – December Newsletter - Bicknacre	
104643	Miss L. Arnold – December Newsletter – Bicknacre	
104644	Mrs K Kuderovitch– December Newsletter – Bicknacre/Woodham Ferrers	
104645	Mr.A. Manthorpe – Litter Picking – Oct/Nov/Dec	
104646	Mr A Ryce – December Newsletter – Bicknacre	
104647	Inland Revenue – Tax & NIC - Staff	

Date	Balance of all accounts held	Amount £
31/09/09	Barclays Community Account	39655.46
31/09/09	Barclays Bonus Account	26497.46

Income

4/11/09	Credit from Church & Hawes for September News Ad	£70.00
4/11/09	Credit from Woodham Radars for spare set of keys Lodge Road	£22.45

09/119. a) Planning

Application No	Details	Decision
09/01528/FUL	1 & 2 Ash Cottages, Lodge Road, Bicknacre, Essex CM3 4HL 2no. replacement dwellings (revised application 09/00283/FUL) Comments: The replacement dwellings revised application is not of a symmetrical design as would be in keeping with its replacement and the neighbouring properties on that side of the road . We would ask that the new addition of Garages be at each side of the properties giving a more symmetrical appearance, allow for a smaller size of houses to be built and use less of the frontage for turning, parking and keeping as much of the front as green as possible. If permission is granted by CBC could a condition be added that prevents the garages converted to living accommodation.	Not supported
09/01583/FUL	7 Main Road, Bicknacre, Essex CM3 4HA Dropped kerb	Supported





Cllr. C. Saltmarsh highlighted omissions in the Local Development Plan by CBC. The Clerk and CBC had been advised of the alterations to be made.

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09/120.	Richard Poulter, CBC Cllr. Poulter gave his apologies for the Christmas Carol events and the Chairman thanked Cllr. Poulter for all his support in 2009.
09/121.	Friends of Priory Fields An update was given by Cllr. Woricker re the Archeological works and the news that further foundations had been found. The Chairman asked Cllr. Poulter for any advice surrounding the FOPF issues and Cllr. Poulter highlighted the new friction between the group and suggested a meeting take place which he would be happy to attend and assist in any way. The Chairman recommended a decision be deferred to January and stated that in the meantime any emergency work that needed to be undertaken on Priory Fields would be done by the Parish Council, once the FOPF had advised them. The Chairman also reminded the group that they had no authority to close the fields, any decisions of that nature must be undertaken by the Parish Council. The Chairman thanked the group for completing the necessary weekly inspections of the fields. A meeting was suggested with FOPF to further the project of placing the fields into Trust, (the initial report from Hedleys Solicitors was also discussed).
09/122.	Traffic Calming Cllr C. Saltmarsh gave details of a system of 20mph speed reduction outside schools and it was agreed that his suggested letter be sent to Norman Hume. The Clerk confirmed she had asked for an update but had not received one in time, but evidence had been seen that the works had commenced on 30 th Nov as previously advised.
09/123.	Priory Acres The Chairman relayed that the group was awaiting imminently news of a substantial grant and this was great progress for the group. The Chairman suggested a presentation maybe forthcoming and that a project manager had been employed by the group.
09/124	Bus Shelters   The Clerk gave the date for installation of the site opposite the Brewers Arms Public House as 21 st January 2010. The Clerk advised Council that the terms and conditions had never been received at the PC office and that there was a small risk that the Council would have to install further sets of solar lighting at additional cost to the Parish Council. The Clerk had assured ECC that all monies granted had been spent on bus shelters and solar lighting and that the Council would prepare a full schedule of what was spent and where. A meeting would then take place between ECC and the Parish Council in January to discuss.
09/125.	Risk Assessment/CRB Checks   The report completed by Mr A. Kerrigan was deferred due to all Members not reading the report. Cllr. Woricker handed his details to the Chairman and these were passed to the Clerk.
09/126.	Football The incident at Lodge Road appeared to have been resolved but the Clerk asked Cllr. Blanks to double check with the residents involved. The Clerk to action notices for the Changing Rooms. The Football Rules were amended (addition No 18 in reference to anti-social behavior) and agreed. Arrangements for the agreement for pitches to be played on was agreed as follows: Priory Field to be inspected by Cllr. K Wilkin and reported to Cllr. Blanks by Friday lunchtime. All clubs playing at Priory Fields to call Cllr. Blanks to be confirmed if they are able to play. The same procedures for Lodge Road, with inspections by Cllrs. Blanks/Woricker. The Clerk to notify clubs of the new procedures.

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09/127.	<p>General Village Reports/Correspondence (to include Field Reports - Priory/Hoee/Lodge Road & Village Hall) Reps to report any incidents or problems. </p> <p>The field maintenance schedule was not ready to be agreed and the dates would have to roll back a month. Agreement of contract at January meeting and tenders invited for 2nd February meeting where decision would be made.</p> <p>The Clerk asked Members to consider someone to take meeting minutes in her absence as she was on holiday in February.</p> <p>Cllr J. Saltmarsh reported that the BMVH had three members of the public attend. Agreement to purchase a barrier at a cost of £234.32 for Priory Field (50% share request to FOPF) was agreed.</p> <p>Proposed: Cllr. J. Saltmarsh Seconded: Cllr. A. Mair</p> <p>Cllr Wilkin gave his review after walking around Priory Fields, making reference to the stream sign and the continuing problem with dog mess.</p> <p>Woodham Ferrers Village Hall – Cllr Brett read a draft letter in response to one received from a resident in Woodham Ferrers (copied to all Councillors) requesting any documents in relation to the Woodham Ferrers Village Hall. Cllr. Poulter advised that in the absence of indication of any other owner then it was normal that everything sited on a piece of land would be owned by the owner of that land. Cllr. Poulter agreed to assist and it was agreed for a response to be sent to the author of the letter, once some facts had been checked. Cllr. Brett would make contact with the consultant to continue the exercise. The Chairman asked for the identification of the recipients of the three letters but the Clerk denied this information as it was Councils policy to avoid naming residents where possible.</p> <p>Proposed: Cllr. R. Blanks Seconded: Cllr. K. Wilkin</p> <p>The Clerk to report further on the faulty meter at Priory Fields and relay a quote for repair.</p> <p>The Clerk reported awaiting confirmation that CBC could collect from a new dog bin at Woodham Ferrers.</p> <p>Hedges at Lodge Road – insurance update – the Clerk reported that the resident who had kindly offered to cut hedges in Lodge Road was not permitted due to Health & Safety issues, The Clerk had advised the resident. Cllr. Woricker made reference to the hedge at Lodge Road and the Clerk advised him to discuss with the Maintenance Contractor.</p> <p>Recycling Initiative – an update was given by Cllr. Mair that the license had been applied for. Councillors were invited to make any further comments:</p> <p>Cllr. Cottee addressed the Clerk with the report that a couple of elderly residents had experienced trouble reading the font in the Newsletter. The Clerk agreed but explained that as the Parish Council were under constant scrutiny to keep costs down, increasing the font would increase the amount of pages and therefore increase the cost considerably. Cllr Cottee then made comment in reference to the spelling of Bicknacre. The Clerk asked if Cllr. Cottee was available to proof read as Cllr. Brett had always kindly assisted the Clerk but was in this instance unavailable. The Clerk suggested perhaps Councillors would like to take a turn each edition.</p> <p>Cllrs. J & C Saltmarsh gave the joint view that they interpreted that the Christmas Carols were to be held at Horseshoe Nurseries, but the Clerk disagreed and stated the dates, times and locations were clear on page 5 in the Newsletter (in her address).</p> <p>Cllr. Brett asked for repeated permission to use Lodge Road for the Dog Show of 2010 and asked for the Councils decision on where to donate the monies raised. It was agreed that a 50% split for the two local schools was a worthy cause.</p>
09/128.	<p>Training</p> <p>A Training Program of Intent was handed out for agreement and all were in favour. Clerk to add to Standing Orders/Publications list.</p>

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09/129.	Rural Housing The Chairman reported that a meeting would take place in Bicknacre with Hastoe Housing to look at sites again, in January 2010.
09/130.	Parish Charter – Comments for submission No comments.
09/131.	Staff A report from the Personnel Committee. Annual pay review for staff.

FOPF meet 2nd Thursday of each month.

Meeting closed at 10.10pm

Post Meeting Note:

Cllr. Woricker approached the Clerk to discuss documents in relation to Woodham Ferrers Village Hall. The Clerk questioned why this was not discussed at the appropriate agenda item and then The Clerk asked Cllr. Brett to join the conversation.

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K. Kuderovitch
7.12.09

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