



WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL A QUALITY COUNCIL



MINUTES OF THE MEETING OF THE PARISH COUNCIL held on
Tuesday 3rd February 2009 at 20.00 at Bicknacre Memorial Village Hall, Bicknacre, Essex.



= Expenditure decision



= A resolution to be made

DRAFT

In Attendance:		
Cllr B. Arnold (in the chair) Cllr. A. Mair Cllr G. Woricker	Cllr R. Blanks (Vice Chairman) Cllr. K. Wilkin Cllr. L. Brett	Cllr. C. Saltmarsh Cllr. J. Saltmarsh Clerk of the Council

275.	Declaration of Interests The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them.
276.	Apologies Cllr. M. Cottee, Cllr. R. Poulter
277.	Minutes The Minutes of the Parish Council Meeting of 13 th January 2009 were approved and signed. Cllr. Brett highlighted there were no planning comments under Item 264. Clerk to rectify. Proposed: Cllr. A. Mair Seconded: Cllr. R. Blanks On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council. PCSO Graeme Gordon was present but had to leave the meeting to attend an emergency call.
278.	Accounts & 3rd Quarter Budget Review Members undertook the 3 rd Quarter Review which included information of grants received and paid and the financial status to date of groups donated to by the Parish Council. The Clerk highlighted that there were no areas for concern at this quarterly review. The figures were approved and the Clerk was commended by Cllr. C. Saltmarsh. Proposed: Cllr. C. Saltmarsh Seconded: Cllr. A. Mair The Clerk relayed that the External Auditor had verbally advised that the Petty Cash was too high and that the Council should consider opening accounts wherever possible, pay staff for Newsletters by cheque and generally reduce the Petty Cash amount considerably. The Audit for the Financial Year 2007/2008 had been verbally signed off and the papers were expected shortly. Once received the Clerk would advertise the Inspection of Audit notice, giving details of access times The Clerk to action. The Clerk confirmed a VAT refund schedule had been prepared to the sum of £6847.31 for verification by the Internal Auditor in February 2009. Clerk reported duplicate credit of £1414.89 which will be deducted automatically by Barclays. Discussion took place of use of bank card/direct debits/so for payments to companies/staff- the Clerk to produce a document for the March meeting with detailed proposals. £14,599 had been transferred from Community A/C to Bonus on 27/1/09-

Cheque No.	Payment to:	Amount £	VAT £
104446	R.C. Landforce Ltd - December	462.88	60.38
104447	Derek Wybrow – Priory Fields/Rospa Report	100.00	
104448	EALC – New Councillor Pack for Mr K Wilkin	14.11	
104449	Essex Wildlife Trust – Renewal of Membership 2009	40.00	

Clerk of the Council:
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104450	Ahead 4 – x 3 invoices for weekly back up Nov, Dec 08 & Jan 09	52.13	7.13
104451	Ahead4 – Weekly Backup of Data – February 2009 – September 2009	138.00	18.00
104452	BMVH – Hall Hire Fees – x 2 invoices No 814/833	123.84	
104453	EALC – Advanced Councillor Training Day 2 – A.Mair	52.00	
104454	BMVH – Charge by PC to football clubs for use of BMVH disabled toilet	120.00	
104455	CANCELLED Canon – Photocopying Charges 9 Sept – 31 Dec	2750.24	358.73
104456	Costco – Purchase of Fire Proof Safe for PC Office Records	169.99	25.49
104457	Neighbourhood Watch Expenses – Reimbursement to D.Ruse	68.40	
104458	BT – Mobiles x 2	23.06	1.51
104459	Allianz Cornhill – Addition of FOPF Mower to policy	71.15	
TOTAL		4195.85	481.31

Salaries:

Cheque No.	Payment to	Amount £
104460	Mrs K Kuderovitch – January Salary	1599.06
104461	Mrs K. Kuderovitch – Mileage for January 2008	
104462	Inland Revenue – Clerks Tax & NIC for January	
104463	Mrs M. Webdale – The Hooe	
104464	Mrs S. Marsh – Gatekeeper – Lodge Road	
104465	Mrs N. Ovel – Cleaning at Lodge Road	

Income received since last PC Meeting:

19/1/09	Essex County Council – Bus Shelter Maintenance Grant	£15,700.00
23/1/09	Ahead 4 – Advertisement Dec Newsletter	£30.00
23/1/09	Intercounty - – Advertisement Dec Newsletter	£30.00
TOTAL		£15,760.00

Date	Balance of all accounts held	Amount £
31 Dec 08	Barclays Community Account	36120.15
31 Dec 08	Barclays Business Bonus Account	12049.77

279. **Planning**

Application No		Cllr. to report
08/02146/FUL	Edwins Hall Cottage, Edwins Hall Road, Woodham Ferrers Formation of a ménage.	Supported Drew attention to the incorrect siting of the ménage
08/01493	Notification of Appeal St Annes Priory Road, Bicknacre, Essex CM3 4XH Replacement Dwelling. Council may reconsider original comments and withdraw, modify or elaborate upon them – deadline 29 th February 2009	Council Decision: Repeat previous comments with addition should development be granted – recommend restriction on permitted development rights
TPO/209/004	Land Adjacent Oaklea, Leighams Road, Bicknacre	The Chairman gave some background information as to the Preservation Order and the reasons for it.

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280.	<p>Bye-Laws 🍷</p> <p>Members reviewed the Bye Laws briefly and it was agreed to represent in March 09 giving time for Councillors to bring comments to the table. The Chairman gave details of the laws surrounding consumption of alcohol in public places, which was not part of the Bye Laws. Clerk suggested an announcement be made in the March Newsletter.</p>
281.	<p>Rural Housing</p> <p>The Chairman gave an update which included the news that The Rural Housing Trust has unfortunately disbanded and other companies were actively being sought to continue with our project. The Chairman gave brief details of possible locations and was hoping progress would continue to be made.</p>
282.	<p>Traffic Advisory Committee</p> <p>Clerk advised of the progress of the 1st Phase of the traffic calming measures as per Norman Robinsons e-mail:</p> <p>Priory Rd – identified a suitable site (for both directions) for a new Vehicle Activated Sign (VAS).</p> <p>Gateways – all the potential sites surveyed where the village speed limits change to 30mph and there are some problems with lack of highway verge and also visibility for nearby vehicle accesses. Gateways at each end of Woodham Ferrers Village was possible, but Bicknacre was more complex and further enquiries to be made.</p> <p>Woodham Ferrers – drawn up detailed drawing of the signs, lines and VAS for the village and have placed an Order with our contractor. We await their programme for implementation and aim to complete this by end March.</p> <p>Bicknacre Road – Compasses Farm to Kelly's Turkey Farm extension of speed limit – some background work carried out with a view to informally consult in the next 2 weeks.</p> <p>Peartree Lane – consultation letter to residents living in the area and emergency services to be sent out by the end of this week.</p> <p>White Swan white lining – engineer allocated to look at this small job.</p> <p>Clerk confirmed the information had been passed to the Chairman of the TAC. Cllrs. Blanks and Cllr. Woricker requested a copy of the e-mail. The Clerk offered Cllr. Wilkin the ECC document with the traffic calming proposals.</p>
283.	<p>Land Registry</p> <p>The Clerk gave details of the intention to ask for information on all land registered in the name of the Parish Council. Clerk request assistance from Councillors to identify correctly. Cllr. J. Saltmarsh/Cllr. G. Woricker offered assistance.</p>
284.	<p>Bicknacre Community Project</p> <p>The Chairman gave the good news that the Planning Permission for the Bicknacre Community Centre had been granted at CBC. Cllr. Wilkin made reference to the intended use of the Centre and questioned some uses, asked as to the timings of the meetings and available information. The Clerk advised Cllr. Wilkin that the meeting dates were on the Parish Council Website. The Chairman informed the Council that a business plan would naturally identify the feasibility of different types of activities together with the services that could be offered.. The Chairman also informed members that within a short period of time the group would gain Charitable Status.</p>

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285.	<p>Football  </p> <p>Members discussed and agreed an annual hire charge for a section of a Priory Field for Danbury Juniors Football Club. Members discussed additions to the lease and once the addition were made (surrounding the proposed Contractor to be used and the clause re the rise in fees) the Council authorised the signing of the lease. The Clerk to liaise with the Club.</p> <p>Members considered a refund of fees for Woodham Athletic and this was agreed at £45. Clerk advised Council that two separate seven day notice to withdraw facilities has been issued to Bicknacre FC and St. Andrews, after failing to pay the 2nd instalment. The Clerk to write formal letters to the clubs reminding them of their responsibilities.</p> <p>The proposed turning of pitches had received no objections from the clubs involved and agreement was given for it to go ahead asap. The benefits were a second pitch created for junior use and also the goal mouths to be given a much needed rest. The Clerk to receive a date from the Chairman (Football Representative) and bring forward the Annual Football Meeting to address other issues, including White Lining at Priory Fields.</p>
286.	<p>Friends of Priory Fields/Priory Arch</p> <p>The Minutes were distributed to those Councillors not on e-mail and the Clerk confirmed that Danbury Juniors had pledged support to assist the hedge planting on 14th February 2009.</p>
287.	<p>Parish Newsletter </p> <p>The Clerk gave an update including costings, advertisements and next edition. It was agreed that the next edition be limited to 10 pages in colour, bringing the cost down considerably and, with the help of advertising it was anticipated to produce the March version for approx £150.</p> <p>The Clerk informed the Council that the young lady doing her Duke of Edinburgh Award would assist with the production.</p>
288.	<p>Youth Council  </p> <p>Feedback was given by the Clerk of a promising show of adults and youths at the first meeting on 30th January. Minutes were made available of this meeting giving full details. The Parish Council agreed to the sum of £500 as a start up fund which had been allocated from the Capital Expenditure. The Clerk was wished every success with the new project.</p>

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