



# WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL

## A QUALITY COUNCIL



**MINUTES of the MEETING OF THE PARISH COUNCIL** to be held on  
Tuesday 7<sup>th</sup> April 2009 at 20.00 at Bicknacre Memorial Village Hall, Bicknacre, Essex.



= Expenditure decision



= A resolution to be made

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

311.	<b>Declaration of Interests</b> The Clerk offered members the opportunity to declare any personal/prejudicial interests and note Them. Cllr Blanks declared an interest in Item 315 – 1 & 2 Ash Cottages, Lodge Road, Cllr. A.Mair declared an interest in Item 315 – 58 Priory Road, Bicknacre & Top Vans, Bicknacre
312.	<b>Apologies</b> None.
313.	<b>Minutes</b> The Minutes of the Parish Council Meeting of 3 <sup>rd</sup> March 2009 were approved and signed (Cllr. Woricker requested a change of wording in Item 307, which as agreed by the Clerk). <b>Proposed: Cllr. A. Mair</b> <b>Seconded: Cllr. L. Brett</b> <b>On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council.</b> <b>Present: Richard Wyatt, Priory Sports, Paul Walker and Des Cross, Woodham Radars who briefly addressed the Council with their reasons for being present (Football).</b>
314.	<b>Accounts</b> The Clerk confirmed the Internal Audit would be taken asap to finalise the year end accounts. A full report would be given in May (4 <sup>th</sup> Quarter Budget Review). The Clerk confirmed there were no areas of concern. The VAT refund was to be submitted for the sum of £7532.58. The External Audit was confirmed as duly advertised and would be added to the Finance page of the web. The paperwork for cheque 104492 was to be signed. The Clerk asked Cllr. Blanks if he wished to remain as a signatory and he stated he did not and Cllr. A. Mair offered to take the position. Necessary paperwork to be raised by the Clerk.

Cheque No.	Payment to:	Amount £	VAT £
104467	Cancelled cheque – course cancelled		
104492	Costco for purchase of office shredder (10 <sup>th</sup> March 09)	91.98	11.99
104493	Reimbursement to C. Saltmarsh for Costco Membership Card	13.80	1.80
104494	R.C. Landforce Ltd – March (-£10.05 overpayment)	452.83	
104495	Chelmsford Borough Council – St Marys Church	18.54	2.42
104496	BMVH – Hire of Hall	12.04	
104497	Tax Assist – Internal Audit	149.79	19.69
104498	A to Z Supplies – Stationery – Copier Paper/Disks/USB	68.54	8.94
104499	A to Z Supplies – Stationery -	69.74	9.10

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104500	A to Z Supplies – Stationery – New Office Chair	113.85	14.85
104501	Littlethorpe – Bus Shelter The White Swan, Bicknacre	8809.00	1149.00
104502	St Marys C of E School, Woodham Ferrers - Grant	414.78	
104503	The Landscape Centre – Materials	24.33	3.18
104504	Essex County Council – Publisher Course Cllr. L. Brett/K. Kuderovitch	32.00	
104505	BT Mobiles – x 2	13.51	1.76
104506	The Audit Commission – External Audit 2008-2009	460.00	60.00
104507	Hussey & Graves – OS Map	34.66	5.16
104508	BT – Parish Council Office Line 01245 328988	92.98	10.23
104509	EALC – Roles & Responsibilities – Cllr. K. Wilkin	34.00	
104510	Woodham Athletic FC – refund of unused pitch fees	45.00	
104511	BT – Internet Services -	75.86	9.89
104512	Environment Agency – Drainage Charge at Priory Fields	25.87	
BACS	12/3/09 Transfer of £200 to Youth Council A/C (part of £500 start up fund)	200.00	
BACS	D. Wybrow – P Field Goals/Lodge Road locks	340.00	
<b>TOTAL</b>		<b>11,593.10</b>	<b>1,288.32</b>

Salaries:

Cheque No.	Payment to	Amount £
BACS	Mrs K Kuderovitch – March 2009 Salary	<b>£1801.20</b>
BACS	Mrs K. Kuderovitch – Mileage for March 2009	
BACS	Mrs M. Webdale – The Hooe	
104513	Inland Revenue – Clerks Tax & NIC for March	
104514	Mrs S. Marsh – Gatekeeper – Lodge Road	
104515	Mrs N. Ovel – Cleaning at Lodge Road	
104516	Mr A.L. Manthorpe – Newsletter	
104517	Mr A.L. Manthorpe - Litter	
104518	Miss L. Arnold – Newsletter Distribution	
104519	Mr T. Cornell - Newsletter Distribution	
104520	Mr A. Ryce - Newsletter Distribution	

**Income received since last PC Meeting:**

24 <sup>th</sup> March	Priory Sports FC 3 <sup>rd</sup> Inst	£266.66
24 <sup>th</sup> March	Danbury Mission	£60.00
24 <sup>th</sup> March	Bicknacre FC – 3 <sup>rd</sup> Inst	£133.33
24 <sup>th</sup> March	Central Debt Management – Ad Dec	£30.00
24 <sup>th</sup> March	PJK Property – Ad Mar	£30.00
31 <sup>st</sup> March	Intercounty – Ad Dec	£30.00
31 <sup>st</sup> March	Endeavour Clothing- Ad Dec	£30.00
31 <sup>st</sup> March	Liana Beauty Ad Dec	£15.00
<b>TOTAL</b>		<b>£594.99</b>

Date	Balance of all accounts held	Amount £
27 Feb 09	Barclays Community Account	25,298.71
31 Feb 09	Barclays Business Bonus Account	26,698.77

315. **Planning**

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Application No		Cllr. to report
09/00283/FUL	<b>1 and 2 Ash Cottages, Lodge Road, Bicknacre, Essex CM4 4HL</b> 2 no. replacement dwellings	Supported (comments re tree)
09/00330/FUL	<b>Horseshoe Farmhouse, Main Road, Bicknacre, Essex CM3 4EX</b> Demolition of existing garage and erection of single storey building	Supported
09/00300/FUL	<b>64 Priory Road, Bicknacre, Essex</b> Single storey rear extension, roofline alterations & new garage/cartlodge to front.	Supported
09/00368/FUL	<b>Barbrook, Priory Lane, Bicknacre, Essex</b> Replacement detached garage	Supported
09/00351/FUL	<b>58 Priory Road, Bicknacre, Essex CM3 4XH</b> Part single, part two storey rear extension	Supported
TPO/2009/011	<b>Thriftwood, Main Road, Bicknacre, Essex</b>	For Info
TPO/2009/004	<b>Land Adjacent Oaklea, Leighams Road, Bicknacre Essex</b>	For Info
<b>FUL/MAL/09/00237 PP-00686054</b>	<b>The Aerodrome, Hackmans Lane, Purleigh, Essex</b> Emergency Services Accessway	Cllr. Mair gave his report of findings re emergency access & use of Crows Lane and to make contact with Stow Mairies Aerodrome. The Clerk confirmed the Parish Council would be consulted in future
<b>08/02044/FUL</b>	<b>Top Vans of Bicknacre</b> Cllr. Mair left the room. It was discussed and decided not to send a letter to CBC at this stage. Cllr. Poulter offered his support and should an appeal be submitted the Council would consider supporting at a later stage.	All

316.	<b>Bye-Laws</b> 👍 The Bye-Laws were finalised and would be duly advertised at each Playing Field and on the web site.
317.	<b>Rural Housing</b> The Clerk confirmed that herself, the Chairman and Cllr. Poulter were meeting with Hastoe Housing on 8 <sup>th</sup> April @ 10am and would report further in May.
318.	<b>Traffic Advisory Committee/Essex County Council</b> The Clerk and Cllr. C. Saltmarsh updated members with the latest progress after the meeting of 1 <sup>st</sup> April 2009 which included the confirmation Phase I had been delayed due to staffing issues but results were imminent. Cllr. Poulter confirmed that Peartree Lane residents had been sent letter on consultation with a 3 week expiry. The gateways to villages would be imminent along with white lining. The Council now awaits further contact from Essex County Council, currently compiling Phase II surveys of possibilities for further traffic calming in Bicknacre The Clerk handed out a letter from Graham Livings, Essex Highways for consideration at the next Traffic Advisory or Parish Council Meeting.

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319.	<p><b>Woodham Ferrers Village Hall – Update</b></p> <p>Cllr. Brett report herself and the Clerk had spent time studying deeds and other paperwork in the PC Office to pursue the ownership issues. Cllr. Woricker was requested, and agreed, to let the Clerk have a copy of any documents that he held. Cllr. Brett and the Clerk to then consult with the Solicitor. Cllr. Brett also relayed a request for her to hold a key to the PC Office, which is already held by the Clerk and the Chairman. The WFFVH Committee has made the observation that the sign was to the right of the office door and not over the top, where it was originally intended to go. The Clerk explained there had been problems with the erection due to steel girders, but would investigate the cost of having it moved again. The Clerk made the comment that despite her repeated requests, there had been no confirmation that the Community Service works had finished. Cllr. Blanks confirmed that it had. The Clerk also asked that, apart from the usual hirers, when very noisy classes were booked (which occurred that day) that she be made aware so she could avoid to have meetings accordingly.</p>
320.	<p><b>Bicknacre Community Project</b></p> <p>The Chairman gave a brief update that the Committee were busy making plans for the 4<sup>th</sup> July Summer Day and that a specialist presentation was being prepared for the Annual Parish Meeting on 1<sup>st</sup> May.</p>
321.	<p><b>Friends of Priory Fields/Priory Arch</b></p> <p>The Chairman commenced by suggesting, in view of the recent e-mails surrounding works on Priory Fields, an on-site meeting be arranged as soon as the Clerk could co-ordinate, to discuss and resolve any issues or concerns. The Chairman, Cllr. Poulter, Cllr. Woricker, John Bishop, Martin Lee and the Clerk to be in attendance. The Clerk made the suggestion that in order to avoid further confusion all future contact to go through the agreed route via the Friends of Priory Fields Representative, Cllr. G. Woricker.</p>
322.	<p><b>Youth Council</b></p> <p>The Clerk informed the Council that the Youth Disco was a success and enjoyed by approx 30 children. There had also been a Virgin Vie party held. The plan going forward was to continue giving the Youth Council exposure to gain support (ie. Annual Meeting &amp; 4<sup>th</sup> July Summer Day). The Clerk highlighted £200 of the £500 pledged has been given. The Clerk also stated that Alison Doherty of Jesters had given her a huge amount of support and has also assisted, along with PCSO Graeme Gordon, to complete the first funding application. The next meeting would be after Easter holidays.</p>

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	<p>The Clerk relayed a request for a bench at Priory Fields and the Council agreed for the Clerk to investigate prices and consider in May.</p> <p>Members agreed a quote for an electrical point at Lodge Road being £184.00 <b>Proposed: Cllr. A. Mair                      Seconded Cllr. R. Blanks.</b></p> <p>Member agreed the quotes for secure locks at Lodge Road being £155.00 (approx.) <b>Proposed: Cllr. A. Mair                      Seconded Cllr. G. Woricker.</b></p> <p>The Clerk read an anonymous letter regarding a premises in Woodham Ferrers, but the Council resolved a) they were not able to respond to anonymous letters and b) the matter was for another organisation.</p> <p>An e-mail was discussed from a Bicknacre resident regarding the state of repair of The Hooe. Cllr. Wilkin stated he had made an inspection and he agreed with some of the e-mail content and had drawn up a list. The Clerk confirmed that many of the items on the list were already being attended to in anticipation of the Rospa inspection. Cllr. Mair responded that a weekly inspection took place, that the field officers were vigilant and disagreed with Cllr. Wilkins claims of the Council being complacent, not only on this issue but on the general upkeep of the village. The Chairman intervened and stated that the Councillors were hard working and that Cllr. Wilkins comments were offensive. Cllr. Wilkin was requested to retract the statement by Cllr. C. Saltmarsh that the Council 'could not take criticism' and Cllr. Wilkin agreed to withdraw the comment. The Chairman suggested that Cllr. Wilkin had been on holiday and had not read up on any of the facts. The Clerk gave advice that all members should be more careful about the content of their e-mails and made the suggestion that in future, if an issue could be contentious that it was brought to the table and discussed, rather than via e-mail where comments could easily be mis-construed and the Council resolved to have a meeting with the person in question to discuss. The Clerk finished by adding that high standards had been achieved in all areas by the Council to gain Quality Status.</p>
325.	<p><b>Annual Parish Meeting</b> The Chairman briefly ran through details for the event and agreed invitations to be distributed 2 weeks beforehand. Member discussed and agreed, to purchase identity badges for each Councillor and Clerk. Total Cost = £149.79 (incl. VAT) <b>Proposed: Cllr. K. Wilkin                      Seconded: Cllr. A. Mair</b></p>
326.	<p><b>Parish Clerk Holidays/Training</b> Any new opportunities given and feedback from courses taken. The Clerk gave holidays dates. = Tuesday 14<sup>th</sup> Apr, May 27 – 2<sup>nd</sup> June, Details of course 27<sup>th</sup> April given attendance by the Chairman and The Clerk.</p>
327.	<p><b>Publications on the Web Site/Power of Well Being</b> Deferred.</p>

FOPF meet 2<sup>nd</sup> Wednesday of each month

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K. Kuderovitch 31.3.09

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