

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
Tuesday 9<sup>th</sup> January 2018 at Bicknacre Memorial Village Hall, Bicknacre,  
Essex CM3 4NB

= Expenditure decision      🖱️ = A resolution to be made  
**THE CHAIRMAN REQUESTED MOBILE PHONES ARE SWITCHED OFF**

In Attendance	
Cllr. J. Saltmarsh (Chairman) Cllr. L. White (Vice Chairman) Cllr. C. Saltmarsh Cllr. R. Blanks	Cllr. A. Mair Cllr. S. Sinclair Cllr. M. Little Cllr. G. Blackshaw (arrived late) Clerk of the Council, K. Kuderovitch
1/18.	<b>Declaration of Interests</b> All Members were reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. The Clerk to offer members the opportunity to declare any interests and note them.
2/18.	<b>Apologies</b> Cllr. L. White – family commitment. Cllr. K. Orme - working
3/18.	<b>Minutes/Public Forum</b> 🖱️ The Minutes of the Parish Council Meeting of 5 <sup>th</sup> December 2017 were approved and signed. <b><i>On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council.</i></b> <b><i>6 members of the public were present, 5 being there to relay strong objections to Planning Application 17/01878/OUT and produced evidence of severe flooding incidents and give history of the issues.</i></b>
4/18.	<b>Report from Cllr R. Poulter (CCC)</b> Cllr. Poulter reported on the proposed development on land near the Brewers Arms and advised Council of a possible commuted sum of money in lieu of the provision of public open space on site to be used for improvements to the Hooe playing fields. The Clerk reported she had been in contact with Lyn Mclay-Kidd from CCC to ascertain what facilities would be desired. It was resolved to pursue the provision of a Muga all sports facility and an outdoor gym. Cllr. Poulter suggested that, if his information was accurate, the sum could be in the region of £40K. Councillors were requested to give the project some thought.
5/18.	<b>RCCE Affordable Housing Survey</b> Councillors discussed the contents of the report and agreed there was a proven need. Council awaits determination due end of January 2018.
6/18.	<b>Action Plan 18-19</b> Councilors reviewed and agreed the plan for 18-19.
7/18.	<b>Friends of Priory Fields</b> Cllr C. Saltmarsh reported the group was meeting on 10.1.18. <b><i>It was resolved</i></b> to spend £275 & VAT – a quote from Bakers of Danbury for the Priory Arch inspection. Cllr C. Saltmarsh to arrange with FoPF/Bakers. <b><i>It was resolved</i></b> to pay £100 to the FOPF the group for removal of play equipment at the Hooe.

**Clerk of the Council:**

Mrs K Kuderovitch, Parish Council Office, Woodham Ferrers Village Hall, Main Road, Woodham Ferrers, CM3 8RJ  
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8/18.	<b>Bicknacre Playing Field – Car Parking</b> Council discussed and it was agreed to pursue the cost of surfacing. Cllr. Blackshaw offered his help. Consultation with FOPF would be necessary. Clerk to advise Bicknacre & Danbury FC. Agenda for March 2018.
9/18.	<b>Community Special Constable</b> 📌 Clerk reported the advertisements were live on the Essex Police web site and a photo session with a Senior Essex Police Officer had been requested.
10/18.	<b>Accounts</b> 📌📷 <ul style="list-style-type: none"> <li>a) <b>It was resolved</b> to accept the figure of £18,479 as the project allocation figure (held in Unity No 2 Account).</li> <li>b) Chairman signed Unity Bank Statements and monthly bank reconciliations for end of December 2017.</li> <li>c) <b>It was resolved</b> to transfer from Unity No 2 account to current account the amount of £956 (Thermoplastics Car Park Lining).</li> <li>d) <b>It was resolved</b> to grant £200 to St Mary's Church for grounds maintenance available in the 18-19 budget.</li> <li>e) Clerk report £3199.18 VAT refund had been received on 8/1/18 for the period April – Nov 2017.</li> <li>f) <b>It was resolved</b> Cllr. Blackshaw to administer the next Councillors internal audit rota – Clerk to arrange a date.</li> <li>g) Clerk reported awaiting Kashflow adjustments by Tax Assist and the Chair/Clerk needed to visit the office with ID</li> </ul> <p>Council agreed the payments made/to be made:</p>

EXPENDITURE				
Date	Method	Payment to	Amount £	VAT £
<b>Unity Main Account (20317757)</b>				
12.12.17	BACS	P. Kuderovitch – Essex Lights – Xmas Lights Bicknacre	540.00	90.00
12.12.17	BACS	P. Kuderovitch – Essex Lights – Xmas Lights Woodham Ferrers	264.00	44.00
15.12.17	D/D	Environment Agency – Drainage – Priory Fields	19.74	
22.12.17	D/D	E- On – Bicknacre Playing Fields, Bicknacre	30.00	1.43
2.1.18	D/D	E-On – Lodge Road Playing Fields	20.00	0.95
3.1.18	BACS	SWF Print – December Newsletter	520.00	
3.1.18	BACS	Thermoplastics – Priory Car Park Lining	1146.90	191.65
3.1.18	BACS	B.F. Grounds Maintenance – Inv 5333 December 2017	800.00	133.33
4.1.18	D/D	BT – PC Office Internet Services	120.44	20.07
<b>TOTAL</b>			<b>3461.08</b>	<b>481.43</b>
<b>Paid:</b>				
16.1.18	BACS	A to Z Supplies – Stationery	62.36	10.39
16.1.18	BACS	WVH – Parish Office Rent 1/1/18 – 1/4/18	520.00	
16.1.18	BACS	Safety Signs – 3 <sup>rd</sup> car park speed sign	57.60	9.60
16.1.18	BACS	Top to Toe – Various Maintenance Tasks	209.00	
<b>TOTAL</b>			<b>848.96</b>	<b>19.99</b>
<b>PROJECT FUNDS UNITY A/C NO 2 (20363578)</b>				
12.12.17	BACS	Chelmsford Tree Services – Reduce Oak @ 45 Deerhurst Chase	1176.00	196.00
31.12.17	D/D	Unity Bank Service Charge – quarterly	18.75	
3.1.18	BACS	Chelmsford Tree Services – Remove dead wood Eucalyptus	168.00	28.00

<b>TOTAL</b>			<b>1362.75</b>	<b>224.00</b>
<b>Staff Salaries December 2017 (BACS):</b>				
19.12.17	Mr A. Manthorpe - Litter			<b>£3,251.64</b>
19.12.17	Mrs K. Kuderovitch – Mileage Nov/Dec 17			
20.12.17	Mrs K Kuderovitch – Dec Salary & Bonus			
20.12.17	Mrs C. Goodday – Dec Salary & Bonus			
20.12.17	Mrs M. Webdale – Dec Salary & Bonus			
20.12.17	HMRC – Tax & NIC Nov			
20.12.17	Mr K. Nichols – Dec Salary & Bonus			
21.12.17	Mrs S. Marsh - Dec Salary & Bonus			
21.12.17	Royal London Clerk's Pension – Nov			
<b>INCOME Unity Bank (Main) Account</b>				
4.12.17	Natures Medicine – Advertising		£90.00	
21.12.17	Priory Sports Pitch Fees 17/18		£400.00	
<b>TOTAL</b>			<b>£490.00</b>	
<b>Unity Bank Balances as at 31<sup>st</sup> December 2017</b>				
A/C 20317757	Current Account		<b>£6313.35</b>	
A/C 20363578	Project Funds Account No 2		<b>£17,650.65</b>	
11/18.	<p><b>Planning</b> 📌</p> <p>17/02156/FUL - 2 Priory Road Bicknacre Chelmsford Essex Description of works: Single storey side and rear extension <b>PC Comments : Supported</b></p> <p>17/02118/FUL - Land North Of St Elizabeth's Cottage Moor Hall Lane Bicknacre Description of works: Proposed change of use to Class D1 (New Gospel Hall) with associated car parking spaces (8) and cycle parking (4) from existing access. Replacement and enlarged timber structure building. <b>PC Comments : Supported</b></p> <p>17/01878/OUT Land Between 59 And 67 Priory Road Bicknacre Chelmsford Description of works: 4 Detached Bungalows in keeping with street scene <b>PC Comments: The Parish Council does not support this application for the following reasons:</b> <b>Outside defined settlement boundary. Does not comply with policy on in filling.</b> <b>At the PC Meeting of 9/1/18 the Council had 5 residents present objecting to the application &amp; providing photos of flooding in this location (e-mailed to Katherine Mathieson). This is a high risk flood area with historic considerable issues.</b></p> <p>The following are for information only (not considered at a PC Meeting): Reference: 17/02070/FUL - 5 Jubilee Terrace The Street Woodham Ferrers Chelmsford Description of works: Front single storey porch extension and pitched roof over adjoining integrated garage.</p> <p>Reference: 17/05287/TPO - 12 Alderbury Lea Bicknacre Chelmsford CM3 4XQ Description of works: T1 Oak - Overall crown lateral reduction with sides being pruned up to 2 metres max and top 1.5 metres. T2 Oak - Reduce back to previous cut points, reducing a max of 1.5 metres. Reason for works: Excessive shading on the property and the surrounding properties.</p>			

	<p><b>Other Planning Matters:</b> The Clerk reported from discussions with CCC about potential funds available in connection with the proposed development on Land Adjacent to Brewers Arms (16/02021/OUT) to be used for the Hooe improvements (suggestion of a MUGA all sports play area/outdoor gym items). Councillors to give it further consideration.</p> <p><b>17/00433/ENFB - Priory Field Recreation Ground Bicknacre Road CM3 4ES</b> The Clerk reported that the planning application was in progress and would be submitted by the end of January 2018.</p>
12/18.	<p><b>Clerks &amp; Councillors Reports, to include:</b> 📱</p> <p>a) Playing fields &amp; open spaces (The Hooe, Lodge Road Playing Fields, Bicknacre Playing Field etc.). The Clerk reported: Continued requests to repair a footbridge in Woodham Ferrers (near St Mary's Church) ECC advised would be completed by end of Jan 18. Further road deterioration on the B1418 – report to ECC. A new notice board on WF Village Green arriving 15/1. Bicknacre Playing Fields – ditch clearance completed. Chasing CCTV @ Lodge Road &amp; bucket swing to installation. Clerk attending a funding briefing on 25/1 @ EALC. Lorries through WF were still being monitored. E-mail sent to ECC in connection with lay by opposite St Mary's to request no parking be considered. A rep for WfVH – still required. Chair &amp; Clerk meeting SWF Town Council re: Chelmsford Community Transport/Community Specials on 23/1am &amp; Community Youth Team re Herb Garden on 23/1 pm. Map (welcome pack) – Cllr. C. Saltmarsh to investigate. Annual Tree Inspection – due April 2018. Parish Easter Sports dates Thursday 5th Apr 10am – 12 &amp; Thursday 8/8/18 10-12 – Bicknacre Playing Fields. Defibs – cabinets had arrived and the AED's were on order. The Council and other had attended a training session before the PC Meeting which was very informative and plans to arrange further sessions were agreed.</p> <p>b) General Village – Cllr. Blackshaw asked for consideration to be given for additional grit bins at key locations – Feb agenda. Cllr J. Saltmarsh reported progress on the erection of Community Speedwatch signs. Cllr. Little reported a minor issue with the Lodge Road gate.</p> <p>c) Village Hall – reports &amp; information. BMVH – refurbishment completed. Cllr. Sinclair enquired about Defib training sessions - Clerk to suggest dates for these at the BMVH.</p> <p>d) Parish Council Office – Clerk obtaining quotes for lap top – new cleaner to be sourced.</p> <p>e) Community Groups/organisations Councillors to be invited to share any items not covered above.</p>
<p><b>THE FOLLOWING AGENDA ITEMS ARE CONFIDENTIAL AND A VOTE TO BE TAKEN TO EXCLUDE PRESS &amp; PUBLIC.</b> 📱</p>	
13/18.	<p>Staff Annual Pay Increase Amounts were agreed.</p>

K. Kuderovitch.. **Clerk to the Council**