



# WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL A QUALITY COUNCIL



**MINUTES OF THE PARISH COUNCIL MEETING** held on  
Tuesday 6<sup>th</sup> July 2010 at 19.30 at Bicknacre Memorial Village Hall, Bicknacre, Essex



= Expenditure decision



= A resolution made

**DRAFT**

| In Attendance:   |  |  |
|--|--|--|
| Cllr. B. Arnold (Chairman)<br>Cllr. L. Brett (Vice Chairman)<br>Cllr. A. Mair<br>Cllr. R. Blanks | Cllr. M. Cottee<br>Cllr.K.Wilkin<br>Cllr.G. Woricker<br>Clerk of the Council |  |

|        |   |
|--------|---|
| 71/10. | <p><b>Declaration of Interests</b><br/>The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them.<br/>None declared.</p>  |
| 72/10. | <p><b>Apologies</b><br/>Cllr.J &amp; C.Saltmarsh, Cllr.R.Poulter</p>  |
| 73/10. | <p><b>Minutes</b> 👍</p> <p>The Minutes of the Parish Council Meeting of 1<sup>st</sup> June 2010 were approved and signed. (Cllr. Blanks highlighted that he was present-Clerk to amend)<br/><b>Proposed: Cllr.A.Mair</b> <b>Seconded:Cllr.K.Wilkin</b><br/><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><br/><i>A member of the public made reference to the Minutes of June. The Clerk confirmed the Minutes that were agreed were Parish Council Minutes and not Annual Council Minutes. The same member also asked for the details of the Chairman of Priory Acres and the Chairman responded he would obtain the address and pass on.</i><br/><i>The Chairman of FoPF read a statement from the group covering a number of ongoing issues including insurance and the request for a public meeting to be held, which was agreed to by the Chairman. The Chairman also agreed to meet with FoPF to discuss further.</i><br/><i>Note: a copy of the statement has been placed on the FoPF file.</i><br/><i>The local PCSO was present and highlighted problems in Lyndhurst Drive in Bicknacre/Brockenhurst Way/The Hooe. PCSO Spencer Bond was introduced as the new PCSO for Woodham Ferrers &amp; Bicknacre as Graeme Gordon was moving on. The Chairman wished him well.</i></p> |
| 74/10. | <p><b>Friends of Priory Fields</b> 👍 📷</p> <p>Council considered letters dated 11<sup>th</sup> May, 23<sup>rd</sup> June and the draft minutes of the EGM held on 14<sup>th</sup> June 2010.<br/>11<sup>th</sup> May – the Chairman stated this had been very briefly discussed and Clerk confirmed this had never been on any agenda which is why it was never Minuted. No decision had ever been made to use fertiliser.<br/>23<sup>rd</sup> June- Council agreed to ask their contractor to tend to the memorial trees along with FoPF advice in the letter (assuming it would cost less than £250).<br/>14<sup>th</sup> June 2010-EGM Minutes<br/>The Chairman made reference to the EGM and made the following observations:<br/>The date and time should have been displayed 7 days before with and the reason for the EGM to</p>   |

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be stated on the posters. The Chairman claimed the agenda had changed direction and this was not acceptable.  
A request from a resident (Clerk corrected the Chairman who stated a FoPF member) for information would be forthcoming as soon as the Council had the documents back from the Solicitor. Author to be informed.  
The Chairman asked for a meeting with FoPF to discuss the details of how the public meeting would run.  
The Council agreed (once the Clerk had consulted with Heritage Lottery Fund) to spot treat Ragwort @ Priory Fields at a cost of £360.  
Council consider the provision of a portable toilet over the summer months and agreed at a cost of £289.20  
**Proposed: Cllr.A.Mair** **Seconded: Cllr.K.Wilkin**  
The Clerk reported the Rospa inspection had taken place at short notice. The Clerk confirmed with Cllr.Wilkin he could continue the weekly inspections which had stopped without prior notification by FoPF in February 2010.  
The Clerk reported that the FoPF Independent Examiner has visited the PC Office to have sight of the documents he required and discuss his personal thoughts on FoPF.  
The Clerk asked Cllr.Woricker to consult with FoPF and advise her if the 2 x notice boards on the fields need insuring and to advise.

75/10.. a) Planning 📌

| Application No | Details  | Cllr. to report              |
|----------------|--|------------------------------|
| 10/0666/ETL    | Red Cedars, Moor Hall Lane, Bicknacre Essex CM3 4ER  | Supported<br>(via JS e-mail) |
| 10/00901/FUL   | Tir Byr, Priory Lane, Bicknacre, Essex CM3 4EZ<br>s/s rear/side extension with conservatory                                | Supported                    |
| 10/00925/FUL   | Whites Cottage, Creephegde Lane, Woodham Ferrers, Essex<br>Replacement car port and garage store, with external wood store | Supported                    |

**Councillors were invited to highlight any Planning related issues**

76/10. **Accounts** 📌 📷  
Council accepted the figures for the Annual External Audit 2009/2010 as supplied by Clerk prepared with the Internal Auditor together with the Annual Governance Statement. Clerk to report an increase in the hourly rate of Internal Auditor.  
**Proposed: Cllr.R.Blanks** **Seconded: Cllr.A.Mair**  
The Clerk gave figures of the increase in the hourly rate of the Internal Auditor.  
The VAT has been sent off – the figure claimed £9554.09 (Clerk highlighted this does not all belong to Parish Council – proportion is Youth Fund- full update in September)  
The Clerk to informed Council that the end of year balance of all accts was £4940.26 in credit as verified by Internal Auditor.  
Council authorised BACS payments to be made whilst Council in recess in August.  
The Clerk confirmed that Council had received accounts from FoPF up to 31<sup>st</sup> August 2009 and have requested the forthcoming years too and will continue to monitor.  
Council confirmed that they would continue to pay for all FoPF meeting room hire.  
The Clerk confirmed an invoice would be forthcoming for £314.37 – the addition of bus shelters to the insurance policy.  
An emergency expenditure of up to £50 for new wireless keyboard and mouse and a fan for the PC office was agreed.  
Members approved the following cheques and initial BACS and Direct Debit payments made:



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| Cheque No.   | Payment to:  | Amount £       | VAT £         |
|--------------|--|----------------|---------------|
| 104693/B ACS | Simply Sports – Parish Council Free Sessions @ Easter<br>Cancel cheque | 60.00          |               |
| 104694       | Solon Security – Purchase of UV pens                                   | 70.50          | 10.50         |
| 104695       | Anglian Water – Lodge Road   | 69.94          |               |
| 104696       | Essex & Suffolk Water – Lodge Road                                     | 21.82          |               |
| 104697       | Wicksteed Leisure – Parts for repair of slide @ Lodge Road             | 177.27         | 26.41         |
| 104698       | Travis Perkins – Materials for Rospa works @ The Hooe                  | 76.38          | 11.38         |
| 104699       | Glasdon UK Ltd – 2 x Dog Bins, Bicknacre & Woodham Ferrers             | 430.26         | 64.02         |
| BACS         | 30.6.10 BF Grounds Maintenance – Cut Priory Fields paths in May x 2    | 117.50         | 17.50         |
| BACS         | 1.6.10 BF Grounds Maintenance – Greens Maintenance for May             | 587.50         | 87.50         |
| BACS         | 30.6.10 BF Grounds Maintenance – Greens Maintenance for June           | 587.50         | 87.50         |
| BACS         | 30.6.10 Tax Assist – Internal Audit/VAT Return (x3 invoices)           | 296.10         | 44.10         |
| BACS         | Essex Lights – Installation dog bins/Hooe                              | 158.62         | 23.62         |
| BACS         | BMVH – Hire Fees   | 32.04          |               |
| D/D          | E-On – Lodge Road, Woodham Ferrers                                     | 46.00          |               |
| D/D          | E-On – Priory Field, Bicknacre   | 14.00          |               |
| D/D          | BT Retail  | 28.81          |               |
| 104700       | YOUTH FUNDS A to Z 2x Badminton Tables                                 | 635.79         | 94.69         |
| 104701       | YOUTH FUNDS A to Z Sure shot Basketball                                | 289.05         | 43.05         |
| 104702       | Petty Cash – to be drawn by Councillor Woricker                        | 100.00         |               |
|              |  | <b>3799.08</b> | <b>510.27</b> |

Salaries June:

| Cheque No. | Payment to                                       | Amount £       |
|------------|--|----------------|
| BACS       | Mr A. Manthorpe – Litter Collection              |                |
| BACS       | Mrs K Kuderovitch – June 2010 Salary             |                |
| BACS       | Mrs K. Kuderovitch – Mileage for May & June 2010 |                |
| BACS       | Mrs M. Webdale – The Hooe – June                 |                |
| BACS       | Mrs N. Ovel – Lodge Road June                    |                |
| D/D        | Miss S. Dale – Annual Report Distribution        |                |
| 104703     | Mrs S. Marsh – Gatekeeper – Lodge Road -June     |                |
| 104704     | Mr T. Cornell - Annual Report Distribution       |                |
| 104705     | Mr A. Ryce - Annual Report Distribution          |                |
| 104706     | Inland Revenue – Staff Tax & NIC - June          |                |
|            |  | <b>1804.87</b> |

| Date    | Balance of all accounts held | Amount £   |
|---------|------------------------------|------------|
| 28/5/10 | Barclays Community Account   | £10,535.28 |
| 28/5/10 | Barclays Business Saver      | £10,020.98 |

**Income**

No income received.

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| 77/10. | <b>Cllr. R. Poulter – CBC</b><br>Cllr. Poulter was not present. |
|--------|---|

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| 78/10. | <b>Financial Risk Assessment/Fixed Asset Register – Annual Review</b><br>Council reviewed both schedules and agreed updates.   |
| 79/10. | <b>Traffic Calming</b><br>The Chairman gave an update on the Speedwatch initiative. Speeding in Priory Road was highlighted as an ongoing problem. It was reported the weight limit sign had not been replaced. Satellite navigation was continuing to send lorries down Priory Lane, despite Cllr.C. Saltmarsh trying to resolve some time ago. |
| 80/10. | <b>Rural Housing</b><br>The Parish Council are waiting to contact the land owner in Bicknacre.   |
| 81/10. | <b>Bicknacre Post Office</b><br>Council considered the offer of a re-opening ceremony from Essex County Council. The Clerk suggested some coverage on how well the Post Office is performing and will pursue the idea with ECC and talk to the Postmaster.   |
| 82/10. | <b>Football</b><br>Council considered a request from Priory Sports FC, which was refused. No matches are to be played before 15 <sup>th</sup> August (as per football rules). Council agreed club applications for the coming season 2010/11.  |
| 83/10. | <b>Dial &amp; Ride</b><br>Cllr. Mair gave information to Council to consider as a new initiative and was commended on his efforts and given permission to continue his investigations.   |
| 84/10. | <b>Allotments</b><br>The Clerk had passed all names of interested parties to Karen Kenny and the Clerk was awaiting a date from her to hold a public meeting.  |

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| 85/10. | <p><b>General Village Reports/Correspondence (to include Field Reports - Priory/Hooe/Lodge Road) &amp; Village Hall) Reps to report any incidents or problems.</b>  </p> <p>Report from Bradley Faulkner given on works on the fields in both villages.<br/>Cllr. Mair gave an update on solar lighting for the White Swan Bus Shelter. Expenditure was agreed for the bus shelter solar lighting at The White Swan, Bicknacre @ £1800 &amp; VAT (this being funds from a grant the Parish Council have received).<br/>Note: Cllr.Woricker was not in agreement.<br/>Rospa update – Field reps to give feedback and in time supply a list of actions points. Clerk relay the issues experienced this year. Full review in September 2010 once report received.<br/>The Hooe – Councillors considered a report re the entrance and agree expenditure for a new lockable bollard estimated cost £200 &amp; installation costs of approx £100. Cllr.Mair to meet with Maintenance Contractor and agree the details.<br/><b>Proposed: Cllr.A.Mair</b> <b>Seconded:Cllr.K.Wilkin</b><br/>A review of gate closure times @ The Hooe and Lodge Road.. It was agreed to keep them as they are.<br/>Council considered the suggestion from Cllr. Wilkin of the employment of a Litter Picker for Priory Fields and the Village Green and an agreed hourly rate of £3.50 per hour for 2 hours per week.<br/>Clerk to advertise.<br/>Clerk record CRB's received (BA, KK, RB, CS, JS)<br/>Letters/e-mails from residents were considered and authorst o be invited to discuss concerns.<br/>The Clerk confirmed the Neos Unit in Bicknacre 4<sup>th</sup> August 10am – 3pm(free session ).<br/>The Chairman thanked Cllr.Blanksfor his help with the Annual Report &amp; newsletter and for supplying the photo for the front cover. Cllr.Blanks to source the next photos for September issue.<br/>The issue of cars being parked for sale, on highways land was highlighted.<br/>Cllr. Woricker gave a report on the Rospa items at Lodge Road.<br/>Cllr.Woricker asked for a strip of grass to be cut on Priory Fields.<br/>Cllr. Brett enquired if there was a bye-law to keep dogs on leads on the playing fields, to which the Chairman responded that there was not to his knowledge. Cllr. Brett aired concerns of dogs not on leads not being kept under control at Priory Field following an incident on Priory Field concerning a loose dog and a small child. Cllr Brett suggested the bye-laws be reviewed in the future.<br/>Councillors and Clerk were offered the opportunity to update on any other business.</p> |
| 86/10. | <p><b>Parish Council August Meeting/Clerks Holiday</b><br/>The Council agreed to no meetings (not in recess) in August and the Clerk supplied her holiday dates as:<br/>19<sup>th</sup> &amp; 20<sup>th</sup> August, 25<sup>th</sup> July – 3<sup>rd</sup> August.<br/>The Chairman relayed information from the Clerk that there was a backlog of work due to APM, External Audit &amp; FoPF issues and would be using August recess to catch up. Cllr.Blanks also offered to assist..</p>   |

FOPF meet 2<sup>nd</sup> Thursday of each month.

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K. Kuderovitch 13.7.10

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