



WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL

A QUALITY COUNCIL



MINUTES OF THE PARISH COUNCIL MEETING held on
Tuesday 12th June 2012 at 19.30 at Bicknacre Memorial Village Hall, Bicknacre, Essex



= Expenditure decision



= A resolution to be made

DRAFT

THE CHAIRMAN REQUESTED MOBILE PHONES ARE SWITCHED OFF

In Attendance:		
Cllr. J Saltmarsh (Chairman) Cllr C. Saltmarsh Cllr. A. Mair Cllr. R. Webster	Cllr. K. Wilkin Cllr. R. Blanks	Clerk of the Council – K. Kuderovitch

82/12.	Declaration of Interests The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them.
83/12.	Apologies Cllr L. White, Cllr. B. Huggett, Cllr. R. Poulter
84/12.	Minutes The Minutes of the Annual Parish Council Meeting of 8 th May 2012 were approved and signed. On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council. <i>A member of the public highlighted omissions of names from the May 2012 for which he was thanked.</i> <i>The Parish Council had not been informed of road closures in Bicknacre – Clerk to e-mail ECC Highways.</i> <i>A resident also enquired about the roadworks towards South Woodham Ferrers (outside the Parish Boundary) – Clerk to make enquiries.</i> <i>Neighbourhood Watch gave a warning about stolen Catalytic Convertors.</i> <i>Public Session closed @ 7.45pm</i>
85/12.	Councillors Code of Conduct The Clerk reminded Councillors of the importance of the Code of Conduct, specifically not to take any independent actions and to pass all communications through the Clerk and the Chair to confirmed the Clerk's recommendations. The Clerk informed Councillors that there could be a new model code and that evening training has been requested to Chelmsford City Council . The Chair supported the Clerks comments and urged all Councillors to attend the training session
86/12.	Training Intent Policy/H&S Statement of Intent Training Intent Policy was agreed and signed. H&S Statement of Intent was agreed and signed and to be displayed at the PC Office.
87/12.	Friends of Priory Fields The letter from FoPF dated of 25 th April was read out to remind Councillors and Cllr C. Saltmarsh read out the following proposed response: The land known as Priory Fields is registered in the name of Woodham Ferrers & Bicknacre Parish Council under Land Registry Title No EX80211 and is subject to a contract dated 21/12/2006 made between (1) The Trustees of the National Heritage Memorial Fund (2) The Friends of Priory Fields

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and Woodham Ferrers & Bicknacre Parish Council

Woodham Ferrers & Bicknacre Parish Council recognises The Friends of Priory Fields' equity in the land and acknowledges fully the part played by them in establishing the funding required with which to purchase the land.

The Parish Council would also confirm that they are holding the title of the land, not for their own benefit, but on behalf of all the residents of the Parish of Woodham Ferrers and Bicknacre.

For the purpose of this statement, the Parish of Woodham Ferrers and Bicknacre shall be that as contained within the defined Parish Boundary that existed at the date of the above contract.

The response was agreed by all by a show of hands. Clerk to send to the Chair of FoPF and suggest a first meeting date for the Management Committee of early July. The Clerk to also relay the progress of the hay cutting health & safety requirements.

Proposed: Cllr. R. Blanks **Secoded: Cllr. C. Saltmarsh**

88/12. **Accounts**

The Clerk report on the End of Year Balances finalised by Christina Pease (Tax Assist) that day. The Council agreed the figures for the External Annual Audit and the Chair signed the necessary paperwork.

The Clerk reported that a review of the 2012-2013 budget would take place in July 2012.

Two extra cheques £140, 104815 Flowers £100

Payment Method	Payment to:	Amount £	VAT £
D/D	9.5.12 Canon UK Ltd – Copying charges for 9.12.2011 – 8.3.12	945.42	157.57
BACS	14.5.12 Mr M. Wilson – Various Maintenance Tasks – March/Apr/May	223.18	
BACS	16.5.12 Mr David Stagg Tri-Archery Group – Jubilee Event	105.00	
BACS	16.5.12 A to Z Supplies – Stationery (paper/files etc)	288.62	48.10
D/D	17.5.12 BT – Parish Council Mobile	23.23	3.87
D/D	22.5.12 E-On – Priory Fields	6.00	
D/D	22.5.12 E-On – Lodge Road	7.00	
BACS	24.5.12 Mrs K Kuderovitch – Various Items purchased for Jubilee event	36.98	
D/D	28.5.12 Essex & Suffolk Water – Lodge Road	18.45	
BACS	1.6.12 Tax Assist – Payroll Services (from 2011 not invoiced) & 2012	480.00	80.00
BACS	6.6.12 Applied Image – Annual Report (includes printing & paper)	936.00	156.00
BACS	6.6.12 Mrs K Kuderovitch – 6 x vouchers for Jubilee Bonnet Comp	90.00	
BACS	6.6.12BF Grounds Maintenance – Invoice for May 2012	600.00	100.00
104811	Essex Association of Local Councils – Quality Status Reaccreditation	120.00	
104812	The Partyman Company Childrens Entertainer/Face Painter Jubilee	348.00	58.00
104813	Essex County Council – Hire of the Priory Primary School Hall 11 th May	80.00	
104814	John Cousins Top To Toe – Cleaning of x 7 bus shelters	140.00	
104815	Mrs P Kelsey – Flowers for St Marys Flower Festival	100.00	
		4547.88	603.54

Salaries May :

Payment Method	Payment to	Amount £
BACS	23.5.12 2 x missed Inland Revenue payments (advised by Tax Assist) £655.22	2582.76
BACS	Mrs K Kuderovitch – Salary May	

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BACS	Mrs K. Kuderovitch – Mileage for May	
BACS	Mrs M. Webdale – The Hooe – Salary May	
BACS	Mrs N. Ovel – Lodge Road – Salary May	
BACS	Mrs S. Jarrard – Litter Picking	
BACS	Mr S. Jarrard – Litter Picking	
BACS	14.5.12 Mr S Cornell - Newsletters	
BACS	Mr A. Manthorpe – Annual Report	
104816	Inland Revenue – Tax & NIC Staff for May	
104817	Mrs S. Marsh – Lodge Road – Salary May	
	Balance of all accounts held as at 31 May 2012	
	Barclays Community Account	25,735.31
	Barclays Business Saver	11,750.62

Income:

14.5.12	Jubilee Tub Donation – The Brewers Arms Bicknacre	£100.00
22.5.12	Essex County Council – Grant for Olympic Event	£400.00
28.5.12	Karen Knapman – Advertising	£90.00
31.5.12	Canon UK Ltd – credit from o/s advice notice from Nov 2011	£167.74
31.5.12	E-On – credit	£36.17

89/12.. a) Planning

Application No	Details	Cllr. to report
12/00781/FUL	7 Ormonds Crescent, Woodham Ferrers, Essex Amendment – 2 storey side ext incl front dormer window + extension to rear dormer window rear conservatory + front porch	No local issues
12/00750/FUL	6 Main Road, Bicknacre, Essex CM3 4HA Front porch	No local issues
12/00524/FUL	Allcar, Main Road, Woodham Ferrers Essex CM3 8RW Vehicle Access	No local issues
12/00746/FUL	Barbrook, Priory Lane, Bicknacre, Essex CM3 4EZ 3 x 3 metre open sided oak framed gazebo with pitched roof replacing pergola	No local issues
Clerk to report on Marigolds, Main Road, Bicknacre – building to be taken down by order of CCC. The Clerk continues to be in touch with the Planning Dept re Wood Edge. Cllr Mair advised of a dropped kerb at Leighams Road - no planning permission was suspected – Clerk to investigate.		
90/12.	Priory Acres Project/Priory Acres & Danbury Juniors Meeting The Chair gave an update on the recent meetings and the views expressed by both parties as to the feasibility of working together to achieve their aims. The two groups to liaise with each other and come back to the Parish Council to meet again.	

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91/12	<p>Rural Housing 👍</p> <p>The Chair/Clerk gave a review of the recent CCC Meeting. Councillors expressed concerns about the Parish Council committing themselves to the project if the suggested open day went ahead. The Chair reminded Councilors they had a duty to seek the parishioners views and this was the correct procedure and that a true need would be identified or shown to be not a requirement. After much discussion the Clerk suggested that as there was still a difference of opinion to take a vote. Six Councillors present, three for and three against. The Clerk asked the Chair to use her casting vote and she indicated she was in support of the open day being held. The motion was carried and the Clerk to report back to Hastoe and make arrangements for the open day, probably in July.</p> <p>Post meeting note awaiting date for July timing to be set at 3.30-7.30pm.</p>
92/12.	<p>Allotments 👍</p> <p>The Clerk reported that she had made enquiries at the allotments on the Old Wickford Road where there were plenty available @ £3.50 per week. The Clerk advised that the Parish Council had fulfilled its duty to try and provide allotments within the Parish, but at this time, it was not feasible. The Parish Councilors decided not to proceed with the Allotments at Birkett Hall as they were not financial viable.</p> <p>The Council all agreed for the Clerk to make contact with the Allotment Association and offer a helping hand to facilitate a visit to the Allotments on the Old Wickford Road and that the Parish Council would discuss further in July.</p>
93/12.	<p>Review of the Queens Jubilee/Flower Tub Project 📷👍</p> <p>The Chair reported three successful events, despite the weather for the Queens Jubilee. The Clerk reported items left over could be used at the Olympic Event in July.</p> <p>The flower tub project had been a success with all the plant tubs in place but sadly one had been stolen from the Bicknacre Village Green. The Parish Council will decide at a later date whether to replace once the full costings of the project was known.</p> <p>Thank you letters to be sent to all from the Clerk.</p> <p>A letter of thanks had been received from the Church Committee for their display. The Clerk to send the photos to the Councilors.</p> <p>The Chair reported two very kind offers from local residents of further donations.</p>

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94/12.	<p>General Village Reports/Correspondence (to include Field Reports - Priory/Hoee/Lodge Road) & Village Hall) Reps to report any incidents or problems. </p> <p>A letter in reference to St Mary's Churchyard was discussed and the Clerk recommended the decision be rolled to July when the accounts review takes place. Health & Safety Statement of Intent was agreed The Hooe – entrance/skate park/dirt jumps – urgent works to be done – Clerk to contact the maintenance man. Annual Parish Walks – The Council decided on Bicknacre Wednesday 11th July meeting at Priory Fields @ 7pm and Woodham Ferrers Wednesday 18th July meeting at Lodge Road @ 7pm. All Councillors urged to attend both sessions. All aspects of maintenance to be assessed. Annual Playground Inspections – awaiting a date very soon. Post Meeting Note – Friday 15th July 2012. Bus Shelter Cleaning – cleaning took place of seven shelters at a very good standard. Councillor Blanks to monitor and advise if individual shelters needed more attention and Council to assess in July re regularity. Ideas for Telephone boxes – Council discussed and to come back with any ideas. The Parish Clerk to contact the Woodham Ferrers Village Hall for any suggestions. The Clerk reported that the vacancy for a Councillor had been advertised and the expiry date was the 20th June. Any applications received would be considered at the July meeting. The Clerk reported the office would be closed Monday 18th – open Tue/Wed/Thur 19/20/21st June. All Councillors were invited to share any items. Cllr June Saltmarsh reported that the Traffic Advisory Committee had been re-established and that she was the Chair and that suggestions would be fed to Essex County Council through the Committee. Cllr Wilkin suggested the Bicknacre Village Green sign base be painted a dark colour to improve the look. Cllr Webster thanked Cllr Blanks for his efforts to get the VAS sign reinstated and Cllr Blanks to make enquiries about the frequency of the movements. Cllr Webster also enquired about illegal parking in Bicknacre and Cllr Blanks to talk with the PCSO and report back. Cllr Mair reported on the Dial and Ride scheme and would invite Cllr Richard Poulter to become involved. Cllr Blanks reported cars being placed on verges for sale in Woodham Ferrers and the Clerk to make enquiries about the vehicles being parked on verges in Bicknacre.</p>
	The following agenda item is of a confidential nature and the public will be asked to leave by the Chairman
95/12	A report from the Clerk

FOPF meet 2nd Thursday of each month.

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K. Kuderovitch
13.6.2012

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