



# WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL

## A QUALITY COUNCIL



MINUTES OF THE MEETING OF THE PARISH COUNCIL held on  
Tuesday 2<sup>nd</sup> September 2008 at 20.00 at Bicknacre Memorial Village Hall, Bicknacre, Essex.

☞ = Expenditure decision      ☛ = A resolution made

In Attendance:		
Cllr B. Arnold (in the chair) Cllr. A. Mair Cllr G. Woricker Clerk of the Council	Cllr R. Blanks (Vice Chairman) Cllr J. Bishop Cllr. M. Cottee	Cllr. C. Saltmarsh Cllr. J. Saltmarsh Cllr. L. Carroll
176.	<b>Declaration of Interests</b> Cllr M. Cottee declared a personal interest in Item 181. Cllr Carroll declared a personal interest in Item 182.	
177.	<b>Apologies</b> Cllr R. Poulter Cllr. J. Bishop	
178.	<b>Minutes</b> The Minutes of the Parish Council Meetings of 5 <sup>th</sup> August 2008 were approved and signed. The following amendments were agreed to be made: Cllr J. Saltmarsh suggested on Item 158 'talked over' be amended to 'disagreed'. Cllr L. Carroll asked for the Items under 159; the VAT on Cheque Numbers 104315 & 104317 be added. Cllr L. Carroll asked for Item 162 be amended to make it clear this item was not an appeal.  <b>Proposed: Cllr. J. Saltmarsh                      Seconded: Cllr. A. Mair</b>  <b>On the motion of the Chairman the meeting was be adjourned for 15 minutes for members of the public/press to address the Council</b>  <i>Mrs Diane Orme addressed the Council regarding Item 182. Further details under the Item No.</i>	
179.	<b>The Clerk to relay a resignation of a Councillor.</b> The Clerk informed the Council of an e-mail dated 6 <sup>th</sup> August 2008 from Cllr. Bishop giving his resignation. Cllr Bishop had been advised by the Chairman to send a letter or an e-mail only to him for it to be accepted officially, after advice from the Clerk and the EALC. Cllr Bishop had requested no further correspondence/e-mails. The resignation was declared 'pending' and would be official once the Chairman had received confirmation from Cllr. Bishop as he had requested. The position would then be advertised in the correct manner. The Clerk expressed her disappointment in the handling of this matter whilst she was away on holiday and that her advice had been questioned. Cllr. J. Saltmarsh asked for a specific minute that her intentions were purely to safeguard the Parish Council, ensuring correct procedures were followed. A debate took place between the Chairman and Cllr. J. Saltmarsh and the matter was resolved.	
180.	<b>Accounts</b> The Clerk gave an update on the new Internal Auditor and informed the Council she was awaiting forms and anticipated giving the Audit to her asap. The clerk highlighted two cheques were signed whilst she was on holiday, but in future they could wait for her return (104328 & 104329). Clerk reported the 1 <sup>st</sup> Quarter Budget Review to take place in October & 2 <sup>nd</sup> Quarter Audit Review to take place in November. This is behind schedule due to no Internal Auditor. Details of a bank transfer of £4000 from the Barclays Business Bonus to the Community Account was made	

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to cover cheques from this meeting, whilst the Council awaits grant money from English Heritage..The Clerk gave details of an emergency expenditure of £189 for an office blind for security purposes. This was authorised by the Chairman. Members approved the following cheques for payment.

Cheque No.	Payment to:	Amount £	VAT £
<b>** The following 2 cheques were raised whilst the Clerk was on holiday on 8<sup>th</sup> August 2008 **</b>			
104328	Travis Perkins – Cutting Disks -	7.36	1.10
104329	Timpsons – Purchase of a letter box for Parish Council Office	39.95	4.95
104330	R.C. Landforce Ltd – Greenkeeper for August	473.03	70.45
104331	Derek Wybrow – Lodge Road – 4 no. goal sockets	225.00	
104332	Derek Wybrow – Priory Fields/Hooe – Move picnic benches & secure	90.00	
104333	Derek Wybrow – The Hooe – Chain Walk/BMX/Parish Office	140.00	
104334	Derek Wybrow – Lodge Road – 4 no. goal sockets concreted & nets	315.00	
104335	Bocking Concert Brass – Community Day (from BCP funds)	210.00	
104336	Anglian Water – Lodge Road	75.66	
104337	E-On – Electricity – Lodge Road	23.97	1.19
104338	Allianz – Addition of Priory Arch to Insurance	173.41	
104339	Atkins Limited – Bicknacre Priory Fields Metering Strategy (Danbury Juniors to be invoiced in full)	881.25	131.25
104340	BT – Parish Council Mobiles x 2	12.04	1.79
104341	B&Q Financial Services – Materials (Concrete – DW)	121.83	18.14
104342	Petty Cash – to be drawn by Cllr. Woricker	200.00	
		<b>2988.50</b>	<b>228.87</b>

Salaries:

Cheque No.	Payment to	Amount£
104343	Mrs K Kuderovitch – August Salary	<b>£1661.29</b>
104344	Mrs K. Kuderovitch – Mileage for August 2008	
104345	Inland Revenue – Clerks Tax & NIC for August	
104346	Mrs M. Webdale – The Hooe	
104347	Mrs S. Marsh – Gatekeeper – Lodge Road	
104348	Mrs N. Ovel – Cleaning at Lodge Road	

**Income received since last PC Meeting = £0.00:**

Date	Balance of all accounts held	Amount £
31/7/68	Barclays Community Account	2352.09
31/7/68	Barclays Business Bonus Account	4870.40
31/7/68	National Savings Post Office Account	13726.62

181. Planning

Application No		Cllr. to report
08/01443/FUL	Siesta, Main Road, Bicknacre, Essex First floor front extension over existing garage.	GW
08/01175/FUL	4 Sunnyway Cottages, Bicknacre Road, Danbury, Essex CM3 4ES Part single and part two storey rear extension	JS

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188.	<p><b>New Bus Shelters</b></p> <p>Cllr. Blanks updated the Council that the anticipated installation date for a new shelter at Sunnyway Cottages would be mid Oct – mid – Nov. a six week period of investigation would take place and the footpath closed off. Cllr. Blanks also reported that he had agreed a replacement for the Swan bus shelter and the Clerk confirmed she had invoiced nearly £10K for this to Adrian Summons. The Chairman congratulated Cllr. Blanks for this excellent achievement.</p>
189.	<p><b>Parish Council Office/Newsletter Cover</b> 📧 🖱️</p> <p>The draft contract was reviewed and details discussed. It was suggested a meeting between Cllr. Carroll, Jill Oliver and the Clerk take place to iron out final points. The Council reviewed the new Newsletter cover and agreed a combination of two draft covers. The Clerk to action and the expenditure of £80 was agreed. The anticipated date for the next Newsletter was third week in September</p> <p><b>Proposed: Cllr. J. Saltmarsh</b>                      <b>Seconded: Cllr. C. Saltmarsh</b></p>
	<p><b>At this stage being 10pm the Chairman reviewed the agenda and decided it was possible to finish by 10.30pm</b></p>
190.	<p><b>General Village Reports (to include Field Reports - Priory/Hooe/Lodge Road &amp; Village Hall) Repts to report any incidents or problems.</b></p> <p>The Council discussed a letter from BMVH. The Clerk stated that the letter implied that she had let people into the BMVH without prior permission which she refused. Cllr J. Saltmarsh to make checks on which clubs have keys. The Clerk to meet with Sharon Bridge next week to discuss.</p> <p>The Clerk reported contact with a Bicknacre resident re the bad state of repair of the Bicknacre Village Green and claims of the Notice Board being out of date. The Clerk confirmed that Cllr Poulter had been asked to request a tidy up asap and refused the claims re the Notice Board and untrue. The Clerk had taken a photograph should the evidence be necessary.</p> <p>The Clerk relayed e-mail contact with this particular resident and had taken advice and some comments were to be ignored as they were not Parish Council matters but personal attacks on the Chairman.</p> <p>The Clerk reported a call from a resident in Creephedge Lane with serious concerns re speeding traffic. The Clerk confirmed the NAPS Committee and the TAC had been advised and the situation would be monitored to achieve a result.</p> <p>Cllr. Woricker voiced concerns re a hedge in Lodge Road. The Hooe – the slide had a hole punched in it and Adventure Playground to be chased re repairs for October (earliest date available). Concern over barbed wire in Priory Fields was expressed and Cllr. Woricker would investigate the possibility of a group tidy up through FOPF.</p> <p>Concerns were expressed by Cllr. J. Saltmarsh over the drop in usage in the BMVH. The question was asked that if the Community Centre went ahead would it be used to capacity. The Chairman reminded Cllr. J. Saltmarsh that the BMVH Committee were invited to join the BCP group from the beginning, but declined. More information would be gathered and passed back to the BMVH Committee.</p> <p>The Clerk reported BT Phone Boxes are to be phased out in some areas and the Clerk to make enquiries about 'adopt a phone box' initiative.</p>

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191.	<b>Christmas Festivities</b> The Council to discuss arrangements for carol concerts and illuminating the villages for 2009. It was agreed that going on the success of 2007, similar arrangements be made. The Clerk to start booking venues and dates. Back on agenda for October to further discuss.
192.	<b>Parish Council Meetings for 2009</b> The dates were agreed and a new schedule to be published for 2009.
193.	<b>Clerks Appraisal</b> The Council discussed and agreed.

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

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K. Kuderovitch  
4.9.08

DRAFT