



**Woodham Ferrers &
Bicknacre Parish Council**



MINUTES of the Parish Council Meeting held on Tuesday 8th April 2008 at 20.00 at Bicknacre Memorial Village Hall, Bicknacre, Essex.

62. Declaration of Interests

The Clerk to offer members the opportunity to declare any personal/prejudicial interests and note them.

Cllr G. Woricker declared an interest in Item 79 and signed the book. The Clerk questioned which type of interest was being declared. At a later stage when questioned by the Chairman Cllr. Woricker defined it as a personal interest.

63. Apologies

Cllr. R. Poulter, CBC

64. Minutes

The minutes of the Parish Council Meeting of 4th March 2008 were approved and signed.

**Proposed: Cllr R. Blanks Secoded: Cllr. C. Saltmarsh
(On the motion of the Chairman the meeting would be adjourned for 15 minutes for members of the public/press to address the Council.**

None present.

65. Planning

08/00382/FUL	The Haven, Moor Hall Lane, Bicknacre, Essex Replacement Dwelling	Decision Supported (observation of 3 dorma windows on site plan)
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66. Accounts (Prepared in Accordance with Account & Audit Regulations 2006

Members agreed the new annual insurance quote received with the 15% discount (by EALC New figure = £2282.02 15% discount (was 2578.80). The Clerk to confirmed the date for the 4th Quarter Budget Review as 6th May 2008. The Clerk notified the Council of a refund on account from Canon UK as meter readings had been supplied of £246.73. The Clerk provided the following bank balances as at 31st March 08: (Community A/C = £4770.40, Business Bonus 4753.06, Post Office = £31226.62). Jesters had been sent their part of the BCP Planning Application. An account at Magnet had been opened initially to purchase the new office doors. A new External Auditor had been appointed.

Members approved the following cheques for payment ☺:

Cheque No.	Payment to:	Amount £	VAT £
104195	R.C. Landforce Ltd – Greenkeeper for March	473.03	70.45
104196	E. On – Electricity for Priory Field Bicknacre	47.97	2.28
104197	E. On – Electricity Changing Room Lodge Road	84.09	4.00
104198	Applied Image – Newsletter for March 2008	654.00	
104199	Essex Wildlife Trust – Annual Subs	40.00	
104200	Society of Local Council Clerk – Annual Subs 2008	129.00	
104201	Woodham Ferrers Village Hall – Hire of Hall for APM 2 nd May 08	40.00	
104202	BT – Parish Council 01245 328988	90.02	11.24
104203	BT – Parish Council Mobiles x 2	12.36	
104204	The Landscape Centre – Panels – Lodge Road	150.33	22.39
104205	EALC – Employment Issues Course – Cllr J. Saltmarsh	52.00	


104206	B.P. Armstrong – The Swan x 2 months	24.00	
104207	B&Q Financial Services – Materials	11.84	1.76
104208	B&Q Financial Services – Materials	8.98	1.34
104209	Integrated Security Technologies – 1 Hours labour fault on CCTV	47.00	7.00
104210	Chelmsford Borough Council – Lease Lodge Road	20.00	
104211	Derek Wybrow – WfVH Bench (60)/Delivery of White Lining Fluid(20)	80.00	
104212	B.M.V. Hall – Hire of Hall for PC Meetings	21.45	
104213	Signtec Signmakers – 2 x signs for APM/Bicknacre Festival	105.75	15.75
104214	Mrs K Kuderovitch – Macros bill for New Office Equipment	587.43	
104215	Glasdon UK Ltd – Dog Bin @ Lodge Road	199.87	29.76
TOTAL		2879.12	165.97

Salaries:

Cheque No.	Payment to	Amount £
104216	Mrs K Kuderovitch – March Salary (incl. 22.65 hours overtime)	1815.66
104217	Inland Revenue – Clerks Tax & NIC for March	
104218	Mrs K Kuderovitch – Mileage for March	
104219	Mrs N. Ovel – Cleaner – Lodge Road	
104220	Mr A.L. Manthorpe – Newsletter Delivery	
104221	Mr A.L. Manthorpe – Litter Picking Woodham Ferrers	
104222	Mrs M. Webdale – The Hooe	
104223	Mrs S. Marsh – Gatekeeper – Lodge Road	
104224	Mrs C. Coe – Internal Audit Jan/Feb 08	

Income received since last PC Meeting:

Date	Payment from	Amount £
5/3/08	Bicknacre FC 3 rd Inst Pitch Fees 07/08	126.66
26/3/08	St. Andrews FC 3 rd Inst Pitch Fees 07/08	126.66
26/3/08	St. Andrews Church – Share of Planning Application for BCP	1174.21
TOTAL		1427.53

67. **Resignation of Cllr. Jackie Smith – Bicknacre**
The Clerk gave the resignation letter from Cllr. Smith. The vacancy was advertised on 3rd April via the notice boards and on the front page of the web site and after 14 working days, if no member calls an election the Council can co-opt at the next available full meeting.
68. **Annual Parish Meeting** 
The Council considered the new ID badges but decided they were too expensive and more enquiries to be made. The arrangements were reviewed. The Clerk relayed recent contact from residents re: policing and the BCP. The invitation for the meeting was approved as well as the Recycling Advertisement. The Clerk to arrange the Essex Chronicle to attend and publish article.
69. **Annual Report and Newsletter – June 2008**
An example was shown and BMVH were to supply their photo asap. The deadline for entire was confirmed as 14th April with the intention of being distributed as soon as possible once back from printing. Schedule for issue to be agreed along with a pricing schedule for advertisements. It was discussed that if the new printer purchase expenditure was agreed we could save the costs of this print run. The Clerk informed the Council that in future the costs of producing this magazine would reduce by approx a third as we will be producing in house

70. **Parish Council Office** 🖱️
 Cllr. Carroll gave an update was given on the great progress made at Woodham Ferrers Village Hall. A proposal from two suppliers (2 quotes received as expenditure over £1000) for the purchase of a new machine was reviewed and it was decided to agree at next meeting after further enquiries were made. No decision was made on purchasing or leasing grant was to be investigated applied for to cover the cost of the printer purchase. A letter of thanks to BMVH for their time. It was agreed that the office would be closed Monday 14th April through to Friday 18th April and re-open Monday 21st April for relocation. A new phone line and Broadband was to be installed. An initial visit from a Health & Safety expert had taken place and he would re-visit once the office was up and running (this included lone working/security advice). It was also agreed that all visitors, including Councillors would visit by appointment only. The WFFVH Committee had set the rent at £20 per week in the Summer and £25 in the Winter and this figure includes electricity. The Clerk would advise everyone of the new e-mail address asap and she thanked the Council and all involved for their efforts.
71. **Friends of Priory Fields**
 Cllr. Arnold gave an update on recent activity and briefly mentioned the setting up of a Trust in due course. A letter was circulated from Danbury Juniors thanking the Council and FOPF for the permission to use Priory Field for Junior Football. The Grand Opening for the fields was confirmed as Saturday 19th July to coincide with the Bicknacre Festival.
72. **Football.** 🖱️
 Minutes of the meeting of the 25th March were reviewed and the White Lining machines were discussed in detail. Cllr. Bishop to prepare a proposal for next meeting. Cllr. Bishop mentioned a verbal request from Danbury Juniors – decision deferred to next meeting. Danbury Mission request for summer use was agreed. The Clerk confirmed she had informed all clubs that Rob Cooper was contactable via mobile for any pitch issues.
73. **'Just Bin It' Campaign** 🖱️
 The Clerk informed the Council that, disappointingly, no-one turned up in Woodham Ferrers but 12 people showed in Bicknacre and a considerable amount of rubbish was picked up. The two locals schools also had a litter picking session which was enjoyed and was a great help. A resident in Bicknacre had specifically sent thanks.
- At this stage being 10pm the Chairman reviewed the items remaining on the agenda and decided to defer to meet the 10.30am deadline.**
74. **Parish Council Meetings**
 The Council agreed the 6th May meeting to take place in St. Marys Church and then deferred the discussions of the issues @ WFFVH and plans for the Summer to the next meeting.
75. **Community Initiatives Fund/Grants for Office**
 Deferred to next meeting.
76. **Notice Board @ St. Marys Church** 🖱️
 Deferred to next meeting.
77. **Woodham Ferrers Village Hall** 🖱️
 Deferred to next meeting.
78. **Woodham Ferrers Traffic Advisory Committee**
 Deferred to next meeting.
79. **Freedom of Information – Complaint**
 After considering the detailed information supplied by the Clerk about the person lodging the complaint – a decision was taken to follow the Clerks recommended course of action of upholding the decision. A letter to be sent to the Complainant advising of the Councils course of action asap by Recorded Delivery. The Clerk to inform the relevant person at the Freedom of Information Commissioners Office and supply the relevant paperwork as requested.

80. **Rural Housing Trust**
Clerk informed the Council of the progress and supplied the Council with an article from. Handout of article from Anne Bishop & Survey & forms & envelopes being sent.
81. **Field Reports/General Village Reports/Village Hall Reports/Community Service Update**
- 81.1 Priory Field.**
The Clerk reported on the grass cutting. Cllr Bishop mentioned the dumped waste and requested the Clerk to try and get it removed. The Clerk confirmed she had tried on a number of occasions to find out what was happening with the bulk refuse but to date had no notification of a change of plan.
- 81.2 The Hooe** 🖐️
The Clerk reported on the grass cutting. A letter from CBC re boundary adjacent to the Hooe was discussed and a meeting to be set to look at the boundary was to be arranged with CBC.
- 81.3 Lodge Road**
The Clerk reported on the grass cutting. A letter from a resident in Woodham Ferrers was relayed and a letter a response was agreed. A letter from a WF Resident re Play Equipment was briefly mentioned – to be on next agenda once further enquiries made.
- 81.4 General Village/Village Hall Reports** 🖐️
Post Office Box relocation was still in progress, with the intended location by the Shops in Bicknacre. A letter from residents in Deerhurst Chase was relayed and discussed. Letter from Broadacres to be discussed and response agreed. A rude and abusive phone call from a Five Acres resident was reported by the Clerk. The Clerk to make further enquiries. The Pollution of Bicknacre Brook was discussed. The Clerk to collect CCTV Docs @ Priory School. The Clerk reported the Rospa inspection was due in May 2008. Confirmation had been received regarding the seat at Ormonds Crescent.
- 81.5 Community Service Update**
Deferred to next meeting.
82. **Parish Council Training/Other Training Opportunities/Quality Status**
Members considered training. Cllr. Saltmarsh confirmed on a Employment Course on 30th April 2008. The Clerk informed the Council that the date for the judging panel for the Quality Status folder was 18th April 2008 and the Chairman signed the application.

Annual Parish Meeting – Friday 2nd May @ 8pm - WFVH
Next PC Meeting – Annual Council Meeting Tuesday 6th May 2008 - BMVH
FOPF meet 2nd Wednesday of each month.

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Karen Kuderovitch
Parish Clerk. 22.4.08