



WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL A QUALITY COUNCIL



MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 1ST JULY 2008 AT 8PM IN
BICKNACRE MEMORIAL VILLAGE HALL, BICKNACRE, ESSEX

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

☞ = Expenditure decision ☛ = A resolution made

132.	<p>New Councillor – Rev. Mary Cottee The Chairman and the Council formally welcomed Rev. Cottee to the position after her recent success in the Election held on 12th June. Rev. Cottee signed the Declaration of Acceptance of Office and will complete the Register of Interest (to be copied to Monitoring Officer @ CBC).</p>
133.	<p>Declaration of Interests The Clerk offered members the opportunity to declare any personal/prejudicial interests and note Them. Cllr. L. Carroll declared a personal interest in Item No. 148 and signed the book.</p>
134.	<p>Apologies Cllr. R. Poulter</p>
135.	<p>Minutes The Minutes of the Parish Council Meeting of 3rd June 2008 were reviewed. Cllr J. Saltmarsh wished it to be noted that on Item 126 she had specifically suggested the letters go out from the third party. A typing error in Dance was highlighted. Taking into account the suggested changes: Proposed: Cllr. J. Saltmarsh Seconded: Cllr. L. Carroll On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council <i>Present: Natalie Hoodless, Essex Chronicle introduced herself and explained her role and the type of press coverage that the Essex Chronicle were seeking. Details were given to Natalie of upcoming village events and the Clerk advised she is in contact regularly with Natalie for any arising opportunities. A Quality Status article and Village of the Week was hoped to be in the pipeline.</i> <i>PCSO Graeme Gordon – gave the Members an update on recent crimes in the area, including thefts of motor vehicles from driveways, theft from stationery vehicles and asked for vigilance. Issues at The Hooe were discussed. The Council resolved to reconsider the Bye Laws.</i></p>
136.	<p>Agendas The Chairman reminded Councillors that anything not on the Agenda would not be discussed; all debates should be relevant to the business in process, in order that the Agenda could be completed and the meeting concludes on time. The Clerk advised the Council that the business of the agendas was being deferred and that she would be looking at methods to streamline the agendas, starting with the Fields Reports which had condensed. As a last resort extra Committees would possibly have to be formed, but this was not ideal as it would mean more work for the Clerk and Members.</p>
137.	<p>Accounts The Clerk advised that on Thursday 3rd July she was preparing Annual Audit paperwork, delivering to Christina Coe on Tuesday 8th July to be checked while she was on holiday. The figures would then be agreed formally at the August Meeting and sent to the External Auditor by</p>

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8th August (extension agreed). The Clerk handed out a revised cheque payments list and these were approved. The Clerk to advised the Council of an emergency expenditure authorisation given to Hilary Brightman relating to the repair of Priory Arch, up to £1500, which had been allowed for as a contingency amount in the schedule of works. This had been checked by Cllr. C. Saltmarsh and authorised by the Chairman and the RFO (in accordance with Section 12 of Financial Regulations – Payments for Building/Construction Works).
The Clerk advised that Priory Field Electricity was in credit thanks to Cllr C. Saltmarsh reading the meter, the BCP leaflets advertising the Community Day on 19th July cost would be taken from their allocation.

Cheque No.	Payment to:	Amount £	VAT £
104278	The Steve Packham Account – Election Expenses for 12 th June 2008	£1118.72	
104279	R.C. Landforce Ltd – Greenkeeper for June	473.03	70.45
104280	St Marys Church – 50% share of new notice board for St Marys, WF	£700.00	
104281	Woodham Ferrers Village Hall – 50% share for new sound proof doors	£802.00	
104282	Bakers of Danbury – 1 st stage of Priory Arch Repairs	5176.05	770.90
104283	BT – Parish Council Line 01245 328988	115.62	15.06
104284	Applied Image – June 2008 Quarterly Newsletter x 1200	1190.40	
104285	Derek Wybrow – Parish Council Office – Labour/Door Entry System	105.00	
104286	Essex & Suffolk Water – Lodge Road	26.38	
104287	Mr A. Kerrigan, CIOSH, Health & Safety/Risk Assessment for New Office	150.00	
104288	Petty Cash – to be drawn by Cllr. Woricker	200.00	
104289	Vitax Limited – Repair of White Lining Machine – Lodge Road	80.32	11.96
104290	Woodham Ferrers Village Hall – Office rent & booking fees	235.00	
104291	Magnet Limited – Fire Proof doors for new Parish Council Office	196.13	29.22
104292	Ace Bins – Bus Stop @ The Swan	12.00	
104293	Bicknacre Memorial Village Hall – Hire of Hall/Disables Toilets	27.10	
104294	Advanced Councillor Training Course – 15 th July x 4 Councillors	208.00	
TOTAL		10815.75	897.59

Salaries:

Cheque No.	Payment to	Amount £
104295	Mrs K Kuderovitch – June Salary	1687.88
104296	Mrs K. Kuderovitch – Mileage for June 2008	
104297	Inland Revenue – Clerks Tax & NIC for June	
104298	Mrs N. Ovel – Cleaner – Lodge Road	
104299	Mrs M. Webdale – The Hooe	
104300	Mrs S. Marsh – Gatekeeper – Lodge Road	
104301	Mr A.L. Manthorpe – Litter Picking	

Income received since last PC Meeting:

17/6/08 One off pitch hire at Lodge Road by Woodham Radars	£40.00
17/6/08 Danbury Mission Summer Football Sat am on Priory Fields	£50.00
TOTAL	£90.00

Date	Balance of all accounts held	Amount £
30/5/08	Barclays Community Account	15,297.56

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30/5/08	Barclays Business Bonus Account	4,820.40
30/5/08	National Savings Post Office Account	31,226.62

138. Planning

Application No		Decision
08/01001/FUL	St Annes, Priory Road, Bicknacre CM3 4XH Two storey side and rear extension with 3 front dormer windows and front porch	Not Supported Outside Development Boundary
08/01035/FUL	38 The Grove, Bicknacre, Essex CM3 4XB Retention of a 6ft close boarded fence enclosing small side garden	Not Supported

The Clerk advised the Council of a possible breach of Planning in Bicknacre & Cllr J. Saltmarsh to investigate and advise the Clerk.

139.	Minutes of the Annual Parish Meeting 2008 ↵ The Council discussed the Minutes and agreed for them to be published once a final check was made by Cllr L. Carroll. Proposed: Cllr. C. Saltmarsh Secoded Cllr R. Blanks
140.	Election – 12th June 2008 The Clerk gave the costs to the Parish Council for the Election as £1208.72 but this figure did not include the Clerks hours.
141.	Richard Poulter CBC Not present – Cllr Arnold passed on information re the access at Poplars Farm and the intention of a new footpath to be built allowing safer walking from Bicknacre to Danbury. This was well received.
142.	Traffic Advisory Committee At the meeting held on 12 th June the ‘wish list’ was discussed with Samir Pandya & Norman Robinson from ECC Highways. The outcome was a site visit which will take place on 4 th July @ 12.30pm at The Bell Public House in Woodham Ferrers between the 2 reps from ECC, Jill Oliver & Chris Saltmarsh. Cllr Saltmarsh suggested the e-mails were confusing but this was refused by the Clerk as a meeting confirmation had been agreed to and sent. A request from Springboard was discussed in relation to footpaths in Moor Hall Lane/Priory Road. The Clerk to write back informing the Parish Council cannot help at the present time but would write to CBC supporting the problem and pass onto Jill Oliver of the TAC.



143.	<p>Friends of Priory Fields/Priory Arch 🗳️</p> <p>Cllr. Bishop updated Members that work had completed on 5 benches and an information board inside the Arch was near completion. A second info board was close to completion for siting in the top car park. It was also revealed that works to the arch had been completed and that the dismantling of scaffolding would take place asap and keys would be returned. Cllr C. Saltmarsh gave details of the works completed and informed the Council that had more money been available more works ideally could have been done. Malcolm Starr from English Heritage was report to be delighted with the works. Cllr. Bishop mentioned briefly that FOPF may be in a position to contribute to the costs but this was to be confirmed. Cllr C. Saltmarsh suggested a rolling 5 year programme to review the state of repair of the Arch. Cllr. Arnold gave an update on the picnic benches being made at a cost of £25 each by the Community Service and that they hoped to be ready in the next 2 weeks. Cllr Arnold also informed the Council of an appointment made with Duffield Stunt on Thursday 3rd July to begin the process of placing the fields into Trust. Cllr. Woricker questioned the amount of Trustees but the Clerk advised that the Solicitors would be in a position to advise the Council accordingly. A revised Insurance premium for the Arch of £20,000 all risks for £203.30 was discussed and agreed.</p> <p>Proposed: Cllr. C. Saltmarsh Seconded: Cllr J. Bishop</p>
144.	<p>Bicknacre Community Project/Community Summer Fun Day</p> <p>Cllr Arnold gave a detailed plan of the 19th July event and asked for volunteers to help. Cllr Blanks to try and arrange Army Cadets to camp out on the fields on the Friday 18th July for extra security for the tents which would have been erected. Suggestions were made to invite Bakers of Danbury & Hillary Brightman and also to Tony Chambers.</p>
145.	<p>Football 🗳️</p> <p>The Clerk confirmed that all pitches had been confirmed for the forthcoming season. Cllr. J. Bishop relayed details of contact with Danbury Juniors surrounding the request to lease the new junior pitches. A debate took place with Members recognising the fact that Danbury Juniors are a well organised club; considered the implications of allowing the lease; considered the benefits to the Parish Council and it was resolved that Cllr. C. Saltmarsh & Cllr J. Bishop would discuss further together and then meet with Danbury Juniors to pursue. Cllr Woricker commented he felt that meetings were taking place without Members knowledge but this was rejected by the Clerk and supported by Members. The Clerk highlighted the fact the information had all been discussed and minuted. Cllr. Saltmarsh to update the Council on his meeting with Priory Sports re Lodge Road Changin Facilities and that 80% had been verbally committed to them for help with the cost of the plans to be drawn up. The White Lining Machines and fluid were discussed and it was agreed that for the 2008/2009 season all responsibility for the white lining would revert to the clubs, the machines would be sold off and a small reduction of the fees would be agreed at the next meeting. The Clerk to advise all clubs asap.</p>

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146.	<p>Parish Council Office 🗣️</p> <p>The draft contract was not complete and this item was deferred. The Clerk reported the new printer/photocopier was installed and working and training would be given in due course. The Clerk to give details of the PC Consultants review of the condition of the PC base unit and gave details of Cllr. C. Saltmarsh recommendations to purchase a new one at a cost of £459 + vat and delivery or lease @ £17 per month from Dell. It was resolved to purchase the new unit. Proposed: Cllr. L. Carroll Seconded: Cllr A. Mair</p> <p>A price for sale of the Photocopier was agreed at £250 and a request from Bicknacre Pre School was relayed. The Pre-School to be given first choice of purchasing the machine. The Clerk informed the Council a Mail Box had been donated to the Parish Council, which needed locks fitted which was in hand. The Clerk advised after the Risk Assessment of the Office a First Aid Kit was needed. The Clerk also questioned if anyone was a trained first aider and Cllr Blanks identified himself and therefore would be the appointed person.</p>
147.	<p>Community Initiatives Fund/Awards for All 🗣️</p> <p>It was resolved that the Parish Council would not proceed with an application before 31st July 2008 but Cllr J. Saltmarsh and the Clerk would commence investigations into funding opportunities and an application would be made in the next round.</p>
148.	<p>Standing Orders 🗣️</p> <p>The Clerk referred to the paper produced suggesting changes to the Standing Orders in areas where she felt the Council needed clearer guidance. There were also reminder points in the document (which is available separately). Cllr J. Saltmarsh, the Clerk and any other Member who wishes to attend would meet and go through in more detail in order to report back to full Council for agreement and adoption. Cllr Woricker commented that he felt this document was 'too heavy' for the time of the night. The Clerk responded that all agenda items were important and should be addressed.</p>
149.	<p>Woodham Ferrers Petition 🗣️</p> <p>The petition had not been received so the item was deferred to August.</p>
150.	<p>Letters from residents 🗣️</p> <p>The Clerk gave details of an error made on a recent response and the letter sent was read out to Members. After discussion a resolution was made not to correspond with anyone by this name at the said address until the pending FOI complaint is resolved. Proposed Cllr. L. Carroll Seconded: Cllr. J. Saltmarsh</p> <p>The Clerk then gave details of another letter from Woodham Ferrers residents surrounding the expenditure on the Parish Council Office and the Newsletter. The Clerk relayed she visited the person in question, invited them to come along to see the amount of equipment involved and explained that the Newsletter was a necessity for Quality Status which would allow the Parish Council to have more weight in issues like Traffic Calming. The person was was unaware of these facts and satisfied with the discussion which was of a friendly and civilised nature.</p> <p>Cllr. Bishop relayed a telephone call from a resident expressing concern surrounding the In Touch and the Parish Council. After discussion it was resolved that the Chairman, Cllr Bishop and the Clerk meet to discuss and iron out any issues and move forward.</p> <p>Cllr Woricker requested that the Chairman not be present at the meeting and this comment was refused by the Chairman and a debate took place. The Clerk intervened and posed the question if all other Members were satisfied that the Chairman attend and this was resolved as a definite yes.</p>
151.	<p>National Code of Conduct for Elected Members: Local Assessment of Complaints</p> <p>Deferred.</p>



152.	General Village Reports (to include Field Reports - Priory/Hooe/Lodge Road) Reps to report any incidents or problems. <i>The majority of items were deferred.</i> Priory Fields - Parish Summer Sports dates: Tuesday 5th August, Friday 22nd August The ROSPA report was handed out by the Clerk. Clerk advised she would update anything which required immediate attention via e-mail.
153.	Rural Housing Survey Deferred
154.	Training/Clerks Holiday Dates Wed 9 th July – return Tuesday 15 th July – cover phone – Cllr Blanks and keys to office.

FOPF meet 2nd Wednesday of each month.
Community Summer Fun Day – 19th July 2008

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K. Kuderovitch
3.7.08

DRAFT