



WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL A QUALITY COUNCIL



MINUTES of the Parish Council Meeting held on
Tuesday 2nd December 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 R. Blanks (Vice Chairman) Cllr. L. Carroll Cllr. M. Cottee	Mr Ken Wilkin Clerk of the Council

239.	<p>Declaration of Interests</p> <p>The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them.</p> <p>Cllr. Mair asked the Clerks advice re Item No 253 and it was deemed not necessary to declare.</p> <p>The Chairman reminded the Councillors of their duty to declare an interest. The Clerk advised Councillors if they reached the agenda item and had missed the opportunity at the beginning of the meeting, they should declare it at that point.</p> <p>The Chairman also reminded Councillors that only business which was on the agenda was to be discussed to ensure the meeting ran on time and the business dealt with.</p>
240.	<p>Apologies</p> <p>Cllr. C.Saltmarsh, Cllr. J. Saltmarsh, Cllr. R. Poulter (CBC)</p> <p>Not received: Cllr. G. Woricker</p>
241.	<p>Minutes </p> <p>The Minutes of the Parish Council Meeting of 4th November 2008 were agreed and signed (with an amendment to Item No 228).</p> <p>Proposed Cllr. R. Blanks Seconded: Cllr. A. Mair</p> <p>The Minutes of the Extraordinary Meeting of 18th Nov 08 were agreed and signed (with the name of Cllr. R Blanks to be omitted and an amendment of 30mph signs to the road @ Kellys Farm, Bicknacre)</p> <p>Proposed Cllr. A. Mair Seconded: Cllr. M. Cottee</p> <p><i>On the motion of the Chairman the meeting could have been adjourned for 15 minutes for members of the public/press to address the Council. None present.</i></p>
242.	<p>Appointment of Councillor for Bicknacre Ward</p> <p>Mr Ken Wilkin was welcomed to the Council by the Chairman and the Declaration of Acceptance of Office was duly signed and authorized by the Clerk.</p>
243.	<p>Accounts (to include a review of Capital Expenditure) </p> <p>Clerk requested signatures of Councillors to withdraw funds from National Savings Account. Cllr. Mair signed the forms to become a signatory on the Barclays Accounts. Member considered the spreadsheet showing Capital Expenditure so far in 2008 and gave a projected year end balance. The Clerk gave details of the unexpected withdrawal by Chelmsford Borough Council of the Council Tax Parish Support Grant. The manner in which this had been delivered had been objected to by many other Councils. The financial implication for Woodham Ferrers & Bicknacre</p>

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was a deficit of £2,187. The Clerk informed the Council the cheques commenced at 104396. The Clerk also stated she would consult with Cllr C. Saltmarsh to agree a % recovering of CCTV costs from Priory School. Football invoices were due and would be sent asap. Signatures were requested for Cllr. Mair to become a signatory. Cllr. Blanks approved the following cheques for payment, with a second signature to be sought.

Cheque No.	Payment to:	Amount £	VAT £
104396	R.C. Landforce Ltd – November	472.93	70.45
104397	Derek Wybrow – The Hooe/Parish Office	85.00	
104398	Derek Wybrow – Parish Office	15.00	
104399	Applied Image – Front Artwork for Dec Newsletter	52.88	7.87
104400	DF Clark Bionomique Limited – Tree Survey for Priory Fields & Report	893.00	133.00
104401	A to Z Supplies – Stationery	150.53	22.42
104402	Ahead4 Ltd	17.63	2.63
104403	E-On Electricity Lodge Road, Bicknacre	38.03	1.81
104404	EALC – Accounting Manual for Internal Auditor	18.00	
104405	B&Q – Materials	10.96	1.64
104406	E-On – Priory Field Bicknacre	26.26	2.43
104407	Glasdon – Dog Bin Priory Fields	115.87	17.25
104408	IST Colour CCTV for Priory Field & Installation Charge	232.65	34.65
104409	CBC Lease Mill Lane Bicknacre	10.00	
104410	Ernest Doe & Sons – Purchase of a Ride on Mower (FOPF) (shared purchase between FOPF/Parish Council)	6950.00	1035.11
104411	BT – Mobile Phone	11.99	1.79
104412	SLCC Membership for 2009	149.00	
104413	CBC – Lease of Lodge Road	20.00	
104414	Petty Cash	200.00	
TOTAL		9469.72	1328.42

Salaries:

Cheque No.	Payment to	Amount £
104415	Mrs K Kuderovitch – November Salary (incl. Christmas bonus)	1920.06
104416	Inland Revenue – Clerks Tax & NIC for November Mrs K. Kuderovitch – Mileage for November 2008	
104417	Mrs S. Marsh – Gatekeeper – Lodge Road (incl. Christmas bonus)	
104418	Mrs M. Webdale – The Hooe (incl. Christmas bonus)	
104419	Mrs N. Ovel – Cleaning at Lodge Road (incl. Christmas bonus)	
104420	Mr. A. Manthorpe – Christmas Bonus	
104421	Mrs K Kuderovitch – Mileage November	

Income received since last PC Meeting =

12/11/08 Cheque from FOPF for Maintenance Works to Arch £3500.00

TOTAL

Date	Balance of all accounts held	Amount £
29/10/08	Barclays Community Account	38,828.22
29/10/08	Barclays Business Bonus Account	4,945.40
29/10/08	National Savings Post Office Account	13726.62

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244.	Cllr. R. Poulter - CBC Not present
245.	Publications Scheme 👍 The Clerk explained the work which had been done and the intention to eventually have a master copy in the office for inspection and all information accessible on the web site. This is to be done over a number of months. It was resolved to change the amount for a paper request to £1.50 per sheet. Adoption took place of the distributed document. Proposed Cllr. A. Mair Secoded: Cllr R. Blanks
246.	Bye-Laws The Clerk and the Chairman reported progress had been made and agenda item for January to look at first draft.
247.	Rural Housing Survey. 👍 The Clerk reported the next stage was to identify some possible land and all Councillors were invited to meet with Anne Bishop on Friday 12 th Dec @ 10am @ WFBVH.
248.	Traffic Advisory Committee 👍 The Clerk updated the Council that the 1 st phase request had been sent to Norman Robinson after the results of the 18 th November Extraordinary Meeting.
249.	Football Members considered the first draft of the contract from Danbury Juniors with regard to Priory Fields. Minor wording was changed and an addition into Item 3 referring to ground maintenance. The Clerk reported an issue at Lodge Road with an unknown team gaining access and damaging the pitch and leaving changing rooms untidy. Enquiries were being made with the teams at Lodge Road and other sources.
250.	Friends of Priory Fields/Priory Arch 👍 📅 The FOPF fields rep was not present. It was debated and resolved to grant a further £2000 for the purchase of the new mower and the hard work and support the group give to the Council was recognised. The Clerk to invoice the outstanding amount to FOPF. A new dog bin was discussed and agreed for Moor Hall Lane. A larger bin to be purchased for Priory Fields. Proposed: Cllr. M. Cottee Secoded: Cllr. A. Mair
251.	Bicknacre Community Project The Chairman relayed plans that it was hopeful by January/February 2009 the group would stand alone and that progress was being made.
252.	Parish Council Office/ 📅 👍 Details were given and prior agreement had already been made to purchase a fire proof box for safe keeping of documents. Clerk to liaise with Cllr. C. Saltmarsh to make the purchase. Signs were agreed for front of Woodham Ferrers Village Hall, rear entrance and over the doorway. Expenditure to be agreed in January. It was resolved to move the January 2009 meeting to Tuesday 13 th January. Web site to be adjusted. The Clerk relayed a local Woodham Ferrers girl was assisting her on a couple of occasions in connection with her Duke of Edinburgh Award.



253.	Youth Council A date was confirmed as Friday 30 th January 2009 for the first meeting at Bicknacre Memorial Village Hall @7pm.
254.	Bicknacre Pre School   Members considered the new information received and the Clerk to request clarification on a couple of points. It was resolved that 50% of the net cost of Option 1 would be granted on completion of the works and once the Parish Council were supplied with the supporting documentation. Proposed: Cllr. M. Cottee Seconded: Cllr. A. Mair
255.	General Village Reports/Correspondence (to include Field Reports - Priory/Hooe/Lodge Road & Village Hall) Reps to report any incidents or problems.  The Green keepers report was read by the Clerk. Lighting at Bus Stops was discussed, after a letter from a concerned resident was handed out. Enquiries had already been made to source a grant for lighting and it was hoped this could be provided asap. The Council would consider, in the future, the lighting at all stops within the villages. The Clerk informed the Council of the agreed dates with the Chairman for the PC Office closure for Christmas 2008: Office closed from Tuesday 22 nd December and re-opens Monday 5 th January 2009. It was highlighted that a new Mobile Customer Information Service would commence at Bicknacre Memorial Village Hall from January. Details were in the Parish Newsletter and would be added to the web site as well. Cllr. Carroll made the suggestion to request the services of the Consultant who is dealing with the charitable trust of the BCP, to examine and possibly update the WFBVH Constitution and Trust Deed. It was also suggested that the BMVH one be examined as well. This was agreed and Cllr. Carroll to make the necessary arrangements.
256.	Christmas Festivities  A reminder for the Village Events and the children's competition winners were decided upon. A selection box to be purchased for all entries. Cllr. M. Cottee offered to make the presentations at both schools.
257.	Allotments The Clerk relayed some recent enquiries made and was waiting the necessary letter and signatures for Council to formally consider.
258.	Staff Members discussed and agreed Contracts & Annual Pay Reviews.

FOPF meet 2nd Wednesday of each month.

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K. Kuderovitch
9.12.08

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