



WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL

A QUALITY COUNCIL



MINUTES of the Annual Meeting of the Parish Council held on Tuesday 6th May 2008 at 20.00 at St Marys Church, Woodham Ferrers, Essex

In Attendance:		
Cllr B. Arnold (in the chair) Cllr. A. Mair Cllr G. Woricker Cllr. R. Poulter, CBC	Cllr R. Blanks (Vice Chairman) Cllr J. Bishop Clerk of the Council	Cllr. C. Saltmarsh Cllr. J. Saltmarsh Cllr. L. Carroll

☞ = Expenditure decision
☞ = A resolution to be made

83.	<p>Declaration of Interests</p> <p>The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them.</p> <p>Cllr. R. Blanks declared a personal interest in agenda items 101 & 102 and signed the book accordingly.</p> <p>The Clerk asked Cllr. Woricker for clarification of his declaration of interest at the Meeting of 8th April 2008 and it was confirmed as a personal interest and the Clerk adjusted the book accordingly. The Clerk suggested that he may wish to continue to declare that interest on the forthcoming item no 105 and Cllr Woricker agreed and also signed the book.</p>
84.	<p>Apologies</p> <p>Cllr. J. Bishop - ill</p>
85.	<p>Minutes</p> <p>The Minutes of the Parish Council Meeting of 8th April 2008 were reviewed and agreed.</p> <p>Proposed: Cllr. J. Saltmarsh Seconded: Cllr. A. Mair</p> <p>On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council.</p> <p>Present: Robin Rands & David Oxley-Goody – Traffic Advisory Committee. Helen Atkins.</p>
86.	<p>Election of Chairman ☞</p> <p>Cllr B. Arnold announced he intended to re-stand as Chairman and there were no objections or other candidates. There was a vote taken with a unanimous show of hands and the Chairman was confirmed and he signed the Declaration of Office.</p>
87.	<p>Election of Vice Chairman ☞</p> <p>Cllr. R. Blanks & Cllr. C. Saltmarsh both stood for the position of Vice Chairman. A vote was taken with Cllr. Blanks receiving 3 votes (GW, LC, BA) and Cllr. Saltmarsh receiving 2 votes (AM, JS). Cllr. Blanks was re-elected as Vice Chairman.</p>
88.	<p>Appointment of Parish Council Reps ☞</p> <p>Representatives to be agreed for the following groups:</p> <p>Bicknacre Community Project = Cllr. Arnold & Cllr. Bishop</p> <p>Friends of Priory Fields = Cllr. Bishop</p> <p>Planning Chairman – When asked by the Chairman if he would continue to Chair the Planning Committee Cllr. Saltmarsh refused and suggested the Vice Chairman take the role. On a request from the Chairman no-one volunteered for the position and the Clerk asked Cllr. Saltmarsh if he would chair the next meeting only and a decision to be made then. The Chairman stated he may be prepared to also chair the Planning Committee as well if no-one came forward.</p> <p>Planning Officers: Bicknacre North – Cllr. J. Saltmarsh, Bicknacre South, Cllr. G. Woricker, Woodham Ferrers - Cllr. J. Bishop.</p>

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	<p>Playing Fields: The Hooe – Cllr. A. Mair/Cllr. J. Saltmarsh, Priory Fields – Cllr. J. Bishop Lodge Road – Cllr. G. Woricker & Cllr. R. Blanks Press – Karen Kuderovitch Traffic – Cllr. R. Blanks Trees – Cllr. B. Arnold Recycling – Cllr. A. Mair (new position) Village Hall Reps – Cllr. L. Carroll – WfVH, Cllr. J. Saltmarsh – BMVH</p> <p>The Chairman reminded all Councillors to revise their Registers of Interests and advise the Clerk of any changes to the existing ones held.</p>
89.	<p>Appointment of any Committees, Sub-Committees, Advisory Groups ↵ The Traffic Advisory Committee was officially appointed as an Advisory Committee. Reps for the Group – Cllr. C. Saltmarsh & Cllr. A. Mair.</p>
	<p>At this stage the Chairman brought forward Item 95 in order the visitors may leave afterwards.</p>
90.	<p>Accounts The Clerk informed the Council that the Internal Auditor had experienced major PC problems and had been unable to complete the audit, therefore the 4th Quarter Budget Review was to be deferred until June 2008. The Clerk handed out provisional figures for the financial year 2007/2008 and confirmed these would be adjusted, if necessary for the June Meeting. The Clerk advised the Council she had not entered any mileage amount and this would be claimed in June 08. The Clerk asked Cllr. Woricker to check the Travis Perkins account page and this was later found to be materials ordered by the Maintenance Contractor for the new office.</p>

Cheque No.	Payment to:	Amount £	VAT £
104225	R.C. Landforce Ltd – Greenkeeper for April	473.03	70.45
104226	Paul Kuderovitch – PJ Property & Electrical Services – New Office	750.00	
104227	Derek Wybrow – erection sign for AGM/loose fencing @ The Hooe	30.00	
104228	Derek Wybrow – Room 1, flooring/doors/assemble furniture	140.00	
104229	Derek Wybrow – Room 1&2 - clearance of rooms	30.00	
104230	Derek Wybrow – Room 1 – Preparation/ re-decoration/doors	250.00	
104231	Derek Wybrow – Room 2 – Preparation/re-decoration	200.00	
104232	Derek Wybrow – Room 2 – Shelving/Table top Room 1 – Rehung doors	200.00	
104233	Derek Wyrbow – Lodge Road – Installation of Dog Bin	48.75	
104234	B&Q Financial Services – Carpet Tiles for new Office	156.76	23.34
104235	Applied Image Printers – 1200 Annual Meeting Invitations	258.00	
104236	Chelmsford Borough Council – Lease @ Lodge Road Annual	10.00	
104237	Horseshoe Nurseries – Selection Trees for Priory Fields	158.00	
104238	B&Q Financial Services – Materials for New Office	61.17	10.69
104239	BT – Parish Council Mobiles x 2	11.99	1.79
104240	The Printer Store Ltd – Purchase of Ink Catridges for Printer	233.71	34.81
104241	B.P.Armstrong – Ace Bins The Swan x 2 months	24.00	
104242	Vitax Limited – White Lining Fluid	460.22	80.53
104243	Travis Perkins – Materials	49.03	
104244	B.M.V.H.- Hire	34.40	
104245	Allianz Insurance Plc (incl. 15% discount)	2282.02	
104246	E.A.L.C – Annual Subscriptions for 2008/2009	485.56	
104247	Bob Massey – New e-mail/pc set up	65.00	
TOTAL		6411.64	151.16

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Salaries:

Cheque No.	Payment to	Amount £
104247	Mrs K Kuderovitch – April Salary (incl. 39.2 hours overtime)	1848.74
104248	Inland Revenue – Clerks Tax & NIC for April	
104249	Mrs N. Ovel – Cleaner – Lodge Road	
104250	Mrs M. Webdale – The Hooe	
104251	Mrs S. Marsh – Gatekeeper – Lodge Road	

No Income has been received since last PC Meeting.

Date	Balance of all accounts held	Amount £
31/3/08	Barclays Community Account	4753.06
31/3/08	Barclays Business Bonus Account	4771.00
31/3/08	National Savings Post Office Account	31,226.62 (movements to be made after checked by Internal Auditor)

91. Planning

Application No		Decision
08/00561/FUL	85 Hill View, Bicknacre, Essex. CM3 4XD s/s side extension to create car port	Not Supported (may lead to overdevelopment)
08/00739/FUL	Eurus, Main Road, Woodham Ferrers, Essex CM3 8RW Retrospective application for new pitched roof to outbuilding	Planning Officer not present – Clerk to contact
08/00740/FUL	Eurus, Main Road, Woodham Ferrers, Essex CM3 8RW Temporary conversion of w/shop to habitable accom. For use while applicant whilst they carry out construction works to dwelling	Planning Officer not present – Clerk to contact
	The Clerk confirmed she had omitted Planning Application No 08/00674/FUL from the agenda but, due to the timeframe, requested the report be given	
08/00674/FUL	4 Eves Villas, Main Road, Bicknacre Installation of a concrete base for a LPG tank	Supported

92.	<p>Review of the Annual Parish Meeting of 2nd May 2008 The Council to discuss the meeting and any feedback received. Feedback from: Anne Bishop, Sue Grocock, Mary Cottee Clerk to mention the call from CBC Recycling Dept.</p>
93.	<p>Councillor Vacancy/Election 🗳️ The Clerk inform the Parish Council that notification had been give to her that Mr Ken Wilkin of Bicknacre had handed in the satisfactory paperwork to call an Election for the Bicknacre Ward vacant seat. The Clerk also confirmed that she had been contacted by Rev. Mary Cottee for an election pack and that she had supplied one. The final date for submission of candidates was midday on Thursday 15th May and the Election would take place on 12th June 2008. The cost to the Parish Council would be approx £1400 and the Clerk asked for agreement for CBC to print Polling Cards (at extra cost) and the Parish Council would pay their own distributors to deliver to every house. Proposed: Cllr. C. Saltmarsh Secoded: Cllr. G. Woricker</p>



94.	Richard Poulter CBC Cllr Poulter gave an update to the Council that from 8th May 2008 Complaints to the Standards Board would be dealt with by the Standards Committee @ Chelmsford Borough Council.
95.	Traffic Advisory Committee The guests present from the Committee handed round a 'wish list' for Members to consider and went through each item. A general discussion took place on each idea and its feasibility and it was agreed that the Clerk contact Samir Pandya to arrange a meeting including the Parish Council Reps and the Advisory Groups Rep and the Clerk to also request a rep from Essex Police for advice also. The Clerk to advise the groups accordingly.
96.	Friends of Priory Fields Cllr. C. Saltmarsh gave an update of the meeting that himself and Cllr. Bishop attended with the Priors Fields Management Committee and it appeared an acceptable solution to all parties had been reached with regard to access. There was a request from the Committee for fencing to show Private Land. The Clerk confirmed that she had received the plans from Tony Chambers architect showing the area to be changed to recreation use. On consulting with Cllr. Bishop, he highlighted a piece of land missing and made the adjustments in the office, after first consulting with Mr Tony Chambers first who was in agreement.
97.	Bicknacre Community Project The Chairman recommended that towards the end of the year the Parish Council should 'divorce' themselves from the group, having given financial support to commence the project. The Clerk advised that the group were standalone anyway with their own Constitution and Members and Rules thus only linked to the Parish Council through the Financial Support they received. The project was hopeful for completion in 5 years and the Chairman advised that a Business Plan was being formed with the aide of a Consultant. The group would eventually apply for Charity Status in order to be able to apply for funding. The Chairman also advised the group that the Parking plans had been changed and more details would follow at the Bicknacre Festival on 19 th July 2008.
98.	Football 🏈 A review of pitch applications received – deferred to next meeting. A request from Brian Ireland for use of Priory Fields in Sept was considered and agreed, as long as the main pitches were avoided. A request from Priory Sports to consider commencing a project for new changing rooms @ Lodge Road was mentioned briefly and the initial response was to approve but the item was deferred in the absence of Cllr. Bishop.
99.	Annual Report and Newsletter – June 2008 The Clerk confirmed she hoped for distribution that weekend. The Clerk informed the Council she had a Rural Housing Survey to go out as well. The Chairman suggested they go separately to ensure they would be seen. Cllr. Woricker challenged this and suggested it would be cheaper to do the 2 together, saving on distributors costs. This was agreed by all Members and the Clerk to arrange.

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100.	<p>Parish Council Office 🗳️</p> <p>The Clerk handed out a sheet showing the expenditure on the new office to be £2438. There were o/s items (doors, blinds, sign & heaters). The rent for the office for the year was confirmed as £1080, plus approx. £21 per month for BT Broadband. The Council considered purchasing & leasing options for the Canon machine and agreed to lease a new machine for printing/copying/scanning and in particular producing the Newsletter at a reduced cost. (A grant was discussed but Council would have to wait 8 weeks for a response). The lease would be for 36 months and would include all servicing and parts. Cllr. Mair made a request for the Clerk to find out a purchase price for the old machine. The Clerk to action asap to save costs on another print run for next Newsletter.</p> <p>Proposed: Cllr. C. Saltmarsh Secoded: Cllr. G. Woricker.</p> <p>Note: Cllr. L. Carroll abstained from voting.</p>
101.	<p>Parish Council Meetings 🗳️</p> <p>There had been a booking issue with Woodham Ferrers Village Hall and it was discussed and decided to ask WFFVH for the summer meetings but if they could not accommodate to revert to Bicknacre. The Clerk to make the booking for 2009 at WFFVH & BMVH.</p>
102.	<p>Woodham Ferrers Village Hall 🗳️</p> <p>The grant for sound proof doors was discussed and advice was given from the Clerk about the noise experienced now she is in the new office. It was decided to ask for more information on the users of both halls and current costs.</p>
103.	<p>Notice Board @ St. Marys Church 🗳️</p> <p>The Council to agree to 50% of the cost of the board to display its Agendas & Notices being approximately £700 and the board would be shared with the Church and located in place of the old board. Rev. Cottee to be advised.</p> <p>Proposed: Cllr. C. Saltmarsh Secoded: Cllr. R. Blanks</p>
104.	<p>Community Initiatives Fund/Grants for Office 🗳️</p> <p>The Clerk asked for suggestions to be considered. In the past mention had been made of a BMX Ramp, Fencing, Play Equipment but advised a decision must be made in June Meeting to ensure we submit in time. All Councillors to consider.</p>
105.	<p>Freedom of Information – Complaint 🗳️</p> <p>The Clerk to gave details of another letter received from the Complainant and the request for a reply by 6th May. The Clerk had checked with FOI Office and actually had 40 days to reply and handed a draft letter to Members (excl. Cllr. Woricker). The Council all agreed on the letter to be sent in due course. The Clerk to also copy this to the file at FOI together with a response to their letter of 21st April 2008. The Clerk confirmed she was keeping the FOI Office updated at all times.</p>
106.	<p>Field Reports/General Village Reports/Village Hall Reports/Community Service Update</p> <p>106.1 Priory Field.</p> <p>The Clerk reported on work done by the Grass Cutting Contractor/Parish Council Maintenance Contractor.</p>
	<p>106.2 The Hooe</p> <p>The Clerk reported on work done by the Grass Cutting Contractor/Parish Council Maintenance Contractor.</p>

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	<p>106.3 Lodge Road 🖱️</p> <p>The Clerk reported on work done by the Grass Cutting Contractor/Parish Council Maintenance Contractor. Members to consider quotes for works in Changing Rooms</p> <p>Members considered two quotes for the installation of hot water heaters at Lodge Road and all agreed to allocate the work to the cheaper quote. The Clerk to write and inform both parties.</p> <p>Proposed: Cllr. A. Mair Secoded: Cllr. C. Saltmarsh</p>
	<p>106.4 General Village/Village Hall Reports 🖱️</p> <p>The Clerk report on work done by the Grass Cutting Contractor/Parish Council Maintenance Contractor. The Clerk mentioned a letter from Thriftwood resident but it was confirmed to have been actioned already. The Clerk had received notification from CBC of a complaint lodged by Mrs L. Ruse stating that she had been 'almost' refused spare plastic recycling bags by the Clerk. The Clerk stated she had never been contacted in any way by Mrs Ruse and would gladly supply the sacks as she had 2 full boxes in her office taking up room. The Clerk also advised CBC that the complaint was false.</p> <p>The Clerk advised the Council a provisional date for the ROSPA inspection was Wednesday 14th May and that the exact time would be confirmed asap.</p>
	<p>106.5 Community Service</p> <p>The Chairman reported on a request for works @ St Marys School, Woodham Ferrers.</p>
107.	<p>Civic Service for all Councillors.</p> <p>Clerk gave details of the service on 6th June 2008 for all Councillors to attend.</p>
108.	<p>Parish Sports</p> <p>Clerk gave details of the next sessions:</p> <p>Tuesday 27th May @ East Hanningfield</p> <p>Thursday 28th May /Friday 29th May @ Priory Field, Bicknacre</p>
109.	<p>Training</p> <p>Cllr. J. Saltmarsh confirmed she had attended the Employment Issues Course and that minor changes were needed to the Clerks contract.</p> <p>The Council agreed an hourly rate for the Maintenance Contractor when he attended H&S Courses for the Parish Council.</p> <p>Proposed: Cllr. C. Saltmarsh Secoded: Cllr. A. Mair</p> <p>The Clerk confirmed her holidays as follows:</p> <p>Wed 29th May 2008.</p> <p>Thursday 31st July – Monday 4th August</p> <p>Wed 6th August – Wed 20th August</p>

FOPF meet 2nd Wednesday of each month.

Meeting closed @ 10.30pm

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K. Kuderovitch
12.5.08

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