



**Woodham Ferrers &  
Bicknacre Parish Council**



**MINUTES** of the Meeting of the Parish Council held on Tuesday 12<sup>th</sup> February 2008 at **20.00** at  
Bicknacre Memorial Village Hall, Bicknacre, Essex

<b>In Attendance:</b>		
Cllr. B. Arnold (in the chair) Cllr J. Bishop Cllr R. Poulter (CBC)	Cllr C. Saltmarsh Cllr. G. Woricker Clerk – Karen Kuderovitch	Cllr J. Saltmarsh Cllr A. Mair

20. **Declaration of Interests**  
The Clerk offered members the opportunity to declare any personal/prejudicial interests and note them. None were declared.
21. **Apologies**  
Cllr. J. Smith, Cllr. R. Blanks, Cllr. L. Carroll.
22. **Minutes** 🗨️  
The Minutes of the Parish Council Meeting of 8<sup>th</sup> January 2007 were agreed and signed  
**Proposed: Cllr J. Saltmarsh Seconded: Cllr. C. Saltmarsh.**  
**On the motion of the Chairman the meeting was to be adjourned for 15 minutes for members of the public/press to address the Council. No public present.**
23. **Accounts/3<sup>rd</sup> Quarter Budget Review** 🗨️  
The clerk highlighted an error Dec payroll amount should be = £1889.69. VAT Return sent off to the amount of £4532.93. Adjustment made in this month to Clerks mileage highlighted by internal auditor (overpayment £3.72).  
The documentation for 3<sup>rd</sup> Qtr provided by Clerk were reviewed in detail and the figures agreed. It was highlighted using a detailed breakdown of payments due that there would be enough funds to year end 31 March 2008. Cllr Bishop requested a breakdown of the Petty Cash withdrawals and the Clerk agreed to supply asap.  
**Proposed: Cllr C. Saltmarsh Seconded: Cllr. J. Bishop**  
Clerk explained the new Capital Exp column in the General Expenditure on advice from Lubbock Fine. The Clerk advised the Council of appointment of a new Auditor. The Clerk explained a request from Jesters re their share of Planning Costs and it was accepted to wait until April. The Clerk questioned an invoice from Travis Perkins and Cllr. Woricker gave an explanation. The Clerk advised this was an unauthorised expenditure and suggested that this be added to next agenda to be discussed in full. 104179 cheque was not used.

Members to approve the following cheques for payment:

<b>Cheque No.</b>	<b>Payment to:</b>	<b>Amount £</b>	<b>VAT £</b>
104163	BT – Oct/Nov/Dec – Parish Council 01245 328988 (& o/s amount)	155.46	24.08
104164	B.M.V.H.- Hall Hire for PC Meetings x 2 invoices	67.10	
104165	DSG Retail (PC World Account) – Payment for new PC Monitor	119.98	
104166	Applied Image – Printing of December Newsletter (1095 copies)	596.77	
104167	Anglian Water – Lodge Road -	66.76	
104168	St. Marys C of E Primary School – Grant	1000.00	
104169	Mrs K Kuderovitch – under payment of Macros Bill in Dec 2007	15.26	
104170	R.C. Landforce Ltd – Greenkeeper – January 08	450.51	67.08
104171	Mr D. Wybrow – Maintenance The Hooe BMX Ramp	79.02	
104172	Mr D. Wybrow – Maintenance The Hooe BMX Ramp	95.00	
<b>TOTAL</b>		<b>2645.86</b>	<b>91.16</b>



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Salaries:

Cheque No.	Payment to	Amount £
104162	Mrs K Kuderovitch – January Salary	<b>1438.98</b>
104173	Inland Revenue – Clerks Tax & NIC for January	
104174	Mrs K Kuderovitch – Mileage for December 07/January 08 (incl adj)	
104175	Mrs C. Coe – Internal Audit	
104176	Mrs N. Ovel – Cleaner – Lodge Road	
104177	Mrs M. Webdale – The Hooe	
104178	Mrs S. Marsh – Gatekeeper – Lodge Road	

**Comment [MSOffice1]:** Authorised by Chairman- emergency item & raised 23 Jan 08

Income received since last PC Meeting:

Date	Payment from	Amount £
31 <sup>st</sup> Dec 07	Barclays Business Bonus Account Interest	£177.56
10 <sup>th</sup> January 08	NSI Post Office Savings Account Interest	£1725.89
18 <sup>th</sup> January 08	Priory Sports FC 3 <sup>rd</sup> Instalment Pitch Fees	£253.33
18 <sup>th</sup> January 08	Danbury Juniors FC 3 <sup>rd</sup> Instalment Pitch Fees	£130.00
<b>TOTAL</b>		<b>£2286.78</b>

**Account Balances:**

Balance of Barclays Community Account (31 Dec = £10,995.14) as at 31st Jan 08	£7896.09
Balance of Barclays Bonus Account (31 Dec = £4695.40) as at 31st Jan 08	£4720.40
NSI Post Office Savings Account as at 10 <sup>th</sup> January 2008	£31,226.62

24. **Planning**

Members considered the following applications:

Application No.	Details	Cllr. to report
08/00014/OUT	<b>Land Adjacent Eothen, Leighams Rd, Bicknacre, Essex</b> New dwelling to support existing commercial activity	<b>Not supported</b>
08/00094/FUL	<b>Land South of Priory Primary School, Bicknacre Rd, Essex</b> Raising levels of land & compensatory excavation to achieve levels 450mm above 1 in 100 yr plus climate change flood risk level	<b>No Comment</b>
08/00150/FUL	<b>65 Hill View, Bicknacre, Essex</b> Demolish existing conservatory & erect new s/s extension to rear	<b>Supported</b>
08/00149/FUL	<b>Thursfield, Moor Hall Lane, Bicknacre, Essex</b> Demolition of existing conservatory & erection of s/s rear extension	<b>Supported</b>

**Comment [MSOffice2]:** Additional Dwelling, outside defined settlement

25. **Parish Council Office – Update on progress**

Cllr J. Saltmarsh reported that there was an agreement in principal from BMVH Committee and suggested people from each group meet asap to pursue. It was agreed the Clerk, Cllr. C. Saltmarsh & Cllr. L. Carroll be involved with input where necessary from Cllr. C. Saltmarsh.

26. **Cllr. Richard Poulter – CBC Update & any relevant topics**

Moor Hall Lane – resurfacing had been requested as a matter of urgency. The Local Development Plan was approved and there would be no extension to the boundaries of South Woodham therefore our Parish would not be affected.

Poplar Farm – Appeal is on 11<sup>th</sup> March – Clerk advised of an e-mail from the owner – to be added to March agenda.

The Clerk relayed an e-mail from a Bicknacre resident with reference to trees and the Council, with input from Cllr. Poulter decided this was a private dispute and for a response to that effect also



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advising to seek their own legal advice.

27. **Friends of Priory Fields**  
An update was given on recent activities. A letter from English Heritage was discussed and Clerk to reply to. The documents from Hillary Brightman were given to Cllr. Poulter to review and it was agreed once this had been done to be signed off by Chairman. The insurance of Priory Arch deferred to next agenda. Cllr Bishop agreed to relay information to the FOPF at the coming meeting, including the suggestion of an official opening day 🙌  
**Proposed: Cllr. C. Saltmarsh Secoded: Cllr A. Mair**
28. **Fixed Asset Register/Insurance** 🙌  
Members reviewed the updated register, 2 minor alterations and agreed. The Clerk to send to insurers.
29. **Bicknacre Community Project**  
Cllr. Bishop to ask the group for a copy of the design statement and advised the Planning Application had been submitted.
30. **Woodham Ferrers Traffic Advisory Committee**  
An update was given of the recent meeting of the group and a letter send to Essex County Council.
31. **Football/Parish Sports Programme** 🙌  
An update was given on Danbury Juniors progress – the Planning Application for temporary changing facilities had been accepted. The Chairman wished to invite FOPF to view the area highlighted by Danbury Juniors for football pitches. It was discussed and agreed that Planning Permission for change of use be investigated.  
Members agreed an expenditure of £390 to cover 6 morning session of sports activities in the Easter/Whitsun school holidays. The Clerk informed that she had suggested joining with East Hanningfield to offer more sessions for the local children.  
**Proposed: Cllr J. Saltmarsh Secoded: Cllr B. Arnold.**
32. **Review of Rural Housing Partnership Presentation**  
Members considered the minutes distributed and it was discussed and agreed to defer to next meeting as there was an allocations policy issue.
33. **Annual Parish Meeting**  
Members discussed the arrangements for 2008, including invited guests, location and theme.
34. **Review of Greenkeepers Performance in 2007** 🙌  
Members reviewed the performance and the proposed increase in charge. It was resolved that the Council were very satisfied and accepted the increase and agreed for a new 2 year contract if the price is held. Clerk to write and confirm.  
**Proposed Cllr C. Saltmarsh Secoded: Cllr A. Mair**
35. **Parishioners Recycling Vehicle**  
Members consider the details of a suggestion from Cllr A. Mair to provide a vehicle free of charge for parishioners to take to recycle. The proposal was well received and Cllr. A. Mair to check some insurance implications. Clerk to add to next agenda for agreement.
36. **Just Bin It Campaign 2008**  
Members considered participation for Spring 2008. A date to be chosen by Clerk – advised in Newsletter and local schools/groups contacted to invite to participate.



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**37. Community Initiatives Fund**

Members suggested the possibility of funding a PCSO. Clerk to investigate.

**38. Field Reports/General Village Reports/Village Hall Reports/Community Service Update**

**38.1 Priory Field.**

The Clerk to report on work done by the Grass Cutting Contractor/Parish Council Maintenance Contractor.

The Clerk read the Greenkeepers report for all fields.

**38.2 The Hooe**

The Clerk to report on work done by Parish Council Maintenance Contractor/Grass Cutting Contractor.

**38.3 Lodge Road**

The Clerk to report on work done by Parish Council Grass Cutting Contractor. A quote for repair of the privacy fencing to be reviewed and agreed.

Proposed: Cllr. C. Saltmarsh Secoded: Cllr B. Arnold.

**38.4 General Village Items/Village Hall Reports**

The letter from a resident re village bench was reviewed agreed to. Clerk to write and confirm. After an enquiry from Priory Primary School the grass banks cutting to be clarified. The locating of the Post Office Box was to be looked at again the village shops being the preferred choice for safety. A website enquiry re allotments had been received. Open Greens to be added to next agenda.

**38.5 Community Service Update**

Nothing reported

**39. Parish Council Training**

Members to consider any training opportunities.

The Clerk gave details of the plan for application for Quality Status plans (visit EALC beginning March to review folder).

The Clerk also advised that the Council was entering the Annual Report of the Year/Newsletter of the Year and Website hosted by the LCR/Co-OP Bank – advised by EALC.

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

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Karen Kuderovitch  
Parish Clerk.  
18.2.08