



# WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL A QUALITY COUNCIL



MINUTES OF THE PARISH COUNCIL MEETING to be held on  
Tuesday 3<sup>rd</sup> July 2012 at 19.30 at Bicknacre Memorial Village Hall, Bicknacre, Essex



= Expenditure decision



= A resolution to be made

**THE CHAIRMAN REQUESTED MOBILE PHONES ARE SWITCHED OFF**

In Attendance:		
Cllr. J Saltmarsh (Chairman) Cllr L..White (Vice Chairman) Cllr C. Saltmarsh Cllr. A. Mair	Cllr. K. Wilkin Cllr. R. Blanks Cllr. B. Huggett Cllr. R. Webster	Clerk of the Council – K. Kuderovitch

96/12.	<b>Declaration of Interests</b> None.
97/12.	<b>Apologies</b> The Clerk to list any apologies Cllr. R. Poulter, Cllr. L. White (arrived at 7.40pm)
98/12.	<b>Minutes</b> 👍 The Minutes of the Parish Council Meeting of 12 <sup>th</sup> June 2012 were reviewed and signed.  <b>Proposed: Cllr. C. Saltmarsh</b> <b>Seconded: Cllr. K. Wilkin</b> <b>On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council.</b> A resident asked for clarification on VAT related matters and salary figures – Clerk to investigate. A resident suggested that the Clerk was not permitted to add post meeting notes, the Clerk to clarify. A resident gave the Neighbourhood Watch report –criminal damage to benches and a burglary. A resident asked a question concerning the proposed community building at Priory Fields. A resident requested the hedges be cut around the telephone box and that she had reported the glass broken.
99/12.	<b>Councillor Vacancy</b> The Clerk gave details of the notice – applications invited from 3 <sup>rd</sup> July and closes 23 <sup>rd</sup> July (reposted after a date error). The Clerk reported one application had been received so far. Cllr Mair asked if the applicant should apply again, the Clerk advised it was not necessary.
100/12.	<b>Friends of Priory Fields</b> 👍 Cllr C. Saltmarsh reported the group was meeting the following week and it was hoped a meeting date could be set soon. The Clerk reported the paperwork for the hay cutting passed all the health and safety requirements and that she would inform the group and the contractor. The Clerk reported that FoPF were kindly helping at the Olympic Event and she was awaiting confirmation of them running an adult running event.
101/12	<b>Standing Orders – Confidential Matters/Adoption of a new policy</b> 👍 The Chairman deemed this item confidential and moved it to the end of the meeting.
102/12.	<b>Fixed Assets Register</b> Clerk and Councillors reviewed the register confirming the Friends of Priory Fields recently supplied list had been added. Councillors to take the list on the Parish Walks to compare.

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103/12.	<p><b>Accounts</b> </p> <p>The Clerk advised that the Internal Auditor had suggested that the Bicknacre Memorial Village Hall had been overpaid. Clerk making enquiries with the Committee. The VAT figure agreed by the Internal Audit to be submitted was reported as £4,732.19. The Clerk confirmed receipt of the External Audit had been received from the Audit Commission.</p> <p>The Clerk gave a report on the spreadsheet and it was resolved that:          £1000 allocated to the Village Design Statement be reallocated to cover the Olympic Event, plus £100 each donation to the Youth Group and the St Mary's Churchyard.          The £150 balance of the Jubilee Project to be held until final expenses known.          It was highlighted that there was £1000 allocated to The Hooe project and the Council resolved for the Chair and the Clerk to work to apply for funding for a skate park.</p> <p style="text-align: right;"><b>Proposed Cllr. A. Mair</b> <span style="float: right;"><b>Seconded: Cllr. K. Wilkin</b></span></p>
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Payment Method	Payment to:	Amount £	VAT £
D/D	18.6.12BT – Parish Council Mobile	29.52	4.92
D/D	E- On – Priory Playing Fields	17.00	tbc
D/D	E-On – Lodge Road Changing Rooms	7.00	tbc
BACS	Mrs K Kuderovitch – Jubilee Event items purchased on ebay	25.20	
D/D	BT -	83.71	13.95
104818	Rural Community Council of Essex Membership	55.00	
104819	Horseshoe Nurseries – Jubilee Project 10 x Oak tubs & flowers	500.00	
104820	Petty Cash	100.00	
104821	NALC – Quality Status Re-accreditation – replaces cheq no 104811	120.00	
		<b>853.72</b>	

Salaries June :

Payment Method	Payment to	Amount £
BACS	Mrs K Kuderovitch – Salary June	<b>£1817.08</b>
BACS	Mrs K. Kuderovitch –Mileage for June	
BACS	Mrs M. Webdale – The Hooe – Salary June	
BACS	Mrs N. Ovel – Lodge Road – Salary June	
BACS	13.6.12 Mr S Cornell - Newsletters	
BACS	13.6.12 Mr A. Manthorpe - Litter	
104822	Mrs S. Marsh – Lodge Road – Salary June	
104823	Inland Revenue – Tax & NIC Staff for June	
<b>Date</b>	<b>Balance of all accounts held</b>	
31 5 12	Barclays Community Account	<b>25,735.31</b>
31.5.12	Barclays Business Saver	<b>11,750.62</b>

**Income:**

None

104/12.. a) Planning

Application No	Details	Cllr. to report
12/00834/FUL	<b>Chimera, Moor Hall Lane, Bicknacre, Essex CM3 4ER</b> New pitched roof over existing garage & amendment to permission reference 11/01682/FU (ssfe) for alternations & fenestration	No local issues

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12/05102/TPO	<b>32 Thriftwood, Bicknacre, Essex CM3 4HT</b> T21 Oak in rear garden crown reduce by 2m, cutting to suitable growing points	No local issues
12/00993/FUL	<b>Springfields, Crows Lane, Woodham Ferrers, Chelmsford</b> Essex. CM3 8RR Single storey rear extension	No local issues
105/12	<b>Quality Status Re-accreditation</b> The Clerk reported the panel meets Friday 6 <sup>th</sup> July and the result should be known by 4pm, the Clerk would advise councillors straight away.	
106/12	<b>Rural Housing</b> 📱 The Chairman requested that Councillors discuss the open meeting arranged for Tuesday 17th July and the arrangements and reminded Councillors that personal opinions were not to be discussed at the meeting. The Clerk reminded Councillors they must have respect for the Council decision and the Councillors who could not attend the Chelmsford City Council meeting come along to learn more for themselves. Cllr. Wilkin disagreed with the wording of the flyer. The Chairman advised that the term being used was in line with the Central Government and CCC's Overview and Scrutiny Committee and was therefore correct, whilst other Councillors were also unhappy with this wording as they felt it misleading, the term "affordable" was to stay. It was also noted that the PC logo was very prominent and also that this was the first time some Councillors had seen this flyer and it was requested that items like this need to be in our information packs for Councillors to scrutinise prior to the meeting. No vote was taken about expenditure for the meeting or the flyers. Councillors were requested to attend the open day to meet and greet parishioners, however not answer any questions directly but direct parishioners to Hastoe for their answers and help serve refreshments. The Clerk suggested that if Councillors felt they could not adhere to these requests then they should consider not attending. Cllr. Webster asked he could attend as a resident, the Chair indicated yes but the Clerk requested that she would like to take advice on this and advise Cllr. Webster in due course as the Clerk felt this may constitute a conflict of interest. The Clerk reminded Councillors that a decision on a debate ended discussion and that the discussion should only be about the open day and not repeated previous history or opinions. The Clerk advised once the results of the open day were received the Council would have an opportunity to debate again. Cllr Mair asked if the results of the open day would supersede the survey but felt he didn't receive an appropriate answer. Cllr. Wilkin indicated he may not attend. The Clerk requested to end the discussion, but a number of Councillors wanted to debate the meeting further to which the Chair agreed for a short while. The Clerk stated her advice had been given and when, after a further debate, the Chair asked for her comment she replied she had nothing further to add and suggested the Chair move to the next agenda item. Cllr. Mair challenged the Clerk implying that Council had a right to continue to debate the subject and insufficient time had been spent on this important issue and Councillor's questions remained unanswered. The Chair closed the debate.	
107/12.	<b>Allotments</b> 📱 The Clerk reported that she had only one response from the invitation to facilitate a group to look at allotments outside the parish and recommended the agenda item be omitted. A solicitor had been advised that the Council were no longer progressing with the project. The Clerk to investigate if the allotment association wishes to disband or continue perhaps as an allotment club.	

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108/12.	<p><b>Youth Group</b> 🍷</p> <p>The Chair relayed details from the meeting held on Tuesday 26<sup>th</sup> June with Youth Group reps and the Woodham Ferrers Village Hall Committee and herself. It was reported that the Youth Group was keen to commence a winter schedule, continuing to meet at Woodham Ferrers Village Hall and that a small charge would be made by the WFVH Committee and in turn the Youth Group and the arrangement made more formal with a contract. The Chair reported she was impressed with the volunteers and their enthusiasm. The Chair gave details of a discussion re youth group items which led to a letter from a resident being discussed. Cllr Huggett gave an opinion of what volunteering your services amounted to. Cllr. Mair added that he had been requested to move items from Jesters and that they were not secure and that he was content what he did was the correct course of action. Cllr. White added it was definite no to items being used at Jesters for many reasons. Cllr C. Saltmarsh felt that Jesters children had no rights to use the equipment. Cllr J. Saltmarsh highlighted that Jesters provided for children age 4-12 years and the youth group was aimed at 11-16 years. The draft response was agreed by all by a show of hands (Cllr Webster and Cllr. Huggett abstained from voting as they were not Councillors at the time). The Clerk to respond.</p>
109/12	<p><b>Olympic Event – Saturday 21<sup>st</sup> July – Priory Playing Fields, Bicknacre</b></p> <p>The Clerk asked Councillors to attend and help from 11am – 3pm. Activities reported: Football, Athletics, Archery, Cycling, Childrens Entertainer and Face Painter, adult running (run by Friends of Priory Fields).</p>
9.05pm	<p><b>Cllr White left the meeting</b></p> <p>The clerk asked if she had any general village issues.</p>

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110/12.

**General Village Reports/Correspondence (to include Field Reports - Priory/Hooe/Lodge Road)**

**& Village Hall) Reps to report any incidents or problems.**  

Cllr. White relayed contact from a resident in reference to free litter picking equipment, details to be sent to the Clerk.

A letter in reference to St Mary's Churchyard was discussed and after debate it was agreed, at present £100 could be donated only.

The Hooe – entrance alterations had been done (£192 incl. VAT) and the Parish Council awaited an estimate to finish the job. Overhanging trees were discussed as an issue, Clerk to make urgent enquiries to ensure these were dealt with.

Annual Playground Inspections – report from reps was good, awaiting report, Clerk to chase.

Bus Shelter Cleaning – agreed quarterly but one off cleans if required. Cllr. Wilkin offered to talk to the Chinese re the bus top opposite.

Jubilee Tub – watering arrangements – Cllr. Wilkin has taken responsibility for Bicknacre Village Green, Ormonds Crescent residents for the green, another resident for Woodham Hall and Cllr Huggett to ask Broughton Bloodstock to water theirs. Cllr. Mair offered advice re draining of the tubs. Cllr C. Saltmarsh offered to arrange for the drainage of the tubs, and Cllr. Wilkin offered his help.

Cllr Blanks to make contact with the two residents offering trees/donations.

The Clerk to go ahead and order the plaques and Cllr C. Saltmarsh offered to undertake the mounting of the plaques also for which the Clerk thanked him.

A letter from the Scout group has been previously discussed and agreed in the accounts section.

The Clerk reported that the Woodham Ferrers Village Hall Committee had kindly offered, free of charge, to include the PC Office when they have new floor laid on 13<sup>th</sup> August. Cllr. Webster asked if the Clerk would like a new floor which she would, so Council agreed. Cllr Blanks and Cllr. Mair offered to assist in the moving of the items, The Clerk to lock away any confidential items in the Store Room.

The Clerk reported an issue with nettles in the Bridleway in Bicknacre, Cllr. Wilkin has looked and confirmed some minor strimming would be beneficial, Clerk to arrange. The Clerk also reported a complaint from a resident about parking in Deerhurst Chase, Cllr. Huggett suggested the land was in fact owned by the house in question. The Clerk confirmed she had approached the Art Club at WFVH to see if they would like to use the telephone boxes as a display centre.

The Clerk confirmed that she had authorized the re-painting of the Bicknacre Village Sign.

The Clerk reported there had, despite chasing, been no further news in relation to the covenant deed at Priory Fields.

The Clerk reported re-surfacing dates of 9<sup>th</sup> July on the B1418 and 20<sup>th</sup> July for Priory Road.

The Clerk reported the vandalism to the benches and the Council wished to proceed with criminal damage charges. Cllr Blanks to discuss with the PCSO and report to the Clerk.

The Chairman asked round the table for any further village reports:

Cllr Wilkin reported a request for grass cutting in between the Brewers Arms and Leighams Road – Clerk to action. Cllr Wilkin also reported his concerns re verge damage near Priory Primary School.

It was resolved for the Clerk to sent a letter to the contractor reminding them of the close proximity to the school, crossing the pavement for access and that any damage should be repaired once the project has finished.

Cllr. Blanks reported that the notice for the Article 4 direction at land in Woodham Ferrers had been erected. Concerns were raised of the correct course of action should the event be repeated. The Clerk to consult with the local police and Cllr. Richard Poulter.

Cllr. Huggett reported graffiti in Bicknacre – the Clerk to investigate. Cllr Huggett also reported a neighbours theft of a catalytic convertor during daylight hours and urged all to be vigilant.

Cllr. Webster reported his concerns about the handling of parking issues in Bicknacre and it was resolved to talk with the PCSO. The Clerk reported a call from the resident concerned and had attempted to speak with her.

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111/12	<b>Parish Council Office</b> The Clerk to report the closures for August and important dates: Tuesday 17 <sup>th</sup> July – Personnel Committee and Rural Housing open day. Wednesday 11 <sup>th</sup> July – Bicknacre Parish Walk. Wednesday 18 <sup>th</sup> July – Woodham Ferrers Parish Walk Closed Tuesday 31 <sup>st</sup> July. Week commencing Monday 6 <sup>th</sup> August – re opens Monday 20 <sup>th</sup> August
	<b>The Chair closed the meeting to the public at 9.50pm</b>
	<b>Standing Orders – Confidential Matters/Adoption of a new policy</b> 🇬🇧 The Clerk relayed a new policy relating to Councillors conduct and it was discussed and adopted.

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

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K. Kuderovitch  
4.7.2012

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