



# WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL

## A QUALITY COUNCIL



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING held on  
Tuesday 8<sup>th</sup> May 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 C. Saltmarsh Cllr. A. Mair Cllr. R. Webster	Cllr. K. Wilkin Cllr. B. Huggett Cllr. R. Blanks Cllr L. White (departed 9pm)	Clerk of the Council – K. Kuderovitch Cllr R. Poulter - CCC

63/12.	<p><b>Election of Chairman</b> 👉</p> <p>The current Chairman opened the Meeting. Cllr J. Saltmarsh made it known to the meeting that she intended to stand as the Chairman and asked any other Councillor to make it known if they were going to also stand. The Clerk advised of the procedures. Members voted by a show of hands and the result was unanimous.</p> <p>The newly elected Chairman signed the Declaration of Office.</p>
64/12.	<p><b>Declaration of Interests</b></p> <p>The Clerk handed out to Councillors a personal copy of the advice from the EALC in reference to the Declaration of Interests, and gave advice that the Declarations had to be declared by individual Councillors and that the Clerk could not give direct advice on whether a Councillor had an interest or not. Cllr. Webster asked for some reasoning to this. The Clerk stated she was happy to go through any queries individually with Councillors and give examples.</p> <p>The Clerk to handout a new Declaration Forms for completion or a statement to be signed to say no changed since the last submission and asked Councillors to hand them in to her.</p> <p>The Clerk to offer members the opportunity to declare any personal/prejudicial interests and note them.</p> <p>Cllr B. Huggett needed time to digest the information. Cllr Huggett declared an interest in Item 75/12 but needed time to clearly define the type of interest. The Clerk stated she would revisit this interest later.</p> <p>Note: The Clerk revisited the declaration at agenda item 75/12. and Cllr Huggett declared the interest as a personal interest and signed the book.</p>
65/12.	<p><b>Apologies</b></p> <p>Cllr L. Cooper, Cllr. L. White made it known she would depart at 9pm</p>
66/12.	<p><b>Election of Vice Chairman</b> 👉</p> <p>The Chairman asked the current Vice Chairman if she wished to remain in the position and Cllr. White indicated positively. A vote was taken in the forms of a show of hands and this was unanimous.</p>
67/12.	<p><b>Minutes</b> 👉</p> <p>The Minutes of the Parish Council Meeting 3<sup>rd</sup> April 2012 were approved and signed. <b>Proposer: Cllr R. Blanks</b> <b>Seconder: Cllr. B, Huggett.</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 (time may be extended at the Chairman's discretion).</b></p> <p>A resident pointed out that the bus shelters and signs in the villages were in need of cleaning. The Clerk asked Cllr Blanks to follow up on the offer from Chelmsford Borough Council. The</p>

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	<p>Highways Rangers were also mentioned to be used. Cllr C. Saltmarsh presented the Council with a gift of a gavel to commemorate the Parish Councils 25 years which was gratefully received and he was thanked by all present for his kindness.</p>
68/12.	<p><b>Appointment of Parish Council Officers/Reps</b> 👍</p> <p>The Chairman reported that she had received the disappointing news of the resignation from Cllr Lisa Cooper. The Clerk asked that the resignation be received signed for the records. The resignation created a vacancy and this vacancy would be advertised in due course by the Clerk. The list of Officers and their responsibilities were examined which included the following: Officers for Planning (Bicknacre &amp; Woodham Ferrers) Representatives were agreed for the following groups: Priory Acres, Friends of Priory Fields, Youth Group, Allotments, Bicknacre Memorial Village Hall, Woodham Ferrers Village Hall Representatives were agreed for the following positions: Playing Fields (Priory Fields, Lodge Road, The Hooe), Press, Traffic, Trees, Footpaths, Community Grants, Recycling, Environment A new list to be added to the web site and notice boards.</p>
69/12.	<p><b>Appointment of any Committees, Sub-Committees, Advisory Groups</b> 👍</p> <p>Personnel Committee. Grievance Committee Members: Chair, Cllr L. White &amp; Cllr. K. Wilkin</p>
70/12.	<p><b>Policies and Procedures</b> <b>Council reviewed and agreed the following policies/documents:</b> Grant policy (new) – Councillors discussed and agreed the content (adjustment re individual applicants) Fixed Assets Register – reviewed and agenda item for June 2012. Training Intent Document – not produced, for June 2012 Health &amp; Safety – Statement of Intent - agreed Insurance - agreed</p>
71/12.	<p><b>Accounts</b> 📄👍</p> <p>The Clerk reported on the End of Year Balances giving an unaudited final balance of: £8,162.89 in the Barclays Community Account (Included VAT refund) £15,500.62 (£5324.74 of which are allocated to projects/groups) The Clerk reported that at the June 2012 Parish Council Meeting the final audited figures would be produced together with the External Annual Audit paperwork for agreement. The Clerk reported the Notice of Appointments to inspect the accounts had been advertised the period being the 8<sup>th</sup> May – 8<sup>th</sup> June 12. The Clerk explained the signatory process and asked Councillors to revisit the cheques and initial where indicated. The Council agreed an expenditure amount of up to £1000 for the Queens Jubilee event. The Council agreed an expenditure amount of up to £600 for the Olympic event. A full financial report would be published in the June Annual Report. All members were in favour of the amounts above. The Accounts for the Friends of Priory Fields for February and March 2012 were examined and accepted.</p>

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Payment Method	Payment to:	Amount £	VAT £
2.4.12	BMVH Rental Fees	16.83	
5.4.12	BT Direct Debits	82.76	13.79
17.4.12	Canon UK Ltd – Machine supplies	86.69	
17.4.12	In Touch Magazine Annual Subscription	4.00	
17.4.12	Environment Agency – Priory Fields	30.71	
17.4.12	NJW Pat Testing – Testing of all PC equipment	90.00	
17.4.12	Woodham Ferrers Village Hall – Invoice for rent Apr- June 2012	295.00	
17.4.12	BF Grounds Maintenance – March 2012	600.00	100.00
18.4.12	BT Direct Debits	31.38	
23.4.12	E-On Priory Fields	7.00	
23.4.12	E-On – Lodge Road	6.00	
25.4.12	Party Supplies – Jubilee Picnic Cloths for 3 <sup>rd</sup> June	199.00	
30.4.12	Essex & Suffolk Water – Lodge Road	28.84	
3.5.12	BMVH Rental Fees	18.74	
3.5.12	CBC – Lease @ The Hooe Bicknacre	10.00	
3.5.12	BF Grounds Maintenance – April 2012	600.00	100.00
3.5.12	CBC – Lease @ Lodge Road Playing Fields	25.00	
Cheque	EALC – General Power of Competence Training Clerk/Chair	70.00	
Cheque	EALC / NALC – Affiliation Fee 2012-2013	515.90	
Cheque	Came & Company – Parish Council Annual Insurance Renewal	1969.52	
104810	Petty Cash	100.00	
<b>TOTAL</b>		<b>£4787.37</b>	<b>213.79</b>

Salaries April :

Payment Method	Payment to	Amount £
BACS	Mrs K Kuderovitch – Salary April	<b>£1752.10</b>
BACS	Mrs K. Kuderovitch –Mileage for March	
BACS	Mrs M. Webdale – The Hooe – Salary April	
BACS	Mrs N. Ovel – Lodge Road – Salary April	
BACS	Mrs S. Jarrard – Litter Picking March	
BACS	Mr S . Jarrard – Litter Picking April	
Cheque	Mrs S. Marsh – Lodge Road – Salary April	
Cheque	Inland Revenue – Tax & NIC Staff for April	
	<b>Balance of all accounts held as at 30<sup>th</sup> April 2012</b>	
	Barclays Community Account	<b>32,318.40</b>
	Barclays Business Saver	<b>11,725.62</b>

**Bank Transfers:**

3.4.12	Transfer from Community to Business Bonus x 2 donations For Jubilee Tubs Project	£200.00
7.4.12	Transfer from Business Bonus to Community temporary loan	£4000.00

**Income:**

23.4.12	Bicknacre FC – 3 <sup>rd</sup> Instalment Football Pitch Fees	£150.00
26.4.12	Chelmsford Borough Council – 50% Precept 2012-2013	£27,115.00
		<b>£27,265.00</b>

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72/12.. a) Planning

Application No	Details	Cllr. to report
12/00573/FUL	<b>Land South of Brookfield, Main Road, Bicknacre, Essex</b> Detached cottage & garage	Local view: Outside defined settlement. The PC strongly opposes this development of infilling an area. Recommend to refuse.
12/00556/FUL	<b>1 Brockenhurst Way, Bicknacre, Essex CM3 4XN</b> Garage conversion including removal of existing garage door & brick up opening & fit a window & door	No local issues
12/00666/FUL	<b>2 Priory Road, Bicknacre, Chelmsford, Essex, CM3 4EY</b> Conversion of existing garage roof space into bedrooms linked to house with alterations to fenestration	No local issues
12/00630/FUL	<b>Peacocks House, The Street, Woodham Ferrers, Chelmsford, Essex CM3 8RQ</b> Single storey orangery to rear	No local issues (reminder re development rights)
12/00552/FUL	<b>Lordlands, Moor Hall Lane, Bicknacre, Chelmsford Essex. CM3 4ER</b>  Construction of garden shed and open ended store near boundary & construction of tile roof on existing conservatory. Removal of conifers along part of boundary and construction of dwarf wall and piers with close board infill	No local issues
12/00476/FUL - AMENDMENT	<b>Carlyon Cottage, Main Road, Woodham Ferrers Chelmsford, Essex CM3 8RJ</b> Single storey side & two storey rear/side extensions including first floor balcony & insertion of new window to first floor side elevation An additional plan has been received showing the erection of an outbuilding to the rear of the property	No local issues
<p><b>Light and Life Christian Festival</b> Cllr Chris Saltmarsh reported that he attended the CBC Planning Committee meetings on 3<sup>rd</sup> April 2012 and gave representation of the Parish Councils views. The Article 4 was voted upon and was narrowly agreed. This was welcomed news. It was reported that land is for sale at a location in Danbury and the Clerk to e-mail Danbury Parish Council to make enquiries.</p>		
73/12.	<p><b>Annual Parish Meeting 2012 - Parish Council 25 Years</b> A review of the final arrangements for the meeting to be held on Friday 11<sup>th</sup> May 2012.</p>	

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74/12.	<p><b>Friends of Priory Fields</b></p> <p>The Chair invited the Chair of FoPF speak (under special circumstances). The Chair explained the reasoning behind the reluctance to operate as a Committee of the Parish Council. Reference was made to the letter dated 25<sup>th</sup> April from FoPF to the Parish Council and the Deed of Covenant and the RX1 form presented by the FoPF and the Parish Council acknowledges the groups desire to have an interest registered on the land at Priory Fields. Some debate took place.</p> <p>The Chair of the Parish Council reported that the Parish Council were still awaiting a firm answer on their invitation for the FoPF group to operate as a Committee.</p> <p>The Clerk reported that the FOPF group were meeting on 10<sup>th</sup> May and stressed the urgency to resolve the issues with the FoPF group and advised a decision on the Management of the Fields would need to be taken at the June Meeting.</p> <p>The Chair of the Parish Council asked Richard Poulter for his advice, which summarised, was that a Deed of Covenant would hold more weight than an RX1.</p> <p>The Clerk reported no response so far from the proposed Hay Cutting contractor.</p> <p>The Clerk to make further enquiries.</p>
75/12.	<p><b>Priory Acres Project/Priory Acres &amp; Danbury Juniors Meeting</b></p> <p>The legal advice received by the Clerk was relayed which was (summarised):</p> <p>A deed of covenant had been registered on the land at Priory Fields and the Parish Council may be able choose not to enforce the covenant. Cllrs Mair /Blanks/Webster expressed at present they was uncomfortable with choosing this way forward. Cllr Huggett stated the Priory Acres group knew of the covenant and the Clerk questioned why it appeared to have not been discussed. The Chair asked the Clerk to make further enquiries to enable the project to continue in a positive manner.</p> <p>Cllr Poulter was asked for his advice which was that when taking into account a covenant and whether to refuse or agree to continue the Council should consider whether it applied to the land or the person and what the purpose of the covenant was originally intended for. The Chairman asked for a vote whether to go ahead and issue the supplied lease intention document as provided by the Clerk (The Clerk recommended it be granted as it had been checked legally and posed no implications at this stage to the Parish Council. It was unanimously agreed to go ahead and grant the same lease intention to both the Priory Acres group and the Danbury Juniors Group.</p>
76/12	<p><b>Rural Housing</b></p> <p>The Clerk handed out the response from Ulrike Macariello from the amalgamated questions posed to her through the Clerk. The Clerk reminded Councillors of a private meeting with Chelmsford Borough Council on 22<sup>nd</sup> May 2012.</p>
77/12.	<p><b>Allotments</b></p> <p>The Clerk reported the disappointing news that the Bicknacre site had advised they could no longer continue with the allotment project. Members to consider its legal obligations to provide allotments in June 2012.</p>
78/12.	<p><b>Queens Jubilee</b></p> <p>The Clerk relayed the details for the Picnic and updated Council on the Queens Jubilee/25 years flower tubs project. The Clerk reported £850 in donations from local businesses (article in Newsletter) and that the Clerk and Chair were discussing options with Horseshoe Nurseries (to be in placed by Friday 1<sup>st</sup> June 2012).</p>
79/12.	<p><b>Parish Council Quality Status – Re-accreditation</b></p> <p>The Clerk reported good progress had been made, but more work was needed on the portfolio which had been promised to Alison East of the EALC by Wednesday 20<sup>th</sup> June 2012.</p>

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80/12.	<p><b>General Village Reports/Correspondence (to include Field Reports - Priory/Hooe/Lodge Road) &amp; Village Hall) Reps to report any incidents or problems.</b> </p> <p>The Hooe – entrance/skate park/dirt jumps were discussed and further works to be done.  Annual Parish Walks – dates to be agreed in June 2012  Parking at Priory Fields – safety issues highlighted by the Clerk – a letter to BMVH to be sent re Sunday hirers and inconsiderate parking.  Newsletter Printing – the new quote was accepted and agreed to be outsourced to Applied Image due to a huge reduction in printing costs.  Picnic Tables – the Chair had found a local person who may be able to make them for £50 each – health &amp; safety standards to be adhered to.  Playground Inspection – the Clerk reported she was awaiting a date from the new company Digley Associates. Priory Fields, Priory Playing Fields, The Hooe and Lodge Road would be inspected.  The Clerk reported on the Chip Van and that Essex County Council Highways had moved it back to the layby. The Council agreed the shop location was safer but couldn't give any permission. The Council would consider any support requests from the proprietor in due course.  All Councillors were invited to share any items.  Cllr Blanks reported the VAS sign had been agreed to be fixed and put back on rotation.  Cllr Blanks reported a request for hedge to be reinstated at Lodge Road. Cllr Blanks reported on the Speedwatch group.  Cllr Huggett reported concerns of commercial vehicles parking at the Mill Meadow Estate, the Clerk to make further enquiries.  Cllr Wilkin reported parking in verges happening frequently – Clerk to ask the PCSO for advice. Cllr Wilkin also asked about the litter picker in Bicknacre doing some extra hours and the Clerk would ask him and direct him to Cllr. Wilkin.  The Clerk reported re the Highway damage at Lodge Road and that a private agreement was being pursued but nothing would happen until the Parish Council had been consulted.</p>
	<p><b>The following agenda item is of a confidential nature and the public will be asked to leave by the Chairman</b></p>
81/12	<p>A report from Personnel Committee and the Clerk was given.</p>

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

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K. Kuderovitch  
16.5.2012

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