



# WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL A QUALITY COUNCIL



YOU ARE HEREBY SUMMONED to attend the **ANNUAL PARISH COUNCIL MEETING** to be held on  
Tuesday 14<sup>th</sup> May 2013 at 19.30 at Bicknacre Memorial Village Hall, Bicknacre, Essex



= Expenditure decision



= A resolution to be made

**THE CHAIRMAN TO REQUEST MOBILE PHONES ARE SWITCHED OFF**

28/13	<b>Election of Chairman</b> The current Chairman to open the Meeting. Members to vote & elect a new Chairman. The newly elected Chairman to sign the Declaration of Office and take the Chairman's position immediately.
29/13.	<b>Declaration of Interests</b> All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. The Clerk to offer members the opportunity to declare any interests and note them.
30/13	<b>Apologies</b> The Clerk to list any apologies.
31/13	<b>Election of Vice Chairman</b> Members to elect a Vice Chairman.
32/13	<b>Minutes</b> To approve the Minutes of the Parish Council Meeting of 5 <sup>th</sup> February 2013 (note Parish Council was not able to meet the legal requirements for March and April 2013). <b><i>On the motion of the Chairman the meeting will be adjourned for 15 minute for members of the public/press to address the Council.</i></b>
33/13	<b>Appointment of Parish Council Officers/Reps</b> Officers for Planning (Bicknacre & Woodham Ferrers) Representatives to be agreed for the following groups: Priory Acres, Friends of Priory Fields, Youth Group, Traffic Advisory Committee, Bicknacre Memorial Village Hall, Woodham Ferrers Village Hall Representatives to be agreed for the following positions: Playing Fields (Priory Fields, Lodge Road, The Hooe), Press, Traffic, Trees, Footpaths, Community Grants, Recycling, Environment
34/13	<b>Priory Fields Management Committee/Friends of Priory Fields</b> Cllr C. Saltmarsh to report. Councillors to consider the request for the proposed Bicknacre Fete.
35/13	<b>August Council Recess</b> Members to vote on no meetings in August 2013.
36/13	<b>Priory Acres/Build at Priory Playing Fields</b> The Minutes of the Extraordinary Meeting of the 23 <sup>rd</sup> April to be discussed.
37/13	<b>Accounts</b> 4 <sup>th</sup> Quarter Budget Review for agreement. Clerk to ask for signatures to apply for the Unity Bank application and the signatories to be re-confirmed.

**Clerk of the Council:**

Mrs K Kuderovitch  
Parish Council Office,  
Woodham Ferrers Village Hall, Main Road,  
Woodham Ferrers, CM3 8RJ  
01245 328988  
E Mail [clerk@wfabdbpc.org.uk](mailto:clerk@wfabdbpc.org.uk)



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	Clerk to give timeframe for the Annual External Audit and report on Internal Audit. Annual Insurance quote of £1,935.41 to be agreed.
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Payment Method	Payment to:	Amount £	VAT £
D/D	5.2.13 Canon – Photocopying charged 9.9.12 – 8.12.12	318.49	53.08
BACS	6.2.13 Wenbar – Perspex for Telephone Box Woodham Ferrers Art Display	96.84	16.14
BACS	12.2.13 A to Z Supplies - Stationery	65.32	10.89
BACS	12.2.13 Friends of Priory Fields – Ditch clearance Priory Playing Fields	400.00	
BACS	12.2.13 BF Grounds Maintenance – January	600.00	100.00
D/D	18.2.13 BT Direct Debits – Parish Mobile	27.23	4.54
BACS	19.2.13 Mr M Wilson – Maintenance various tasks	225.00	
D/D	22.2.13 E-On – Priory Playing Fields	24.00	1.14
D/D	22.2.13 E-ON – Lodge Road Changing Rooms	12.00	0.57
D/D	28.2.13 Essex & Suffolk Water	2.21	
D/D	4.3.13 BMVH – Rental Fees - FoPF	7.68	
D/D	4.3.13 BMVH – Rental Fees – PC	13.44	
BACS	4.3.13 Glasdon – Bin & Locks	234.85	39.14
BACS	5.3.13 Annual In Touch Magazine Subs	4.00	
BACS	6.3.13 Wenbar Perspex for Telephone Box Woodham Ferrers Art Display	78.60	13.10
BACS	19.3.13 South Woodham Ferrers Town Council – Meeting Room Hire	49.40	
BACS	19.3.13 Anchor Fast – Replacement Timbers & Repair of bench WF	258.00	43.00
BACS	19.3.13 BF Grounds Maintenance – February	600.00	100.00
D/D	20.3.13 BT – Parish Council Mobile	51.00	8.50
D/D	22.3.13 E-On – Priory Playing Fields	24.00	1.14
D/D	22.3.13 E-ON – Lodge Road Changing Rooms	12.00	0.57
D/D	25.3.13 BT Parish Office 01245 328988 – Plan Change (4.5 months)	161.47	26.91
BACS	26.3.13 BF Grounds Maintenance – Duplicate payment?	600.00	100.00
D/D	28.3.13 Essex & Suffolk Water	2.21	
104847	26.3.13 Essex County Council – Xmas 2012 refreshments	124.28	
D/D	2.4.13 BT Direct Debits – Internet Services	100.90	16.81
BACS	16.4.13 A to Z – Stationery	5.03	0.84
BACS	16.4.13 i4c Councillor name badge Cllr P Mair	18.92	3.15
BACS	16.4.13 Chelmsford City Council – Lease @ Lodge Road	25.00	
BACS	16.4.13 Bicknacre Scout Group – Grant for bird boxes	50.00	
BACS	16.4.13 NJW Pat Testing – all electrical equipment in pc office	90.00	
BACS	16.4.13 John Cousins Top to Toe – Bus Shelter Cleaning	140.00	
BACS	16.4.13 Mr M Wilson – Maintenance various	191.56	
BACS	16.4.13 Woodham Ferrers Village Hall –Hire Jan- March 2013	305.00	
BACS	16.4.13 Woodham Ferrers Village Hall –Hire Apr – June & APM	335.00	
BACS	16.4.13 BF Grounds Maintenance – April	600.00	
D/D	17.4.132 BT Parish Mobile	30.37	5.06
BACS	17.4.13 Tax Assist – Internal Audit Sept 2012 – January 2013	639.60	106.60
BACS	17.4.13 Applied Image – March Newsletter	672.00	
D/D	22.4.13 E-On – Priory Playing Fields	24.00	1.14
D/D	22.4.13 E-ON – Lodge Road Changing Rooms	12.00	0.57
		<b>£7231.40</b>	<b>£652.89</b>

Salaries February – April 2013 :

Payment Method	Payment to	Amount £
BACS	6.2.13 James Higgins – Car Park Marshal	
BACS	18.2.13 – HMRC Staff Tax & Nic February	



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D/D	21.2.13 Scottish Life Assurance	
BACS	25.2.13 Mrs K Kuderovitch – Mileage February	
BACS	25.2.13 James Higgins – Car Park Marshal	
BACS	4.3.13 Mr A Manthorpe – March Magazine	
BACS	4.3.13 Mr A Manthorpe – Litter Picking	
BACS	6.3.13 Mr S Cornell – March Magazine	
D/D	21.3.13 Scottish Life Assurance	
104848	26.3.13 Mrs S Marsh – Feb/March Salary	
BACS	26.3.13 Mr S Jarrard – March Magazine	
BACS	26.3.13 Mrs K Kuderovitch – Mileage March	<b>£3355.42</b>
BACS	26.3.13 Mrs N Ovel – March Salary	
BACS	26.3.13 Mrs M. Webdale – March Salary	
BACS	16.4.13 Mr S Jarrard - Litter	
BACS	17.4.13 Mr J Higgins – Car Park Marshal	
BACS	17.4.13 Mrs S Marsh – Lodge Road Gate	
BACS	17.4.13 Mrs N Ovel – Lodge Road Cleaning	
BACS	17.4.13 Mrs M Webdale – The Hooe	
BACS	17.4.13 HMRC Tax & NIC February	
BACS	17.4.13 HMRC Tax & NIC March	
BACS	17.4.13 Mrs K Kuderovitch – April Salary	
<b>Date</b>	<b>Balance of all accounts held</b>	
28.3.13	Barclays Community Account	<b>£12,318.05</b>
28.3.13	Barclays Business Saver	<b>£11,266.45</b>

**Income:**

14.2.13	Chelmsford City Council – Tree Grant	£70.00
20.3.13	Priory Sports Football Pitch Fees	£333.33
25.3.13	Tri – Archery Advertising	£30.00
27.3.13	Bicknacre FC (AJ Rees) Football Pitch Fees	£150.00
24.4.13	Woodham Radards Football Pitch Fees	£381.66
30.3.13	Chelmsford City Council – 50% Precept 2013/2014	£27,115.00
8.5.13	Chelmsford City Council – Planning Gain (Woodham Lodge)	£552.88
<b>TOTAL</b>		<b>£28,632.87</b>

38/13. a) Planning

Application No	Details	Cllr. to report
13/00152/FUL	<b>22 New England Close , Bicknacre Essex</b> First floor side/rear extension above garage	No comments submitted
13/00168/FUL	<b>Lodge Farm, Lodge Rd, Woodham Ferrers Essex CM3 4HL</b> Retrospective application for shingle hardstand to buildings	No comments submitted
13/00252/FUL	<b>Lodge Farm, Lodge Rd, Woodham Ferrers Essex CM3 4HL</b> Continuation or use of buildings 2-5 for domestic storage and area 6-8 for parking of private cars	No comments submitted
13/00352/FUL	<b>Land North of White House, The Street, Woodham Ferrers</b> Retrospective change of use from an office (B1) to a single self contained dwelling unit	No comments submitted
13/00392/FUL/LBC	<b>Dyers Farm, Main Road, Woodham Ferrers, Essex CM3 8RP</b> Single storey rear extension. Replacement windows re-render	AM
13/00500/FUL	<b>16 Five Acres, Bicknacre, Chelmsford, Essex CM3 4NB</b> Single storey front extension to existing garage, conversion of garage to habitable accommodation and alterations to fenestration.	JS
13/00606/FUL	<b>Brazils Farm, Crows Lane, Woodham Ferrers, CM3 8RS</b> Erection of a horse walker	JS



<b>Clerk/Councillors to report any other planning concerns.</b>	
39/13	<p><b>Football</b> Clerk to report from the Annual Football Meeting. Clerk to submit a request from Danbury Mission. The Chair to report from a meeting between Lodge Road teams. Any other football issues to be discussed.</p>
40/13	<p><b>August Council Recess</b> Members to vote on no meetings in August 2013.</p>
41/13	<p><b>Training</b> 🍷 Clerk to give details of the planned session on 20<sup>th</sup> May 2013. Clerk to report from the Minute taking course attended in January 2013.</p>
42/13	<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> 🍷📷  <b>Clerk to report which includes:</b> Quote for works at The Hooe, Bus Shelters – Quote for a new Canon machine for photocopying. Woodham Ferrers, June Annual Report – timeframe, August holidays, Youth Group Maintenance tasks completed.            Access through Priory Fields (e-mail)            Use of Priory Playing Fields for MacMillan Boot Sale.            The Hooe project – contact from residents.            Letter from First Responders, Danbury Medical Centre.            Councillors will be invited to share any items not covered.</p>
<b>The following agenda items are of a confidential nature and will be closed to the public</b>	
43/13	<p><b>Priory Acres</b> Council to discuss and agree the next steps.</p>
44/13	<p><b>Vacancies for Woodham Ferrers and Bicknacre Councillors.</b> Members to discuss the applicants and vote.</p>

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K. Kuderovitch

9.5.13  
FOPF meet 2<sup>nd</sup> Thursday of each month.