



WOODHAM FERRERS AND BICKNACRE PARISH COUNCIL A QUALITY COUNCIL



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING held on
Tuesday 14th 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

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

28/13	<p>Election of Chairman 👍</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. The newly elected Chairman signed the Declaration of Office</p>
29/13.	<p>Declaration of Interests</p> <p>Cllr B. Huggett declared an interest in items 34/13 & 43/13 stating that he had a Registerable Non Pecuniary Interest and that he is a current Director of the Priory Acres group. Cllr Huggett stated he would participate in discussion but not vote.</p>
30/13	<p>Apologies</p> <p>Cllr R. Poulter - CCC</p>
31/13	<p>Election of Vice Chairman 👍</p> <p>Cllr White indicated she would stand as did Cllr A. Mair (retracted).The Chairman asked for a vote to be taken in the forms of a show of hands and this was unanimous for Cllr. White.</p>
32/13	<p>Minutes 👍</p> <p>The Minutes of the Parish Council Meeting of 5th February 2013 (note Parish Council was not able to meet the legal requirements for March and April 2013) were reviewed and agreed. Proposed Cllr P. Mair Seconded: Cllr C. Saltmarsh On the motion of the Chairman the meeting was adjourned for 15 minute for members of the public/press to address the Council. Danbury Juniors FC and residents made comments and statements to the Parish Council and notes were taken by the Clerk.</p>
33/13	<p>Appointment of Parish Council Officers/Reps 👍</p> <p>Officers for Planning (Bicknacre & Woodham Ferrers) – remains the same. Representatives were 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 were agreed for the following positions: Playing Fields (Priory Fields, Lodge Road, The Hooe), Press, Traffic, Community Grants, Positions vacant: Trees, Footpaths & Open Spaces, Recycling & Environment</p>

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



34/13	Priory Fields Management Committee/Friends of Priory Fields Cllr C. Saltmarsh reported on the activities of the group. Councillors agreed the request for the proposed Bicknacre Fete on Sunday 8 th September 2013.
35/13	August Council Recess Members voted and agreed unanimously to no meetings in August 2013.
36/13	Priory Acres/Build at Priory Playing Fields The Minutes of the Extraordinary Meeting of the 23 rd April were discussed and agreed (minor changes) Councillors gave their views on the current proposal and made their concerns known.
37/13	Accounts 📄 The 4 th Quarter Budget Review was deferred to the Parish Council meeting in June. The Clerk recommended the Unity Bank signatures be completed in June with the view new Councillors may wish to take on the role. Clerk gave timeframe for the Annual External Audit and reported on Internal Audit. Annual Insurance quote of £1,935.41 was agreed. Proposed: Cllr C. Saltmarsh Proposed: Cllr. A. Mair Cllr A. Mair proposed funds for Dial A Ride – to be discussed in June.

A new schedule was handed out at the meeting with revised payments.

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



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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
104849	14.5.13 EALC Affiliation Fees 13/14	503.29	
104850	14.5.13 Petty Cash	100.00	
		£7834.69	£752.89

Salaries February – April 2013 :

Payment Method	Payment to	Amount £	
BACS	6.2.13 James Higgins – Car Park Marshal	£5740.71	
BACS	18.2.13 – HMRC Staff Tax & Nic January		
D/D	21.2.13 Scottish Life Assurance		
BACS	19.2.13 Mrs K Kuderovitch – February Salary (part)		
BACS	25.2.13 Mrs K Kuderovitch – February Salary (part)		
BACS	25.2.13 Mrs K Kuderovitch – Mileage February		
BACS	25.2.13 James Higgins – Car Park Marshal		
BACS	25.2.13 Mrs M. Webdale – Salary February		
BACS	25.2.13 HMRC Staff Tax & NIC - February		
BACS	25.2.13 Mrs N Ovel – Salary February		
BACS	4.3.13 Mr A Manthorpe – March Magazine		
BACS	4.3.13 Mr A Manthorpe – Litter Picking		
BACS	4.3.13 Mr S Jarrard – Litter (part)		
BACS	6.3.13 Mr S Cornell – March Magazine		
D/D	21.3.13 Scottish Life Assurance		
BACS	26.3.13 Mr S Jarrard – Litter (part)		
BACS	20.3.13 Mrs K Kuderovitch – March Salary		
BACS	26.3.13 Mrs K Kuderovitch – Mileage March		
BACS	26.3.13 Mrs N Ovel – March Salary		
BACS	26.3.13 Mrs M. Webdale – March Salary		
104848	28.3.13 Mrs S March – February & 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 March		
BACS	17.4.13 HMRC Tax & NIC April		
D/D	17.4.13 Mrs K Kuderovitch – April Salary		
BACS	23.4.13 Scottish Life Assurance		
Date	Balance of all accounts held		
28.3.13	Barclays Community Account		£12,318.05
28.3.13	Barclays Business Saver	£11,266.45	



	<p>problems.  </p> <p>Clerk to report which includes: The quote for works at The Hooe was discussed and agreed. Proposed : Cllr P. Mair Seconded: Cllr C Saltmarsh The quote for a new Canon machine for photocopying was discussed (agenda item 3 months). June Annual Report would be distributed soon. Youth Group – new schedule completed starting September 2013. Maintenance tasks completed. It was suggested a second handyperson is sought in order to cover holidays/emergencies. Access through Priory Fields (e-mail) agreed with Health & Safety conditions checked. Use of Priory Playing Fields for Helen Rollason Boot Sale – Clerk to ensure insurance covered but no objections to a one off event. The Hooe project – contact from residents asking for action. Letter noted from First Responders thanking the PC for a grant, Danbury Medical Centre – deferred to next PC Meeting in June. Councillors were invited to share any items not covered.</p>
The following agenda items are of a confidential nature and will be closed to the public	
43/13	<p>Priory Acres Council discussed and agreed the next steps.</p>
44/13	<p>Vacancies for Woodham Ferrers and Bicknacre Councillors. Members discussed the applicants and voted a new Councillor for Bicknacre & Woodham Ferrers.</p>

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 K. Kuderovitch
 Meeting closed at 10.30pm

20.5.13

FOPF meet 2nd Thursday of each month.