

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**

Tuesday 1<sup>st</sup> December 2015

at Bicknacre Memorial Village Hall, Bicknacre, Essex



= **Expenditure decision**



= **A resolution to be made**

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

<b>In Attendance:</b>		
Cllr. J Saltmarsh (Chairman) Cllr. G. Blackshaw Cllr. M. Little	Cllr. L. Godwin Cllr S. Sinclair Cllr R. Poulter, CCC Cllr. M. Flack, CCC	Clerk of the Council K. Kuderovitch
158/15	<b>Declaration of Interests</b> All Members were 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 offered members the opportunity to declare any interests and note them.	
159/15.	<b>Apologies</b> Cllr. L. White, Cllr. C. Saltmarsh, Cllr. A. Mair, Cllr. R. Blanks	
160/15.	<b>Minutes/Public Forum</b> 🇬🇧 The Minutes of the Parish Council Meeting of 3 <sup>rd</sup> November 2015 were approved and signed. Public Forum – 15 Minutes was permitted for members to address the Council. 2 members addressed the Council.	
161/15.	<b>Local Council Accreditation Scheme – Quality Application</b> 🇬🇧 Councillors agreed the following items were in place: <ul style="list-style-type: none"> <li>• A scheme of delegation</li> <li>• Up to date insurance policy that mitigate risks to the public</li> <li>• Addressed complaints received in the last year</li> <li>• At least two thirds of its Councillors are elected</li> <li>• A printed annual report is distributed widely across the community</li> <li>• A qualified clerk</li> <li>• A formal appraisal process for staff</li> <li>• A training record and policy for all staff and Councillors</li> </ul>	
162/15.	<b>Report from Cllr R. Poulter</b> Cllr. Poulter reported on Planning Application No :15/01843/OUT – submitted by Gladman for up to 110 houses at Horsehoe Farm, Bicknacre. The application has	

**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@wfandbpc.org.uk](mailto:clerk@wfandbpc.org.uk)

	a slight change to the access details – it was resolved to leaflet drop the Parish at a cost of £132.50 to advise residents to re-submit any comments to CCC to the Clerk.
163/15	<b>Priory Fields Management Committee/Friends of Priory Fields</b> Cllr. Sinclair reported a good profit made from the Craft Fayre and a very successful event.
164/15.	<b>Bicknacre Village Green Project</b> 📌 The Clerk announced that the application to the Essex County Council Community Initiatives Fund for £6,000 for new pathways was successful. The Clerk was congratulated on her efforts. The project can now be progressed.
165/15	<b>County Broadband</b> Councillors discussed the presentation given and resolved to proceed with an open day/evening event in February 2016, in advance of the Annual Parish Meeting.
166/15.	<b>Action Plan 2016</b> Councillors reviewed the document and brought new suggestions.
167/15.	<b>Lodge Road Playing Fields Improvement Project</b> Clerk reported on some scheme received from a company, which included facilities for disabled children. The funding application made to Chelmsford City Council was due for decision in December 2015. Further update in January 2016.. CCC confirmed on 14 <sup>th</sup> Oct no consent was required for play equipment.
168/15.	<b>Christmas 2015</b> 📌 📷 The 30 <sup>th</sup> November Christmas event was very successful with many people attending. Council discussed and resolved a gift for the local school children (252 @ £1 per child). Clerk confirmed office closures over the Christmas period: Closes on Wednesday 23 <sup>rd</sup> Dec – reopens Monday 4 <sup>th</sup> January.
169/15.	<b>Accounts</b> 📌 📷 The Chairman signed the Precept Agreement forms for the Financial Year 16/17 at £59,530.00. Unity Application for Account No 2 was agreed & started to be completed.

Date	Method	Payment to	Amount £	VAT £
28 Oct 15	D/D	Essex & Suffolk Water – Lodge Road	4.50	
2 Nov 15	D/D	E – On Logde Road	8.00	0.38
4 Nov 15	BACS	Mrs K. Kuderovitch – Expenses from NALC Awards	69.71	
4 Nov 15	BACS	PKF Littlejohn – External Audit 14/15	396.00	66.00
4 Nov 15	BACS	Wicksteed Playgrounds – The Hooe Skate Park	35,939.80	5,989.97
4 Nov 15	BACS	Cllr. June Saltmarsh 2 return train fares to Birmingham NALC Awards	43.15	
4 Nov 15	BACS	Mrs K. Kuderovitch – Gift for Chairman NALC Award	29.12	

4 Nov 15	BACS	Eden Florist - Gift for Chairman NALC Award	25.00	
10 Nov 15	BACS	Safety Signs – The Hooe Playing Fields	64.68	10.78
10 Nov 15	BACS	Jenny James Entertainer – X Reem Xmas Party 11 <sup>th</sup> Dec 15 – Deposit (from Youth Funds)	50.00	
10 Nov 15	BACS	A to Z Supplies – Diaries 2015 (disputed invoice)	8.64	1.44
10 Nov 15	BACS	Chelmsford City Council – New Dog Bin @ Priory Fields	324.00	54.00
10 Nov 15	BACS	EALC AGM Lunch payment for Chair/Clerk	6.00	
10 Nov 15	BACS	NALC – Application for Local Accreditation Scheme - Quality	30.00	5.00
10 Nov 15	BACS	Glasdon – Litter Bin for Bus Stop Woodham Ferrers	142.80	23.80
13 Nov 15	D/D	GE Capital Finance – Photocopier Lease	337.10	56.18
16 Nov 15	BACS	Essex Lights – Replacement of 6 showers @ Lodge Road Playing Fields	984.00	164.00
18 Nov 15	BACS	Essex Air Ambulance – Grant	100.00	
18 Nov 15	BACS	B.F. Grounds Maintenance - October	800.00	133.33
18 Nov 15	BACS	BMVH – X- Reem (from Youth Funds)	22.20	
18 Nov 15	BACS	BMVH – PC Hire Oct	12.30	
18 Nov 15	BACS	BMVH – FOPF Hire Oct	8.20	
23 Nov 15	D/D	E-On Priory Playing Fields	22.00	1.05
1 <sup>st</sup> Dec	Cheque 300051	Essex County Council – X Reem Hire of School Hall on 22 <sup>nd</sup> Oct 15 (from Grant)	40.00	
<b>TOTAL</b>			<b>£39,467.20</b>	<b>£6,505.93</b>



**Staff Salaries September 2015 (BACS):**

18 Nov 15	G. Scholes – Car Park October	<b>£2,447.92</b>
18 Nov 15	G. Scholes – Litter October	
18 Nov 15	G. Scholes – Flyer Bicknacre	
20 Nov 15	Mrs M.Webdale – The Hooe Gate – Nov	
20 Nov 15	Mrs K. Kuderovitch – Salary Nov	
20 Nov 15	Mrs S. Marsh – Lodge Road Gate – Nov	
20 Nov 15	Mrs N. Ovel – Lodge Road Cleaning - Nov	
23 Nov 15	Royal Lon-Scotlife – Clerks Pension	
26 Nov 15	HMRC – Tax & NI Staff	

**Unity Bank Account – Income (BACS)**

17 Nov 15	Essex County Council Community Initiatives Fund – Grant for The Hooe Skate Park	£20,000.00
<b>TOTAL</b>		<b>£20,000.00</b>

170/15.	<b>Planning</b>	<b>Planning Officer</b>
15/01843/OUT	<b>Horseshoe Farm, Main Road, Bicknacre, Chelmsford CM3 4EX</b> Outline application for residential development of up to 110 dwellings, land for medical facilities, open space,	Leaflet drop residents – extension for comments to 6 <sup>th</sup> Jan 2016

	landscaping, ancillary infrastructure and means of access. (All matters reserved except access).	
15/05268/TPO	<b>2 Thriftwood, Bicknacre, Chelmsford CM3 4HT</b> T1 Oak - rear boundary - reduce back to previous cutting points and shape over to leave balanced profile, clean out dead wood as necessary. Reason: general management in small garden.	For Info
15/01556/FUL	<b>Peacocks House, The Street, Woodham Ferrers, Essex CM3 8RQ</b> Construction of two storey side / rear extensions, alterations to roof to form new gable ends containing new windows, new rooflights, new first floor side windows. Construction of a balcony over existing ground floor orangery	Permitted
Councillors were invited to discuss any local planning issues. The Clerk informed that South Woodham Ferrers Neighbourhood Plan was in process. Chelmsford City Council Local Plan Consultation – full details and drop in sessions to be added to the Gladman leaflet drop. The Clerk reported on Gladman @ East Hanningfield. Van advertising in Bicknacre – reported to CCC Enforcement & site visit within 15 days.		
171/15	 <b>General Reports from Clerk/Councillors, to include:</b> <ol style="list-style-type: none"> <li>Playing Fields (Hooe, Lodge Road, Bicknacre Playing Field) Council to discuss BF Grounds Maintenance contract review (due in January 2016). New Bus Shelter to be requested. Request from Woodham Radars re serving refreshments agreed. Clerk confirmed Oak trees had been removed @ Priory Fields. The Clerk reported that Danbury &amp; Bicknacre Juniors &amp; the Parish Council had received £20,000 in funding from the Essex County Council Community Initiatives Fund for drainage at Priory playing Fields.</li> <li>General Village (Maintenance/Issues/Suggestions). Cllr. Sinclair reported from the over 55's Friendship club. Chair &amp; Clerk visiting RCCE on 14<sup>th</sup> December re Neighbourhood Planning. Hedges overgrown.</li> <li>Village Hall Reports</li> <li>Correspondence from parishioners/groups. Topics discussed: Church &amp; Hawes Newsletter, Shrinking Footpath (email), bench @ The Grove thank you. Priory Acres – nothing response received.</li> <li>Councillors were invited to share any items not covered.</li> </ol>	
<b>THE FOLLOWING ITEMS ARE CONFIDENTIAL AND WILL BE CLOSED TO THE PUBLIC</b>		
172/15	<b>Priory Small Field Lease/Bicknacre Playing Field License</b>  Clerk updated on the details of the £20,000 funding received and it was hopeful to finalise early 2016.	
173/15	<ul style="list-style-type: none"> <li>Staffing Committee</li> <li>Christmas Bonuses agreed.</li> <li>Letter – Recommendation from the Chairman – all agreed.</li> </ul>	

.....K. Kuderovitch 7.12.15