

Minutes of the Parish Council Meeting

held on 8th February 2016 at 7.30pm in Bradwell Village Hall

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| 16/027 | <p>Present: Councillor Tony Dunn – Chairman Councillor G Lockey – Vice-Chairman Councillor J Bedford Councillor C Evans Councillor G Pritchard</p> <p>In attendance: Mrs C Marshall (Clerk & Responsible Finance Officer) Councillor Lady Patricia Newton Councillor James Abbott</p> <p>Apologies: Councillor Lesley Kinder Councillor Marie Webb</p> <p>The Chairman opened the meeting and welcomed those present. There were no members of the public present. Apologies from Councillors Kinder and Webb were recorded and on behalf of the Parish Council, the Chairman offered condolences to them on the recent death of their Mother who have lived in Bradwell Village for many years.</p> |
| 16/027 | <p>Declarations of Interest Item 16/037 Cllr Lockey – Village Hall</p> |
| 16/028 | <p>Public participation session There were no members of the public present and no written comments received.</p> |
| 16/029 | <p>Discussion with Councillor Lady Patricia Newton The Chairman welcomed Cllr Lady Newton to the meeting, who spoke to the priority topics for Braintree District Council currently and for the next six months:</p> <ul style="list-style-type: none"> a) Local Plan and the views on sites being put forward across the district; whether a “garden settlement” is suitable in Essex. b) BDC Cabinet have agreed budget which will be put before the Council in March. c) Government imposed reductions to local grants and phasing these out over the next 4 years. d) Small increase in Council Tax for the year 2016/17. e) Integrated Waste Management Facility and the representations made by the District Council against the planning application variations. f) Discussions with County Council and Highways England regarding the A120 g) In response to a question put by Cllr Evans, reduction in school transport and the impact in terms of additional vehicular journeys and cost. District Cllr Abbott has raised this at full Council, but there appear to be no plans to revert to school buses being provided. h) Open Spaces Action Plan and potential S.106 grants that might be available. i) Small District Councillor allowances for allocation at their discretion. <p>The Chairman explained to Cllr Lady Newton and Cllr Abbott the process to be followed for gathering the views of residents (to include those under 18) to inform the Parish Plan, as well as the demographics of the Parish and how these indicated that the Parish would have more than half its current population</p> |

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| | <p>over 60 years of age. He clarified that the questionnaire is to be issued after this meeting seeking views on all aspects of the Parish, from future housing to use of the playing field.</p> |
| 16/030 | <p>District Councillors Cllr Abbott spoke to the following topics:</p> <ol style="list-style-type: none"> a. Implications of reducing government allowances to County Council. b. Reduction in speed limit through Pattiswick has been refused, as has as a request for warning signage. However a request could be made to the Highways Panel for permission to allow the Parish Council to erect a "slow down" sign. c. Integrated Waste Management Facility, particularly the variation in the application which now removes the "closed loop" system for re-cycling water and the resulting extraction and discharge of water into the River Blackwater. There is conflicting information contained within documents and these are being closely studied, but the view of some District Councillors is that a completely new application should be sought to include all variations that have been or will be requested. There is still time to lodge representations to the County Council. |
| 16/031 | <p>Previous Minutes The minutes of the meeting held on 11th January 2016 were AGREED as a correct record and signed by the Vice-Chairman.</p> <p style="text-align: right;">Proposed: Cllr Pritchard Seconded: Cllr Lockey All in favour Signed by the Vice-Chairman</p> |
| 16/032 | <p>Chairman's Report The Chairman advised that sections of his report are covered by Agenda items. He reported on the A120 Community Forum and will provide a copy of the agenda and papers to all councillors.</p> <p style="text-align: right;">Action: Chairman to distribute papers</p> |
| 16/033 | <p>Employment Committee Report The Chairman reported on the meeting held on 12th January and confirmed that the first appraisal of the Clerk was completed and an increase in hours has been agreed.</p> |
| 16/034 | <p>Adoption of new policies</p> <ol style="list-style-type: none"> a) Standing Orders <p style="text-align: right;">Proposed: Cllr Lockey Seconded: Cllr Evans All in favour Action: Clerk to finalise and publish</p> b) Freedom of Information and Publication Scheme <p style="text-align: right;">Proposed: Cllr Lockey Seconded: Cllr Pritchard All in favour Action: Clerk to finalise and publish</p> c) Data Protection <p style="text-align: right;">Proposed: Cllr Evans Seconded: Cllr Dunn All in favour Action: Clerk to finalise and publish</p> d) Data Retention requires a further clarifying paragraph to be added giving guidance to councillors on the deletion of e-mails. <p style="text-align: right;">Action: Clerk to amend and table at next meeting</p> |

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| 16/035 | <p>Integrated Waste Management Facility</p> <p>The ECC Joint Replacement Waste Local Plan – Revised Preferred Approach is being finalised and will be subject to approval by both ECC and Southend-on-Sea Borough Council. Following this it will be made available for a final stage of public consultation/engagement prior to the Examination in Public. The Chairman confirmed he will attend this session in March.</p> <p>It was AGREED the Chairman should draft a letter of representation in regard to the IWMF as indicated in minute 16/030 above.</p> <p style="text-align: right;">Action: Chairman to draft letter</p> |
| 16/036 | <p>Parish Plan</p> <p>a. BDC New Local Plan - Cllr Lady Newton outlined the timescales that BDC are working towards with regard to preferred sites. BDC had advised the sites put forward in the call for sites and asked for comments. The Clerk was asked to request that the Parish be allowed to respond in six weeks' time (after the next Parish Council meeting) by when the initial results of the Parish Plan Questionnaire would be available and the Council would be better informed of residents' views.</p> <p style="text-align: right;">Action: Clerk to write to BDC</p> <p>b. Parish Plan – The Chairman confirmed that a grant application has been made to assist with the preparation costs. A response is awaited.</p> <p>c. The Chairman outlined the timetable for distribution of the questionnaires and the return of these. The Chairman anticipated that initial analysis of the questionnaire will be available for the March meeting. It was AGREED that all councillors should take a copy of Braintree District Council's Local Plan that indicates potential development sites in Bradwell to show residents and raise awareness. Distribution routes were agreed and sufficient questionnaires and return envelopes provided accordingly to each councillor.</p> <p>It was further agreed that Bradwell with Pattiswick Parish Council should use the results of the Parish Plan questionnaire to formulate a Neighbourhood Plan. It was noted that this would be a large undertaking that should be led by the community, with Parish Council involvement, and include volunteers to take part in topic working groups. Grants are available to assist with this work, but cannot be applied for until the neighbourhood strategy is decided. The MOTION for a Neighbourhood Plan for Bradwell with Pattiswick was presented to and AGREED by the Council.</p> <p style="text-align: right;">Proposed: Chairman Cllr Dunn Seconded: Cllr Lockey All in favour</p> <p style="text-align: center;">Action: Clerk to respond to BDC advising of intent and to request BDC to advise when potential Bradwell sites will be going to Committee</p> <p style="text-align: center;">Action: Clerk to write to BDC asking what support BDC could provide to help the Parish Council to develop a Neighbourhood plan</p> |
| District Cllr Abbott left the meeting at 8.55pm. | |
| | <p>Cllr Lady Newton recommended that a representative of the Parish Council should attend the Planning Committee Meeting on 14th March when the potential sites are scheduled for discussion. It was AGREED that the Chairman will attend.</p> |

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| | The Chairman expressed thanks to Cllr Lady Newton on behalf of the Parish Council for attending this meeting. |
| District Cllr Lady Newton left the meeting at 9.15pm | |
| 16/037 | <p>Village Hall Representative Report</p> <p>Cllr Lockey reported on the excellent level of bookings being received. A problem had been experienced with the boiler but this has now been rectified.</p> <p>A new policy has been agreed to prohibit the smoking of electronic cigarettes in the hall.</p> |
| 16/038 | <p>Resilience (Emergency) Plan</p> <p>The Clerk reported that all persons identified in the Plan as being able to offer skills or resources are being contacted, in writing, to give their permission to be included. They will be given an undertaking that their details will remain strictly confidential and not appear in the published version of the plan on the website.</p> |
| 16/039 | <p>Bradwell Environment</p> <p>a. Playing field – Cllr Bedford provided reports for December and January. Some litter (empty cans and wrappers) has been noticed.</p> <p>b. Holy Trinity Church Pond project – has been put to the Parochial Church Council, who have asked for details of the electrician to be engaged.</p> <p style="text-align: right;">Action: Clerk to advise PCC accordingly</p> <p>c. It was AGREED to purchase 5 trees for the orchard.</p> <p style="text-align: right;">Proposed: Cllr Lockey Seconded: Cllr Bedford All in favour Action: Chairman to order</p> <p>d. Bus shelter – Cllr Bedford reported on his meeting with the owners of Matinvaa. No changes had been made to the level of ground behind the bus shelter and the ground actually belongs to Highways. It was AGREED to write apologising for the council's previous letter and a request made to Highways to remove the banking where it rests against the bus shelter.</p> <p style="text-align: right;">Action: Clerk to send appropriate letters</p> |
| 16/040 | <p>Playing Field</p> <p>a. Cllr Evans reported that following a site visit the specification of equipment has been changed and a quotation is now awaited. Two further quotations for the same equipment will be sought.</p> <p>b. Paving to the area around the dog waste bin has been completed. Thanks expressed to Cllrs Pritchard and Bedford.</p> |
| 16/041 | <p>Roads</p> <p>a. A120 – nothing to report.</p> <p>b. Road and water outside Tippets Wade – in the absence of Cllr Webb it was AGREED to defer this item to the next meeting.</p> <p style="text-align: right;">Action: Clerk to include on next agenda</p> <p>c. Speeding in Pattiswick – reported under minute 16/030.</p> <p style="text-align: right;">Action: Clerk to obtain prices for signs Action: Chairman to approach Bradwell Aggregates</p> |
| 16/042 | <p>Planning matters</p> <p>Nothing to report. Cllr Lockey proposed to attend the Planning Committee meeting on 16th February and represent the council's views.</p> |

| | | Proposed: Cllr Lockey Seconded: Cllr Evans All in favour | | | | | | | | |
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| 16/043 | Clerk's Report The Clerk's report was accepted and noted with the following points being discussed: 1. A new independent auditor will need to be appointed in March. Action: Clerk to obtain EALC list for discussion at next meeting 2. Village sign – this has previously been renovated by the Chairman and he is happy to do so again. Action: Chairman to undertake renovation of sign | | | | | | | | | |
| 16/044 | Contracts a. Ground maintenance – contract AGREED for signing. Action: Clerk to complete b. Payroll – it was AGREED to cease the payroll bureau service at the end of this financial year. Payroll will be undertaken by the Clerk, saving the Parish Council £192 per year. Action: Clerk to action | | | | | | | | | |
| 16/045 | Correspondence received a. Barclays Bank – changes to Parish Council account now complete. b. Telefonica (O ²) – no response yet received. c. Information Commissioners office – details amended and registration renewal complete. d. Lower Thames Cross Route Consultation – closing date for comments 24 th March 2016. Action: All comments to be sent to Clerk by 20 th March e. Braintree District Council "Age Well". Action: Clerk to make copies available at Village Hall Coffee Mornings f. NHS Services g. "Clean for the Queen" – Cllrs AGREED not to take part in this scheme. | | | | | | | | | |
| 16/046 | Invitations received a. A120 Community Forum – Chairman reported under minute 16/032. b. UK Power Networks stakeholder workshop 2 nd , 3 rd or 5 th Feb – no-one was available to attend. c. Transport Representative Meeting (Area bus review) – 25 th Feb – AGREED to consider attending future meetings after results of questionnaire are available. d. Highways Panel – Chairman attending 24 th March. | | | | | | | | | |
| 16/047 | Financial matters i. Outturn statement for January discussed and noted. There were no queries, but the Chairman asked that the summary figures for bank balances be re-worked now that statements are once again being received regularly. Action: The Clerk to complete ii. Draft Budget 2016/17 - AGREED Proposed; Chairman Seconded: Cllr Lockey All in favour iii. Cheques signed: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoice date</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">VAT</th> <th style="text-align: left;">Cheque no</th> </tr> </thead> <tbody> <tr> <td>14/01/2016</td> <td>HMRC – PAYE 3 months</td> <td>191.40</td> <td>101000</td> </tr> </tbody> </table> | Invoice date | Amount | VAT | Cheque no | 14/01/2016 | HMRC – PAYE 3 months | 191.40 | 101000 | |
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| | 31/01/2016 | Mrs C A Marshall - Salary | 191.59 | | 101001 |
| | 31/01/2016 | Mrs C A Marshall - Office Expenses | 20.00 | | 101002 |
| | 24/12/2015 | Richard Edwards Group – Payroll | | | |
| | | Bureau services | 58.80 | 9.80 | 101003 |
| | 22/01/2016 | Information Commissioner – Data protection registration | 35.00 | | 101004 |
| | 07/01/2016 | EALC – Parish Clerk training | 80.00 | | 101005 |
| | 01/01/2016 | E-On | 72.23 | | D/D |
| 16/048 | <p>Next meeting Confirmed for Monday 14th March 2016 at 7.30pm in the Village Hall, Church Road, Bradwell.</p> <p style="text-align: right;">Action - Items for agenda to be sent to Parish Clerk by 12 noon, Monday 7th March</p> | | | | |
| | The meeting closed at 9.59 pm. | | | | |