

The Annual Meeting of the Parish Council was held in the Village Hall at 7.30pm on Thursday, 27th. May 2004.

PRESENT

Cllr. Draper in the Chair, Cllrs. Amos, Harris and Mrs. Tilby. Also in attendance were District Cllr. Saunders, a member of the public and the Clerk.

ELECTION OF CHAIRMAN

Cllr. Draper was re-elected as Chairman. He signed the Declaration of Acceptance of Office.

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. Applegate and Palmer. A message from Cllr. Williamson indicated that his arrival would be delayed.

MINUTES OF THE PREVIOUS MEETING

The Minutes were signed as a true record of the Meeting held on 18th. May, 2004.

APPOINTMENT OF VICE CHAIRMAN

Cllr. Applegate was re-elected as Vice Chairman.

APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

All post holders were reappointed as follows.

Association of Chelmsford District Parish Councils; Clerk (Two seats available)	
Civil Emergency Planning	Cllr. Williamson
Councillor Internal Auditor	Cllr. Harris
Essex Association of Local Councils (AGM 23rd. June)	Chairman & Vice
Footpaths	Cllr. Draper
Hanna's Field Charity	Cllr. Applegate
Independent Internal Auditor	Heelis & Lodge
Newsletter Editor (non elected post)	Mrs. D. Sherry
Parish Tree Wardens	Vacant
Planning Preparatory Reportage	Cllr Amos
Public Transport Liaison	Cllr. Mrs. Tilby
Village Hall Liaison Working Party	Cllrs. Draper, Amos, Applegate & Clerk

**MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 22ND.
APRIL**

Traffic Calming (MA p.333)

PC was appalled to learn that the traffic calming works had been brought to a halt by a resident who holds no public office. The resident had persuaded ECC to stop the scheme, but CBC had refused, and had instead stopped the work at the Old Church Road junction and started the work at the pinch point by the School. N. Robinson of CBC had asked PC for reassurance that PC is still in support of the scheme. Julie Martin of ECC had asked PC to write to her to confirm PC's support with copies to councillors. Clerk was to write to ECC as requested confirming PC's continuing support, and expressing again PC's appreciation of the CBC officers who had carried out the consultation process with great diligence. The question is also to be raised as to who is liable if there is an accident at the site where work is incomplete.

Parish Sports Programme (Fa p.334)

The sports coaching session in the Whitsun break will take place on Thursday, 3rd. June from 9.30am until 12 noon.

EALC Course on Financial Risk Management & Internal Audit (Fb p.334)

Cllr. Harris had been unable to attend the course and offered to refund PC for the course fee.

CORRESPONDENCE

a) Mid Essex Area Forum

It was noted that the Forum would take place on 1st. June, and that the Agenda was available from the Clerk.

FINANCE

a) Receipts and Payments Account for the Year Ended 31/3/04

The Account was approved by PC and signed by the Chairman and RFO.

b) Statement of Accounts on the Annual Return for the Year Ended 31/3/04

The Statement of Accounts was approved by PC and signed by the Chairman.

c) Statement of Assurance on the Annual Return for the Year Ended 31/3/04

The Statement of Assurance was completed with all answers in the affirmative. It was then signed by the Chairman and Clerk.

d) Bank Reconciliation and Statement of Significant Variances

The Bank Reconciliation and Statement of Significant Variances that accompany the Annual Return for the year ended 31/3/04 were approved by PC and signed by the Chairman and RFO.

e) Annual External Audit

It was noted that the day appointed by the auditor for local government electors and their representatives to question the auditor about the accounts is 23rd. July. The accounts will be available for inspection by local electors from 24th. June to 21st. July during weekday office hours on reasonable notice.

f) Risk Assessment.

It was agreed that items identified as requiring attention should be dealt with as follows:

COUNCIL ACTIVITIES			
ACTIVITY	RISK	PROBABILITY	RISK MANAGEMENT MEASURE
Administration	Destruction of equipment and records by fire.	Low	Backup and archives material presently kept on same premises as computer. In consideration of possible loss by fire, back up copies are to be stored at the Village Hall from time to time, preferably monthly
Village Green	Tree dangers a) Trees on Green b) Trees Bordering Green	a) Low b) Medium (have fallen on to green)	a) Trees monitored for obvious problems, regularly pruned by tree surgeon. b) Notify owners of obvious problems. Tape and stakes are to be purchased so that PC has the ability to cordon off an unsafe area.
Accounts Open to Inspection by Electors	Personal risk to Clerk working alone.	Low	The meeting room at the Village Hall is to be hired and a cllr. is to accompany the Clerk should someone wish to inspect the accounts.

g) Fidelity Guarantee Insurance Cover

Cllr. Harris advised that the insurance cover does the job required, but PC might feel that it needs cover for libel and slander. The cost of such cover is to be investigated.

h) Payments

The following receipts were noted:

From	To account	Amount £	Explanation
Chelmsford Borough Council	Current	10,786.50	1 st . half of Precept
The Carriage Company	Current	54.00	Newsletter income
V. Hearn	Current	10.00	Newsletter income
M. Harris	Current	39.00	Refund

The following cheque signed between Meetings was noted:

To	Cheque	NET £	VAT £	TOTAL £	Explanation	Power
The Printing Place 21/5/04	101361			206.00	Summer Newsletter	LGA 1972 S142

The following cheques were signed:

To	Cheque	NET £	VAT £	TOTAL £	Explanation	Power
MD Landscapes	101355	225.00	39.37	264.37	Mowing 36/3, 10/4, 21/4.	LG(MP)A 1976 S19(3a) OSA 1906 S9(b)
Hanna's Field Charity	101356			20.00	Rent for April Meeting	LGA 1972 Sch12 S10
Essex Association of Local Councils	101357			89.00	Training Course fees	LGA 1972 S175
Association of Chelmsford District Parish Councils	101358			21.00	Subscription 2003/4	LGA 1972 S143
SM Tilby	101359			13.24	Reimbursement of refreshment costs for APM	LGA 1972 S111
Ordnance Survey	101360	47.50	8.31	55.81	Annual Licence to copy maps	LGA 1972 S144
See above	101361					
R. Harvey	101362	70.00 150.00		220.00	Groundwork April & May. Remove pyracantha	OSA 1906 S10, HA 1960 96(5)
K. Plumridge	101363			556.28	May salary, office allowance, reimbursements & expenses.	LGA 1972 S112
Chelmsford Borough Council	101364			80.00	Coaching sessions in Easter break	LG(MP)A 1976 S19
Hanna's Field Charity	101365	7.50 125.00		132.50	Rent for Extra Meeting, Preschool rent for 1 st half Summer term	LGA 1972 Sch12 S10, LG(MP)A 1976 S19
D. Sherry	101366			3.36	Editor's expenses	LGA 1972 S142

PLANNING

a) Planning Applications

Cllr. Amos declared a prejudicial interest in the following three planning applications and left the Meeting.

04/00751/FUL Huntingdons Farm, Back lane (extension to kitchen);

There was no objection to the application.

04/00752/LBC Huntingdons Farm, Back Lane (extension to kitchen. External walls to be rendered with a peg tile roof above. Same materials as existing. One wall to be demolished to provide opening for extension).

There was no objection to the application.

04/00982/FUL 40 Highfields Mead (rear conservatory)

There was no objection to the application.

Cllr. Amos returned to the Meeting.

04/00649/FUL Valley Park View, Old Barn Lane, Rettendon Common (Retention of use of land as caravan site (plots 2,3,4 & 6) for stationing of four static caravans (not exceeding definition of a caravan in the Caravan Sites Act 1968), two touring caravans per plot and one day room per plot; all with associated hardstandings)

PC objects to the application because it does not accord with green belt policy.

04/00805/FUL Havenhurst, Back Lane (single storey side extension).

PC would have preferred to have seen the proposed development in accordance with the current draft proposals for extensions ie. with a pitched roof.

04/00809/FUL Cornerways, The Common (ground floor extension and loft conversion to form chalet bungalow).

PC objects to the proposed development. The property is in a prominent position on the approach to the village, and the proposal would raise its roof life by more than 50%. The property is outside the defined settlement boundary where extensions should not be significant in relation to the size of the original dwelling. The development would result in the loss of a small dwelling unit.

04/01082/FUL Barn House, Old Church Road (single storey side extension and porch canopy roof).

There was no objection to the application.

04/01093/FUL Great Oaks, Chelmsford Road (roof alteration to accommodate one additional bedroom and provision of one additional door to detached garage).

There was no objection to the application.

b) Tree Preservation Order

It was noted that a provisional tree preservation order came into force on 7th. May with respect to two red horse chestnuts, a silver birch and a group of poplars and goat willow in the curtilage of The Barn, Highfields Farm.

c) Tree Felling in Conservation Area

It was noted that CBC has received a notice of intent to carry out works to trees on the rear boundary of The Mill, The Tye and has no objection to the proposed works. The works are to

fell to the ground and kill stump of a bullace, to remove suckers and clear main stem, removing dead wood of an ash, and to fell if required a fruit tree.

d) Hyde Hall Master Plan

A request was considered from Rettendon Parish Council to give consideration to joining with Rettendon and Sandon Parish Councils by way of co-ordinated action against the proposals of the Royal Horticultural Society and the subject of refusal of planning permission by the CBC Planning Committee on 23rd. September.

It was agreed that Rettendon PC should be informed that PC is not in a position to give any financial support due to its present liabilities.

Cllr. Harris declared a prejudicial interest in the following item, in that he owns the land neighbouring the application site. He left the Meeting.

e) Planning Application 04/01018/FUL Land Opposite Alands Farm

Following investigation by councillors into planning consultants, the Clerk, using powers delegated at the Meeting on 18th. May, appointed John Daldry and Associates to produce a response to the application for submission to CBC. John Daldry and his associate Michael Aves attended a site meeting on 24th. May which was attended by the Chairman, the Clerk and other councillors. A letter received from John Daldry Associates has provided an outline of the action they will be taking to prepare their recommendation. The Clerk has queried when this could be ready and was told mid June. John Daldry agreed that if PC were to hold the Parish Meeting on 16th. he would ensure the report was with the Clerk by 14th. This will give her time to prepare an advisory hand-out for the Meeting.

CBC has been asked to confirm the extent of their consultation period. The period will extend beyond the date of their public meeting will be which in the week beginning 21st. June or the following week. They want plenty of time to publicise their meeting to ensure that everyone who has a concern with the application is aware of it. This would fit in with a possible date for the parish meeting on 16th. June. Clerk has been promised a letter of confirmation.

Contact has been made with Marks Tey Parish Council. The planning application there is very recent. The arrival of the application happened to coincide with their Annual Parish Meeting, so got an immediate airing. People concerned with the campaign against the Stisted application in Braintree District turned up and gave them a copy of the appeal decision letter – the appeal was dismissed. The Marks Tey Clerk is going to forward a copy, which will be passed on to John Daldry as he has expressed interest in seeing it. Smart Planning in the Stisted case acted on behalf of the planning authority. It looks as though Marks Tey are not in such a strong position as EH because Colchester has closed their official gypsy site. Chelmsford has two sites with a total of 22 pitches.

Richard Poulter has suggested that PC investigates the availability of NHS doctors and dentists in the area ie are they accepting new patients? He has asked to be kept informed of any help he can offer.

A Residents' Action Group has formed under the lead of Paul Garner and is in communication with the Chairman. They are offering assistance with publicity. The Chairman is to meet Paul Garner on Friday 28th. to discuss future actions.

It was agreed that the Parish Meeting should take place on Wednesday, 16th. June at 8pm in the large hall at the Village Hall, and that this meeting should be publicised by a leaflet drop, to be delivered by councillors immediately on receipt of the leaflets, and that the leaflet should include PC's policy as resolved at the last Meeting.

The Clerk was instructed to invite Lord Hanningfield, and to request that a planning officer attend the Meeting to advise on the procedure for responding to the application. It was noted that District Cllr. Ron Saunders had undertaken to ask Mark Francois to attend.

Cllr. Harris returned to the Meeting.

f) CBC Draft Planning Guidance – Section 106 Agreements and Sustainable Design and Construction

The Clerk is to thank CBC for consulting PC and offer no comment.

g) Appeal – Bromley Lodge

It was noted that an inspector appointed by the Planning Inspectorate has been instructed to hold a hearing into the appeal at 10am on 22nd. June at Civic Centre.

VILLAGE HALL LIAISON

a) Liaison Meeting 19th. May

This was postponed.

b) Further Action

A Meeting is to be arranged for a date in July onwards.

CONDITION OF THE TYE

This item had been placed on the Agenda because the area of grass in front of Scarles Croft had received little maintenance in recent months. A letter had been received from M. McGrath the landlord at the Three Horseshoes saying that he would be happy for the Parish Council to cut the area as he does not have the correct equipment.

The Clerk was instructed to write in reply, with a copy to the Unique Pub Co., that the Parish Council would be pleased to resume the maintenance of the grass, and the street furniture as before.

Mr. McGrath also wrote about the forthcoming Annual Bike Race on 11th. July. The Clerk is to respond that the Parish Council is prepared to waive the byelaws as last year to allow the banner along the line of posts and for one support vehicle to stand on the grass as long as the wheels are supported by planks to prevent damage to the turf.

AFFORDABLE HOUSING FOR LOCAL PEOPLE

a) Colne's Supporting Statement to Accompany the Planning Application

The Supporting Statement was considered.

Clerk was instructed to respond to Colne that the Sandon School bus had been omitted from the section on transport.

Clerk was also instructed to write to Colne referring to the Chairman's discussion with Sandra Howard, offering support for the Statement as a consequence of her assurance that a significant proportion of the properties will be available for part purchase and saying that the Council is looking forward to meeting her to discuss this shortly.

b) PC Supporting Statement

The Supporting Statement as drafted by the Clerk was approved for dispatch to Colne without amendment.

MATTERS FOR REPORT

a) Arson Attempt at Village Hall

The names of two youths seen trying to set fire to the Village Hall had been passed to Ashley Wall.

b) Unlicensed Cars

These were beginning to appear on the estate again.

There being no further business the Meeting closed at 10.37.