

The Annual Meeting of the Parish Council was held in the Village Hall at 8.04pm on Thursday, 26<sup>th</sup>. May, 2005.

## **PRESENT**

Cllr. Draper in the Chair, Cllrs. Applegate, Amos, Harris, Palmer & Williamson. Borough Cllr. Saunders and the Clerk were in attendance.

## **ELECTION OF CHAIRMAN**

Cllr. Les Draper was elected Chairman. He signed the Declaration of Acceptance of Office. He announced that it was his intention to step down at the end of the year to give another Cllr. experience of chairmanship before the election.

## **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. Mrs. Tilby.

## **MINUTES OF THE PREVIOUS MEETINGS**

The Minutes of the Meeting held on 28<sup>th</sup>. April and the Extraordinary Meeting held on 4<sup>th</sup>. May were signed as a true record.

## **APPOINTMENT OF VICE-CHAIRMAN**

Cllr. Peter Applegate was appointed Vice-Chairman.

## **PARISH COUNCIL APPOINTMENTS & REPRESENTATIVES**

Posts were agreed as follows:

Association of Chelmsford District Parish Councils; (Two seats available)	Clerk
Civil Emergency Planning	Cllr. Williamson
Councillor Internal Auditor	Cllr. Harris
Essex Association of Local Councils (AGM Sept.)	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  
Village Hall Liaison Working Party

Cllr. Palmer  
Cllrs. Draper, Amos,  
Applegate,  
Harris & Clerk

### **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 28th. APRIL.**

#### Post & Rails Fence (MA p406)

Investigations into community service are in hand.

#### CBC Operation Hit Squad Team (Ca p.406)

The Team is coming on 25<sup>th</sup>. August. CBC was not able to give every parish the dates they requested.

#### Bus Shelter (Fb p.407)

The bus shelter will be repaired during the week beginning 31<sup>st</sup>. May. ECC have been asked to arrange for a temporary bus stop.

#### Annual Parish Meeting (p.410)

The attendance of twenty was a big improvement on previous years. There was good communication between the village groups, and the food provided by Cllr. Harris was excellent.

#### Village Tidy-up (p.410)

It went according to plan. A fair number of volunteers turned up despite the threat of rain. There has been a request for a staggered start next year.

### **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 4<sup>TH</sup>. MAY**

There were none.

### **CORRESPONDENCE.**

#### a) Stoppage of Traffic Calming Works

The contents of the letter from ECC Highway Services regarding recent PC correspondence was noted. PC agreed to accept with regret the unsatisfactory reply and to take the matter no further. The Clerk was instructed to ask when the reinstatement of recent excavations might be expected to be completed.

#### b) School Governors

It was agreed that PC should propose Cllr. Amos for the ECC nominated post. Cllr. Harris undertook to apply personally for the post of community governor.

### **FINANCE.**

#### a) Receipts and Payments Account for the Year Ending 31/3/05.

The Account was approved and signed by the Chairman and Clerk.

b) The Statement of Accounts on the Annual Return for the year ended 31/3/05.

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

c) The Statement of Assurance on the Annual Return for the year ended 31/3/05.

The Statement of Assurance was completed and approved, and then signed by the Chairman and Clerk

d) The Bank Reconciliation and Statement of Significant Variances that accompany the Annual Return for the year ended 31/3/05.

The Bank Reconciliation and Statement of Significant Variances were approved and signed by the Chairman and Clerk.

e) 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 30th. June. The accounts will be available for inspection by local electors and their representatives from 2nd. to 29th. June during weekday office hours on reasonable notice. This has been publicised.

f) EALC Master Class of 2005, 8<sup>th</sup>. June

It was agreed that the Clerk might attend at the subsidised rate of £25 for an EALC Executive member, if she was available.

g) ETP Law & Procedures Course, 16<sup>th</sup>. June.

There was no-one available to attend.

h) The National Agreement on Salaries & Conditions of Service of Local Council Clerks in England and Wales.

The Clerk had attended the briefing session arranged by EALC and had prepared a report. It was agreed that Cllr. Harris should re-assess the documentation and bring the matter back to the next Meeting.

i) Payments

The following receipt was noted:

From	To Account	Amount £	Explanation
Essex County Council	Current	1000.00	Grant for IT improvements

The following cheque signed between meetings was noted:

To	Cheque	NET £	VAT £	TOTAL £	Explanation	Power
The Printing Place	101445			206.00	June edition of EH News	LGA 1972 S142

The following cheques were signed

To	Cheque	NET £	VAT £	TOTAL £	Explanation	Power
Essex Association of Local Councils	101444	40.27 201.39		241.66	NALC subs. & EALC annual subscription	LGA 1972 S143
See above	101445					
M & D Road Markings	101446	225.00	39.38	264.38	Marking Village Hall car park	LG(MP)A 1976 S19
Hannas Field Charity	101447	3.00 7.50 6.00		16.50	Extra meeting, April meeting, Parish meeting, rent	LGA 1972 Sch 12 S10
R. Harvey	101448			80.00	8 hours groundwork, April & May *	OSA
Ordnance Survey	101449	47.50	8.31	55.81	Licence to print maps from 1/4/05	LGA 1972 S144
Association of Chelmsford District Parish Councils	101450			21.00	Replacement for time expired cheque 101400 dated 27/10/04 lost in post	LGA 1972 S143
K. Plumridge	101451			603.86	May salary, Office allowance, B/band 13/5-12/6, Reimbursements, Expenses	LGA 1972 S112

\* The Clerk reported that Mr. Harvey had told her that Mrs. Dixon was no longer cutting the verge in front of Rails Farmhouse because it was too dangerous so he had done it. The Clerk informed him that he should not have done it (it is not on the groundwork schedule). It was agreed to pay Mr. Harvey on this occasion because he had acted in good faith, but he is to be informed that he will not be paid to cut that verge in future. He is to be instructed to follow the groundwork schedule as it was given to him at the beginning of the season.

### **ANNUAL REPORT 2004-5**

The Annual Report was adopted.

## **PLANNING**

### a) Planning Applications

**05/00749/FUL Barn Adjacent Highfields Farmhouse, Highfields Mead (Outbuilding for garaging vintage cars and bikes).**

There was no objection to the proposed outbuilding.

**05/00971/FUL Arvensis, The Tye (Two storey side extension, single storey rear extension & pitched roof over existing garage)**

There was no objection to the application.

### b) Appeal to the Planning Inspectorate:

**APP/W1525/C/04/1150685 Little Claydons Farm, Old Southend Road**

The appeal follows the Chelmsford Borough Council decision to issue an enforcement notice in relation to unauthorised development. It was agreed that the Clerk should write to the Planning Inspectorate in support of CBC's enforcement action, saying that PC had reconsidered the matter but still supported CBC.

### c) Appeal re: land opposite Alands Farm.

There had been no further communication from CBC on this matter.

### d) Tree Works

It was noted that CBC has no objection to the following tree works in the Conservation Area:

Species	Location	Specification
10 x CherryPlum	Front garden of Thriftwood	Remove any dead wood and branches infected with chondrostereum purpureum. Cut back branches to clear overhead wires in July or August.
Cherry plum	Front garden of Thriftwood	Fell as badly infected with chondrostereum purpureum.
Holly	Rear garden of Bramley House.	Crown lift to 2m.
<u>Ash</u>	Rear garden of Bramley House	Crown reduction of 25% (approx. 2-2.5m) cut to suitable growing points. Crown thin by 10% removing the weakest branches and crossing branches (max. branch diameter to be removed 10cm). Tree surgeon to check the structural integrity of the crown and report any defects to the Tree Officer.

And noted that CBC granted consent for the following works to listed trees:

TPO No:	TPO Ref:	Species	Location	Specification
1982/04	T3	Weeping Willow	Frontage of Thriftwood, overhanging footpath	Remove the two large branches resting on overhead wires back to the branch collar. Crown reduce by max. of 4-5m. (approx. 25%). Cut to suitable growing points and retain weeping habit. Remove any low droppers overhanging private drive to branch collar. Remove dead wood, hazard beam and weak branches. Tree surgeon to check the structural integrity of the crown and report any defects to Tree Officer.

## **VILLAGE HALL LIAISON**

### **a Youth Consultation Meeting**

The result of the meeting was prices etc for skateboard equipment are to be investigated, and CBC has been asked whether they would lend their mobile skate ramp. Trim trail equipment, which could also be used by adults, is to be researched, and new sources of funding for skateboard equipment and 'healthy living' projects is to be investigated by HFC. HFC has ordered the following equipment to be in place before the Summer holidays:

For the play area:	climbing frame with safety surface; Swings with safety surface. (Old climbing frame to be removed)	£11275 & VAT
For Youth:	Games wall.	£8298 & VAT
	Total value of order:	£19573 & VAT

Still on the project list:

Play Area -	New swing seats for old swing,	£136 & VAT
	Safety surface for old swing,	£945 & VAT
	& Safety surface for slide,	£1260 & VAT
	Fence & gates.	£3900
Youth-	Tarmac	£6714 & VAT

Siting of games wall was not resolved at the youth meeting, and is still being considered. All funds that have been accumulated for the project have now been allocated to the items ordered, so fund raising continues.

### **b) Further Action**

Cllr. Poulter to be requested to look into the availability of the CBC mobile skate ramp.

## **SOCIAL EVENTS**

### **a) Race Night Fund Raising Event.**

It was agreed that Cllrs. Williamson and Palmer should investigate companies that organise such events and circulate the information.

The Clerk is to book the Village Hall for Saturday, 24<sup>th</sup>. September.

The Windmill PH is to be asked if it wants to run the bar.

### **b) Christmas Dance Fund Raising Event.**

Cllrs. undertook to look into bands and find out when they are available.

The Clerk is to find out about the entertainments licence at the Village Hall.

## **AFFORDABLE HOUSING FOR LOCAL PEOPLE**

### **a) Timetable.**

This item is to be kept on the Agenda, as it was thought that work would be proceeding shortly.

**MATTERS FOR REPORT**

a) Fly Tipping

The Clerk undertook to report the tyres dumped at the Pan lane S bend.

b) Buckhatch & Leighams Lanes

The lanes are due to be resurfaced within the financial year.

There being no further business the Meeting closed at 10.25.