

The Annual Meeting of the Parish Council was held on Thursday, 25th. May, 2006 at 8.05pm in the Village Hall.

PRESENT

Cllr. Draper in the Chair, Cllrs. Applegate, Harris, Palmer and Williamson.
The Clerk and four members of the public were in attendance.

ELECTION OF CHAIRMAN

The retiring Chairman thanked everyone for their support during his term of office.
Cllr. Applegate was elected Chairman and signed the Declaration of Acceptance of Office.

APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs. Amos and Lees.

MINUTES OF THE PREVIOUS MEETING

The Minutes were signed as a true record of the Meeting held on 27th. April 2006.

At this point it was agreed to bring forward Agenda item 10 Planning for the benefit of the members of public present.

PLANNING

a) Planning Applications

06/01026/TEL56 Land at Industrial Estate, Old Church Road (erection of 15m high telecommunications monopole mast with antennae headframe, provision of 3 equipment cabinets and erection of 1.8m high palisade fence).

Although an industrial estate is the most suitable location for this kind of structure, in this case the site chosen is unsuitable because the structure will obstruct access to Unit 18 and obstruct movement of lorries turning the corner. Safety of pedestrians would also be compromised if this restricted area were to be narrowed further. Presently, cars park on the proposed plot. There is a shortage of parking spaces at the Industrial Estate and any diminution of parking provision would increase the problem.

06/01010/FUL Chestnut House (formerly Southwick Hall) Old Church Road (demolition of existing games room to front and construction of a two storey front/side extension).

There was no objection to the proposed extension.

b) Planning Training

The Clerk reported that the previous evening she had attended the planning presentation at CBC. This had covered aspects of the Local Development Framework.

CBC was offering planning training for parish councillors and asked for subjects to be identified and preferred times to be notified.

Councillors indicated that they would be interested in attending a variety of topics and different times would suit different individuals.

APPOINTMENT OF VICE CHAIRMAN

Cllr. Draper was appointed Vice Chairman.

APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

POST	HOLDER
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 Chairman
Footpaths	Cllr. Draper
Hanna's Field Charity	Cllr. Applegate
Planning Preparatory Reportage	Cllr Amos
Public Transport Liaison	Cllr. Palmer
Traffic Management	Cllr. Lees
Village Hall Liaison Working Party	Cllrs. Amos, Applegate, Draper, Harris & Clerk
Non-elected posts	
Independent Internal Auditor	Heelis & Lodge
Newsletter Editor	Mrs. D. Sherry
Parish Tree Wardens	Dean Fleming & Clerk (temp.)

It was agreed that Cllr. Lees should be asked whether he would like to cover health liaison.

MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27TH. APRIL 2006

Three Horseshoes (MA p.471)

Cllr. Amos had been unable to confirm management details. Cllr. Williamson confirmed that there was no longer a management company involved and that Enterprise Inns had taken over from the Unique Pub Co.

Village Tidy-Up (MA p.472)

Cllr. Applegate thanked everyone who turned out for the Tidy-up. The Clerk had arranged for the bulky items on the verge opposite the numbered houses in Old Church Road to be picked up by CBC.

Operational Hit Squad Cc p.472)

It had been agreed that the Clerk should inform CBC of any areas that the Village Tidy-up had not managed to clear. The area left uncleared was the length of Pan Lane between Southend Road and the access to Hill Farm.

Traffic Management (p.474)

There was a site meeting on 10th. May with Robin Murray, from ECC Highways, attended by Cllrs. Applegate and Harris and the Clerk. Matters discussed were dangers for pedestrians along the Common and opposite the Old Church Road junction, increased speeding in Old Church Road since the installation of the traffic calming, the light that has never worked and eroding verges at the Common and beside Rails Farmhouse. He would arrange a speed census shortly to include OCR. He is going to check the ownership of the verge opposite OCR junction before advising what can be done. He would report the light to the Lighting Section, and contractors have since been seen working on it. He was asked to check the definitive maps to ascertain the exact width of the highway at the Common to see whether there is width enough for a footway.

Community Transport (p.474)

The questionnaires were distributed and to date 44 had been returned, and they were delivered to Rural Community Council of Essex that morning so that there could be some initial feedback available for the Consultation Event on Saturday, 3rd. June.

Manned Refuse Vehicle (MAb p.475)

The date for the next visit, which is 24th. June, is up on the noticeboards.

Industrial Estate (MAg p.475)

Arrangements are in hand for the unit owners to purchase the site from the owner, so that they have control over maintenance.

Groundwork (MAi p.475)

Mr. Harvey has been contacted and is to resume work shortly.

CORRESPONDENCE

a) RoSPA Inspection

HFC had forwarded a copy of the inspection report. There remains only one item belonging to PC at the play area: this is the slide. It does not comply with EN 1176. All but two of the non-compliance matters are 'low risk' which require monitoring. One 'medium risk' is a toggle entrapment at the slide entry. A toggle entrapment had been identified before and the CBC play officer asked to advise. His advice was followed so it is odd that this should have arisen again. The other 'medium risk' is that the rail needs to be tightened. HFC has undertaken to deal with this.

HFC is to be asked to confirm that the rail has been tightened, and the toggle entrapment is to be investigated.

FINANCE**a) Statement of Accounts**

The Statement of Accounts on the Annual Return for the year ended 31/3/06 was approved and signed.

b) Statement of Assurance

The Statement of Assurance on the Annual Return for the year ended 31/3/06 was completed and signed.

c) Bank Reconciliation and Statement of Significant Variances

The bank Reconciliation and Statement of Significant Variances that accompany the Annual Return for the year ended 31/3/06 were approved and signed.

d) Day Appointed by the Auditor

It was noted that the appointed by the auditor for local government electors and their representatives to question the auditor about the accounts was 30th. June. The accounts would be available for inspection by local electors and their representatives from 2nd. To 29th. June during weekday office hours on reasonable notice.

e) Review of Risk Assessment

The risk assessment had been reviewed by Cllr. Harris, Member Internal Auditor. He found it fit for the purpose, but it was agreed that the Clerk should seek costings for a fire-proof box for the storage of back-up computer files in time for the budget, but for the time-being she would periodically email the updated cash book to the Member I A.

f) Review of Financial Standing Orders

The Financial Standing Orders had been reviewed by Cllr Harris, Member Internal Auditor. He advised that the only change required was to add the formula for calculating the fidelity guarantee.

g) Chairman's Allowance

It was agreed to create a Chairman's Allowance as provided by the Local Government Act 1972 s15(5), and that this should be £50 for this financial year, and come from reserves in this instance.

h) Payments

The following cheque signed between Meetings was noted:

To	Cheque	NET £	VAT £	TOTAL £	Explanation	Power
The Printing Place	101524			594.00	Printing Summer News	LGA 1972 S142

The following cheques were signed:

To	Cheque	NET £	VAT £	TOTAL £	Explanation	Power
Hannas Field Charity	101521			9.65	Rent for Meeting on 27/4/06.	LGA 1972 Sch 12 S142

To	Cheque	NET £	VAT £	TOTAL £	Explanation	Power
MD Landscapes	101522	292.90	51.26	344.16	Mowing & strimming	LG(MP)A 1976 S19 OSA 1906 S9(b)
Hannas Field Charity	101523			296.65	Preschool Rent 1 st half summer term	LG(MP)A 1976 S19
See above	101524					
Cancelled	101525					
EALC	101526			49.00	7 th . Edition of Local Council Administration	LGA 1972 S111
Allianz Cornhill Insurance plc	101527			572.50	Renewal premium 1/6/06	LGA 1972 S111
Hanna's Field Charity	101528			66.95 21.65	Rent APM Transport Event	LGA 1972 Sch12 s14, LG&RA 1997 S29
K. Plumridge	101529			781.91	May salary Office allowance Expenses B/band 13/4-12/5 Reimbursements	LGA 1972 S112
East Hanningfield Parochial Church Council	101530			200.00	1 st installment of grant for churtyard maintenance	LGA 1972 S124(6)

The following receipts were noted:

From	To account	Amount £	Explanation
Chelmsford Borough Council	Current	14106.00	1 st half of precept
HM Customs	Current	930.33	VAT refund June-Dec 2005
N Poulson	Current	24.00	Newsletter income
Prajk Ltd	Current	10.00	Newsletter income
S Collar	Current	10.00	Newsletter income
Hall-Mahr Cards	Current	18.00	Newsletter income

ANNUAL REPORT & ANNUAL PARISH MEETING

a) Annual Report

The Annual Report was formally adopted.

b) Annual Parish Meeting

The attendance had been the highest for an Annual Parish Meeting within memory and there had been good participation. It was agreed that the format had worked and should be continued. It was also agreed that holding the APM on the third Saturday in May every year would make it a regular event in the village calendar.

VILLAGE HALL LIAISON

a) Halloween Dance

Cllr. Draper undertook to obtain details about a band he had seen at Wickford, and Cllr. Applegate undertook to get details from Colin Warren about another suitable band, with a view to agreeing the booking at the June Meeting.

b) Club Room Project

Cllr. Applegate undertook to find out what HFC proposed to do to consult the beneficiaries of the Charity with regard to the proposed club room project.

SCHEME OF AFFORDABLE HOUSING FOR LOCAL PEOPLE

a) Update

The date for the open house is still awaited. Clerk continues to receive requests for the registration form.

MATTERS FOR REPORT

a) Village Maintenance

The bench in front of Scarles Croft has a back splat missing.

b) Groundwork

i) Cllr. Draper undertook to trim the footpath between Highfields Farm and the Common. He is to leave the cuttings on the path as this reduces muddiness.

ii) The footway in front of Scarles Croft requires scraping back.

c) Agenda Items

A new item of Village Design Statement is to be placed on the Agenda. The Club Room Project and Halloween Dance are to continue on the Agenda.

There being no further business the Meeting closed at 10.50.