

The Annual Meeting of the Parish Council was held on Thursday, 24<sup>th</sup>. May, 2001 at 7.40 pm in the Village Hall.

### **PRESENT**

Mr. Dixon in the Chair, Mr. Applegate and Mr. Parker. The Clerk and four members of the public were in attendance.

### **APOLOGIES FOR ABSENCE**

Apologies had been received and were accepted from Messrs. Draper, Feehan and Wigglesworth and Miss Waters.

### **ELECTION OF CHAIRMAN**

Mr. Dixon was elected Chairman and signed the Declaration of Acceptance of Office.

### **MINUTES OF THE PREVIOUS MEETING**

The Minutes were signed as a true record of the Meeting held on 26<sup>th</sup>. April, 2001.

### **APPOINTMENT OF VICE CHAIRMAN**

Mr. Parker was appointed Vice Chairman.

### **REVIEW OF PARISH COUNCIL REPRESENTATIVES**

The posts were agreed as follows, subject to the confirmation of the absent members:

Association of Chelmsford District Parish Councils	Clerk
Civic Emergency Planning	Clerk
County Route	P. Waters & G. Parker
Essex Association of Local Councils	Chairman & Vice
Footpaths	L. Draper
Hanna's Field Charity	P. Applegate
Internal Auditor	M. Feehan
Mid Essex Community Health Council	
(or its successor)	P. Waters
Newsletter Editor (non elected post)	D. Sherry
Public Transport	A. Dixon
School Governing Body (non elected post)	B. Larkman
Village Maintenance	A. Dixon

### **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

#### **Path to School (MA p.80)**

The letter concerning the dropped kerb had circulated.

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The Chairman as borough councillor reported that CBC funding was available immediately for the work.

Kerbside Collection of Recyclable Material (MA p.80)

The School has responded that they do not wish to have a paper recycling facility on site.

New Speed Limit (MA p.81)

There have been speed checks and the police have caught drivers speeding. It will not be possible for PC to be notified of the results of each individual check as it is not viable for the police to notify all concerned parties of the result of each enforcement action now that they carry out short speed checks at various locations throughout their tours of duty. The Police response has been in circulation.

The Clerk was instructed to write to the Traffic Section asking for the census equipment to be installed in the village as this was deferred prior to the installation of the lower speed limit.

A12/A120 (MA p.81)

This item was not put on the Agenda because the closing date for responses was 31<sup>st</sup>. March. The Clerk has negotiated an extension. The clerk was instructed to prepare a response from councillor's comments.

CONSULTATION: A130 POST BYPASS TRAFFIC MANAGEMENT MEASURES (p.81)

The Clerk received a phone call from South Woodham Ferrers Community First Responders saying that the closure of Creephedge Lane would delay their response in reaching East Hanningfield should there be someone in urgent need of the defibrillator. It seems that even if there were a gate which could be unlocked by the emergency services, the First Responders would not have a key. Subsequently a letter was received from Woodham Ferrers and Bicknacre Parish Council who are keen to get involved in the Community First Responders Scheme and to have a defibrillator in their parish. WF & BPC suggest that it might be possible for our two parish councils to act together in this scheme. WF & BPC would like to hear if there are any councillors or parishioners who would be prepared to undergo instruction in the use of the defibrillator, and if it is thought worthwhile the two parishes acting together.

The Clerk is to publicise the training in the next Newsletter.

Village Tidy-up 12<sup>th</sup>. May

The weather was good and there was a good turnout of volunteers. All the usual areas were covered. Mr. Applegate was thanked for organising the event. The helpers have been thanked in the forthcoming edition of the East Hanningfield News.

Diamond Service (MfR p.86)

No timetables were forthcoming from the bus company. A further change is scheduled for 3<sup>rd</sup>. June. The 18.40 from Chelmsford is to finish at Rettendon. The new 19.40 from Chelmsford will also finish at Rettendon. It is not known whether this is the Bell or Turnpike. There will be no 20.40. The 20.00 and 22.00 from Southend are to be cancelled.

**At this point, 8pm, the Meeting adjourned for the Annual Parish Meeting, and reconvened at 9.36pm.**

**CORRESPONDENCE**

a) Chelmsford Community Transport

The Trustee directors of Chelmsford Community Transport Ltd. invite members to attend their Annual General Meeting and the launch of the new Chelmsford Dial-A-Ride on Tuesday, 3<sup>rd</sup>.



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July. AGM at 5.30pm and Dial-A-Ride launch at 7pm, at the Link Trinity Methodist Church, Rainsford Road.

The Chairman is to keep this in his diary and inform the Clerk if he is able to attend.

b) Police Meetings

The Chelmsford/South Woodham Ferrers Community Policing Team will be holding the following public meetings: 20<sup>th</sup>. July at Danbury Village Hall and 14<sup>th</sup>. November at Hylands School. Also the Chelmsford Public Police and community consultative Group will be holding a meeting for the Chelmsford/South Woodham Ferrers Section on 20<sup>th</sup>. March 2002 at the William de Ferrers Centre.

Councillors are to attend if available

c) Association of Chelmsford District Parish Councils

The ACDPC AGM is to be held on Tuesday, 5<sup>th</sup>. June at Springfield Parish Centre at 7.45pm. The guest speaker will be Leo Brennan, Acting head of IT Services at CBC who will talk on the subject of Setting Up a Parish Council Website.

The Clerk is to attend.

d) Closure of South Hanningfield Road

Laing has given notice that South Hanningfield Road will be closed from Tuesday, 29<sup>th</sup>. May until Sunday 10<sup>th</sup>. June. The alternative route is through Church Road West Hanningfield as Hoe Lane remains closed.

e) Mowing – The Tye

Mr. Harcourt Williams finds the mowing of the green infrequent and the contractor's visits unpredictable, so that the grass gets too long periodically. On occasions he cuts it himself. He also reported an occasion when the mowing contractor missed part of the green.

It was agreed that the Tye is mowed to the satisfaction of the Parish Council, so no further action should be taken.

f) Michael Clark MP

Michael Clark MP has written to confirm that he will not be standing for election. He thanks PC for its friendship and co-operation and expresses appreciation for the work undertaken together.

The Clerk is to write to Dr. Clark to thank him for his commitment and to wish him well in his retirement.

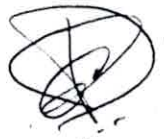
g) Footpaths

Essex County Council has announced that Essex is now a foot and mouth free area, but is still considered at risk. Most footpaths are now open, but landowners are being consulted regarding those paths which pass through land containing livestock. Paths with red notices will remain closed for the time being.

h) Coude Dennis Estate

A resident of Nicholson Close has copied a letter to PC which has been sent to Chelmsford Borough Council listing the abandoned vehicles in the area of the Coude Dennis estate. She also writes to PC about a group of young people who congregate on weekend evenings at Nicholson Place and who disturb the residents, sometimes until the small hours of the morning; and about large items dumped on the estate such as tyres and fridges.

The Chairman as borough councillor has already reported three of the abandoned vehicles plus seven burned out vehicles in the area. He undertook to inspect the estate and to report to CBC items which required collection.



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**FINANCE.****a) Village Hall Chase**

It was agreed to contribute £226, which is 50% of the cost, for repairs to the Chase and car park, subject to the invoice for that amount being addressed to the Parish Council.

**b) Football Field**

The Chairman as Borough Councillor undertook to ask Borough Council staff to inspect the field to confirm that it requires reseeding. The decision on the request from HFC for a contribution towards reseeding and levelling of the football field, full cost £2040, was therefore deferred.

**c) Accounts for the Year Ended 31<sup>st</sup>. March, 2001.**

The Accounts for the year 2000/2001 were approved by the Council and signed by the Chairman and Responsible Financial Officer.

**d) RCCE Grant Information Days**

There was no-one available to attend any of the days.

**e) Payments**

The following cheques were signed

To:	NET £	VAT £	Total £	Explanation
MD Landscapes	188.80	33.04	221.84	Mowing;
Hanna's Field Charity			125.00	Preschool rent 1 <sup>st</sup> half summer term;
The Printing Place				Summer Newsletter;
R. Harvey	98.00			Groundwork;
	5.81		103.81	Goggles;
E.H. Parochial Church Council			222.00	Church yard maintenance Grant 2001;
K. Plumridge			511.07	May salary, office allowance & reimbursements.

The following receipts were noted:

From	To account	£	Explanation
S. Hambling	current	1.00	Allotment rent 2001/2;
Barclays	deposit	98.71	Quarterly interest;
Chelmsford Borough Council	current	9049.47	1 <sup>st</sup> . half of precept.

**PLANNING.**

01/692/FUL Land at Moreland Industrial Estate, Tileworks Lane (erection of regeneration station for a fibre optic cable network).

There were no objections to this application.

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**VILLAGE HALL PROJECT**

The Clerk reported that satisfactory references had been returned so Fordham Johns would be instructed shortly to produce the plans. She had tried to get information about funding from the Countryside Agency, but they seem to have been overwhelmed with requests and unable to respond immediately.

**CONSULTATION: ORBIT TRANSPORT SOLUTIONS AROUND LONDON**

The Clerk was instructed to send the following response:

- The principle needs are for direct cross London main line rail routes (Crossrail, Chelsea Hackney) similar to RER in Paris, plus a lower Thames road/rail crossing.
- The cross London main line routes would deal more effectively with any demand for orbital passenger services.
- An additional lower Thames crossing would fill in the major missing link in orbital rail provision, whilst providing a direct link with Europe via the Channel Tunnel, together with improved facilities and service enhancement on extant axial rail routes to the north, west and south of London for freight and interconnecting regional passenger service. It should therefore be given top priority.
- More investment is required to upgrade rail capacity and extend services to 24 hours a day to support flexible working hours and increase capacity.
- No amount of additional road building can keep pace with forecast traffic growth. A genuinely sustainable and viable alternative to road transport as outlined above, for the movement of passengers and freight, must be the way ahead.

**MATTERS FOR REPORT****a) Naming of Individuals in Public Documents**

Concern was expressed that there might be occasions when an individual was put at risk because of being named in the Agenda or Minutes following a communication with PC. Also the possibility of being named might put off some potential correspondents. This matter is therefore to be an Agenda item for the next Meeting.

**b) Tennis Courts**

Mr. Parker had been told that the surface of the courts had deteriorated. The Clerk is to ask the Charity for comment.

**c) Back Lane**

The condition of the lane is deteriorating fast, with subsidence probably due to the increase in heavy vehicles using it.

The Clerk is to write to CBC on the subject.

The Clerk is to circulate letters received from a parishioner on the subject of HGVs at Alands Farm.

**d) ECC Transport Liaison Meeting 30<sup>th</sup>. April**

The Chairman had attended. It was an evening meeting and better attended than usual. He had reiterated the lack of information on timetable changes; the poor timekeeping and the need for an extra evening service for the Diamond Service.



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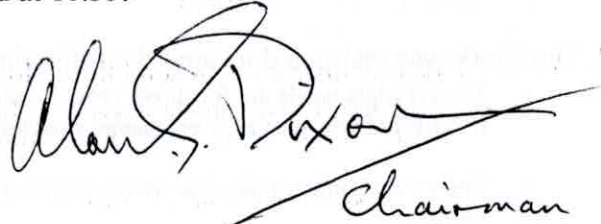
e) RCCE Village Design Statement Launch 17<sup>th</sup> May

The Chairman had attended the Launch. The information pack is to be circulated with an example of a VDS.

f) Sandon Quarry

The application for the disposal of domestic waste at the site has been rejected, but Brett have applied again under different regulations.

There being no further business the Meeting closed at 10.35.

  
Chairman  
28<sup>th</sup> June, 2001

A Meeting of the Parish Council was held on Thursday, 28<sup>th</sup>. June 2001 at 8 pm in the Village Hall.

### **PRESENT**

Mr. Dixon in the Chair, Messrs. Applegate, Draper and Wigglesworth and Miss Waters. The Clerk and three members of the public were in attendance.

### **APOLOGIES FOR ABSENCE**

Mr. Parker had indicated that his arrival would be delayed.

### **MINUTES OF THE PREVIOUS MEETING**

The Minutes were signed as a true record of the Annual Meeting held on 24<sup>th</sup>. May.

### **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

#### **Path to School (MA p.88)**

The Chairman as borough councillor reported that the dropped kerb would be installed during the next week.

#### **New Speed Limit (MA p.88)**

An accident thought to be due to excessive speed had taken place on the Main Road beside Rails Farmhouse at 4am on 27<sup>th</sup>. June. The Police had attended.

The Clerk was instructed to stress the urgency of the need for the traffic census, citing the accident, to the Traffic Police.

#### **Diamond Service (MA p.88)**

The Chairman reported that he has been pressing for improved time keeping, because the bus has been leaving the bus station 5 minutes or more late. It has also been departing from the village ahead of schedule. The 19.40 from Chelmsford is not marked as the Diamond service and has been 33X and D11.

#### **Association of Chelmsford District Parish Councils AGM (Cc p.89)**

This was attended by the Clerk. Fred Anelli was re-elected as Chairman and Karen Plumridge as Vice Chairman. Both will be representing Chelmsford District at the EALC. Carolyn Darby, Chelmsford Borough Council's Webmaster, gave a generalised account of the setting up of a web site covering doing it yourself or employing a contractor. Costs include purchase and upkeep of the domain name, and if employing a contractor, keeping the site up to date. Keeping a site up to date was identified as a constant requirement and could be burdensome on a small organisation. She is keen to establish hyperlinks from the Borough website to the parish council websites in the district. Alistair Simpson, Head of Democratic Services at CBC spoke about the progress being made with regard to the Standards Committee and how the parishes would be consulted as to the way their matters would be dealt with. CBC will have the responsibility of ensuring that there is training for the parishes in standards and the new ethical framework, but will not necessarily be the provider of the training.

Village Hall Chase (Fa p.90)

A letter of thanks has been received from HFC regarding PC's contribution to the cost of the repairs and in acknowledgement of PC's commitment to assist with future repairs.

Football Field (Fb p.90)

The Chairman as borough councillor had arranged a site meeting with borough council staff, in order to confirm whether or not it needs seeding. He was advised as follows:

North Field – It is perfectly playable. Routine maintenance needs to be carried out. At the end of the season, in the early spring, the hard areas in the centre and goal areas need to be broken up and fresh-screened topsoil and grass seed applied. At the end of the season the surface should be chain harrowed and rolled with a spiked roller. Ideally harrowing and rolling with a spiked roller should take place at intervals during the playing season.

South Field – This is rather corrugated. It would need to be killed, machine graded and re-seeded to reproduce a level surface which would not be available for play for at least two and more probably three seasons.

The Clerk was instructed to forward this report to HFC.

Tennis Courts (MfRb p.91)

The tennis courts have not been long resurfaced, but from time to time loose material collects and has to be swept. This is considered to be the only problem with the surface.

**CORRESPONDENCE**Protection Order re:Windmill Public House

The application for the grant of Protection Order, held at the Court House, Newland Street Witham on 18<sup>th</sup>. June, by Philip and Julie Nicole Cavill of the Shepherd and Dog Public House, Stambridge, to sell intoxicating liquor as granted in respect of the Justices' Licence granted to Claire Louise and Roy Steven Liddiard at the Windmill Public House was noted.

The Clerk was instructed to write to the Liddiards to thank them for their support for the community.

CBC Traffic Schemes Priority List

Engineering Services has listed three schemes for East Hanningfield. Speed limit physical reduction measures at the Common/Tye, scoring 7; pedestrian crossing facilities at the Tye, scoring 7; and traffic calming outside the school, scoring 5. There are 339 schemes on the list and the highest score is 15.

The Clerk was instructed to write to CBC to ask why the Bicknacre Road scheme was not on the list and for a delineated strip along the roadside at the Common.

Footway, The Common

Mr. and Mrs. Lees of the Common have requested that the Parish Council extends the footway to the Chelmsford end of the village because the lack of verge or footway makes it very difficult to walk safely. Letters requesting traffic calming measures have also been sent to ECC and CBC.

The Clerk was instructed to ask CBC Engineering whether a pedestrian triangular warning sign could be installed on the Abbeyfields junction sign pole.

The Chairman as borough councillor undertook to obtain costings of a footway northwards from the Abbeyfields junction in order that it may be considered in the budget.

The Clerk was instructed to respond to Mr. and Mrs. Lees.

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Casual Vacancy

It was noted that a letter of resignation had been received from Michael Feehan. A vacancy was declared on 18<sup>th</sup>. June, and publicised immediately. If ten electors of the parish give notice in writing to the Returning Officer claiming an election within 14 days of that date, an election will take place. If not, then the Council will be able to fill the vacancy by co-option. The Council holds an earmarked reserve of £500 to cover the cost of an election.

The Clerk was instructed to write a letter of thanks to Mr. Feehan for his service to the Parish Council.

Parish Council Minutes

A request had been received from a resident who wishes to receive copies of the signed minutes and offers to pay for them.

It was agreed that P.C. should not accede to this request, because it would set a precedent which could lead to administrative problems, but that the matter should remain under review.

CBC Replacement Local Plan

A copy of the CBC Replacement Local Plan 2001-2011 Initial First Deposit Plan has been received and is in circulation. Responses are required by 2<sup>nd</sup>. August, so this will be an Agenda item for the July Meeting.

CBC Forum on the Local Plan

The Forum is for Parish Council Members to Discuss Chelmsford Borough Local Plan Deposit Draft at Civic Centre on 17<sup>th</sup>. July at 7pm.

Councillors are to inform the Clerk if they are able to attend. The Clerk is to attend if available.

Rural Housing Trust Open Day

The Rural Housing Trust invites councillors to visit the new housing scheme at Ashdon on Tuesday, 24<sup>th</sup>. July, between noon and 6pm.

The Clerk is to provide a copy of the map for Mr. Applegate.

Countyroute Liaison

Mr. Parker and Miss Waters will attend the next Liaison Meeting for the Northern Section of the A130 Bypass at the A130 Project Office on Tuesday, 3<sup>rd</sup>. July at 5pm.

The Clerk is to inform Countyroute.

Sandon Parish Council Public Meeting

Sandon Parish Council was pleased that an EHPC representative was able to attend the meeting on 6<sup>th</sup>. June concerning the proposed use of Sandon Quarry for domestic waste. The meeting was very well attended.

The Clerk was instructed to ask Mr. Parker whether he had a report from the Meeting.

Parish Paths Partnership Courses 2001

The Clerk is to forward the councillor's completed Course forms to P3.

Public Footpath Closures

All Essex footpath restrictions and rights of way closures that were imposed in response to the foot and mouth crisis were lifted on Friday 22<sup>nd</sup>. June.

FINANCE.Chelmsford Crossroads Care Attendant Scheme

It was agreed not to make a donation to the Scheme.



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Accounting Format

It was agreed that the accounts for 2001/2 and thereafter should revert to the Receipts and Payments format.

Internal Auditor

Due to the resignation of Mr. Feehan it was necessary to appoint an Internal Auditor. Miss Waters was appointed Internal Auditor.

Payments

The following receipts were noted:

From:	To Account	£	Explanation
P. Probert	Current	6.00	Newsletter advertising;
Baddow Plumbing	Current	20.00	Newsletter advertising;
Hanningfield Motor Co.	Current	20.00	Newsletter advertising;
Windmill Tavern	Current	36.00	Newsletter advertising;
Jubilee Windows	Current	18.00	Newsletter advertising.

The following cheques were signed:

To:	NET £	VAT £	Total £	Explanation
Premier Transline Hire	190.68	33.36	224.04	Portacabin hire May & June;
M.D. Landscapes	216.30	37.85	254.15	Mowing 27/5/01 & 5/6/01;
D. Ketley	226.00	39.55	265.55	Repairs to Village Hall car park;
PO Counters Ltd.			118.58	NI & PAYE April-June;
K. Plumridge			500.46	Salary & reimbursements June.
Premier Transline	95.34	16.68	112.02	Portacabin Hire July;
R. Harvey	44.72			Repair to portacabin window grill;
	71.50		116.22	Grounds work.

The Internal Auditor checked all invoices against cheque values. It was noted that the signatories, A. Dixon and I. Wigglesworth were unable to initial the cheque stubs because the chequebook was with the Auditor.

PLANNING01/00924/FUL Roseberry House, Old Church Road (rear conservatory)

There was no objection to the proposed rear conservatory.

01/00929/FUL Alands Farm, Back Lane (temporary siting of portacabin for general office use)

PC objected to the application. The proposal would be a consolidation of a use for which there is no valid planning permission.

**Miss Waters declared an interest in the following two planning applications, signed the Interest Book and took no part in the discussions thereon.**

01/946/FUL The Elms, Bennetts Avenue, (front extension to bedroom)

There was no objection to this application.

01/01015/FUL The Cabin, Bennetts Avenue (front porch)

PC objected to the application. The property is in the green belt. It lacks no basic amenity and, therefore, this application does not seek to rectify any lack of basic amenity. The property has

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been the subject of repeated planning applications, and the Parish Council would not wish to see any further increase in its size.

01/1161/FUL Great Oaks, Chelmsford Road (single storey extensions & conservatory)

PC objected to this application. The proposed extension would be inappropriate development in the rural area beyond the defined settlement boundary. The property has no lack of basic amenity. No justification has been given for a departure from policy.

Tree Preservation Order 2001/15

It was noted that CBC had made a TPO on 29<sup>th</sup> May 2001, concerning the oak tree within the curtilage of 16 Highfields Mead.

Mr. Draper handed a sealed letter to the Chairman from the occupier of 16 Highfields Mead.

**POLICY**

Consideration was given to a proposal that correspondents to PC should not be named in the Agenda or Minutes, because in certain circumstances of complaints about behaviour this might leave them vulnerable to reprisals from other members of the community.

It was agreed that all correspondents should be named in the Agenda and Minutes unless they requested anonymity.

**RURAL BUS CHALLENGE FUNDS 2001**

The Clerk was instructed to suggest to ECC that a Dengie Link type service to link the villages in this part of Chelmsford District with train and bus services would be an appropriate project for this fund.

**CONSULTATIONS:- NHS – TOWARDS A CARE TRUST IN NORTH ESSEX AND ORGANISATIONAL OPTIONS FOR LEARNING DISABILITY SERVICES CURRENTLY PROVIDED BY NEW POSSIBILITIES NHS TRUST**

It was agreed that no response should be sent to either consultation.

**VILLAGE HALL PROJECT**

Fordham Johns have supplied a timetable of actions or key dates for the project, which is as follows:

- |  |  |
|--|--|
| 9 <sup>th</sup> . July (week commencing) | Carry out a dimensional survey and site investigation work;                                  |
| 23 <sup>rd</sup> . July                  | Issue preliminary architectural plans and elevations for comment/approval;                   |
| 6 <sup>th</sup> . August                 | Completion of structural calculations and details and issue of final architectural drawings; |
| 13 <sup>th</sup> . August                | Tender invitations and building regulations application;                                     |
| 10 <sup>th</sup> . September             | Tender assessment and issue formal instruction to the successful tenderer;                   |
| 24 <sup>th</sup> . September             | Start on site subject to successful contractor's lead-in period.                             |

The Clerk was instructed to ask Fordham Johns to adhere to the 23<sup>rd</sup>. July for the issue of plans because of the PC Meeting on the 26<sup>th</sup>. July.



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In response to a request from Hanna's Field Charity to be kept informed and consulted on progress, the Clerk was instructed to forward the timetable to HFC.  
Information concerning the Countryside Agency's Vital Villages schemes has been received and will be acted upon by the Clerk.

### MATTERS FOR REPORT

#### a) A130 Planting

Miss Waters reported that Martin Wakelin of ECC has agreed to include broad leaved evergreens in the planting scheme.

#### b) Bennetts Avenue

Mr. Draper asked for an explanation as to the discrepancies in planning decisions with regard to properties in Bennetts Avenue. He gave an example of a conservatory which had been refused as visually intrusive but another property had been permitted roof extensions.

The Chairman as borough councillor answered that inconsistency could arise from different bodies making the decisions. Some were delegated to officers and others made by Committee. He undertook to investigate, and noted that the new draft borough plan had been written intentionally to be more reader friendly and in lay terms.

#### School Chase Ditch Grill

Mr. Harvey is to clear the grill of debris. The Clerk questioned whether this was a PC responsibility.

#### Trees Overhanging the Tye

The willows have been trimmed but the limes still require cutting back.

#### Noticeboard for Bicknacre Road Junction

This has been on order for some time and an invoice is expected shortly.

#### Recycling Centre at Village Hall Car Park

The green bin regularly gets overfull.

The Chairman as borough councillor undertook to contact CBC to ask whether anything can be done to alleviate the situation.

#### Overhanging Vegetation

The hedge is obstructing the footway opposite the Three Horseshoes.

**It was agreed to exclude the public for the following Agenda item due to the confidential nature of the business to be discussed.**

### CLERK'S SALARY

In line with the agreement reached by the National Joint Council for Local Government Services, it was agreed that the Clerk's salary, on spinal column point 25, should be increased to £8.97 per hour, which is an increase of 3.5%. This will produce a monthly rate of £520.26 and £6243.12 per annum, backdated to 1<sup>st</sup>. April.

The office allowance is to increase to £164.71 per annum, backdated to 1<sup>st</sup>. April.

The Clerk was instructed to monitor her hours in order to prevent any further increase. It might become necessary to prioritise actions to prevent her hours increasing further.

There being no further business the Meeting closed at 10.35.

(98)



Chairman

26<sup>th</sup> July, 2001

A Meeting of the Parish Council was held on Thursday, 26<sup>th</sup>. July, 2001 at 8pm in the Village Hall.

### PRESENT

Mr. Dixon in the Chair, Messrs. Parker, Applegate and Draper, and Miss Waters. The Clerk, Mr. Williamson and three members of the public were also in attendance.

### APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr. Wigglesworth.

### MINUTES OF THE PREVIOUS MEETING

The Minutes were signed as a true record of the Meeting held on 28<sup>th</sup>. June.

### CO-OPTION TO FILL THE CASUAL VACANCY

Mr. Williamson was co-opted on to the Parish Council. He signed the Declaration of Acceptance of Office and received a copy of the National Code of Local Government Conduct from the Clerk.

### MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

#### Path to School (MA p.93)

The Headteacher at the School had sent the contractors away who had arrived to install the dropped kerb believing that they were working on school property. It has been confirmed that the piece of land in question is part of the Tye, property of Lord Petre, and the Chairman as borough councillor has therefore instructed the work to go ahead. The Clerk is to write a formal note to Mrs. Hardy to explain the situation.

#### New Speed Limit (MA p.93)

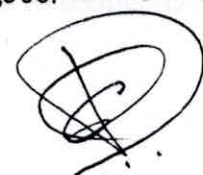
The Police have responded that it is the borough council's responsibility as highway authority to monitor the new speed limit and the request for the census has therefore been passed to CBC. The Clerk was instructed to write again to the Police reminding them that they had previously promised to carry out a survey.

The Chairman as borough councillor undertook to contact the senior police officer at Chelmsford and borough officers on this matter.

#### Footway, The Common (C p.94)

Mr. Draper reported that he had spoken to the owners of Carpenters Cottage about the possibility of creating a footway in front of their fence. They felt that they and the other residents along the Common would be prepared to give up some of their front gardens for a footway, for a consideration, but as they would lose their hedging which screens them from the road, they would probably want a replacement.

The Chairman reported that CBC had estimated that a footway from the Abbeyfields site splay to the edge of Carpenters Cottage garden would cost in the region of £4,500.



23/8/01

Mr. and Mrs. Lees have carried out a survey of traffic at the Bicknacre Road and Creepledge Lane junctions, in order to have data to compare to the traffic figures after the opening of the new A130 when they intend to carry out another survey. They supplied the figures to the Chairman as he was to attend the workshop on the A130 Traffic Management and Environmental Measures organised by ECC on 25<sup>th</sup>. July.

The Chairman reported from that workshop that East Hanningfield's traffic calming was not given top priority, and the pedestrian delineation along the Common was dismissed. £300,000 is available to start the traffic management measures in this financial year and £1.2 million next year. All proposals for the old A130 have been given high priority and will go ahead.

Countyroute Liaison (C p.95)

Mr. Parker and Miss Waters had attended the meeting on 3<sup>rd</sup>. July. They participated in a site visit to see the progress of construction. Contractors are hopeful to complete in November as scheduled. The specification for the acoustic barriers has been provided, and they are to bring about a reduction of 5-7 db. Properties have been contacted regarding the noise amelioration that is available. There has been some progress with regard to changes to the planting scheme. The southern route is progressing.

Sandon Parish Council Public Meeting (C p.95)

Mr. Parker reported that the meeting had been very well attended due to the local interest. In the light of recent proposals for the disposal of household waste at the pit Sandon PC would welcome the continued support of this Council.

It was noted that the recently adopted County Waste Plan has not ruled out the possibility of incineration.

Recycling Centre (MfR p.98)

The Chairman as borough councillor has been talking to CBC about the provision of a larger bin for green bottles. It was noted that the lid on the container for green bottles is split and the lid on the container for clear glass is splitting, so they need replacing.

The Clerk is to ask HFC if they would be prepared to house a larger container for green glass in the car park.

Overhanging Vegetation (MfR p.98)

The Clerk has yet to contact the Lawns.

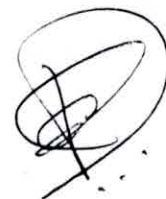
**CORRESPONDENCE**

**Miss Waters declared an interest in the following item, signed the Interest Book, and took no part in the discussion thereon.**

a) Bennetts Avenue Planning Applications

Since November 2000 Carole Jessup has submitted three planning applications to CBC, and PC objected to them all. A neighbour's application for a front extension submitted in May received no objection from PC. Ms. Jessup asked for a full explanation for PC's objections to her applications, as she finds PC's actions discriminating. She will seek legal advice should PC not give adequate reason for its actions.

The Clerk had already sent a letter to Ms. Jessup explaining that all planning applications, when considered by PC, are judged on their individual merits taking into account planning policies contained in the Chelmsford Borough Local Plan and the Essex County Structure Plan



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and the planning history of the site, as the Borough Council, as planning authority, will have regard to only valid planning reasons when reaching its decision.

It was agreed that this reply was sufficient.

b) Fire and Rescue Service

It was agreed that Matthew Hodgkinson, Station Commander at Great Baddow Fire Station should be invited to attend a PC Meeting.

c) EALC Community Transport Briefings

The Chairman is to let the Clerk know which of the briefings he is available to attend: 25<sup>th</sup>. September at Epping Hall or 27<sup>th</sup>. September at Earls Colne Village Hall.

d) CBC Bid for City Status

It was agreed that PC should not support the bid for City status.

e) M D Landscapes

Mr. Jacobs has purchased new equipment to enable him to cope with the varying weather conditions of early spring. The machinery is working satisfactorily, and he thanks PC for keeping faith with him during the recent difficult times.

**FINANCE**

a) EALC Chairman's Day

The Chairman did not wish to attend the event on 22<sup>nd</sup>. September.

b) EALC Vital Villages Information Briefing

It was agreed that councillors should attend either of the briefings at a cost of £15 per three delegates per briefing. Councillors are to inform the Clerk whether they wish to attend on 29<sup>th</sup>. August 7.30-9.30 pm at Thorndon Village Hall, Epping or 5<sup>th</sup>. September, 10.30am-12.30 pm at Foakes Hall Great Dunmow.

c) EALC Working in Partnership with ECC

It was agreed that the Chairman and Mr. Parker should attend the morning on 30<sup>th</sup>. October at County Hall at the cost of £10.

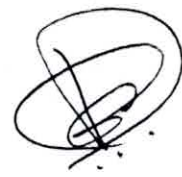
d) Annual Audit

The Clerk reported that the accounts had been correct. The auditor had asked for two small amendments to the Supporting Notes, the first being to state that the money owing to PC was refundable VAT, and the second being to include the value of the mower under Assets, as it had been omitted. The auditor had confirmed that when the accounts return to the Receipts and Payments format it will be acceptable for the comparative figures for the previous year to be taken from the cash book, rather than using the Income and Expenditure figures.

e) Payments

The following cheques were signed:

To	NET £	VAT £	Total £	Explanation
Hanna's Field Charity			125.00	Rent for Preschool 2 <sup>nd</sup> half Summer term;
R. Harvey			70.00	Groundwork;
K. Plumridge			674.55	July salary & office allowance with rise back-dated to 1 <sup>st</sup> . April, telephone & reimbursements;



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Essex Association of Local Councils			10.00	Working in Partnership with ECC Meeting.
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The Internal Auditor checked all invoices against cheque values.

### **PLANNING**

#### 01/1201/FUL Little Maples, The Common (two storey side extension)

There were no objections to the application.

#### 01/1267/CLEUD The Stores, The Tye (application for certificate of lawfulness for use of former post office as part of dwelling house)

PC disputes the applicant's assertion that the current use of the shop premises has carried on for more than four years and cites a letter from Keith Sheffield dated 2/12/99 as proof. As there can be no doubt that a nonconforming use is taking place, PC repeats its call for enforcement action to be taken. The stores remains the only retail premises in the village, although the present owners do not want to run a shop, future owners might, and PC wishes to retain that possibility.

It is essential for the community to keep this facility.

#### 01/1308/FUL Rothards, The Tye (rear conservatory)

There were no objections to the applications, but it was noted that both the block plan and site plan incorrectly showed the property extending to the road. The access is not part of the property. The access across the village green is permissive, the green being the property of Lord Petre.

### **CONSULTATION: DRAFT SCHOOL ORGANISATION PLAN 2001-6**

It was agreed not to comment on the Plan.

### **CONSULTATION: A130 BYPASS (A12 TO A132) STAGE 1 PROPOSED TRAFFIC REGULATION ORDERS**

It was agreed not to comment on the Proposed Orders.

### **CONSULTATION: CBC REPLACEMENT LOCAL PLAN 2001-11 INITIAL FIRST DEPOSIT PLAN**

#### a) Clerk's Report of CBC Parish Council's Forum

Derek Stebbing explained the evolution of the present document, and warned that the time constraints were such that any comments arriving after the 2<sup>nd</sup> August will not be considered. The preferred options for green field housing development have been narrowed down to two: South Woodham and Boreham. The inclusion of Park and Ride in the Plan is new and involves the gradual reduction of long-term car parking in Chelmsford. On being questioned as to the reason for changes to the Defined Settlement Boundary, he said that this was as a result of the previous enquiry when the Plan had been criticised for taking these boundaries through backs of gardens and sometimes up to back walls of houses. When the comment was made that this change would create the potential for back garden development he said that the Borough Council was looking for windfall development to bring the housing allocation up to the



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required numbers, and that the parish councils were being encouraged to produce Village Design Statements which would specify such matters as housing density on the edge of settlements.

**The Chairman declared an interest in the following item, signed the Interest Book and left the Meeting for the duration of the item.**

b) Defined Settlement Boundary

It was agreed to send an objection to the proposed new defined settlement boundary. The DSB in the Plan adopted in 1997 should be retained without change, because the proposed alterations are of no benefit to the village.

**The Chairman returned to the Meeting and resumed the Chair.**

c) Remainder of Plan

The Clerk was instructed to send the objections to the following:

- ENV29 Protected Lanes:- PC fully supports the Protected Lane Status awarded Back Lane, but would wish to see it extended North to Days Hill at Butts Green.
- IMP8 Land North Of South Woodham Ferrers:- The road network to this site is insufficient for the proposed increased use. The site has no access to rail freight facilities. The Industrial and Warehousing Policy Area would be better placed at Battlesbridge where there could be rail freight facilities developed and where access to the major road network could be easier.
- T12 para.6.50 Rail Freight:- Every opportunity should be taken to move goods on to the rail network, and the provision of rail freight facilities should be investigated and encouraged wherever possible, for example at Battlesbridge.
- ST10 Land North of South Woodham:- In order to protect the villages of East Hanningfield, Bicknacre, Woodham Ferrers, and Howe Green from the inevitable increase in traffic which the green field development at land to the North of South Woodham will cause, severe traffic calming measures must be installed and improved bus services provided before the development takes place.
- T6 Provision for Cycling:- The construction of the new A130, which is not shown on the proposals map, is an opportunity to make use of the existing road to create a safe cycling route through the southern part of the borough, linking the villages where rural roads are too dangerous for cycling.

**VILLAGE HALL PROJECT**

a) Clerk's Report

The Clerk reported that she was in contact with the Countryside Agency regarding the Vital Villages funding and had been asked to send an Email outlining the project in order to register interest. Information about funding from the Essex Environmental Trust had also been obtained. Both applications would require copies of the three tenders, so could not go forward until they were obtained. A copy of the architect's drawings had been passed to HFC for comment.



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**b) Architect's Drawings**

Mr. Applegate reported that HFC had discussed the drawings at its meeting the night before, but was waiting for comments from the working party members who were away. It was agreed that the Clerk should respond to the Architect when the final comments had been received from HFC.

Initial comments concerned the separation of clean and dirty areas; ventilation of toilets and showers; access to roof space; and position of disabled toilet.

**VILLAGE MAINTENANCE AND GROUNDWORK**

The existing schedule of work was considered. It was agreed that the verge between the road and ditch in front of the Old Forge side garden should be cleared of weed on a temporary basis, as once clear the problem will not recur. The clearance of the grill at the end of the Village Hall Chase is not to be added to the list as HFC has agreed to be responsible for it. It was agreed to make no further changes to the schedule.

**APPLICATION FOR TRANSFER OF JUSTICES' LICENCE****a) Three Horseshoes Public House**

No objection was raised to the transfer of licence to Richard John Cox, Daniel James Hull and Christopher Iliffe at the Licensing Sessions at Witham on 13<sup>th</sup>. August.

The Clerk was instructed to write to the applicant licensees to explain the village green and its byelaws. The Chairman has already talked to the site manager and manager and asked for the rubbish to be removed.

**b) Windmill Public House**

No objection was raised to the transfer of Licence to Philip Cavill and Julie Nicol Cavill at the Licensing Sessions at Witham on 13<sup>th</sup>. August.

**MATTERS FOR REPORT****a) Overhanging Vegetation – Old Church Road**

The Chairman and Clerk have reported the overhanging vegetation which prevents pedestrians using the footway from Blackthorne westwards. The Clerk is to write again.

**b) Vandalism – Village Hall**

The Village Hall received £320 worth of damage within half an hour of the closure of the last Parish Council Meeting. Police were investigating fingerprints found at the scene.

**c) Bicknacre Village Hall**

The Hall is to close shortly, and HFC wants to contact the users.

**d) Netball**

Netball is leaving the East Hanningfield facility because of a decision by the Association to centralise its matches.

**e) Flyposting**

A personal letter from the Chairman of Rettendon Parish Council had complained about advertising of events taking place in East Hanningfield. HFC had noted the point and would be removing the offending posters.



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f) Playing Field

HFC would be approaching PC again for a contribution to the levelling of the playing field.

EALC AGM 4<sup>TH</sup>. JULY

The Clerk attended and reported the usual adoption of the Annual Report, approval of the accounts and appointment of the auditor. The Meeting agreed that the affiliation fee to the Association, not counting the NALC element, will increase by 20% for the financial year 2002/3. This is part of the ongoing plan to compensate for the reduction in County Council grant. A motion from Great Burstead and South Green Parish Council that EALC should abandon its efforts to become self-financing and to retain and increase grants received from ECC and, if possible, other bodies in order to reduce subscription levels was defeated although the Executive did say that they seek to retain County Council grant anyway, but the problem being that there might not be a County Council for much longer. A motion by St. Osyth Parish Council that EALC should make enquiries for improved comprehensive cover insurance which would compensate members, injured while carrying out council activities, for loss of income and medical treatment, was amended so that it should be NALC carrying out the investigation, and then carried. This has now been forwarded as resolution for the NALC AGM. Two Mackmurdo medals were awarded, and certificates given to successful students on the Local Policy Course. It was announced that Lis Snow had resigned as Assistant Secretary, and would be replaced by two part time job sharing clerical assistants who would provide full time cover in the office. The business of the meeting was followed by a talk from Chris Moor of the Rural Housing Trust. A motion that visiting speakers should not be required to sit through such a lengthy meeting again but should give the presentation at the beginning of the AGM was carried.

Riders' Safety

There have been three indecent assaults on lone female riders in Rettendon, so it is advisable not to ride alone at the moment.

Condition of Road, Back Lane

CBC is aware of the condition of Back Lane and is to include it in the submission to ECC for consideration for the next financial year. If this is unsuccessful some haunching work will have to be carried out to prevent further grounding.

The Chairman as borough councillor has asked CBC to investigate the usage and changes at Alands Farm and the piping of the ditch. He has also asked for the planning application to be considered by the committee rather than be delegated to an officer.

Police Liaison Meeting

The Chairman reported that the meeting was attended by the new Inspector at South Woodham, Gary Coxhead, who arrived in April and will be leaving in October. South Woodham has 3.5 officers and should have 6. The call centre is now in place to improve callhandling. He raised the topic of car crime and burnt out cars, which the police do not record as crime.

There being no further business the Meeting closed at 10.50.

  
Chairman

(105)

23<sup>rd</sup> August 2001

A Meeting of the Parish Council was held on Thursday, 23<sup>rd</sup>. August at 8.01pm in the Village Hall.

**PRESENT**

Mr. Dixon in the Chair, Messrs. Parker, Wigglesworth, and Williamson and Miss Waters. The Clerk was in attendance.

**APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr. Applegate and Mr. Draper had 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 26<sup>th</sup>. July 2001.

**MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

New Speed Limit (MA p.99)

As the Chairman has arranged for the Borough Council's equipment to be used to monitor traffic flow and speed in September, after the opening of the northern section of the new A130 and again after the opening of the southern section of the new A130, the matter was not pursued further with the Police.

Footway The Common (MA p.99)

CBC has responded concerning the request for a pedestrian triangular warning sign, that there are signs facing traffic from both directions, but they will ensure that the overgrowing vegetation is removed and will investigate improving siting of the signs.

The Chairman as borough councillor reported that traffic calming in the village was a high priority amongst ECC's environmental traffic measures associated with the new A130.

Recycling Centre (MA p.100)

HFC have been expecting a larger container for some time, as CBC were supposed to be providing more secure bins to prevent removal of bottles.

EALC Community Transport Briefings (Cc p. 101)

Chairman has chosen to attend on 27<sup>th</sup>. September.

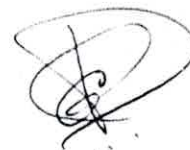
EALC Vital Village Briefing (Fb p.101)

Councillors are not available to attend the briefings.

01/1267/CLEUD The Stores, The Tye (P p.102)

CBC Planning have responded that the letter from Keith Sheffield stated that, as at 2<sup>nd</sup>. December 1999, the premises had not been visited in over a year. It is not felt that this constitutes proof as it is in line with evidence on the council's file regarding the last Enforcement Officer visit to the site in June 1997. CBC therefore asks if PC has any evidence of its own that would assist the Council in making its decision.

The Clerk is to write again informing CBC of the news-agency business that has been carried on there and expressing PC's concern that the situation could have reached this stage when PC



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had been drawing CBC's attention to it, and that there are other outstanding enforcement issues in the parish.

Police Liaison Meeting (MfRj p.105)

The Clerk is to write to the Chief Constable to express concern over the shortfall in the number of officers at South Woodham, and the temporary nature of the appointment of the inspector.

**CORRESPONDENCE**

a) Village Design Statements

Terence Bailey, Principal Planning Officer at CBC has been invited by South Hanningfield and West Hanningfield Parish Councils to give presentations on Village Design Statements. If PC requires a presentation on the topic he asks to be contacted as soon as possible.

It was agreed not to ask for a presentation.

b) Annual Audit

The Audit Commission has published *A New Approach to Local Council Audit*, which is the response to the *Think Piece* consultation published last year. The document has been circulated.

c) LEA Appointed School Governors

ECC Learning Services advise that there are two vacancies on the governing body of the Primary School for Local Education Authority appointees which the County Council has been unable to fill. ECC therefore asks if PC knows of anyone who could be considered for these vacancies. The nominee does not have to be a councillor.

Councillors are to inform the Clerk of possible nominees.

d) Social Crossing, The Tye

Engineering Services at CBC have checked their records and it would appear that a request was made to them for a social crossing in The Tye by a Councillor (name unknown) and the Parish Council. This dates back to March 1998. The request was therefore added to the schemes list and scored accordingly. The scheme can at PC's request be removed from the list. They have no records of a scheme in Bicknacre Road, so this will be added to the list at the next review when it will be scored and considered.

No PC record can be found of a request for a social crossing, but a site meeting took place on 5<sup>th</sup>. November 1998 with Ken Gordon of Engineering Services to discuss possible traffic calming measures. Mr. Gordon had suggested that it might be possible to have a *crossing patrol*.

The Clerk is to write to confirm the request for the Bicknacre Road pinch point and to ask for the social crossing on the Tye to be deleted.

**FINANCE**

a) Works to Playing Fields

It was agreed that PC should not support the levelling and reseeding of the playing field as there are other priorities at this time.

b) RCCE Village Halls Conference, 6<sup>th</sup>. October

It was agreed not to be represented at the conference.

c) Essex Oyster

It was agreed to subscribe to *The Essex Oyster*, the magazine of the RCCE, at the cost of £4.50 per annum.

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**d) Fordham Johns**

It was agreed that the Clerk should not be delegated to authorise cheques between meetings for the Fordham Johns payments in order to comply with their 14 day payment terms. The Clerk is to inform the company of PC Meeting dates.

**e). Payments**

The following cheques were signed:

To:	NET £	VAT £	Total £	Explanation
MD Landscapes	216.30	37.85	254.15	Mowing 3/7, 17/7, 31/7.
Premier Transline Hire	95.34	16.68	112.02	Portacabin Hire August;
Hanna's Field Charity			41.00	Rent for playschemes;
Printing Place			198.00	Autumn Newsletter;
Fordham Johns Partnership	950	166.25	1116.25	First stage payment;
K. Plumridge			521.85	August Salary etc.
R. Harvey			70.00	Groundwork.
R.C.C.E.			4.50	Subscription to <i>Essex Oyster</i> .

The following Direct Debits were noted:

To:	Date of debit	Total £	Explanation
Public Works Loan Account	24/8/01	248.36	Field Loan;
Public Works Loan Account	11/9/01	556.41	Hall Loan.

The Following Deposit was noted:

From:	Date of deposit	To Account	Total £	Explanation
Barclays	25/6/01	Deposit Account	79.32	Quarterly interest.

The Internal Auditor checked all invoices against cheque values.

The stubs relating to cheques signed when the cheque book had been with the auditor were initialled by the signatories I. Wigglesworth and A Dixon.

**PLANNING.**

01/01393/FUL Copperfield, Old Church Road (extension for swimming pool conservatory);

There was no objection to the application.

01/1381/FUL Langtry House, 14 Bicknacre Road (single storey rear extension)

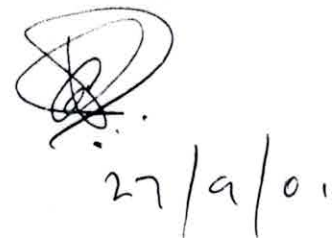
There was no objection to the application.

01/1479/FUL Three Horseshoes, The Tye (timber decking in garden)

There was no objection to the application.

**THE TYE.**

On 1<sup>st</sup>. August, the applicants for transfer of Justices' Licence were each sent a letter, by recorded delivery, explaining the extent of the registered village green, its ownership and the byelaws relating to it. (Shortly afterwards, a verbal report reached the parish council that the



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new incumbents at the Horseshoes were claiming to have purchased the car park from Lord Petre. Lord Petre was sent a Fax asking for confirmation of the situation, and replied by telephone that he had not sold any part of the Tye.)

The Clerk was instructed to write to again to the three licence holders, by recorded delivery, to inform them that PC requires them to remove the four bins, the advertising board and the posters which are on the village green in contravention of the byelaws, and to replace the bollards which were removed from the grass island in contravention of the byelaws. They are to be given seven days from the date of the letter to comply.

The Clerk is to record all expenses and time taken up by this matter in order that this may be reclaimed in the event of the matter going to the Magistrates' Court.

The Clerk is to undertake all necessary research in order to bring this matter to a satisfactory conclusion.

### **VILLAGE HALL PROJECT**

The list of queries relating to the floor plan was sent to Fordham Johns and answered satisfactorily.

The Clerk has found that the Vital Villages grants will accept only one application per facility, which means that the shop fitting out and the construction will have to be in one application.

There is a possibility that an EALC/ECC project to bring information points to the villages could be part of the project. The Clerk will talk to Mr. Voyce about it when he returns on Tuesday. This would not have cost implications for PC or Mr. Voyce.

The Chairman is to have a meeting with PO Counters in September to inform them of progress and Fordham Johns will be in attendance. PO Counters must approve of the temporary siting of the portacabin for the PO facility to continue during the building phase.

### **MATTERS FOR REPORT**

**a) Village Fete, 15<sup>th</sup>. September**

As HFC had failed to bring the matter of the relaxation of the byelaws to the PC Meeting the Clerk would deal with it under delegated powers.

**b) Hedge beside The Lawns**

Councillors will check the hedge to see whether it has been cut back.

**c) Abandoned Car, Road Stone Depot**

The abandoned car had been removed.

**d) Orbit, Transport Around London**

The Clerk had asked to be consulted in future. This had resulted in an invitation to a meeting on 25<sup>th</sup>. September which the Chairman will attend.

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e) TPO Grasmere

A protected lime at Grasmere had been cut down with the permission of CBC, because it had a rotten core.

f) Alands Farm

The entrance to the site has been widened without permission, but which was granted retrospectively. The drainage pipe is probably inadequate, and the owner must replace it with a larger one if it is found to be so. The owner of Alands Farm has offered to repair the road and pipe the ditch opposite the entrance. CBC Highways is happy to accept this. The owner has told CBC that they will be keeping the front entrance for domestic use only and will be using the entrance opposite Windmill Farm for the commercial vehicles. The planning application has been recommended for refusal.

The Clerk is to write to Highways to inform them that PC does not approve of the road being widened opposite the entrance, but would not object to the installation of a pipe to the ditch at this point in order to prevent obstruction of flow by the collapse of the bank.

There being no further business the Meeting closed at 10.30.

  
Chairman

27<sup>th</sup> September, 2001

A Meeting of the Parish Council was held on Thursday, 27<sup>th</sup>. September, 2001 at 7.35 pm in the Village Hall.

### **PRESENT**

Mr. Dixon in the Chair, Mr. Parker, Mr. Williamson, Mr. Wigglesworth and Miss Waters. The Clerk and one member of the public were in attendance.

### **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mr. Draper. Mr. Applegate had sent a message that his arrival would be delayed, and Mr. Williamson apologised in advance for having to leave early.

**At this point the Meeting adjourned for a presentation by Station Commander Hodgkinson of Great Baddow Fire Station.**

### **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

#### a) EALC Community Transport Briefing (MA p.106)

The Chairman had attended the presentation by the Countryside Agency and would circulate the literature.

#### b) Orbit, Transport Around London (MfRd p.109)

The Chairman had attended the meeting on 25<sup>th</sup>. September and reported that a lower Thames crossing east of Dartford and a rail connection from Braintree to Stansted are being considered. The literature from the meeting is to be circulated.

#### c) Alands Farm (MfRf p.110)

The Chairman as borough councillor reported that CBC will not accept the offer made by the owner to do highways work. CBC requires the pipework to be properly built in and has restated the requirement for the pipe to be replaced should it be found to be inadequate.

### **CORRESPONDENCE**

#### a) Essex Bus Cycle Project

It was noted that cyclists are presently leaving their cycles at private houses when catching the bus.

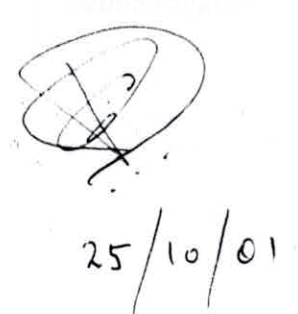
The Clerk is to respond to ECC that PC is in favour of a small scale pilot of this scheme in principle, but to add that the provision of information about arrival times is a more urgent requirement here where the bus service does not keep to the timetable.

#### b) Various Roads (Temporary 40mph Speed Limit) Order 2001

It was noted that the order for speed limits on the A130 and adjoining roads came into effect on 21<sup>st</sup>. September and would last for the duration of the construction period.

#### c) Maldon & South Chelmsford Primary Care Business Plan 2001-3

This has been received and circulated.



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**FINANCE****a) Parish Paths Partnership Courses**

It was agreed that a place should be booked for Mr. Draper to attend the course on Rights of Way Legislation and Maintenance Responsibilities at Cressing Temple Barns on 16<sup>th</sup>. October at a cost of £15.

**b) East Hanningfield Preschool**

In response to a request from East Hanningfield Preschool for financial support, it was agreed to pay their rent for the use of the Village Hall up to the value of £750 during the present academic year, 2001/2.

**c) Payments**

The following cheques were signed:

To	NET £	VAT £	Total £	Explanation
Premier Transline Hire	95.34	16.68	112.02	Portacabin Hire September.
M D Landscapes	216.30	37.85	254.15	Mowing 14/8, 28/8, 11/9.
Essex County Council			15.00	PPP Course.
Inland Revenue			93.64	PAYE & NI July-Sept.
K. Plumridge			533.13	September salary & reimbursements.

The Internal Auditor checked the invoices against the cheque values.

The following receipts were noted:

From	To Account	Total £	Explanation
P. Probert	Current	6.00	Newsletter income.
Barclays	Deposit	71.27	'Quarterly interest.

**PLANNING**

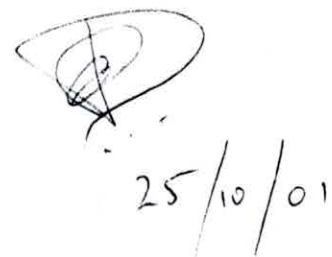
01/01572/FUL Highlands Farm Bungalow, Southend Road (conversion of existing bungalow into a chalet and existing flat roof extension replaced with a pitched roof).

PC objected to the propose conversion. The bungalow lies outside the defined settlement boundary and is not lacking in any basic amenity. The proposal would therefore not be in line with policy. There is a need to retain the stock of small dwellings in the countryside.

**The Chairman declared an interest in the following application, signed the members' interest book and left the Meeting. The Chair was assumed by Mr. Parker.**

01/01602/FUL 14 Industrial Estate, Old Church Road (warehouse and office building).

PC objected to the proposed building. PC does not wish to see the historical ridge height of the Industrial Estate raised, in this sensitive location next to open countryside and close to the village centre.



25/10/01

**The Chairman was recalled to the Meeting and resumed the Chair.**

**Mr. Parker declared an interest in the following application, signed the members' interest book and left the Meeting.**

01/01612/FUL 4 Bridon Close, (single storey rear extension).

There was no objection to the proposed extension.

**Mr. Parker returned to the Meeting.**

01/01640/FUL New House Farm, Old Barn Lane, Rettendon Common (release of planning restrictions/conditions for agricultural/equestrian use, to allow use for residential purposes only).

PC objected to the proposed removal of the agricultural occupancy requirement, because the need for the removal of the condition had not been proved.

### THE TYE

The three licensees were each sent a letter by recorded delivery on 29<sup>th</sup>. August. Mr. Cox telephoned the Clerk on 31<sup>st</sup>. August to say that he was going to forward the letter to his solicitor who was dealing with the matter of the ownership of the area. The Clerk informed him that in the case of complying with the byelaws, ownership of the village green was irrelevant because the byelaws must be observed by everyone, owner or not. He stated that it had been his intention to construct a fence to hide the bins and the Clerk informed him that that was not permissible on the village green.

The Clerk observed that by 5<sup>th</sup>. September the posters had been removed from the pub sign post, the standing board had been removed from the grass area, two of the bins had gone, two bins had been moved and some of the bollards had been returned to the grass island.

The advisory letter from NALC had arrived on Saturday 22<sup>nd</sup>. September and had been copied for distribution with the Agenda for this Meeting.

The Chairman reported that as borough councillor he had been making enquiries at CBC Planning Dept. as to whether the present siting of the bins was in contravention of the conservation area status.

The Clerk was instructed to write again to the licensees requiring complete compliance with the byelaws within seven days, with the warning that non-compliance would result in PC instructing its solicitor to take legal action.

The Clerk is to consult the Chairman and Vice Chairman prior to instructing the solicitor.

The installation of oak stakes instead of the concrete bollards was considered but not thought necessary at present.

**Mr. Williamson gave his apologies and left the Meeting at this point.**



25/10/01

**VILLAGE HALL PROJECT****a) Clerk's Report**

The Clerk had requested and received a further extension to the Loan Sanction period. The loan must now be taken up between 1<sup>st</sup>. October 2001 and 31<sup>st</sup>. March 2002.

After a delay due to holidays the Countryside Agency has acknowledged the Clerk's initial report and has promised to respond within a week.

Fordham Johns have sought tenders from three builders. Due to that company not understanding parish council audit requirements, the builders were originally requested to send their tenders to Fordham Johns, but have now been asked to send them direct to the Clerk so that they can be opened together, in front of a witness as is required.

Fordham Johns have applied for Building Regulations approval, and a letter from CBC confirms this and informs that when work commences an inspection fee of £461.78 inclusive of VAT becomes payable and the owner will be invoiced accordingly. This is assumed to mean PC.

**b) Construction Drawings and Schedule of Work**

The new plans have been shown to Mr. Voyce who commented that he had told the architects at a site meeting that he would wish the window to be on the Village Hall side of the door, but the plans show the window on the other side. His reason for having the window next to the Hall was that he intends to have the post office and counter on the Hall side and he would wish the staff to be able to see into the car park, and the window on the far side of the door would reduce wall area for shelving. He also said that the shop area was smaller than he would like.

Hanna's Field Charity have been given a copy of the drawings and asked for comments within a fortnight of receiving them.

**c) Project Administration**

It was agreed that at the appropriate time, Fordham Johns should be appointed as Project Administrators at a cost of £1,450 less £150 fee per site visit (estimated at three) which will be charged if they do not undertake project administration.

**CONSULTATION: LGA - BROWN FIELD SITES**

It was agreed not to comment on this consultation document.

**CONSULTATION: DEFRA - COUNTRYSIDE AND RIGHTS OF WAY ACT 2000 - Section 68: vehicular access over common land**

PC is of the opinion that it is not fair to require long-standing frontages with access over this land to have to pay a fee in retrospect.

**CONSULTATION: DTLGR: HOME ZONES AND QUIET LANES - Statutory Guidance and Regulations**

PC was generally supportive of the principle of pedestrians having precedence over the motor car in home zones, but made no comment on the proposed statutory guidance and regulations.

25/10/01

**CONSULTATION: MEHS – CENTRALISATION OF ACUTE SERVICES AT BROOMFIELD HOSPITAL**

The Clerk was instructed to send the following comments:

- This is following on from an earlier stated intention to centralise at Broomfield, and would appear practical.
- Traffic management, accessibility, parking are all seen as problems which will be increased by this consolidation and must be addressed.
- Economic efficiency on an industrial scale should not necessarily be the major concern when the 'products' are vulnerable or helpless people who need personal care and attention. Recent accounts of NHS experiences show that the essentials such as hygiene and nursing care are not given the attention they require.

**CONSULTATION: CHELMSFORD PRIMARY CARE GROUP'S PROPOSAL TO BECOME A PRIMARY CARE TRUST**

The Clerk is to send the comment that PC would not wish to see the resources of the NHS being diverted to increased bureaucracy.

**APPLICATION FOR TRANSFER OF JUSTICES' LICENCE**

There was no objection to the transfer of licence relating to the Plough and Sail Public House to Johan George Petter .

**NEWSLETTER**

**a) Construction of Footway Northwards from Abbeyfields Junction**

It was agreed to circulate the correspondence received from residents in response to the Clerk's request for comments.

**b) Essex Ambulance First Responders**

The Clerk reported that she had received two registrations of interest.

It was agreed to allow more time for residents to respond, and to bring this item back to the next Meeting while keeping the two interested parties informed.

**c) Emptying of Dog Bins**

The Clerk reported that she had received contradictory information from CBC as to when the bins should be emptied. The latest information was that the day was Tuesday but that it had not happened last week due to the contractor's holiday.

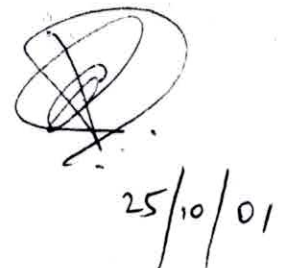
The Clerk had received a complaint about full bins on Friday.

The Chairman as borough councillor undertook to investigate.

**MATTERS FOR REPORT**

**a) Speed Monitoring**

The Chairman as borough councillor has been informed by CBC that Mouchel will be carrying out a number of pre-opening checks, and therefore CBC did not need to. He is to contest this and to ask CBC to test here before the new A130 opens.



25/10/01

b) Chelmsford Culture Strategy

Miss Waters indicated that she did not wish to be involved with the strategy which she felt was irrelevant for the majority of borough residents.

c) A130 Footbridge

Miss Waters reported that the footbridge was in place and that the blue colour was out of keeping with the rural surroundings.

d) A130 Countyroute

Miss Waters indicated that she would bring up the subjects of brick faced bridges and trees at the next liaison meeting.

e) Affordable Housing for Local People

The Rural Housing Trust's planning application has not yet been to Committee at CBC. The Chairman as borough councillor reported that it was held up by the S106 agreement.

f) Bus Times

The arrival of the bus has been very erratic and far from the timetable, both early and late. Councillors were asked to report to the Chairman instances of bad timing for him to put together a dossier.

g) Alands Farm

The Chairman as borough councillor is pressing for action by planning staff. CBC enforcement team is now complete.

h) Youth Problems

The Clerk reported that she had received several complaints about youth behaviour in the village. As these involved criminal activity she was instructed to ask the police for an enhanced presence at the times when this behaviour is happening, and for the village problem areas to be visited when police vehicles are passing through.


i) The Tye

The Chairman reported that he had caught Lowry contractors beginning to dig a trench across the Tye to Grasmere parallel to the previous trench dug 18 months ago. He sent them away as they had no permission to dig there. They were later able to take a spur from the previous trench.

j) News Agency

It was noted that a business from Danbury would deliver papers to East Hanningfield.

There being no further business the Meeting closed at 10.21.

  
Chairman  
25<sup>th</sup> October, 2001

A Meeting of the Parish Council was held on Thursday, 25<sup>th</sup>. October, 2001 at 8.02 pm in the Village Hall.

### **PRESENT**

Mr. Dixon in the Chair, Messrs. Applegate, Draper and Williamson and Miss Waters. The Clerk and two members of the public were in attendance.

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Messrs. Parker and Wigglesworth.

### **MINUTES OF THE PREVIOUS MEETING**

The Minutes were signed as a true record of the Meeting held on 27<sup>th</sup>. September, 2001.

### **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

#### Parish Paths Partnership Courses (Fa p.112)

Mr. Draper had attended the course on 16<sup>th</sup>. October and had found it worthwhile and interesting. The literature from the course is to be circulated.

#### Emptying of Dog Bins (Nc p.115)

The Chairman reported that as borough councillor he had approached Environmental Health and that their problem should have been overcome by now and the service improved.

#### Speed Monitoring (MfRa p.116)

The Chairman as borough councillor had not been able to persuade CBC to carry out speed monitoring in the village because the county council was carrying out a survey in the whole area of the A130. There would be spot checks in the village before and after the new road opens.

He reported that there had been a second A130 workshop at the County Hotel on 10<sup>th</sup>. October in order to develop an affordable programme of works which need to be done in the early stage of the road opening. There will be measures in East Hanningfield in the first stage. The closure of Creep hedge Lane has not been confirmed. The decision will be made subject to the traffic movements taking place after the new road opens. The first stage is mostly concerned with schemes for the old A130.

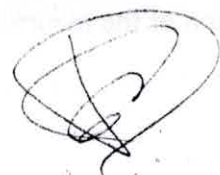
The Chairman is to supply the Clerk with the reference for the invitation to the Meeting so that she may write to the County Council to protest that PC did not receive an invitation.

#### A130 Footbridge (MfRc p.116)

Miss Waters reported that the new footbridge was blue because a structure previously ordered for siting at Rettendon Turnpike was blue and no-one noticed that the footbridge would be the same colour. It will be painted grey at its first maintenance service.

#### A130 Countyroute (MfRd p.116)

Miss Waters reported that ECC have agreed to plant indigenous evergreens near where people live in order for screening to be effective all year. She noted that she had been lobbying the county council 9 1/2 years to do this.



6/11/01

**CORRESPONDENCE****a) Woodham Ferrers Development Meeting**

The Town Council has invited PC to send representatives to a meeting at which the development proposals for South Woodham Ferrers are to be discussed.

Mr. Applegate is to let the Clerk know whether he is available to attend.

**b) Deposit Draft Local Plan**

It was noted that the timetable for the Plan had been delayed due to the number of responses.

**FINANCE****a) Audit Memorandum**

It was noted that the Audit Memorandum had stated, "The Council does not maintain a Fixed Assets Register (FAR). FARs provide a valuable record helping the Council demonstrate proper stewardship of its assets. We, therefore, recommend that one is set up and maintained".

The Chairman signed the statement confirming that the matter had been reported.

The Clerk was instructed to rename the Inventory as the Fixed Asset Register.

**b) Payments**

The following cheques were signed:

To:	NET £	VAT £	TOTAL £	Explanation
Premier Transline Hire	95.34	16.68	112.02	October portacabin hire;
Fordham Johns	2741.00	479.67	3220.67	2 <sup>nd</sup> payment;
ACDPC			20.00	Annual subscription;
Canon (UK) Ltd	21.26	3.72	24.98	Photocopier maintenance;
K Plumridge			587.71	October salary etc.
Royal British Legion Poppy Appeal			70.00	Wreath & donation (S137)
R Harvey			63.00	Groundswork;
R Harvey			15.00	Portacabin repairs.

It was noted that Mr. Harvey had cleared the grill at the end of the Village Hall Chase ditch contrary to the decision at the July 2001 Meeting. The Chairman undertook to clarify the situation with him.

The following deposit was noted:

From:	To account:	Amount £	Explanation
Chelmsford Borough Council	Current	9047.47	2 <sup>nd</sup> half of precept less £2.

The Clerk reported that she had received notice from Chelmsford Borough Council that they had deducted £1 from the precept for the allotment rent, but the bank statement showed that £2 had been deducted. She has written to CBC to ask for the mistake to be rectified and for the resolution of the recurring problem of the allotment rent payments.

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**PLANNING**01/011791/FUL 1 Scarles Croft (single storey rear kitchen and sitting room)

There was no objection to the proposed extension.

01/01870/FUL Tye House, The Tye (rear conservatory)

There was no objection to the proposed conservatory.

**Miss Waters declared an interest in the following application, signed the interest book and left the Meeting.**

01/01870/FUL The Cabin, Bennetts Avenue (raising of original roof in line with extension)

Parish Council recommends refusal of the application with a recommendation that the applicant resubmits the application with the mistakes and omissions corrected. The Parish Council was unable to give an opinion on the application because it was not clear what the applicant intended.

**Miss Waters returned to the Meeting.**

01/01895/FUL Rowan Cottage, The Common (demolition of existing kitchen & utility room and replacement with two storey extension)

PC objected to the proposed extension because of its scale and massing at a prominent position on the edge of the village, and outside the defined settlement boundary. PC would not wish to see the loss of this small unit in the rural area.

**THE TYE**

The Clerk reported that the bins had been removed from the Tye and the bollards returned by the date stipulated in her letter.

A letter had subsequently been received from Graeme Wyles, Regional Estates Manager of the Unique Pub Properties Ltd., freeholder of the Three Horseshoes, who requested an opportunity to discuss the matter of the Village Green Bylaws at a site meeting with all the Parish Councillors at some convenient date.

The Clerk was instructed to reply that PC was willing to attend a site meeting on the Tye, and to send him a copy of the byelaws.

**VILLAGE HALL PROJECT**

The Clerk reported that three tenders had been received, which were opened after the arrival of the third which was ten days late. They had been opened by the Clerk in the presence of the internal auditor. They do not take account of the comments/requirements sent to Fordham Johns after the last Meeting, because the plans went out to tender and to the parish council for comment simultaneously, and in particular they do not show Option 1. Option 1 is the alternative plan whereby the extension would be built to the full height of the present building, and it is the wish of HFC that the cost of this should be known before a decision is made to proceed with construction, as it would be preferable to build the upper floor as a void space than to alter the building later. The Clerk had not disclosed the tenders because of the



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possibility of their being changed because of the comments returned to Fordham Johns on the plans.

The Clerk warned P.C. that it was necessary for HFC to be fully satisfied with the plans or their support might be lost.

The Countryside Agency had responded to the Clerk's report confirming that there could be only one funding application for the building and shop fitting. The CA could fund only the shop and shop storage element of the project and some doubt was expressed as to the feasibility of separating the cost of that element of the project.

The Clerk was instructed to arrange a Parish Council Meeting for Friday, 2<sup>nd</sup>. November at which the tenders would be assessed and a builder chosen. HFC is to be invited to be represented at the Meeting.

She was instructed to contact Fordham Johns to ask for the tenderers to be requested to quote for Option 1 in time for the Meeting on 2<sup>nd</sup>. November. Fordham Johns were also to be asked whether the list of comments and additional requirements sent to them since going out to tender would affect the tenders.

The Clerk was also instructed to inform the Countryside Agency that PC is still interested in applying for funding, and that it will be possible to isolate the cost of the shop part of the project.

#### **CONSULTATION: DTLR: TRAVEL, SUBSISTENCE AND CERTAIN OTHER ALLOWANCES FOR MEMBERS OF LOCAL AUTHORITIES AND OTHER BODIES IN ENGLAND**

The Clerk was instructed to prepare a response from the comments made at the meeting.

#### **CONSULTATION: NATIONAL ASSOCIATION OF LOCAL COUNCILS: DRAFT CORPORATE PLAN**

The Clerk was instructed to prepare a response from the comments made at the meeting.

#### **BUDGET 2002/3 PROPOSALS**

##### **a) Footway North of Abbeyfields Junction**

The Parish Council considered correspondence received in the response to a request for comments in the Newsletter. It was agreed that, as the overwhelming response had been against the proposed footway, the proposal should be abandoned.

##### **b) Other Budgetary Considerations**

It was agreed that the binding of the Minutes should be an item for the budget. Councillors were asked to contact the Clerk with any other proposals within a few days so that they could be costed before the Budget Meeting.



6/11/01

**MATTERS FOR REPORT****a) Old Church Road Hedge**

CBC is to be reminded that the hedge is still overgrowing the footway, preventing its use by pedestrians.

**b) Fires**

Miss Waters reported that she had been informed that there are three sites in the parish where there are regular fires. There was a fire at one of the units at Highlands Farm every evening. There was a permanent fire of urine soaked straw at Barnards Farm, and Morelands Industrial Estate was the third site. She commented that Enforcement officers did not always explain to offenders why they should not have such fires.

The Chairman as borough councillor undertook to talk to Environmental Health at CBC about the problem and to suggest to officers that they explain why burning should not take place.

**c) Hanningfield Motors**

The Chairman as borough councillor, in response to a question from Mr. Applegate, reported that the planning enforcement staff had put the matter into the hands of the legal team.

**d) Recycling Bins – Village Hall Car Park**

The Chairman as borough councillor undertook to investigate the expected replacement of the lids.

**e) Hanna's Field Charity**

Mr. Applegate had received a verbal report of the Charity meeting on 17<sup>th</sup>. October from their Chairman. The sports field levelling and seeding was going ahead. There had been a RoSPA inspection of the childrens play area. Approximately £1500 had been raised at the Village Fete. The Charity wants to be kept involved with the extension project.

**f) Bottle Banks – Village Hall Car Park**

It was noted that recently the bins had remained full for several days. The Chairman as borough councillor reported that the larger bin for green glass had been ordered.

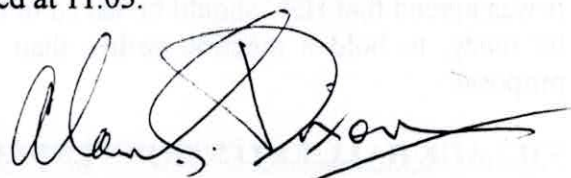
**g) School Chase**

Mr. Applegate reported that the Chairman of HFC had been approached by an officer from the county council regarding the maintenance of the Chase. The Clerk is to find out who the officer was and to pass on the information that the Chase is publicly maintainable highway.

**h) Former PO Stores**

The Chairman as borough councillor reported that the application for a certificate of lawfulness had been refused. The reason was that it had not created a new dwelling, but had resulted in the extension of an existing dwelling and therefore required ten years of use not five. He reported that as borough councillor he would be asking CBC to take enforcement action.

There being no further business the Meeting closed at 11.03.

  
6<sup>th</sup> November 2001  
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A Meeting of the Parish Council was held on Tuesday, 6<sup>th</sup>. November, 2001 at 8pm in the Village Hall.

**PRESENT**

Mr. Dixon in the Chair, Messrs. Parker, Applegate, Draper, Wigglesworth and Miss Waters. The Clerk and Mr. Warren Chairman of Hanna's Field Charity were in attendance.

**APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mr. Williamson.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes were signed as a true record of the Meeting held on Thursday, 25<sup>th</sup>. October, 2001.

**MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

It was noted that these would be taken at the next Parish Council Meeting.

**At this point the Meeting adjourned for Mr. Warren to explain Hanna's Field Charity's position with regard to the Village Hall Extension Project.**

**HANNA'S FIELD CHARITY**

On receiving an invitation for representatives of HFC to attend this Meeting Mr. Warren had written to PC explaining that other members of the Charity working party would be unable to attend. He pointed out that the final proposal would require the formal approval of Hanna's Field Charity before work could commence. HFC had not been asked to give approval, and he hoped that PC would be in a position to formally request approval prior to the Charity's next meeting on 12<sup>th</sup>. December.

His address had also raised the issue of the need for HFC to consult the beneficiaries of the Charity, that is the residents of the parish, prior to disposing of Charity property. Letting part of the Village Hall on a lease equates with disposal in the eyes of the Charity Commission.

It was agreed to ask HFC to consult the beneficiaries, on the matter of leasing part of the proposed extension to someone to run a shop, in the forthcoming East Hanningfield News, which would be published on or about 1<sup>st</sup>. December.

It was agreed that HFC should be asked to treat the matter as urgent and, should the final plans be ready, to hold a meeting earlier than 12<sup>th</sup>. December in order to formally approve the proposal.

**VILLAGE HALL EXTENSION TENDER PROCEDURES**

PC considered the following points: that PC had not resolved to go out to tender for the building contract; that PC had not resolved to instruct Fordham Johns to go out to tender for the



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building contract; and that the tender process had not been compliant with PC's financial standing orders.

Following a lengthy discussion PC resolved to go out to tender for the building contract.

It was resolved to instruct Fordham Johns to go out to tender, the specification to be used being the same as used in the previous tender process with the addition of a requirement for a separate quotation for Option 1, and to obtain three tenders. Fordham Johns is to be instructed to ensure that all tenders meet an identical specification.

It was noted that the specification sent out with the invitations to tender had not fully complied with the specification supplied to Fordham Johns when they were appointed and did not take into account the comments sent to Fordham Johns on 11<sup>th</sup>. October, and that these issues would have to be negotiated with the appointed builder at a later stage.

In accordance with the terms of Additional Standing Order A, it was resolved to suspend Standing Order a) for the purposes of this tender process. Standing Order a) is as follows:

Where it is intended to enter into a contract exceeding £10,000 in value for supply of goods or materials or for the execution of works, the clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given. Notice shall be given to all firms included in the appropriate standing approved list of contractors maintained by the district council, or if no such list is maintained then in such newspapers circulating in the district as the Council shall direct.

It was noted that in order to comply with Standing Order f), Standing Orders 60, 61 and 62 must be sent to those invited to tender.

### **BUILDERS' TENDERS**

a) It was noted that due to the failures of the tender process the tenders already received should not be considered for selection, and to do so would be unlawful.

b) It was noted that examination of the tenders already received would compromise the bids of those builders who might wish to resubmit their tenders through the correct procedures.

### **DATE OF NEXT MEETING**

It was agreed to postpone the next Meeting of the Parish Council to Thursday, 6<sup>th</sup>. December, and that that Meeting should begin at 7.30pm.

There being no further business the Meeting closed at 10.08.

  
Chairman

6<sup>th</sup> December, 2001

A Meeting of the Parish Council was held on Thursday, 6<sup>th</sup>. December at 7.32 pm in the Village Hall.

### PRESENT

Mr. Dixon in the Chair, Messrs. Parker, Draper, Wigglesworth and Williamson, and Miss Waters. The Clerk and one member of the public were in attendance.

### APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr. Applegate.

### MINUTES OF THE PREVIOUS MEETING

The Minutes were signed as a true record of the Meeting held on 6<sup>th</sup>. November, 2001.

### MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 25<sup>TH</sup>. OCTOBER 2001

#### Dog Bins(MA p.117)

PC had received an invitation to attend the CBC Refuse Collection and Recycling Best Value Review on Wednesday 5<sup>th</sup>. December. Mr. Draper had attended and reported that the issue of the infrequent emptying of dog bins was a common complaint. There was discussion of the South Woodham Ferrers segregation of recyclable waste which required households to have four bins with a smaller wheelie bin. This ~~trial~~ is to be widened. Generally, refuse collection in the borough was considered to be good.

#### Finance (p.118)

There has been no response from CBC concerning the double deduction of allotment rent from the September precept payment. The Clerk is to follow up her previous communication.

#### Planning (p.119)

01/ 1870/FUL Tye House, The Tye – Granted.

01/1870/FUL The Cabin, Bennetts Avenue – Granted.

01/1870/FUL Rowan Cottage, The Common – Refused.

#### The Tye (p.119)

A meeting was arranged with Unique Pub Co. for Monday, 10<sup>th</sup>. December, but this has now had to be cancelled. Alternate dates have been mooted: Monday, 7<sup>th</sup>. Wednesday 9<sup>th</sup>. Wednesday, 16<sup>th</sup>. or Thursday 10<sup>th</sup>. Hall available from 7pm on all those dates but on 7<sup>th</sup>. Aerobics starts at 8pm. Councillors are to inform the Clerk of the dates and times they are available.

#### Budget Proposals – Footway North of Abbeyfields Junction (p.120)

A letter has been received from Mr. and Mrs. Warren of Hedgerows, The Common asking for the decision not to construct the footway to be reversed. "For approximately six months of the year it is not possible to walk on the grass as it is either too wet or vehicles have parked on it breaking up the ground and therefore making it difficult to push a pushchair....It is hard to put our case for a footpath forward without knowing why there was a majority vote against it. We

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can only imagine it is a matter of rising council tax payments, but we feel that the lives of our children are far more important than the small increase of this cost".

The Clerk was instructed to respond that PC would not alter its budget decision for the forthcoming financial year.

Fires (MfR b p.121)

The Chairman as borough councillor has asked borough officers to investigate, but as yet no report has been forthcoming. The following regular fires were noted: Highlands Farm, rubbish smouldering all day; Barnards Farm, after horses are cleaned out; Morelands Industrial Estate, pallet firms burning pallets, mound of organic rubbish smouldering (fire engines called out twice in last 6 weeks).

Hanningfield Motors (MfR c p.121)

An enforcement notice has been served.

Recycling bins – Village Hall Car Park (MfR d p.121)

It was thought that the lids had not yet been replaced.

School Chase (MfR g p.121)

The person who was asking about responsibility for maintenance of the School Chase was a risk assessor for the primary school, not a county council officer. The information about the Chase being publicly maintainable highway has therefore been passed to CBC the highway agents in Chelmsford Borough.

**CORRESPONDENCE**

a) Preschool

East Hanningfield Preschool's letter informed PC of its new officers, thanked PC for assistance with the rent and referred to PC's question about the high level of fund raising expenditure explaining that they had stocked up with goods for their stalls which would be earning income at forthcoming events.

b) Manned Refuse Vehicle Visits in 2002.

Operational Services at CBC have reduced the visits to four on 23<sup>rd</sup>. February, 13<sup>th</sup>. July, 26<sup>th</sup>. October and 7<sup>th</sup>. December.

c) Golden Jubilee Celebrations

CBC advises that formal applications for road closures associated with Golden Jubilee Celebrations must be received by 28<sup>th</sup>. February, 2002 and will be permitted only between 10am on Sunday, 2<sup>nd</sup>. June and 11.59pm on Tuesday, 4<sup>th</sup>. June. The letter has been circulated. The Clerk was instructed to post this information on the PC noticeboards.

d) Queen's Golden Jubilee Celebrations Toolkit

A Queen's Golden Jubilee Celebrations Toolkit, produced by the Golden Jubilee Office, has been received.

e) New Ethical Framework

Information from the Standards Board for England concerning the New Ethical Framework has been received. PC has six months from 5<sup>th</sup>. November to adopt a local code.

f) NALC Guidance on the New Ethical Framework

The NALC Guidance on the New Ethical Framework has been received. Extra copies were ordered so that each councillor has a copy to keep for reference.

g) National Training Strategy for Town and Parish Councils

A copy of the Strategy has been received and has been circulated.

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**h) Quality Councils Consultation Paper**

Enough copies of the Quality Councils Consultation Paper have been ordered for each councillor to have one. The consultation ends on 31<sup>st</sup>. January and will be an Agenda item for the January Meeting.

**i) Law Commission Consultation on Allotments and Small Holdings Repeals**

The consultation on ends on 4th. January. The proposed repeal concerns obsolete provisions in enactments relating to smallholdings and allotments and will have no effect on current practice.

**j) Post Office**

Mike Harris has written expressing concern at the idea of a post office and associated facilities adjacent to the Village Hall. He objects on the grounds of the safety of school and preschool children, and of the cost to the public purse. He reminds PC of his suggestion in 1996 (correspondence has been recirculated) and asks PC to revisit the idea and consider it before irrevocable steps are taken.

The Clerk is to reply that P.C. thanks him for his continued interest and will keep his offer under consideration.

**k) Essex and Southend Waste Local Plan**

Correspondence has been received from Sandon Parish Council, via EALC, concerning its challenge of the Waste Local Plan in the High Court. They are currently gathering evidence to fight their case; "if your parish council is involved in the Plan and you wish to have your comments spelt out in the Court, please let me know as soon as possible – this is your chance for your parish to have your say on the Waste Plan". Also, "the fight could be expensive – if you can help financially, it would be very much appreciated".

The Clerk was instructed to send copies of P.C.'s response to the Plan to Sandon P.C., and to publicise the fund on the P.C. noticeboards. It was agreed that P.C. should not support the fund financially.

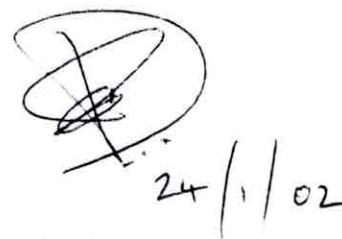
**FINANCE****a) Payments**

The following cheque had been paid between Meetings:

To	NET £	VAT £	Total £	Explanation
The Printing Place			198.00	Winter Newsletter.

The following cheques were signed at the Meeting:

To	NET £	VAT £	Total £	Explanation
Premier Transline Hire	95.34	16.68	112.02	November hire;
Society of Local Council Clerks			39.49	PC's proportion of annual subscription;
Hanna's Field Charity			250.00	Rent for Preschool – winter term
K. Plumridge			531.75	Nov. Salary etc.



24/1/02

D. Sherry			35.87	Editor's expenses;
MD Landscapes	216.30	37.85	254.15	Mowing 25/9, 5/11, 24/11.
1 <sup>st</sup> . Glass Glazing Services	73.78	12.91	86.69	Repairs to portacabin window;
R. Harvey	56.00 9.50		65.50	Grounds work, Village maintenance
Premier Transline Hire	95.34	16.68	112.02	December hire;
Essex Association of Local Councils			60.00	Two delegates to attend EALC Annual conference;
Society of Local Council Clerks			225.00	Clerk's attendance at SLCC Annual Conference
K. Plumridge (28/12/01)			507.13	December salary and office allowance;
Inland Revenue (5/1/02)			131.94	PAYE & NI Oct-Dec.

The following receipt was noted:

From	To account	Amount £	Explanation
P Probert	Current	12.00	Newsletter advertising.

**b) Budget for Financial Year 2002/3**

It was agreed to precept £19,793.28 for the next financial year.

The Clerk and Chairman signed the Precept.

The Clerk was instructed to find out when the noticeboard would be delivered, and to ask Premier Transline what the cost of purchase of the portacabin would be.

**c) EALC Annual Conference 2002**

It was agreed that the Chairman and Miss Waters should attend the conference at Great Dunmow on 23<sup>rd</sup>. January at a cost of £60 for the delegate fee, and that travelling expenses may be claimed for this approved duty.

**d) SLCC Annual Conference 2002**

It was agreed that the Clerk should attend the conference at Plymouth in April at a cost of £225 for delegate fee and accommodation and that she should be recompensed for her travelling expenses.

**PLANNING**

01/01933/FUL Units 21-22 Morelands Industrial Estate, Tile Works Lane, Rettendon Common (Waster transfer and recycling. Use of a Trommel 620 Mobile Recycling Station and overnight parking for 6 waste collection vehicles).

P.C. objected to the proposal on the grounds of potential neighbour intrusion. There were also concerns that this development would be located where lorries travelling to and from the site would have to pass through the neighbouring villages to access the major road network. Should CBC choose to grant permission P.C. would wish to see stringent conditions applied to control the hours of working and the disposal/drainage of contaminated surface water.



24/1/02

01/02090/OUT Mill Hill Farm, East Hanningfield Road, Howe Green (Care accommodation and ancillary buildings together with landscaping and access arrangements).

P.C. objected to the proposed development which is contrary to policy and unsustainable in terms of public transport.

01/02129/FUL Land Adjacent Kilchurn, Bicknacre Road (single dwelling, access and garden on land previously approved for development 715/86/1).

There was no objection to the proposed house.

01/02181/REM Bromley Lodge, Tile Works Lane, Rettendon Common (Replacement house)

PC had no objection to the proposed replacement house and would wish the demolition of the existing house to be carried out without delay.

CC/CHL/169/01 East Hanningfield C of E Primary School (Variation of condition 1 (time limit) of planning permission CC/CHL/16/96 to read "This permission shall expire on 30<sup>th</sup> November 2006).

There was no objection to the proposal.

### **VILLAGE HALL PROJECT**

The Clerk reported that the Charity had consulted the beneficiaries in the December issue of the Newsletter and copies had been displayed on the noticeboards. The consultation must last for a minimum of one month.

The Clerk had informed Fordham Johns of the need for finalised plans, so that they could be formally agreed by Hanna's Field Charity. Fordham Johns had been informed of the date of the Charity meeting when the plans could be approved. The Clerk had asked Mr. Sweetlove for a progress report for this meeting, and had tried to contact him by telephone.

It was agreed that should the finalised plans become available before the Meeting scheduled for 24<sup>th</sup>. January, an extra Meeting would be called.

The Clerk reminded P.C. that provisions in the Charity Commission's Disposal of Charity Land information booklet require the Charity to accept the highest offer they receive, and until they have signed a legally enforceable contract with a purchaser or lease holder they are obliged to consider other offers they receive, even when they have already accepted an offer.

### **DATE OF NEXT MEETING**

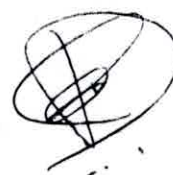
It was agreed that the next Meeting should take place on 24<sup>th</sup>. January unless the finalised plans became available beforehand, in which case a special Meeting would be called.

### **CIRCULATION OF CORRESPONDENCE**

\* ~~It was agreed that for a trial period of 2 months, to the end of February, copies of all correspondence in and out concerning parishioners should be circulated.~~

### **OAK TREES, RETTENDON ROAD**

It was agreed that Mr. Harvey should be instructed to pull out the elders which are growing in the verge close to the oak trees. If he cannot do so without damaging the roots of the oaks he should cut the elders down to the ground.



Miss Waters undertook to prune the oaks in order to create crowns.

**MATTERS FOR REPORT**

a) Philip Mitchell

It was noted with regret that Mr. Mitchell, a former parish councillor, had died. The Clerk was asked to convey the Council's sympathy to Mr. Mitchell if she can find out where she is now living.

b) Rural Housing Trust Planning Application

It was noted that there was to be a Committee site visit at 8.30am on 7<sup>th</sup>. December.

c) Newsletter – The Tye

Mr. Feehan has indicated that he is not available to deliver the Newsletter anymore.

d) A130 Liaison

Mr. Parker attended the recent meeting and reported that completion of the new road is expected in January. He also reported that buxus was to be interspersed with the deciduous species in the planting scheme.

e) Back Lane

The Chairman as borough councillor undertook to report ponding at the following locations: between the Spinney and Claydons; at the Alands exit and adjacent the Old School.

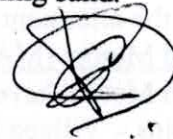
f) Village Hall Extension Project

Miss Waters as Internal Auditor asked for it to be minuted that she does not agree with the way the Parish Council is handling the Village Hall extension project.

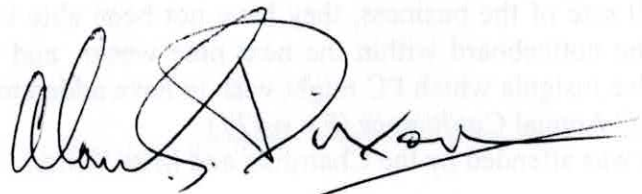
g) Emergency Planning

The Clerk had recently been contacted by CBC Emergency Planning about the storage of sand bags. She is to ascertain whether they meant just bags or bags containing sand.

There being no further business the Meeting closed at 11.19.

 24/1/02

\* It was agreed that for a trial period, to the end of February, copies of all correspondence written by the Clerk on behalf of Council and all correspondence received from parishioners should be circulated.

  
Chairman

(129) 24<sup>th</sup> January 2002

A Meeting of the Parish Council was held on Thursday, 24<sup>th</sup>. January, 2002 at 8.03 pm in the Village Hall.

### **PRESENT**

Mr. Dixon in the Chair, Messrs. Parker, Applegate, Draper, Wigglesworth and Williamson and Miss Waters. The Clerk was in attendance.

### **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **MINUTES OF THE PREVIOUS MEETING**

On page 124 under the headings *Matters Arising* and *Dog Bins*, the word *trail* on the fifth line was amended to read *trial*.

On page 128 under the heading *Circulation of Correspondence*, the entire sentence was deleted and replaced with the following:

It was agreed that for a trial period, to the end of February, copies of all correspondence written by the Clerk on behalf of Council and all correspondence received from parishioners should be circulated.

The Minutes were then signed as a true record of the Meeting held on 6<sup>th</sup>. December, 2001.

### **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

#### Finance (MA p.124)

CBC Financial Services have apologised for not responding before and promise to answer the query about the allotment rent shortly.

#### Hanningfield Motors (MA p.125)

Hanningfield Motors have appealed against the enforcement notice.

#### Recycling Bins – Village Hall Car Park (MA p.125)

The lids have not been replaced. The Chairman as borough councillor will follow up this matter with CBC.

#### School Chase (MA p.125)

The Clerk is to remind CBC that the surface requires repairing.

#### Budget (F b p.127)

Premier Transline have been approached concerning the possible purchase of the portacabin. It is against their policy to sell from the hire fleet. They value the portacabin at £2.5-3000. To replace it in their fleet they would have to spend £5,500.

Stebbings have had staffing problems due to sickness and bereavement, which, because of the small size of the business, they have not been able to overcome. They envisage starting work on the noticeboard within the next nine weeks, and in the meantime will send details of the jubilee insignia which PC might wish to have added to the headboard.

#### EALC Annual Conference (F c p.127)

This was attended by the Chairman and Miss Waters. The Clerk was present as staff.



12/2/02

Morelands Industrial Estate (P p.127)

Miss Waters reported that she had contacted CBC concerning the planning application and had been told that the movement of lorries through neighbouring villages would be a material consideration in determining of the application. The Chairman advised that this was not the case.

OAK TREES, RETTENDON ROAD (p.128)

Miss Waters reported that the oak trees are growing beneath telephone wires, and that this would cause a problem in the future.

A130 Liaison (MfR d p129)

Miss Waters queried Mr. Parker's report that buxus was to be interspersed with the deciduous species in the planting scheme, when the liaison meeting minutes said it would be taxus. Miss Waters undertook to find out which was correct.

Back Lane (MfR e p.129)

The Chairman as borough councillor reported the ponding to CBC.

CORRESPONDENCEa) Clean up for City Campaign

It was agreed not to participate in CBC Environmental Services' *Clean up for City Campaign*.

b) Flooding Measures

The Clerk was instructed to inform CBC Emergency Planning that a suitable secure location for the storage of sandbags cannot be identified in the parish. It was thought unnecessary to provide contacts who would be willing to provide situation reports on the extent of flooding and which roads are passable within their area, as councillors would notify CBC when roads were flooded.

The Clerk is to use the Newsletter to inform residents of the means of obtaining sandbags.

c) Three Horseshoes Public House

A request had been received from Unique Pub Co for i) PC's permission to stand a chalk board on the Village Green beside the pub sign and ii) help from PC in providing a solution to the relocation of the two wheelie bins.

The Clerk was instructed to inform Unique Pub Co. that the council was minded in principle to accede to the request for permission to stand the board on the village green but would need to know the dimensions of the board and other management information. It was agreed that subject to satisfactory information being forthcoming from Unique Pub Co temporary permission for the board for a probationary period would be given solely for the advertising of the Three Horseshoes' business.

It was agreed that the Clerk was to inform Unique Pub Co that the council could not allow the wheeled bins to be stationed on the village green nor could the construction of screening be permitted on the green.

d) NALC Revised Guidance on New Ethical Framework

It was noted that NALC have revised their Guidance on the New Ethical Framework, and Clerk had obtained a copy for each councillor. PC must adopt the new Code by 5th. May, and the last opportunity to do so would be at the PC Meeting on 25<sup>th</sup>. April. The suggestion in the Guidance that parish councils should share the notice of adoption of the new code with the district council and neighbouring parish councils has been put to the Monitoring Officer at CBC, but declined.

12/2/02

It might still be possible for the parish councils to share a notice, and the Clerk is in communication with the ACDPC and local clerks on this matter.

e) South Woodham Ferrers Community Safety Forum

PC received an invitation to the South Woodham Ferrers Community Safety Forum on 10<sup>th</sup> January, and Mr. Draper attended on behalf of PC. He reported that the inspector and sergeant were present but left early. South Woodham Ferrers have only two and a half officers on duty when there should be five. The meeting notes are to be circulated.

The Clerk was instructed to write to the Chief Constable expressing PC's concern at the shortfall in officers and the lack of continuity in senior management, and to ask what is being done to bring South Woodham Ferrers up to establishment.

**FINANCE**

a) Mowing Contract

It was noted that MD Landscapes have confirmed that 2002 will be the third year of the three year mowing contract and that, as agreed, there will be no price increase.

b) Payments:

The following cheques were signed:

To	NET £	VAT £	TOTAL £	Explanation
K. Plumridge	493.45 13.72 38.48 6.82		552.47	January salary, office allowance, telephone & reimbursements;
R. Harvey	53.98 73.50		127.48	Maintenance & grounds work;
Premier Transline Hire	95.34	16.68	112.02	Portacabin hire January.

The following receipts were noted:

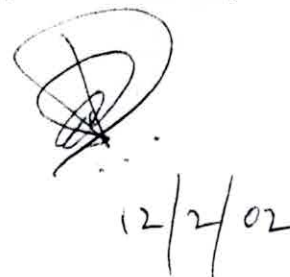
From:	To Account	Amount £	Explanation
Hanningfield Motor Co.	Current	20.00	Newsletter income;
Baddow Plumbing Services	Current	20.00	Newsletter income;
Barclays	Deposit	46.00	Quarterly interest

**PLANNING**

a) Planning Applications

01/02286/CLEUD The Stores, The Tye (use of former post office as part of the existing dwelling house).

In answer to the question of use of the premises during the last ten years, it was to be confirmed that they had been used for the post office stores business until closure on 27<sup>th</sup> January, 1996, and thereafter the newsagency business continued to be run from the premises until September 2001.



12/2/02

The Clerk was instructed to restate previous correspondence and refer to PC's response to the previous application.

01/02336/FUL Lodge Farm, Old Church Road (Retention of redundant agricultural buildings in business use as permitted by planning permission reference 01/683/FUL subject to the amendment of conditions 6,7 & 8).

As the plans were not available for inspection at the meeting, the Clerk was instructed to ask for an extension to the consultation period and to reply to the application in consultation with councillors.

02/00021/FUL 8 Clinton Close, (Two storey side extension).

There was no objection to this application

02/00072/FUL 5 Scarles Croft, (Conservatory).

There was no objection to this application.

b) Tree Preservation Order

Tree Preservation Order No. 2001/91 The Old Rectory, The Common, East Hanningfield, under which 29 individual trees and two groups of trees have had preservation orders placed upon them, was noted.

**VILLAGE HALL PROJECT**

The Clerk, Chairman and M. Plumridge of HFC met Mr. J. Sweetlove of Fordham Johns on 14<sup>th</sup>. January. JS said that FJ had been unclear on how to proceed following correspondence from PC. It was not clear why they had not asked for clarification as they had had the list of comments on the plans since 11/10/01. FJ had not acted upon the Clerk's instructions, from the Meeting of 6<sup>th</sup>. November, to go out to tender, but had previously asked tenderers to supply budgetary quotes for Option 1. FJ had received one of these but had not passed it on to PC. The Clerk had received one, which had been addressed to the Village Hall and thereby opened accidentally.

FJ have now received clarification of all the points raised in the letter of 11<sup>th</sup>. October and clarification of how the invitations to tender are to be worded. FJ are to amend the plans in line with the points agreed at the meeting (clarifying points raised in October). The revised plans are to be sent to the tenderers for them to amend their quotes, as the amendments will have a significant effect on cost. Tenderers are also to be asked to supply budgetary quotes for Option 1. Revalidated quotations are to be expected by mid February.

Since the meeting, FJ have confirmed that they "will endeavour" to formally re-issue the contract document (including drawings) for PC approval by 25<sup>th</sup>. January. FJ have been informed that the PC Meeting was 24<sup>th</sup>. and therefore earlier delivery of the documents would be preferable.

Buildings regulations approval has not been forthcoming, and the architect met with the building regulations inspector on Tuesday, 22<sup>nd</sup>. January, to go through the problems, which concern fire safety in the new building. After the meeting the architect felt all the matters had been dealt with satisfactorily. FJ have been informed by CBC that the new extension will not have to comply with new building regulations which come into effect on the 1<sup>st</sup>. April if an unconditional approval is obtained or construction is started before that date.

On 1<sup>st</sup>. January FJ became part of the Cameron Taylor Group of Companies. From 21<sup>st</sup>. January the Great Baddow office will be trading as Cameron Taylor Bedford.

12/2/02

Subject to the plans arriving on 25<sup>th</sup>. January, the Clerk was instructed to arrange a special meeting for Tuesday, 5<sup>th</sup>. February to approve the plans.

The Clerk is to remind FJ that they will need to resubmit for planning approval as the plans have changed.

### **BUS SERVICE**

The Chairman reported that he had been in constant communication with the bus company regarding the bad time keeping of the bus service. At times the bus has been up to 7 minutes early, has missed the village altogether, and has left the bus station late. Drivers have been reprimanded for several of the incidents.

The Clerk was instructed to write to the General Manager at First Eastern National to express PC's concern.

### **CHELMSFORD COMMUNITY RECYCLING PROGRAMME**

Chelmsford Environment Partnership, a project of Chelmsford Council for Voluntary Service, is looking for a parish to pilot a community recycling programme.

It was agreed that the Clerk should complete and return the application questionnaire. Miss Waters offered to be a point of contact for the parish.

### **CONSULTATION: QUALITY COUNCILS**

It was agreed that the draft response should be sent without amendment.

### **CONSULTATION: STATUTORY CODE OF PRACTICE ON THE DUTY TO PROMOTE RACE EQUALITY**

It was agreed that this matter should be carried over to the next monthly Meeting.

### **MATTERS FOR REPORT**

#### **Grit Bin – South Gibcracks**

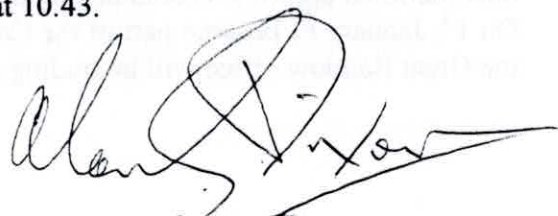
The Clerk had been contacted by the new occupant of South Gibcracks who informed her of the damaged grit bin. He had contacted CBC but they had said that it was not theirs. Clerk could not find any evidence to show that it was PC's. The Chairman as borough councillor said that he understood that it had been purchased from CBC by a previous owner of South Gibcracks and that he would try to persuade CBC to replace it.

#### **Mayor's Community Evening**

This item would be on the Agenda of the February Meeting, and councillors were asked to be prepared to consider possible nominees.

There being no further business the Meeting closed at 10.43.

(134)

  
Chairman  
12<sup>th</sup> February 2002

A Meeting of the Parish Council was held on Tuesday, 12<sup>th</sup>. February, 2002 at 8pm in the Village Hall.

### **PRESENT**

Mr. Dixon in the Chair and Messrs. Parker, Applegate and Williamson, with the Clerk in attendance.

### **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Miss Waters and Mr. Wigglesworth.

### **MINUTES OF THE PREVIOUS MEETING**

The Minutes were signed as a true record of the Meeting held on 24<sup>th</sup>. January, 2002.

### **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

It was noted that matters arising from the Meeting held on 24<sup>th</sup>. January would be reported to the Meeting on 28<sup>th</sup>. February.

### **PLANNING**

#### **02/125/FUL Scarles Croft (residential parking)**

There was no objection to the proposal to create 8 parking bays on the greensward in front of nos. 1-3 Scarles Croft, but PC requests conditions to be applied to the planning approval. The first condition is that the existing hedges should be retained at their existing height and replaced if they should fail. The second condition is that in order to preclude the parking of commercial vehicles and caravans at the site, only private cars should be allowed to use the parking facility. The Clerk was instructed to write to Lord Petre to ask whether he has entered into an access agreement with the residents of Scarles Croft, and if not whether, when that happens, it would be possible to enter a clause which would allow a charge to be levied on the residents for repairs to the access across the Tye, should the need arise.

### **VILLAGE HALL PROJECT**

The plans and specification had arrived ten days later than anticipated. HFC had been unable to examine them in detail and would meet in order to do so on Saturday, 16<sup>th</sup>. February.

The Clerk had identified the following discrepancies:

- FLOOR PLAN C5761/1 - The Notes state that in the post office all walls will be painted plaster internally including lobby and wc. This is wrong. At the meeting with FJ on 14/1/02 it was agreed that only the existing end wall of the Hall would be plastered – all other internal walls are to be painted blockwork.
- FLOOR PLAN C5761/1 - The plan states possible 1200/1200 window to side elevation. This is wrong. At the meeting on 14/1/02 it was agreed that a high level window opening and lintel (to be bricked in) would be created in the end wall of the post office.



28/2/02

Subsequently, following a request from HFC, the Clerk asked for two high level window openings to the post office end wall (similar in appearance to the existing toilet windows).

- ELEVATIONS/SECTIONS, NOTES C5761/2 - The notes state "provide toughened or laminated glass". This is wrong. The specification has always been for laminated as stated in C5761/1 notes. It was agreed at the meeting on 14/1/02 that this would be corrected.
- ELEVATIONS/SECTIONS C5761/2 - There is no sectional elevation showing the stairs and position of the landing and fire check door. It was agreed at the meeting on 14/1/02 that FJ would amend the plans to show this detail.
- SPECIFICATION - JCT CONTRACT (PC does not have a copy to refer to)  
Page A/5. Conditions 2.1 Commencement Oct/Nov 2001 obviously incorrect.  
Page A/6 Conditions 6.3A 6.3B Insurance - PC needs to know requirements of cover.

The Clerk was instructed to forward these points to Cameron Taylor Bedford (formerly Fordham Johns), and to seek confirmation that the plans would be amended accordingly. HFC's Comments are to be forwarded when received.

Subject to the points raised by the Clerk and HFC being acted upon by CTB, PC approved the Plans to go out to tender.

### **MATTERS FOR REPORT**

#### **a) Untaxed Vehicles on Coude Dennis Estate**

Mr. Williamson reported that since reporting this matter to the Clerk to forward to CBC the number of untaxed vehicles on the highway had increased to 20. The Clerk has reported this matter to CBC and will do so in more detail when Mr. Williamson has supplied her with the list of vehicles.

The Chairman as borough councillor undertook to report the matter to CBC as well.

#### **b) Recycling Centre, Village Hall Car Park**

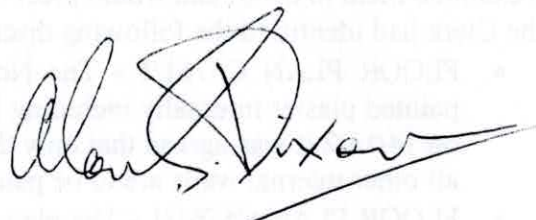
The Clerk has reported the two broken bin lids to CBC.

The Chairman as borough councillor undertook to follow up the report with CBC.

#### **c) Association of Chelmsford District Parish Councils**

At the next Meeting at Springfield at 7.45 pm on 5<sup>th</sup>. March, there will be a workshop on the New Ethical Framework, including the Code of Conduct and Register of Members' Interests. The speaker will be Alistair Simpson, Monitoring Officer at CBC. The information is to be circulated and will be on the Agenda for the Meeting on 28<sup>th</sup>. February.

There being no further business the Meeting closed at 8.48 pm.

  
Chairman

A Meeting of the Parish Council was held on Thursday, 28<sup>th</sup>. February, 2002, at 8pm in the Village Hall.

**PRESENT**

Mr. Dixon in the Chair, Messrs. Parker and Wigglesworth with the Clerk in attendance.

**APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr Williamson and Mr. Draper had 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 12<sup>th</sup>. February.

**Miss Waters arrived at this point.**

**MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS**

**a) Matters Arising from the Meeting held on 24<sup>th</sup>. January**  
**Recycling Bins – Village Hall Car Park (MA p.130)**

The bins with the broken lids have been replaced.

**School Chase (MA p.130)**

CBC Engineering Services appreciates that the chase between the School and the Tye is maintained at public expense and requires attention. It will, however, have to be placed on the minor maintenance list and remedials carried out in the next financial year.

**Morelands Industrial Estate (MA p.131)**

Miss Waters reported that it was the planning officer dealing with the planning application, Chris Smith, who had informed her that the lorry movements would be the main planning consideration when determining the application.

**Oak Trees, Rettendon Road (MA p.131)**

Miss Waters reported that she had pruned the oak trees and had found two to be diseased, but had not been able to identify the disease.


**A130 Liaison (MA p.131)**

Miss Waters reported that both taxus and buxus had been planted.

**South Woodham Ferrers Community Safety Forum (Ce p.132)**

The next meeting will take place at the William de Ferrers Centre at 7.30 pm on Wednesday, 20<sup>th</sup>. March.

A letter was received from Chief Superintendent Julia Jeapes in reply to Clerk's letter expressing concern over the manning levels on the SWF police team. It is hoped that by 1<sup>st</sup>. April the team will be up to strength. This should be 5 full time officers. The change in the inspector's post occurred because Inspector Coxhead wished to transfer to a specialist department. Inspector Chris Macintosh has been appointed with a view to being in post for at least two years. He has experience and knowledge of the area having been on the division for several years.



13/3/02

The Clerk was instructed to send a copy of her letter to the Chief Constable and the reply from the Chief Superintendent to South Woodham Ferrers Town Council.

The Clerk was instructed to write to Chief Superintendent Jeapes to ask for speed checks on incoming and outgoing traffic to take place at the entrances to the village on the Bicknacre Road and the Tye.

**Mr. Applegate arrived at this point.**

01/02336/FUL Lodge Farm (P p.133)

The amendments to the conditions were for the purposes of clearing up ambiguities in the wording, and did not change the intended meaning of the conditions. A response of 'no comment' was sent.

Bus Service (p134)

Eastern National have written in response to Clerk's letter that there have been a number of difficulties caused by traffic, but there is no excuse for a bus running early. They ask for the Chelmsford office, on 348709, to be informed of the date and time of such occurrences so that the driver can be interviewed. The Operations Manager at Chelmsford depot is to arrange for services to be observed during the coming months to ensure that reliability is restored.

The Chairman asked to be notified of problems with the bus service in order to help him keep a log for report to the bus company.

b)Matters Arising from the Meeting held on 12<sup>th</sup>. February  
Untaxed Vehicles on Coude Dennis Estate (MfR p.136)

After a misunderstanding on the part of CBC, Clerk has been asked to speak to a specific officer in the Highways Dept. but has not managed to reach him by phone. He has been asked to telephone on Monday.

The Chairman, as borough councillor, reported that of the 15 untaxed vehicles 4 were on the highway. Three are to be removed from Housing land; six are to be served notices; and six are having their owners traced.

CBC Housing is aware of the car breaking taking place on the estate.

**CORRESPONDENCE**

a) Mayor's Community Evening

It was agreed not to nominate a representative to attend, nor to respond to the letter.

b) Make Yours a Winning Village

It was agreed not to send a representative to the advice evening on this year's Best Kept Village Competition.

c) ACDPC Spring Meeting

It was agreed that the Clerk and Miss Waters should attend the ACDPC Spring Meeting on Tuesday, 5<sup>th</sup>. March at Springfield Parish Centre at 7.45pm. There will be a workshop on the New Ethical Framework, including Code of Conduct and Register of members' Interests. The speaker will be Alistair Simpson, CBC monitoring Officer.

13/3/02

d) Chelmsford Borough Draft Local Plan

It was noted that CBC has had to abandon the revised timetable for reporting on the representations to the draft Local Plan. PC will be advised when the new revised timetable has been prepared.

**Mr. Draper arrived at this point.**e) Trial Area Management Plan

It was agreed to participate in CBC's trial Area Management Plan approach to streetscene and local environmental issues.

f) Jubilee Year Just Bin It Campaign.

It was agreed that the date for the Village Tidy-up should be decided at the next Meeting.

g) Chelmsford Police and Community Consultative Group

It was agreed that Miss Waters should attend the Chelmsford Police and Community Consultative Group, at the William de Ferrers Centre on Wednesday, 20<sup>th</sup>. March at 7.30pm.

**FINANCE**a) New Accounting Regulations

It was noted that the new regulations will require the appointment of an 'internal auditor' who is independent of the Council. This is due to the 'lighter touch' audit regime. Although the guidelines as to what will be required of the internal auditor have yet to be published, it is expected that the appointee will be required to examine the books quarterly, and to have a knowledge of local council law as well as experience of local council accounting.

The Clerk was instructed to make enquiries with neighbouring parishes and to advertise the post on the noticeboards.

b) Regional Community Shop Seminar

There was no interest in attendance at the Essex Rural Development Centre's seminar on 16<sup>th</sup>. March.

c) Dealing with Young People Conference

There was no interest in attendance at the Essex Rural Development Centre's conference on 13<sup>th</sup>. April.

d) Councillor Training Day

There was no interest in attendance at the EALC's training day on 11<sup>th</sup>. May.

e) Payments

The following direct debits were noted:

To:	Amount £	Explanation
Public Works Loan Board 24/2/02	248.36	Field Loan
Public Works Loan Board 11/3/02	536.25	Hall loan.

The following cheque signed between meetings was noted:

To:	NET £	VAT £	Total £	Explanation
The Printing Place			198.00	Spring 2002 News



13/3/02

The following cheques were signed:

To:	NET £	VAT £	Total £	Explanation
Local Council Review			10.99	Annual subscription;
PKF	270.00	47.25	317.25	Audit fee for year ended 31/3/00;
Premier Transline Hire	190.68	33.36	224.04	Portacabin hire February & March;
Hanna's Field Charity			125.00	Rent for preschool sessions, 1 <sup>st</sup> half of Spring term;
K. Plumridge	493.16 13.72 9.85		516.73	February salary, Feb. office allowance, Reimbursements.
R. Harvey			91.18	Groundwork & repairs.

### PLANNING

There were no planning applications to consider.

### VILLAGE HALL PROJECT

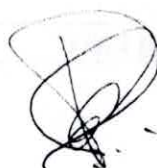
The Clerk received the following comments from HFC and forwarded them to Cameron Taylor Bedford.

Thank you for a copy of the revised plans (C5761/1 Rev B and C5761/2 Rev A) and the Specification (C5761-Annexe), the latter not previously seen in full.

We have reviewed the revised plans and specification following the meeting with FJ on Monday 14th. January and, taking into account your comments already faxed to FJ on 13/02/02 (which we endorse), have only a few observations to make:

#### The Plans

- a) Minor Point - The existing Gents toilet door now needs to be reversed to open inwards from the new lobby.
- b) Minor Point -The new rear door from the extension will need a door closer/stay mechanism
- c) Minor Point - The plan needs to specify that the rising main water stop-cock (located about 12 in deep in the ground under a metal cover approximately half way along the north facing hall wall) will need to be relocated and provided with suitable access cover.



13/3/02

d) Clarification Point - The plan shows the field surface water drain will run under the site – admittedly pipe is quite deep at this point but we need to be sure this is the best solution.

We need therefore to seek reassurance from FJ have considered this and that the pipe and routing will be satisfactory.

### The Specification

#### Section 1 – Preliminaries and General Conditions

##### a) A20-The Contract

i) 910-We need to have a copy of JCT Agreement for reference but this should not delay tenders.

##### ii) The Conditions

We suggest these conditions need to be reviewed with FJ before a contract is finalised with the builder (liquidated damages, payment terms, retention etc) however we don't think this should stop the request for tender's prices.

##### iii) A32 Management of Works

This section needs discussion between PC and HFC on way work is managed but it need not delay Tender request

##### b) Appendix A - Schedule of Works

A minor point but the Builder must note he will need to make his own access arrangements to the hall water supply as it will not be possible to use the hall during building.

##### c) Appendix B - Proposed Site Layout

Section 1 of (Preparation of Work) leaves the temporary location of PO to be agreed with client but we think it would be better located on the ground opposite the present entrance to the hall to minimise problems with re-routing power and telephone cables, and minimise inconvenience to P.O. users who otherwise will have to go through the car park and around the builders compound.

John Sweetlove has given his assurance that the matters identified will be amended on the documents prior to going out to tender.

Cameron Taylor Bedford have supplied a copy of a letter from CBC Planning saying that the changes to the plans for the extension which bring the walls out to be level with the existing building are considered to be minor amendments which do not require another planning application.

The amended plans have gone out to tender with a view to the tenders reaching PC no later than 11<sup>th</sup>. March.

Mr. Voyce has written to inform PC that as from 28<sup>th</sup>. March he will not longer be acting as postmaster at East Hanningfield. He has supplied the telephone number of the Post Office Rural Officer, Lydia King.

The Chairman undertook to telephone Lydia King in the morning and to speak with Mr. Voyce. Mr. Voyce's decision to leave was noted with regret.

**CONSULTATION: PLANNING GREEN PAPER**

The Clerk was instructed to send the draft comments in the Agenda notes and those produced for the Meeting.

**ANNUAL PARISH MEETING**

It was agreed that the Annual Parish Meeting should take place on the same evening as the April Parish Council Meeting, which would begin at 7.30 pm.

**CONSULTATION: STATUTORY CODE OF PRACTICE ON THE DUTY TO PROMOTE RACE EQUALITY**

It was noted that by 31<sup>st</sup>. May PC must have in place arrangements for fulfilling, as soon as is reasonably practicable, its duties under paragraph (2a) Section 5 of the Race Relations Act (Statutory Duties) Order 2001, and fulfil those duties in accordance with such arrangements.

The Clerk is to attend a training day organised by the Essex Branch of the Society of Local Council Clerks on 16<sup>th</sup>. March at which there will be a speaker on this topic. She was instructed to seek clarification as to the differences between race, ethnicity and culture, and report back to the next Meeting.

**THREE HORSESHOES PUBLIC HOUSE**

The Clerk was instructed to contact Mr. Wyles to ask him to nominate a person to be responsible for the day to day management of the standing board; to inform him that PC requires the removal of the board from the registered village green; and to inform him that the description of board he has supplied is acceptable but there will be no agreement until an individual is named.

When the required information has been received the Clerk will draw up an agreement which places third party liability on the owners and operators of the Three Horseshoes, to which the agreement of the named person must be obtained.

**MATTERS FOR REPORT****a) A130 Traffic Management/Monitoring**

The Chairman as borough councillor undertook to find out the timetable of actions.

It was noted that Countyroute would be holding another liaison meeting.

**b) Ponies on Footpath**

It was noted that ponies had damaged the surface of the footpath two fields beyond the Old Forge.

**c) TheTye**

There have been complaints about the increasing incidence of faeces on the Tye.

The Chairman undertook to talk to the owner of the shrub that is growing across the footway.

**d) Flooding at Chalkleys Corner**

The Chairman as borough councillor undertook to get CBC officers to deal with the problem of poor road drainage.

13/3/02

e) Noticeboard on the Tye

The Clerk has instructed Mr. Harvey to treat the noticeboard with wood preservative, and to reset the posts. He has also been instructed to replace the hinges, but there is some difficulty in obtaining the correct type.

f) Newsletter

A volunteer has come forward to deliver the Newsletters to the Tye.

**Miss Waters gave her apologies and left the Meeting at this point.**

g) Sustainable Distribution Strategy for Essex

The Chairman reported that he had attended a meeting on this subject and would circulate the papers. It was noted that a consultation document on this topic will be coming.

There being no further business the Meeting closed at 10.27.

  
Chairman

13<sup>th</sup> March, 2002

A Meeting of the parish Council was held on Wednesday, 13<sup>th</sup>. March 2002 at 8.03 pm in the Village Hall.

**PRESENT**

Mr. Dixon in the Chair, Messrs. Parker, Wigglesworth and Williamson with the Clerk in attendance.

**APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Miss Waters.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes were signed as a true record of the Meeting held on 28<sup>th</sup>. February.

**MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

It was noted that matters arising from the Minutes would be reported at the Meeting on 28<sup>th</sup>. March.

**VILLAGE HALL PROJECT**

Loan Sanction

The Clerk reported that the permission to borrow would expire on 31<sup>st</sup>. March. Attempts to find out from the DTLR whether the sanction could be extended into the next financial year had failed as there had been no-one in the office who could advise on loans to parish councils. If the sanction could not be extended PC would have to choose whether to draw on the loan or to lose it. If the loan were to be drawn down, PC would have to decide whether it would be necessary to amend the amount. It was not possible at this point to know how much loan would be required as only one of the three tenders had been received and therefore it remained confidential, and only the grant from CBC was confirmed. The Public Loans Board requires two weeks notice to process a loan.

The Clerk had contacted Cameron Taylor Bedford about the non arrival of two of the tenders, and John Sweetlove had subsequently contacted the builders and found that one was running late and would deliver the tender on Friday, 15<sup>th</sup>. March and the other had been incorrectly advised that the date for receipt was 18<sup>th</sup>. March.

It was agreed that the Clerk should attempt to get an extension to the borrowing approval, and to find out about the possibility of increasing the amount. Should an extension not be possible, then she was to call a Meeting for Monday, 18<sup>th</sup>. March, and to inform John Sweetlove that it was necessary that all tenders be received by 18<sup>th</sup>. March.



28/3/02

**MATTERS FOR REPORT**

a) Sub Post Master

A temporary sub post master has been appointed and will take up the post following the audit on 27<sup>th</sup>. March. He is prepared to cover for several months.

Councillors undertook to tell parishioners that the post office would not be closing at the end of the month.

A decision about publicising the requirement for a permanent sub post master will be taken once the future and timescale of the building project is known for certain.

There being no further business the Meeting closed at 9.10.



Chairman

28<sup>th</sup> March 2002

A Meeting of the Parish Council was held on Thursday, 28<sup>th</sup>. March, 2002, at 8.02 pm in the Village Hall.

**PRESENT**

Mr. Dixon in the Chair, Messrs. Parker, Applegate, Draper, Wigglesworth and Williamson. The Clerk and Mr. Singh, the new postmaster, were in attendance.

**APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes were signed as a true record of the Meeting held on 13<sup>th</sup>. March.

**MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS**

**a) Matters Arising from the Meeting held on 28<sup>th</sup>. February**

**New Accounting Regulations (p.139 Fa)**

Information has been received from the Audit Commission proposing that Lubbock Fine be appointed as external auditors for all the local councils in Essex. The Audit Commission wishes to know whether there would any conflict of interest caused by this appointment. The material has gone into circulation and will be an Agenda item for the next Meeting. From the material it is apparent that the Audit Commission expects local councils to have an independent internal auditor in place for this year's accounts. This is unlikely as the new regulations are not yet law.

**Statutory Code of Practice on the Duty to Promote Race Equality (p.142)**

Race in this instance includes race, ethnicity and culture. Advice given at the Training Day was that local councils ask their district councils for sight of their plans to promote race equality etc.

**Three Horseshoes Public House (p.142)**

The person who will be responsible for the management of the board is still to be identified. The Clerk was instructed to write again to the management giving them seven days to remove the sign from the registered village green, and notifying them that non-compliance would result in PC instructing its solicitor to initiate legal proceedings.

**The Tye (p.142 MfRc)**

The Chairman has yet to speak to the owner of the shrub which is growing across the footway.

**Matters Arising from the Meeting held on 13<sup>th</sup>. March**

**Sub Post Master (p.145 MfRa)**

On the departure of Mr. Voyce, PC has taken back the responsibility for the telephone, but Mr. Singh has indicated that he will be taking over the telephone shortly.

The Clerk was instructed to write a letter of the thanks to Mr. Voyce.

**Miss Waters arrived at this point.**



**CORRESPONDENCE****a) Parish Council Representative on Standards Committee**

There was no interest in nomination to the Standards Committee

**b) Statutory Contaminated Land Framework Document.**

PC was invited to comment on the Statutory contaminated Land Framework Document. The letter from Environmental Services was dated 14<sup>th</sup>. March. The Strategy was not available in hard copy and had to be read off the website. It was 73 pages long and would not download to file. Comments were required by 25<sup>th</sup>. March. The Clerk sent a letter objecting to the exclusive nature of the consultation.

The Clerk was instructed to write to the Chief Executive reiterating her criticisms, adding that PC should have been sent a summary and asking whether CBC has a policy on consultations.

**FINANCE****a) A Practitioner's Guide to the New Lighter Touch Audit Regime.**

It was agreed to purchase one copy of *A Practitioner's Guide*, jointly produced by The Audit Commission, The Society of Local Council Clerks and NALC. It was agreed not to order additional copies for the internal auditor and the independent internal auditor at this time. Cost £9.95 per copy.

**b) Shaws' Registration of Interest forms**

It was agreed to purchase ten each of the Registration of Interest forms and Changes of Interest forms from Shaws. Cost £4.60 for 10.

**c) Payments.**

The following cheques were signed:

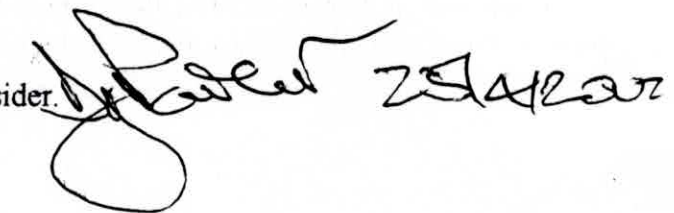
To:	NET £	VAT £	TOTAL £	Explanation
Greenbarnes Ltd.	9.00	1.58	10.58	Replacement hinges for noticeboard;
Hanna's Field Charity			125.00	Preschool rent 2 <sup>nd</sup> . half of Spring term;
R. Harvey			49.00	Grounds work & repairs;
K. Plumridge			536.44	Salary etc March;
Inland Revenue			180.08	NI & PAYE Jan-March;
SLCC Publications			9.95	<i>Practitioner's Guide.</i>

The following receipt was noted:

From	To account	Amount £	Explanation
HM Customs	Current	1198.14	VAT refund

**PLANNING**

There were no planning applications to consider.



**VILLAGE HALL PROJECT****a) Loan Sanction**

It was noted that loan sanction has been extended into the six month period ending on 30<sup>th</sup>. September. An increase in the permitted amount to be borrowed would be possible.

**b) Builders' Tenders**

The Clerk reported that the third builder's tender had failed to arrive. She had sent a fax to Cameron Taylor Bedford to inform them of such that morning, but had received no response. The Chairman undertook to telephone CTB on Tuesday morning, following the bank holiday, to ask them to hurry the third builder.

If the third builder fails to provide a tender it will be necessary to instruct CTB to seek tenders from other builders. The existing tenderers should be informed of the extension of the time limit. Once the three tenders have been received the Clerk will arrange a meeting with the internal auditor for the official opening procedure. Once opened the tenders will be copied and forwarded to CTB for verification as to compliance. CTB will take a few days to produce the report on compliance.

It was agreed to hold an extra meeting once the three tenders have been received for consideration of those tenders. The Chairman suggested Monday 8<sup>th</sup>. April, but the Clerk explained that prior commitments prevented her from carrying out the required preparatory procedures for a meeting on that date.

Hanna's Field Charity had received two Emails regarding the consultation with beneficiaries of the Charity as to the use of part of the field for shop/post office use. One had been in favour and one had been against. The Clerk was instructed to ask HFC for copies of the Emails for circulation.

**VILLAGE TIDY-UP/BEST KEPT VILLAGE COMPETITION****a) Best Kept Village Competition**

It was agreed to enter the competition again this year. Mr. Applegate undertook to complete the entry form which the RCCE required returned by 5<sup>th</sup>. April.

**b) Village Tidy-Up**

It was agreed that the Tidy-up should take place on Saturday, 11<sup>th</sup>. May. The Clerk will produce publicity leaflets for a house-to-house drop, and will order litter pickers, sacks and gloves from CBC.

Miss Waters asked for parishioners living outside the village to be included.

**MATTERS FOR REPORT****a) Back Lane**

It was noted that repairs to the carriageway opposite the entrance to Alands Farm have widened the road, although the ditch has not been piped. PC had opposed the widening of the road.

**b) Rural Housing Trust**

The Chairman as borough councillor reported that he understood that negotiations were in progress concerning the price of the land at Highfields Farm.



c) Rettendon Road

The hedge at places past the Creephedge Lane junction is growing into the road. The Chairman as borough councillor undertook to report it to CBC.

d) Flytipping in Pan Lane

The Chairman undertook to report the dumped fridges/freezers to CBC.

e) Miss Waters

Miss Waters apologised for not attending some outside meetings, which she had undertaken to attend, due to the recent death of her mother. The Chairman offered his condolences on behalf of the Council.

f) Creephedge Lane

The Chairman as borough councillor undertook to report the potholes below the Leighams/Buckhatch Lanes junction.

g) Days Hill

The Chairman as borough councillor undertook to report the brick gateway that is draining surface water from the field on to the road just beyond the right-angle bend.

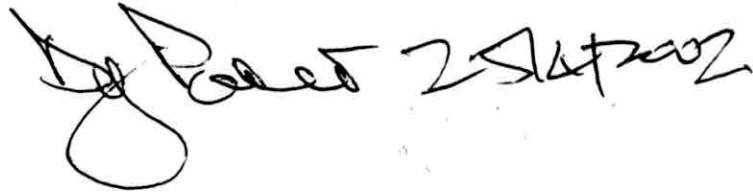
h) Old Church Road Footway

Although the hedge has been cut back the footway is still not walkable due to undergrowth across it. This has been reported to CBC by both the Clerk and Chairman. The Chairman as borough councillor undertook to follow up his report.

i) The Tye

A parishioner had complained that the Tye looks boring and had offered to pay for the planting of flower beds. This was noted.

There being no further business the Meeting closed at 9.21.



A Meeting of the Parish Council was held on Thursday, 25<sup>th</sup>. April, 2002 at 7.34 pm in the Village Hall.

**PRESENT**

Mr. Parker in the Chair, Messrs. Applegate, Wigglesworth and Williamson and Miss Waters. The Clerk and four members of the public were in attendance.

**APOLOGIES FOR ABSENCE**

There were no apologies for absence, but a message was received from Mr. Draper that his arrival would be delayed, and Mr. Williamson apologised for the need to leave the Meeting at 10 pm.

**MINUTES OF THE PREVIOUS MEETING**

The Minutes were signed as a true record of the Meeting held on 28<sup>th</sup>. March, 2002.

**MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

Statutory Code of Practice on the Duty to Promote Race Equality ( MA p.146)  
Miss Waters expressed concern that the Duty covered culture, when some cultures promoted discrimination. The Clerk replied that the Duty required the Council to require of its contractors etc. that they should also comply with the duty. A message had been received that Tim Ricketts of NALC was to meet with the Commission for Race Equality before the end of April to find out more about the specific requirements for parish councils. There would, therefore, be more information coming out of NALC shortly.

**Mr. Dixon arrived at this point, assumed the Chair and apologised for his lateness.**

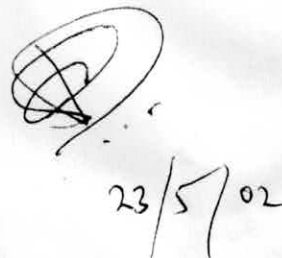
The Tye (MA p.146)  
The residents of Thriftwood have been away, but the Chairman will talk to them about the shrub overgrowing the footway when they return.

Statutory Contaminated Land Framework Document (Cb p.147)  
A copy of the document arrived yesterday. It was never CBC's intention to restrict parish councils to a fourteen day consultation period. As it is a document which is amended continuously, it does not matter when PC's comments are received. It will go into circulation shortly.

Village Tidy-up (VTU/BKVC p.148)  
Leaflets have been produced for a house to house drop across the parish.

**CORRESPONDENCE**

a) SLCC Annual Conference  
Due to a fire at the Plymouth Moathouse the SLCC Annual Conference was postponed, and has now been arranged for 19<sup>th</sup>.-21<sup>st</sup>. October.



Handwritten signature and date: 23/5/02

b) EALC Councillors' Training Day

Alistair Simpson, CBC Monitoring Officer, is recommending attendance at the EALC Councillors' Training Day on 11<sup>th</sup>. May. It was agreed that Miss Waters should attend at the cost of a delegate fee of £35, and that her attendance would be an approved duty and she would therefore, be able to claim travelling expenses.

c) Summer Children's Activities

The following Summer Children's Activities have been arranged with CBC: Play in the Park for children aged 5-11 years on Thursday, 22<sup>nd</sup>. August and Picnic Play for children aged under 5 on Tuesday, 13<sup>th</sup>. August.

d) Police Speed Checks

The fax sent to Chief Supt. Jeapes regarding speeding at the village entrances on Bicknacre Road and the Tye was passed to Sth. Woodham Ferrers Station for attention. Inspector Macintosh has already asked the Traffic Dept. to advise him of the possibility of holding a speed check following a complaint from a resident. It was noted that a traffic census has been taking place in the village and at Howe Green, which was thought to be connected with information gathering connected to traffic management and the new A130.

e) Inspector Macintosh

Inspector Macintosh has requested to attend a PC Meeting in order to learn about the policing issues faced by residents.

The Clerk was instructed to invite him to attend the May Meeting, and to arrange the May Meeting to begin at 7.30 pm

f) External Auditors

The Audit Commission has asked PC to inform them if there would any conflict of interest caused by the appointment of Lubbock Fine as external auditors for all the local councils in Essex. There might be conflict of interest if any councillors had business associations with the company. The councillors present had no connection with the company. The Clerk was instructed to ask Mr. Draper to confirm that he has no connection before responding to the Audit Commission.

**FINANCE**a) New Audit Regime Briefings

It was agreed that Miss Waters as internal auditor and the Clerk should attend one of the EALC Briefings on the New Audit Regime. Miss Waters will inform the Clerk on which date she wishes to attend. Cost £12 per delegate.

b) EALC Planning Conference

It was agreed to bring this matter back to the next Meeting.

c) Payments

The following cheques were signed:

To	NET £	VAT £	Total £	Explanation	Power
Hanna's Field Charity			33.00	Rent for Easter Play scheme;	Local Govt. Act 1972 S145
Premier Transline Hire	95.34	16.68	112.02	Portacabin Hire April	Local Govt. (Misc. Prov.) Act 1976 S19

K. Plumridge			524.53	Salary & reimbursements April, & telephone	LGA 1972 S112
Cornhill Insurance plc			514.63	Annual insurance premium 2002/3	LGA S111 & 140
East Hanningfield Parochial Church Council			230.00	Upkeep of church yard 2002/3;	LGA 1972 S214(6)
Chelmsford Borough Council			102.70	Non domestic rate for portacabin 2002/3	LG(MP)A 1976 S19
Shaw & Sons Ltd.	9.20	1.61	10.81	Registration of Interest Forms;	LGA 1972 S111
Essex Association of Local Councils			203.63	Affiliation to NALC & EALC 2002/3;	LGA 1972 S143
R. Harvey			98.00	Grounds work;	Open Spaces Act 1906 S10, Highway Act 1980 S96(5)
Essex Association of Local Councils			35.00	Councillor Training Day	LGA 1972 S111
Essex Association of Local Councils			24.00	New Audit Regime Briefings	LGA 1972 S111

The following receipt was noted:

From	To Account	Amount £	Explanation
Mrs. Hambling	Current	1.00	Allotment rent 2002/3.

**Mr. Draper arrived at this point.**

**d) Allotment Rent**

The Clerk reported that the problem of the double deduction by CBC of the allotment rent in the previous financial year had not been resolved. The Chairman as borough councillor undertook to contact the Finance Department on the matter.

**PLANNING**

**a) Planning Applications**

**The Chairman declared an interest in the following planning application, signed the Interest Book, and left the Meeting.**



23/5/02

01/01602/FUL 14 Industrial Estate, Old Church Road (amended plans for proposed warehouse and office building):

The previous objections still stand. In the event of planning permission being granted, concern is to be expressed as to the capacity of the pipe in the ditch, which must be sufficient to prevent localised flooding.

**The Chairman returned to the Meeting and resumed the Chair.**02/00660/FUL 46 Highfields Mead (single storey front and rear extensions & two storey side extension).

There was no objection to the application.

02/00780/FUL 15 Highfields Mead (side extension)

There was no objection to the application.

**b) Appeals:**Alands Farm, Back Lane (00/02120/FUL).

An appeal has been made to the Planning Inspectorate following refusal of planning permission for change of use to a 'nurseryscape' business. Comments or amendments to comments already made must reach the Inspectorate by 24<sup>th</sup>. May.

Alands Farm, Back Lane (01/00929/FUL)

An appeal has been made to the Planning Inspectorate following refusal of planning permission for temporary siting of a portacabin for general office use in respect of nurseryscape business. Comments or amendments to comments already made must reach the Inspectorate by 30<sup>th</sup>. May.

**VILLAGE HALL PROJECT**

The third builder that Cameron Taylor Bedford had asked to tender, did not want the work and sent a high tender. This has been received and again raises a question about the seriousness of the second builder's tender which was higher than the deliberately high third tender.

Cameron Taylor Bedford asked a further three builders to tender and these were received by Saturday 20<sup>th</sup>. April, and opened by the RFO and internal auditor. It was found that none of the three had given a price for Option 1. On the Monday 22<sup>nd</sup>. April the Clerk sent a fax to CTB asking them to contact the builders for the Option 1 prices. A subsequent telephone message from CTB on the answerphone asked to see the tenders. The Clerk responded that she could not release the tenders while they were incomplete, and asked CTB to contact the builder who had queried the construction of the roof for Option 1 and to inform the other builders if that builder was given any additional or varied information. The Clerk supplied CTB with a table of the information provided by the builders, and contacted the three new builders direct asking for prices for Option 1. These have now been received, and will be forwarded to CTB.

It was agreed that the Clerk should call a special meeting when the report on compliance has been received from CTB.

Hanna's Field Charity executive is going to consider the funding of Option 1 when the figures are known. It is therefore necessary to have accurate figures, and it might be necessary to return to perhaps the two most favoured builders for a more detailed quote for Option 1. The present figures are estimates.

23/5/02

**THREE HORSESHOES PUBLIC HOUSE**

**a) Agreement**

It was agreed to use the agreement drafted by the Clerk, and that she should contact Ms. Abbott for signature.

**Mr. Williamson left the Meeting at this point.**

**b) Prosecution under the Byelaws**

It was agreed that there was no longer a need to prosecute.

**NEW CODE OF CONDUCT**

**a) Adoption of Code**

It was agreed to adopt the Model Code of Conduct-Parish Councils, as set out in The Parish Councils (Model Code of Conduct) Order 2001, without amendment.

**b) Declaration of Acceptance of Office**

Those councillors present signed the new Declaration of Acceptance of Office.

**c) Registrations of Interest**

It was noted that councillors have 28 days in which to complete and return their registrations of interest.

**MATTERS FOR REPORT**

**a) Vehicle Sales Old A130**

The Chairman as borough councillor reported that he would check the timetable of the appeal against enforcement.

**b) Village Groundswork/Mowing**

The Chairman undertook to inform Mr. Harvey of the areas which require work. The mowing of areas presently undertaken by CBC is to be an Agenda item for a forthcoming Meeting, with a view to considering whether PC should be doing the work.

**c) Footpath Leaflets**

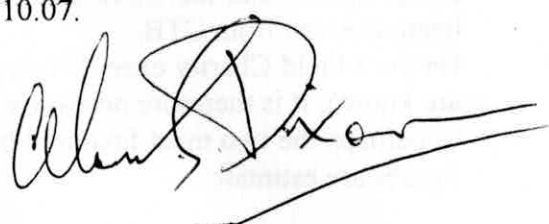
ECC is to be contacted for information about the date of publication of the new definitive map.

**d) Abandoned Cars – Coude Dennis Estate**

The Chairman as borough councillor reported that all identified abandoned vehicles had been dealt with.

It was noted that borough councils are to have new powers to deal more effectively with abandoned vehicles.

There being no further business the Meeting closed at 10.07.



Chairman

23<sup>rd</sup> July 2002