

The Annual Meeting of the Parish Council was held on Thursday, 17th. May, 2007 at 7.39pm in the Village Hall.

PRESENT

Cllr. Applegate in the Chair, Cllrs. Harris, Howe, Lees and Williamson.
The Clerk and Les Draper were in attendance.

ELECTION OF CHAIRMAN

Cllr. Applegate was elected as Chairman and signed the Declaration of Acceptance of Office.

APOLOGIES FOR ABSENCE

There were no apologies.

DECLARATIONS OF INTEREST

There were no declarations of interest.

MINUTES OF THE PREVIOUS MEETING

The Minutes were signed as a true record of the Meeting held on 26th. April, 2007.

CO-OPTION TO FILL A VACANCY

Les Draper was co-opted on to the Council and signed the Declaration of Acceptance of Office.

APPOINTMENT OF VICE CHAIRMAN

Cllr. Draper was appointed Vice Chairman.

APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

POST	HOLDER
Association of Chelmsford district Parish Councils (two seats available)	Clerk
Civil Emergency Planning	Cllr. Williamson
Councillor Internal Auditor	Cllr. Harris
Essex Association of Local Councils (AGM Sept.)	Chairman & Vice Chairman
Footpaths	Cllr. Draper
Hanna's Field Charity	Cllr. Applegate

Police Neighbourhood Panel	Cllrs. Harris & Lees
Public Transport Liaison	Cllr. Howe
Speed Watch & Road Safety	Cllr. Lees
Village Hall Liaison Working Party	Cllrs. Applegate, Draper, Harris & Clerk
Non-elected posts	
Independent Internal Auditor	Heelis & Lodge
Newsletter Editor	Mrs. Cottey
Parish Tree Wardens	Dean Fleming & Clerk

MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 26TH. APRIL

Police Neighbourhood Action Panel (MA p.20)

Edward Poulter and his replacement as Co-ordinator are to be invited to come to the next PC Meeting.

Highwater Farm (MA p.20)

An email from CBC Planning Enforcement had been received the previous week and forwarded to councillors giving an update on planning matters at Highwater Farm. The officer had met the owners on site. There are two barns which are used for the animals, one of which (the larger one) will require a planning application. She asked for this to be submitted in the next six weeks. There are a number of small caravans which have to be removed within the next four weeks, and a check will be made to see that they have gone. There are also two larger caravans and a mobile home which need planning permission. It has been suggested that a planning application is submitted for one of these and that the others will go. She awaits a decision from the owners of the site as to what they intend to do within the next eight weeks. With regard to the 'wild west' town she advises that this is also being looked into with the view to issuing an enforcement notice shortly.

The Clerk was asked to write to the Director of Planning to ask for the latest status of the site in planning terms as PC had been reporting activity at the site for a year. PC is concerned that this site will set a precedent for development of green field sites in the open countryside.

Village Tidy-up 5th. May

The turn-out was very good with 15 adults and three children. A suggestion to be considered for next year was whether to have a Tidy Week to encourage participation by those not available on the Saturday morning.

Public Rights of Way (MfRa p.23)

The Clerk had inspected the signage on St. Peter's Way and found it to say "no public bridleway", which was correct. Cllrs. Draper and Lees undertook to inspect the path through Paprills with the definitive map.

Free Music Night (MfRb p.24)

Cllr. Lees had spoken to the musician and asked for some proposed dates. Once received he would pass them to the Clerk for inclusion on the June Agenda.

Recycling Bins (MfRd p.24)

The lids were still missing.

CORRESPONDENCE

a) Civic Service 17th. June

It was agreed that Cllr. Lees should represent PC at the Civic Service.

b) ACDPC Nomination to Standards Committee

There was no interest in standing for nomination to the Chelmsford Standards Committee.

FINANCE

a) Statement of Accounts & Annual Return for the year ended 31/3/07

The Statement was adopted and signed by the Chairman.

b) Bank Reconciliation & Statement of Significant Variances

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

c) Independent Internal Audit

The IIA has been booked for 31st. May.

d) Annual Governance Statement

The AGS was completed by Council and signed by the Chairman.

The review of the risk assessment, standing orders and financial regulations is to be an Agenda item for the June Meeting.

e) External Audit

It was noted that the day appointed by the auditor for local government electors and their representatives to question the auditor about the accounts is 29th. June. The accounts will be available for inspection by local electors and their representatives from 1st. to 28th. June during weekday office hours on reasonable notice. The notices have been displayed.

f) Play Area Fencing

Updated quotes are awaited from HFC. Clerk was asked to find out about galvanized fencing.

g) Payments

The following cheques were signed:

To	Cheque	NET £	VAT £	TOTAL £	Explanation	Power
Essex Association of Local Councils	101587	40.07 216.75		256.82	NALC & EALC subscriptions	LGA 1972 S143
Chelmsford Borough Council	101588			130.00	2 sports coaching sessions	LG(MP)A 1976 S19
A to Z Supplies	101589	66.27	11.60	77.87	Stationery for Cllrs. Packs (from EALC grant)	LGA 1972 S111

The Steve Packham Election Account	101590			61.00	Uncontested election fee	LGA 1972 S111
K. Plumridge	101591			100.00	Bouncy castle for APM refund for cash payment	LGA 1972 S150 (2)
Hanna's Field Charity	101592			9.35	Rent for Meeting 26/4/07	LGA 1972 S111
Essex Association of Local Councils	101593			50.00	Chairman's Training Day 4/7/07	LGA 1972 S111
K. Plumridge 25/5/07	101594			794.97	APM refreshments May salary Office allowance B/band → 12/5 Reimbursements	LGA 1972 S150(2), S112
Graphic Impressions	101595	To be signed between meetings up to maximum of £500			Newsletter printing	LGA 1972 S142

The following receipts were noted:

From	To Account	Amount £	Explanation
Chelmsford Borough Council	Current	14109.00	1 st half of Precept
MJ Davies	Current	20.00	Newsletter ad.

ANNUAL REPORT & ANNUAL PARISH MEETING

a) Annual Report

The Annual Report was adopted.

b) Annual Parish Meeting

The turn out had been disappointing. Although the presence of the bouncy castle had been included in the leaflet, not everyone knew about it. The name of the meeting seemed to put people off. It was agreed that planning for the next APM should begin earlier and it should be on the January or February PC Agenda.

PLANNING

a) Planning Applications

07/00856/FUL 11 Highfields Mead (rear conservatory)

No objection.

07/00895/FUL Little Claydons Farm (Revised siting of wax reclamation unit – revision of planning permission 06/02168/FUL)

It was noted that this application had been submitted and the plans were awaited.

b) Consultation – Gypsy & Traveller Provision

It was agreed that Cllr. Draper should attend the Public Engagement Event on 5th. June. The Consultation will be on the Agenda for the June Meeting.

c) Community-led Planning

The Clerk reported that there had been three volunteers for the project but that this was insufficient. She is to pass their names to councillors who are to seek out further interested residents. The Clerk is to circulate copies of design statements/parish plans. This is to be an Agenda item in July or August when a field officer from RCCE is to be asked to attend.

HANNA'S FIELD CHARITY LIAISON

a) Annual Report and Accounts

Receipt of the Chairman's Report to the Annual Meeting and the Accounts was noted. It was noted that HFC is still calling for volunteers and a number of high expenditure items are imminent.

b) Community Suite Project

The Big Lottery Fund has acknowledged receipt of the application. RCCE has provided HFC with a draft of the next stage application process.

AFFORDABLE HOUSING FOR LOCAL PEOPLE

Chairman Clerk and other Cllrs. had attended the opening ceremony on 27th. April.

HIGHWAY SAFETY MATTERS

a) Community Speed Watch

Six volunteers had received training. They had been provided with signs and a speed gun and would be operating shortly.

b) Highway Safety Matters

Cllr. Harris reported that a Highway engineer would be looking at the crossing opposite Shepherds in Old Church Road and the possible extension of the speed limit to the Pan Lane/Old Church Road junction, and that he would report back the outcome at the next Meeting.

The Chairman has spoken to Mr. Harcourt-Williams and established that the verge in front of his hedge was not part of his property. The Clerk was therefore asked to get back to Robin Murray at ECC about this.

The Clerk was yet to instruct the Groundsman, but would be having a site meeting shortly.

The Chairman had not completed the list of missing/damaged signage.

CALENDAR OF MEETINGS

It was agreed that Meetings should continue on the fourth Thursday of each month.

MATTERS FOR REPORT

There were no matters for report.

There being no further business the Meeting closed at 10.30.