

The Hennys', Middleton and Twinstead Parish Council

Minutes of the meeting held on Monday 16th March 2020 at Twinstead Village Hall

DRAFT

Present:

Parish Cllrs: Cllr A Lyster (Chairman), Cllr D Holland (vice Chairman),
Cllr T Humphreys, Cllr A Scattergood, Cllr A Burns,
Cllr A Smart & Cllr M Cracknell.

Clerk: Mrs S Boydell

- 81. 2019/20 Apologies for absence**
County Cllr D Finch, District Cllr W Scattergood & Cllr L Wotton.
- 82. 2019/20 Declarations of interest on agenda items**
Cllr A. Scattergood – relationship to District Cllr W. Scattergood
- 83. 2019/20 Approval of Minutes**
All in agreement and signed.
- 84. 2019/2020 Public Speaking**
No public present.
- 85. 2019/20 District/County Councillors Report**
No District or County Councillors present.
- 86. 2019/20 Clerks Report**

Minute No.	Subject	Update
58	<i>New Chairman and Vice Chairman</i>	<i>Clerk informed BDC of new Chairman and new Vice Chairman.</i>
61	<i>Councillor Vacancy</i>	<i>Clerk informed BDC of councillor vacancy and followed procedure.</i>
68	<i>Parish Update from Cllr Finch</i>	<i>Clerk posted this document in the “minutes” section of the Parish Council website.</i>
69	<i>Email Subscribers List & Facebook Page</i>	<i>Clerk has been investigating this but concentrating on the updating of both the current and the new website before finalising the email subscribers list and Facebook Page.</i>
71	<i>HGV Lorries on Pebmarsh Rd, Twinstead</i>	<i>Clerk written to Cllr D Finch as suggested</i>
73	<i>Standing Orders</i>	<i>Clerk attended Standing Order training and has with Cllr Lyster has compiled the first draft for Cllrs to view.</i>
74	<i>Litter Picking</i>	<i>Clerk has been liaising with litter picking organisers regarding relevant documentation and the litter pick taking place 6th -7th March 2020.</i>
74	<i>Village Notice Boards</i>	<i>Cllr M Cracknell has installed the new notice boards in Great Henny and Little Henny.</i>
79	<i>Purchase of Local Council Administration Book</i>	<i>Due to the necessity of this book for the Clerk to undertake new CiLCA training, this book was purchased between meetings and authorised by the Chairman.</i>
	<i>Highways & Signage</i>	<i>Clerk & Councillors still chasing Highways regarding road closure signs & village signs</i>

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- 87. 2019/20 Councillor Vacancy**
Clerk to advertise for two Middleton Councillor vacancies using the website and social media.
- 88. 2019/20 Phone Mast**
Twinstead Cllrs to keep Parish Council updated.
- 89. 2019/20 Highways/PROW Maintenance**
HGV lorries on Pebmarsh Rd, Twinstead.
Clerk to chase response to the document sent.
- Highways, including any updates on signage in villages*
Cllrs to confirm with clerk which signs need mending or replacing.
- 90. 2019/20 Planning**
- a) *Hill Farm Barn Lorkin's Lane Twinstead Essex CO10 7PD (20/00179/COUPA)*
PC Supports this application
 - b) *Lodge Farm The Ryes Little Henny (19/00501/FUL)*
BDC have deferred the decision date for this application
 - c) *1 The Green Twinstead Essex CO10 7NE (20/00330/HH)*
PC Supports this application
- 91. 2019/20 Standing Orders**
The model standing orders will be used and displayed on the website (clerk to ensure this is done) with necessary changes. This will then be continually reviewed and any changes agreed at meetings going forwards.
- 92. 2019/20 Parish Upkeep**
Litter Picking – All completed successfully
Twinstead Water Pump – Will be refurbished weather permitting, clerk to inform Twinstead Village Improvement Society.
Noticeboards in each village – Cllr M Cracknell kindly put up the new boards in Gt Henny and Little Henny.
Twinstead Noticeboard – Cllr Smart & Cllr Holland will carry out refurbishment weather permitting.
- 93. 2019/20 Community & Engagement Draft Policy Document**
Clerk to make changes and circulate for approval (delay due to other items taking priority)
- 94. 2019/20 Assets of Community Value**
PC discussed potential assets. A community asset is a way of registering an asset that benefits the community but is owned by someone else. Cllr D Holland to circulate information regarding Twinstead Village Hall and any other relevant places / buildings to assist with understanding leading to further discussion.
- 95. 2019/20 Industrial Impacts on our Parishes**
This item has been deferred to a future meeting as an extended item or to a special meeting to identify issues and solutions.
- 96. 2019/20 Emergency Plan**
Chairman to update and circulate.

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97. 2019/20 Parish Council Finance

- a) *Receipts & Payments Sheet circulated and approved, all cheques signed*
- b) *Financial Regulations – Clerk will be updating these with Cllr Humphreys over email*
- c) *Internet Banking – Clerk to look into this as a priority*

98. 2019/20 Items for the next agenda

- *Emergency Plan*
- *Industrial Impact on our Parishes*
- *Standing Orders*
- *Councillor Vacancies*
- *Phone Mast*

99. 2019/20 Date for the next meeting to be decided

Clerk to email on 1st May to discuss setting a meeting date either physically or remotely using email.

Meeting closed at 20:10