

The Hennys, Middleton and Twinstead Parish Council

Minutes of the ONLINE meeting held on Monday 11th May 2020 using Zoom

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 L Wotton

County Cllrs: Cllr D Finch

Clerk: Mrs S Boydell

1. **2020/21 Apologies for absence**
District Cllr W Scattergood & Cllr M Cracknell
2. **2020/21 Declarations of interest on agenda items**
Cllr A. Scattergood – relationship to District Cllr W. Scattergood
Cllr A Burns – item 10 - Lodge Farm
3. **2020/21 AGM Postponed due to COVID-19**
Chairman proposes to not hold an AGM this calendar year and to have the next AGM in May 2021.
Cllr A Burns seconded this proposal - all were in agreement.
4. **2020/2021 Approval of Minutes**
All in agreement and signed.
5. **2020/2021 Public Speaking**
No public present.
6. **2020/21 District/County Councillors Report**
Cllr D Finch spoke about the current work by Essex County Council and kindly provided a written report (Appendix A).
7. **2020/21 Clerks Report**

Minute No.	Subject	Update
87	Councillor Vacancy	Clerk liaising with BDC regarding advertising for two new councillors to represent Middleton.
89	HGV Lorries on Pebmarsh Rd, Twinstead	Clerk emailed Cllr D Finch 4 th May 2020 asking for confirmation if this document had reached it's destination.
89	Highways & Signage	Clerk is collating information on damaged signs to then present to Highways.
91	Standing Orders	The Standing Orders have been uploaded to the website and will be reviewed and updated as required.
92	Parish Upkeep	Clerk informed Twinstead Village improvement Society of the PC's intention to refurbish the water pump.
93	Community & Engagement Draft Policy Document	Clerk has liaised with councillors and this document has been updated and circulated for discussion and approval. Clerk is currently building the PC Facebook Page and looking into email subscription service with Mail Chimp.
97	Parish Council Finance	Clerk to update financial regulations (this job has been postponed). Internet banking is currently being set up with the assistance of the Chairman.

The Hennys, Middleton and Twinstead Parish Council

Minutes of the ONLINE meeting held on Monday 11th May 2020 using Zoom

8. **2020/21 Phone Mast**
The PC agreed a watching brief on this and agreed to keep it on the agenda for discussion at each meeting.
9. **2020/21 Highways/PROW Maintenance**
HGV lorries on Pebmarsh Rd, Twinstead.
Cllr Holland to write and circulate a comment regarding the implications of HGV lorries on the Parish relating to planning application 20/00450/FUL. Upon agreement by all councillors over email the clerk will submit the comment to Braintree District Council planning department.
Cllr Wotton spoke to Cllr Finch during the meeting regarding the HGV issues on Pebmarsh Road and other surrounding roads. Cllr Finch agreed to look into this matter with some urgency.
Signs in Parish in need of repair or replacement
Clerk to collate photos and locations of all relevant signs and pass on to Highways.
10. **2020/21 Planning**
The Grove Middleton Road Middleton Essex 20/00624/FUL
PC Objects to this planning application and will submit a detailed comment to BDC.

Hill Farm Barn Lorkin's Lane Twinstead Essex CO10 7PD (20/00179/COUPA)
PC agreed to check if the decision with this application is consistent with others in the surrounding area.
11. **2020/21 Standing Orders**
Chairman and clerk to look at standing orders and bring any potential alterations to the next Parish Council meeting for approval.
12. **2020/21 Parish Upkeep**
 - a) *Twinstead water pump refurbishment awaiting the end of lockdown.*
 - b) *Twinstead notice board refurbishment has started and will be completed weather permitting.*
 - c) *Clerk to forward street cleaning agreement to councillors for approval before signing and submitting.*
13. **2020/21 Community & Engagement Draft Policy Document**
General discussion on the policy including discussions regarding the Facebook page and Facebook groups. Suggestions of minor changes to the policy. Chairman proposed agreeing the document and Cllr Burns and Cllr Holland seconded. Clerk to make changes and circulate.
14. **2020/21 Assets of Community Value**
PC will discuss further and gather more information regarding registering Twinstead Village Hall as a Community Asset. This will be discussed at the next Parish Council meeting along with any other potential Community Assets.
15. **2020/21 Industrial Impacts on our Parishes**
The cutting and removal of hedgerows (clearing & coppicing) was discussed including the industrial impact of this. Also, the damaged roads in Twinstead due to industrial vehicles was discussed. In particular it was noted that the industrial impact on farming, wildlife and the environment all need to be considered. It was discussed the Cllr Holland will liaise with Cllr Cracknell, with the view to Cllr Cracknell before speaking to the NFU regarding the concerns of the local residents.
16. **2020/21 Emergency Plan**
Chairman confirmed the details are updated. Clerk to check if photographs of councillors are necessary and also to check that the PC is using the correct version of the emergency plan.

The Hennys, Middleton and Twinstead Parish Council

Minutes of the ONLINE meeting held on Monday 11th May 2020 using Zoom

17. 2020/21 Parish Council Finance

- a) *Receipts & Payments Sheet noted and agreed*
- b) *Financial Regulations – Clerk will be updating these with Cllr Humphreys over email*
Insurance confirmed for long term agreement (3yrs) through Community Actions Suffolk at cost of £210.67 per year (£188.10 + VAT). Clerk to organise payment and circulate policy.
Clerk to confirm current situation with data protection.
- c) *Internet Banking – Clerk to look into this as a priority*

18. 2020/21 Items for the next agenda

- *HGVs*
- *Emergency Plan*
- *Assets of Community Value*
- *Industrial Impact on our Parishes*
- *Parish Upkeep*
- *Standing Orders*
- *Co-opt 2 new Councillors to represent Middleton*
- *Phone Mast*
- *Consideration of more frequent online meetings.*

19. 2020/21 Date for the next meeting to be decided

Next meeting to be held ONLINE at 7.30pm, Monday 13th July 2020

The idea of meeting online between each official meeting was discussed – this will be discussed further as an agenda item in the future.

Meeting closed at 21:30