

MINUTES OF LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON ANNUAL PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, LITTLE YELDHAM ON TUESDAY, 7th MAY 2019 AT 8 P.M.

In the chair: Mr. K. R. Nott

Present: Mrs. K. F. Chapman, Mrs. A. L. Gardiner, Mr. M. D. Graham, Mrs. R. K. Marsh, Mr. D. Patient and Mr. P. E. Pawsey.  
Mr. A. Corder-Birch (Clerk)  
Mr. D. Finch (County Councillor)  
Mrs. I. Parker (District Councillor)  
Together with 2 (two) members of the public

1. APOLOGIES FOR ABSENCE

Mr. P. J. Gentry (holiday) and Ms. T. Kelson (prior engagement)

2. DECLARATIONS OF ACCEPTANCE OF OFFICE

All councillors signed their Declarations of Acceptance of Office, which were countersigned by the Clerk. The Clerk reported that Mr. P. J. Gentry has signed his Declaration prior to the meeting.

3. TO CO-OPT NEW COUNCILLORS TO FILL CASUAL VACANCIES

It was proposed by Mr. M. D. Graham, seconded by Mrs. R. K. Marsh and carried that Mrs. K. F. Chapman is co-opted onto the Parish Council to fill the vacancy for Little Yeldham and that Ms. T. Kelson is co-opted to fill one of the three vacancies for Tilbury Juxta Clare, leaving two vacancies still to be filled.

4. DECLARATION OF ACCEPTANCE OF OFFICE

Mrs. K. F. Chapman signed her Declaration of Acceptance of Office, which was countersigned by the Clerk. It was agreed to grant Ms. T. Kelson an extension of time until at or before the next meeting to sign her Declaration.

5. DECLARATIONS OF INTERESTS

There were no declarations of interests.

6. ELECTION OF CHAIRMAN

It was proposed by Mr. P. E. Pawsey, seconded by Mrs. A.L. Gardiner and carried that Mr. K. R. Nott is re-elected as Chairman for the ensuing year. The Chairman signed his Declaration of Acceptance of Office, which was countersigned by the Clerk.

7. ELECTION OF VICE CHAIRMAN

It was proposed by Mr. P. E. Pawsey, seconded by Mr. D. Patient and carried that Mr. P. J. Gentry is elected as Vice Chairman for the ensuing year.

8. ELECTION OF REPRESENTATIVES TO OTHER ORGANISATIONS

The following representatives were elected:

Little Yeldham Village Hall Committee Mr. M. D. Graham

(Post meeting note: Two Representative Members of the Village Hall Committee should be appointed by the Parish Council)

Belchamp St. Paul Community House Mr. P. E. Pawsey

Airfield Joint Action Group and BDC		
Airfield Liaison Group		Mr. P. E. Pawsey
EALC Meetings		Chairman and Vice Chairman
BALC Meetings		Chairman and Vice Chairman
Public Rights of Way: Little Yeldham		Mrs. A. L. Gardiner, Mr. M. D. Graham and Mrs. R. K. Marsh
	Tilbury Juxta Clare	Vacant
	Ovington	Mr. P. E. Pawsey
Tree Wardens:	Little Yeldham	Mrs. R. K. Marsh
	Tilbury Juxta Clare	Vacant
	Ovington	Mr. P. E. Pawsey
Planning:	Little Yeldham	Mr. P. J. Gentry
	Tilbury Juxta Clare	Vacant
	Ovington	Mr. K. R. Nott
Emergency Planning:	Little Yeldham	Mr. P. J. Gentry
	Tilbury Juxta Clare	Vacant
	Ovington	Mr. K. R. Nott
Highway defects	Little Yeldham	Mr. M. D. Graham
	Tilbury Juxta Clare	Vacant
	Ovington	Mr. P. E. Pawsey

#### 9. MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the previous Parish Council Meeting held on 19th March 2019, having been circulated, were taken as read, were confirmed and duly signed by the Chairman as a correct record.

#### 10. MATTERS ARISING FROM THOSE MINUTES

##### a) Telephone kiosks near Upper Farm, Ovington

Mr. P. E. Pawsey reported that the Ovington Annual Parish Meeting had recommended that the former telephone kiosk near Upper Farm should incorporate the Ovington Notice Board and shelving for books, which was approved by the Parish Council. Mr. Pawsey agreed to obtain a quote for the notice board and shelving and to apply to Mrs. I. Parker for a grant under the BDC Councillor Grant scheme. There were no other matters arising.

#### 11. CORRESPONDENCE

The correspondence received and listed in appendix one was referred to Councillors for information and the contents noted.

#### 12. ACCOUNTS

The Clerk reported receipt of the following amounts:

Braintree District Council – Street Cleansing Agreement		£1241.51
Braintree District Council – One half of Precept	£2850.00	
Braintree District Council – Collection Fund Surplus	<u>£63.00</u>	£2913.00
The following accounts were presented for payment:		
Essex Association of Local Councils – Affiliation fee for 2019-2020		£169.26
BHIB Limited – Insurance premium		£577.46
Tilbury Juxta Clare PCC – Use of Tilbury Church for meeting		£20.00
Suffolk County Council (Dedham Vale and Stour Valley Project) – annual grant		£25.00

Colne Stour Countryside Association – annual subscription		£10.00
Campaign to Protect Rural England – annual subscription		£36.00
Saffron Accounting Services – Payroll Services 2018-2019		£60.00
Mr. A. Corder-Birch – net salary	£447.00	
petty cash	<u>£100.00</u>	£547.00
HMRC		£120.00
Essex Pension Fund – pension contributions		£180.24

It was proposed by Mr. P.E. Pawsey, seconded by Mr. D. Patient and carried that the above accounts are paid.

### 13. AUDIT AND APPROVAL OF ACCOUNTS FOR YEAR 2018-2019

The Clerk reported that he had completed and balanced the accounts for the year 2018-2019 and Mr. A. J. Money had completed the internal audit. The account book was circulated to Councillors for inspection. It was proposed by Mr. D. Patient, seconded by Mrs. R. K. Marsh and carried:

- (a) That the accounts are approved;
- (b) That the accounting statements for 2018-2019 on page 6 of the annual return are approved.
- (c) That the Parish Council has fully complied with the annual governance statement for 2018-2019, set out on page 5 of the annual return.
- (d) That the Parish Council certifies exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

The certificate of exemption, accounting statements and annual governance statement, were completed and signed by the Chairman and Clerk. The certificate of exemption will be sent to the external auditor and other necessary documentation displayed on the PC website.

### 14. ADDITIONAL SIGNATORIES FOR BANK ACCOUNTS

It was proposed by Mr. M. D. Graham, seconded by Mrs. A. L. Gardiner and carried that Mr. K. R. Nott and Mr. P. J. Gentry, as Chairman and Vice Chairman respectively be appointed as new signatories on the Parish Councils Bank Accounts.

### 15. STREET CLEANSING CONTRACT 2018-2019

The Clerk reported that he had renewed the Street Cleansing Contract with BDC for the year 2019-2020 and the Parish Council had received the sum of £1241.51, which was a small increase over the previous year. It was agreed that the Clerk should order the four skips for August Bank Holiday weekend.

### 16. MATTERS ARISING FROM TILBURY ANNUAL PARISH MEETING

The Chairman reported that the former Tilbury Juxta Clare Councillors desired a green salt/grit bin to be located at the bottom of Tilbury Hill near its junction with Clare Road and the estimated cost was in the region of £170-£200. The purchase of a salt/grit bin and cost was approved.

There were no other matters arising.

### 17. REGISTER OF MEMBER'S PERSONAL INTERESTS

The Clerk reminded Councillors to complete their Register of Member's Personal Interests forms and send to the Monitoring Officer at BDC before the end of May.

18. BRAINTREE DISTRICT COUNCIL REPORT

Mrs. I. Parker reported upon the following:

- a. BDC is a 'low tax' Council.
- b. The new Business Rate Relief Scheme.
- c. The Councillor Grant scheme will continue for 2019-2020, but its future thereafter has not yet been decided.
- d. A recent meeting with Essex Police who are (i) recruiting more officers in Essex; (ii) clamping down on illegal hare coursing; and (iii) trying to improve road safety.
- e. Efforts to arrange a meeting for Mr. P. J. Gentry and Mrs. Parker to meet Mr. C. Paggi upon various planning issues with a particular emphasis upon former LSA properties and the application for an Article 4 direction to remove PD rights from former piggeries.
- f. The lack of planning officers and the back log of planning work.
- g. The lack of kerbs on part of the corner at Hall Green, Little Yeldham is now being pursued with the Local Highways Panel.
- h. Communications with the organiser of the Parish Paths Partnership (P3) in Belchamp St. Paul, whereby ECC/P3 provides way-marker posts, equipment and tools and the parish provides voluntary labour to improve and maintain PROWs. Upon the supply of equipment and tools the volunteers have three months to complete the work.

Mrs. R. K. Marsh, Mrs. A. L. Gardiner and Mrs. K. F. Chapman agreed to support Mrs. Parker and endeavour to arrange a P3 scheme for Little Yeldham. It was agreed to ascertain how many other volunteers in Little Yeldham are interested and if there is sufficient support to invite the organiser to a future Parish Council meeting.

The Chairman thanked Mrs. Parker for her report.

19. ESSEX COUNTY COUNCIL REPORT

Mr. D. Finch reported on the following:

- a. That he had visited Hyde Farm, Little Yeldham, viewed the vehicular access and will make his views known to ECC Highways Department.
- b. He will pursue the issues raised by Mrs. R. K. Marsh about bridleways in Little Yeldham.
- c. A forthcoming meeting with M.P.s, including the Chief Secretary to the Treasury, about Local Government Funding.
- d. The funding for the elderly in residential homes.
- e. The ECC Libraries consultation. Users had declined in recent years and ECC was seeking to provide a service for the 21<sup>st</sup> century. About 50 volunteer groups have shown an interest in running their local libraries.

The Chairman thanked Mr. Finch for his report.

20. ANY OTHER BUSINESS

There was no other business.

There being no further business the meeting closed at 8.50pm

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(Date)

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(Chairman)