

# Margaret Roding Parish Council

## MINUTES

### Ordinary Meeting of Margaret Roding Parish Council

held on Tuesday 7<sup>th</sup> July 2020, via Zoom due to Covid 19 restrictions

#### Present

Cllr Peter Briggs  
Cllr Lee Cooper (Chairman)  
Cllr Ian Crisp  
Cllr Simon Phillips  
Cllr Lorraine Player  
Cllr Chris Turner  
Clerk Allison Ward

County and District Cllr Susan Barker (leaving after agenda item 8)

#### Residents and Visitors

0 residents

1	<b>Apologies for absence</b>	
	None	
2	<b>Declaration of Interest for this meeting</b>	
	None	
3	<b>Virtual Meeting Policy</b>	
	The Clerk had circulated a draft policy which outlines procedures and expectations for Cllrs and members of the public when taking part in virtual meetings. This is to be used alongside the Standing Orders of the Parish Council. Cllr Briggs proposed the Parish Council accepts the virtual meeting policy as drafted, this was seconded by Cllr Phillips with all in agreement. The policy is available on the website.	Clerk
4	<b>Public Forum</b>	
	None.	
5	<b>Minutes</b>	
	Minutes of the Ordinary Parish Council Meeting 19 <sup>th</sup> May 2020 were proposed by Cllr Briggs as a true record, seconded by Cllr Crisp with all in agreement. The minutes will be signed when the Parish Council can meet face to face.	
5	<b>County and District Cllr Report</b>	
	County and District Cllr Susan Barker began with an update on the financial position at Uttlesford which as a result of the challenges from Covid is heading for a deficit in 2020/21 of £4-5m; decrease in car park revenue, drop in planning revenue, increase in universal credit claims impacting council tax payments. Uttlesford is pressing ahead with investment opportunities which should generate income to help support the shortfall in government	

Signed  
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Chairman Margaret Roding Parish Council

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	<p>funding, this was part of the long-term plan prior to Covid. Essex County Council is in a similar financial position and is also expecting shortfalls in revenue. ECC has begun to open libraries and to register births and manage marriage arrangements, which were on hold due to Covid restrictions.</p> <p>Cllr Barker suggested the Parish Council uses the planning application for the Salts Green sand and gravel extraction site as an opportunity to apply for a 30mph zone and request this is included as a condition. Cllr Briggs commented that he was unsure if it was a planning condition, however agreed it is worth requesting and at the same time considering a request to the Uttlesford Highway Panel.</p> <p>The Clerk asked Cllr Barker to follow up the previous requests to clear overhanging vegetation from the footpath along the A1060. The Clerk will forward the last email correspondence from Essex Highways which suggested they would reassess their decision that work was not necessary, once the vegetation had grown up.</p>	Clerk
<b>6</b>	<p align="center"><b>Clerk's Progress Update and Correspondence</b></p> <p>Nothing to report in addition to the items which are on the agenda</p>	
<b>7</b>	<p align="center"><b>Councillor's Updates</b></p> <p><b>7.1</b> Environment and Health – Cllr Crisp commented on the complaints received about dog fouling and confirmed additional signage had been put up. The meeting reminded residents that the Uttlesford Animal Warden can take action against owners, however this needs evidence to be submitted, e.g. locations, times, in order to be investigated.</p> <p><b>8.2</b> Transport – Nothing to report</p> <p><b>8.3</b> Communication – The Parish Council is aware Gigaclear are actively surveying the parish in preparation for works to install fibre Wi-Fi.</p> <p><b>8.4</b> Local Government – Nothing to report</p> <p><i>County and District Cllr Barker leaves the meeting</i></p>	
<b>9</b>	<p align="center"><b>Planning</b></p> <p><b>9.1 Applications – None</b></p> <p><b>9.2 Decisions - None</b></p> <p><b>9.3</b> For information only. The Chelmsford Local Plan has been adopted by Chelmsford City Council. This confirms the allocation of Warren Farm (Strategic Growth Site 2 - West Chelmsford) for new homes, a primary school, community facilities and areas of open space for sports and recreation. The site is accessed from the existing A1060 roundabout at Writtle and extends east towards the Chignal estate. The City Council launched a public consultation on the revised Masterplan (reference 18/00001/MAS) with comments by 3<sup>rd</sup> July. The details can be viewed at this link, <a href="http://warrenfarmsite.co.uk/">http://warrenfarmsite.co.uk/</a>.</p>	

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	The ditch on the land adjacent to the junction of Marks Hall Lane and the A1060 is also in need of clearing and the Clerk was asked to contact the landowner for assistance.	
<b>11</b>	<b>Review of 2019/20 Accounts</b>	
<b>11.1</b>	PKF Littlejohn (Parish Council appointed external auditors) has confirmed acceptance of the exemption certificate for 2019/20. Providing there are no issues raised by electors during the notice period, this will conclude correspondence for the accounts to March 2020.	Clerk
<b>11.2</b>	The internal auditor completed the review of the 2019/20 accounts. There were no areas of concern, and the Parish Council considered and acknowledged the report.	
<b>11.3</b>	Cllr Cooper proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2019/20. This was seconded by Cllr Player with all in agreement.	
<b>11.4</b>	Cllr Player proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2019/20. This was seconded by Cllr Phillips with all in agreement.	
	The Clerk will arrange for the required documentation to be available on the Parish Council website.	
<b>12</b>	<b>Salt Bag Partnership</b>	
	Essex Highways will be operating the winter salt scheme for 2020/21 whereby Parish Councils are allocated salt to be used within the local community; the salt cannot be used on public highways or private drives. Cllr Phillips confirmed the Parish Council has sufficient stocks from previous years. Cllr Phillips proposed that the Parish Council takes part in the scheme, however, does not require any further salt. This was seconded by Cllr Crisp with all in agreement.	Clerk
	Cllr Phillips to check the status of the salt in the bin in The Gossetts car park.	Cllr Phillips
<b>13</b>	<b>Funding for a PCSO</b>	
	The Parish Council considered a request from Hatfield Heath Parish Council for joint funding by local Parish Councils of a dedicated PCSO, annual cost is estimated at £40k. Cllrs considered there are insufficient local issues to warrant the resource.	Clerk
<b>14</b>	<b>Welcome Pack</b>	
	Cllrs considered whether to create a separate welcome pack page on the website. In conclusion they were of the view the website contains sufficient information for any new residents.	
<b>15</b>	<b>Finance</b>	
<b>15.1</b>	Cllr Briggs proposed the following cheques be issued; this was seconded by Cllr Phillips with all in agreement.	Clerk

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	<p>Allison Ward (Parish Clerk salary June and July 2020 plus expenses)      £ 122.62          Karen Weare (Internal Audit)      £ 25.00          Rural Community Council of Essex (Annual subscription)      £ 52.80</p>	
15.2	The VAT refund for 2019/20 of £8.80 has been received.	Clerk
15.3	Cllr Crisp proposed a grant of £50 be made to the Rodings Dream Team in recognition of their support to residents of Margaret Roding including the face mask tree in the bus stop. This was seconded by Cllr Phillips with all in agreement. Clerk to arrange.	
15.4	The Clerk presented the accounts for the period April to June 2020 including an updated estimate for 2020/21; these were accepted by the Parish Council. The closing cash position as at June 2020 was £7,332.	
16	<b>Items for next Agenda</b>	
	Nothing in addition to the items identified as carrying forward.	
17	<b>Date of Next Meeting</b>	
	Tuesday 6 <sup>th</sup> October 2020 at 7.30pm. It is expected this meeting will take place via Zoom.  The meeting finished at 8.50pm.	

Signed  
 Lee Cooper  
 Chairman Margaret Roding Parish Council