

# Margaret Roding Parish Council

## MINUTES

### Annual Meeting of Margaret Roding Parish Council

held on Tuesday 15<sup>th</sup> May 2018, following the Annual Village Meeting, at The Farmhouse, Reid Rooms

**Present**

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

**Residents and Visitors**      0 residents

	<b>Election of Chairman</b>	
<b>1</b>	Cllr Briggs proposed that Cllr Cooper be elected Chairman for the forthcoming year; this was seconded by Cllr Phillips. The Clerk will arrange for the Chairman to sign the Declaration of Acceptance of Office; this will be held on file by the Clerk.	
	<b>Election of Vice Chairman</b>	
<b>2</b>	Cllr Phillips proposed that Cllr Crisp be elected Vice Chairman for the forthcoming year; this was accepted by Cllr Crisp before being seconded by Cllr Turner.	
	<b>Apologies for absence</b>	
<b>3</b>	Were received from Cllr Cooper and accepted by the Parish Council.	
	<b>Declaration of Interest for this meeting</b>	
<b>4</b>	None.	
	<b>Public Forum</b>	
<b>5</b>	None.	
	<b>Minutes</b>	
<b>6</b>	Minutes of the Ordinary Parish Council Meeting 23 <sup>rd</sup> January 2018 were proposed by Cllr Turner as a true record, seconded by Cllr Crisp with all in agreement. Minutes of the Ordinary Parish Council Meeting 20 <sup>th</sup> March 2018 were proposed by Cllr Briggs as a true record, seconded by Cllr Crisp with all in agreement. The Chairman of the meeting signed the minutes.	
	<b>County and District Cllr Report</b>	
<b>7</b>	None	

Signed  
 Lee Cooper  
 Chairman Margaret Roding Parish Council

# Margaret Roding Parish Council

<b>8</b>	<b>Clerk's Progress Update and Correspondence</b>	
<b>8.1</b>	Following the recent mobile library consultation that proposed to retain a stop at The Gossetts, Essex County Council sent notification that from 1 <sup>st</sup> April the 'current stop at The Gossetts, Margaret Roding will no longer be served due to access difficulties for the new larger mobile library vehicle, together with a low take up of the service.'	
<b>8.2</b>	Following correspondence with Uttlesford District Council, they have confirmed they are responsible for the water pump in front of Brick House Villas and will arrange maintenance. The Clerk was asked to contact Uttlesford to determine the timescales.	Clerk
<b>8.3</b>	Cllr Phillips will return the village notice board key to the Clerk who will arrange for the repairs.	Cllr Phillips & Clerk
<b>9</b>	<b>Cllrs Reports</b>	
<b>9.1</b>	Environment and Health – The Litter pick on 3 <sup>rd</sup> March cancelled due to weather conditions. The Parish Council noted the early verge cut by Essex Highways, which was much appreciated.	
<b>9.2</b>	Transport - Cllr Phillips commented on a recent car accident that damaged the Marks Hall Lane road sign; the Clerk was asked to report to Essex Highways. Cllr Crisp confirmed the repairs to the bus stop shelter have been completed.	Clerk
<b>9.3</b>	Communication – Cllr Crisp updated the meeting on the Gigaclear fibre broadband rollout, current plans would see fibre broadband in Margaret Roding by late 2019.	
<b>9.4</b>	Local Government – There have been no further issues with waste collections.	
<b>9.5</b>	Cllr Player raised the importance of a defibrillator for the village. The Parish Council continues to be of the view the only acceptable and central location is on the outside wall of the Pumping Station and the Clerk was asked to speak to Thames Water again to see if they can be persuaded to host the equipment.	Clerk
<b>10</b>	<b>Planning</b>	
<b>10.1</b>	<b>Applications</b>	
	Application No            UTT/18/1076/HHF Location                    Hilenor, Chelmsford Road Development              Side extension, new porch, changes to first floor dormers to velux windows and new pitched roof and detached garage.	Clerk
	Cllr Briggs proposed that the Parish Council submits a comment in support of the development of the house as submitted and asks that Uttlesford is sympathetic to the applicant's situation when considering. However, the Parish Council objects to the position of the garage which is in front of the existing building line, very close to the front boundary of the property and adjacent to the highway. The Parish Council would support the garage structure if this was relocated to be in line with the building line or behind. This was second by Cllr Player, with all in agreement.	

Signed  
Lee Cooper  
Chairman Margaret Roding Parish Council

# Margaret Roding Parish Council

<b>10.2</b>	<p><b>Decisions</b></p> <p>Application No            UTT/17/3577/HHF &amp; UTT/17/3578/LB  Location                    Margaret Roding House, Chelmsford Road  Development                Proposed infill to join coach house to main dwelling and internal alterations.  Decision                     Conditional Approval</p>	
<b>11</b>	<p><b>Parish Council Insurance</b></p> <p>Cllr Crisp proposed that the Parish Council continues its policy for small Parish Councils with Zurich. The 2018/19 premium is £206.08 which is level with the previous year; this was seconded by Cllr Phillips with all in agreement.</p>	Clerk
<b>12</b>	<p><b>Parish Clerk Salary Increase</b></p> <p>The Clerk is paid in accordance with the national pay scales for Parish Clerks. Agreement has been reached on new pay scales from 1 April 2018 increasing the hourly rate from £9.237 to £9.705, the impact is an additional £30.89 per annum based on 5.5 hours/month. Cllr Briggs proposed that the Parish Council approves the hourly rate increase, this was seconded by Cllr Crisp with all in agreement.</p>	
<b>13</b>	<p><b>Approval of Annual Governance and Accountability Return (AGAR)</b></p> <p><b>13.1</b> The Parish Council reviewed the annual accounts for the year ending March 2018.</p> <p>Cllr Briggs proposed that as a small Parish Council, Margaret Roding Parish Council exempts itself from External Audit, this was seconded by Cllr Phillips with all in agreement. The High Roding Parish Council Clerk has completed the internal audit for 2017/18 and no issues were raised.</p> <p>Cllr Phillips proposed that the Parish Council approves the Annual Governance Statement (Section1 AGAR) for the year 2017/18, this was seconded by Cllr Briggs with all in agreement.</p> <p><b>13.2</b> Cllr Turner proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2017/18, this was seconded by Cllr Crisp with all in agreement.</p> <p><b>13.3</b> The Fixed Asset register for the year 2017/18 was considered and all assets accounted for. The Parish Council approved the bank reconciliation which confirms a cash balance as at end of March 2018 of £8,012.</p>	Clerk
<b>14</b>	<p><b>General Data Protection Legislation</b></p> <p>The Parish Council discussed the new legislation which comes into force on 25<sup>th</sup> May and agreed to adopt the model Data Privacy Notice as published by the National Association of Local Councils; the Clerk will produce this and put on the website. The Clerk confirmed no other immediate action is necessary other than to ensure Parish Council papers are retained in accordance with the legislation.</p>	Clerk

Signed  
Lee Cooper  
Chairman Margaret Roding Parish Council

# Margaret Roding Parish Council

<b>15</b>	<b>Standing Orders and Financial Regulations</b>	
	This item will be carried forward to the next meeting.	
<b>16</b>	<b>Village Map</b>	
	Cllr Briggs updated the meeting on progress with the content. Following discussion, it was suggested a picture of the church is put on the front cover and the existing material will now be forwarded to the printers in order that a draft call be pulled together for approval. Cllr Phillips proposed that the Parish Council accepts the revised quote from Latitude of £680 for 250 copies, this was seconded by Cllr Phillips with all in agreement.	Cllr Briggs & All (review)
<b>17</b>	<b>Vehicle Activated Sign</b>	
	Continuing previous discussions, the Clerk confirmed refurbished signs were not viable. The Parish Council requested that costs be sought for a new sign where the display includes a 'smiley face' and the drivers speed. The Clerk will look at possible grant applications.	Clerk
<b>18</b>	<b>Village Commemoration Event 11<sup>th</sup> November</b>	
	A number of practical questions relating to the event were raised and the Clerk was asked to contact the Reid Rooms to understand what is available in terms of space for a beacon and in what form and what options and support are available. Cllr Crisp commented that residents need to have a 'reason to come' and suggested some form of music, Cllr Crisp will make some enquiries.	Clerk & Cllr Crisp
<b>19</b>	<b>Highways, Footpaths and Transport</b>	
<b>19.1</b>	The vegetation continues to encroach on the footpaths along the A1060 in the 60mph zone; Clerk to contact Essex Highways for options to clear.	Clerk
<b>19.2</b>	There were some concerns with a possible obstruction on the footpath close to Margaret Roding House, the Clerk was asked to investigate.	Clerk
<b>19.3</b>	Cllrs raised their continuing frustration with the parking of large vehicles on the grass verge just beyond the Marks Hall Lane turning. The Clerk has previously contacted Essex Police who have suggested it is an Essex Highways issue. Clerk to speak again to the relevant parties including County and District Cllr Susan Barker for assistance.	Clerk
<b>20</b>	<b>Finance</b>	
<b>20.1</b>	Cllr Crisp proposed the following cheques be issued, this was seconded by Cllr Briggs with all in agreement.	
	Allison Ward (Parish Clerk salary and office expenses)	£ 228.37
	Parish Council Insurance	£ 206.08
	Essex Association of Local Councils (Annual Subscription)	£ 65.04
	Cllr Briggs, expenses village map research	£ 12.95

Signed  
Lee Cooper  
Chairman Margaret Roding Parish Council

# Margaret Roding Parish Council

<b>20.2</b>	The Clerk applied for a small grant (£26.69) under the Transparency Fund to cover the additional time required to comply with the legislation for publication of Parish Council information, this has been received in 2017/18.	
<b>20.3</b>	Precept for the first half of 2018/19 has been received and the VAT return for 2017/18 has been submitted.	
<b>20.4</b>	There were no grant applications.	
	<b>Items for next Agenda</b>	
<b>21</b>	Nothing in addition	
	<b>Date of Next Meeting</b>	
<b>22</b>	Tuesday 10 <sup>th</sup> July 2018 at 7.30pm in The Farmhouse, Reid Rooms.  The meeting finished at 9.10pm	

**ALLISON WARD**  
Clerk to Margaret Roding Parish Council

Signed  
Lee Cooper  
Chairman Margaret Roding Parish Council