

## RETTENDON PARISH COUNCIL

Minutes of the meeting of the Council held on Tuesday 14<sup>th</sup> May 2019 at the Rettendon Memorial Hall, Main Road, Rettendon, at 7.30pm.

**Present:** Cllr Mark Fleming (Chairman)  
Cllr Sandie Cottee  
Cllr Hazel Dale Evans  
Cllr Denise Fleming  
Cllr Roy Hart  
Cllr James Knight  
Cllr David Phillips  
Cllr Ray Ride  
Cllr Barbara Wright

### The Clerk

There were 38 members of the public present.

### **1-19/20 To elect the Chairman of the Council and to receive declaration of acceptance of office.**

Cllr Barbara Wright

Proposed: Cllr Cottee                      Seconded: Cllr Dale Evans

Cllr Mark Fleming

Proposed: Cllr Knight                      Seconded: Cllr Ride

On a show of hands, Cllr Fleming received 5 votes, Cllr Wright 4 votes.

Cllr Mark Fleming was elected Chairman of the Council and signed the Declaration of Acceptance of Office.

### **2-19/20 To elect the Vice-Chairman of the Council and to receive declaration of acceptance of office**

Cllr James Knight

Proposed: Cllr Phillips                      Seconded: Cllr D Fleming

Cllr Ray Ride

Proposed: Cllr M Fleming                      Seconded: Cllr D Fleming

On a show of hands Cllr Knight received 7 votes, Cllr Ride 2 votes.

Cllr Knight was elected Vice-Chairman of the Council.

Signed \_\_\_\_\_  
Councillor M. Fleming, Chairman

**3-19/20 To receive Councillors' declarations of acceptance of office**

Councillors Declarations of Acceptance of Office were received.

The Clerk reminded new Councillors that a Register of Members' Interests Forms should be completed.

**4-19/20 Apologies and Reasons for Absence**

There were no apologies to receive.

**5-19/20 Declarations of Interest on Items on the Agenda**

There were no Declarations of Interest.

**6-19/20 Public Forum – strictly 5 minutes only per speaker**

A resident referred to Items 12 and 13. He said that last year he had offered to join the Working Group and that his offer stood for this year too.

A resident said the village had been torn apart over the past few years. He said he hoped this was a fresh start and a golden opportunity, he said with no ward councillors on the Parish Council there would be no conflicts of interest, and he extended a welcome to the members from Hayes. He referred to the issues of the Bell Fields, the gateways and the painting of the bus shelters. He said in an open forum items not on the agenda could be noted. He said he hoped a shattered community could now be united.

**7-19/20 To agree the minutes of the meeting held on Tuesday 30<sup>th</sup> April 2019.**

This Item was deferred to the June meeting.

**8-19/20 To receive the Essex County Councillor and Ward Councillors' reports.**

Ward Councillor Clark said he had attended an induction at Chelmsford City Council and his first Council meeting would be on 22<sup>nd</sup> May 2019. He said he would report more at the next meeting.

**9-19/20 Clerk's Report**

The Clerk said she had nothing to report.

**10-19/20 To confirm the Clerk as Responsible Financial Officer for the Parish Council**

The Clerk was unanimously confirmed as the Responsible Financial Officer for the Parish Council.

**11-19/20 Finance**

- a) To agree to authorise invoices for payment, receive copy Bank statements and details of expenditure to date.

It was **unanimously agreed** to authorise invoices for payment as listed below, and a copy of the HSBC bank statement was received. Due to the meeting being earlier in the month than usual, and the accounting file being with the auditor, Barclays Bank statements and details of expenditure to date were not available.

<b>Payee</b>	<b>Reason for Payment</b>	<b>Amount</b>
Mrs K.Kane	Staff costs	£691.32
Skippers Ground Maintenance	Gate repairs – Sonters Down	£744.00
Stanley Tee LLP	Legal costs	£3,690.00
<b>Total</b>		<b>£5,125.32</b>

- b) To agree to appoint three Councillors to check finances and sign cheques

It was **agreed** to appoint Councillors Mark Fleming, James Knight and Barbara Wright to check finances and sign cheques.

- c) To agree to approve the use of variable Direct Debit payments for utility bills

It was **agreed** to approve the use of variable Direct Debit payments for utility bills.

The Clerk said she would investigate the use of variable direct debit for payment of the water bill for the playing fields.

**12-19/20 To review the Terms of Reference for existing committees and Working Parties**

- a) **Sonters Down Working Group**

- b) **Human Resources Committee**

The Terms of Reference for the Sonters Down Working Group and the Human Resources Committee were reviewed and no changes were suggested.

**13-19/20 To appoint members to existing committees and Working Parties**

- a) **Sonters Down Working Group**

It was **agreed** to appoint Councillors Sandie Cottee, James Knight and David Phillips, and Mr Dave Upton to the Sonters Down Working Group.

- b) **Human Resources Committee**

Signed \_\_\_\_\_  
Councillor M. Fleming, Chairman

It was **agreed** to appoint Councillors Hazel Dale Evans, Denise Fleming, Mark Fleming and David Phillips to the Human Resources Committee.

**14-19/20 To review and adopt:**

- a) Standing Orders**
- b) Financial Regulations**
- c) Code of Conduct**
- d) Procedures for handling requests made under the Freedom of Information Act 2000 and data protection legislation**
- e) Complaints Procedure**

It was **agreed** to adopt a)-e) above.

Proposals for a change in Standing Orders regarding the public forum could be brought to a future meeting for discussion.

**15-19/20 To review the Parish Council's inventory of land and assets including buildings and office equipment**

The Parish Council's inventory of land and assets was reviewed.

The Clerk said she would check the number of streetlights shown on the register.

**16-19/20 To confirm the following annual subscriptions:**

- i) EALC/NALC**
- ii) RCCE**

The subscriptions above were confirmed.

**17-19/20 To review the Council's employment policies and procedures.**

The Council's employment policies and procedures were reviewed.

**18-19/20 To review and agree the Council's representation on outside bodies:**

- i) The Village Hall Management Committee**

Councillor Knight

Proposed: Cllr M Fleming      Seconded: Cllr Wright

It was agreed that Councillor Knight would be the Council's representative on the Village Hall Management Committee.

**ii) The Rettendon Almshouse Charity**

Councillor M Fleming

Proposed: Cllr Knight

Seconded: Cllr Wright

It was agreed that Cllr M Fleming would be the Council's representative on the Rettendon Almshouse Charity

**iii) The Richard Cannon Charity**

The Chairman asked Cllr Hart to provide confirmation of whether or not the charity still exists.

**19-19/20 To agree the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the full Council**

**June 25<sup>th</sup> 2019, July 30<sup>th</sup> 2019, September 24<sup>th</sup> 2019, October 29<sup>th</sup> 2019, November 26<sup>th</sup> 2019, December 17<sup>th</sup> 2019, January 28<sup>th</sup> 2020, February 25<sup>th</sup> 2020, March 31<sup>st</sup> 2020, April 28<sup>th</sup> 2020, May 26<sup>th</sup> 2020.**

It was **agreed** that ordinary meetings of the Council would take place on the dates listed above, subject to confirmation from the Village Hall that the venue was available.

**20-19/20 To agree the response to the following planning applications (all applications are available to view at [www.chelmsford.gov.uk](http://www.chelmsford.gov.uk))**

19/00717/FUL - Land North East Of Highview Woodham Road South Woodham Ferrers Chelmsford - Construction of two detached dwellings with detached garages and vehicular crossovers/accesses. – ***Object due to the application site being green belt land.***

19/00806/FUL - 8 Meadow Road Rettendon Chelmsford CM3 8DT - Single storey rear extension, front porch, brick outer skin and juliette balcony to rear. – ***Support***

It was **agreed** that the above would be the Parish Council's response to the planning applications received.

**21-19/20 Highways and Footpaths – to note Essex Highways Notices and receive reports from Councillors.**

Sewage had been reported on the bridleway. Cllr Hart said this had now been addressed.

Cllr Wright reported the state of the footpath along Woodham Road. Cllr D Fleming said this was due to be rebuilt.

Cllr Wright said she would like to note the state of Meadow Road, South View Road and Sonters Down.

**22-19/20 Street Lighting**

Cllr Cottee asked if a discussion would be possible to address the issue of the lights in East Hanningfield Road.

**23-19/20 Reports from Councillors**

Cllr Hart said any pollution should be reported to the Environment Agency. He said he had applied to put hanging baskets either side of the bridge in Battlesbridge. He said he would pursue a coloured road surface near the Hawk in Battlesbridge as a traffic management scheme.

**24-19/20 Date of the next Parish Council Meeting – 25<sup>th</sup> June 2019, 7.30pm at the Rettendon Memorial Hall, Main Road, Rettendon, CM3 8DP**