

RETTENDON PARISH COUNCIL

Minutes of the meeting of the Council held on Tuesday 27th November 2018 at the Rettendon Memorial Hall, Main Road, Rettendon, at 7.30pm

Present: Cllr Mark Fleming (Chairman)
Cllr Chris Cheater
Cllr Denise Fleming
Cllr Roy Hart
Cllr Glenys Jones
Cllr Lance Millane
Cllr Ray Ride

The Clerk

There were 15 members of the public present.

128-18/19 Apologies and Reasons for Absence

Apologies were received and accepted from Cllr Chapman.

129-18/19 Declarations of Interest on Items on the Agenda

There were no declarations of interest.

130-18/19 Public Forum – strictly 5 minutes only per speaker

The compiler of the Rettendon and Battlesbridge Newsletter referred to Item 119-18/19 on the agenda for 30th October 2018. She said she had not been consulted on this matter either before or after. She said there had been two potential avenues – either allowing the Parish Clerk to edit the newsletter, in effect allowing the Council to take over the newsletter, or seeking alternative funding and continuing with the residents' newsletter. She said the R & B Newsletter was not a Parish Council newsletter and that if the Council wished to have their own newsletter they should write it themselves. She said in future the R & B Newsletter would be paid for by residents. She said the issue had been brought to the fore by the discussion about the budget and precept. She said she had always tried to be impartial.

A resident referred to Item 139-18/19 and asked about the formation and membership of the Working Group.

Signed _____
Councillor M. Fleming, Chairman

The Clerk said the Working Group had been confirmed at the Annual Meeting of the Council held in May 2018 as Cllrs Ride and Jones, and Mr Scott Wilson. The resident confirmed he would like to join the Working Group.

The resident asked about the dog bin by the Wheatsheaf.

Cllr Jones said she would address this under the relevant agenda item.

131-18/19 To agree the minutes of the meeting held on Tuesday 30th October 2018.

The minutes of the meeting held on Tuesday 30th October 2018 were agreed as a true record and signed by the Chairman.

Proposed: Cllr Millane Seconded: Cllr D Fleming (6 For; 1 Abstention)

132-18/19 To receive the Essex County Councillor and Ward Councillors' reports.

There were no reports received.

133-18/19 To receive the Clerk's report

The Clerk said she had nothing to report.

134-18/19 Finance

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

It was agreed to authorise invoices for payment as listed below. Copies of bank statements and details of expenditure to date were received.

Payee	Reason for Payment	Amount
Mrs K Kane	November salary/expenses	£709.98
W & H Romac Ltd	Streetlighting repair	£102.18
Royal British Legion Poppy Appeal	Poppy wreath	£17.00
Wave	Water	£44.79
Images	Newsletter Sept/October/November	£375.00
Total		£1,248.95

Proposed: Cllr M Fleming Seconded: Cllr Millane (6 For; 1 Abstention)

135-18/19 To agree the response to the following planning applications (all applications are available to view at www.chelmsford.gov.uk)

Signed _____
Councillor M. Fleming, Chairman

18/01680/FUL - Site At Pondlands Farm Runwell Road Runwell Wickford Essex - Replacement of the existing buildings with 3 new residential single dwelling houses. - **Support**

18/01798/FUL -Land South Of 2 Hayes Chase Battlesbridge Wickford Essex - Proposed single storey dwelling unit. - **Support**

12/00613/MAT - Hobbits Hole South Hanningfield Road Rettendon Common Chelmsford Essex CM3 8HD - Variation of Condition 2 of the planning reference 12/00613/FUL (Replacement pole barn) to allow replacement of the timber posts with a steel frame. - **Support**

18/01806/FUL -Burleigh South Hanningfield Road Rettendon Common South Hanningfield Chelmsford Essex CM3 8HE - Single storey rear and two storey side extension. - **Support**

18/05205/TPO - Parish Hall Main Road Rettendon Common Chelmsford Essex CM3 8DR - Oak - T1 - 5m Reduction of crown - Reason: Disease found in tree. - **Noted**

18/01878/FUL -The Old Bakery Hawk Lane Rettendon Chelmsford SS11 7RL - Proposal for Change of Use of Ground Floor from Mixed A1(Retail) and Associated C3 (Dwelling) to B1 (General Office Use) including alterations to fenestration. - **Support**

The responses noted above were agreed.

Proposed: Cllr M Fleming Seconded: Cllr Millane (Unanimous)

136-18/19 To agree to accept one of the quotes received for the painting of the Parish Council's lampposts.

Two quotes had been circulated, from A K Hobson and Harridec. Two further companies had been contacted but had not responded.

It was agreed to accept the quote from Harridec.

Proposed: Cllr Millane Seconded: Cllr D Fleming (6 For; 1 Abstention)

137-18/19 To agree the budget for 2019/20.

With the removal of the duplicate entry for Elections, the budget for 2019/20 was approved as circulated and is attached as Appendix A to these minutes.

Proposed: Cllr M Fleming Seconded: Cllr Millane (5 For; 2 Abstentions)

138-18/19 To agree the precept demand for 2019/20.

The precept demand for 2019/20 was agreed at £36,144.00. This represents a figure of £47.21 to a Band D property, subject to confirmation of the tax base figures from Chelmsford City Council.

Signed _____
Councillor M. Fleming, Chairman

Proposed: Cllr M Fleming Seconded: Cllr Millane (5 For; 2 Abstentions)

139-18/19 Sonters Down

a) To receive an update from the Working Group

The Clerk confirmed that the contractor has been asked to replace the broken bollard, and that she has chased again regarding the gates' mechanisms.

b) To agree to replace the signage at a cost to be specified

It was agreed that the signage would be replaced at a cost of £131.62, as circulated prior to the meeting. This would exclude the cost of installation.

Cllr Jones said that the contractor approached was the one used by Chelmsford City Council for their signs. She said the signs would clarify the Parish Council's responsibility for the Play Area and that there is specific information that is required.

Proposed: Cllr Jones Seconded: Cllr D Fleming (Unanimous)

140-18/19 Highways and Footpaths – to note Essex Highways Notices and receive reports from Councillors.

Cllr Jones said issues in Old Bell Lane had been reported to Essex County Council: reference numbers 2595526 and 1835356

She referred to the dog waste bin by the Wheatsheaf and said there were rules about the siting of these bins. She said all had now been sorted.

Cllr Hart asked for clarification about the specification for replacements of the gateways. The Clerk said she would check the paperwork that had been received from Essex Highways.

141-18/19 Street Lighting

Lights in East Hanningfield Road at the Wheatsheaf end have been reported.

Cllr Hart said the light next to the hall in Battlesbridge was out. The Clerk said she would report this to the contractor.

142-18/19 Reports from Councillors on Council activities undertaken since the meeting held on 30th October 2018.

Cllr Cheater said he had reported a shed dumped on Sonters Down which had now been removed.

He said he had spoken to an officer at Essex County Council who had confirmed that the Parish Council could have sought three different quotes for the gateways and had the work completed for less cost.

The Chairman said all due procedures had been followed.

143-18/19 Date of the next Parish Council Meeting – 18th December 2018, 7.30pm at the Rettendon Memorial Hall, Main Road, Rettendon. CM3 8DP

144-18/19 Exclusion of the Press and Public

Having regard to the confidential nature of the business proposed to be transacted, to agree to exclude the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Having regard to the confidential nature of the business proposed to be transacted, it was agreed to exclude the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Proposed: Cllr M Fleming Seconded: Cllr Millane (5 For; 1 Against; 1 Abstention)

145-18/19 To discuss the legal proceedings with regard to the trusteeship of the Bell Fields charities and to agree any action necessary

The Clerk said no response had been received from the Charity Commission regarding the Application to start proceedings.

The Chairman said that the Charity Commission had requested a clean copy of the governing document, which he had provided and for which he had received a receipt.

Cllr M Fleming said he was aware the Land Registry title had been changed. He said the Council had heard from Cllrs Hart and Cheater some time ago on this matter.

Cllr Hart and Cllr Cheater questioned the circulation of documents regarding the Bell Fields.

The Chairman said the Clerk had sought advice on this matter and had at all times followed this advice.

It was agreed that advice would be sought from the Land Registry on the change of title.

Cllr Cheater asked about dispensations for Councillors in the event of voting on matters regarding the Bell Fields if they were also trustees.

The Chairman said this would be clarified once the position regarding the trustees was resolved.

146-18/19 To discuss staffing matters and to agree any action necessary

Signed _____
Councillor M. Fleming, Chairman

It was agreed that the Clerk could claim for 15 additional hours between 1st December 2018 and 31st January 2019 for completion of CiLCA.

Proposed Cllr M Fleming Seconded: Cllr Cheater (Unanimous)

The meeting closed at 8.45pm.

DRAFT

Signed _____
Councillor M. Fleming, Chairman

APPENDIX A
Budget 2019/20

EXPENDITURE

Cost centre	Cost Code	Budget 2019/20
Legal Fees	Bell Fields	20,000
Highways	Highways	20,000
Administration	Hall Hire	800
	Insurance	1250
	Postage	20
	Stationery	100
	Audit	700
	Subscriptions	850
	Chairman's Allowance	-
	Website	-
	Elections	1000
	Office equipment	250
	Bank charges	24
Staff costs	Salary payment	8500
	HMRC	1050
	Travelling costs	500
	Provision of office	250
Parish Maintenance	Streetlight electricity	2500
	Streetlight maintenance	600
	Churchyards	1750
	Bus shelters	500
	Street furniture	2500
	Sonters Down	6000
	Grass-cutting	5000
	Bell Fields	100
	Rettendon Oak	1000

Signed _____
Councillor M. Fleming, Chairman

Newsletter
Newsletter 1250

Training

EALC 250
Other 100

Grants

Rettendon Primary School 1500
Other 2500

Council equipment

Council equipment 500

INCOME

CIL 5,000

VAT Refund 5,000

Bank Interest 200

DRAFT

Signed _____
Councillor M. Fleming, Chairman