

RETTENDON PARISH COUNCIL

Minutes of the meeting of the Council held on Tuesday 29th May 2018 at the Rettendon Memorial Hall, Main Road, Rettendon, CM3 8DP at 7.30pm

Present: Cllr Mark Fleming (Chair)
 Cllr Chris Cheater
 Cllr Jacky Copsey
 Cllr Roy Hart
 Cllr Glenys Jones
 Cllr Lance Millane
~~Cllr Ray Ride~~

The Clerk

There were 26 members of the public present.

1-18/19 To elect the Chairman of the Council and to receive declaration of acceptance of office.

Cllr Mark Fleming and Cllr Tom Chapman were nominated. In Cllr Chapman's absence his nomination was withdrawn.

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

2-18/19 To elect the Vice-Chairman of the Council and to receive declaration of acceptance of office

This Item was deferred.

3-18/9 Apologies and Reasons for Absence

Apologies were received and accepted from Cllrs Chapman and Ride.

4-18/19 Declarations of Interest on Items on the Agenda

There were no declarations of interest.

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

A resident asked if new lighting for Hayes was included in the Parish Council's proposed action. The Clerk confirmed Hayes was included.

A resident thanked the Council for action taken on the bollards on Sonters Down. He said there was also an increase in dog mess and said he would support the Council on any action taken on this.

Signed 
 Cllr Mark Fleming, Chairman

A resident referred to the Buckhatch Lane planning application and said he would like to make the Council aware that 200 yards further along there was a strip of land with two permanent caravans. He said he would like to ask who went to the meeting in February with Tees, who authorised this meeting and why.

A resident asked if the inspectors of the play equipment were qualified. The Clerk said she would clarify the position.

A resident asked who had authorised action taken by Tees. He said he had asked previously and had not received an answer. The Clerk said she had written to the resident answering his specific question but would check the correspondence.

A resident asked why the Parish Council was against football being played on the Bell Fields. The Chairman referred the resident to the statement issued by the Parish Council on the Council website.

A resident said the gates to the play area on Sonters Down did not shut properly. The Clerk said she would pass this on to the contractor.

Cllr Hart asked if a letter had been sent to the Council's insurer's advising of the proposed legal action on the issue of the Bell Fields. The Clerk said she would respond.

6-18/19 To agree the minutes of the meeting held on Tuesday 24th April 2018.

The minutes of the meeting held on Tuesday 24th April 2018 were **agreed** as a true record and signed by the Chairman.

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

7-18/19 To receive the draft minutes of the Annual Parish Meeting held on 8th May 2018 and to take any action as needful on issues raised at that meeting

The draft minutes of the Annual Parish Meeting held on 8th May 2018 were received.

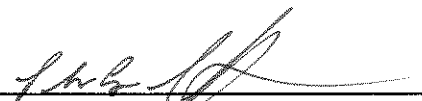
8-18/19 Chairman's Report

The Chairman referred the meeting to the report he had given at the Annual Parish Meeting and said this would be passed on to the editor of the Rettendon and Battlesbridge newsletter.

9-18/19 Clerk's Report

The Clerk gave details of the Rural Crime Survey and asked residents to have a look at the survey, a link to which was on the Parish Council website.

10-18/19 To receive the Essex County Councillor and Ward Councillors' reports.

Signed 
Cllr Mark Fleming, Chairman

Cllr Millane referred to the recent planning application for Runwell Hall Farm. He said this had been called in and would be considered by Chelmsford's Planning Committee on 12th June 2018. He said this would be an opportunity for residents to have their say.

11-18/19 To confirm the Clerk as Responsible Financial Officer for the Parish Council

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

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

12-18/19 Finance

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

Invoices for payment were authorised.

Payee	Reason for Payment	Amount
Katherine Kane	May 2018 salary/expenses	£709.88
Councillor T. Chapman	Expenses – PA system	£44.77
W & H (Romac) Ltd	Streetlighting repair – Inv. 133627	£226.39
Councillor M. Fleming	Expenses – padlocks	£43.97
Came & Co.	Insurance Renewal – admin fee	£50.00
ECC	Highways work	£22,664.38
Rettendon Village Hall	Meetings	£153.00
Skippers Ground Maintenance	Bollard replacement	£250.00
Images	May Newsletter	£125.00
Total		£24,267.39

Proposed: Cllr Jones Seconded: Cllr Copsey (Unanimous)

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

It was agreed that Cllr D Fleming and Cllr Jones would check the finances each month, with one further Cllr to be appointed.

It was agreed that Cllr M Fleming, Cllr Chapman and Cllr Copsey would remain as signatories.

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

Signed 
Cllr Mark Fleming, Chairman

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.

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

13-18/19 To agree representatives on outside bodies

The Essex Association of Local Councils – as required.

The Richard Cannon Charity – this charity has been removed from the Charity Commission website. Cllr Hart said he would check the position.

The Meeson Charity - The Chairman as Trustee.

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

14-18/19 To review the Terms of Reference for existing committees and Working Parties

a) Sonters Down Working Group

The Sonters Down Working Group Terms of Reference were reviewed.

15-18/19 To appoint members to existing committees and Working Parties

a) Sonters Down Working Group

Cllr Jones, Cllr Ride and Mr Scott Wilson were appointed to the Sonters Down Working Group.

b) HR Committee

Cllr Christopher Cheater, Cllr D Fleming, Cllr M Fleming and Cllr G Jones were appointed to the HR Committee.

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

16-18/19 To review and adopt:

a) Standing Orders

b) Financial Regulations

c) Code of Conduct

d) Document Retention Policy

e) Procedures for handling requests made under the Freedom of Information Act 2000 and data protection legislation

f) Co-option Policy

g) Business Contingency Plan

h) Bus Shelter Policy

i) Community Engagement Policy

Signed


 Cllr Mark Fleming, Chairman

These policies were adopted en bloc subject to the checking of the position on representation on outside bodies.

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

17-18/19 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 including buildings and office insurance was reviewed.

18-18/19 To review the Parish Council's Risk Assessment Register

The Parish Council's Risk Assessment Register was reviewed.

19-18/19 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

Ordinary meetings of the Council will take place at the Rettendon Memorial Hall at 7.30pm on the following dates:

26th June 2018, 31st July 2018, 25th September 2018, 30th October 2018, 27th November 2018, 18th December 2018, 29th January 2019, 26th February 2019, 26th March 2019, 30th April 2019 and 25th May 2019.

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

20-18/19 To agree the response to the following planning applications (all applications are available to view at www.chelmsford.gov.uk)

18/00714/FUL – Land Part of Buckhatch Nurseries, Buckhatch Lane, Rettendon Common, Chelmsford, Essex CM3 8EP – Change of use of land for the siting of a mobile home - **Object**

18/00820/FUL - St Davids Woodham Road Battlesbridge Wickford Essex SS11 7QU - First floor extension and front and rear dormers to previously approved cart lodge (17/01189/FUL) - **No objection**

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

21-18/19 To agree the amount of a grant to the Cricket Club towards their security measures

This was deferred subject to further discussion with the Cricket Club.

22-18/19 To agree to accept one of the proposals received for a site visit and lighting design for new street lighting in the parish

Signed 
Cllr Mark Fleming, Chairman

In view of the fact that no expenditure was involved it was agreed all companies who had responded to the request or a site visit and design would be asked to provide this, and details would be brought back to a future meeting.

23-18/19 To agree to ask Canham Consulting, through Mr Tim Savage at Essex County Council, for an updated quotation for a surface water investigation and modelling report

It was agreed to ask Canham Consulting for an updated quotation for a surface water investigation and modelling report.

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

24-18/19 To receive the Tree Report on the Rettendon Oak and to agree any action arising from the report

The Tree Report was received. It was agreed that the consultants would be asked to undertake further investigative work as outlined in the report at an estimated cost of £450.

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

25-18/19 To discuss clearing up of rubbish in the parish and to agree any action necessary

A resident offered to remove the articles in question. Cllr Jones said she would contact Paul van Damme at Chelmsford City Council.

26-18/19 To consider the proposal from South Woodham Ferrers Football Club regarding car parking around the Bell Fields

This Item was deferred subject to further information being requested from the Club including a copy of the lease.

27-18/19 To agree to ratify the instruction given to Tees in February 2018 to write to South Woodham Ferrers Football Club asking them to vacate the pavilion and the land adjacent thereto.

Cllr Cheater said he had concerns about procedures being followed correctly regarding the meeting between the Chairman and Tees Law in February 2018.

The Chairman said he had met Tees to clarify the position regarding the land on which the pavilion stood. He said Tees' recommendation had been to write to the Football Club asking them to vacate with immediate effect. He said this Item was on the agenda following advice from the Monitoring Officer.

Cllr Cheater said the issue was instruction being given to the solicitor without being brought to the Council.

Signed 
Cllr Mark Fleming, Chairman

The Chairman referred Cllr Cheater to the call Cllr Cheater had made to Tees without authorisation from the Council.

It was **agreed** to ratify the instruction given to Tees in February 2018 to write to South Woodham Ferrers Football Club asking them to vacate the pavilion and the land adjacent thereto.

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

28-18/19 Highways and Footpaths – to note Essex Highways Notices and receive reports from Councillors.

Cllr Jones said work in Meadow Road would be considered by ECC in the future. She said FP79 had been assigned to an inspector. She said problems in Meadow Road and South View Road had been reported.

29-18/19 Street Lighting

There were no issues to report.

30-18/19 Reports from Councillors on Council activities since the last meeting

There were no reports.

31-18/19 Date of the next Parish Council Meeting – 26th June 2018, 7.30pm at the Rettendon Memorial Hall, Main Road, Rettendon, CM3 8DP

The meeting closed at 9.05pm.

Signed 
Cllr Mark Fleming, Chairman