

## RETTENDON PARISH COUNCIL

Minutes of the meeting held on Tuesday 7<sup>th</sup> March 2017 at the Rettendon Memorial Hall, Main Road, Rettendon CM3 8DP at 7.30pm

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

The Clerk

There were 22 members of the public present.

### 196-16/17 Apologies and Reasons for Absence

Apologies were received and accepted from Cllrs Chapman and Cheater.

### 197-16/17 Chairman's Comments

The Chairman reminded those present that if residents wished to comment on any item on the agenda, they should do so under Item 174-16/17 – Public Forum only.

### 198-16/17 Declarations of Interest on Items on the Agenda

The Chairman to remind Councillors to declare any interests now and as they become evident to them during the progress of the meeting.

Cllr Hart declared an interest in Item 211-16/17 due to his position as trustee of the Bell Fields charities.

### 199-16/17 Public Forum – strictly 5 minutes only per speaker

A resident said healthy debate was constructive but that some comments made at the meeting held on 7<sup>th</sup> February 2017 had not been acceptable. He referred to the issue of the Bell Fields and their ongoing administration and maintenance. He referred to the purchase of the defibrillator for Hayes \*\*\* and said equal appraisal of both sites should have been done. He referred to the issue of the Village Hall and he said there was a failure to provide activities for the children of the parish. He said residents should call for a vote of no confidence in the Parish Council.

A resident referred to the Sonters Down play area and asked when the relevant questionnaire had been sent out.

The Chair said he did not remember a questionnaire but that it was not necessary to move this issue forward.

A resident asked who made the decision to take items off the agenda.

Signed \_\_\_\_\_  
Cllr Mark Fleming, Chairman

The Chairman explained the procedure.

The resident asked if the flooding on Meadow Road would be looked at and asked for it to be on the agenda for the next Parish Council meeting.

A resident referred to the decision to ask the Village Hall Management Committee to pay for the insurance of the Memorial Hall and asked why this decision had been made.

The Chairman explained the position.

A resident referred to the article about the precept in the most recent edition of the newsletter and said it had not been credited to an author.

The editor of the newsletter said unfortunately the Clerk's name had been missed from the article. She said there were various reasons why an article might not be credited.

The Chairman clarified the process of deciding the precept. He said the Clerk's article had been factually correct. He explained that regarding the maintenance of the Sonters Down Play Area there would be no additional cost to residents as they would simply be paying for the Parish Council to maintain the play area rather than Chelmsford City Council.

A resident asked what was happening with the money on deposit in the bank.

The Chair said residents would be consulted. He said it would possibly be spent on the pavilion but the position with regard to the Bell Fields would have to be clarified first.

A resident said that some of the road signs in the village were redundant and that it would be easier and cheaper to remove the signs to leave a clearer way through the village.

The resident also referred to the decision by CCC to remove the threat of 900 homes being built in the village as the affordable housing requirement was being met by development in Runwell. He said he would like to thank the Parish Council for the maintenance of Rettendon as a small village.

**200/16-17 To receive the Essex County Councillor and Ward Councillors' reports.**

Cllr Ride gave the following report:

"Cllr Millane and I have been engaged with numerous issues for residents of the Ward over recent months involving planning, enforcement and a variety of other matters affecting the community that has involved discussions with officers at all levels of the City Council.

We are dealing with a further flooding problem at Little Croft in Coalhill off the South Hanningfield Road where that property has been flooded last year. We have conducted a site inspection and have requested officers to

Signed \_\_\_\_\_  
Cllr Mark Fleming, Chairman

investigate further. It may be a further task that allows the Parish and City and County to act in partnership to implement a scheme to remove the potential of flooding for those residents of our community.

We attended a briefing by Strategic Planning Officers of CCC on 20<sup>th</sup> February 2017 regarding the LDF Framework for the period 2021 to 2035. The news was very good for our community of Rettendon where initial spatial options for some 1000 approximately new homes had been proposed. Those options have been significantly revised and subject to approval at the DPC to be held on 9<sup>th</sup> March we believe Rettendon will not be disappointed with the recommendations.

We are pleased to hear about the affordable housing to be provided in Runwell on the St Lukes development.”

**201-16/17 Clerk’s Report**

The Clerk said she had attended training at the EALC offices in Great Dunmow on Annual Parish Meetings on 22<sup>nd</sup> February 2017.

She said that if residents had issues that needed addressing in between meetings they should not hesitate to contact her.

**202-16/17 To agree the minutes of the meeting held on Tuesday 7<sup>th</sup> February 2017.**

With the alteration of “Pond Farm” to “Pound Farm” under Item 178-16/17, the minutes of the meeting held on Tuesday 7<sup>th</sup> February 2017 were **agreed** as a true record and signed by the Chairman.

Proposed: Cllr Ride                      Seconded: Cllr Millane                      (Unanimous)

**203-16/17 Update on progress of resolutions made at previous meetings**

Cllr Jones referred to the report on the kerbstones at Pound Farm, Main Road, Rettendon and said that kerbstones were not required and the situation would be monitored.

**204-16/17 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))**

17/00206/OUT – there was no objection to this application.

17/00297/FOL – it was noted that this was a retrospective application and that therefore there was limited use to any comments the Parish Council might make. It was also noted that there were no objections from neighbours. Councillors had concerns regarding the noise once the heat pump was operational.

17/00333/FUL - The Parish Council would support this application

17/02356/DEVST – there was no objection to this application.

Signed \_\_\_\_\_  
Cllr Mark Fleming, Chairman

**205-16/17 To note the following planning and appeal decisions received from Chelmsford City Council**

The following planning and appeal decisions received from Chelmsford City Council were noted:

**APP/W1525/W/16/3163217 (16/01415/OUT)** – Land at Rickstones farm, South Hanningfield Road, Rettendon, Chelmsford, Essex – Construction of 2 storey 4-bedroom residential dwellings with detached garages. New access – Appeal dismissed, 9th February 2017

**APP/W1525/W/16/3161028 (16/00726/OUT)** – Land at Braeside, South Hanningfield Road, Rettendon, Chelmsford, Essex – Proposed detached chalet style dwelling – Appeal dismissed, 9th February 2017

**APP/W1525/3150059 (14/00801/ENFB)** – Land South of Hayes Chase, Burnham Road, Battlesbridge, Wickford – Without planning permission, the material change of use of the land for the stationing of a caravan and use of the land for storage in connection with a recreational use – Appeal allowed, 9th February 2017

**APP/W1525/3151443 (14/00801/ENFB)** – Land South of Hayes Chase, Burnham Road, Battlesbridge, Wickford – Without planning permission, the building operation of locating a container – Appeal allowed, 9th February

**206-16/17 To agree the specification for the procurement of services for the Parish Council's maintenance of the Sonters Down Play Area with effect from 1<sup>st</sup> April 2017**

The specification for the procurement of services for the Parish Council's maintenance of the Sonters Down Play Area with effect from 1<sup>st</sup> April 2017 was **agreed**

Proposed: Cllr Ride                      Seconded: Cllr Millane                      (Unanimous)

**207-16/17 To agree to begin the procurement of services for the Parish Council's maintenance of the Sonters Down Play Area by approaching three contractors for their quotations based on the specification agreed above**

It was **agreed** to begin the procurement of services for the Parish Council's maintenance of the Sonters Down Play Area by approaching three contractors for their quotations based on the specification agreed above

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

**208-16/17 To agree to fund surveys for VAS signs in South Hanningfield Road and Old Woodham Road**

An amendment to the motion was proposed as follows:

**To agree to fund surveys for VAS signs in South Hanningfield Road and Old Woodham Road at a cost of £1,000**

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

It was **agreed** to fund surveys for VAS signs in South Hanningfield Road and Old Woodham Road at a cost of £1,000

Cllr D Fleming said following the surveys ECC would provide the Parish Council with costings for any work required in May.

Proposed: Cllr D Fleming      Seconded: Cllr Jones

**209-16/17      To agree whether fence repairs or PVC replacements are required for chicanes in Rettendon**

Because the surveys discussed under Item 208-16/17 would include this work, this Item was withdrawn.

**210-16/17      To agree the placement of the new school warning signs**

Because the surveys discussed under Item 208-16/17 would include this work, this Item was withdrawn.

**211-16/17      To discuss the ongoing administration of the Upper and Lower Bell Fields Charities**

Cllr Hart had declared a non-pecuniary interest in this Item.

The Chair set out the results of his research into the history of the administration of the Bell Fields Charities.

He said he had asked councillors, Mr Barry Summerfield and Mr Ron Fallows for evidence of the current trustees' appointment. He said the only record was in the minutes of the Annual General Meetings held in 2013 and 2014. He said appointment of trustees for the charities had been missing from the agendas for the Annual General Meetings in 2015 and 2016, for which no explanation had been forthcoming. He said the minutes of the meeting held on 27<sup>th</sup> October 2014 showed all councillors had applied to the Clerk for dispensation which would run until the 2015 elections.

He said the next steps should be:

- to agree all Parish Councillors should be trustees of the charities. He said this had already been done.
- for all new trustees to sign the Declaration of Eligibility
- to update the Charity Commission website entries
- to get a fit-for-purpose governing document
- to submit this to the Charity Commission
- to decide the future of the two parcels of land

Cllr Hart asked the Clerk to read aloud for the benefit of the meeting from a letter received from Birkett Long.

The Chair said he could see no conflict between this letter and the advice he had received.

Cllr Hart said that the current trustees had the backing of the RCCE. He said he would be making a formal complaint to the Charity Commission. He said the Charity Commission had given the password for the entries on their website to the trustees and outstanding documents had been submitted.

**212-16/17 To discuss the Annual Parish Meeting to be held on Tuesday 2<sup>nd</sup> May 2017**

Cllr Jones said that the Deputy Police and Crime Commissioner for Essex Jane Gardner and the District Commander of the Community Policing Team, DCI Ronnie Egan, would be the Guest Speakers at the event.

**213-16/17 To discuss Parish Council contributions to the Rettendon and Battlesbridge Newsletter**

This Item was deferred.

**214-16/17 Finance**

- a) The RPC Financial Statements ending January 2017 were received
- b) The balances were checked against bank statements
- c) The payment of the January salary to the Clerk was recorded
- d) The payment of £6.00 for the delivery charge for the defibrillator purchased from defibshop was recorded.
- e) The payment of £172.34 to HMRC for outstanding employers' liabilities was recorded.
- f) The payment of £35.00 to the Information Commissioner's Office for renewal of the registration as a data controller under the Data Protection Act was recorded.
- g) The payment of £4202.40 to Chelmsford City Council for grass verge cuts in Rettendon (invoice 1245559) was recorded.
- h) The payment of £125.00 to Images for the March newsletter (invoice no. 14303) was recorded.
- i) All payments, the monthly financial statements, transfers, cash received, instructions and the countersigning of cheques for the above were **agreed**.

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

**215-16/17 Highways and Footpaths – to note Essex Highways notices and receive reports from Councillors**

Signed \_\_\_\_\_  
Cllr Mark Fleming, Chairman

No notices or reports were received.

**216-16/17 Street Lighting**

Cllr Hart reported a problem in Battlesbridge to the Clerk.

**217-16/17 Items from Councillors**

Cllr Ride asked for the flooding in Meadow Road and the Sonters Down Play Area tender progress to be added to the next agenda.

Cllr Hart said that Meadowcroft Nurseries would be happy to have a defibrillator located there.

Cllr M Fleming said he was due to pick up the rest of the Parish Council documents still held by the previous Clerk on Sunday 12<sup>th</sup> March.

He said he was looking into a Document Retention Policy.

Cllr Jones asked the Clerk to write to East Hanningfield, Howe Green, West Hanningfield and Runwell regarding the Guest Speakers for the Annual Parish Meeting.

Cllr Hart asked for a copy of the forms signed by councillors who wished to become trustees of the Bell Fields Charities.

**218-16/17 Date of the next Parish Council Meeting – Tuesday 28<sup>th</sup> March 2017, 7.30pm at the Rettendon Memorial Hall, Rettendon, CM3 8DP**

The meeting closed at 8.50pm