

**STOW MARIES PARISH COUNCIL**  
email: [clerk.stowmariesparishcouncil@gmail.com](mailto:clerk.stowmariesparishcouncil@gmail.com)  
website: <https://e-voice.org.uk/stowmariesparishcouncil/>

**Mrs. S.E. Sayer**  
**Clerk to the Council**  
**16 Buttercup Way,**  
**Southminster,**  
**Essex. CM0 7RZ**

**Telephone No: 07541 685708**

11<sup>th</sup> May 2020

Dear Councillor,

You are summoned to join a Virtual meeting of **STOW MARIES PARISH COUNCIL** to be held at , on **Monday 18<sup>th</sup> May 2020** commencing at **7.30p.m.** when the following business is proposed to be transacted.

Sarah Sayer is inviting you to a scheduled Zoom meeting.

Topic: Stow Maries Parish Virtual Parish Council Meeting

Time: May 18, 2020 07:30 PM London

Join Zoom Meeting – login by copying and pasting into your browser.

<https://us04web.zoom.us/j/74212339906?pwd=Z0Nlbi9sdzMvSOJDYjJlVWtoWW9WUT09>

Meeting ID: 742 1233 9906

Password: 6AELWP

Yours sincerely,

Sarah Sayer

Parish Clerk/RFO

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**Chairman:** Cllr. Simon Hollington

**Vice Chairman:** Cllr Neil Gilmore

**Councillors:** Cllrs Rita Chappell, Matthew Cooper & Stuart Cooper

**AGENDA**

**20/001 MEMBERS ATTENDING, APOLOGIES FOR ABSENCE AND OTHER ATTENDEES**

**20/002 DECLARATIONS OF INTEREST**

- a) To receive any declarations of interest for any agenda items.

- b) To remind members it is their responsibility to check that their Register of Interests are up to date i.e. if any changes occur that they are updated within 28 days on the MDC website.

**20/003 MINUTES OF PREVIOUS PARISH COUNCIL MEETING – 17<sup>th</sup> February 2020.**

- a) To receive, review amendments, approve and sign the minutes of the Parish Council meeting held on Monday 17<sup>th</sup> February 2020.

**20/004 REPORT FROM DISTRICT COUNCILLOR**

- a) To receive an update in person or a report from the District Councillor.

**20/005 REPORT FROM COUNTY COUNCILLOR**

- a) To receive an update in person or a report from the County Councillor.

**20/006 QUESTIONS FROM THE PRESS AND PUBLIC**

**An opportunity for members of the public to speak and raise issues**

**20/007 PLANNING MATTERS**

- a) Planning correspondence received over the course of the month and circulated via e-mail:

To discuss and decide on the following planning application:-

**Application No: 20/00409/LDP PP-08670821**

**Proposal: Claim for lawful development certificate for a proposed detached cart lodge**

**Location: Old Wheatsheaf The Street Stow Maries Essex**

- i) List of planning applications 9-19
  - ii) List of planning decisions and appeals 9-19  
**No decisions or appeals at the time of writing**
- b) i) Update on downloading of information from MDC website onto a USB stick detailing historic planning and relevant conditions of the Stow Maries Great War Aerodrome. **(deferred)**
  - ii) Update on letter to MDC Planning Department regarding questions raised on planning conditions for the Stow Maries Great War Aerodrome. **(deferred)**
  - c) Update on Chelmsford City Council regarding the Draft Local Plan Main Modification Consultation.

**20/008 BRADWELL B PROJECT STAGE ONE CONSULTATION (DEADLINE DATE – 1ST JULY 2020)**

- a) To discuss and decide on how to deal with the response for Bradwell B.

**20/009 HIGHWAY & PUBLIC RIGHTS OF WAY ISSUES**

To receive updates on outstanding highways issues *and* an opportunity for members to raise any new highways issues and make decisions accordingly.

- a) Update regarding making good of the grass verges in Church Lane and Honeypot Lane. (deferred)
- b) Hagg Hill Pothole and road surface issues (deferred)
- c) Hagg Hill overgrown vegetation – update. (deferred)
- d) **Local Highways Panel** – update.
  - i) Traffic Calming measures in the Village – LHP Ref: LMAL172026 – to discuss and decide on whether to make a response to the email received from Cllr Channer, via Thomas Eng regarding this project.
- e) **Trucam – update on the days and times requested that traffic be monitored at the approved site T200TRU** which is at the junction of Church Lane and The Street in Stow Maries and the Prince of Wales PH. Reference No T429.
- f) **Bridge – Bridleway 24** – update. (deferred)
- g) **Railway Way Bridge** – Church Lane – update from HE – Matt Irwin (deferred)
- h) **Railway Way Bridge** – surfacing – update from highways regarding when the approximately 50m length of roadway will be resurfaced as it was not done when the rest of the road was. (deferred)

**20/010 FINANCE**

- a) To receive payments and receipts for March/April/May 2020 and to ratify those already agreed via email and approve May payments.
- b) To review and sign off the bank reconciliation to 29<sup>th</sup> April 2020 to bank statements.
- c) To review and discuss recommendations and approve the internal auditors report for 2019/20.
- d) To review and approve and sign off the end of year finances:-
  - 1. Bank Reconciliation to 31<sup>st</sup> March 2020
  - 2. Annual Governance and Accountability Return including the Certificate of Exemption, and the signed auditors report.

**20/011 NEW WEBSITE & INDIVIDUAL PARISH COUNCIL EMAIL ADDRESSES.**

- a) Update regarding progress of project and to discuss and decide on any decisions that may need to be made.
- b) Members to note that the Parish Council Essex Info.net has temporarily been moved to Voice until Sues Lees has completed the new website which could take up to 3 months.
- c) To discuss/amend and decide on the Website Management Policy Document produced by Mr. Taylor, previously circulated to members for comments.
- d) To discuss and decide whether Parish Councillors have council email addresses as suggested in the latest EALC update, ensuring that all council business is kept separate from private email addresses and ensure adherence to the GDPR policy.

**20/012 DEFIBRILLATOR & TRAINING**

- a) Clerk has provisionally booked trainer and The Smythe Hall for Wednesday 6<sup>th</sup> May – course to run from 7.30-9.30 – members to confirm that they are happy with this date and the cost of the course if still £200.00 (deferred due to Covid-19)
- b) Update regarding re-registration of Defibrillator and to discuss and decide on any actions that may be required. - Cllr Gilmore.

**20/013 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT MEETING**

**20/014 DATE OF NEXT VIRTUAL MEETING – Monday 15<sup>th</sup> June 2020 at 7.30 p.m.**