

STAMBOURNE PARISH COUNCIL

Minutes of the meeting held on Thursday 21 September 2017 at 7.30pm in the village hall, Stambourne.

PRESENT: Mr Martyn Fall (Chairman) Mr Andrew Drysdale
 Mr Michael Crago Mrs Karen Grant
 Mrs Vanessa Young Mr Neil Pyman
 Mrs Val Kerrison

CLERK: Mrs Deborah Hilliard

17/67 APOLOGIES FOR ABSENCE

None.

17/68 MINUTES OF THE MEETING HELD ON 20 JULY 2017

The minutes of the meeting held on 20 July 2017 were agreed as a correct record and signed.

17/69 MATTERS ARISING

None.

17/70 DECLARATIONS OF INTEREST

Vanessa declared an interest in item 6 of the agenda.

17/71 REPORT OF DISTRICT COUNCILLOR

Cllr van Dulken not present at this stage of the meeting. It was noted he had contacted the PC to advise he would arrive late.

17/72 PAVILION

- Martyn advised that there had been a number of attempts made to break into the storage area at the end of the Pavilion. The locks had been broken on several occasions and on at least one attempt they had gained entry but nothing had been taken. He has now fitted an internal lock. Discussion took place about other preventative measure including the use of CCTV cameras and signage. The situation will be monitored.
- *Exterior work to the Pavilion* – Two quotes have been submitted for this work – John Vale £490.00 and Dave's Decorating Services £595.00. It was agreed to use the quote from John Vale. Debbie will make contact and arrange for work to commence as soon as possible.
- Vanessa advised that she was in the Pavilion earlier in September and found that the kitchen bin had not been emptied. Food was in the bin. Debbie will check the booking conditions to ensure that one of the requirements is that the bin must be emptied by those booking the site. She will also check who was the user on this occasion. It was also noted that dogs are still being taken into the Pavilion – again this will be added to the booking conditions, the Pavilion being on the playing field which is a no dogs site.

- Debbie advised that the CIF application had now been submitted. It was noted that it had changed from the original application and was now for the sum of £5,200, with £1,000 donation from the fete and £500 from the Councillor's Community Grant leaving the amount of £3,300 being requested from CIF funding. The outcome will be awaited.
- Neil advised that the mower was in need of some work. A tyre needs replacing together with some work on the exhaust and a service. It was agreed this could be done. Neil will contact Colin James to carry this out.
- Debbie advised that Command had carried out a woodworm inspection on the Pavilion. The structure of the building is clear but there is woodworm present in some planks of wood stored on the rafters at the end. This will be removed and put on the bonfire. *

17/73 PLAYING FIELD

- *Stile on rear boundary* – Val reported that David Waller had looked at this. It was noted that the stile does not appear to be on Parish Council land. However, in the interest of maintaining good relations with other bodies within the village the Parish Council may be prepared to consider a donation towards the cost of replacing the stile with a kissing gate. Debbie will respond to David Waller on this matter.
- *Steeple Bumpstead u10's football team* – The email request for this team to regularly use the playing field for matches was considered. The Parish Council are broadly in agreement with this use based on the following terms:
 - That the club sign the booking conditions form and adhere to those conditions.
 - A fee of £10 is paid for each use.
 - Pitch marking is the responsibility of the club.
 - Attention will need to be made to turning on and off water during the winter.
 Debbie will contact the club.
- *Safety Surface of Swing* – Debbie reported she had received no quotes back for this work. Martyn will ask another company if they can provide one.
- *Moles* – there are moles on the playing field. Debbie will contact Command to deal with this.

17/74 HIGHWAYS

The following items need to be reported:-

- Pothole near Foxford in Chapel End Way
- Pothole near Cosycott, Chapel End Way
- Water lead in Church Road, near to playing field entrance
- Station Road, Birdbrook – missing drain cover.

These will be reported

Cllr van Dulken arrived at the meeting and was invited to speak. He was thanked for the allocation of £500 from the Councillors Community Grant towards the proposed refurbishment of the pavilion toilets.

17/75 FOOTPATHS

Footpath 29 – no stile and waymarkers missing.

17/76 PLANNING

Application no: 17/01609/VAR – Lapwings, Chapel End Way – No comment.

Application no: 17/01640/FUL – Clandon, Chapel End Way – No comment

17/77 WAR MEMORIAL LETTERING

Gem Construction have carried out the sample etching. It was agreed that they be asked to price for the letters to be painted. Debbie will request this.

17/78 CORRESPONDENCE

- Community Governance Review – Richard explained the consultation. This was noted.
- Essex Highways Survey – Debbie will respond.
- Consultation re mobile library service – Richard made Parish Councillors aware of the situation. It will be publicised in the village newsletter. A discussion took place around possible alternatives if the service was discontinued.

17/79 BONFIRE NIGHT

It was agreed that bonfire night will take place on Saturday 4th November 2017. A meeting will take place on Wednesday 27 September at Slough Farm to go through arrangements.

17/80 CONCLUSION OF AUDIT

Debbie advised that PKF Littlejohn had now finished the external audits with only a minor comment. The audit will be displayed on the website.

17/81 FINANCEAccounts paid

RCCE (annual subs)	£52.80
Saxon Fire Ltd (annual inspection)	£70.08
Paul Clark Printing	£84.00
Eon	£43.23

Monies Received

Pavilion bookings	£30.00
Eon credit	£2.75
ECC verge cut payment	£602.99

Accounts to be paid

Mrs D Hilliard (transparency code)	£40.50
------------------------------------	--------

Balances as at 12 September 2017

Notional current account	£9,174.25
Notional reserve account	<u>£6,057.82</u>
	£15,232.07
Balance of Bonfire fund	<u>£7,883.38</u>

17/82 TIME, DAY AND DATE OF NEXT MEETING

The next meeting will take place on Thursday 16 November 2017 at 7.30pm in the village hall.

There being no further business to discuss the meeting closed at approximately 8.45pm.

Signed



Dated

16 Nov 17