

STAMBOURNE PARISH COUNCIL

Minutes of the meeting held on Thursday 19 September 2019 at 7.30pm in the village hall, Stambourne

PRESENT:

Mr Martyn Fall (Chair)

Mrs Val Kerrison

Mrs Karen Grant

Cllr Richard Van Dulken (BDC)

Mr Michael Crago

Mr Neil Pyman

Mrs Vanessa Young

CLERK:

Mrs Deborah Hilliard

19/65 Apologies for Absence

Apologies were received and accepted from Andrew Drysdale.

19/66 Minutes of the meeting held on 19 July 2019

The minutes of the meeting held on 19 July 2019 were agreed as a correct record and signed as amended.

19/67 Matters Arising

Community Speedwatch – It was noted that the village is on the waiting list for this.

19/68 Declaration of Interests, personal or prejudicial

None.

19/69 Report of District Councillor

Cllr Van Dulken reported the following items:-

- *Planning Application for land at Chapel End Way* – Cllr Van Dulken attended the BDC Planning Meeting where this item was considered. The application was unanimously refused as it did not fit the criteria and was deemed unsuitable.
- *Councillors' Community Grant* – He reminded the Parish Council that this grant was available if the Parish Council had a project which would benefit from the grant and met the criteria. He will send an application form to the Clerk.
- *Garden Communities* – Consultations are going ahead to see what support, or otherwise, there is for the three proposed new towns in Essex. He referred the Parish Council to the BDC website where there is an opportunity to comment on the proposals.
- *Network Meeting* – Cllr Van Dulken asked when the next meeting was due to take place. The Clerk explained she had tried to set up a meeting through the summer but had struggled to find a date that all parties could agree to. She will try and get a date fixed in the autumn.

19/70 Pavilion

- *Kitchen Refurbishment* – Work is now finished and there has been positive feedback from users. The following items have been installed:-

- New First Aid box.
 - Paper towel holders in toilets
 - Kitchen bin
 - Martyn has installed a plaque in the kitchen, dedicating the new kitchen to Mr Wright, whose bequest made the refurbishment possible.
 - It was noted that an application can be made to the CIF Micro-grant to obtain a new freezer and fridge for the pavilion, to replace the old ones.
- Martyn has installed a new LED light at the end of the pavilion.
 - R Gill have been asked to quote to mend the broken gutter.
 - *Floor Cleaning* – It was agreed to arrange to have the floor deep cleaned after Bonfire Night.
 - *Electrical Fault* – Martyn updated parish councillors on this matter. The fault was discovered on Friday 6 September by the Clerk who opened the pavilion ready for use by a charity bike ride. It was ascertained that some exploratory digging undertaken in the churchyard by contractors on behalf of the church authorities had uncovered a cable. The Church contacted UK Power Network who visited and it is thought that something had happened to cut the power to the Pavilion. The Clerk contacted UK Power Network to report the fault. An engineer visited and confirmed it was likely the events were linked. The engineer was able to make a temporary fix to reinstate electricity to the pavilion. He advised a full repair would be needed and his report should ensure this work takes place. The church authorities have been advised of events and the situation will be monitored. It is hoped a full repair will be completed before bonfire night on 2 November 2019.
 - *Wheelchair Access* – A request has been made to improve wheelchair access to the pavilion. Although a ramp is available a recent user had experienced difficulty accessing the pavilion. After discussion it was agreed that the concrete apron at the main front doors could be extended to provide an easier and permanent access. It was agreed that quotes be sought in the New Year and an application be made to the Councillor's Community Grant to help pay for the work. It was agreed that work be carried out in the spring with improved weather.
 - *Pavilion Bookings* – There have been a number of requests to use the pavilion. These were agreed and noted:-
 - 1 October 2019 – open bollards for access to churchyard for gravedigging.
 - 2 October 2019 – open bollards for overflow parking and open pavilion for toilet access for funeral
 - 15 October 2019 – Walking group – toilet access.
 - 28 September 2019 – Church concert – toilet access.
 - 22 December 2019 – Church Carol Service – toilet access. Noted that the water may need to be turned back on for this event.

19/71 Playing Field

The following points were noted:-

- The Clerk confirmed Playdale have been contacted to carry out the repair to the play equipment but have yet to start work. She will follow this up.
- *Grass Cutting* – Arrangements have been made regarding cutting the grass on the playing field given that Mr Hoadly had decided to retire. A meeting took place on site on Monday 9 September 2019 with Mr Hoadly, parish councillors and Mr Turner. It was agreed that a gift be made to Mr Hoadly to thank him for his years of service. It was agreed that Mr and Mrs Hoadly be given vouchers for a meal to the value of approximately £50. Neil will make enquiries as to where they might like to go.

19/72 Highways

The pot hole in Chapel End Way, previously reported, has not yet been repaired.

19/73 Footpaths

The faulty bridge on footpath 13 has been reported to ECC. There was some discussion about another faulty bridge. However, it proved difficult to identify exactly which one was being referred to. The Clerk will walk the area when next convenient to identify which bridge.

19/74 Planning

Application No 19/01664/FUL – Little Tagley – The application was considered. There was some discussion that the replacement building appeared to be designed as separate living accommodation rather than the previous outbuilding. It was agreed to comment “The Parish Council have considered this application. The design is in keeping with similar buildings in the area but has been designed as separate living accommodation rather than an outbuilding. With this in mind, the Parish Council suggest that a restriction be placed that only family members of the main house can occupy the building.” The draft comment will be circulated to parish councillors by the Clerk for agreement before submitting to BDC Planning.

Permitted Development at Greenfields site – It was noted that this proposal is to convert a building into a house. The Parish Council have not been asked for comments as it falls under Permitted Development. The Parish Council will monitor the situation.

19/75 Review and Update of Key Documents

To consider and adopt the updated key documents:-

- Standing Orders
- Financial Regulations
- Policies
 - Budget Virement Policy
 - Co-option Policy
 - Disciplinary Policy
 - Equalities Policy
 - Expenses Policy
 - GDPR
 - Grievance Procedure
 - Health and Safety Policy

- Record Management Policy
- Sickness Absence Policy
- Social Media Policy

It was agreed to adopt the above documents with minor amendments which the Clerk will carry out and recirculate to parish councillors. The Clerk will also look for a Safeguarding Policy.

19/76 Correspondence

Correspondence from Essex Air Ambulance and EALC was noted.

The Clerk will write to Mr and Mrs Dowling to thank them for repainting the telephone box in Chapel End way.

19/77 Bonfire Night

It was agreed that Bonfire Night will be held on Saturday 2 November 2019. A meeting will take place on Thursday 3 October, 7.30pm at Slough Farm.

It was agreed that the playing field will only be opened at weekends from 5 October 2019 onwards for parishioners to bring garden material and wood for the fire.

19/78 Audit 2018-19

The Clerk advised that the external auditors had approved and signed off the accounts for the year 2018-19.

19/79 Finance

Accounts paid since last meeting

Paul Gill (pavilion kitchen)	£5,100
To move bequest from reserve account	£2,000
Mr M Fall (reimburse for pavilion kitchen items)	£195.98
Mr K Hoadley (grass cutting)	£475.00
Birdbrook Parish Council (shared cost training)	£32.50
RCCE (annual subs)	£52.80
Braintree District Council (election costs)	£60.29
Eon (electricity)	£33.84
Mrs D Hilliard (wages)	£725.00

Accounts to be paid

Saxon Fire (annual inspection)	£114.36
CD James (lawnmower)	£114.00
Paul Clark Printing (newsletter)	£52.00
Witham Oil and Paint (paint for Church Rd box)	£94.81
Mrs D Hilliard (expenses)	£20.25

Monies Received

VAT reclaim	£1,598.95
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Balances as at 12 September 2019

Notional current account	£10,985.62
Notional reserve account	£ 4,077.03
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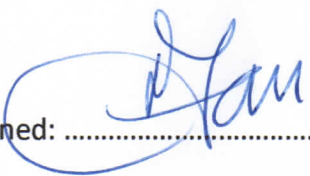
	£15,062.65
Balance of Bonfire fund	<u>£ 6,960.67</u>
	£ 8,101.98

It was agreed that the Clerk can pay bills as per Financial Regulations.

19/80 Date of Next Meeting

The next meeting will take place on Thursday 21 November 2019 at 7.30pm in the village hall.

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

Signed:


Dated:
