

BARLING MAGNA PARISH COUNCIL

www.barling-magna.org.uk

CHAIRMAN:
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CLERK:
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AGENDA

YOU ARE HEREBY SUMMONED TO A MEETING
THE ANNUAL GENERAL MEETING
OF THE BARLING MAGNA PARISH COUNCIL
TO BE HELD AT THE BARLING MAGNA PARISH HALL
Little Wakering Road, Barling
(Following the Annual Parish Meeting at 7.30pm)
THURSDAY 17th MAY 2012.

1. **Election of Chairman for 2012-2013.**

- i To receive nominations for the post of Chairman.
- ii To elect the Chairman for 2012-2013.
- iii Chairman to sign the statutory Declaration of Acceptance of Office.

2. **To Record the Members Present:**

3. **Apologies and reasons for absence:**

To be received by the Clerk in person via: email, letter and telephone.

4. **All Councillors to sign the Statutory Declaration of Acceptance of Office.**

5. **Public Forum:** (5 min per person only)

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

- i To receive statements from members of the public who have expressed an interest in the co-option vacancy on the Parish Council.
- ii Others:

6. **To Receive Declarations of Interests under the Model Code of Conduct:**

Councillors to sign and return their declarations of interests.

7. **Election of Vice-chairman.**

- i To receive nominations for the post of Vice Chairman.
- ii To elect the Vice Chairman for 2012-2013.
- iii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

8. **To receive the Agreed Minutes of the AGM of 12th May 2011.**

Matter Arising:

9. **Standing Orders:**

To discuss:

10. **Financial regulations:**

To discuss:

11. **The Council Risk Assessment:**

To discuss:

12. The Complaints Procedure:

To discuss:

13. Freedom of Information Act:

To discuss:

14. The Data Protection Act:

To discuss:

15. H&S Advisory Committee 2011-2012

The signing off of the H&S Document for the Barling Magna Wildlife Reserve.

16. Representatives on Outside Bodies 2012-2013:

Barling Magna Wildlife Reserve Working group.

i	(3 + members)	Cllrs:
ii	To receive a nomination for the above Chairman:	Councillor:
iii	<u>Public members:</u>	Mr/Mrs/Mss

Village Hall Management Group.

i	(3 members)	Cllrs:
ii	To receive a nomination for the above Chairman:	Councillor:

Health and Safety Committee: (4 Members) Cllrs:

Village Sign Committee: (3 Members) Cllrs:

Crime Prevention. (2 members) Cllrs:

Footpath Rep. (1 member) Cllr:

Internal Audit. (3 Members) Cllrs: Chairman (Ex Officio)

Planning Quorum. (3 Members) Cllrs: Chairman (Ex Officio)

Play Space. (3 Members) Cllrs: Chairman (Ex Officio)

Rochford Hundred Association of Local Councils.

(2 members) Cllrs:

Sea Wall Defence. (1 member) Cllr:

Transport. (1 member) Cllr:

Roach Group: (1 member) Cllrs:

East Area Committee (1 member) Cllr:

Administration Review Advisory Committee (x members)

H&S Advisory Committee (x members).

Village Sign Advisory Committee (x members).

Parish Council Advisory Publicity Committee (x members).

Diamond Jubilee Advisory Committee: (x members).

Parish Plan Steering Committee Meeting of 27th March 2012

(x members).

Advisory Financial Committee: (Chairman, Vice Chairman and Ward Councillor).

Complaints Committee: (Chairman, Vice Chairman and Ward Councillor).

Village Hall Trustees. All serving Councillors and Representatives of the Hall Users.

17. Dates and Times of Meetings:

To agree frequency and timing of meetings 2012-2013.

18. To Receive the Minutes of the Parish Council Meeting of 12th April 2012.

To agree

19. Matters Arising: (not included on the Agenda)

i (Minute 298/i) Security patrol on the haul road.

To report misuse of the haul road, The security Mobile Number 078256 80936 (24 hrs/7days week).

- ii (Minute 298/ii) Website.
 - i The Clerk requested: advertisement flyers for future events, etc.
 - ii Clerk's report of meeting with Richard Kirton, who runs the Wakering website.
- iii (Minute 298/iii) Draft flyer of information and guidance to all horse and car owners.
Draft flyer to be approved by both JB and IK.
- iv (Minute 320) Salt bags to councillors
Councillor Mr S Sterry's report:
- v (Minute 320) Hedge at the corner of Barling Road and Church Road.
Councillor's reports

20. Councillors Action List

To discuss:

21. Administration Review Advisory Committee

(Cllrs: Mr J Allen, Mr R Gardiner, Mr M Steptoe and Mr S Sterry 2011-2012)

- i Charity Information Meeting: The Clerk has arranged a visit from Sue Sheppard on Wednesday the 30th May 2012.
- ii The Clerk's CilCA portfolio will be updated from a new training session on the Power of Competence.
- iii A Quality Parish Council qualification information.
- iv Councillors reports:

22. Diamond Jubilee Advisory Committee: (Cllrs: Mrs J Bulman, Mr R Gardiner and Mrs I Knight).

Councillor Mrs J Bulman's report.

23. Parish Council Advisory Publicity Committee

(Cllrs: Mrs J Bulman, Mr S Sterry, Mr M Steptoe and Mr J Edmunds 2011-2012).

Councillors action updates re: The Minutes of 14th February 2012.

24. To Receive the Minutes of Parish Plan Steering Committee Meeting of 14th May 2012.

Councillor Mr S Sterry's report.

25. To Receive the Minutes of the Village Hall Committee :

- i Councillor reports
- ii A questionnaire will need to be carried out and a business plan adopted for progress to take place.
- iii The V/H footings report, to be supplied by the Clerk.
- iv Councillor Mrs J Bulman's report on a gas supply

26. Village Sign Advisory Committee (Cllrs: Mr R Gardiner, Mrs I Knight and Mr M Steptoe 2011-2012).

- i Councillors reports: Harry Stebbings workshop.
- ii Calculations by CWT.
- iii Builders re: Village Sign base.
- iv Opening by the Vice/Chairman of the RDC.

27. To Receive the Interim updates of the Wildlife Reserve Committee

- i Health and safety - WLR. To receive an e/letter May 2012 from Councillor Mr S Sterry.
- ii Chairman's bimonthly report of 16th April 2012: is received.
- iii The replacement Container:
 - i The Clerk's report re: inspection/delivery.
 - ii Councillors reports.
- iv Mr Pitts and W:R grass cutting.
Mr Pitts contract.
- v Grant Funding:
 - i (Iseki) The Clerk's update.
 - ii The proposed 'Crusader Power Scythes 630' @ £2,450 + vat purchase from 'Does' and financed from WLR funds.
 - iii The proposed 'Crusader Power Scythes 615' @ £1,675 + vat purchase from 'Does' and financed from WLR funds.

- vi **Essex Wildlife Trust.** (Water voles)
To receive an email from Darren Tansley (Essex Wildlife Trust) further to correspondence with Natural England.
- vii **Potential tree hazards**
i The Mitchell Arboriculturist Survey report invoice is received.
ii Tree management programme?
- viii **Map of the Site**
Councillor Mr S Sterry's report:
- ix **The Jubilee Wood.**
i Councillors agreed the format for the flyer for a children's event re: potting/planting of the Jubilee Wood 'whips' on Saturday 2nd June at 10.30am.
ii The 250 A5 flyers delivered to Councillor Mr M Steptoe.
iii An invitation to a dignitary to open the above event.
- 28. Playspace.**
i Strong anti dog poo notices required.
ii Hole in fence report:
- 29. Planning.**
i Application no
- ii **Appeals:** APP/B1550/C/12/2172941 Land north of Ropers Farm.
- iii **Delegated and Development Committee Planning decisions:**
- iv **Alleged Planning Contraventions:**
- 30. Correspondence.**
i To receive an e/letter May 2012 from RDC re: Localism Act 2011 - New Standards Regime.
ii To record a letter May 2012 to Mr C Wood re: invitation to the BMPC AGM for the H&S (WLR) presentation.
iii **Publications and General Information** inc: EALC County Update and Bundles, Making the Links, Fieldwork, Bus timetables, Bus Maps, Meetings open to the Public, etc are placed on the table.
- 31. An Advisory Financial Committee:** (Chairman, Vice Chairman and Ward Councillor).
Councillors report:
- 32. The Annual Audit preparation 2011-2012.**
The Clerk's report:
i i The Asset Register.
ii The WLR asset list.
iii The Village Hall assets list.
ii The WLR Purchase Ledger (Diary) for the Annual Audit.
- 33. Finance.**
i To receive a Financial Statement for the period ending May 2012.
ii The Clerk's report re: PAYE year 2011-2012 completed.
iii Clerk's report re: Annual Audit.
iv To receive an Invoice May 2012 from Mr Pitts invoice 306945 - General Green Maintenance @ £187-00.
v To receive an Invoice May 2012 from Mr Pitts invoice 306947 - Green bins (x 6.) @ £65-00. WL
vi To receive an Invoice May 2012 from HMRC/B Summerfield reimburse BMPC PAYE NIC's 2011-2012 @ £ 339-96.
vii To receive an Invoice May 2012 from EALC/B Summerfield reimburse EALC day course on Planning/Localism @ £35-00.
viii To receive an Invoice May 2012 from GWCA/B Summerfield reimburse Newsletter Summer 2012 @ £70-00.
ix To receive an Invoice May 2012 from B Summerfield reimburse Clerk's Office costs 2011-2012 pro rata @ £485-96.
x To receive an Invoice May 2012 from B Summerfield reimburse Clerk's Fuel costs 2012-2012 @ £186-30.
xi To receive an Invoice May 2012 from A G Mitchell invoice 6110512 - Arboriculture WLR Survey/report @ £270-00. WL
xii To receive an Invoice May 2012 from B Summerfield reimburse Clerk's fuel for Container trip x 56.78 miles @ £25-55.
xiii To receive an Invoice May 2012 from Eurooffice/B Summerfield reimburse tea/coffee/milk/toilets rolls/hand towels @ £60-83. WL
xiv To receive an Invoice May 2012 from CWT Partnership re: Village Sign calculations @ £288-00.

- xv To receive an Invoice May 2012 from Mr T Golab reimburse petrol for tools/bird feeder station @ £28-58.
- xvi To receive an Invoice May 2012 from Trade UK two invoices Worktop, etc / Galvanised Hooks and Band, etc @ £91-03. WL
- xvii To receive an Invoice May 2012 from Annual Insurance Quotations:
AON @ £2,650-00 1st June 2012/2013.
Came and Company @ £1,753-82 1st June 2012/2013.
or 3 year long term agreement @ £1,666-13 per annum.
- xviii To record the payment April 2012 to Mr S Sterry: Cater/refresh P/Plan-Streetlight Consultation Public Meeting @ £ 55-20
- xix To record the payment April 2012 to Mr Pitts re: invoice 306942 - General Green Maintenance @ £ 192-00
- xx To record the payment April 2012 to Mr Pitts re: invoice 306943 - Green bins (x 6.) @ £75-
- xxi To record the payment April 2012 to Makro/Mrs J Bulman re: 5 folding tables @ £239-94
- xxii To record the payment April 2012 to Mr J Allen re: Rochford District Civic Dinner @ £38-00
- xxiii To record the payment April 2012 to EALC/B Summerfield re: Training Day 'General Competence' @ £35-00
- xxiv To record the payment April 2012 to Eurooffice/B Summerfield re: Stationery 3 Laser Toner Cartridges @ £50-37
- xxv To record the payment April 2012 to ICO/B Summerfield re: Data Protection Act registration @ £35-00
- xxvi To record the payment April 2012 to Essex and Suffolk Water re: 21/10/11 -16/03/12 WL Barn @ £25-78
- xxvii To record the payment April 2012 to EALC re: 2077 Annual Subscription 2012-2013 @ £368-99
- xxviii To record the payment April 2012 to A&J Lighting re: invoice 24646 reported lighting fault corrections @ £148-20
- xxix To record the payment April 2012 to Ernest Doe re: Security chain/wildlife gate @ £25-27hook
- xxx To record the payment April 2012 to Jackson/I Knight reimburse 939032 + Gate/yard broom/soft broom/kettle/brush/s @ £117-22
- xxxi To record the payment April 2012 to TradeUK account/T Golab PlumbMait/Brush/ballfeed/Miracgrow/oil/broomhandle @ £37-20.
- xxxii To record the payment April 2012 to TradeUK account /I Knight Spade @ £14-48.
- xxxiii To record the payment April 2012 to TradeUK account /M Pearmain for gate: Cement/plug double socket @ £20-58.
- xxxiv To record the payment April 2012 to Staples/B. Summerfield reimburse Stationery - yellow paper @ £15-99
- xxxv To record the payment April 2012 to Mrs I Knight reimburse March car fuel allowance wildlife work @ 0-45p per mile x 96 @ £43-20.
- xxxvi To record the payment April 2012 to Circle Service/B. Summerfield reimburse Stationery – Map prints @ £6-00
- xxxvii To receive the HSBC bank statements for March 2011 @ £30,000-00.
- xxxviii To receive the D/D E-ON Invoice for Street Lighting @ £300-52.
- xxxix To receive the D/D BT Invoice Village Hall Telephone @ £ 59-65.
- xxxx i The Clerk is keeping a log of hours of 2012 due to the increasing work load.
- xxxxii The Working Times Directive (EU Legislation).
- xxxxiii To resolved all of the above inc: payments, the monthly financial statements, transfers and to countersign cheques.
Proposed by Councillors: seconded and agreed by all.

34. The NatWest Bank

The Clerk's report:

35. Report from Members on Outside Bodies.

To receive verbal reports:

i Monthly Crime report:

ii Flood Watch report:

36. The Roach Group/RHALC/East Area Committee

Councillor reports: The Roach Group
RHALC: Minutes 19th April 2012
East Area Committee

37. Streetlights:

i The Clerk's streetlight modifications report.

ii The Clerk's UK Powernetworks report.

38. Highways/Transport/P3: (Individual and PC complaints to www.essex.gov.uk).

i To receive an e/letter May 2012 from Councillor Mr S Sterry re: Sea Wall footpath.

ii The Clerk's report: FP26 Saint Mary's Church, style at end – 73134.

iii The Clerk's report: FP 30 bottom of Kimberly Road Horse fence consisting only of electric fence tape next to FP – 1942724.

iv To receive an ECC Definitive Map of PROW Modification No 459 (RDC) Order 2012 –FP13.

39. Items from Councillors. For exchange of information and placement on the next Agenda only.

Items:

40. Private and Confidential:

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

i Co-option vacancy:

ii Potential land acquisition.

iii Village Hall:

iv Citizen of the Year

41. Date and time of the next Parish Council Meeting.

To agree:

14th JUNE 2012

7.30pm at the Village Hall, Little Wakering Road, Barling Magna.

13th May 2012.

Mr B Summerfield BMPC Clerk.