

**MINUTES OF THE BARLING MAGNA PARISH COUNCIL**  
**THE ANNUAL GENERAL MEETING**  
**HELD ON THURSDAY 17<sup>th</sup> MAY 2012**  
in THE VILLAGE HALL.

- 1 12/13 **Election of Chairman for 2012-2013.**  
i Two nominations were received for the post of Chairman.  
ii Councillor Mr S Sterry nominated Councillor Mr R Gardiner and Councillor Mr M Steptoe nominated Councillor Mr J Allen.  
iii Councillor Mr J Allen withdrew his willingness to stand in favour of Councillor Mr R Gardiner and supported his nomination.  
iv Councillor Mr R Gardiner was elected as the Chairman for 2012-2013.  
v Councillor Mr R Gardiner duly signed the statutory Declaration of Acceptance of Office.
- 2 12/13 **To Record the Members Present:**  
Councillor Mr R Gardiner, [Chairman]  
Councillors: Mr J Allen, Mrs J Bulman, Mr J Edmunds, Mrs I Knight, Mr M Steptoe and Mr S Sterry.  
**Also present:**  
Members of the public:  
Mr A Biebuyck, Mr and Mrs D Buckley, Mr P Bulman, Mrs J Gardiner, Mr A Jones and Mr C Wood.  
The Parish Clerk, Mr B Summerfield.
- 3 12/13 **Apologies and reasons for absence:**  
To be received by the Clerk in person via: email, letter and telephone.  
Councillor Mr M Pearmain (away) County Councillor Mr R Pearson (unwell).
- 4 12/13 **All Councillors to sign the Statutory Declaration of Acceptance of Office.**  
All Councillors present signed their Statutory Declarations of Acceptance of Office.
- 5 12/13 **Public Forum:** ( 5 min per person only )  
**Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.**  
i Member of the Public Mrs J Gardiner read her application statement of interest in the Councillor co-option vacancy on the Parish Council. There were no questions.  
ii Member of the Public Mr A Jones read his application statement of interest in the Councillor co-option vacancy on the Parish Council. There were no questions.  
iii The Parish Clerk will write to both applicants following the voting decision at the end of the meeting under P&C.  
iv I Mr A Biebuyck, representing Mr and Mrs D Buckley spoke re: an enforcement notice (APP/B1550/C/12/2172941 Land North of Ropers Farm) issued by Rochford District Council, his representation and an application for a Certificate of Lawfulness of Existing Use and Development.  
The 25<sup>th</sup> September 2012 is arranged for a public enquiry.  
ii Mr A Biebuyck requested a further consultation with BMPC at the next meeting on 14<sup>th</sup> June 2012 re: a proposed planning application for environmentally sensitive agriculture on the Land North of Ropers Site.  
v Councillor Mr M Steptoe reported: a full Annual Rochford Council meeting next week – a new committee dealing with Localism – Highways – Bid for broadband – LDC info on the table – MS is likely to be the portfolio Holder for the Environment, etc.
- 6 12/13 **To Receive Declarations of Interests under the Model Code of Conduct:**  
Councillors signed and returned their declarations of interests.
- 7 12/13 **The Chairman allowed** (Agenda item15: H&S Advisory Committee 2011-2012) to be bought forward for the comfort of the public.  
i The H&S Document for the Barling Magna Wildlife Reserve was agreed: in principle as a living document and verbally agreed by the BMPC.  
ii The Chairman proposed a vote of thanks to all concerned in the production of the Health and Safety WLR Manual production especially to Mr Chris Wood and Councillor Mr S Sterry and the H&S Committee.  
Mr C Wood left the meeting.
- 8 12/13 **The Chairman allowed** (Agenda item: 29 Planning) to be bought forward for the comfort of the public.  
i Applications None  
ii **Appeals:** APP/B1550/C/12/2172941 Land north of Ropers Farm was noted.  
iii **Delegated and Development Committee Planning decisions:** None.  
iv **Alleged Planning Contraventions:** None.  
Members of the public left the meeting.
- 9 12/13 **Election of Vice-chairman.**  
i Nominations for the post of Vice Chairman were received for Councillors: Mr M Pearmain, Mr M Steptoe and Mr S Sterry.  
ii A ballot resulted in the election of Councillor Mr S Sterry as the Vice Chairman for 2012-2013.  
iii The Vice-chairman signed the statutory Declaration of Acceptance of Office.
- 10 12/13 **To receive the Agreed Minutes of the AGM of 12<sup>th</sup> May 2011.**  
The Minutes were received and endorsed. There were no Matters Arising:
- 11 12/13 **Standing Orders:**  
i **After discussion it was agreed:**  
i that the item 81. f should be rewritten so that it reflects that the Chairman of the Village Hall Committee will be the Chairman of the Parish Council. (Standing Order 81f to be further discussed).  
ii All PC business to be conducted and decided in Public.  
Both above proposed by Councillor Mr J Allen, seconded by Councillor Mr M Steptoe and agreed by all.

- ii Questions raised: Email use, Official dot Gov account, forwarding addresses on the Agenda and verify if the server is holding copies of the forwarded emails (if yes, for how long)? - next Agenda items.

## 12 <sup>12/13</sup> Financial regulations:

To be discussed at an Extraordinary Meeting held on the 30<sup>th</sup> October 2012.

## 13 <sup>12/13</sup> The Council Risk Assessment:

To be agreed at the next meeting.

## 14 <sup>12/13</sup> The Complaints Procedure:

To be agreed at the next meeting.

## 15 <sup>12/13</sup> Freedom of Information Act:

To be agreed at the next meeting.

## 16 <sup>12/13</sup> The Data Protection Act:

To be agreed at the next meeting.

## 17 <sup>12/13</sup> Representatives on Outside Bodies 2012-2013:

### Barling Magna Wildlife Reserve Committee.

- i (4 Councillor members) Cllrs: Mr Gardiner, Mrs I Knight, Mr M Pearmain and Mr S Sterry.  
 ii 2012-2013 Public members: Mr Tony Golab.  
 iii Chairman – to be agreed subject to the Standing Orders 81f modification by the PC (Minute 11 <sup>12/13</sup> Standing Orders/i) above.

### Village Hall Management Committee:

- i (4 members)

Cllrs: Mrs J Bulman, Mr R Gardiner, Mrs I Knight, vacancy and representatives of the Hall Users

- ii Chairman as previously resolved:

Cllr: Mr R Gardiner Parish Council Chairman.

### Advisory Health and Safety Committee

Cllrs: Mr Gardiner, Mrs I Knight, Mr M Pearmain, Mr S Sterry and member of the public Mr C Wood.

Crime Prevention. (1 members)

Cllr: Mrs J Bulman

Footpath Rep. (1 member)

Cllr: Mrs I Knight

Advisory Internal Audit. (3 Members)

Cllrs: Mr R Gardiner, Mr M Steptoe, and Mr S Sterry.

Advisory Planning Quorum. (3 Members)

Cllrs: Mr R Gardiner and any two members.

Advisory Play Space. (3 Members)

Cllrs: Mr R Gardiner, Mrs J Bulman and Mr J Edmunds.

### Rochford Hundred Association Local Councils.

(3 members)

Cllrs: Mr J Allen, Mr R Gardiner and Mr S Sterry

Sea Wall Defence. (1 member)

Cllr: Mr S Sterry

Transport. (1 member)

Cllr: Mr S Sterry.

### Roach Group:

Cllrs: Mr R Gardiner.

### East Area Committee:

Cllr Any one Member .

### Advisory Administration Review Committee

Cllrs: Mr J Allen, Mr R Gardiner, Mr M Steptoe and Mr S Sterry

### Advisory Parish Council Publicity Committee (2 members)

Cllr: Mr S Sterry and vacancy.

### Parish Plan Steering Committee: (3 members)

Cllrs: Mrs J Bulman, Mrs I Knight and Mr S Sterry.

### Advisory Financial Committee:

Chairman, Vice Chairman and Ward Councillor.

### Complaints Committee (Model Code of Conduct):

Chairman, Vice Chairman and Ward Councillor.

### Advisory Charity Status Committee (4 members)

Cllrs: Mrs J Bulman, Mrs I Knight, Mr R Gardiner and Mr M Steptoe.

### Advisory Village Centre Committee (4 members)

Cllrs: Mrs J Bulman, Mrs I Knight, Mr R Gardiner and Mr M Steptoe.

### Village Hall Custodian Trustees.

All serving Councillors.

## 18 <sup>12/13</sup> Dates and Times of Meetings:

The Draft frequency and timing of meetings 2012-2013 document was circulated to all.

Thursday	17	May	2012.	AGM.
Thursday	14	June	2012.	
Thursday	12	July	2012.	
Thursday	9	August	2012.	
Thursday	11	October	2012.	
Thursday	8	November	2012.	
Thursday	13	December	2012.	
Thursday	10	January	2013.	
Thursday	14	February	2013.	
Thursday	14	March	2013.	
Thursday	11	April	2013.	
Thursday	9	May	2013.	AGM.

## 19 <sup>12/13</sup> To Receive the Minutes of the Parish Council Meeting of 12<sup>th</sup> April 2012.

The Council resolved to agree.

Proposed by Councillors: Mr M Steptoe, seconded by Mr J Edmunds and agreed by all.

The Chairman signed the Minutes as a correct record.

## 20 <sup>12/13</sup> 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 report of his meeting with Richard Kirton, who runs the Wakering website.

RK will produce an updated website for the BMPC at a cost of £150-00 to a local named charity plus website costs.

Councillors to look at the Wakering web site for guidance.

- iii (Minute 298/iii)

Draft flyer of information and guidance to all horse and car owners.

The final draft flyer to include the PC name at the top, for approval at the next meeting.

- iv (Minute 320)

Salt bags to councillors

Councillor Mr S Sterry's report to the next Agenda.

- v (Minute 320) Hedge at the corner of Barling Road and Church Road.  
Councillor's reports: none.
- 21 12/13 Councillors Action List  
was updated.
- 22 12/13 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 (RCCE) on Wednesday the 30<sup>th</sup> 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 to the next Agenda.  
iv Councillors reports: None.
- 23 12/13 Diamond Jubilee Advisory Committee: (Cllrs: Mrs J Bulman, Mr R Gardiner and Mrs I Knight).  
Councillor Mrs J Bulman reported all in hand and Councillors volunteers running the bars.
- 24 12/13 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 14<sup>th</sup> February 2012 to the next meeting.
- 25 12/13 To Receive the Minutes of Parish Plan Steering Committee Meeting of 14<sup>th</sup> May 2012.  
The Clerk reported that the questionnaire had been completed to the halfway point.  
Next meeting on 11<sup>th</sup> June 2012.
- 26 12/13 To Receive the Minutes of the Village Hall Committee :  
i The next meeting is on 29<sup>th</sup> May 2012.  
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 reported a gas supply is being investigated.
- 27 12/13 Village Sign Advisory Committee (Cllrs: Mr R Gardiner, Mrs I Knight and Mr M Steptoe 2011-2012).  
i Councillors reports: Harry Stebbings workshop is delivering the Sign and post on Saturday 19<sup>th</sup> May.  
ii i Two builders quotations were received: Hillstead @ £1,734 + vat and Jacksons @ £1,865 inc vat where appropriate.  
ii Resolved that Jackson builders quotation is accepted.  
Proposed by Councillors: Mr M Steptoe, seconded by Mrs I Knight and agreed by all.  
iii The Clerk reported:  
i Calculations for the base by CWT have been received.  
ii Jackson Builders (with the calcs for the Village Sign) have agreed to start the base next Tuesday 22<sup>nd</sup> May.  
iii Highways have been informed and information requested supplied.  
iv Opening of the Sign by the Vice/Chairman of the RDC has been organized.
- 28 12/13 To Receive the Interim updates of the Wildlife Reserve Committee  
i i Health and safety - WLR. To receive an e/letter of May 2012 from Councillor Mr S Sterry re: risks and injuries.  
ii Chairman Councillor Mrs I Knight reported that there had been no WLR meeting called since receiving the above.  
ii Chairman's bimonthly report of 16<sup>th</sup> April 2012: is received.  
iii The replacement Container:  
i The Clerk reported re: his visit and inspection of the container which was forwarded by email by all.  
ii Councillors discussed and agreed the Clerk to order the Container as viewed.  
iii Councillor Mr M Steptoe made his opposition known to a container in the Reserve.  
iv Members agreed the WLR Committee to review the presence of the container in due course.  
iv Mr Pitts and W/R grass cutting.  
It was agreed the WLR Committee to review Mr Pitts contract for the WLR.  
v Grant Funding:  
i (Iseki) a further grant source (50%) is being sought by the Clerk.  
ii Crusader Power Scythes:  
Resolved: The 'Crusader Power Scythes 630' @ £2,450 + vat to be purchased from 'Does'.  
Proposed by Councillors: Mrs I Knight, seconded by Mrs J Bulman and agreed by all.  
vi Essex Wildlife Trust. (Water voles)  
i An email from Darren Tansley (Essex Wildlife Trust) further to correspondence with Natural England, giving clearance with no licence required for the minimal Water Vole disturbance at the proposed borrowdyke bridge crossing.  
ii Darren Tansley advises to keep the banks 'strimmed off' either side of the crossing, as before.  
vii Potential tree hazards  
i The Mitchell Arboriculturist Survey report invoice is received.  
ii Tree management programme is reported in progress.  
viii Map of the Site  
Councillor Mr S Sterry's report in the WLR Chairman's hands.  
ix The Jubilee Wood.  
i Councillors agreed the format for the flyer for a children's event re: potting/planting of the Jubilee Wood Saturday 2<sup>nd</sup> June at 10.30am.  
ii The 250 A5 flyers were delivered to Councillor Mr M Steptoe by the Clerk and to the school and others  
iii An invitation to a dignitary to open the above event will go out when numbers are indicated.  
x Health and Safety  
The H&S manual to be upgraded to include Petrol Storage and COSH sheets.
- 29 12/13 Playspace.  
i Strong anti dog poo notices required.  
ii Hole in fence reported in progress.
- 30 12/13 Correspondence.  
i i To receive an e/letter May 2012 from RDC re: Localism Act 2011 - New Standards Regime.

ii The Council agreed to align the Parish Councils Code of Conduct re: the new Standards regime, with Rochford District Council.

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 were placed on the table.

### 31 12/13 The Advisory Financial Committee: (Chairman, Vice Chairman and Ward Councillor).

i Councillors reported the recommendation that Came and Company to be the new Parish Insurance providers through Aviva Insurance and that the April financial balances reflected approximately the assessment of last November 2011.

ii Resolved that Came and Company (Aviva) are the new Parish Council insurance providers for three years @ £1,666-13 per annum.

Proposed by Councillors: Mr M Steptoe, seconded by Mr J Edmunds and agreed by all.

### 32 12/13 The Annual Audit preparation 2011-2012.

The Clerk's report:

i The Asset Register had not been updated for the Annual Audit 31<sup>st</sup> March 2012.

ii The WLR asset list is now received post Audit.

iii The Village Hall assets list is now received post Audit.

iv The WLR Purchase Ledger (Diary) has not been kept correctly and is now received, post Audit.

### 33 12/13 Finance.

i A Financial Statement for the period ending May 2012 was recorded.

ii The Clerk reported the PAYE year 2011-2012 is completed.

iii i The Annual Audit Return and Internal Auditors report were received by the Council was recorded.

ii Chairman and Clerk signed the Annual Audit Return on behalf of the Council was recorded.

iii Chairman and Clerk signed the Annual Governance Statement on behalf of the Council was recorded.

iv An Invoice May 2012 from Mr Pitts invoice 306945 - General Green Maintenance @ £187-00 was recorded.

v An Invoice May 2012 from Mr Pitts invoice 306947 - Green bins (x 6.) @ £65-00. WL was recorded.

vi An Invoice May 2012 from EALC/B Summerfield reimburse EALC day course on Planning/Localism @ £35-00 was recorded.

viii An Invoice May 2012 from GWCA/B Summerfield reimburse Newsletter Summer 2012 @ £70-00 was recorded.

ix An Invoice May 2012 from B Summerfield reimburse Clerk's Office costs 2011-2012 pro rata @ £485-96 was recorded.

x An Invoice May 2012 from B Summerfield reimburse Clerk's Fuel costs 2012-2012 @ £186-30 was recorded.

xi An Invoice May 2012 from A G Mitchell invoice 6110512 - Arboriculture WLR Survey/report @ £270-00. WL was recorded.

xii An Invoice May 2012 from B Summerfield reimburse Clerk's fuel for Container trip x 56.78 miles @ £25-55 was recorded.

xiii An Invoice May 2012 from Eurooffice/B Summerfield reimburse tea/coffee/milk/toilets rolls/hand towels @ £60-83. WL was recorded.

xiv An Invoice May 2012 from CWT Partnership re: Village Sign calculations @ £288-00 was recorded.

xv An Invoice May 2012 from Mr T Golab reimburse petrol for tools/bird feeder station @ £28-58 was recorded.

xvi An Invoice May 2012 from Trade UK two invoices Worktop, etc / Galvanised Hooks and Band, etc @ £91-03. WL was recorded.

xvii An Invoice May 2012 from: Came & Co a 3 year long term agreement @ £1,666-13 per annum was recorded.

xviii The payment April 2012 to Mr S Sterry: Cater/refresh P/Plan-Streetlight Consultation Public Meeting @ £ 55-20 was recorded.

xix The payment April 2012 to Mr Pitts re: invoice 306942 - General Green Maintenance @ £ 192-00 was recorded.

xx The payment April 2012 to Mr Pitts re: invoice 306943 - Green bins (x 6.) @ £75- 00 was recorded.

xxi The payment April 2012 to Makro/Mrs J Bulman re: 5 folding tables @ £239-94 was recorded.

xxii The payment April 2012 to Mr J Allen re: Rochford District Civic Dinner @ £38-00 was recorded.

xxiii The payment April 2012 to EALC/B Summerfield re: Training Day 'General Competence' @ £35-00 was recorded.

xxiv The payment April 2012 to Eurooffice/B Summerfield re: Stationery 3 Laser Toner Cartridges @ £50-37 was recorded.

xxv The payment April 2012 to ICO/B Summerfield re: Data Protection Act registration @ £35-00 was recorded.

xxvi The payment April 2012 to Essex and Suffolk Water re: 21/10/11 -16/03/12 WL Barn @ £25-78 was recorded.

xxvii The payment April 2012 to EALC re: 2077 Annual Subscription 2012-2013 @ £368-99 was recorded.

xxviii The payment April 2012 to A&J Lighting re: invoice 24646 reported lighting fault corrections @ £148-20 was recorded.

xxix The payment April 2012 to Ernest Doe re: Security chain/wildlife gate @ £25-27 was recorded.

xxx The payment April 2012 to Jackson/I Knight reimburse 939032 + Gate/yard broom/soft broom/kettle/brush/s @ £117-22 was recorded.

xxxi The payment April 2012 to TradeUK account/T Golab PlumbMait/Brush/ballfeed/Miracgrow/oil/broomhandle @ £37-20 was recorded.

xxxii The payment April 2012 to TradeUK account /I Knight Spade @ £14-48 was recorded.

xxxiii The payment April 2012 to TradeUK account /M Pearmain for gate: Cement/plug double socket @ £20-58 was recorded.

xxxiv The payment April 2012 to Staples/B. Summerfield reimburse Stationery - yellow paper @ £15-99 was recorded.

xxxv The payment April 2012 to Mrs I Knight reimburse March car fuel wildlife work @ 0-45p per mile x 96 @ £43-20 was recorded.

xxxvi The payment April 2012 to Circle Service/B. Summerfield reimburse Stationery – Map prints @ £6-00 was recorded.

xxxvii The HSBC bank statements for March 2011 @ £30,000-00 was recorded.

xxxviii The D/D E-ON Invoice for Street Lighting @ £300-52 was recorded.

xxxix The D/D BT Invoice Village Hall Telephone @ £ 59-65 was recorded.

xxxx i The Clerk is keeping a log of hours of 2012 due to the increasing work load was recorded.

xxxxii ii The Working Times Directive (EU Legislation) has an opt-out clause was recorded.

xxxxiii Resolved all of the above inc: payments, the monthly financial statements, transfers and countersigned cheques.

Proposed by Councillors: Mr M Steptoe seconded Mr J Allen and agreed by all.

### 34 12/13 The NatWest Bank

The Clerk reported: Mr Mark Dobson, Business Manager has gathered all the available information from the local banks, for the Mandate at Barclays Bank, High Street, Southend. They are open on Saturdays between 9.30 am and 4 pm.

His contact number is 0777 5555 701.

Some information has been lost!!

Councillors Mr J Allen and Mr M Pearmain to fill in application forms and visit with ID.

Councillor Mrs I Knight to visit with ID.

### 35 12/13 Report from Members on Outside Bodies.

To receive verbal reports:

i Monthly Crime report: None.

ii Flood Watch report: None.

### 36 12/13 The Roach Group/RHALC/East Area Committee

Councillor reports:

The Roach Group have agreed to meet twice a year with Chairmen only and Agenda items from the four Councils.

RHALC: Minutes 19<sup>th</sup> April 2012 were received

East Area Committee meeting TBA.

**37** 12/13 Streetlights:

- i The Clerk's analysis of the streetlight modifications are in hand but held up by information with the Internal Auditor.
- ii The UK Powernetworks paperwork is awaited re: No 6 Church Road.

**38** 12/13 Highways/Transport/P3: ( Individual and PC complaints to [www.essex.gov.uk](http://www.essex.gov.uk) ).

- i To receive an e/letter May 2012 from Councillor Mr S Sterry re: Sea Wall footpath was recorded.
- ii The Clerk's report: FP26 Saint Mary's Church, style at end – 73134 was recorded.
- iii To receive an ECC Definitive Map of PROW Modification No 459 (RDC) Order 2012 –FP13 was recorded.

**39** 12/13 Items from Councillors. For exchange of information and placement on the next Agenda only.

Items: None

**40** 12/13 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 The Potential land acquisition.
- iii Village Hall:

**41** 12/13 Date and time of the next Annual General Meeting.

Agreed: **9<sup>th</sup> MAY 2013**

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

**42** 12/13 Date and time of the next Parish Council Meeting.

Agreed: **14<sup>th</sup> JUNE 2012**

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

There being no further business the Chairman closed the meeting at 10.40 pm.

10<sup>th</sup> June 2012.

Mr B Summerfield  
BMPC Clerk.