

MINUTES
OF THE BARLING MAGNA PARISH COUNCIL MEETING
HELD ON THURSDAY 14th JUNE 2012
 in THE BARLING VILLAGE HALL.

- 43** 12/13 **To Record the Members Present:** 7.31 pm.
 Councillor Mr R Gardiner, [Chairman]
 Councillors: Mr J Allen, Mr J Edmunds, Mrs I Knight, Mr M Pearmain, Mr M Steptoe and Mr S Sterry.
Also present:
 Members of the public: Mr A Jones (prospective Councillor) Mr A Biebuyck, Mr and Mrs D Buckley
 The Parish Clerk, Mr B Summerfield.
- 44** 12/13 **Apologies and reasons for absence:**
 Received by the Clerk in person via: email, letter and telephone.
 Councillors: Mrs J Bulman (unwell).
- 45** 12/13 **To Receive Declarations of Interests:**
 i All Councillors (as the Parish Council) declare an interest in the item: Village Hall Committee (as Trustees).
 ii All Councillors as the Parish Council declare an interest in the item: Playspace.
 iii All Councillors as the Parish Council declare an interest in the item: Barling Wildlife Reserve.
 iv Councillor Mr M Steptoe has declared an interest as a governor of the Barling Primary School.
 v District and Barling Magna Parish Councillor Mr M Steptoe has declared a possible conflict of interests in planning applications when representing the Parish Council at District level and therefore would:
 i judge each Planning application with that in mind
 ii declare the personal interest conflict, when it arose
 iii will not make up his mind (for or against) until the application comes before the District Council.
 iv reserves the right to change his mind.
 vi The Clerk advised all Councillors to update their 'Declaration of Interests' (lodged at the RDC).
- 46** 12/13 **Co-option of a Councillor:**
 i i The co-option of Mr A Jones as a BMPC Councillor.
 ii Mr A Jones signed the statutory Declaration of Acceptance of Office.
 iii Councillor Mr A Jones signed and return his declarations of interests under the Model Code of Conduct.
 ii i Councillor Mr M Pearmain signed his Declaration of Acceptance of Office.
 ii Councillor Mr M Pearmain signed and return his declarations of interests under the Model Code of Conduct.
- 47** 12/13 **Guest Speaker:** None.
- 48** 12/13. **Public Forum: (5 min per person only)** 7.36 pm.
 Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.
 Ward Councillor Mr M Steptoe declared an interest in the next item as the Ward District Councillor and left the meeting.
 i Mr A Biebuyck spoke on behalf of Mr and Mrs D Buckley re: their environmental plans for development at their address, Land North of Ropers Farm, Barling.
 ii Mr A Biebuyck, Mr and Mrs D Buckley thanked the Council and left the meeting. 7.41 pm.
 iii Ward Councillor Mr M Steptoe rejoined the meeting and reported: fence on footpath, may be a planning issue – FP's are 1 meter wide – Houseboat in Barling Creek, planning are informed – Kimberley/LWR Ditch falling in, district engineer is looking into it – Grass verges not cut, Pinnacle (based on Canvey) are moving to a new site in Hockley Woods for better coverage – Byway 16 The Broomway, the District Council's visit to Foulness were allegedly looking at the wrong area – Contamination monitoring since the 1953 flood on Foulness and Potton Island reports – RDC love our streets are trialing 'apps' for reporting potholes – a district committee for potholes/road issues, ring Councillor Steptoe.
- 49** 12/13 **To Receive the Minutes of the AGM of 17th May 2012.** 7.57 pm.
 The Council resolved to agree the Minutes above with the addition of: Councillor Mr S Sterry left the meeting after Agenda item 16 (the Data Protection Act) and the word (Draft) to be added after Representatives on Outside Bodies 2012-2013. Proposed by Councillors: Mr M Steptoe, seconded by Mr J Edmunds and agreed by all.
 The Chairman signed the Minutes as a true record.
- 50** 12/13 **Matters Arising** (not included on the Agenda)
 i (Minute 20/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 20/ii) Website.
 i The Clerk's request: advertisement flyers for future events, etc and updates.
 Photographs from the Jubilee, Sign opening and Whip planting to go on the website.
 ii i Councillors had looked at the Wakering web site and reported pleased with the format.
 ii Councillor Mr A Jones volunteered to give advice on the new website.
 iii Clerk to contact Richard Kirton to arrange a talk.
 iii (Minute 20/iii) Draft flyer of information and guidance to all horse and car owners.
 Agreed the final draft flyer to go to the Publicity Advisory Committee.
 iv (Minute 20/iv) Salt bags to councillors
 Councillor Mr S Sterry reported half dozen bags to deliver.
 v (Minute 20/v) Hedge at the corner of Barling Road and Church Road.
 The Clerk reported the hedge belongs to Mr Bill Pavelin.
 vi (Minute 11/ii) Councillors 'dot gov' emails, etc
 i The Clerk's reported that the RDC dot.gov email are recorded and kept for three years.
 ii Councillor Mr S Sterry recorded that he wants a 'dot gov' email address for all BMPC business.

- iii Councillor Mr M Steptoe is enquiring at the RDC.
- iv The Clerk to enquire via the EALC.

51 12/13 Councillors Action List

Was discussed

52 12/13 Charity Information Meeting

- i The notes of the Charity Information Meeting with Sue Sheppard (RCCE) on Wednesday the 30th May 2012 were received.
- ii To discuss the results of the RCCE advice on the Lease's for the WLR and V/H is not yet received: To the next Agenda.

53 12/13 Standing Orders 81 f:

- i As resolved at the last meeting:
The Chairman of the Village Hall Committee will be the Chairman of the Parish Council.
- ii As resolved at this meeting:
The Chairman of the Wildlife Reserve Committee will be the Chairman of the Parish Council.
- iii All PC business to be agreed at Public meetings: as Standing Order 82.
Proposed by Councillor Mr S Sterry, seconded by Councillor Mr J Edmunds and agreed by all.

54 12/13 Financial Regulations:

Agreed: to be discussed at an Extraordinary Meeting held on the 30th October 2012.

55 12/13 The Council Risk Assessment June 2012:

- i Resolved: the BMPC Risk Assessment June 2012 was agreed.
Proposed by Councillors: Mr J Allen, seconded by Mr S Sterry and agreed by all.
The Chairman signed the assessment.
- ii All BMPC public events:
 - i The Clerk's advice: that one or more Councillor/s should have the responsibility for producing and carrying out Risk Assessments for all BMPC public events, was referred to the H&S Advisory Committee.
 - ii The Clerk's recommendation that any Risk Assessment to be carried out before the events with the actual inspection times signed off on the assessment, to be considered by the H&S Advisory Committee.

56 12/13 The Standing Orders Complaints Procedure:

- i The Standard information format was agreed.

57 12/13 The adoption of the wording of the new Code of Conduct (in line with the RDC).

- i The Clerk read to the Council the suggested wording of the new Code of Conduct adoption.
- ii Resolved: Barling Magna Parish Council to adopt the same Code of Conduct as the Rochford District Council, subject to amendments to be made by the District Council to take account of the provisions of forthcoming regulations relating to registration and disclosure of interests. The Code of Conduct to be effective from 1st July 2012 or such date as may be appointed by the Secretary of State for the provisions of Section 27 of the Localism Act 2011 to come into force.
The BMPC agrees to be bound by the Code and any findings of the Standards Committee in respect of its members.
Proposed by Councillor, Mr S Sterry, seconded by Councillor Mr J Allen and agreed by all.

58 12/13 Standing Orders 78 c:

- i An 'in house' formal procedure, in the case of Councillor/s acting outside the Standing Orders, Financial Regulations, etc was discussed.
- ii Resolved:
 - i The Clerk will offer verbal advice to a Councillor/s allegedly acting outside the Standing Orders, Financial Regulations, etc.
 - ii The Clerk will follow up with an emailed advice to the Councillor/s.
 - iii The Councillor/s to respond by email to the Clerk.
 Proposed by Councillor, Mr S Sterry, seconded by Councillor Mr R Gardiner and agreed by all
- iii The above to operate from this resolution of 17th June 2012.
- iv The Clerk agreed any previous alleged councillor/s discrepancies to be waived.

59 12/13 Freedom of Information Act:

Was agreed.

60 12/13 The Data Protection Act:

Was agreed.

61 12/13 Representatives on Outside Bodies 2012-2013:

Resolved:

Proposed by Councillor, Mrs I Knight, seconded by Councillor Mr M Pearmain and agreed by all
Barling Magna Wildlife Reserve Committee.

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| i | (4 Councillor members) | Cllrs: Mr Gardiner, Mrs I Knight, Mr M Pearmain and Mr S Sterry. |
| ii | <u>Public members 2012-2013:</u> | Mr Tony Golab. |
| iii | Chairman as resolved: | Cllr: Mr R Gardiner the Parish Council Chairman. |
| <u>Village Hall Management Committee:</u> | | |
| i | (4 members) | Cllrs: Mrs J Bulman, Mr R Gardiner, Mrs I Knight, Mr A Jones.
and representatives of the Hall Users. |
| ii | Chairman as previously resolved: | Cllr: Mr R Gardiner the Parish Council Chairman. |
| <u>Advisory Health and Safety Committee</u> | | |
| | | Cllrs: Mr Gardiner, Mrs I Knight, Mr M Pearmain.
and member of the public Mr C Wood. |
| | <u>Crime Prevention.</u> | Cllr: Mrs J Bulman. |
| | (1 members) | Cllr: Mrs I Knight. |
| | <u>Footpath Rep.</u> | Cllrs: Mr R Gardiner, Mr M Steptoe, and Mr J Allen. |
| | (1 member) | Cllrs: Mr R Gardiner and any two members except Mr M Steptoe
(as Ward Councillor). |
| | <u>Advisory Internal Audit.</u> | Cllrs: Mr R Gardiner, Mrs J Bulman and Mr J Edmunds. |
| | (3 Members) | |
| | <u>Advisory Planning Quorum.</u> | |
| | (3 Members) | |
| | <u>Advisory Play Space.</u> | |
| | (3 Members) | |
| | <u>Rochford Hundred Association Local Councils.</u> | |
| | (3 members) | Cllrs: Mr J Allen, Mr R Gardiner and Mr S Sterry. |
| | <u>Sea Wall Defence.</u> | Cllr: Mr S Sterry. |
| | (1 member) | |

Roach Group:

East Area Committee:

Advisory Administration Review Committee

Advisory Parish Council Publicity Committee (2 members)

Parish Plan Steering Committee: (3 members)

Advisory Financial Committee:

Complaints Committee (Model Code of Conduct):

Advisory Charity Status Committee (4 members)

Advisory Village Centre Committee (4 members)

Village Hall Custodian Trustees.

Cllr: Mr R Gardiner.

Cllr Any one Member except Mr M Steptoe (as Ward Councillor).

Cllrs: Mr J Allen, Mr R Gardiner, Mr M Steptoe.

Cllr: Mr M Steptoe and Mr A Jones.

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

Chairman, Vice Chairman and Ward Councillor.

Chairman, Vice Chairman and Ward Councillor.

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

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

All serving Councillors.

62 12/13 Parish Council Advisory Publicity Committee

Councillors reported that the new Advisory Publicity Committee is to meet:

63 12/13 To Receive the Minutes of Parish Plan Steering Committee Meeting of 11th June 2012.

i The Minutes were received.

ii Councillor Mr S Sterry reported that Mr I Horncastle has become the Chairman of the Committee and that the second half of the Draft Parish Plan Survey, has been completed.

64 12/13 To Receive the Minutes of the Village Hall Committee of 29th May 2012:

i The above were received.

ii The Clerk has received names of members of the users of the Village Hall who are interested in being part of the future Village Hall Steering Committee.

iii Quiz Night report: 67 persons attended raising £401 for the VH Committee funds.

65 12/13. Village Sign:

i Councillors reports: Harry Stebbings workshop delivered the Sign and post on Saturday 19th May 2012.

ii The Post length was immediately noticed as being too short by Councillor Mr R Gardiner who notified Harry Stebbings of the discrepancy.

iii The Clerk reported: New required updated calculations/costs from CWT was necessary for a new longer post incurring a cost of £80 + vat.- Jackson Builders (with new calcs for the Village Sign base and steels) had incurred further costs as reflected in their bill.

iv The Clerk to write with the agreed new length post to Harry Stebbings Workshop to follow up his telephone conversation with them on the necessity of the post fitting fully into the base of the socket together with the Council agreed (two feet extra) in the body of the post.

v The supplied incorrect post was erected for the opening of the Sign on Jubilee Street Party day and then removed later as a safety precaution, as the post did not match the CWT calculations.

vi The official opening of the Sign by the Vice/Chairman of the RDC, Councillor Mrs B Wilkins was carried out on Sunday 3rd June 2012 followed by a blessing by the Reverent Alun Hurd and the Reverent Brown.

vii Councillor Mr S Sterry agreed to deal with the old post and organize the bricks.

66 12/13 Diamond Jubilee Street Party:

Reports indicated a wet party that went well.

67 12/13 To Receive the Interim updates of the Wildlife Reserve Committee

This item moved to the imminent Meeting of 19th June 2012.

i Health and safety - WLR. Update: ii To receive the Chairman's bimonthly report of June 2012: iii The replacement Container: Update: iv Mr Pitts and W/R grass cutting. Mr Pitts contract for the WLR to discuss v Grant Funding: I (Iseki) a further grant source (50%) is being sought by the Clerk. ii Crusader Power Scythe: Update: vi Potential tree hazards Tree management programme update: vii The Jubilee Wood. The children's event re: potting/planting of the Jubilee Wood 'whips' on Saturday 2nd June at 10.30am.

68 12/13 Playspace.

i Strong anti dog notices are required.

ii Mr Pitts has repaired the fence three times.

69 12/13 Planning.

i New Application no None

ii Appeals: None

iii Delegated and Development Committee Planning decisions: None

iv Alleged Planning Contraventions: None

70 12/13 Correspondence.

i Letters of 18th May 2012 to both applicants for co-option as Councillors were recorded.

ii An e/letter 24th May 2012 to Came and Company (Aviva) re: New business and long term contract were recorded.

iii An e/letter 30th May 2012 to CiF, Essex CC re: Cif/6 claims for the container and replacement Village Sign was recorded.

iv 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.

71 12/13 Finance.

i A Financial Statement for the period ending 7th June 2012 was recorded.

ii Mr T Golab's indicated self employed position for the HMRC; is reported he will be confirming in writing, was recorded.

iii An Invoice June 2012 from Mr Pitts invoice 76152 - General Green Maintenance @ £242-00 was recorded.

iv An Invoice June 2012 from Mr Pitts invoice 28001 - Green bins waste/litter disposal @ £75-00. WL was recorded

v An Invoice June 2012 from CWT Partnership invoice A 5187 Sign Base + extra calculations @ £96-00 was recorded.

vi An Invoice June 2012 from Jackson Builders invoice 091 -Village Sign Base + extra works @ £2,025-00 was recorded.

vii An Invoice June 2012 from Essex Playing fields invoice Annual subscription @ £25-00 was recorded.

viii An Invoice June 2012 from UK Powernetworks invoice 401126083 - Church Road connection @ £656-60 was recorded.

ix An Invoice June 2012 from Mrs J Hindley invoice Annual Internal Audit and Annual Return @ £220-00 was recorded.

x An Invoice June 2012 from Mr T Golab reimburse Petrol for tools @ £28-07. WL was recorded

xi I An Invoice June 2012 from Came & Co Insurance update for Container (£2,600 + contents at £10,000) and Village Sign (£3,500) @ £62-88 was recorded.

ii Councillor Mrs I Knight received the employment Insurance Certificate for display in the WLR Barn.

The Chairman allowed:

- xii An Invoice June 2012 RCCE re: invoice Annual subscription 2012-2013 @ £55-00 was recorded.
- xiii An Invoice June 2012 Mr Pitts re: invoice 76154 - Repeated repairs to the fence at the Playspace @ £11-00 was recorded.
- xiv An Invoice June 2012 Mrs I Knight re: reimburse Extending Tree Lopper @ £6-99. WL was recorded
- xv The payment May 2012 to Mr Pitts invoice 306945 - General Green Maintenance @ £187-00 was recorded.
- xvi The payment May 2012 to Mr Pitts invoice 306947 - Green bins (x 6.) @ £65-00. WL was recorded
- xvii The payment May 2012 to EALC/B Summerfield reimburse EALC day course on Planning/Localism @ £35-00
- xviii The payment May 2012 to GWCA/B Summerfield reimburse Newsletter Summer 2012 @ £70-00 was recorded
- xix The payment May 2012 to B Summerfield reimburse Clerk's Office costs 2011-2012 pro rata @ £485-96 was recorded
- xx The payment May 2012 to B Summerfield reimburse Clerk's Fuel costs 2012-2012 @ £186-30 was recorded.
- xxi The payment May 2012 to A G Mitchell invoice 6110512 - Arboriculture WLR Survey/report @ £270-00. WL was recorded.
- xxii The payment May 2012 to B Summerfield reimburse Clerk's fuel for Container trip x 56.78 miles @ £25-55 was recorded.
- xxiii The payment May 2012 to Eurooffice/B Summerfield reimburse tea/coffee/milk/toilets rolls/hand towels @ £60-83 was recorded.
- xxiv The payment May 2012 to CWT Partnership re: invoice Village Sign calculations @ £288-00 was recorded.
- xxv The payment May 2012 to Mr T Golab reimburse petrol for tools/bird feeder station @ £28-58 was recorded.
- xxvi The payment May 2012 to Trade UK two invoices Worktop, etc / Galvanised Hooks and Band, etc @ £91-03 was recorded.
- xxvii The payment May 2012 to Came & Co an invoice 3 year long term agreement @ £1,666-13 per annum was recorded.
- xxviii The HSBC bank statements for April 2011 @ £30,000-00 was recorded.
- xxix The D/D E-ON Invoice for Street Lighting @ £300-52 was recorded.
- xxx The D/D BT Invoice Village Hall Telephone @ £ 59-65 was recorded.
- xxxi Councillor Mr S Sterry requested and the Clerk agreed, the Councillors reimbursement invoices be paid on the meeting day.
- xxxii The Clerk is keeping a log of hours of 2012 due to the increasing work load, was recorded.
- xxxiii Resolved all of the above inc: payments, the monthly financial statements, transfers and countersigned cheques.
Proposed by Councillors: Mr M Pearmain seconded Mr M Steptoe and agreed by all.

72 12/13 The NatWest Bank

- i It was agreed that the present position was intolerable and unworkable.
- ii The Clerk to ask the NatWest Bank representative to visit at the next meeting to conclude the arrangement.
- iii If the NatWest Bank are not willing, another avenue to be explored ASAP.

73 12/13 Report from Members on Outside Bodies.

To receive verbal reports:

- i Monthly Crime report: None
- ii Flood Watch report: None

74 12/13. The Roach Group/RHALC/East Area Committee

Councillor reports: None

75 12/13 Streetlights:

- i The Clerk carried out a streetlight analysis of the proposed modifications and has sent the document to the contractor A&J.
- ii A&J have responded indicating that the Essex County Council were carrying out an installation of streetlight radio controls across the County with Parish Council coverage to be reviewed, is confirmed by the ECC.
- iii Agreed to wait on the purchase of our own switch off system until ECC have agreed a PC inclusion or not, was recorded.
- iv The BMPC agreed the connection fee with UK Powernetworks re: No 6 Church Road, was recorded.

76 12/13 Highways/Transport/P3: (Individual and PC complaints to www.essex.gov.uk).

Councillor reports: Agreed to ask for a bus stop at the LWR/BHR junction shops.

77 12/13 Items from Councillors. *For exchange of information and placement on the next Agenda only.*

Items: Councillor Mr M Steptoe requested a coffee/tea making machine for the comfort of the Council. All agreed -
A new membership list to be published – Clerk to test Councillor Mr M Steptoe's email address - Councillor Mr R Pearson is reported to be standing down at the next elections 2013 – overgrowth on the pavement on the corner of the Barling Road/Barrow Hall Road was raised – agreed a meeting on the 2nd July 2012 at Councillor Mr M Steptoe's at 7.30 pm to discuss the Agenda format by the Advisory Administration Review Committee of Cllrs: Mr J Allen, Mr R Gardiner, Mr M Steptoe.

78 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 Potential land acquisition.
- ii Village Hall:

79 12/13. Date and time of the next Parish Council Meeting.

12th JULY 2012

Agreed:

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

There being no further business the Chairman closed the meeting at 10.23 pm.

7th July 2012

Mr B Summerfield
BMPC Clerk.