

MINUTES
OF THE BARLING MAGNA PARISH COUNCIL MEETING
HELD ON THURSDAY 12th JULY 2012
 in THE BARLING VILLAGE HALL.

80 12/13 **To Record the Members Present:**

7.04 pm.

Councillor Mr R Gardiner, [Chairman]

Councillors: Mr J Allen, Mrs J Bulman, Mrs I Knight, Mr M Pearmain, Mr M Steptoe and Mr S Sterry.

Also present:

Guest speaker Mr Richard Kirton.

Members of the public: None.

The Parish Clerk, Mr B Summerfield.

81 12/13 **Apologies and reasons for absence:**

Received by the Clerk in person via: email, letter and telephone.

Councillors: Mr J Edmunds and Mr A Jones.

82 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 **1st July 2012 'Declaration of Interests'**

The Clerk advised all Councillors to update their 1st July 2012 'Declaration of Interests' by the 28th July 2012

83 12/13 **Guest Speaker:**

Mr Richard Kirton presented and reviewed the detail of the proposed new Website and answered questions from councillors on content and format.

84 12/13 **Public Forum: (5 min per person only)**

7.40 pm.

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

Ward Councillor Mr M Steptoe requested that the PC advise him on what future written 'District information' is required to be reported by him, under the Public Forum and advised that public information on the Star Lane housing proposals were displayed in Wakering, etc.

85 12/13 **To Receive the Minutes of the Meeting of 14th JUNE 2012.**

The Council resolved to agree the Minutes above.

Proposed by Councillors: Mr S Sterry, seconded by Mr R Gardiner and agreed by all.

The Chairman signed the Minutes as a true record.

86 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/iv) **Salt bags to councillors**

Councillor Mr S Sterry reported as ongoing:

iii (Minute 20/iv) **Coffee/tea making.**

Clerk reported the purchase of a catering 3 litre kettle and tea/coffee/milk makings (to be kept in the steel cabinet).

iv (Minute 20/iv) **Charity Information:**

The Clerk circulated the new Charity information from Sue Sheppard for discussion on the next Agenda.

v (Minute 20/iv) **Citizen of the Year.**

Agreed the Citizen of the Year to be advertised in the GWCA newsletter and promoted by the Publicity Committee.

87 12/13 **Councillors Action List**

Is covered in the Agenda.

88 12/13 **Advisory Administration Review Committee** of 2nd July 2012.

I The proposals presented are to streamline the Agenda actions for PC meetings in order to cut down on the length of meetings, with the following recommendations:

i **Public Forum:** All statements/reports are to be kept to the time limits. (5 minutes) Chairman to time all.

ii **Matter Arising:** Security Patrol contact number to be added to the membership list/website.

iii **Finance:**

i The monthly Finance Statement to be published/delivered with the Agenda and last Minutes to all Councillors, 3 clear days before the agreed scheduled meeting.

ii No additional invoices will be accepted for payment at the scheduled meeting, after the publication of the Agenda.

iii The last date for the receipt of invoices to be paid at the scheduled meeting will be 6 days before the meeting.

iv **All Committee Reports:**

i All recorded Committee reports are to be emailed to the Chairman and Clerk at the latest, seven days before the scheduled PC meeting.

ii The Committee Reports will be published with the Agenda and last Minutes.

iii The Agenda will now read:

VH/WLR/Admin/H&S/Publicity/Parish Plan/Finance/ etc. etc Committee Reports

- i To receive the report:
- ii To discuss the recommendations

v Items from Councillors:
was discussed and viewpoints expressed.

- ii All New Agenda update recommendations were discussed and it was generally agreed to trial the format from August 2012 to see how 'user friendly' it works out!
- iii A financial format upgrade was discussed, to allow a running analysis of monthly performance against projected budgetary targets.
Councillor Mrs J Bulman to email a format to all and for the Finance Committee's deliberation.

89 12/13 Advisory H&S Committee.

Recommendations re: WLR document, COSHH sheets, responsibility for Risk Assessments for all public events.
Councillors reported: Chris was happy with the updated document – COSHH sheets for the VH was covered - New risks were discussed - Councillor Mr M Steptoe requested information on how inspections are to be decided and if the decisions are written into the WLR document?
The Chairman reported that the responsibility for the individual Risk Assessments for Public Events at the Wildlife Reserve, Village Hall and others, were with the committee organizer (Chairman) responsible for the event.

90 12/13 Advisory Publicity Committee

Councillor Mr M Steptoe reported that a meeting has taken place and ideas discussed to improve the communications between the Council and Community. A local quarterly newssheet to be delivered by Councillors was suggested. The BMPC advice to local horse owners and car users, to be finalised. Citizen of the Year publicity. Further updates on the next Agenda.

91 12/13 The Minutes of Parish Plan Steering Committee Meeting of 9th July 2012.

Were circulated to all.

92 12/13 The Village Hall Committee:

The Chairman's report on the gas application forms was noted.

93 12/13 To Receive the Minutes of the Wildlife Committee Meeting of 19th June 2012.

Proposed by Councillor Mrs I Knight and agreed by WL councillors.

94 12/13 Matters Arising:

Discussed:

6/i Health and Safety as above (Minute 8912/13).

6/v/i Mr Pitts and WL grass cutting was forwarded to P&C.

6/v/ii i It was recommended by Councillor Mr S Sterry, seconded by Mr M Pearmain that a supervisor/manager job for the WLR (in accordance with the management plan) be discussed.

ii i Agreed a WLR committee to recommend the specification for a supervisor/managers job contract.
ii Councillor Mr J Allen agreed to oversee the proposed contract.

6/vii Potential tree hazards:

Agreed: i the Clerk to forward to Councillors the Arboriculturist report.

ii Mr Marcus Hotton, RDC to be asked to carry out a check against the report above.

6/ix Charity Status: All Councillors received copies on the night of the advice from Sue Sheppard, for the next Agenda

95 12/13 The Village Sign 'post':

The Clerk reported the content of the council's letter to Harry Stebbing Workshop and their request for the CWT calculations.

96 12/13 Playspace:

Clerk reported no change.

97 12/13 Planning.

- i New Applications: None
- ii Appeals: None
- iii Delegated and Development Committee Planning decisions: None
- iv Alleged Planning Contraventions: Local planning issues were discussed.

98 12/13 Correspondence.

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.

99 12/13 Finance.

- i A Financial Statement for the period ending 3rd July 2012 was recorded.
- ii The receipt of the second Part Precept @ £17,920-00 was recorded.
- iii The Clerk's honorarium research resulting in a letter to HMRC evidencing:
 - i) a volunteers responsibility for his own tax
 - ii) HMRC's ESI 98L5S3NDRMCL64 evaluation was rendered as self employment, was recorded.
- iv Clerk's report: First quarter PAYE payment @ £259-00 was recorded.
- v An Invoice July 2012 from Mr Pitts invoice 76156 - General Green Maintenance @ £287-00 was recorded.
- vi An Invoice July 2012 from Mr Pitts invoice 76157 - Green bins waste/litter disposal @ £60-00. WL was recorded.
- vii An Invoice July 2012 from GWCA Newsletter @ £70-00 was recorded.
- viii An Invoice July 2012 from Ernest Doe account 402798 Crusader Power Scythe: @ £2,940-00. WL was recorded.
- ix An Invoice July 2012 from Eurooffice/B Summerfield Stationery, tea/coffee makings @ £112-12 was recorded.
- x An Invoice July 2012 from Councillor Mr I Knight (memory stick) WL @ £6-97 was recorded as paid on the night.
- xi The payment June 2012 to Mr Pitts invoice 76152 - General Green Maintenance @ £242-00 was recorded.
- xii The payment June 2012 to Mr Pitts invoice 28001 - Green bins waste/litter disposal @ £75-00. WL was recorded.
- xiii The payment June 2012 to CWT Partnership invoice A 5187 Sign Base + extra calculations @ £96-00 was recorded.
- xiv The payment June 2012 to Jackson Builders invoice 091 -Village Sign Base + extra works @ £2,025-00 was recorded.
- xv The payment June 2012 to Essex Playing fields invoice Annual subscription @ £25-00 was recorded.
- xvi The payment June 2012 to UK Pownetworks invoice 401126083 - Church Road connection @ £656-60 was recorded.
- xvii The payment June 2012 to Mrs J Hindley invoice Annual Internal Audit and Annual Return @ £220-00 was recorded.
- xviii The payment June 2012 to Mr T Golab reimburse Petrol for tools @ £28-07. WL was recorded.
- xix The payment June 2012 to Came & Co Insurance update for Container and Village Sign @ £62-88 was recorded.

- xx The payment June 2012 to RCCE re: invoice Annual subscription 2012-2013 @ £55-00 was recorded.
- xxi The payment June 2012 to Mr Pitts re: invoice 76154 - Repairs to the fence at the Playspace @ £11-00 was recorded.
- xxii The HSBC bank statements for June 2012 @ £30,000-00 was recorded.
- xxiii The D/D E-ON Invoice for Street Lighting @ £300-52 was recorded.
- xxiv The Clerk is keeping a log of hours of 2012 due to the increasing work load was recorded.
- xxv Resolved all of the above inc: payments, the monthly financial statements, transfers and countersigned cheques.
Proposed by Councillors: Mr M Steptoe seconded Mr R Gardiner and agreed by all.

100^{12/13} A New BMPC Bank Account:

- i The Clerk's reported on the negative NatWest position and gave information re: Barclays, NS Bonds and other bank accounts.
- ii Agreed: the information to go to the Finance Committee for a recommendation ASAP.

101^{12/13} Report from Members on Outside Bodies.

To receive verbal reports:

- i Monthly Crime report: No report, but recommended the Clerk to invite Steve to a meeting.
- ii Flood Watch report: None.

102^{12/13} The Roach Group/RHALC/East Area Committee

Councillor reports: RHALC meeting on 19th July 2012.

103^{12/13} Streetlights:

- i Clerk's streetlight survey: two streetlights u/s.
- ii P6 Church Road should now be working as the connection has been made by EDF.

104^{12/13} Highways/Transport/P3: (All individual and PC complaints to www.essex.gov.uk).

- i New ECC speed limits on Barling Roads.
The Clerk to request immediate consultation with an extended consultation period.
- ii P3 registration has been withdrawn, was recorded.

Councillor Mr M Steptoe declared an interest in the next item as a sitting councillor on the RDC panel.

- iii RDC Local Highways Panel and Highway Rangers information was recorded.
- iv Councillor reports:
 - i General PROW Footpath and pavement Issues (grass cutting)
 - ii Ash tree growing in pavement opposite Shoulder Stick.
Clerk to forward to Highways.

Councillor Mr S Sterry to forward speed restriction info to the Clerk to forward on.

105^{12/13} Next Agenda Items:

Items: A local land purchased and future uses – COSHH sheets for VH - Snow fall next winter – Xmas Parcels 2012.

106^{12/13} Mr Richard Kirton left the meeting with Parish Council thanks for his attendance and website information.

107^{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:
- iv Verbal contracts.

108^{12/13} Date and time of the next Parish Council Meeting.

Agreed: **9th August 2012**

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

There being no further business the Chairman closed the meeting at 10.21 pm.

5th August 2012.

Mr B Summerfield
BMPC Clerk.