

**MINUTES**  
**OF THE BARLING MAGNA PARISH COUNCIL MEETING**  
**HELD ON THURSDAY 11<sup>th</sup> OCTOBER 2012**  
 in THE BARLING VILLAGE HALL.

- 148**<sup>12/13</sup> **To Record the Members Present:** 7.30 pm.  
 Councillors: Mr J Allen, Mrs J Bulman, Mr J Edmunds, Mrs I Knight, Mr M Steptoe.  
**Also present:**  
 Members of the public: Mr P Bulman and Mr Morris.  
 The Parish Clerk, Mr B Summerfield.
- 149**<sup>12/13</sup> **Apologies and reasons for absence:**  
 Received by the Clerk in person via: email, letter and telephone.  
 Councillors : Mr R Gardiner (sick leave), Mr M Pearmain (away), Mr A Jones (other meeting), Mr S Sterry (resigned).
- 150**<sup>12/13</sup> **Election of a Chairman for the Meeting.**  
 Councillor Mr J Edmunds nominated Councillor Mr M Steptoe as Chairman of the meeting.  
 Councillor Mrs I Knight nominated Councillor Mrs J Bulman as Chairman of the meeting.  
 Resolved by a majority: Councillor Mr M Steptoe was elected as Chairman of the meeting  
 Proposed by Councillors: Mr J Edmunds, seconded by Mr J Allen and agreed by all.
- 151**<sup>12/13</sup> **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.
- 152**<sup>12/13</sup> **Guest Speaker:**  
 None.
- 153**<sup>12/13</sup> **Public Forum: (5 min per person only)**  
 Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.  
 i There were no questions from the public  
 Ward Councillor Mr M Steptoe reported: A local planning appeal (New buildings) has been lost – a local planning appeal (Site of the stables at Ropers Farm) has been withdrawn with a six months to return to a Greenfield site – A challenge to the RDC Local Core Strategy has been lost at a judicial review – The Site Allocations part of the Core Strategy involving land around the area can be viewed on line at the RDC website and in a folder held by the Chairman – A local person has enquired about the extension to the pond in the Wildlife Reserve, the protection of the wildlife and if a planning permission is required - All potholes to be reported via [essex.gov.uk](http://essex.gov.uk)
- 154**<sup>12/13</sup> **The Barling Magna Parish Council Vacancy** 7.44pm.  
 i The Clerk reported that Councillor Mr S Sterry has forwarded his resignation to the Chairman and Clerk.  
 ii The Clerk reported the above resignation to the Elections Office, RDC and forwarded to them a notice of a Casual Vacancy to be displayed in the Parish with a cut off date of 23<sup>rd</sup> October 2012, as required by law.  
 iii If there is no public demand for an election by that date, then the Parish Council will advertise a Co-option for a replacement councillor.  
 iv Councillor reports: None.
- 155**<sup>12/13</sup> **To Receive the Minutes of the Meeting of 9<sup>th</sup> August 2012.**  
 The above Minutes were received and resolved agreed.  
 Proposed by Councillors: Mr J Allen, seconded by Mr J Edmunds and agreed by all.
- 156**<sup>12/13</sup> **To Receive the Minutes of the Extraordinary Meeting of 23<sup>rd</sup> August 2012.**  
 The above Minutes were received and resolved agreed.  
 Proposed by Councillors: Mrs I Knight, seconded by Mr J Allen and agreed by all.
- 157**<sup>12/13</sup> **To Receive the Notes of the Public Meeting of 3<sup>rd</sup> September 2012.**  
 The above Minutes were received and resolved agreed.  
 Proposed by Councillors: Mr J Edmunds, seconded by Mrs I Knight and agreed by all.
- 158**<sup>12/13</sup> **To Receive the Notes/Minutes of the Meeting of 19<sup>th</sup> September 2012.**  
 i The Clerk reported that he has taken advice (EALC) on the validity of the Agenda for the Extraordinary Meeting called by the Chairman, held on the 19<sup>th</sup> September 2012 and the minute/notes that have recorded the meeting.  
 ii **The advice given on the Agenda:** Quote:  
 You are concerned that neither the minutes or the agenda stated this was an “extra ordinary meeting”. Having spoken to Meera at NALC she says as long as the agenda and minutes stated the meeting was for the full council with the time and place, this should not be a problem. Unquote.  
 iii **The advice given on Minutes:** Quote:  
 d) Donations: All cash donations should go through the parish council accounts. No money should be just held and then spent on anything. There is a legal requirement for there to be a audit trail. I suggest that you re-look at this on the next agenda.  
 e) Fix Price at £300:- The Council needs to be assured of the value. Again there needs to be an audit trail. Unquote.

**159**<sub>12/13</sub> **Matters Arising** (not included on the Agenda)

(Minute 115/ii)

Salt bags and Winter snow.

- i Mr S Sterry has some salt bags to be delivered to Councillors. Councillor Mr M Steptoe to arrange delivery to Councillors.
- ii As advised by Came and Company there is insurance cover for the voluntary activity of spreading salt as long as volunteers are made aware that they are not working for the Barling Magna Parish Council and have a copy of the Essex County directions on handling snow and spreading salt.
- iii A risk assessment to be carried out?

(Minute 115/iii)

Invitation to PCSO Julia Lamb to a meeting.The Clerk has arranged a visit from PCSO Julia Lamb and colleague for the 13<sup>th</sup> December 2012 meeting.

(Minute 115/iv)

Xmas Parcels 2012.

I As advised by Came and Company there is insurance cover for this voluntary activity.

A requirement is to be aware when purchasing goods of any nut allergy ingredients and make recipients aware of the contents on delivery of goods.

- ii A risk assessment to be carried out?

**160**<sub>12/13</sub> **New Web Site**

The Clerk reported that webmaster Mr R Kirton was awaiting permission from the PC to 'go live' and to redirect the old domain name to the new Domain name. (www.barlingmagna-pc.org.uk)

Resolved Mr R Kirton (Webmaster) has permission to go live as above.

Proposed by Councillors: Mrs I Knight, seconded by Mr J Allen and agreed by all.

*Clerk to expedite.***161**<sub>12/13</sub> **Advisory Parish Council Publicity Committee**

(Cllr: Mrs J Bulman, Mr A Jones and Mr M Steptoe)

The Volunteer Day advert was received. A report was seen in the Echo newspaper.

Newsletter costs were reported by email by Councillor Mr A Jones. Agreed the Advisory Financial (Precept) Meeting of the 15<sup>th</sup> November to further discuss detail of costs for recommendation to the PC.

A December target for publication was agreed, if possible, as desirable.

**162**<sub>12/13</sub> **To Receive the Minutes of the Village Hall Committee of 2<sup>nd</sup> October 2012**

The minutes were received and agreed.

Matters Arising:

Resolved: it is very important that an Accident Book and a First Aid kit is available to all VH users.

The Committee Room kettle needs an extension lead to raise it from the floor, in the interest of safety.

Proposed by Councillors: Mrs J Bulman, seconded by Mrs I Knight and agreed by all.

**163**<sub>12/13</sub> **To Receive the Minutes of the Wildlife Committee Meeting of 2<sup>nd</sup> October 2012.**

The Minutes were received, excluding items removed for discussion under P&amp;C.

Matters Arising:

Recommendation: The hard copy of the H&S document to be accepted by the PC at this meeting and subject to review, as a living document, to address concerns raised by councillors.

Resolved: the hard copy of the H&amp;S document was accepted by the Barling Magna Parish Council in its entirety.

The signed and dated copies are the true copies and are resolved as acceptance by the Barling Magna Parish Council.

Each Risk assessment page to be signed by the Chairman Councillor Mr M Steptoe.

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

The Chairman signed all pages, was recorded.

*Clerk to circulate copies to all.*Potential tree hazards:

i Mr Marcus Hotton, RDC has been asked by the Clerk to carry out a check against the WLR survey report with a July email, and recent follow up email and telephone calls, without response.

ii Agreed: The Clerk to further ask for help with this item and cc the request to Councillor Mr M Steptoe.

v i Councillor Mrs I Knight again raised the question of the trees on the WLR adjacent to Mucking Hall Road and if these trees were part of the WLR responsibility.

ii The Land Registration document shows the trees to be within the WLR boundary.

*The Clerk will produce an enlarged copy for discussion.*

iii The poor condition of some of the trees adjacent to MHR on either side of the WLR is still causing general concern.

*The Clerk to convey the concerns to Highways, cc to Councillor Mr M Steptoe and Mr Shaun Scrutton, RDC.*

vi The Clerk reported:

i Requests from councillors that the P&C item 7/ii/i of the Minutes of VH and WL Committee Meetings of Tuesday 2<sup>nd</sup> October 2012 should reflect all of the names of Councillors involved in the discussions.

ii Councillor Mr J Allen agreed he was happy that his name be recorded as the 'opposing councillor'.

vii The PC agreed the next WLR meeting to be held on the same date as the V/H meeting: 4<sup>th</sup> December 2012.

viii i Councillor Mr M Steptoe reported: A local person has enquired about the extension to the pond in the Wildlife Reserve, the protection of the wildlife and if a planning permission is required?

ii Councillor Mrs I Knight informed the Council: a survey into the pond wildlife was carried out by Councillor Mr S Sterry and Mr T Golab and actions taken based on advice from Environment Agency on the due process, prior to the extension to the pond.

iii The extended pond to be measured.

**164**<sub>12/13</sub> **The Village Sign 'post':**

i Councillor Mr A Jones estimate report. (Councillor Jones absent)

ii The Clerk reported his quotation for the supply of an oak post.

**165**<sub>12/13</sub> **Playspace:**

The Clerk's report. Nothing to report.

**166**<sub>12/13</sub> **Planning.**The Chairman Councillor Mr M Steptoe led the planning part of the meeting but did not take part in the discussions or vote on any item raised.i The Notes of the Public Planning Meeting of 3<sup>rd</sup> September 2012 as recorded by Councillor Mrs J Bulman were agreed.

- ii The following delegated planning application decisions taken at the Public Meeting below were not approved, as the Standing Orders format was not used and the Chairman Councillor Mr R Gardiner (only) signed the decision notices to the RDC and Essex CC.
  - i Application no ESS/51/12/ROC Councillor Mr R Gardiners response (subsequently withdrawn), was not approved.
  - ii Application no 12/00485/FUL 80, Little Wakering Road, S3 OJH. (Construct Vehicular Crossing and Driveway with Parking for Two Vehicles) - Councillor Mr R Gardiners response was not approved.
  - iii Application no 12/00468/FUL 493, Little Wakering Road, SS3 0LR (Construct Ground Floor Front Extension To Existing Garage and Convert for Use as an Annex. Flat Roofed Extension to Dwelling House to Form Garage).
    - Councillor Mr R Gardiners response was not approved.
  - iv
    - i Councillor Mr R Gardiners application letter re: Application no ESS/51/12/ROC co-signed as per Standing Orders was proposed by Councillors Mr J Edmunds, seconded by Mrs J Bulman as agreed and was approved.
    - ii Email exchanges between councillors re: the above were recorded.
    - iii A further email from Mr Mark Harling of Cory Environmental was agreed, has been circulated to all.
- iii A local petition re: ESS/51/12/ROC Cory application has been reported as having been sent to the RDC Planning and Essex CC Planning.
- iv New Applications:  
The Chairman allowed in the interest of expediency: 12/00581/FUL 493, Little Wakering Road (Proposed Change of Use of First Floor Flat Above detached Garage, From Annex to Independent 1-Bed Flat) – the PC object based on: An allowed Change of Use from a Granny Annex for an elderly relative, to an independent one bed flat, will allow the potential for rented accommodation and any extra vehicles etc on site that the occupation would bring. An increase of vehicle movements in that area would increase the danger of road accidents with other vehicles and with children coming to and from the adjacent village school.
- v To record appeal decisions re:
  - i APP/B1550/A/12/2169393 New Buildings Farm, Mucking Hall Road SS3 0NR Appeal not allowed was recorded.
  - ii Withdrawal of an appeal by Mrs S Buckley, Site of the Stables Ropers Cottages, Mucking Hall Road, SS3 0NP recorded.

## 167<sup>12/13</sup> Correspondence.

- i To receive an e/letter re: Copy date for the GWCA newsletter of 14<sup>th</sup> October was recorded.
- ii To receive an e/letter August 2012 from RR Citizens Advice Bureau re: Grant request.  
After discussion it was: Resolved that a donation of £100 will be made to RR Citizens Advice Bureau.  
Proposed by Councillors: Mrs J Bulman, seconded by Mrs I Knight and agreed by all.  
Councillor Mrs J Bulman declared a personal interest in the following item, from her husband Mr P Bulman.
- iii
  - i The Chairman allowed a letter from Mr P Bulman asking (under the Freedom of Information Act) items of Financial record from 2010 onwards, was recorded.
  - ii The Clerk has responded with a reply indicating his response within 20 working days, was recorded.
- iv The Chairman reminded the Council that training was being given by the RDC on the changing Planning Regulations.
- v 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.

## 168<sup>12/13</sup> Finance.

- i A Financial Statement for the period ending 3<sup>rd</sup> October 2012 was recorded.
- ii The Audit Commission's completion of the Annual Audit Return 31<sup>st</sup> March 2012 was recorded.  
Detail was read to the Council of the Auditors comments.
- iii The Clerk reported that the new Co-op Bank account is now set up and was recorded.
- iv The transfer of funds to spread the BMPC risk (not covered by the FSA) to the three bank accounts was agreed to be discussed at the Advisory Finance Meeting on 15<sup>th</sup> November 2012 and was recorded..
- v An Invoice Sept 2012 from Mr Pitts 76168 Green bins waste/litter disposal @ £75-00. WL was recorded.
- vi An Invoice Sept 2012 from Mr Pitts 76169 General Green Maintenance @ £237-00 was recorded..
- vii An Invoice Sept 2012 from Audit Commission 4042077 Annual Audit 31<sup>st</sup> March 2012 @ £372-00 was recorded..
- viii An Invoice Sept 2012 from Reliable Fire Service 120880 Service Fire Extinguishers / Barn @ £38-64. WL was recorded.
- ix An Invoice Sept 2012 from Reliable Fire Service 120881 Service + one new Fire Ex/VH £125-05 less credit @ £70-39 @ £54-66 was recorded..
- x An Invoice Sept 2012 from Eurooffice/B Summerfield reimburse 1750074 Chemicals/VH & Cartridges Mrs I Knight @ £78-97 was recorded..
- xi An Invoice Sept 2012 from Ernest Doe 437795 Strimmer line @ £35-00. WL was recorded.
- xii An Invoice Sept 2012 from Ernest Doe 437796 27.2cc Ergo Start Loop Handle @ £280-01. WL was recorded.
- xiii An Invoice Oct 2012 from Ernest Doe 441298 Rag fork @ £29-99. WL was recorded.
- xiv An Invoice Oct 2012 from Barling Mag Community Association/Barling Mag Party Club) Catering for voluntary day @ £300-00. WL was moved to P&C for discussion.
- xv An Invoice Oct 2012 from Mr Pitts 76171 Green bins waste/litter disposal @ £60-00. WL was recorded.
- xvi An Invoice Oct 2012 from Mr Pitts 76173 General Green Maintenance @ £187-00 was recorded..
- xvii An Invoice Oct 2012 from B&Q/Mrs I Knight Laguna BBQ @ £60-00. WL was recorded.
- xviii An Invoice Oct 2012 from Morley/Mr S Sterry Propane refill @ £26-92. WL was recorded.
- xix An Invoice Oct 2012 from Essex and Suffolk Water to supply March-September 2012 @ £30-60. WL was recorded.
- xx An Invoice Oct 2012 from Tradepoint Barn: locks, bits, window handles, rawlplugs, spindle bars @ £66-86. WL was recorded.
- xxi The payment 9 August 2012 to Mr Pitts invoice 76164 General Green Maintenance @ £242-00 was recorded.
- xxii The payment 9 August 2012 to Mr Pitts invoice 76163 Green bins waste/litter disposal @ £60-00 was recorded..
- xxiii The payment 9 August 2012 to Mrs I Knight reimburse Prints/laminations/fuel for CPB @ £36-39 was recorded..
- xxiv The payment 9 August 2012 to Mrs I Knight reimburse April-June quarter Mileage claim x 196 miles @ £88-20 was recorded.
- xxv The payment 9 August 2012 to Mr T Golab reimburse Petrol and tool lubricants/gloves @ £62-86 was recorded..
- xxvi The payment 9 August 2012 to EALC invoice Chairman's Day 1 (Day Course) @ £65-00 was recorded.
- xxvii The payment 9 August 2012 to A&J Lighting invoice 7 repairs: 2 new head replacements, 1 destroyed, 1 condemned @ £1,006- was recorded.
- xxviii The payment 9 August 2012 to Wheeldon & Deacon re: Professional Services, Anglian Water Land/BMPC WL land @ £882-00 was recorded.
- xxix The payment 9 August 2012 to RHALC invoice Annual subscription @ £10-50
- xxx The payment 9 August 2012 to Trade Point July invoice Wheelbarrow, bolts and round wire nails @ £60-63 was recorded.
- xxxi The payment 23 August 2012 to Mrs I Knight reimburse Frameless poster cover for H&S certificates @ £7-99 was recorded..
- xxxii The payment 23 August 2012 to Mr R Kirton/B Summerfield reimburse Domain/hosting x 3 years, new website @ £111-19 was recorded..
- xxxiii The payment 23 August 2012 to Eurooffice/B Summerfield reimburse Order 3713891 various for Barn/kitchen @ £104-57 was recorded..
- xxxiv The payment 23 August 2012 to K.G. Lawnmowers Service invoice Qualcast Lawnmower repair @ £72-00 was recorded..
- xxxv The payment 23 August 2012 to 1&1/B Summerfield reimburse invoice 2030000814128 existing website @ £28-73 was recorded..
- xxxvi The HSBC bank statements for August/September 2012 @ £30,000-00 was recorded.
- xxxvii The D/D E-ON Invoices for Street Lighting @ £300-52 was recorded..
- xxxviii The Clerk is keeping a log of hours of 2012 due to the increasing work load was recorded..
- xxxix To Resolve all of the above inc: payments, the monthly financial statements, transfers and countersigned cheques excluding item xiv moved to P&C.  
Proposed by Councillors: Mr J Allen seconded Mr J Edmunds and agreed by all.

**169<sup>12/13</sup> Report from Members on Outside Bodies.**

To receive verbal reports:

- i Monthly Crime report: None to report. A visit from PCSO Julia Lamb to the December meeting of 13<sup>th</sup> December 2012.  
 ii Flood Watch report: None.

**170<sup>12/13</sup> RHALC/East Area Committee**

- i Clerk reported his apologies to the RDC for the Clerk's/Chairman's meeting of 3<sup>rd</sup> October 2012.  
 ii RHALC meeting on 18<sup>th</sup> October 2012.  
 Councillor M Steptoe will not be attending as District Councillor. A substitute was discussed.  
 iii East Area Forum meeting on 16th October 2012. Councillor Mrs J Bulman will attend on behalf of the BMPC. Councillor M Steptoe attending as a District Councillor.

**171<sup>12/13</sup> Streetlights:**

- i The Clerk reported his streetlight survey did not reveal any U/S lights.  
 ii The Clerk reported on the installation by Essex County Council, of the radio controlled lighting that may be offered to Parish Councils after full Essex County installations.  
 The completion schedule is for September of 2013.  
 iii The name of a new supplier of a new type of Photocell for streetlights to be investigated by the Clerk for a cost comparison.  
 iv The old cast iron streetlight on Church Road to be removed to the back of the Village Hall for possible future use in the WLR.  
*Clerk to chase.*  
 v Councillors reported a streetlight defect by the 'Shoulderstick', Barling Road.

**172<sup>12/13</sup> Highways/Transport/P3: ( All individual and PC complaints to [www.essex.gov.uk](http://www.essex.gov.uk) ).**

- i Councillor Mr A Jones emailed request for a 20mph speed limit from the junction of Barling Road and the beginning of Mucking Hall Road and other matters re: speeding were discussed. Community Speed watch was briefly discussed.  
 Agreed to invite an Official/Essex Councillor/etc to talk to the BMPC re: local speed limits, etc. *Clerk to expedite*  
 ii The Clerk's letter of September 2012 re: traffic calming proposals has not been acknowledged. *The Clerk to chase*  
 iii Councillors reports re: Mucking Hall Road Potholes ref: 85557 was recorded.

**173<sup>12/13</sup> WLR Charity set up: (not heard at the WLR meeting)**

- i The Advisory Wildlife Committee notes of their recommendations of ? September 2012 and on the WL Charity set up, have not been received.  
 ii Agreed a meeting of the Advisory Charity Status Committee (Cllrs: Mrs J Bulman, Mrs I Knight, Mr R Gardiner and Mr M Steptoe) to meet to bring their WLR Charity status recommendations to the full Council.

**174<sup>12/13</sup> Next Agenda Items only!**

Items: Councillor Mrs I Knight has flown in a light aircraft over Barling taking pictures of the WLR and Village Hall.  
 Local pictures to be framed for the Village Hall?  
 The Chairman and Vice Chairman positions to be discussed.  
 Percentage of a public vote on the Precept, information? *Clerk to expedite.*  
 Councillor Mr J Allen apologised for his non attendance at the future meetings of 8<sup>th</sup> November and 13<sup>th</sup> December 2012.

**175<sup>12/13</sup> Resolution to hold the meeting open beyond 10.30pm.**

The Council resolved to keep the meeting open beyond 10.30pm to finish details as listed under P&C.  
 Proposed by Councillors: Mr M Steptoe, seconded by Mr J Allen and agreed.

**176<sup>12/13</sup> Private and Confidential:**

**Pursuant** to the provision of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960:  
 ( A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies)  
**Therefore:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw to allow the discussion on exempted items:

- i Village Hall issues:  
 The Council discussed various issues arising from employment, conveyance and supply quotations.  
 ii Wildlife Reserve issues:  
 The Council discussed various issues arising from employment, conveyance and supply quotations.

**177<sup>12/13</sup> Date and time of the next Parish Council Meetings.****i An Ordinary Parish Council Meeting**

Agreed: **8<sup>th</sup> NOVEMBER 2012**  
 7.30pm at the Village Hall, Little Wakering Road, Barling Magna.

**ii An Advisory Financial Meeting Precept for 2013-**

Agreed: **15<sup>th</sup> NOVEMBER 2012.**  
 7.30pm at the Village Hall, Little Wakering Road, Barling Magna.

There being no further business the Chairman closed the meeting at 10.50pm.

3<sup>rd</sup> November 2012.

Mr B Summerfield  
 BMPC Clerk.