

BARLING MAGNA PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting of the Barling Magna Parish Council held on Thursday 19th February, 2015, in Chadwicks House, Barling Magna County Primary School, Little Wakering Road, Barling Magna, Essex, SS3 0LN commencing at 7.30 p.m.

Present: Councillors Ashdown, Cohen (Vice Chair), Edmunds, Knight, Pearmain, Steptoe (Chair) and Street.

In attendance: J. Watson (Parish Clerk).

MINUTES

- 1. The Chair to declare the meeting open.**
 - a. The Chair declared the meeting open.
 - b. The Chair announced that ex Councillor Alan Dobson had passed away and the Council held one minute's silence out or respect to him
- 2. To receive apologies for absence.**
 - a. Apologies for absence were received from Councillor Gardiner and from County Councillor Seagers.
- 3. To receive Declarations of Interest in accordance with the Council's Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
 - a. Councillor Steptoe declared an interest in Agenda Item 13 (Local Highways Panel) and Agenda Item 20 (Planning Applications). He would Chair the meeting for those items but would not participate in any discussion and would abstain on voting.
- 4. The meeting will stand adjourned to permit Parishioners of Barling Magna to address the Council.**
 - a. No Parishioners were present to address the meeting.
- 5. To receive reports from the County Councillor and the District Councillor for the area on any matters of interest.**
 - a. Councillor Steptoe reported as follows,
 - i. He tabled a map showing the proposed boundary changes as proposed by the Boundaries Commission. Every Ward in Rochford would be affected and, under the present proposals, Little Wakering would become part of Great Wakering.
 - ii. He tabled a chart showing the reorganisation of staff at Rochford District Council. The Clerk was asked to distribute this to Councillors.
 - iii. Rochford District Council were freezing their proportion of the

rates for the 2015/2016 year.

6. To sign as a correct record the Minutes of the Council Meetings held on 8th January, 2015.

- a. Proposed Councillor Pearmain, seconded Councillor Street that the Minutes of the Council Meetings held on 8th January, 2015 be signed as a correct record. Carried unanimously.

7. Financial Matters

- a. The payment requests for January, 2015 were considered. The Clerk reported that a further cheque should be added to the schedule being cheque 200177 in the amount of £40.00 which is a donation to the Parish Plan. The revised total of the cheque schedule was £3,604.55. Proposed Councillor Edmunds, seconded Councillor Cohen that the payment requests be approved. Carried unanimously with Councillors Pearmain and Street abstaining in respect of the cheques reimbursing their expenses.
- b. Proposed Councillor Ashdown, seconded Councillor Edmunds that the Bank Reconciliation as at 31st January, 2015 be approved. Carried unanimously.
- c. Proposed Councillor Street, seconded Councillor Pearmain that the Financial Statement for the ten months to 31st January, 2015 be approved. Carried unanimously.

8. Village Hall.

- a. The letter dated 2nd February, 2015 from Wheeldon & Deacon was noted.
- b. Proposed Councillor Street, seconded Councillor Steptoe that the Parish Council go out to tender to correct the various defects to the Village Hall as listed by Wheeldon & Deacon in their letter dated 8th December, 2014 and that the Clerk be authorised to employ a surveyor to assist with preparing a tendered specification to a maximum cost of £500.00 plus VAT. The specification should stipulate that the repairs would give the hall a further life of five years. Carried unanimously.
- c. The Clerk reported that Insurers had been notified that the hall was now not in use. They had requested that a weekly inspection be carried out at the hall. The Clerk had arranged for this to be done by the Hall Manager. It was suggested that the Hall Manager wear a face mask when carrying out this inspection. The Clerk would arrange this. An additional premium of £259.04 had been requested by Insurers and this had been paid.

9. Purchase of Land from Anglia Water.

- a. The letter dated 5th February, 2015 from Anglia Water was noted.
- b. Proposed Councillor Edmunds, seconded Councillor Ashdown that the Clerk write to Anglia Water to inform them that the Parish Council were no longer interested in acquiring the land in question. 6 for, 1 abstention. Carried.
- c. The Clerk was asked to liaise with Councillor Knight regarding a notice to be posted at the Wildlife Reserve informing members of the public of this outcome.

10. Wildlife Reserve.

- a. The Notice of Decision dated 6th February, 2015 from Rochford District Council in respect of the retrospective planning application to extend the pond in the Barling Magna Wildlife Reserve was noted. The Chair explained that the quotations received in respect of the Site Specific Flood Risk Assessment would be considered in closed session.
- b. Proposed Councillor Street, seconded Councillor Pearmain that, in view of the recent damage to property at the Wildlife Reserve, the Parish Council install lighting in appropriate areas. Counter proposed Councillor Ashdown, seconded Councillor Knight that two CCTV cameras be installed. Carried unanimously.

11. Memorial Benches.

- a. Bench In Wildlife Reserve
 - i. Proposal Councillor Knight, seconded Councillor Pearmain that the Parish Council install a memorial bench supplied by Kedek at a cost (including a memorial plaque and delivery) of £477.19 plus VAT in the Barling Magna Wildlife Reserve. Details of the bench had been circulated prior to the meeting.
 - ii. Counter proposed Councillor Street, seconded Councillor Pearmain that the Parish Council install a 2 seated Park Garden Seat supplied by Realise Futures Eco Furniture at a cost of £119.00 plus VAT in the Barling Magna Wildlife Reserve. Councillor Street tabled details of this bench at the meeting. 3 for, 2 against. 2 abstentions. Carried.
- b. Bench at corner of Kimberley Road
 - i. The proposal from Councillor Steptoe that the Parish Council install a memorial bench at the entrance to Kimberly Road was considered. Counter proposed Councillor Steptoe, seconded by Councillor Ashdown that the Clerk approach the owners of the land to obtain permission for the installation of a bench.
- c. Bench on verge opposite the Village Hall
 - i. Proposed Councillor Steptoe, seconded Councillor Edmunds that the Parish Council install a memorial bench supplied by Kedek at a cost (including a memorial plaque and delivery) of £477.19 plus VAT on the verge opposite the Village Hall. 6 for, 1 abstention. Carried.

12. Creation of Charitable Trusts.

- a. It was agreed that the consideration of the proposal that Charitable Trusts be created in respect of the Wildlife Reserve and the Play Space be deferred until the next meeting.

13. Local Highways Panel.

- a. The Clerk gave a verbal report in respect of the recent applications to the Local Highways Panel as follows,
 - i. Footpath at the Shoulderstick (LHP1) – This is being passed through the validation process
 - ii. Improvements to the pavement on Little Wakering Road from the junction of Barrow Hall Road to Havenside (LHP2) – This is a maintenance issue and is being passed to the Highways Enquiries Team.
- b. The e-mail dated 3rd February, 2015 from Matthew Valentine of Essex

Highways re Bridleways (LHP3) was considered. It was agreed that Councillors Cohen and Knight would prepare a list of proposed bridleways for discussion at the next Parish Council meeting.

14. Books in Village Hall.

- a. Proposal Councillor Steptoe, seconded Councillor Pearmain that the books in the Village Hall be donated either to "Project 2" in Southchurch Road to Mencap. Carried unanimously. The Clerk would ask Councillor Gardiner whether he could arrange this.

15. Parish Council Emergency Response Plan.

- a. It was agreed that consideration of the Draft Parish Council Emergency Response Plan be carried forward to the next meeting.

16. Clerk's Report, to include

- a. Appointment of Arboriculturist – this matter was still ongoing.
- b. Street Lights – the Clerk would be going out to tender for this contract. It was suggested that the Clerk approach Sutton parish Council to see whether they could work with them on this.
- c. Repairs at entrance to the Wildlife Reserve – Highways had been notified of this.
- d. Communication with Parishioners – a page had been set up on the website and items of interest to parishioners were being posted there.
- e. Social Media – Councillor Edmunds reported that he had been unable to arrange for anyone to look after the Parish Council Facebook site. The Chair and the Clerk would look into this further and report back to Council.
- f. Parish Council elections – Rochford District Council were sending a pack of nomination papers to the Clerk and he would advise Councillors when these were available for collection. The Clerk stressed that it was the responsibility of Councillors to ensure that their nomination papers were delivered to Rochford in time.
- g. Details were given of the late Alan Dobson's funeral.
- h. The Clerk expressed concern at a recent exchange of e-mails which could have been considered pre-determination of the subject under discussion. He distributed a copy of the NALC Legal Topic Note LTN 81 regarding the subject and asked Councillors to ensure they conducted themselves appropriately in future.

17. Tree Opposite the Shoulder Stick.

- a. The Parish Council considered the problem regarding the tree encroaching on the pavement outside the houses "Chad" and "Cu –min" in Barling Road.
- b. Councillor Steptoe suggested that the matter should be reported on the Essex CC Highways website. The report number should be given to him and he would then take it up with County Councillor Seagers.

18. Bus Services.

- a. It was noted that double decker buses using the Shopland Road/Barling Road were dangerous.

19. Attendance at Meetings

- a. Councillor Cohen had attended a meeting of EALC.
- b. Councillors Cohen and Ashdown had attended a footpaths meeting.

- c. Councillor Street had represented the Parish Council at a Rochford District Council planning meeting.
- d. Councillor Street would be attending a Local Community Meeting at Great Wakering on 23rd February, 2015.
- e. It was noted that the Police Partnership Conference was being held on 25th March, 2015 at Great Dunmow.

20. Planning Applications.

- a. The e-mail dated 9th February, 2015 from Mr Simon Sterry was noted. The Clerk was asked to write to Mr Sterry to thank him for drawing the matter in the e-mail to the Council's attention.
- b. Planning Application 14/00893/FUL in respect of 398 Little Wakering Road, Barling Magna was noted. It was agreed that the Parish Council had no issues with this application.
- c. No further Planning Applications had been received.

21. Meeting Dates.

- a. The following meeting dates were approved, namely,
 - i. 19th March, 2015 - Annual Parish Meeting and Full Council Meeting.
 - ii. 16th April, 2015 – Full Council Meeting.
 - iii. 14th May, 2015 – Annual Council Meeting

22. Rubbish Bins/Dog Bins.

- a. Proposed Councillor Steptoe, seconded Councillor Edmunds that the Parish Council request that Rochford District Council install more Rubbish and Dog Bins in the Parish. Carried unanimously. Councillors were asked to send the Clerk suggestions as to the possible locations of the bins.

23. Purchase of Notice Boards.

- a. Proposed Councillor Street, seconded Councillor Edmunds that the Parish Council purchase four notice boards for the Parish Council Bus Shelters from Arien Designs Ltd at a cost of £239.00 each with a delivery charge of £75.00 (both process plus VAT). Carried unanimously.
- b. It was agreed that the Clerk investigate the possibility of the Parish Council installing notice boards outside the shopping parade in Little Wakering Road and inside the Castle public house.

24. Freedom of Information Requests.

- a. Proposed Councillor Ashdown, seconded Councillor Knight that anybody making Freedom of Information requests in the future should be informed that they would be charged
 - i. £0.25p per sheet
 - ii. any postage incurred and
 - iii. the cost of the Clerk's time in producing the information should that cost exceed [£460.00].

Carried unanimously.

25. Correspondence.

- a. No correspondence had been received which had not been dealt with in the meeting.

26. At the Chairman's discretion to exchange information.

- a. Councillor Knight reported on the fencing at the Wildlife Reserve which had fallen over. She would provide the Clerk with a spec for having the necessary remedial work done.
- b. Councillor Edmunds reported that grass growing round the salt bins was obstruction access to the bins. Councillor Street offered to cut the grass back which offer was accepted.

27. Exclusion of the Press and Public.

- a. The proposal that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 was considered and it was resolved that, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and the public be excluded and they were instructed to withdraw.

28. Wildlife Reserve – Flood Risk Assessment.

- a. The quotations received in respect of the site specific flood risk assessment as required by Rochford District Council were considered.
- b. The Clerk reported that, due to the time limit in having the work, he had only been able to obtain two quotes.
- c. Proposed Councillor Ashdown, seconded Councillor Pearmain that Ambiental's quote be accepted and the Clerk was instructed to proceed accordingly.

Meeting closed at 9.25 pm

Date of next meeting – 19th March, 2015 – Annual Parish Meeting and Full Council Meeting.

Issued 26th February, 2015.