

BARLING MAGNA PARISH COUNCIL

Minutes of the meeting of the Barling Magna Parish Council held on Thursday 18th June, 2015, in Chadwicks House, Barling Magna County Primary School, Little Wakering Road, Barling Magna, Essex, SS3 0LN commencing at 7.00 p.m.

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

In attendance: County & District Councillor C. Seagers, J. Watson (Parish Clerk).

Members of the Public: James Greesley, Neil Hookway, Tina Hugh, Marion Sawyer.

MINUTES

- 1. The Chair to declare the meeting open.**
 - a. The Chair declared the meeting open.
- 2. To receive apologies for absence.**
 - a. Apologies for absence were received from Councillors Edmunds and Gardiner.
- 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 Ashdown declared a non-pecuniary interest in respect of Agenda Item 14 (Councillor Vacancy).
 - b. Councillor Steptoe declared a non-pecuniary interest in respect of Agenda Item 9.f (School Fence) and Agenda Item 11 (Planning).
- 4. Councillors Cohen, Pearmain and Knight to sign their Statutory Declarations of Acceptance of Office.**
 - a. Councillors Cohen, Knight and Pearmain signed their Statutory Declarations of Acceptance of Office.
- 5. To sign as a correct record the Minutes of the Annual Council Meeting held on 21st May, 2015.**
 - a. Proposed Councillor Ashdown, seconded Councillor Street that the Minutes of the Annual Council Meeting held on 21st May, 2015 be signed as a correct record. 4 for, 2 abstentions. Carried.
- 6. The meeting will stand adjourned to permit Parishioners of Barling Magna to address the Council.**
 - a. No Parishioners addressed the meeting.

7. To receive a report from the District and County Councillors for the area on any matters of interest.

- a. County and District Councillor Seagers reported that there had been a problem with cutting the verges in the District. Essex CC had begun a programme of verge cutting on 25th May, 2015. He asked that anybody who had a problem with verges report that problem on the Essex website and then forward the report number to him.
- b. Councillor Steptoe mentioned the missing "Barling" village sign in Barrow Hall Road. The Clerk was asked to find if there was a report number in respect of this matter and to provide that number to Councillor Seagers.
- c. Councillor Steptoe asked if something could be done about the dangerous verge in Mucking Hall Road. Councillor Seagers would follow this up.
- d. District Councillor Steptoe advised that a site meeting is being arranged to look at the footpath by the Shoulderstick.

8. Financial Matters - To consider and approve:-

- a. The Clerk reported that there were two extra payments to be added to the payment request schedule. These were cheque 200221 to HMR&C in the amount of £480.20 and in respect of PAYE/NI payments for the quarter to 30th June, 2015 and cheque 200222 to Wheeldon & Deacon in the amount of £720.00 and in respect of their fee note for preparing the tender specification for the refurbishment of the Village Hall. Proposed Councillor Ashdown, seconded Councillor Knight that the amended payment request schedule be approved. Carried unanimously.
- b. Proposed Councillor Pearmain, seconded Councillor Ashdown that the Annual Return for the Year Ending 31st March, 2015 as signed by the Internal Auditor be approved. Carried unanimously.
- c. Proposed Councillor Pearmain, seconded Councillor Cohen that the Internal Audit Report for the Year Ending 31st March, 2015 be approved. Carried unanimously.

9. Clerk's Report.

- a. Social Media – No progress had been made.
- b. Books in Village Hall – A lady from a local Church had taken approximately 150 books for their bookstall. Councillor Gardiner, Gillian Gates and the Clerk were slowly taking the remaining books to local charity shops.
- c. Rubbish and Dog Bins – This was being arranged with Rochford District Council.
- d. Charitable Trusts – Revised documents had been received from the Solicitors. These would be discussed at the Trustee meeting which would follow the Parish Council meeting.
- e. Memorial Bench – The wording for the plaque had been passed to the suppliers.
- f. School Fence – The donation had been sent to the school who had expressed their appreciation. The Clerk would arrange a visit by Councillors when the work had been completed.
- g. Speed Guns – No progress had been made on this matter.
- h. Bus Shelter – No progress had been made on this matter.
- i. Chair's Chain of Office – The Clerk was providing artwork to the manufacturers. He would submit this to the Council for approval before

- proceeding with placing the order.
- j. Use of Wildlife Reserve by Barling Magna Primary School – The School had expressed their gratitude for the offer. Councillor Knight would obtain two sets of keys for the Clerk to give to the School and Gillian Gates.

10. Village Hall

- a. The tender specification prepared by Messrs Wheeldon and Deacon was considered. It was suggested that the following items should be added to the specification, namely,
 - i. Provision should be made for an inspection of the damp in the building.
 - ii. The cost of installation of central heating should be included.
 - iii. The cost of installation of an alarm system should be included.
 - iv. Subject to discussion the Wheeldon & Deacon one layer of felt on the roof should be high performance felt?
 - v. An alternative quote should be obtained for a seamless roof cover.
- b. It was also suggested that local businesses should be given the opportunity to tender.
- c. Proposed Councillor Steptoe, seconded Councillor Pearmain that, subject to items 10.a. and 10.b. above, Wheeldon & Deacon be asked to proceed with the tender process. Carried unanimously.

11. Planning Matters.

- a. Planning Application 15/00334/FUL relating to New Buildings Farm, Mucking Hall Road was considered. Proposed Councillor Pearmain, seconded Councillor Ashdown that, subject to any work being restricted to the Ground Floor, the Parish Council had no comments. 4 for, 2 abstentions. Carried.
- b. No other Planning Applications had been received.
- c. The Clerk had received a schedule of planning abbreviations which he would circulate to Councillors.

12. Wildlife Reserve.

- a. Councillor Knight reported that the Reserve had been visited by a group of Cub Scouts and by a group of Girl Guides. The Reserve had also been visited by the Chair, Clerk and Groundsman from Hawkwell Parish Council who had suggested that the Parish Council should purchase a flailer to deal with the weeds in the Reserve.
- b. The Arboricultural Report and accompanying plan dated 11th June, 2015 prepared by Mike Bunker of Essex County Council was considered. It was noted that no urgent work was required. Proposed Councillor Pearmain, seconded Councillor Cohen that the report be accepted. Carried unanimously.

13. Play Area.

- a. The Chair reported that a meeting was being arranged between the Chair and Clerk of Barling Magna Parish Council and the Chair and Clerk of Great Wakering Parish Council.

14. Councillor Vacancy.

- a. The applications received in respect of the vacancy on the Council as previously circulated by the Clerk were noted.
- b. Proposed Councillor Ashdown, seconded Councillor Knight that the Clerk

be authorised to commence the process to fill the vacancy. Carried unanimously.

15. Standing Orders.

- a. Proposed Councillor Cohen, seconded Councillor Street and carried unanimously that the Clerk be authorised to amend the Parish Council's Standing Orders/Financial Regulations/Code of Conduct to include the following,
 - i. Amending Standing Order 1.m. relating to the recording of meetings.
 - ii. Incorporating any new Financial Regulations.
 - iii. Incorporating the Internal Auditor's recommendations regarding the level at which the Council should go out to tender.
 - iv. Incorporating any amendments to the Code of Conduct as adopted by Rochford District Council

16. Terms of Reference of Committees.

- a. Proposed Councillor Pearmain, seconded Councillor Cohen and carried unanimously that the remit of the Financial Committee be "To review and agree the Annual Budget for recommendation to the Council and to review the financial records of the Parish Council on a quarterly basis".
- b. Proposed Councillor Street, seconded Councillor Ashdown and carried unanimously that the remit of the Personnel Committee be "To deal with and make recommendations to Council relating to disciplinary matters relating to Members of Staff, complaints from or about Members of Staff, Hiring or Dismissal of Members of Staff".
- c. Proposed Councillor Street, seconded Councillor Pearmain and carried unanimously that the remit of the Wildlife Reserve Committee be "To discuss matters relating to the Wildlife Reserve and make appropriate recommendations for approval by Council".
- d. Proposed Councillor Knight, seconded Councillor Pearmain and carried unanimously that the remit of the Planning Committee be "To consider all planning matters and make appropriate recommendations to Rochford District Council and others, where appropriate, about said planning matters".

17. Correspondence.

- a. A letter from Rochford District Council dated 18th June, 2015 and relating to Land to the North of Mucking Hall Lane was tabled. It was agreed that the parish Council's position on this matter remained unchanged.

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

- a. Councillor Street reported that the next Local Community Meeting would be held at the Great Wakering Community Centre on 29th June, 2015 commencing at 7.00 pm.

Meeting closed at 8.24 pm

Date of next meeting – 6th August, 2015 – Full Council Meeting.

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