

BARLING MAGNA PARISH COUNCIL

Minutes of the meeting of the Barling Magna Parish Council held on Thursday 26th May 2016 held in All Saints Church, Church Road, Barling Magna, Essex commencing at 7.30 p.m.

Present: - Councillors M Cohen, S Bond, R Gardiner, I Knight, M Steptoe, L Street, J Edmunds, M Pearmain and A Ashdown.

In attendance: - Victoria Marzouki (Clerk)

MINUTES

1. The Chair to declare the meeting open

- a. Cllr Steptoe declared the meeting opened

2. To elect a Chair of Barling Magna Parish Council for 2016/2017 Term of Office

- a. Cllr Cohen was proposed by Cllr Pearmain and seconded by Cllr Gardiner
- b. Cllr Steptoe was proposed by Cllr Edmunds and seconded by Cllr Ashdown
- c. Cllr Cohen received 5 votes and Cllr Steptoe received 4 votes, therefore Cllr Cohen was duly elected as Chair for 2016/2017 Term of Office

3. To elect a Vice-Chair of Barling Magna Parish Council for 2016/2017 Term of Office

- a. Cllr Steptoe was proposed by Cllr Cohen and seconded by Cllr Street
- b. Cllr Gardiner was proposed by Cllr Pearmain and seconded by Cllr Knight
- c. Cllr Steptoe received 5 votes and Cllr Gardiner received 4 votes, therefore Cllr Steptoe was duly elected as Vice-Chair for 2016/2017 Term of Office

4. The elected Chair and Vice-Chair of the Parish Council to make the Statutory Declaration of Acceptance of Office

- a. Both declarations were signed

5. Individual Councillors to update their register of interests

- a. None were required

6. To receive apologies for absence

- a. None

7. 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 regarding Planning and as a member of the Local Highways Panel as part of his district responsibilities and in Barling Magna Primary School as a Community Governor
- 8. To agree Committees, Sub-Committees and Working Parties of the Parish Council to be formed for the 2016/2017 Council Year and 9. agree representation on outside committees and community bodies for the 2016/2017 Council Year**
- a. Amendments were made and the revised list is attached to the minutes and hard copies have been sent
 - b. **ACTION – Clerk to arrange meeting with Chair of Parish Plan Committee and Chair of Parish Council**
- 10. To agree meeting dates for 2016/2017 Council Year**
- a. It was agreed for the meetings to be moved to the 2nd Monday in the month
 - b. **ACTION – Clerk to send dates to all Councillors in Parish, District & County that represent us**
- 11. To sign as a correct record the Minutes of the Full Council Meeting held on 28th April 2016**
- a. Proposed Cllr Steptoe. Seconded Cllr Ashdown
3 Abstentions'. Carried
- 12. The meeting will stand adjourned to permit Parishioners of Barling Magna to address the council**
- a. No Parishioners present
- 13. To receive a report from the District and County Councillors for the area on any matters of interest.**
- a. Cllr Steptoe advised that he had been elected as Deputy Leader for RDC
 - b. That Amar Dave Chief Executive of RDC will be leaving at the end of June and details on his replacement will be announced in time
 - c. Christine Lyons the Assistant Director for Planning Services is also leaving at the end of June and her vacancy will be filled
 - d. Cllr Steptoe, Cllr Williams and Cllr Lucas-Gill were elected for Roche South Ward at the elections on 5th May and the ward covers the 3 parishes of Barling, Sutton & Rochford
- 14. Financial Matters to consider and approve**
- a. Payments were agreed
 - b. As the Village Hall is not in use, it was agreed for the clerk to contact the Broadband Supplier and suspend the service. Proposed Cllr Edmunds, seconded Cllr Gardiner. Carried unanimously.
 - c. **ACTION – Clerk to contact supplier and report back to council**

15. Appointment of Auditors

- a. To confirm the re-appointment of Auditing Solutions Ltd as Internal Auditors to Barling Magna Parish Council for the year to 31st March 2017
- b. Proposed Cllr Steptoe Seconded Cllr Pearmain. Carried unanimously.

16. Clerks Report

- a. Still awaiting outcomes of funding bids submitted
- b. The clerk reminded the council that the role is 15 hours a week and that responses to emails etc. will be dealt with as quick as possible during the working hours

17. To support Barling Magna Primary School

- a. Cllr Steptoe and Cllr Edmunds declared an interest in this item
- b. Discussions were had about should we be supporting the school and prioritising our funding is important
- c. The request was for £200 towards book marks, so that every child received a souvenir of the Queens 90th Birthday
- d. Proposed Cllr Pearmain, seconded Cllr Ashdown. 2 abstentions. Carried

18. Amendments to Standing Orders

- a. Cllr Street made a point of order that Standing Orders cannot be amended without a special motion. Note s/o 25b.
- b. Cllr Steptoe explained that he had asked the clerk to approach other parishes and ask how they manage external speakers and proposals were read out.
- c. It was decided that this would be discussed at a future meeting

19. Tendering process

- a. Agreed that the litter bin emptying, grass cutting and maintaining of the play space be put out to tender.
- b. **ACTION – Clerk to locate the original contract and to devise a specification**
- c. Agreed that the tender must include the delivery and collection of the machinery of the Wildlife Reserve
- d. All tenders must go to the Finance Committee who would make a recommendation to full council.

20. Recording of meetings

- a. It was agreed that recording meetings was a positive idea and that at the next meeting agree the item to be purchased and how the recordings are to be stored.
Proposed Cllr Street. Seconded Cllr Pearmain. Carried unanimously

- b. **ACTION – Clerk to source prices of equipment for the next meeting**

21. Planning Matters

- a. Regarding 16/00374/FUL – there were no issues from the Parish Council

22. Wildlife Reserve

- a. Cllr Knight had presented her report and Cllr Gardiner asked when we expected to hear from Green Flag. Cllr Knight reported that they require some documents regarding budgets etc.

23. Parish Plan

- a. No Issues

24. Correspondence

- a. None

25. At the Chairman's discretion to exchange information

- a. Cllr Street reported that NHW requires distributors for the newsletter along Little Waking Road
- b. Cllr Street also reported that sea defences are being approved along the Barling Creek

26. Exclusion of the Press and the Public

27. Appointment of Contractor to repair the Bus shelter

- a. Cllr Bond had received 3 quotes on behalf of the Parish Council. The companies had not submitted any Public Liability Insurance Documents.
- b. The three quotes were reviewed and C Freeman was selected. Proposed Cllr Bond. Seconded Cllr Pearmain. Carried.

Date of the next meeting – 13 June 2016 Full Council

Meeting closed 9.37 pm