

MINUTES

GREAT MAPLESTEAD PARISH COUNCIL

Parish Council Annual Meeting held at the Village Hall on Wednesday 15th May 2019

Present Cllr.M.Elms. Cllr.J.Newton. Cllr.S.Harris. Cllr.P.Haylock. Cllr.I.Johnson. Cllr.P.Maile. Cllr.S.Last & Mrs.A.Crisp – Clerk. Members of the Public – 11.

1. **Election of Chairman** – Retiring councillor & Chairman, Mr David Turner invited nominations for the role of Council Chairman for the forthcoming year, 1 nomination received. Cllr.Johnson proposed Cllr.Elms as Chairman, seconded Cllr.Haylock. Vote in favour – Unanimous. Cllr.Elms took over the role of Chairman. *Mr Turner left the meeting at this time.*
2. **Election of Vice Chairman** – Cllr.Johnson proposed Cllr.Harris as Vice Chairman, seconded Cllr.Last. No other nominations were received. Vote in favour – Unanimous.
3. **Apologies and reasons for absence** – None.
4. **Allocation of Officer Responsibilities** – Cllr.Elms proposed that the current allocation of responsibilities within the council is reviewed and carried forward to the next meeting. *District Cllr.P.Schwieer joined the meeting at this time.*
5. **Meeting Dates for 2019/20**
3rd July, 28th August, 2nd October, 27th November 2019, 22nd January, 11th March 2020
6. **Minutes of previous meeting** – Councillors are asked to agree the minutes of the Parish Council meeting held on the 13th March 2019 as a true and accurate account of proceedings of the meeting.
7. **Declarations of Interest** (existence and nature) with regard to items on the agenda. Members of the Council are advised to declare the existence and nature of any 'Disclosable Pecuniary', 'Other Pecuniary' or 'Non-Pecuniary' interests relating to items on the agenda.
Agenda item 15.2.3 19/000707/HH Es Cana – Cllr.Newton declared a Non-Pecuniary Interest as business owner of neighbouring land.
8. **County and District Matters** – Cllr.Elms welcomed Dist.Cllr.Schwieer as the new district councillor with responsibility for the parish. Cllr.Schwieer advised he will attend as many parish council meetings as commitments allow, but many district and parish meetings coincide. He will ensure regular updates are circulated via the Clerk.
9. **Policies & Standing Orders** - Amendments and adoption of policies and Standing Orders for 2019/20.
Cllr.Harris proposed the re-adoption of 5 policies with no amendments:-
 - Standing Orders
 - Complaints Procedure
 - Publications Policy
 - Financial Regulations
 - General Data Protection Regulation – Subject Access Requests PolicySeconded by Cllr.Johnson, Vote in favour- unanimous.

Cllr.Harris proposed the withdrawal of the Grant Awarding Policy due to the current restricted council funds available, seconded Cllr.Johnson. Vote in favour – 6, 1 Abstention. Cllr.Harris proposed that the council adopt the new Retention, Storage & Destruction of Documents Policy, as pre-circulated. Seconded by Cllr.Haylock. Vote in favour – unanimous.

10. Officers Reports & Information Exchange

Cllr.Haylock – Will provide input to Planning considerations under Agenda item 15.

Cllr.Harris – See report under Appendix 1

Cllr.Johnson -Neighbourhood Watch – Reports of an increase in thefts of garden/farm machinery. Fly-tipping offences also on the increase.

Cllr.Newton – Tree Warden – Noted that ash trees are late coming into leaf and concerned that they may have ash die back disease.

Cllr.Maile – Environment – Has met with Essex Wildlife Trust and has a number of initiatives to consider. Would like to co-ordinate some joint working with the school and will also need co-operation/agreement with some landowners. In addition would like to facilitate the reporting of various wildlife sightings around the parish via the parish council website, with a direct link to Essex Wildlife Trust. Will produce a proposal of ideas to be discussed in full at the next meeting. Requested that the council speak with St Giles school requesting that the grass cutting contractor is instructed to avoid cutting the wildflowers in front of the playground fencing until appropriate time. The Clerk advised that headteacher- Mrs Nichols has requested a meeting to discuss the schools use of the village playing field. Cllr.Newton volunteered to meet with school to discuss all matters associated with the village playing field.

11. Public question time

Q. Is planning permission required for the new iron bollards that have been erected on the grass verge outside Buttercups, Church Street? Cllr.Haylock will investigate with BDC and also enquire if the bollards are too close to the road.

Cllr.Elms advised he would contact Beagrie Homes to request repair of the 2 potholes opposite the site entrance.

12. Progress Updates – Clerk to report on actions from the 13th March 2019 meeting.

The Clerk advised that she had attended a briefing seminar on the new arrangements for the Community Initiative Fund – the amount of funding now available is greatly reduced so competition is great. A new £500 Micro Grant scheme is also available, year round, which may be appropriate for smaller projects and other community groups.

13. Business Items

- 13.1 **Poo Bins & Dog Mess on Footpaths** – In response to concerns raised by parishioners regarding increased dogs mess along Monks Lodge Rd, Cllr.Elms proposed the purchase and installation of an additional poo bin at the end of the farm track in Gestingthorpe Rd, behind Monks Lodge. Seconded Cllr.Harris. Vote in favour – Unanimous. Cllr.Elms to speak with BDC to enquire if there are any free bins available, alternatively the parish council would cover the cost, appr£100.00 from budget. Regular reminders regarding cleaning up after dogs will be included in the next edition of the Magna Carta.
- 13.2 **BDC Annual Street Cleaning Agreement** – Annual agreement for approval, £800.13 will be paid to the parish from BDC for 2019/20. Cllr.Elms signed the annual agreement on behalf of the council.
- 13.3 **NALC Digital Mapping Service** – Cllr.Harris proposed that the council sign up to the service for 1 year at a cost of £50+VAT. Seconded Cllr.Maile. Vote in favour – 5. Abstentions – 2.

- 13.4 **Environmental Projects** – Carried forward to July 2019 meeting – See Agenda item 10 Officer Reports.
- 13.5 **Annual Action Plan** – Carried forward to July meeting to allow all Councillors to review and propose amendments.

14. **Financial Report**

14.1 **Current bank balances:-**

Current account:	£ 13.44	Reserve account:	£8236.74
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14.2 **Noting of sums received:-**

NatWest Bank Interest Paid Mar-Apr 2019	£2.04
BACS – BDC 1 st Precept Payment	£2902.00
BACS – BDC One off Council Tax Balancing Payment 2019/20	50.00

14.3 **Ratification of payments made:-**

DD – E-ON Quarterly Electricity 1 Jan – 31 Mar 2019	£26.81
On-Line Banking – EALC Local Council Award Scheme, Accreditation	£60.00

Payment(s) to be made requiring approval:-

On-Line Banking – EALC Affiliation Fees	£109.57
On-Line Banking – BHIB Insurance Brokers– Annual Insurance Renewal	£207.80
On-Line Banking – Wicksteed Leisure Ltd – Delivery & Installation of New Spring Rockers and Play Surface	£3959.99

Cllr.Harris proposed payments authorised as detailed, seconded Cllr.Newton.
Vote in favour- Unanimous.

Bank Transfers

From Reserve Account to Current Account	£50.00
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14.4 **Other Finance Matters:-**

- 14.4.1 **Annual Internal Audit** – The council noted receipt and considered the findings of the annual internal report. No items of concern raised by the internal auditor.
- 14.4.2 **Annual Governance & Accountability Return 2019/20** – The council approved the annual governance statement confirming there is a sound system of internal control, including arrangements for the preparation of the accounting statements. Cllr.Elms signed the AGAR return on behalf of the council.
- 14.4.3 **Annual Governance & Accountability Return 2019/20** – The council certified that for the year ended 31 March 2019 the accounting statements in the Annual Governance & Accountability Return had been prepared on an income and expenditure basis, following guidance in Governance & Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and presented fairly the financial position of Great Maplestead Parish Council. Cllr.Elms signed the AGAR return on behalf of the council. The council’s gross annual income and gross annual expenditure did not exceed £25,000 and the council met all other qualifying criteria, the council completed a Certificate of Exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. All documents will be displayed on the council’s website in accordance with the regulations.
- 14.4.4 **Clerk Salary, Changes to National Pay Scales** – The council adopted the revised level of £9.77 per hour, with effect from 1st April 2019, in line with national policy.

15. **Planning**

15.1 **Application Decisions**

None

15.2 Applications Received

15.2.2 19/00094/TPO Henstooth, Toldish Hall Road. Works to be carried out on tree covered by TPO. Cllr.Haylock advised that the proposed work is on a walnut tree and BDC are monitoring. No response proposed by the council.

15.2.3 19/000707/HH Es Cana, Lucking Street. Erection of single storey side extension and detached cart lodge. Cllr.Elms proposed the council should object to the proposal as the new extension would fall outside of the development boundary. This was in accordance with the council's previous commitment to represent parishioner wishes as detailed within the village design statement. Seconded Cllr.Harris. Vote in favour – 5, Abstentions – 2.

16. Correspondence – For notification

Letter from EALC confirming successful Foundation Award accreditation.

CPR & Defibrillator Training Morning/Afternoon – scheduled for Saturday 22nd June 2019. The fee for use of the village hall has been waived.

17. Content for E-newsletter Dog waste & new bin; Election results; New councillor profiles; Churchyard clearance/tidy; Footpath update; Recycling; Local policing.

18. Items for the Next Agenda

Annual Action Plan

Environment Initiatives Proposal

19. Date of next meeting: **Parish Council Meeting 3rd July 2019 at 7.30pm**

Meeting Closed 9.09pm

Signed **TRUE COPY**

Date 3rd July 2019

Appendix 1 – Officer Reports

Communications

1. Website

❖ Report:

- The **Parish Councillor** page has been updated with new information/e-mail links.
- The **News** page has been updated with links to details of the Parish and District Council election results.
- Information about the Council's retention of its **Foundation Level** status, has also been posted on the **News** page.
- The **Home** page also contains an **Important News** link to both the latter two pieces of information.
- Due to pdf copies of the April & May issues failing to be being supplied, the **Parish Magazine** page has not been updated – the Editor has been chased twice in order to remedy the situation.

❖ Action Plan:

- Following this meeting, the responsibilities section on the **Parish Councillor** page will need to be updated.
- The Council's **Policy Documents**, with any amendments or additions approved, will also need to be updated and re-linked to their appropriate pages.
- Other documents, such as the **Community & Emergency Information** leaflets, which now contain out-of-date information, will similarly need to be updated and re-linked.

2. County Broadband – Fibre-Optic Service Update

❖ Report:

- **County Broadband** have confirmed that initial survey work will be conducted this spring, with a view to starting construction in the summer.
- A link to **CB's** 'Frequently Asked Questions' has been set up at <https://greatmaplesteadpc.co.uk/local-amenities/broadband-services/>



3. Footpaths

❖ Report:

- The current condition of the path network can be found on the **Footpaths** page of the website: <https://greatmaplesteadpc.co.uk/footpaths/>.
- A new contract to extend our Service Level Agreement with **ECC** to maintain the Parish footpaths into the 2019/20 financial year was signed on **26th March**.
- The defective footbridge on **FP 16** in the water meadows was reported to ECC on 1st May. The reference number is **2615509** and the repair status can be viewed at <http://www.essexhighways.org/ask-us.aspx> .

❖ Action Plan:

- Interim assessment and maintenance will continue to be carried out on an *ad hoc* basis to monitor path conditions/rectify problems.

4. Miscellaneous

1. Benches/Picnic Tables/Boules Courts

❖ Report:

- A grant funding request to the Essex Community Foundation for these proposed new Playing Field amenities was turned down on the **11th March**.

❖ Action Plan:

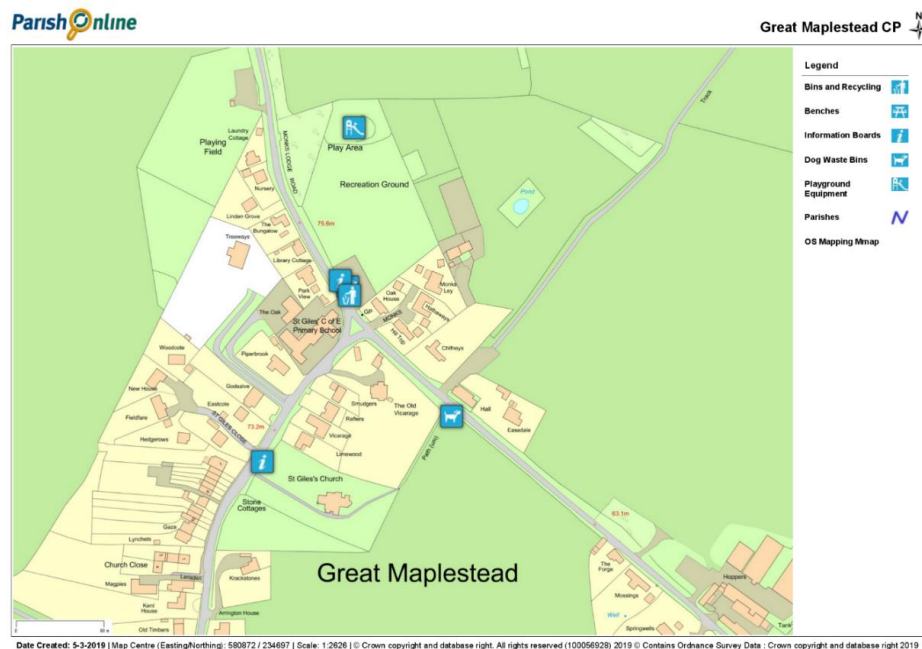
- An exploration of alternative grant funding opportunities will be undertaken.



5. Digital Mapping Service

❖ Report:

- A **30-day free trial** of the mapping service, being offered by **Parish Online** in conjunction with the **NALC**, was carried out during March
- An example of the mapping is below:
 - Each of the identified items is on a separate 'layer' so, for example, all the notice boards are on one, the bottle bank on another, the dog bins on another and so on. Clicking on the icon gives more detail about the item.
 - There is an almost infinite number of layers that can be generated, some using templates and others that can be customised to our requirements.
 - There are various standard types of information, such as parish boundaries, individual postcodes, full home addresses, letter box and signpost locations, all of which can be incorporated into our mapping.
 - The layers can be printed separately on the map, or in various combinations and the map scaling can be seamlessly adjusted to suit the purpose for which it's being used.
 - The mapping tools are easy to use – tutorials are on the **PO** website.



- To subscribe to the service will currently cost **£50 (+VAT) per year**.
- The Council already has an Ordnance Survey licence for the use of such a facility.

❖ Action Plan:

- Decision required on subscribing to service.