**GREAT MAPLESTEAD PARISH COUNCIL**

**Annual Parish Council Meeting held at the Village Hall on Wednesday 31st May 2017**

**Present C**llr.D.Turner.Cllr.J.Newton.Cllr.P.Haylock.Cllr.P.Maile.Cllr.M.Elms.Cllr.S.Harris.Cllr.I.Johnson Mrs. A. Crisp – Clerk. Members of the Public – 7.

**1. Election of Chairman -** Cllr.I.Johnson proposed Cllr.D.Turner, seconded Cllr.M.Elms. Vote in favour – Unanimous.

**2. Election of Vice Chairman –** Cllr.D.Turner proposed Cllr.M.Elms, seconded Cllr.P.Haylock. Vote in favour – Unanimous.

**3. Apologies and Reasons for Absence** – Cty.Cllr D.Finch.

**4. Allocation of Officer Responsibilities** – It was agreed to leave all responsibilities as existing and to add Environmental Matters to Cllr.P.Mailes responsibilities.

**5. Meeting Dates for 2017/18** – 19th July, 30th August, 25th October, 29th November 2017. 10th January, 28th March 2018.The Council agreed to remove the proposed February meeting from its calendar, as it was felt unnecessary based on activity seen in past 12 months, and will also save on cost. The meeting was withdrawn with the proviso that should an additional meeting be required at any point an E-OM could be called.

**6. Minutes of Previous Meeting(s)**– The Minutes of the Parish Council Meeting held on 29th March 2017 were accepted as a true and accurate account of proceedings and signed by the Chairman. Proposed by Cllr.Elms, seconded Cllr.Harris.

**7. Declarations of Interest** – None.

**8. County & District Matters**

Dist.Cllr.J.O’Reilly-Cicconi reported on the achievements of BDC in the past year – Energy Switch has saved constituents money; Dementia Action Alliance has increased members; a pilot handyman service for vulnerable people has been launched; Community Priced weddings are now being held at Braintree Town Hall; The Local Plan is progressing; £28m has been invested into the district principally in town centres and local healthcare.He advised that he had been “dismissed” from the Braintree Planning Committee. *Dist.Cllr.J.O’Reilly-Cicconi left the meeting at this time.*

**9. Policies & Standing Orders**

The Great Maplestead Parish Council Standing Orders & Policies:- Complaints Procedure, Publications Policy & Grant Awarding Policy were adopted without change. Proposed Cllr.Turner, seconded Cllr.Harris. Vote in favour – Unanimous. Cllr.Turner requested that the council’s Action Plan is reviewed by all Councillors ahead of the next meeting. Clerk to add to July agenda.

**10. Officers Reports & Information Exchange**

**Cllr.Haylock** – Covered under Agenda Item 15 Planning.

**Cllr.Elms - Highways** – Verge trimming now complete and a litter pick will take place on 17th June. Fly tipping on the corner of Hulls Mill Lane/Purls Hill is becoming a regular problem and has been reported to BDC who will collect the waste and investigate in an attempt to identify the perpetrator.

**Cllr.Harris** - **Website –** The Community Information leaflet and links to the British Heart Foundation CPR & Defibrillator Awareness videos have been added to the website. Essex.info.net security has been updated and is an opportune time to review whether the council can acquire a more appropriate domain name to help improve its listing on search engines, and remove confusion with the old Great Maplestead village website. **Newsletter** - More parishioners have asked to be included within circulation. The next edition will be issued week commencing 12th June. **Village Information Boards -** Content has been improved now with the designer, who has been absent for some weeks, which has delayed completion, now likely to be mid-July. **Footpaths-** It is now possible to organise 2 cuts per year, thanks to ECC grant scheme. First cut should be complete by the end of this week.

**Cllr.Turner –** The “No Dogs Allowed” sign on the playground fence has been deliberately dismantled. It will be reinstated. A new set of goal-keeping nets have been donated anonymously and will go up in the Autumn.

**Cllr.Johnson – Transport** - Confirmation received that the village bus service will be withdrawn in September 2017 and replaced by Demand Responsive Transport. Further details are promised from ECC. **Neighbourhood Watch**- thefts from ladies handbags in supermarkets and thefts from cars continue to be the main local incidents.

**Cllr.Maile** – **Emergency** Hub- Thanks to the Clerk for organising the installation of the defibrillator. Community Information leaflet now distributed within the parish.The gas cooker and heater at the village hall will now be managed by the Village Hall Committee. The generator remains an outstanding action. A voluntary help telephone system (VETS) similar to the Pebmarsh system is being investigated via the Community Heartbeat Trust.

**Cllr.Newton** – ROSPA annual playground inspection report has not been received to date. Clerk to chase.

Cllr.Turner extended thanks to the Clerk for her work on organising the defibrillator and CPR training day which had been attended by over 40 residents.

**11. Public Question Time**

*Q. Please can notification of the withdrawal of the bus service be notified via every village communication channel as soon as exact details are known?* The Council confirmed this would be done.

*Comment – Disappointed that Dist.Cllr.JO’Reilly-Cicconi is no longer a member of the BDC Planning Committee, as felt he was supportive of parish issues in recent years.*

*Q. Had the council noted that the majority of support comments, for the planning appeal relating to Long Fen, were from non-residents?* The Council confirmed they were aware, and that this had been a matter highlighted by the BDC Planning Officer.

**12. Progress Update**

The Clerk reported on actions from the meetings of 29th March 2017.

**13. Business Items**

13.1 **Annual Request for use of the Village Playing Field –** Request received from The Maplestead Youth Club for use of the field on the first Wednesday of the month in May, June & July 2017 – evenings only. Cllr.Turner proposed approval, seconded by Cllr.Johnson Vote in favour – Unanimous.

13.2 **Annual Street Cleansing Agreement** – Contract and agreement with BDC to be approved and signed.Cllr.Elms proposed approval, seconded by Cllr,Haylock. Vote in favour- Unanimous.

13.3 **Poo Bins & Dog Mess on Footpaths –** Current location of poo bins appears to be working well but there is an increase in dogs mess being left on footpaths throughout the village and a notice will go in Parish News reminding dog owners of their responsibility to clean up after their dogs.

13.4 **Review of Street Lighting –** Enquiries made to A & J Lighting regarding cost and procedure, response awaited. Clerk advised the issue is being raised regularly within various council newsletters and costs are proving expensive/prohibitive.

**14. Financial Report**

14.1 **Current bank balances:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current account: | £ | 48.46 | Reserve account: | £6086.23 |

14.2 **Noting of sums received:-**

|  |  |
| --- | --- |
| NatWest Bank Interest Paid Mar-Apr 2017 | 6p |
| BACS – HMRC VAT Refund  BACS – BDC 1st Precept Payment  BACS – BDC Local Support Grant  BACS – BDC One off Council Tax Balancing Payment 2016/17 | 101.65  2254.00  645.00  78.00 |

14.3 **Ratification of payments made:-**

DD – E-ON Quarterly Electricity 1 Jan – 31 Mar 2017 £18.24

Cheque – AON Insurance – Annual Insurance Renewal £272.14

**Payment(s) to be made requiring approval:-**

|  |  |
| --- | --- |
| Cheque – Fields In Trust Annual Subscription | £50.00 |
| Cheque – EALC Affiliation Fees | £106.30 |

Cllr.Turner proposed that the Fields in Trust subscription is not renewed as there is no current benefit. Payment of the EALC fees are made as the council is an active member. Seconded by Cllr.Harris. Vote in favour – Unanimous.

14.4 **Other Finance matters:-**

14.4.1 **Annual Audit 2016/17 –** Cllr.Haylock proposed that the council approve the annual

governance statement confirming there is a sound system of internal control, including preparation of the accounting statements. Seconded by Cllr.Newton. Vote in favour- Unanimous.

14.4.2 **Annual Audit 2016/17** – Cllr. Haylock proposed the council certify that for the year ended 31 March 2017 the accounting statements in the annual return present fairly the financial position of Great Maplestead Parish Council and its properly present receipts and payments. Seconded by Cllr.Newton. Vote in favour – Unanimous.

**15. Planning**

15.1 **Application Decisions**

*16/00655/FUL Land adjacent to 2 Toldish Hall Cottages, Toldish Hall Road. Proposed detached dwelling with garage.* Granted April 2017.

15.2 **Applications Received**

*17/00798/HHPA –****Information only*** *1 Langthorne Cottages, Gestingthorpe Road. Prior approval for a larger home extension.*

15.3 *16/01932/FUL – Long Fen, Church Street Notification of Appeal, reference: APP/Z1510/W/17/3172840. Cllr.Turner proposed the council responds to the appeal, representing the village opposition to development at this site in line with previous representations. A number of inaccuracies were identified which should also be mentioned. Seconded by Cllr.Newton. Vote in favour – Unanimous. Clerk to liaise with Cllrs.Haylock & Turner and final submission to be circulated to all Councillors prior to submission.*

Cllr.Haylock responded to concerns raised regarding the development known as Buttercups Cottage, Church Street. It is noted that the approved planning is for a 4 bed house with single garage and cart lodge, but the developer is advertising a 5 bed house with double garage. Cllr.Haylock advised that BDC Planning control would identify any possible breach of planning, but that he would monitor.

**16. Correspondence – *For notification***

**ECC Invitation to sign up for Winter Salt Bag Partnership 2017** – Annual reminder, a further supply of salt will be requested for this winter.

**EALC Council of the Year Awards 2017** – An entry will be submitted by the Clerk on behalf of the council.

**17. Content for E-newsletter** District Update; Request from Anglian Water regarding private

pumping stations; Footpaths update; Council meeting dates; Invite ideas from villagers; CPR &

Defibrillator training sessions.

**18. Items for the Next Agenda**

Review Council Action Plan

**19. Date of next meeting**: **Parish Council Meeting 19th July 2017** **at 7.30pm**

**DATE OF NEXT MEETING – 19th July 2017**

The meeting closed at 9.00pm

**Signed…………………TRUE COPY…….……..**  **Dated** 19th July 2017