**GREAT MAPLESTEAD PARISH COUNCIL**

**Parish Council Meeting held at the Village Hall on Wednesday 28th November 2018**

**Present** Cllr.M.Elms (Acting Chairman). Cllr.S.Harris. Cllr.I.Johnson.Cllr.P.Haylock. Cllr.J.Newton Mrs.A.Crisp – Clerk. Members of the Public – 8.

**MINUTES**

1. **Apologies and reasons for absence**– Cllr.D.Turner - holiday. Cllr.P.Maile – illness.
2. **Minutes of previous meeting –**The minutes of the Parish Council meeting held on the 17th October 2018, were accepted as a true and accurate account of proceedings of the meeting. Proposed by Cllr.Harris, seconded Cllr.Johnson.
3. **Declarations of Interest**  - Cllr.Newton - Agenda item 10.2 *18/01782/LBC* *Chelmshoe House Farm* – Non-Pecuniary Interest, business association, Newton family business are contractors.
4. **County and District Matters** *–* Dist.Cllr.O’Reilly-Cicconi advised that a free Christmas lunch and tea will be held by Community 360 on Christmas Day, at the Royal British Legion club in Witham. Transport can be provided. For details contact 01376 511185, or email:christmas@455.org.uk.

Essex County Foundation are offering grants up to £5k towards projects which are aimed at improving health & wellbeing, only 1 or the qualifying 4 criteria needs to be met. Contact 01245 356018 for details.

*Dist.Cllr.O’Reilly-Cicconi left the meeting at this time.*

1. **Officers Reports & Information Exchange –** *No business decisions may be made.*

**Cllr.Haylock** – **Planning** – Cross reference Agenda Item 10.

**Cllr**.**Harris** – **Appendix 1 Report refers. Footpaths –** ECC have been chased again regarding the handrail on the steps at the bottom of Church Field, they have advised they intend to install during Winter, but with the caveat that the installation team are also drivers of the Highways road gritting lorries, so their availability is weather dependent. A visit will be made to the site on 3rd December to assess, work required.

**Cllr**.**Johnson** – No reports of thefts/burglaries within the village. 1 report made to the police regarding anti-social behaviour on the village playing field, there has been no follow up action reported by the police. Caution extended to parishioners to be vigilant to handbag/wallet thefts, household burglaries & oil thefts during Winter period.

**Cllr**.**Newton** - Advised Cllr.Elms of a pothole in Toldis Hall Road which will need to be reported.

**Cllr**.**Elms** –**Highways –** Potholes reported to ECC – at the top of Lucking Street beside the drive entrance to the new build & on the corner of Monks Lodge Road/Gestingthorpe Road. The salt bin at the bottom of Church Street (outside Buttercups), is in the garage of the new house and will be repaired and replaced by the developer. Cllr.Elms has sent a reminder, urging attention to this matter prior to any potential adverse weather.

Tar planings on lane leading to Rangers Hall & Hosdens farm to be delivered and spread shortly, a health & safety assessment has been conducted by ECC. A new dropped kerb has been installed by Greenfields at Foxes Croft, Church St following parishioner request. Lucking St. flooding – ECC advise still ongoing and project recommended for April 2019. **Task Force** – The Autumn verge cut was later, due to contractor’s equipment failure. Following cut, there was heavy leaf fall so full Task Force litter pick did not take place. Where possible, litter has now been collected.

1. **Public question time** Members of the public were invited to ask questions.Comment: Enquiry made of County Broadband following the recent village presentation regarding fibre connectivity, confirmed that parishioners have 12 months to sign up to County Broadband Offer, following completion of installation. This should allow for the expiry of contracts with existing broadband providers.

Q. Will the salt bin outside Buttercups, Church Street be located in the same position as before? Cllr.Elms advised that temporarily the bin will be located on the opposite side of the field entrance, safely set back from the road, until all work at the house is complete.

Q. Please can the council check if the new fence installed at Buttercups, Church St is on ECC land? Cllr.Haylock to check.

Q. Is the council aware that the footpath finger post beside Buttercups, Church St is also broken? Cllr.Harris to attend and organise repair.

1. **Progress Updates** – *Clerk provided an update on action points from 17th October Meeting.*

The Clerk advised that 2019/20 Budget & Precept forecasting will be prepared in readiness for January meeting. Councillors were reminded that budget would need to be allocated for parish council elections, if contested associated costs will be approx.£1,000.00. If non-contested expenses will be between £60-£80.00. Budget will also need to be allocated to the purchase of a new hard-backed, minute book – cost to be ascertained.

**8. Business Items**

8.1 **Annual Review of Open Spaces Action Plan –** Cllr.Harris proposed the inclusion of a new boule court on the village playing field, as per proposal at October meeting and subject to future approval, seconded Cllr.Johnson. Cllr.Haylock proposed the removal “bridges & safety handrails” as this is no longer appropriate, seconded Cllr.Elms. Clerk to organise updates to Open Spaces Plan via BDC.

8.2 **Local Council Award Scheme** – Council resolutions for Foundation Level Accreditation, resolutions 1 & 2 were proposed “en-bloc” by Cllr.Elms and seconded by Cllr.Johnson. Vote in favour – unanimous.

1. The Parish Council confirms that the following documentation have been achieved and is on the Council’s website at www.greatmaplesteadpc.co.uk :-

* Standing Orders & Financial Regulations
* Code of conduct & link to councillors’ registers of interests
* Publication scheme
* Last annual return
* Transparent information about council payments
* Calendar of all meetings including the annual meeting, and annual parish meeting
* Minutes, for at least one year, of full council meetings
* Current agendas
* Budget & Precept information for current year
* Complaints procedure
* Council contact details & councillor information
* Annual action plan
* Evidence of consulting with the community
* Publicity advertising council activities
* Evidence of participating in town & country planning

2. The Parish Council confirms that the following items have been achieved

* Risk management scheme
* Register of assets
* Contracts for staff
* Up to date insurance policies that mitigate risks to public monies
* Disciplinary & grievance procedures
* Training policy for new staff & councillors
* Record of all training undertaken by staff & councillors in last year
* Clerk to have achieved 12 CPD points in the last year

**9. Financial Report**

9.1 **Current bank balances:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current account: |  | £69.99 | Reserve account: | £6147.62 |

9.2 **Noting of sums received:-**

|  |  |
| --- | --- |
| NWB Interest Paid October 2018 | £1.19 |

9.3 **Ratification of payments made:-**

DD E-ON Quarterly Street Lighting July – Sept £23.17

Mortimer Contracts Limited (Autumn Footpath Mow) £170.40

Mortimer Contracts Limited (Autumn Verge Cut) £618.00

**Transfers**

TF From Reserve Account to Current Account £900.00

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

OB National Association of Local Councils – Registration Fee Foundation Level £60.00

9.4 **Other Financial**

Renewal of Data Protection License – new arrangements following the introduction of GDPR. Assessment via Information Commissioner indicates a revised fee of £40.00pa.

**10. Planning**

10.1 **Application Decisions**

*18/01208/FUL Long Fen, Church Street. New Passivhaus dwelling. Declined 30th October 2018.*

10.2 **Applications Received**

*18/01900/VAR Buttercups Cottage, Church Street. Application for variation of condition 2 following grant of planning permission 13/00328, to replace previously approved drawings with revised drawings that dwelling is being built in accordance with.* 1 parishioner objection raised regarding alterations to drainage which are not reflected in plans and may have an adverse impact on neighbouring properties. Cllr.Haylock advised that variations to the original plans appeared minimal and considered that the building did not adversely affect the street scene. Cllr.Haylock proposed the council respond accordingly. Cllr.Elms further proposed that the council supports concerns raised by parishioner regarding drainage, seconded Cllr.Johnson.

*18/01782/LBC Chelmshoe House Farm, Monks Lodge Road. Replacement of existing single glazed timber sash & case windows with new Mumford & Wood heritage style slim glazed, double glazed timber sash & case windows.* Cllr.Haylock advised the proposals appeared in keeping with building and would be controlled as a listed building, he proposed the council respond “No comment, no objection”, seconded Cllr.Harris.

**11. Correspondence – *For notification***

Essex Fire & Rescue Plan – public consultation regarding new countywide plan. Consultation closes 15th January 2019.

Essex Libraries – public consultation regarding the future of Essex libraries. Consultation closes 20th February 2019.

Both consultations may be found on the ECC website or via the parish council website.

**12. Content for E-newsletter**

Next edition will be after the January meeting when content will be agreed.

**13. Items for the Next Agenda**

* 2019/20 Budget & Precept
* VETS telephone helpline
* Installation of new goal nets at village playing field
* New picnic tables & benches
* Environmental projects

**14. Date of next meeting**:  **16th January 2019 at 7.30pm**

MEETING CLOSED AT 8.30pm.

**Signed……………………TRUE COPY……… Dated…16th January 2019….**