

**MINUTES OF A MEETING OF PURLEIGH PARISH COUNCIL,
HELD IN THE WELLS PAVILION, HOWE GREEN ROAD,
ON FRIDAY, 12th APRIL 2019, AT 7.00 P.M.**

Members present: Mr. N. Arthur (Chairman), Mr. C. Ash, Mr. S. Bardwell, Mr. B. Oliver, Mr. S. Potter, Mr. G. Rayner, Mr. G. Strathern.

Also in attendance: Mrs. Jane Potter (Clerk).

Mrs. Penny Channer (County Council Ward Member) and two members of the public attended the public session prior to the start of the meeting.

Miss Sue White (District Council Ward Member), Mrs. Penny Channer (County Council Ward Member) and one member of the public attended part of the meeting.

1/04/19 APOLOGIES FOR ABSENCE

Apologies were received from Mr. John Archer (District Council Ward Member) who was unable to attend the meeting due to a prior personal commitment.

2/04/19 DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATIONS (Localism Act 2011)

There were no new declarations of interest made, nor were there any applications for dispensations from the provisions of the Localism Act 2011.

3/04/19 THE MINUTES OF THE MEETING OF PURLEIGH PARISH COUNCIL HELD ON 8TH MARCH 2019 having been circulated to all Members, were approved, and then signed by the Chairman.

4/04/19 TO DISCUSS ANY MATTERS OF INFORMATION ARISING FROM THOSE MINUTES:

4.1/04/19 Clerk: The Clerk did not have any matters arising from the March 2019 Parish Council meeting to report to Members.

4.2/04/19 Members': Members did not have any matters arising from the March 2019 Parish Council meeting to discuss.

5/04/19 PLANNING MATTERS

5.1/04/19 Decisions taken between meetings: FUL/MAL/19/00251 Variation of conditions 2 & 3 on approved planning permission FUL/MAL/18/00966 (Erection of building with associated parking and access to be used as a brewery for Maldon Brewing Company) for the addition of roof lights, doors and a front porch, fenestration changes, internal changes and an amendment to the external materials (reducing facing brickwork and increasing profile metal sheeting.) Land north of Birchwood Farm, Birchwood Road. Purleigh.

The Parish Council **RECOMMENDED APPROVAL.**

LBC/MAL/19/00119 & HOUSE/MAL/19/00118 (amended). Demolition of porch and garden shed and new single storey garden room. Mill House, Mill Lane, Purleigh.

The Parish Council's previous recommendations of **APPROVAL** were taken to apply.

5.2/04/19 Current applications: LBC/MAL/19/00244 & FUL/MAL/19/00243 Garage conversion to form annexe with three new dormers. New roof extension to existing cottage and new staircase. Forge Cottage, Hackmans Lane.

The Parish Council **RECOMMENDED APPROVAL.**

HOUSE/MAL/19/00143 To erect a single storey L-shaped building to comprise an office, gym, garage and car port and extend the existing driveway. Chesters, Howe Green Road.

The Parish Council **RECOMMENDED APPROVAL.**

COUPA/MAL/19/00331 Prior approval of proposed change of use of agricultural building to No.1 dwelling house (C3) and for associated operational development. Agricultural building, Flambirds Farm, Hackmans Lane.

The Parish Council **RECOMMENDED APPROVAL.**

HOUSE/MAL/19/00362 & LBC/MAL/19/00363 Single storey timber orangery. Burnt House, Lodge Lane, Purleigh.

The Parish Council **RECOMMENDED APPROVAL.**

HOUSE/MAL/19/00390 Single storey extension to garage, alterations to the fenestration of host dwelling & internal alterations. The Haven, Howe Green Road, Purleigh.

The Parish Council **RECOMMENDED APPROVAL.**

HOUSE/MAL/19/00417 Proposed two storey side extension, single storey rear extension, new porch and alterations. 11 Westerings, Purleigh.

The Parish Council **RECOMMENDED APPROVAL.**

5.3/04/18 Notification of appeals:

Town and Country Planning Act 1990 (appeal under s78)

Site address: Land adjacent Tye Meadow, Spar Lane, Purleigh.

Application reference No: OUT/MAL/18/00111

Appeal reference No: APP/X1545/W/18/3207088

Description of development: Demolition of existing outbuilding and erection of a detached 2 bedroom bungalow.

Members noted that this Appeal had been **ALLOWED** and outline planning permission **GRANTED** in accordance with the above application, subject to conditions. A copy of the Inspector's decision was placed in the circulation folder for Members' information.

Town and Country Planning Act 1990 (appeal under s78)

Site address: Land adjacent Sunnycot, Chelmsford Road, Purleigh.

Application reference No: FUL/MAL/17/01160

Appeal reference No: APP/X1545/W/18/3203376

Description of development: Erection of a detached 2 bedroom chalet bungalow with associated cart lodge, access and amenity.

Members noted that this Appeal had been **ALLOWED** and outline planning permission **GRANTED** in accordance with the above application, subject to conditions. A copy of the Inspector's decision was placed in the circulation folder for Members' information.

Town and Country Planning Act 1990 (appeal under s78)

Site address: Harmony Kennels, Brook House, Spar Lane, Purleigh

Application reference No: FUL/MAL/17/01259

Appeal A reference No: APP/X1545/W/18/3201224

Description of development: Two replacement dwellings.

Members noted that this Appeal had been **ALLOWED** and outline planning permission **GRANTED** in accordance with the above application, subject to conditions. A copy of the Inspector's decision was placed in the circulation folder for Members' information.

Town and Country Planning Act 1990 (appeal under s78)

Site address: Brook House, Harmony Kennels, Spar Lane, Purleigh

Application reference No: FUL/MAL/18/00805

Appeal B reference No: APP/X1545/W/18/3214188

Description of development: Two replacement dwellings.

Members noted that this Appeal had been **ALLOWED** and outline planning permission **GRANTED** in accordance with the above application, subject to conditions. A copy of the Inspector's decision was placed in the circulation folder for Members' information.

5.4/04/19 Maldon District Council planning decisions: Members noted that Maldon District Council had **APPROVED** the following planning application:

- TCA/Mal/19/00109 T1 Ash, Prune by 2 – 3m in length. Grass verge opposite Kenbury, The Street.

5.5/04/19 Other planning matters: *Unauthorised vehicular access onto a classified road, Fambridge Road:* It was noted that an investigation into this matter by the Enforcement team at Maldon District Council had commenced (ref: 19/00074/OPCOMP.)

FUL/MAL/19/00154 *Erection of building for oyster purification and ancillary aquiculture storage. Birchwood Farm:* Members noted that this application had been withdrawn.

6/04/19 HIGHWAY MATTERS

6.1/04/19 Re-submission of proposals for parking restrictions in The Street in the vicinity of The Bell Public House: Members noted that the Parish Council had not received an updated proposal for the introduction of parking restrictions (yellow lines) in The Street from affected residents, in time for Members' consideration at the meeting.

6.2/04/19 To consider proposals for the creation of a pedestrian footpath in Church Hill: Mrs. Penny Channer (County Council Ward Member) informed the Parish Council that she had been approached by a resident who had asked if the Local Highways Panel would re-assess the

viability of this proposal, which had been rejected in 2014 when the cost benefit analysis had rendered the scheme, which had had little public support at the time, unjustifiable. Members understood that a significant change in circumstances since 2014 would be necessary for the Highways Panel to recommend the scheme for implementation, given the cost involved.

Cllr. Channer agreed to keep the Parish Council informed.

6.3/04/19 Proposed temporary road closure of Mundon Road and its effects on Purleigh residents: Members noted that between meetings the Parish Council had received correspondence from a concerned resident about the forthcoming temporary road closure of Mundon Road and the diversion routes being proposed.

The resident was concerned that:

1. A huge amount of traffic would be diverted from an A road along a small B road.
2. The culvert near the junction of Fambridge Road may not be able to bear the weight of this amount of traffic.
3. The road narrowed at the culvert to such an extent that two lorries could not pass without going onto the verge and damaging the manhole covers.
4. When the road had been closed in the past, the volume of traffic trying to emerge from Burnham Road onto Fambridge Road had caused long delays.

The Parish Council had suggested that the resident contacted Mrs. Penny Channer (County Council Ward Member) about their concerns.

Members noted that the Parish Council had subsequently been informed by Essex County Council that preparations had been made to close Mundon Wash Bridge, Mundon Road, Mundon from Tuesday, 23rd April 2019 for essential bridge reconstruction works. It was anticipated that the road would reopen in autumn 2019. During this time it would be necessary for Mundon Road to be fully closed to all vehicles at the bridge (from its

junction with New Hall Lane for a distance of approximately 310 metres in a northerly direction).

Members were advised that Mundon Wash Bridge dated back to the 1940s and consisted of three sections, two reinforced concrete box structures and a concrete pipe that ran under the carriageway. An assessment had found the bridge to be in a weak condition and a replacement was therefore needed. Works would involve replacing the existing structure with two precast box sections placed side by side along with head walls and wing walls that complied with national standards. The watercourse and statutory utility services would be temporarily diverted during the works prior to the removal and construction of the new bridge and carriageway.

Advance signage would be on site and appropriate traffic management and diversions would be in place during the closure period. Due to other works anticipated on the network during this period (i.e. on Fambridge Road), the proposed diversions were planned as follows:

Proposed signed diversion from 23rd April to 2nd July 2019 (during other works being undertaken on Fambridge Road): Mundon Road (Continuation of road on both side north and south side of closure), Main Road Mundon, Burnham Road, Fambridge Road (B1018), Barons Lane (B1010), Maldon Road (A414) and Limebrook Way.

Proposed signed diversion from 3rd July onwards: Mundon Road (Continuation of road on both side north and south side of closure), Limebrook Way, Fambridge Road (B1018), Burnham Road, Maldon Road and Main Road Mundon.

Residents and businesses in the immediate vicinity would receive a letter informing them about the bridge reconstruction works and a '[Mundon Wash Bridge webpage](#)' had been created where further updates relating to the scheme would be posted, along with details of any changes to traffic management.

Cllr. Channer explained that she had provided the resident with the County Council's explanation of the rationale behind these diversion routes.

6.4/04/19 Other highway matters: *Faded yellow lines in Pump Lane and the Westerings:* Members noted that the faded yellow lines in Pump Lane and the Westerings had been reported to Essex County Council who had been asked to reinstate them as soon as possible in the interests of highway safety.

Overgrown roadside hedge between Norwood Cottage and Sunnyside, Cold Norton Road: Members noted that following Cllr. Channer's intervention, Essex County Council's Highways Department had advised that, following an inspection, a Highways Inspector had noted that the vegetation had been cut and that the footway was passable. Essex County Council felt the hedge had been cut to an adequate standard and was no longer causing an obstruction to the highway and as a result the case had been closed.

Byway 32: Members noted that Byway 32 (Seagers Lane) had been partly resurfaced with road planings and was now passable.

Spar Lane: Members noted that the condition of Spar Lane was giving cause for concern and had been reported to Essex County Council. The surface of the Lane had holes in it and grass was growing in it in places. Cllr. Channer had also been made aware of the problem and it was agreed that the Clerk would follow the matter up.

Enclosure and consequent obstruction of highway verge, Ferndale, Birchwood Road: It was agreed to report the enclosure and consequent obstruction of the highway verge in front of Ferndale, Birchwood Road to Essex County Council. Members were concerned that this prevented access to the verge to the detriment of highway safety. The Chairman agreed to take photographs which could be forwarded to the County Council to illustrate the problem.

7/04/19 PLAYING FIELD AND OPEN SPACES

7.1/04/19 Children's Play Area: Mr. Ash reported that he had carried out his usual inspections of the Children's Play Area and that all items of play equipment therein appeared to be in a satisfactory condition,

7.2/04/19 To receive a report on the proposed designs for the Children's Play Area and to consider their impact on other playing field users: Members noted that on 24th March 2019 Mr. Oliver had met with members of the Purleigh Community Fund and Josh Taylor (Purleigh Cricket Club) to discuss the potential placement of the new play equipment, bearing in mind the extent of the croquet lawns (permanent and temporary) and the cricket outfield.

Mr. Oliver reported that he understood that the equipment would be situated nearer to the BT exchange to minimise risk, although parents and carers would have to remain vigilant if children were playing when a cricket match was in progress.

It was also noted that the Chairman and members of the Purleigh Community Fund had met with playground designers on 28th March 2019. After this meeting the Chairman had written to the Purleigh Community Fund

confirming that once final designs had been chosen by the committee, they were submitted to the Parish Council for Members' consideration, as the Parish Council would have the final say on whether the designs were appropriate, in the right place, and if work could commence.

It was agreed to write to the Purleigh Community Fund informing it that access to the site, should the Parish Council approve the designs, would have to be *via* the pavilion car park, then in front of the pavilion and down the playing field alongside the gardens at the rear of the Glebe properties. Members also proposed that arrangements be made to transfer the equipment, once it had been delivered, to smaller vehicles in the car park before proceeding to the children's play area to minimise the risk of damaging the surface of the playing field.

It was also agreed to ask the Purleigh Community Fund to submit its final designs to the Parish Council for Members' consideration at the May meeting, given that the grants, totally £19,380 which had already been received by the Parish Council towards the project, had to be spent by 31st March 2020 and the need to carry out any work in the summer when the surface of the playing field was more likely to be dry. It would also be essential to gain written assurances from the play equipment provider that if any damage was caused to the playing field's surface during

construction, the company would be responsible for its restoration, to the satisfaction of the Parish Council.

Members noted that some further work had been done on the natural play area, but that the Purleigh Community Fund had run out of bark. The area had therefore been sectioned off pending the receipt of further materials.

Routine play area maintenance: Members noted that Mr. Ovel had written to the Parish Council informing Members that he was no longer able to carry out any maintenance in children's play area. It was agreed to write to Mr. Ovel thanking him for all the work had had carried out in the children's play area over the years and assuring him that the Parish Council still highly valued the other services he provided in the parish.

7.3/04/19 To approve the pavilion and playing field accounts for the period 1st April 2018 to 31st March 2019: Members noted and approved the pavilion and playing field accounts which showed that during the financial year ended 31st March 2019 income from the pavilion and playing field amounted to £4,332.25 and expenditure on the facilities totalled £5,681.41. This represented a deficit for the year of £1,349.19 but did not take into account money spent on insurance and grass cutting which amounted to an additional £4,288.14.

7.4/04/18 Discretionary rate relief 2019/2020: Members noted that Maldon District Council had advised that the Parish Council's application for non-domestic rate relief had been successful and as a result it would receive 100% discretionary rate relief on the pavilion until 1st April 2020. The total amount of rates due therefore for the forthcoming financial year was nil.

7.8/04/19 Other playing field and open space matters: Litter. Members noted that the Parish Council had been asked to write to the Diocese of Chelmsford *via* its Agent, Strutt & Parker, asking for litter to be removed from the pond adjacent to the village sign, and that the council had also received a complaint that there was still an abandoned bath on the playing field.

Mr. Potter was thanked, as he had removed the bath prior to the meeting.

Croquet Lawn: It was agreed that Mr. Oliver would contact A.G. Macmorland Farming Partnership Ltd, the Parish Council's grass cutting contractor, asking Mr. Macmorland not to go over the croquet lawns whilst they were being re-seeded.

PA Testing at the pavilion: Members noted that Portable Appliance Testing of all the relevant electrical items in the Pavilion had been carried out by Mr. Sumner (Jaggan Safe) in the presence of the Chairman on 27th March 2019. There had been no issues arising to report to the Council.

8/04/19 FINANCIAL MATTERS

8.1/04/19 To receive a Statement of Accounts for the period 1st April 2018 to 31st March 2019: It was unanimously agreed to approve the Statement of Accounts for the period 1st April 2018 to 31st March 2019 as follows:

Statement of Accounts:

Receipts:	£97,136.99	Barclays Bank Plc:	
Payments:	£43,693.75	Current account	£3,017.08
		Business Premium Account	£17,419.02
		Capital Projects Fund	£25,673.61
		Legacy	£7,283.53
		Petty Cash	£50.00
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	£53,443.24		£53,443.24

Bank Statements detailing the transactions in all four of the Parish Council's bank accounts for the financial year 2018/2019 were available for Members' inspection, as part of the internal audit process.

Members noted that the unusually high balance in the Capital Projects Fund (formerly the Historic Buildings Fund) was due to the receipt of two grants towards the planned refurbishment of the children's play area (one

from Essex County Council's Community Initiatives Fund in the sum of £10,000 and one from the National Lottery in the sum of £9,380.)

Members noted that John Smith-Day (Lambert Chapman LLP) would carry out the end of year independent audit at 12.30 p.m. on Tuesday, 21st May 2019.

8.2/04/19 To conduct a financial review 2019/2020: As part of the Parish Council's internal audit process, Members received and considered a detailed breakdown of estimated income and expenditure for the period 1st April 2019 to 31st March 2020.

8.3/04/19 To sign the payments and receipts account for the period 1st April 2018 to 31st March 2019: The Chairman and Responsible Financial Officer signed the Payments and Receipts Account for the period 1st April 2018 to 31st March 2019.

8.4/04/19 To approve and sign the Bank reconciliation for the period 1st April 2018 to 31st March 2019: A bank reconciliation for the period 1st April 2018 to 31st March 2019 was carried out by the Chairman and approved by the Parish Council. The Chairman and Responsible Financial Officer signed the bank reconciliation for the financial year 2018/2019, prepared in accordance with audit requirements.

8.5/04/19 The external review of the Annual Governance and Accountability Returns for the year ending 31st March 2019: Members noted that PKF Littlejohn LLP had advised that Smaller Authorities' Audit Appointments Ltd (SAAA) had appointed them the external auditor for Purreigh Parish Council for 5 years from 2017/2018. The deadline by which the Council's completed and approved Annual Governance and Accountability Returns (AGAR) and all applicable supporting documentation should be submitted to them was Monday, 1st July 2019 so that they could carry out the annual audit of accounts.

In order to comply with the legal requirement to enable interested parties and local electors to exercise their rights with regard to the accounts, PKF Littlejohn had suggested Monday, 17th June 2019 to Friday, 26th July 2019 inclusive, as the dates between which interested parties could inspect the accounts and related documents and exercise their rights under the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

Members noted that on or before 7th June 2019 the Parish Council would display notices informing parishioners that the accounts would be available for inspection at 27 Anchor Reach, South Woodham Ferrers, from 17th June 2019 to 26th July 2019 inclusive (on reasonable notice by application to the Clerk).

A copy of 'Local Authority Accounts: A Summary of Your Rights' would be displayed alongside each Notice, as required by the Local Audit and Accountability Act 2014 sections 26 and 27, and the Accounts and Audit Regulations 2015 (SI 2015/234).

8.6/04/19 To receive a report of receipts: Members received a report of the following receipts:

Jane Potter	Contribution to Clerk's Telephone account	£70.00
Table Tennis Club	Pavilion hire 1/10/18 – 31/03/19	£156.00
Kalma	Pavilion hire 1/12/18 – 31/03/19	£195.00
Purleigh Primary School	Donation towards the cost of parking Enforcement in Pump Lane	£262.50
S. Brown	Pavilion hire	£40.00
		£723.50

8.7/04/19 To approve payment of accounts between meetings:

Members noted and approved that the following accounts had been paid between meetings, adhering strictly to the procedures outlined in the Parish Council's Financial Regulation 5.5.

Greenwood South Western	Rental - Allotment plots (Standing Order)		£5.00
Purleigh Community Shop Ltd	Grant (Minute No 10.4/01/19)		£2,500.00
British Telecom' Plc	Telephone account (Direct Debit)	£239.51	
	VAT	£47.90	
			£287.41
			£2,792.41

8.8/04/19 To approve payment of accounts to hand and transfers between bank accounts: It was unanimously agreed to approve payment of the following accounts to hand:

Mrs. Jane Potter	Salary – March 2019	£1269.00	
	Less tax	£30.40	
	National Insurance	£66.00	
	And Pension Contributions	£73.60	
			£1,099.00
H.M. Revenue & Customs	Tax	£30.40	
	National Insurance (employees)	£66.00	
	National insurance (employers)	£75.90	
			£172.30
Essex Pensions Fund	Employee contributions (5.8% pensionable pay)	£73.60	

	Employer contributions (21.7% pensionable pay)	£275.37	
	Administration charge (8% employee contributions)	£5.89	£354.86
Mrs. R. Dilworth	Pavilion cleaning – March 2019 20 hours @ £8.00		£160.00
R. Rapley	Maintenance of the parish website January to March 2019		£65.00
J.P. Ovel	Work in the parish (December 2018 – March 2019) 5 hours @ £15.00 per hour		£75.00
All Saints Church Magazine	Printing		£64.75
EALC	Affiliation fee 2019/2020	£211.66	
NALC	Affiliation fee 2019/2020	£69.20	
			£280.86
EALC	Routine Playground inspection course 23rd May 2019 (Mr. Ash)	£150.00	
	VAT	£30.00	
			£180.00
RBS Invoice Finance Ltd	Photocopying	£30.60	
	VAT	£6.12	
		£36.72	

	Photocopying	£13.40	
	VAT	£2.68	
		£16.08	
			£52.80
Mr. M. E. Sumner	PAT: Electrical testing at the pavilion		£49.50
Rustic Garden Furniture Ltd	To supply and fit 4 logs on the log traverse		£300.00
A.G. Macmorland Farming Partnership	Grass cutting – March	£362.00	
	VAT	£72.40	
			£434.40
Essex Heritage Trust	Affiliation fee 2019/2020		£25.00
Petty Cash	Postage		£5.06
CPRE	Affiliation fee 2019/2020		£36.00
			£3,354.53

Transfers: Members noted and approved the following bank transfers:

1. On 22nd March 2019 the sum of £2,500 had been transferred from the Capital Projects Fund (30567361) to the Community Current Account (40731080) being a grant to Purleigh Community Shop Ltd as agreed at the January 2019 Parish Council meeting (Minute No. 10.4/01/19.)
2. On 9th April 2019 the sum of £1,347.95 had been transferred from the Business Premium Account (80731099) to the Community Current Account (40731080) to pay the accounts to hand at the April 2019 Parish Council meeting above, and leave approximately £1,500 in the current account.

9/04/19 Date of the May 2019 Parish Council meeting

The Parish Council agreed to move the date of the May 2019 Parish Council meeting from 10th to the 17th May 2019 to allow more time for the preparation of accounts and the annual risk assessment.

10/04/19 CORRESPONDENCE

Maldon Town Council

Councillor training: Members noted that Jane Coleman (Town Clerk, Maldon Town Council) had advised that Simon Quelch was organising Code of Conduct training for all Councillors on Wednesday, 22nd May 2019 at 7.00 p.m. in The Town Hall, Market Hill, Maldon. This was primarily designed for new councillors but also for any existing Councillors who would welcome a refresher course. Space was limited to 200, so places needed be booked in advance by 20th May via townclerk@maldontowncouncil.gov.uk.

Purleigh Community Shop

Members noted that the Management Committee was about to launch its community share offer and was working hard on a lot of issues behind the scenes so that it could meet its target opening date of 1st July 2019. The committee had asked if it would be possible to have a link on the Purleigh website to the shop's website once the latter was up and running.

It was agreed to add a link as requested.

Members noted that Dr. Ashton would be attending the Annual Parish Meeting to give an update on the shop's progress.

National Audit Office

Consultation of new Code of Audit Practice: Members noted that the National Audit Office had issued a [consultation on the new Code of Audit Practice](#) which was due to come into force by 1 April 2020. The National Association of Local Councils (NALC) was seeking the Parish Council's

views on chapter 6 which related specifically to smaller councils and was interested in the sector's views:

Members noted that any comments should be submitted to NALC by 30th April 2019.

It was agreed to support NALC's proposal to highlight the following issues of concern:

1. The difficulty for smaller councils to be able to pay a potentially high and disproportionate cost when a concerted number of electors decided to raise a high number of minor/technical objections of a vexatious nature.
2. That there should be the inclusion of a principle relating to proportionality in respect of smaller authorities, especially where the authority had an annual budget / turnover below £25,000 and was potentially exempt (i.e. smaller and subject to the Smaller Authorities' Transparency Code).
3. To agree to the retention under clause 5.4 that the auditor should consider "the costs of dealing with the matter, bearing in mind that these are borne by the taxpayer" where the cost of an audit investigation could be more than a smaller council's annual precept.

Essex Association of Local Councils (EALC)

Training: Members noted that the EALC had announced that it would be working with Essex County Council's Highways Department on Wednesday, 2nd October between 9.30 a.m. and 1.00 p.m. to deliver a free Winter Highways Briefing to all Parish and Town Councils. Places to attend the winter briefing had to be booked in advance however at Members' earliest convenience. The briefing would be taking place in the Foakes Hall, Great Dunmow, CM6 1DG and a high attendance was expected.

In addition, the Institute of Cemetery and Crematorium Management would be delivering a brand new course with the EALC, 'Management of Memorials' on Monday, 9th September between 9.30 a.m. and 4.00 p.m. at

a cost of £110 per delegate. The morning session would be held in Coggeshall Village Hall, CO6 1UH, whilst the afternoon's practical session would take place in Coggeshall Cemetery.

Details of both training sessions were placed in the circulation folder for members' information.

11/04/19 POINTS OF INFORMATION

Members were reminded that the Annual Parish Meeting would be held on Thursday, 25th April 2019. Refreshments would be provided by the Clerk as usual, but a volunteer would be needed to make the teas and coffees.

Members noted that John Archer (District Council Ward Member) had decided not to stand for re-election in May. It was agreed to write to Mr. Archer after the elections to thank him for the many years he had represented Purleigh Ward on the District Council and for all the hard work, time and commitment he had given to listening to Purleigh Parish Council and its residents' concerns, trying to find solutions to problems and resolve issues. His efforts had been greatly appreciated and Members' wished him well in his retirement from public office.

There being no further business, the Chairman closed the meeting at 8.14 p.m.