

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

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

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

Miss Sue White (District Council Ward Member) attended the public session prior to the start of the meeting as did Christina Chan, Libby Johns and Rachel Moore (Purleigh Community Fund).

Christina Chan, Libby Johns and Rachel Moore attended part of the meeting.

1/07/19 APOLOGIES FOR ABSENCE

Apologies were received from Mr. N. Arthur who was unable to attend the meeting due to a prior personal commitment and from Mrs. Jane Fleming (District Council Ward Member) and Mrs. Penny Channer (County Council Ward Member) who were also unable to attend due to prior personal and professional commitments.

2/07/19 DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATIONS (Localism Act 2011)

Mr. S. Bardwell declared a disclosable pecuniary interest in Agenda item 7.2/07/19 (To receive finalised designs for the new play equipment and safety surface in the Children's Play Area), his company having submitted a quotation for the removal of play equipment. Mr. Bardwell left the room whilst the Parish Council discussed this aspect of the project.

There were no applications for dispensations from the provisions of the Localism Act 2011.

3/07/19 THE MINUTES OF THE MEETING OF PURLEIGH PARISH COUNCIL HELD ON 14TH JUNE 2019 having been circulated to all Members, were approved, and signed by the Chairman.

4/07/19 TO DISCUSS ANY MATTERS OF INFORMATION ARISING FROM THOSE MINUTES:

4.1/07/19 Clerk: *12/06/19 The Chairman to sign a Declaration of Acceptance of Office:* Members noted that Mr. Rayner had signed his Declaration of Acceptance of Office on 19th June 2019 in the presence of the Proper Officer of the Council, as agreed at the June meeting.

9.1/06/19 Allotment Matters: Members noted that a Purleigh resident had taken over the tenancy of Allotment Plot 11.

4.2/07/19 Members’: Members did not have any matters arising from the June meeting to discuss.

With the agreement of all present, the Chairman changed the order of business to discuss Agenda item 7.2/07/19 at this juncture so that representatives of the Purleigh Community Fund, who were present, could participate in the discussion.

7/07/19 PLAYING FIELD AND OPEN SPACES

7.2/07/19 To receive finalised designs for the new play equipment and safety surface in the Children’s Play Area: Members were reminded that Mr. S. Bardwell had declared a disclosable pecuniary interest in this Agenda item, his company having submitted a quotation for the removal of play equipment. Mr. Bardwell left the room whilst the Parish Council discussed this aspect of the project.

Members noted that copies of a presentation prepared by the Purleigh Community Fund (PCF) showing its proposals for the redevelopment of the children’s play area had been circulated to Parish Councillors prior to the

meeting, together with quotations from Hand Made Places (Broxap), Polymax, S. P. Bardwell Ltd and RCM Contractors.

Members also noted that between meetings Mr. Arthur and Mr. Bardwell had met with representatives of the PCF, to try to assist them with the preparation of their proposals to be considered by the Parish Council.

The Parish Council considered the contents of the PCF's presentation and gave very careful consideration to the quotations supplied alongside it.

PCF members explained to the Council that they hoped the meeting would be able to agree about the following, so that an order for the play equipment could be placed without further delay:

1. The type of safety surfacing to be used i.e. bark, bound rubber mulch (wet-pour) or grass matting.
2. Which contractor should take out the pieces of existing play equipment earmarked for removal and secure and make good the site immediately prior to the installation of the new equipment.
3. That the six pieces of equipment described in the quotation from Broxap could be ordered now, given that there was currently a lead time of seven weeks and the grant monies already banked had to be spent by 31st March 2020.

The Parish Council was of the opinion that discrepancies, omissions and lack of clarity within the presentation and quotations meant that greater interrogation of them was required before it could authorise the ordering of the new equipment. There was also some doubt about who would install the play equipment if Broxap's quotation was considered to be too expensive.

Members were wholly supportive of the project however and were greatly impressed by the enthusiasm and commitment shown by PCF members to the refurbishment project and by the amount of money the group had managed to raise over a relatively short space of time; £27,828.06 with a further pledge of up to £2,844.00 making a grand total of £30,672.06 to date.

The Parish Council discussed the relative pros and cons of the three safety surfaces described, favouring grass matting above bark and ruling out bound rubber mulch on the grounds of cost and the fact that the edging boards that surrounded it soon became trip hazards, that it inevitably moved and split and that it was notoriously difficult and expensive to repair.

Mr. Bardwell left the meeting at this juncture.

The Parish Council considered two quotations for the removal of some of the existing play equipment from S. P. Bardwell Ltd (£2,500 plus VAT) and RCM Contractors (£2,300 plus VAT).

It was agreed to accept S.P. Bardwell Ltd's quotation, as this included disposing of the equipment once removed and making good all finished surfaces, which were not included in RCM Contractors' quotation.

Mr. Bardwell re-joined the meeting at this point.

To enable further progress to be made as quickly as possible, the Parish Council agreed to establish a working party comprising the Chairman, Mr. Arthur and Mr. Bardwell and two members of the PCF to meet between meetings and agree a final, detailed and fully costed proposal to put to the Parish Council for its approval at the earliest opportunity. The Clerk would also attend in an administrative capacity.

5/07/19 PLANNING MATTERS

5.1/07/19 Decisions taken between meetings: Members noted that the Parish Council had not made any recommendations on planning applications to Maldon District Council between meetings.

5.2/07/19 Current applications: TCA/MAL/19/00691 Sycamore – Fell. All Saints Church, Church Hill, Purleigh.

The Parish Council **RECOMMENDED APPROVAL.**

HOUSE/MAL/19/00712 Replace existing conservatory on rear with single storey extension. 1, Le Howe Farm Cottages, Howe Green Road.

The Parish Council **RECOMMENDED APPROVAL.**

FUL/MAL/19/00667 Siting of two static caravans for use as short term holiday lets, between 1st February to 30th December. Oakfield Farm, Hyde Chase.

The Parish Council **RECOMMENDED REFUSAL**, on the grounds that in planning legislation a short term let was defined as being where a property was rented out for a period of less than 90 consecutive nights over a calendar year.

FUL/MAL/19 00674 Erection of building for oyster purification and ancillary aquiculture storage by the Maldon Oyster Company. Birchwood Farm, Birchwood Road, Cock Clarks.

The Parish Council **RECOMMENDED APPROVAL.**

COUPA/MAL/19/00608 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. Officer: Devan Lawson.

The Parish Council **RECOMMENDED APPROVAL.**

HOUSE/MAL/19/00706 Proposed two storey side extension, single storey rear extension, new porch and alterations. 11, Westerings, Purleigh. Officer: Hayleigh Parker-Haines.

The Parish Council **RECOMMENDED APPROVAL.**

5.3/07/19 Notification of appeals: Members noted that the Parish Council had not received any notifications of Appeals or Appeal decisions between meetings.

5.4/07/19 Maldon District Council planning decisions: Members noted that Maldon District Council had **REFUSED** to grant planning permission for the following development:

- FUL/MAL/19/00466 Conversion of workshop to three bedroom dwelling. Land east of Pine Lodge, Junction Road, Cold Norton.

5.5/07/19 Other planning matters: *Land opposite Hideaway, Hackmans Lane – Importation of rubble enquiry (case ref: 17/00222/CU):* Maldon District Council advised that following its enquiries into the above matter, it had concluded that there was no breach of planning control in regard to the complaint and so the case had been closed. The District Council could however confirm that there was an on-going case at the site in regard to the unauthorised erection of an outbuilding (case ref: 17/00223/OPCOMP.)

Invitation to submit nominations for the Maldon District Conservation Design Awards 2019: Members noted that the Maldon District Conservation & Design Awards Scheme aimed to acknowledge and encourage good design and sympathetic conservation of the special elements of the built and natural environment.

The annual awards relied on architects, landscape architects, professional bodies, charitable trusts, community groups, parish councils and the public to nominate projects for these awards.

The Parish Council did not have any projects to nominate for the 2019 awards.

6/06/19 HIGHWAY MATTERS

6.1/07/19 Enclosure of the roadside verge in front of Ferndale, Birchwood Road: Members were reminded that at the June meeting Essex County Council had informed the Parish Council that Officers had investigated and risk-assessed this issue. At present the County Council

prioritised the principal road network, the repair of the worst pot holes and other safety critical work such as flooding and bridge repairs. Its recent investigation of this issue had concluded that it was not as serious as many other issues Inspectors were aware of, so the County Council wouldn't be taking any further action. The Parish Council was informed that there was no need to report this issue again, as the location would be regularly monitored through future scheduled inspections and action may be taken in the future if there was significant deterioration.

The resident who had raised the issue with the Parish Council had been informed of the County Council's response and had subsequently advised Members that the situation had deteriorated significantly, in that the area had been fenced off. He asked the Parish Council to pursue the matter further and to obtain clarification from the County Council that despite the fence, pedestrians were still allowed to walk on the enclosed verge within it.

It was agreed to enlist the help of Mrs. Penny Channer (County Council Ward Member) to ask the County Council to re-open its investigation into this area and to obtain the clarification sought by the resident.

6.3/07/19 Other highway matters: *Obstruction of the roadside verge outside The Ponds, Burnham Road, Mundon:* It was agreed to report the planting of a line of trees on the roadside verge in front of The Ponds, Burnham Road, to Essex County Council. Not only did this constitute the obstruction of the verge but was also likely to exacerbate the drainage issues in Maldon Road well documented in the Flood Investigation Report into Maldon Road, Latchingdon, prepared by Essex County Council in January 2012.

7/07/19 PLAYING FIELD AND OPEN SPACES

7.1/07/19 Children's play Area: Monthly report: Mr. Ash reported that he had carried out his weekly inspections of the Children's Play Area and that all items of play equipment therein appeared to be in a satisfactory condition.

7.2/07/19 To receive finalised designs for the new play equipment and safety surface in the Children's Play Area: This Agenda item was discussed after item 4.2/07/19 with the agreement of all present, so that

representatives of the Purleigh Community Fund, who were present, could participate in the discussion before having to leave the meeting.

7.3.07/19 To receive a report of the site meeting with Moat Homes to discuss issues related to grounds maintenance and parking etc. in The Glebe: Members noted the following report:

Report of a site meeting with Moat Homes on 26th June 2019 at the Pavilion, Howe Green Road

Present: Jacqueline Prendy (Neighbourhood Services Manager, Moat Homes)

Steven Bardwell and Steven Potter (Purleigh Parish Council)

Also in attendance: Jane Potter (Clerk, Purleigh Parish Council)

Grounds Maintenance issues: *Grass cutting of The Green:* Mrs. Prendy explained that the new grass cutting contractors had settled in and any teething troubles should have been sorted out, with cuts taking place regularly.

- No further action required.

Grass along footpath to playing field from The Green: The meeting debated the ownership of the grass, roadside hedge and trees to the left of the path (when looking towards The Green) at length. Mrs. Prendy explained that Moat's Validation Team were certain that the land on that side of the path was not Moat's responsibility, as it was not in their ownership.

Mr. Potter explained however that Maldon District Council had bought the whole glebe field from the Church in 1953 from the Rector of Purleigh and that this included all of the disputed area, as could be seen from the 1924 Ordnance Survey Map. It had presumably therefore been transferred to Plume and then to Moat.

- Action: The Parish Council to provide supporting information to Mrs. Prendy.

Parking issues: The meeting informed Mrs. Prendy that residents of The Glebe were experiencing problems with access to their properties due to vehicles parking in such a way that larger vehicles such as delivery lorries, refuse collection vehicles and the emergency services could not gain access. In addition, the situation was being exacerbated by untaxed vehicles being permanently parked on the road.

- Action: The Parish Council to forward the registration numbers of suspected untaxed vehicles parked in The Glebe to Moat for further action.

Condition of the former BT telephone exchange site adjacent to Callowood Croft: The meeting noted the poor condition of the site which Mrs. Prendy considered of 'grave concern in respect to health and safety, being somewhat exposed and poorly secured.' It was also likely that there were a proliferation of rats on the site. The meeting understood that Mr. Vaughan still owned the site which he hoped to develop in the future, but was resident elsewhere. Mr. Bardwell suggested asking Maldon District Council's Environmental Health Officers to investigate. Mrs. Prendy provided the Parish Council with Mr. Vaughan's current telephone number.

- Action: The Parish Council to consider referring the site to MDC.

Members noted that the Parish Council had provided supporting information about the sale of the Glebe field to Mrs. Prendy, as discussed at the site meeting, and it was agreed to refer the former telephone exchange site to Maldon District Council's Environmental Health Department and to ask them to ensure the landowner took appropriate remedial action to secure the site and make it safe and free from pests.

7.4/07/19 Damaged Notice Board – Rudley Green: Members noted that the Parish Council had submitted a property damage claim (No. TT19260105) to Marker Study Insurance following the road traffic accident in Chelmsford Road on 27th May which had destroyed the Parish Council's notice board, having first obtained the following three quotations for its replacement:

Noticeboard Company:

Oak External Lockable Notice Board Size: 1500 x 1120mm high (Holds 2 x A1) wall mounted Frame: Mid Oak Magnetic Back Panel: Silver (RAL 9006)PURLEIGH PARISH COUNCIL.

Product Information

FSC certified European oak

Double doors with 4mm deep glazing

Security lock and two keys

Central locking bar to stop door swinging open

Internal magnetic backing

Header panel with engraved text

£1,639.00

Harry Stebbing:

Description

Notice Board: Double Door to display 12 x A4 ~ polycarbonate glazed & lockable

Cabinet Size: 1585mm (62½") width x 800mm (31½") height x 80mm (3¼") depth

Overall Size: 1635mm (64½") x 915mm (36")

Mounting: Double 100mm (4") Posts to be mounted to existing concrete posts

£1,411.00

Lettering: PURLEIGH PARISH COUNCIL ~ 21 Hand Carved Letters @ £4.75 each

£99.75

Delivery: From NR9 to Essex

£55.00

Sub-total exVAT

£1,565.75

Greenbarnes Ltd:

Light Oak Stain finish to whole board

Two bay 6 x A4 landscape Noticeboard, toughened glass/lockable	£1,102.31
Header, portrait, straight pattern 95mm Oak	£91.54
Signwriting PURLEIGH PARISH COUNCIL	£65.52
Oak Post kit	£156.74
Carriage	£364.38
Sub-Total ex VAT	£1,480.49

Marker Study had subsequently instructed a loss adjusting Company, 'Core Insurance Services Ltd' to review the damage claim, who would liaise with the Parish Council in due course.

It was agreed to defer making a decision on the supplier and location of any new notice board, pending the outcome of the Parish Council's property damage claim.

7.5/07/19 Works required to the tree on the boundary between the Churchyard and The Old Rectory: Members noted that Mr. Potter had met with the owners of The Old Rectory between meetings, as there was some debate about who owned the tree which had been identified during the Parish Council's annual tree inspection as needing to be felled.

Mr. Potter reported that having inspected the tree again with the owner of The Old Rectory, it appeared that whilst the roots of the tree were on The Old Rectory side of the Churchyard boundary, the crown of the tree was in the churchyard, and on close inspection it appeared that the tree had actually grown up through the fence rather than on one side of it or the other.

As a suitable compromise, Mr. Potter proposed, and it was unanimously agreed, that the Parish Council write to the owners of The Old Rectory offering to pay a 50% contribution towards the cost of felling the tree if they arranged for the work to be done.

7.6/07/19 Other playing field and open space matters: *Leaking Toilet in the Pavilion:* Members noted that the middle urinal in the gentleman's toilet was leaking, that there had been consequent water damage to the floor

and that there was a permanently bad smell in the room, making it very off-putting for hirers of the facilities.

Mr. Bardwell agreed to investigate and if possible carry out the appropriate repairs.

8/07/19 FINANCIAL MATTERS

8.1/07/19 To receive a report of the internal audit of accounts for the period 1st April 2019 to 30th June 2019: Members noted that the Chairman had carried out an internal audit of the Parish Council's accounts for the period 1st April 2019 to 30th June 2019 on 9th July 2019.

Members noted that during the audit, the Chairman had checked statements of balances submitted to the Council against its bank statements and transaction books and had carried out a bank reconciliation. He had also inspected the petty cash book, VAT and PAYE records and other subsidiary accounting records as he had seen fit, in accordance with the Parish Council's internal audit procedure.

8.2/07/19 To receive a Statement of Accounts for the period 1st April 2019 to 30th June 2019: It was unanimously agreed to approve the Statement of Accounts for the period 1st April 2019 to 30th June 2019 as follows:

Statement of Accounts:

Receipts:	£95,410.05	Barclays Bank Plc:	
Expenditure	£15,850.46	Current account	£1,287.47
		Business Premium Account	£45,248.30
		Capital Projects Fund	£25,686.66
		Legacy	£7,287.16
		Petty Cash	£50.00
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	£79,559.59		£79,559.59

Bank Statements detailing the transactions to date in all four of the Parish Council's bank accounts for the financial year 2019/2020 were available for Members' inspection at the meeting, as part of the internal audit process.

8.3/07/19 To conduct a review of the financial year 2019/2020 and to consider forward estimates of income and expenditure for the financial year 2020/2021: As part of the Parish Council's internal audit process, Members received a detailed breakdown of receipts and payments for the period 1st April 2019 to 30th June 2019, and considered and approved forward estimates of income and expenditure to the end of the financial years 2019/2020 and 2020/2021.

8.4/07/19 To receive a report of receipts: Members received a report of the following receipts:

Maldon District Council	Pavilion Hire (re: Elections 23rd May 2019)	£225.00
Whist Drive	Pavilion Hire (April – June inc.)	£182.00
Mrs. N. Lott	Pavilion Hire	£50.00
Ramblers Association	Pavilion Hire	£20.00
		£477.00

8.5/07/19 To approve payments of accounts between meetings: Members noted and approved that the following account had been paid between meetings, adhering strictly to the procedures outlined in the Parish Council's Financial Regulation 5.5.

British Telecom' Plc	Telephone account	£231.07
	VAT	£46.21
	(Direct Debit)	
		£277.28

8.6/07/19 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 – June 2019		
	Less tax	£38.40	
	National Insurance	£71.04	
	And Pension Contributions	£76.04	
			£1,125.52
H.M. Revenue & Customs	Tax	£38.40	
	National Insurance (employees)	£71.04	
	National insurance (employers)	£81.70	
			£191.14
Essex Pensions Fund	Employee contributions (5.8% pensionable pay)	£76.04	
	Employer contributions (21.7% pensionable pay)	£284.49	
	Administration charge (8% employee contributions)	£6.08	£366.61
Mrs. R. Dilworth	Pavilion cleaning – June 2019 20 hours @ £8.50 per hour		£170.00

RBS Invoice Finance Ltd	Photocopying	£17.90	
	VAT	£3.58	
			£21.48
Maldon District Council	Annual playground inspection and report	£58.00	
	VAT	£11.60	
			£69.60
A.G. Macmorland Farming Partnership	Grass cutting – June	£857.00	
	VAT	£171.40	
			£1,028.40
J. P. Ovel	Work in the parish (April – June)		£95.00
Mrs. Jane Potter	Petty Cash – Reimbursement		
	Postage		£6.96
			£3,074.71

Transfers: Members noted and approved the following bank transfers:

1. On 10th July 2019 the sum of £3,056.12 had been transferred from the Business Premium Account (80731099) to the Community Current Account (40731080) to cover payment of the above accounts and leave approximately £1,500 in the current account.

Bank reconciliation as at 30th June 2019: A bank reconciliation for the period 1st April 2019 to 30th June 2019 carried out by the Chairman on 9th July 2019 was approved by the Parish Council. (See Minute 8.1/07/19 above.)

9/07/19 CORRESPONDENCE

Essex Association of Local Councils (EALC) /Essex County Council (ECC)

Free Mental Health Training: Members noted that Danielle Frost, the newly appointed Health and Wellbeing Officer for the EALC, had written to explain that the Health and Wellbeing agenda was a high level strategy for ECC who had identified 5 key areas:

- Mental Health
- Physical Activity
- Obesity
- Social Isolation and Loneliness
- Learning disabilities

She believed that Parish and Town Councils were best placed to engage with their residents, as in many cases they knew who the most vulnerable and the most in need in their parishes were and knew of groups or individuals who could help them. The EALC and Essex County Council wanted therefore to give local councils some more tools to help them and volunteer groups in their parishes to find and signpost vulnerable people.

The first thing being rolled out was some free Mental Health training. This training was open to parish councillors, officers, any other interested residents, business owners and in particular those who ran volunteer groups or who volunteered in the parish and would give attendees the skills to look after their own mental health and to see their communities in the bigger picture.

Courses could be half a day of 4.5 hours (9.15 a.m. to 1.15 p.m.) or 2. x 2.5 hours and provided an introductory session to raise awareness of mental health.

The course would cover:

- Introduction to mental health and mental health issues
- Factors affecting mental health
- Stigma and its impact on recovery
- Understanding the skills to beginning a conversation about mental health
- Looking after your own mental health

Everyone who completed the course received:

- A manual to refer to whenever needed
- A workbook, including a helpful toolkit to support your own mental health
- A certificate of attendance to say you were Mental Health Aware

To take advantage of the free training between 8 and 25 people needed to attend and the Parish Council needed to provide the venue free of charge, tea and coffee and a café style layout.

It was agreed to advertise the availability of the course in the Parish Magazine to see if any parishioners would like to attend.

Essex County Council

Green Essex Strategy: It was agreed not to make a formal response to this document.

10/07/19 POINTS OF INFORMATION

Mr. Strathern advised the meeting that the Purleigh Playing Field Association were now liaising directly with Strutt & Parker regarding the group's plans to improve the appearance of the pond in the corner of the Glebe field next to the village sign.

CRIME AND DISORDER ACT 1988 (SECTION 17)

Consideration was given to the crime and disorder implications of all decisions made at this meeting.

There being no further business, the Chairman closed the meeting at 8.20 p.m.