

**MINUTES OF A MEETING OF PURLEIGH PARISH COUNCIL,  
HELD IN THE WELLS PAVILION, HOWE GREEN ROAD  
ON FRIDAY, 13th DECEMBER 2019 AT 7.00 P.M.**

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

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

Two members of the public attended the public session prior to the start of the meeting.

**1/12/19 APOLOGIES FOR ABSENCE**

Apologies were received from Mr. N. Arthur, Mr. B. Oliver and Mr. G. Rayner who were unable to attend the meeting due to prior personal commitments. Apologies were also received from Mrs. Jane Fleming and Mrs. Sue White (District Council Ward Members) and from Mrs. Penny Channer (County Council Ward Member) who were unable to attend due to prior personal and civic engagements.

**2/12/19 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.

**3/12/19 THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8th November 2019**, having been circulated to all Members, were approved, and signed by the Chairman.

## **4/12/19 TO DISCUSS ANY MATTERS OF INFORMATION ARISING FROM THOSE MINUTES**

**4.1/12/19 Clerk:** The Clerk did not have any matters arising from the November 2019 Parish Council meeting to report to Members.

**4.2/12/19 Members’:** Members did not have any matters arising from the November 2019 meeting to discuss.

## **5/12/19 PLANNING MATTERS**

**5.1/12/19 Decisions taken between meetings:** Members noted that the Parish Council had not made any recommendations on planning applications to Maldon District Council between meetings.

**5.2/12/19 Current Applications:**LBC/19/01196 Proposed replacement of two windows with patio doors, installation of a Juliet balcony and internal alterations. The Old Bakery, The Street, Purleigh.

The Parish Council **RECOMMENDED REFUSAL** on the grounds that the proposed development was totally out of character with this listed building situated within Purleigh’s conservation area and as such was contrary to Policies D1 and H4 of the Approved Local Development Plan and the principles of good design outlined in the Maldon District Design Guide SPD.

The proposed development also failed to respect or enhance the character of The Old Bakery and its local context or make a positive contribution to the historic environment.

TCA/19/01126 T1 Irish Yew – Remove. T2 Maple – Remove. T3 Crab Apple – Remove. Kenbury, The Street, Purleigh.

The Parish Council **RECOMMENDED APPROVAL**.

FUL/MAL/19/01141 Extension of residential garden and curtilage to the property known as Cox-Leighs. Cox-Leighs, Hackmans Lane, Purleigh.

The Parish Council **RECOMMENDED APPROVAL**.

COUPA/MAL/19/01096 Variation of condition 1 & 2 approved planning permission COUPA/MAL/15/01096 Change of use of two existing barns from agricultural to dwelling houses. Barns adjacent to Mosklyns Farm, Chelmsford Road, Purleigh.

The Parish Council **RECOMMENDED APPROVAL**.

**5.3/12/19 Notification of appeals:** Members noted that the Parish Council had not been notified of any Appeals between meetings.

**5.4/12/19 Maldon District Council planning decisions:** Members noted that Maldon District Council had **APPROVED** the following planning applications:

- LBC/MAL/19/00973 Removal of two internal partition walls. Purleigh Hall Barn.
- FUL/MAL/19/00897 Change of use to two existing buildings and link extension to provide for a Canine Crèche dog day care business (*sui generis* use). Warehouse, Oakbridge, Marlpits Road.
- TCA/MAL/19/01082 T1 Weeping Silver Pear Tree – Fell. Mountville Cottage. The Street.

and had **REFUSED** to grant planning permission for the following development:

- COUPA/MAL/19/00964 Application for notification for prior approval for a proposed change of use of agricultural building to a dwelling house (Class C3), and for associated operational development. Barn at Lower Barn Farm, Roundbush Road, Purleigh.

**5.5/12/19 Other planning matters:** *Treelawn Nursery, Chelmsford Road:* Members noted that the Parish Council had been approached by a concerned resident about the possibility that the site of the former nursery was being used for the storage of materials and plant without the benefit of planning permission.

The site did have planning permission for a reserved matters application for the approval of layout, scale, appearance and landscape regarding application OUT/MAL/15/00691 which had been approved on Appeal ref: APP/X1545/W/16/3148836 (Outline application for the demolition of existing chalet dwelling and erection of 3No. detached houses), on condition that the development thereby permitted should be started before the expiration of two years from the date of the permission (22/11/17).

It was agreed to write to Maldon District Council and ask Officers to investigate.

## **6/12/19 HIGHWAY MATTERS**

**6.1/12/19 Possible encroachment onto, and enclosure of the highway – Hackmans Lane:** The Parish Council was made aware of a possible encroachment onto, and the enclosure of part of the highway at Tudors, Hackmans Lane.

It was agreed to ask Essex County Council to investigate this issue and to copy all correspondence on the issue to Penny Channer (County Council Ward Member.)

### **6.2/12/19 Essex County Council Member led footway repair**

**programme:** Members noted that Councillor Channer had informed the Parish Council that, as a result of efficiencies, every County Council Ward Member may nominate a further two footway sites for repair within their Division. These two new footway locations needed to be slightly smaller than previously specified, and must now not be any bigger than the space a standard bus would take up.

If approved, Essex Highways would need to evaluate the proposals, obtain statutory undertakers plans showing the location of underground services and then schedule the works. These additional improvements would be delivered alongside its existing programme of work between now and the end of March 2020.

The Parish Council did not have any footpaths to nominate for repair under this scheme.

**6.3/12/19 Other highway matters:** *Defective bridge between the playing field and Glebe field – Footpath 33, Purleigh:* Members noted that Essex County Council had inspected the bridge, risk assessed and recorded the issue and was in the process of scheduling the necessary repair work.

*Trucam – December 2019:* It was noted that Essex Police had informed the Parish Council that due to limited staff at its Billericay processing centre over the holiday period, Trucam patrols would be limited during the month of December. This meant that between 20th and 27th December there would not be any parish Trucam patrols. Patrols would continue as normal during the remainder of the month.

*Speeding traffic, Hackmans Lane:* Members noted that Penny Channer (County Council Ward Member) had informed the Parish Council that Essex Police had been enforcing the speed limit in Hackmans Lane on Monday, 18th November 2019 and that she had requested some Automatic Traffic Counts in the most 'built up part of the road to further address residents' concerns.

*Highway England Consultation paper re: A12 Chelmsford to A120 widening scheme:* It was noted that this consultation paper had been circulated between meetings for Members' comments.

*Essex County Council consultation paper re: proposals for the Army and Navy junction:* Members were reminded that between meetings they had been invited to respond to the proposals for the Army and Navy junction on the Army and Navy taskforce Chelmsford page which could be accessed via the County Council's website.

Members noted that if the Parish Council would like to submit an official response, the initial options being considered for the junction and to replace the flyover were as follows:

1. **Minor Road Layout Improvements:** A package of minor improvements, including an extension to the Parkway to Chelmer Road slip road, an additional lane on the roundabout between Parkway and Essex Yeomanry Way, an extra lane on entry to the roundabout from Essex Yeomanry Way, and enhanced pedestrian and cycling routes
2. **Two-way Flyover:** A new modern standard two-way flyover allowing a significant amount of traffic to avoid the roundabout and travel to and from Parkway and Essex Yeomanry Way in both directions
3. **Hamburger Roundabout:** Otherwise known as a 'throughabout'. Traffic would be able to travel straight between Essex Yeomanry Way and Parkway through the centre of the junction without using the roundabout. Traffic travelling to other arms of the junction would use the roundabout. Traffic signals would be used to manage traffic flows and priority.
4. **Enlarged Roundabout:** The existing roundabout would be enlarged into the floodplain, creating a larger circulatory. The approach lanes on Parkway would also be widened. Traffic flows would be managed by traffic signals
5. **Separate T-Junctions:** Two new T-junctions created: one linking Essex Yeomanry Way/Parkway and Chelmer Road, and the other linking Essex Yeomanry Way/Parkway and Van Diemans Road. Traffic signals would be used to control traffic flow at the junctions, as well as traffic joining Van Diemans Road from Baddow Road.

It was agreed to propose the construction of a two way flyover at this junction.

*Inconsiderate and dangerous parking in the Westerings:* Members noted that the double yellow lines had been renewed in Pump Lane and at its junction with the Westerings. During the public session prior to the start of the meeting affected residents had expressed their concerns about vehicle emissions from waiting cars near the school and the lack of adequate access, particularly for the Emergency Services, to the Westerings, caused by inconsiderate and dangerous parking.

Members noted that both the Pavilion and Village Hall car parks were usually available to parents to park in and that the Parish Council and the school paid for the enforcement of the parking restrictions in Pump Lane and the Westerings, which was over and above its responsibility. The Parish Council also paid for Trucam enforcement of the speed limits in Hackmans Lane and Chelmsford Road, with Maldon Road, Cold Norton Road and Fambridge Road soon to be added to the programme once suitable locations for Community Safety Officers had been approved by Essex Police.

Members were reminded that Cllr. Fleming had also been made aware of the on-going problems being faced by residents in the Westerings at school drop off and collection times and had discussed the matter with a view to the possible introduction of restricted parking (e.g. a single yellow line preventing parking between 8.00 a.m. and 9.00 a.m. and 3.00 p.m. and 4.00 p.m. all year round). Residents would have to be unanimous in their support for this scheme however, and if they were, the proposals could be pursued *via* both the Maldon District Local Highways Panel and the South Essex Parking Partnership. Liaison would also take place with Purleigh Community Primary School.

It was agreed to ascertain whether emissions from parked vehicles whose engines were still running was a Police matter.

*Drainage issues in Spar Lane:* It was agreed to ask Essex County Council to investigate the drainage issues in Spar Lane which resembled a river following the recent prolonged and heavy rain.

*Grips in railway cutting in The Street:* It was also agreed to ask Essex County Council to arrange for the grips to be cleared out in the railway cutting in The Street, which were blocked resulting in an unacceptable amount of surface water on the highway.

*Surface water in Chelmsford Road between Hatch House and Edgewood Veterinary Surgery:* Similarly, it was agreed to ask Essex County Council to investigate the amount of surface water in Chelmsford Road, which if it froze would be detrimental to highway safety, and to address the problem as a matter of urgency.

## **7/12/19 PLAYING FIELD AND OTHER OPEN SPACE MATTERS**

**7.1/12/19 Children's play Area: Monthly report:** Mr. Ash reported that that he had carried out his weekly inspections of the Children's Play Area and that all items of play equipment that he could access appeared to be in a satisfactory condition. The new playground equipment had been inspected by Alan Langley (The Play Inspection Company) on 3rd December 2019 and been given a Risk Assessment Level of 10 Low risk.

**7.2/12/19 Theft of equipment from the playing field and CCTV surveillance:** Members noted that during the weekend of 16th to 17th November 2019 a dumper truck had been stolen from the playing field. The Police had been notified and a crime reference number issued. The theft had however highlighted the need for the establishment of a formal maintenance schedule for the Parish Council's CCTV cameras.

Members were reminded that when the Parish Council had bought the CCTV system from Bradling Security Ltd, it had been agreed that once the initial guarantee had expired the Parish Council would enter into a maintenance contract with the company for an annual check/service of the equipment (the first one to take place anytime between May 2019 and May 2020.)

It was noted that Bradling Security had advised the Parish Council that the annual service contract on 4 cameras would cost £128 + VAT per annum, with one service visit, reduced parts and call-outs and the facility to contact its 24 hour emergency engineer.

It was agreed to sign up to the maintenance contract with Bradling Security Ltd and that the Parish Council would also arrange for the cameras to be cleaned at regular intervals.

**7.3/12/19 Completion of the refurbishment of the Children's Play area:** *Hand Made Places (on behalf of Broxap Ltd) Practical Completion Certificate:* Members noted that on Tuesday, 19th November 2019, Mr. Potter and Mr. Strathern had met on site to sign off the installation of the new play equipment in the Children's Play Area. Mrs. Elizabeth Johns (Purleigh Community Fund) had also been present.

At the site meeting Mr. Potter and Mr. Strathern had signed the 'Practical Completion Certificate' confirming that the goods supplied, delivered and installed by Broxap Ltd, as detailed, had been accepted as meeting the specified requirements of the Parish Council and that the works had been deemed as practically complete, had been accepted and had been handed over to the Parish Council. The *proviso* Mr. Potter and Mr. Strathern added to the certificate however was that the company needed to make good some ground surface within the fenced area of the playing field which had been damaged during the installation process.

Members noted that the post installation report by the Play Inspection Company had highlighted the following minor issues which Broxap had agreed to address shortly:

1. Install ID labels to all equipment
2. Infill the hole identified below the grass matting surface
3. Install the missing fixing from the basket swing

4. Adjust the cable runway seat stop
5. Seal the finger trap on the activity centre and the ramp at the cable runway

These had only been classed by the Inspector, Alan Langley, as very low to low risk items and there were no medium to high risk items which required immediate attention.

The company had also been asked to make good some ground surface within the fenced area of the playing field which had been damaged during the installation process.

Members noted the project accounts below:

**Project Accounts thus far (Net of VAT):**

**Grants/contributions received by or from the Parish Council:**

Purleigh Parish Council	Contribution	£2,844.00
CIF	Grant	£10,000.00
National Lottery	Grant	£9,380.00
PPFA	Contribution	£2,500.00
		<b>£24,724.00</b>

**Monies paid to date:**

Broxap Ltd	Site Survey	£825.00
S. P. Bardwell Ltd	Ground clearance and Equipment removal	£2,500.00
Broxap Ltd	Play Equipment	£12,263.00

**£15,588.00**

**Still to pay:**

Broxap Ltd	Installation Service	£10,678.00
	Post installation inspection	350.00
	Safety surface	£4,970.00
		<b>£15,998.00</b>

**Grant monies still held by the Parish Council having paid £15,588.00:**

Parish Council Contribution	£2,019.00
Other	£7,117.00
Total	<b>£9,136.00</b>

Purleigh Community Fund outstanding contribution	£6,862.00
	<b>£15,998.00</b>

Total cost of project: **£31,586.00**

It was agreed to retain 5% of the installation service invoice as follows:

Broxap Ltd	Installation Service	£10,678.00
Less 5%		£533.90
		£10,144.10
Plus VAT		£2028.80
Total cost of project:		<b>£12,172.90</b>

**7.4/12/19 Notice boards in the parish:** Members noted that the notice board at Rudley Green had been destroyed. It was still impossible to open the notice boards in Pump Lane and Roundbush and the notice board at Farther Howe Green was getting beyond repair.

Members were reminded that the Parish Council had received an insurance settlement of £1,000.00 relating to the destruction of the notice board at Rudley Green.

Quotations for like for like replacements were noted by the Parish Council as follows:

Noticeboard Company	£1,639.00
Harry Stebbing	£1,565.75
Greenbarnes	£1,480.49

All quotations were for one noticeboard and were Net of VAT.

It was agreed to purchase a replacement notice board from Harry Stebbing to be installed at Farther Howe Green and to set aside the remaining monies required in the precept 2020/2021.

It was also agreed to ask Steve Russell (Nestwood Building Services) to repair or replace the locks in the notice boards in Pump Lane and at Roundbush so that they could be accessed once again.

**7.5/12/19 To receive quotations for an annual professional survey and risk assessment of the Parish Council's tree stock:** Members noted that the Parish Council had asked the following companies to provide quotations for an annual tree survey/risk assessment, as required by the council's insurance providers (Minute ref: 8.3/06/19):

- Essex Place Services
- Twig
- Gristwood & Toms

Members noted that the Parish Council had received the following quotations:

**Meg Leslie, Essex Place Services:**

<b>Task</b>	<b>Description</b>	<b>Fee Type</b>
1	Tree Risk Assessment Survey inclusive of travel expenses	
2	Tree Risk Assessment Report (separate reports)	Fixed
<b>TOTAL FEE (including expenses &amp; excluding VAT)</b>		

### **Gristwood & Toms:**

To carry out a fully comprehensive, full asset condition tree survey with prioritised tree work recommendations where necessary at the various sites listed below. Following our site inspections, we will produce a fully itemised tree survey management report of our findings of each site including maps of each site indicating individual tree locations.

Purleigh Churchyard and War Memorial- £442.50 ex vat at 20%

Purleigh Common- £255.00 ex vat at 20%

Purleigh Playing Field- £415.00 ex vat at 20%

Total cost to carry out this survey, we would require the sum of **£1,112.50.00+ VAT @ 20%**.

Members noted that Twig had yet to supply a quotation.

It was agreed to accept the quotation supplied by Essex Place Services with the first inspection to take place after 1stMay 2020.

**7.6/12/19 Other playing field and open space matters: Light bulb:**  
Members noted that the light bulb in the lobby had been replaced.

*Faulty Smoke alarms:* Members noted that Mr. Potter had been called out twice to the Pavilion on Tuesday, 10th December and Thursday, 12th December 2019, to turn off one of the smoke alarms which was going off. In between his visits Gary Flowers (G. Flowers Electrical Services) attended but could not find any fault with the alarm which he had replaced in October 2019.

It was therefore agreed to ask Mr. Flowers to replace the remaining smoke alarm in the lobby as soon as possible.

## **8/12/19 PARISH COUNCIL WEBSITE AND ACCESSIBILITY REGULATIONS COMPLIANCE**

Members noted the contents of a report by Mr. Rapley, the Parish Council's webmaster setting out the ways in which the Parish Council could ensure its website complied with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the new accessibility regulations.) Subsequently, the Parish Council had received the following quotation from Function 28 which some Parish Councils had accepted:

### **Function 28 Website Costs:**

Redesign and build into new CMS:	£450.00 + VAT one off charge
Hosting: Inclusive of SSL certificate (HTTPS):	£10.00 + VAT per month

Function 28 is licensed to deal with .gov domains so would recommend using .gov.uk as a new extension rather than the .co.uk. There is an £85.00 + VAT annual charge for these domains or the Parish Council could opt for a .org.uk which would cost £15 + VAT per annum.

### *Email costs per calendar month:*

2- 5 email accounts: £12.50 (£2.50 per user per month)

6 - 10 email accounts: £20.00 (£2.00 per user per month)

Members noted that at the SLCC/ALCC networking event held on Thursday, 14th November 2019 this topic had been brought up again, and Clerks had complained that neither Maldon District Council nor the EALC had sourced a company to represent all the Essex Parish Councils who had previously relied on Essexinfo.net and that the set up costs from the companies that had been suggested by the EALC were too expensive. The ALCC representative present then suggested a company called Vision ICT who had set up her Parish Council website some years ago.

Mr. Rapley had subsequently advised that he had been informed by 'essexinfo.net' that Cambridge Open Systems had obtained funding and would continue to provide a hosting service after 31st March 2020. He had registered a website for Purleigh with them and could move the current website from 'essexinfo.net' to 'Voice' the name of the service provided by Cambridge Open Systems. This would not make the website compliant with the new accessibility regulations however, merely allow the Parish Council to continue with its current version until September 2020 rather than up to the 31st March 2020 as originally anticipated.

Members noted that Mr. Rapley would not be able to continue in the role of Parish Council webmaster once a new compliant website had been identified, but he would continue to assist in finding a suitable company and with the transfer of existing data, if required. It was noted that Mr. Rapley had acted in the capacity of the Parish Council's webmaster since March 2003.

It was agreed that once a new website had been established, its day to day management should be retained in house and that the Clerk should receive the appropriate training. It was agreed to ask David Hale (D.H Computing) whom the Clerk had used on numerous occasions in the past to resolve technical problems with her computer if he was able to provide these services.

**9/12/19 PARISH COUNCIL SCHEDULE OF MEETINGS FOR 2020**

Members noted that the Parish Council was due to hold meetings on the following Fridays in 2020:

10th January, 14th February, 13th March, 10th April, 8th May, 12th June, 10th July, 14th August, 11th September, 9th October, 13th November and 11th December, all commencing at 7.00 p.m. in the Pavilion with a public session before each meeting starting at 6.45 p.m.

It was agreed that Annual Parish Meeting would take place on Thursday, 23rd April 2020 at 7.00 p.m. in the pavilion and that the May 2020 meeting was postponed for a week until the 15th May 2020 to allow more time for the receipt of bank statements and the preparation of the accounts and Annual Governance and Accountability Return.

## **10/12/19 CLERK'S SALARY AND CONTRACT REVIEW AND REVIEW OF REMUNERATION FOR SERVICES**

**10.1/12/19 Clerk's salary review and review of remuneration for services: National Living Wage:** Members noted that the National Living Wage, the statutory national minimum wage for those aged over 25 was currently **£8.21 per hour**. By 1st April 2020 the National Minimum/Living Wage had been expected to be between **£8.67** and **£9.00 per hour** for workers aged 25 and over. In the normal course of events, the Low Pay Commission would present its recommendations for increasing the national minimum wage by the end of October, with the Government setting out its response and confirming any changes in the Budget mid-November.

As the Budget originally planned for November 2019 had not taken place, there was no forum in which the Chancellor could set out the rates due to take effect in April 2020.

Again, in the normal course of events this would not be a problem – a government could equally well choose to make the announcement in some other way.

However, a politically contentious issue such as this fell under the 'purdah' rules that governed ministerial and civil service conduct once a general election had been announced. These rules were intended to ensure government continued but that ministers could not use public resources for party advantage.

In effect, this meant that there would be no announcement about new minimum wage rates until at least mid-December, or possibly not until January, once a new government took office and the relevant minister had decided what to do with the Low Pay Commission's recommendations.

While employers with a January pay review date might normally expect to have at least six weeks in which to ensure that any new rates would comply with the April increase to the minimum wage, this time round they may have to set 2020 pay rates with no idea if their rates would be high enough on 1st April of the same year.

**Pavilion cleaner and groundsman:** Members noted that Mrs. Dilworth currently charged £8.50 per hour to clean the Pavilion (this had been increased from £8.25 per hour in April 2019). Mr. Ovel, the Parish Council's groundsman, charged £15.00 per hour for his services (this had been increased from £11.00 per hour in April 2015).

Members noted and approved that Mrs. Dilworth would charge £8.75 per hour from 1st April 2020.

**10.2/12/19 The Clerk:** Mr. Potter reminded Members of his pecuniary interest in this Agenda item and played no part in the Parish Council's discussion of it.

Members noted that the Clerk was contracted to work an average 100 hours per month and currently earned £15,733.12 per annum (or £13.11 per hour).

With expenses as follows:

- The sum of £400 per annum for the use of a room in her house as a parish office.
- The sum of £300 per annum for the use of her personal word processing equipment.
- A lump sum of £1,239 per annum for the essential use of a motor vehicle (1200 - 1400cc), as agreed by the National Joint Council for Local Government Services and recommended in the National Association of Local Councils '2008/09 National Salary Award for Local Council Clerks' (November 2008).

Members were reminded that at the January 2017 Parish Council meeting (Minute 10.01.17) it had been agreed to increase the Clerk's salary by 2.2% in 2017/2018 and by the Retail Price Index for the next two years based on the Office for National Statistics data (provided it didn't exceed 3.5% which would trigger a review) plus expenses.

According to the Office for National Statistics:

- The Consumer Price Index (CPI) had risen by 1.5% in the year to November 2019
- The Retail Price Index (RPI) had risen by 2.1% in the year to November 2019
- The Consumer Price Index including Housing Costs (CPIH) had risen by 1.5% in the year to November 2019.

It was therefore agreed to increase the clerk's salary by 2.1% (as per the RPI) which would give the Clerk a salary of £16,063.51 per annum or £13.38 per hour (an increase of £330.39 per annum or 27 pence per hour) effective from 1st April 2020.

With expenses as follows:

- The sum of £400 per annum for the use of a room in her house as a parish office.
- The sum of £300 per annum for the use of her personal word processing equipment.
- A lump sum of £1,239 per annum for the essential use of a motor vehicle (1200 - 1400cc), as agreed by the National Joint Council for Local Government Services and recommended in the National Association of Local Councils '2008/09 National Salary Award for Local Council Clerks' (November 2008)

## **12/12/19 FINANCIAL MATTERS**

### **12.1/12/19 Arrangements for the calculation of the precept 2020/2021:**

It was formally agreed that the precept 2020/2021 would be set at the Parish Council meeting to be held on 10th January 2020.

It was noted that the following projects and unusual items of expenditure had been identified:

CCTV maintenance contract

Professional inspection and risk assessment of the Parish Council's tree stock.

New website and training

New notice board

Members inspected the engineered, hardwood floor in the Pavilion and thoroughly assessed any risk its surface may present to users of the hall. Upon completion of this assessment it was agreed to maintain the status quo and not to set aside any monies in the precept 2020/2021 towards its replacement..

*Elections:* It was noted that the District Council had advised that Parish Councils should set aside the sum of £1,500.00 in the precept 2020/2021 for polls and referenda.

**12.2/12/19 To review Parish Council subscriptions:** Members noted that the Parish Council currently subscribed to the following organisations.

Essex Heritage Trust	£25.00
Essex Association of Local Councils (including NALC)	£280.86
Council for the Protection of Rural Essex	£36.00
Dengie Hundred Group of Parish Councils	£15.00
Society of Local Council Clerks (including ALCC)	£180.00
Local Council Review	£17.00
DHBUG	£5.00
	<b>£558.86</b>

It was noted that the cost of subscriptions had decreased by £64.53 between 2018/2019 and 2019/2020 (EALC minus £69.53, SLCC plus £5.00.)

Members also noted that in 2018/2019 the Parish Council had paid for Purleigh Community Shop's affiliation to the Plunkett Foundation at a cost of £200.00.

It was agreed to write to Purleigh Community Shop's Management Committee and offer to pay its subscription to the Plunkett Foundation for another year.

**12.3/12/19 To receive a report of receipts:**Members received a report of the following receipts:

Purleigh Croquet ClubPavilion hire 2019 season	£546.00
Cirdan TrustPavilion hire	£30.00
Purleigh Cricket ClubPavilion hire 2019 season	£800.00
Ground rent: Shed	£5.00
	£805.00
Purleigh Community FundChildren's Play Area (Donation)	£6,862.00
Ramblers AssociationPavilion hire£20.00	
	<b>£8,263.00</b>

**12.4/12/19 To approve payment of accounts made between meetings:**  
Members noted that the Parish Council had not paid any accounts between meetings.

**12.5/12/19 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 – November 2019	£1,311.00
	Less tax	£38.60
	National Insurance	£71.04
	And Pension Contributions	£76.04
H.M. Revenue & Customs	Tax	£38.60
	National Insurance (employees)	£71.04
	National insurance (employers)	£81.70

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
Supplies 4 Business	Photocopying	£13.85
From Concisely Ltd	VAT	£2.77
Supplies 4 Business	Photocopying	£9.36
From Concisely Ltd	VAT	£1.87
Mrs. R. Dilworth	Pavilion cleaning – November	
	20 hours @ £8.50 per hour	£170.00
	Extra hours	£40.00
Essex Air Ambulance	Donation*	
Farleigh Hospice	Donation*	
RNLI	Donation*	

The Society of Local Council Clerks	Membership fee 2019/2020	
A.G. Macmorland Farming Partnership	Grass cutting – November 2019	£210.00
	VAT	£42.00
Mrs. J. Potter	Petty cash reimbursement: Postage	
Broxap Ltd	Post Installation Inspection	£350.00
	VAT	£70.00
Broxap Ltd	Saver grass matting	£4,970.00
	VAT	£994.00
Broxap Ltd	Installation Service (less 5%)	£10,144.10
	VAT (less 5%)	£2,028.80

£

£

\*These donations are made pursuant to section 137 of the Local Government Act 1972.

**Transfers:** Members noted and approved the following bank transfers:

1. On 12th December 2019 the sum of £9,136.00 had been transferred from the Capital Projects Fund (30567361) to the Community Current Account (40731080) being the remaining monies held by the Parish Council towards the cost of the refurbishment of the children's play area (Parish Council contribution: £2,019.00; Other grants: £7,117.00.)
2. On 12th December 2019 the sum of £4,781.66 had been transferred from the Business Premium Account (80731099) to the Community Current Account (40731080) to cover payment of the above accounts to hand and leave approximately £1,500 in the current account.

**Bank reconciliation as at 30th November 2019:** A bank reconciliation for the period 1st April 2019 to 30th November 2019 was carried out by the Chairman, Mr. Bardwell, and approved by the Parish Council as follows:

**Statement of Accounts:**

Receipts:	£103,034.25	Barclays Bank Plc:	
Expenditure	£ 50,975.37	Current account	£1,5
		Business Premium Account	£30,5
		Capital Projects Fund	£12,6
		Legacy	£7,2
		Petty Cash	£
	<hr/>		
	<b>£ 52,058.88</b>		<b>£52,0</b>

## 13/12/19 CORRESPONDENCE

**Future of Neighbourhood Watch:** Members noted that Mr. Steeples (Neighbourhood Watch Co-ordinator for Purleigh) had asked for this to be put on the Agenda as he was concerned that Neighbourhood Watch and community policing would soon be based at Chelmsford City Council and therefore be far removed from the Maldon parishes. Spencer Clarke (Public Protection Manager, Public Health and Protection Services, Chelmsford City Council) had suggested arranging a meeting with him and Clare Hanrahan (Maldon District Community Safety Officer), perhaps before a future Parish Council meeting to discuss local policing.

**Home Office: Consultation: Strengthening Police Powers to Tackle Unauthorised Encampments:** It was noted that the Home Office had issued a new consultation on strengthening police powers to tackle unauthorised encampments. The National Association of Local Councils (NALC) had produced a briefing summarising the consultation, NALC's previous views on the matter and the key questions NALC would be responding to.

As responses were not due to be sent to [Jessica.Lancod-frost@nalc.gov.uk](mailto:Jessica.Lancod-frost@nalc.gov.uk) until Wednesday, 19th February 2020 the briefing paper was placed in the circulation folder for Members' comments and would form an Agenda item at the January 2020 meeting of the Parish Council..

**EALC: *Unauthorised Encampment Briefing:*** Members noted that the EALC was running a free briefing on this subject in the Foakes Hall, Great Dunmow, on Wednesday, 5th February 2020 from 10.00 a.m. to 1.00 p.m.

The briefing would be delivered by Sergeant Paul Downes, who leads the Gypsy, Traveller and Rural Engagement Team and he would be joined by Steve Andrews, from the Essex County Wide Traveller Unit (ECTU)

## **14/12/19 POINTS OF INFORMATION**

**Chelmsford Park & Ride:** Members noted that Sandon Park and Ride would be open for three Sundays in the lead-up to Christmas. The Sunday service, which was being funded by Essex County Council, Chelmsford City Council and One Chelmsford, would run from 9.30 a.m. until 5.00 p.m. on three successive Sundays on 8th, 15th and 22nd December, at the Sandon Park and Ride site. Tickets would be priced at £1.50 for adults and £1.00 for children.

This coincided with preliminary works getting underway on Monday, 25th November ahead of the removal of the Army and Navy flyover in the New Year.

The works, which would be completed overnight between 8.00 p.m. and 5.30 a.m. would include the removal of the automated flyover signs on the A1114 Essex Yeomanry Way and A1016 Parkway approaches to the junction and had been scheduled to be completed on Saturday, 7th December, with the dismantling of the flyover structure itself expected to start in late January 2020.

To help minimise congestion and delays at the junction over the busy Christmas and New Year period, the Council was encouraging people to consider switching to other modes of transport such as buses, bikes or walking, where possible.

## **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 8.47 p.m.

Chairman:.....  
.....

Date:.....