

MINUTES OF THE ANNUAL MEETING OF PURLEIGH PARISH
COUNCIL,

HELD IN THE WELLS PAVILION, HOWE GREEN ROAD ON

FRIDAY, 17TH MAY 2019 AT 7.30 P.M.

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

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

Miss. S. White and Mrs. J. Fleming (District Council Ward Members) attended the public session prior to the start of the meeting, as did Mrs. P. Channer (County Council Ward Member) and two members of the public. The public session was also attended by Rachel Moore, Libby Johns and Leah Jewiss (Purleigh Community Fund.)

During the public session Mrs. Fleming introduced herself as a newly elected District Council Ward Member for Purleigh. She and Miss White looked forward to the civic year ahead and to representing the ward at full Council and on committees. Miss White informed those present that the transformation project at the District Council was progressing well, although there was a shortage of planning staff.

In response to many questions, Mrs. Channer updated the meeting about measures which she hoped would soon be forthcoming to mitigate the traffic chaos caused by road closures in Mundon and Purleigh. It was noted that the situation may be made more difficult by the impending closure of Burnham Road in South Woodham Ferrers.

Cllr. Channer advised that Taylor Wimpey had provided the following update for the public's information:

As part of planning condition granted by Maldon District Council to develop land adjacent to Limebrook Way under planning reference FUL/MAL/18/00494, a number of highway improvements had been identified including:

- Installation of 2 new 40m ghost right turn lanes on Fambridge Road,
- 2 new bellmouths to be installed joining Fambridge Road to the proposed development,
- New street lighting,
- New 3m cycleway from Limebrook Way to the northern bellmouth
- New toucan crossing on Limebrook Way with associated signals.

Based on its current programme, highway works would take place as follows:

29th April to 25th May: Fambridge Road, Maldon - One Way Traffic Flow (24 hours a day). Travel would be permitted from the roundabout towards Latchingdon/Cold Norton in a southbound direction but NOT northbound towards Maldon. During this period, buses and emergency services would be granted unrestricted access through the works *via* manned traffic controls.

25th May to 4th July: There would be 2-way traffic lights (24 hours a day)

4th July to 12th July: There would be some Highway Incursions

15th July to 17th July: There would be overnight road closures of Fambridge Road with no Access in either direction.

These arrangements may be subject to change, sometimes at short notice.

Parking in The Glebe and Westerings were discussed at length, as was the role of Community Protection Officers and the South Essex Parking Partnership in enforcing parking restrictions. Miss White agreed to liaise with the District Council's Community Protection team to try to better understand the restrictions within which they were working. Questions were also raised about the condition of the pond opposite the village sign.

Cllr. Channer and five members of the public attended part of the meeting.

1/05/19 APOLOGIES FOR ABSENCE

Apologies were received from Mr. N. Archer and Mr. S Bardwell who were unable to attend the meeting due to prior personal commitments.

In the absence of Mr. Arthur, it was agreed that Mr. Strathern would chair the meeting.

2/05/19 Each Member to sign a Declaration of Acceptance of Office, undertaking to observe Purleigh Parish Council's Code of Conduct

Each Member present signed a Declaration of Acceptance of Office undertaking to observe the Code of Conduct which was expected of Members of Purleigh Parish Council. It was agreed that Mr. Arthur and Mr. Bardwell would sign their Declarations of Acceptance of Office at the earliest opportunity, in the presence of another Member of the Council or the Council's Proper Officer, pursuant to s83(4) of the Local Government Act 1972.

3/05/19 TO ELECT A CHAIRMAN FOR 2019/2020

Mr. Potter proposed, and it was unanimously agreed, that Mr. N. Arthur be elected Chairman for 2019/2020.

4/05/19 THE CHAIRMAN TO SIGN A DECLARATION OF ACCEPTANCE OF OFFICE

It was agreed that Mr. Arthur could sign his Declaration of Acceptance of Office before the June 2019 Parish Council meeting, in the presence of another Member or the Council's Proper Officer.

5/05/19 To appoint a Vice Chairman for 2019/2020

It was unanimously agreed to defer the appointment of Vice Chairman for 2019/2020 until the June 2019 parish Council meeting.

6/05/19 DECLARATIONS OF INTEREST AND APPLICATIONS FOR A DISPENSATION. EACH MEMBER TO CONFIRM THAT THEY HAVE COMPLETED THEIR ENTRY IN THE REGISTER OF MEMBERS' INTERESTS HELD BY MALDON DISTRICT COUNCIL (Localism Act 2011.)

Members were reminded that pursuant to s.30 of the 2011 Localism Act, a member of a parish council must notify the Monitoring Officer of any disclosable pecuniary interests, registerable pecuniary interests and registerable non-pecuniary interests they had.

Members noted that if they required any assistance in relation to the making of declarations of interest, they should contact monitoring.officer@maldon.gov.uk. and to update Members' registers of interests an online form could be completed or copies could be downloaded, completed and sent to Val Downes at val.downes@maldon.gov.uk.

Mr. Strathern declared a registerable interest in Agenda item 14./05/19 with regard to the pond, as he was tenant of the land within which it was situated.

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

7/05/19 To discuss the number of vacancies arising from insufficient candidates standing for election to Purleigh Parish Council and to co-opt new Member(s) if the Council wishes to do so, pursuant to s21 Representation of the People Act 1985

Members noted that at the May 2019 elections six serving Parish Councillors were returned in an uncontested election.

Section 21 of the Representation of the People Act 1985 provided that where an insufficient number of candidates had been validly nominated at an ordinary local council election, to fill the vacancies on the council those

who had been validly nominated were automatically elected as Councillors, and provided the Council was quorate it **may** co-opt any person or persons to fill the vacancies if it wished to do so.

Purleigh Parish Council was entitled to have nine Councillors serving on it and at present there were six. At the June 2015 meeting, following an uncontested election, the Parish Council resolved to remain with seven councillors, as the previous council had functioned effectively and efficiently and that it would review the situation again after the May 2019 elections (Minute 8/06/15.)

Mr. Potter proposed and it was unanimously agreed to co-opt Mr. Rayner onto the Parish Council. Mr. Rayner had been an exemplary Parish Councillor since he first became a councillor in 2013 and his local knowledge through living in Cock Clarks had proved a great asset.

It was also unanimously agreed to remain with seven Councillors.

8/05/19 TO CONFIRM BY RESOLUTION THAT PURLEIGH PARISH COUNCIL IS STILL ELIGIBLE TO USE THE GENERAL POWER OF COMPETENCE

It was noted that following the election held on Thursday, 2nd May 2019, the Parish Council remained eligible to use the General Power of Competence, once a resolution to that effect had been passed by the full Council.

Mr. Potter proposed the following resolution, which was seconded by Mr. Oliver and unanimously approved by the Parish Council:

Resolved:

Purleigh Parish Council is eligible to use the General Power of Competence (Localism Act 2011 sections 1-8) as the number of councillors elected at the last ordinary election is equal to or greater than two thirds of the total number of seats on the council and the council has a qualified clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No.965).

9/05/19 To appoint representatives to various local bodies

It was agreed that the Parish Council's representatives on, or points of contact for, various local bodies for 2019/2020 be as follows:

Essex Association of Local Councils	Nigel Arthur
Dengie Hundred Group of Parish Councils	Steven Bardwell and Graham Rayner
Purleigh Educational Foundation	Steven Potter
Point of contact with the Highways Department in adverse weather	Gavin Strathern
Point of contact for groundsman	Steven Potter
Liaison with grass cutting contractor	Steven Potter
Passenger transport representative	Brian Oliver

10/05/19 TO RESOLVE THE PROCEDURE FOR THE CONSIDERATION OF PLANNING APPLICATIONS BETWEEN MEETINGS

The Parish Council resolved that:

'The Clerk is hereby authorised to examine and investigate minor planning applications, in consultation with the Chairman, Vice Chairman and at least two other members of the Parish Council including the one living nearest the site of the planning application (or another Parish Councillor if any of these are unavailable), and make recommendations to Maldon District Council between Parish Council meetings'.

The Parish Council also agreed that:

◆ When considering potentially controversial planning applications at meetings, a Parish Councillor would be nominated to speak at District Council if invited to do so. That Councillor would then put forward the Parish Council's view (as agreed at the Parish Council meeting) to the District Council Planning Committee.

◆ If invited to speak on non-controversial applications, the Clerk would consult the Chairman, Vice-Chairman and the Parish Councillor living nearest to the site of the application to determine whether a Parish Council presence at the District Council committee meeting was necessary.

It was agreed that whilst the District Council was not providing paper copies of plans to the Parish Council, the Clerk would forward details of any applications and a circulation list to Mr. Bardwell, who had kindly agreed to print off copies of the plans and circulate them, provided he was available to do so. Mr. Bardwell was warmly thanked for this kind offer in his absence.

11/05/19 THE MINUTES OF THE PARISH COUNCIL MEETING held on 12th April 2019 having been circulated to all Members, were approved, and signed by the Chairman.

12/05/19 TO DISCUSS ANY MATTERS OF INFORMATION ARISING FROM THOSE MINUTES:

12.1/05/19 Clerk: The Clerk did not have any matters arising from the April 2019 Parish Council meeting to report to Members.

12.2/05/19 Members': Members did not have any matters arising from the April 2019 Parish Council meeting to discuss.

13/05/19 THE MINUTES OF THE ANNUAL PARISH MEETING held on 25th April 2019 having been circulated to all Members, were approved, and signed by the Chairman.

14/05/19 TO DISCUSS ANY MATTERS OF INFORMATION ARISING FROM THE MINUTES OF THE ANNUAL PARISH MEETING

British Telecom' building: Members were reminded that at the meeting, the Parish Council's attention had been drawn to the appearance of the British Telecom' building adjacent to the playing field. Residents were concerned that litter was strewn within its boundary and that the premises had an air of abandonment. At the meeting Mr. Arthur had kindly agreed to investigate, with a view to the Parish Council then writing to Openreach about the site.

Members noted that Mr. Arthur had discussed the state of the building with Openreach who had subsequently agreed to carry out grounds maintenance at the site comprising shrub clearance, litter picking, weeding and grass cutting. It was estimated that the work would be completed by 14th June 2019.

Pond on Glebe land opposite the village sign: Members were reminded that at the meeting the Parish Council had been asked if it would be prepared to pay to hire a suitably sized digger to excavate the pond, which some residents felt was an eyesore despite the efforts of volunteers to improve it over the past few years.

Whilst appreciating the desire of residents to see an improvement in the appearance of the pond, the Parish Council did not feel it appropriate to spend public money on improving privately owned land. A suggestion was made however about whom residents could approach, who had the right equipment and might be able to help.

Parking in Pump Lane and the Westerings: Members noted that once again the meeting had discussed the problems associated with illegal and inconsiderate parking in front of Purleigh School and the surrounding area, and possible solutions to them. It was suggested that the Parish Council write an article for publication in the Parish Magazine, although the effectiveness of this was considered doubtful given that a majority of pupils attending the school lived outside the parish.

Since the meeting a resident of the Westerings had been informed by the Executive Head of Purleigh School that parents were no longer allowed to park in the village hall car park, even if it was not being used for another event. The resident also expressed his dissatisfaction at the work of the Community Protection Officers.

Whilst not raised at the Annual Parish Meeting, on a similar theme Members noted that the Parish Council had subsequently received an email from residents of The Glebe who had been prevented from taking delivery of oil on two separate occasions because a van and other cars were parked in such a way that they blocked the delivery driver's entrance to The Glebe.

The residents had contacted Maldon District Council and the DVLA (as the van was not taxed). However, the problem had also been caused by the cars parked on the opposite side of the road. According to the residents, anything larger than a large family car would be unable to get through the gap, and although their immediate problem was that they needed their oil delivery, they were also concerned that an ambulance or fire engine would be unable to get through.

It was agreed that:

1. The Chairman would contact the Village Hall Committee to establish whether or not parents still had permission to park in the Village Hall car park, provided there wasn't an event being held.
2. The Clerk would contact the District Council's Community Protection Officers to ascertain why they appeared not to be enforcing all the parking restrictions in Pump Lane and The Westerings (as would Cllr. White.)
3. The Clerk would advise concerned residents to contact the Police every time the highway was blocked and to encourage everyone who was affected to do the same, as blocking the highway remained a criminal matter and the volume of calls received often had a bearing on the amount and speed of action taken.

15/05/19 PLANNING MATTERS

15.1/05/19 Decisions taken between meetings: FUL/MAL/19/00435
Proposed single storey office extension and attached secure storage building. The Barn, Fambridge Road.

The Parish Council **RECOMMENDED APPROVAL.**

15.2/05/19 Current applications: FUL/MAL/19/00466 Conversion of workshop to three bedroom dwelling. Land East of Pine Lodge, Junction Road, Cold Norton.

The Parish Council **RECOMMENDED REFUSAL** on the following grounds:

1. The proposed development lay beyond defined settlement boundaries and was therefore contrary to Policies S1 and S8 of the Maldon District Local Development Plan 2014-2029 which seeks to provide control over new buildings in rural areas outside the development boundary and to ensure that new residential developments are directed to appropriate and sustainable locations.

FUL/MAL/19/00456 Change of use of Kennels to annexe and associated works. Construction of a replacement stable building and the addition of a manège, hay barn and horse walker pen. New gates and boundary treatments to the site entrance. Eight Acre Farm, Birchwood Road.

The Parish Council **RECOMMENDED APPROVAL.**

15.3/05/19 Notification of Appeals: It was noted that the Parish Council had not been notified of any Appeals or Appeal decisions between meetings.

15.4/05/19 Maldon District Council planning decisions: Members noted that Maldon District Council had **APPROVED** the following planning applications:

- ◆ HOUSE/MAL/19/00118 & LBC/MAL/19/00119 Demolition of porch and garden shed and new single storey garden room. Mill House, Mill Lane.
- ◆ FUL/MAL/19/00213 Section 73A application for a single storey extension to the former garage and conversion of the former garage to residential use. Little Paddock, Chelmsford Road.
- ◆ HOUSE/MAL/19/00215 Existing roof removed & new roof of the same pitch installed higher than the existing. New dormer windows & obscure glazed roof windows. All to allow for new first floor containing 2 bedrooms. New single storey porch extension to front of property. Goose Patch, Pump Lane.
- ◆ FUL/MAL/19/00183 Erection of agricultural storage building and associated hardstanding. Land at Old Whitmans Farm, Hackmans Lane
- ◆ FUL/MAL/19/00184 Erection of agricultural storage building. Land at Old Whitmans Farm, Hackmans Lane.
- ◆ 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.

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

- ◆ FUL/MAL/19/00241 Proposed new two-storey four bedroom dwelling house on existing vacant plot with detached garage/car port. Land adjacent Syringa, Chimney Lane.
- ◆ HOUSE/MAL/19/00143 To erect a single storey L-shaped building to comprise and office, gym, garage and car port and extend the existing driveway. Chesters, Howe Green Road.
- ◆ COUPA/MAL/19/00331 Prior approval of proposed change of use of agricultural building to No.1 dwellinghouse (C3) and for associated operational development. Agricultural Building, Flambirds Farm.

15.5/05/19 Other planning matters: *LBC/MAL/19/00244 Garage conversion to form annexe with three new dormers. New roof extension to existing cottage and new staircase. Forge Cottage, Hackmans Lane:* Members noted that the above application had been withdrawn.

Town & Country Planning Act 1990 (As amended)

Ref No: 13/00260/CU

Alleged Breach: Residential occupation of barn

Location: Oakfield Farm, Hyde Chase

Members noted that Maldon District Council had advised that an Enforcement Notice had been served on 14th June 2016, with the subsequent appeal being dealt with at a public inquiry and dismissed. On a compliance site visit it was apparent to Officers that the use as a dwelling house had ceased. However, it was considered at the time that the requirements of the notice had not been fully complied with as the internal structures (walls, stairs etc.) remained on site. The permission granted on appeal for application 16/00657/FUL allowed the use of the building for B1 use and the approved plans showed the internal layout as it was seen on site. Therefore, this requirement of the notice no longer needed to be complied with, so as the use had ceased the breach of planning control had been remedied.

With this in mind, the District Council would not be taking any further action in relation to this matter and the case would be closed.

16/05/19 HIGHWAY MATTERS

16.1/05/19 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.

16.2/05/19 To consider proposals for the creation of a pedestrian footpath in Church Hill: Members were reminded that at the March 2019 meeting Members had been updated on the progress concerned residents had made to try to persuade the authorities to re-examine this issue since the County Council had last carried out a feasibility study and consultation on the matter in April 2014. Residents had hoped that if the issue was investigated again, the proposal for the creation of a pedestrian footpath in Church Hill would have the Parish Council's support.

It was noted that Cllr. Channer had responded to the residents who were asking for this issue to be re-examined, querying how the situation had changed since 2014 and whether any changes that had occurred would be sufficient to merit the reconsideration of the scheme by the Local Highways Panel. She had therefore sought the Parish Council's view, based on its local knowledge of the area.

The Parish Council had specifically been asked by Cllr. Channer to comment on the accuracy of the following points:

- ◆ The residents of Church Hill and The Street who frequently walked from their homes to the village centre were ageing and were less able to react to oncoming traffic. At the same time, walking on the verge was not an option due to the slippery (when wet) and uneven surface.
- ◆ There was a community initiative to re-open the village shop in the centre of the village with a vision to create a central community hub there. This

would increase the number of residents of all ages walking on this stretch of road in order to reach the village shop.

- ◆ Residents from the village centre often walked up to and from the The Bell Public House in the dark when it was even more treacherous for both pedestrians and drivers.

- ◆ There were more vehicles using Church Hill as a cut through from Fambridge Road and the number was likely to increase with 1,000 more homes being developed in South Maldon with direct access to Fambridge Road. Additionally many parents used this route as an entry and exit from Purleigh School to Fambridge Road adding more risk to pedestrians (particularly children) using this route at the same time.

- ◆ The 30 mph speed limit was not adhered to and was too fast especially around the blind bend by the pub and church where pedestrians were forced to walk in the road.

Members noted that Cllr. Channer was not aware of motorists speeding near the pub and if this was the case, the first port of call should be to contact Adam Pipe at Essex Police and his team, and the Community Protection Officers at Maldon District Council.

Cllr. Channer was also unsure if the numbers of the elderly and children walking up and down the hill were significantly greater than when the proposal for a footpath was considered in 2014, nor was she aware of great numbers using the route as a cut through from Fambridge Road.

In 2014 based on cost and the results of the consultation the Parish Council had advocated retaining the status quo and not proceeding with the creation of a new footpath.

It was agreed to inform Councillor Channer that whilst the Parish Council sympathised with residents who wanted a pedestrian footpath in Church Hill, it could not provide evidence to show that the situation had significantly changed since 2014 and felt that the points raised by the resident above to justify the creation of a new path could not be substantiated by the Council's local knowledge.

16/05/19 Other highway matters: *Temporary road closure, Roundbush Road:* Members noted that Roundbush Road would be closed from

25th May 2019 for a period of 34 days whilst Essex and Suffolk Water replaced the water main.

Enclosure of highway land in front of Ferndale, Birchwood Road (ECC ref 2614994): It was noted that Essex County Council was currently assessing the reported issue and a further status update would be forwarded to the Parish Council when available.

Temporary road closure, Slough Lane: Members noted that Slough Lane would be closed from 16th May 2019 for 6 days. The closure was required for the safety of the public and workforce while Essex County Council undertook Surface Dressing.

Temporary road Closure, Mundon Road: Details of the amended bus timetable, diversions and shuttle services in operation during the closures of Mundon Road and Fambridge Road were noted by the Parish Council.

Members noted that Cllr. Channer had expressed her concerns (and those of residents) to the Cabinet Member responsible for Highways about the problems that would undoubtedly ensue as a result of the simultaneous road closures in operation (or planned) in Mundon Road, Fambridge Road (at Purleigh Wash) and Roundbush Road and that she had also informed the Rt. Hon. John Whittingdale OBE MP of the difficulties being experienced by motorists in the Dengie Hundred.

Temporary traffic management, Maldon Road, Latchingdon: Members noted that essential parapet repairs had been carried out on Deadaway Bridge following a road traffic incident.

Defective furniture on PRow 25, Purleigh: Members noted that between meetings, at the request of residents, the Parish Council had reported the poor and dangerous condition of the steps over the old railway line to the right of Byway 32 to the Highways Department. Essex County Council had agreed to investigate and had allocated the issue reference number 2615798.

Highway safety, Hackmans Lane: It was noted that the Parish Council had been approached by a resident concerned about speeding traffic in

Hackmans Lane. The resident had written to Contact Essex, Cllr. Channer and Essex County Council requesting urgent action, including the cleaning and reinstatement of traffic signs near Corporation Bridge and the installation of a speed camera.

Members noted that the Parish Council had responded between meetings describing its recent actions to improve highway safety in Hackmans Lane and had advised the resident that Tru-Cam patrols should be commencing shortly.

It was agreed to ask Essex County Council's highways Department to clean the road traffic signs in Hackmans Lane and clear them of all vegetation to improve their visibility to motorists.

17/05/19 PLAYING FIELD AND OPEN SPACES

17.1/05/19 Children's Play Area: Monthly report: 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. The grass matting was lifting in places however and the three way springer was loose on its foundations.

17.2/05/19 To receive a report of the annual inspection of the Children's Play Area: Members noted that the children's play area had been inspected by Alan Lingley (RP11 Annual Inspector) on 5th April 2019 and had been awarded an overall risk assessment of: 15 – Moderate Risk, the same as in 2018. Members noted that this risk level was due to the see-saw which had been due to be removed last year and the three way springer which was loose in its foundations and required re-installation.

It was agreed to obtain a quotation from Blackwater Baling Ltd and S.P Bardwell Ltd for the removal of the see-saw and three way springer.

It was agreed to defer consideration of the Inspector's other minor recommendations (Low or Very Low Risk) until the October or November Parish Council meeting, pending progress on the planned refurbishment of the Children's Play Area by the Purleigh Community Fund.

Members noted that the Parish Council had allocated the sum of £500 in the precept 2019/2020 for the playground inspection and equipment maintenance costs.

17.3/05/19 To receive and consider the Purleigh Community Fund's final designs for the refurbishment of the Children's Play Area:

Members noted that at the April 2019 Parish Council meeting (Minute 7.2/04/19) it had been 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.

Rachel Moore, Libby Johns and Leah Jewiss who were present, explained that the revised design and quotation for the next phase of the refurbishment was prohibitively expensive due to the cost of the wet pour safety surface which would cost more to install than the equipment itself.

With the agreement of the Parish Council, the Purleigh Community Fund agreed to obtain quotations for alternative safety surfacing which complied with all the relevant British and industry Standards and to present these and the final design to the Parish Council for approval at the next meeting of the Parish Council to be held on 14th June 2019.

The completion of the natural play area: Members noted that between meetings, the Parish Council had reminded the Purleigh Community Fund (PCF) that before any work was carried out on the natural play area a written risk assessment needed to be submitted to the Parish Council for Members' consideration at a full Council meeting.

The Parish Council considered and approved three risk assessments submitted by the PCF for works to the natural play area.

17.4/05.19 Other playing field and open spaces matters: *Vandalism of the picnic benches near the Children's Play Area:* Members noted that on Monday, 29th April 2019, the picnic benches had been vandalised. One of the benches had been completely overturned, having had the in ground anchor pulled up and two had had their anchors almost entirely pulled out,

with some damage done to the cross bars. In addition, the wooden stakes around the natural play area (which had been cordoned off until it could be finished) had been ripped out and thrown in the ditch.

The Police had been informed and the Purleigh Community Fund had posted details on social media to try to get information which may help the Police identify the culprits.

Mr, Bardwell had very kindly inspected the damage between meetings to see how better the benches could be secured.

Members noted that between meetings Rustic Garden Furniture had re-installed the benches.

Vegetation issues in the vicinity of The Glebe and Pavilion: Members noted that the Parish Council had received a letter from a resident of The Glebe asking if there was anything Members could do to resolve the following matters:

1. Grass along the footpath to the playing field from The Green: This hadn't been cut regularly for five years. The path had been replaced by Moat Homes Ltd last year as it was lifting and looked dangerous, but Moat was now saying that the grass on the road side didn't belong to them.

2. Hedge along the path on roadside: Members noted that this used to be cut twice a year but it had not been cut for 3 years and the tree adjacent to the path needed pruning as it was interfering with private property.

It was agreed to ask Moat Homes Ltd to attend a site meeting at the Pavilion to discuss these issues.

Purleigh Cricket Club: Members noted that the Club had been successful in obtaining a Cricket World Cup Fund related grant for the acquisition of a barbeque and gazebo type shelter to aid social events, and for items of kitchen equipment to modernise the pavilion kitchen facilities. Members were reminded that the Parish Council had discussed this matter in March 2019 and the club's hope that the Parish Council would support its application and agree as previously, to insure the items purchased if its grant application was successful.(Minute 7.4/03/19.)

It was noted that on Saturday, 4th May 2019, Mr. Arthur, Mr. Rayner and Mr. Bardwell had met at the pavilion to discuss the Cricket Club's request and establish what equipment was being stored in the kitchen, its condition, and how likely it was that it was being used. The Clerk was also in attendance.

Those present considered the list of items the Cricket Club had been awarded a grant to purchase as follows:

Gas barbeque	£158.99
Barbeque cover	£15.99
Husky fridge	£129.99
Barbeque utensils	£13.99
EZ-UP Speed Shelter 8ft x 12ft frame, 3 x sidewalls & delivery	£804.00
Triple pot slow cooker/ buffet server	£64.95
Saucepans	£25.19
Frying pans	£24.99
Knife set	£33.00
Chopping boards	£22.99
Coffee machine	£31.98
8 piece cooking utensil set	£14.99
4 slice toaster	£27.00

They agreed that the gas barbeque, cover and utensils could be stored in the garage as could the shelter. The fridge, slow cooker, pans, chopping boards, coffee machine and toaster could be stored in the kitchen, but not until it had been re-organised.

It was agreed that the knife set should not be stored in the kitchen but remain in the cricket club's possession. It was also agreed that the existing kitchen knives should be kept under lock and key. Those present noted that

Mr. Steeples had said that the knives could be kept in the Purleigh Playing Field Association's (PPFA) cupboard, which was kept locked.

It was noted that the excess on the Parish Council's insurance policy was £250, and that it had general contents cover amounting to £5,641.21. The shelter could therefore be added to the Parish Council's insurance policy with the other items listed as Parish Council assets.

Whilst in the kitchen it was noted that persons unknown had removed the First Aid box and associated posters and had put them on top of one of the cupboards. It was agreed to fix the First Aid kit to the wall in the corridor outside the kitchen where it would be easily accessible and to display the posters alongside it if a suitable place in the kitchen couldn't be found once it had been re-organised.

To progress matters, Mr. Arthur, Mr. Rayner and Mr. Bardwell met in the pavilion on Tuesday, 5th May and re-organised the storage of equipment in the kitchen which needed to be retained and disposed of the rest. The microwave oven, which was old and rarely, if ever, used was removed to make space for the new fridge and slow cooker.

Mr. Rayner agreed to inform the Cricket Club of the decision, as the club had to spend the funds by 31st May 2019.

The Parish Council thanked Mr. Arthur, Mr. Bardwell and Mr. Rayner for their time and effort re-organising the kitchen. Their hard work had been greatly appreciated.

18/05/19 TO CONDUCT THE ANNUAL RISK ASSESSMENT

18.1/05/19 The Risk Assessment: Members noted that the format of the Risk Assessment was the same as that carried out by the Council in May 2018 (Minute 16/05/18).

The Parish Council noted that the audit regime placed emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers. The Parish Council therefore carried out a thorough risk

assessment which took steps to identify key risks facing the Council; evaluated the potential consequences to the Council if an event identified as a 'risk' took place, and decided on appropriate measures to avoid, reduce or control the risk and its consequences.

18.2/05/19 Matters arising from the Risk Assessment:

1. Financial risks:

1. *The cost of elections and bye-elections:* Members noted that Maldon District Council had advised that henceforth Parish Councils should set aside the sum of £1,500 in their budgets towards the cost of contested elections, bye-elections and polls. During the precept discussions in January 2019, the Parish Council decided not to allocate any money under this heading for the forthcoming financial year (See Minute 10.4/01/19).

2. *The General Data Protection Regulations 2018:* Members noted that potentially the most serious risk to the council would be if the Parish Council was found guilty of a data breach by the Office of the Information Commissioner and was fined and/or made to compensate the data subject involved. The Parish Council had put robust measures in place however to mitigate this risk.

It employed Ian Phillipson, Maldon District Council and now the Parish Council's Data Protection Officer; it had GDPR compliant Privacy Statements, Policies, CCTV protocols and Subject Access Request Forms; It had a Data Breach procedure in place, maintained a Document Destruction Record and put privacy by design at the heart of its decision making, including carrying out Privacy Impact Assessments where required e.g. when setting up a data base of people willing to help establish a community shop in Purleigh and the list of pavilion key holders.

The Parish Council's insurance policy No RGBDX6962034 provided by Came & Company *via* Inspire and underwritten by AXA Insurance UK plc included Data Protection and legal expenses cover.

3. *Accessibility of the Parish Council's website: The Public Sector Bodies (Websites & Mobile Applications) (No. Accessibility Regulations 2018 ("Regulations".)* Members noted that the Regulations implemented the EU

Directive on the accessibility of the websites and mobile applications of public sector bodies including Parish Councils ("the Directive"). The Directive was designed to allow citizens, particularly those with disabilities, to gain better access to public services by making public sector bodies' websites and mobile applications more accessible. It worked with varying accessibility standards within the European Union and, in particular, the statutory duties imposed on public sector bodies under the Equality Act 2010 and the Disability Discrimination Act 1995 to make reasonable adjustments for people with disabilities.

"Accessibility" referred to the principles and techniques to follow when designing, building, maintaining and updating websites and applications, to make them easy for people to use, especially those with disabilities.

Key Points:

Accessibility Requirement: Members noted that public sector bodies must take the necessary measures to make their websites and mobile applications accessible by making them perceivable, operable, understandable and robust (Regulation 6.)

Disproportionate Burden: Public sector bodies were not required to comply with the accessibility requirement when doing so would impose a disproportionate burden on them but a full assessment needed to be undertaken and recorded (Regulation 7.)

Accessibility Statement: Public sector bodies had to publish an accessibility statement and keep the statement under regular review (Regulation 8.)

Standards: Websites and mobile applications had to comply with the international WCAG 2.1 AA accessibility standard or its European equivalent (Regulation 9.)

Monitoring & Reporting: Members noted that the Minister for the Cabinet Office would monitor compliance by sampling websites and applications. It would be required to report back to the European Commission. If a public sector body failed to comply with Regulation 8, the Minister would take enforcement action and publish the name of that public sector body and its decision on "gov.uk" (Regulations 10 & 14.)

Enforcement: The Equalities and Human Rights Commission had the power to enforce the obligations set out in Regulations 6 and 7 (Regulation 11.)

Members noted that for those websites published before 23rd September 2018, public sector bodies would need to comply with the Regulations by 23rd September 2020. For mobile applications, public sector bodies would need to comply with the Regulations by 23rd June 2021.

Action: The Parish Council agreed to review its website in light of the guidance given and as a first step would ask Mr. Rapley, the Parish Council's webmaster, for his assessment of what would be needed to comply with the Regulations. The Parish Council would then be in a position to carry out a full assessment of the measures required to comply with the Regulations and prepare and publish an Accessibility Statement.

Members noted that further guidance to support public sector bodies and their compliance with the Regulations could be found at: <https://www.gov.uk/guidance/accessibilityrequirements-for-public-sector-websites-and-app>.

2. Risks relating to liability

Councillor action: Members noted that in light of recent high profile litigious cases, clerks had once again been asked to remind Members that all official communication (including letters and emails) with outside agencies, government departments, other councils and the public should be conducted through the clerk unless by specific resolution of the council. Councillors were respectfully reminded not to sign themselves Parish Councillor, add the description Parish Councillor beneath any other personal or professional designation, or use personal social media under this guise. The exception, unless by specific resolution of the council, being when resigning from Office, when Councillors should tender their resignation through the Chairman rather than the clerk. This was especially important since the introduction of the General Data Protection Regulations 2018 whereby any device used to process personal data in the Parish Council's name became part of the Parish Council's data set.

18.3/05/19 To review the effectiveness of the system of internal control: Members noted that The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 required audited bodies to conduct a review at least once a year of the effectiveness of their systems of internal control. The findings of the review must be considered by the council, and following the review the council must approve the Annual Governance Statement prepared in accordance with the proper practices in relation to internal control (see Minute 19.2/05/19 below).

Members noted that John Smith-Daye, (Lambert Chapman LLP) was the Parish Council's independent (internal) auditor. As a member of Lambert Chapman Chartered Accountants, the Parish Council was entirely confident of Mr. Smith-Daye's suitability for the role, being both independent and competent as required by point 4.9 of '*Governance and Accountability for Local Councils: a Practitioners Guide*', Joint Panel on Accountability & Governance, (Revised March 2019.)

18.4/05/19 To review the Parish Council's internal audit

procedure: The Parish Council agreed not to make any amendments to its internal audit procedure and affirmed that pursuant to Regulation 4 of the Accounts and Audit (England) Regulations 2011:

'The relevant body is responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk'

18.5/05/19 To receive a report from the internal auditor: Members noted and approved the contents of the Chairman's report to the Parish Council, which had been written in his capacity as the Council's internal auditor for 2018/2019.

18.6/05/19 To note the powers under which income and expenditure 2018/2019 were received and spent: Members noted the legislative powers under which income and expenditure 2018/2019 had been received and spent and were satisfied that the Parish Council's financial transactions had been carried out within the powers available to it.

18.7/05/19 To review the Parish Council's powers and duties: Members noted the powers available to Parish Councils and the duties imposed upon them. Members were satisfied that the Parish Council's activities had been carried out within the legal powers available to it and that it remained eligible to use the General Power of Competence (Localism Act 2011).

18.8/05/19 To review the Parish Council's insurance policy: The Parish Council noted the cover and conditions associated with its Insurance Policy number Policy number RGBDX6962034 with Came & Company (provided by Inspire and underwritten by Axa Insurance UK plc) and that its Long Term Agreement (LTA) was due to expire on 31st May 2020.

It was noted that the renewal premium for 2019/2020 would be £1,515.02 compared with £1,468.14 in 2018/2019 (an increase of £46.88.).

The Parish Council confirmed that it wished to renew its insurance policy with Came & Company.

18.9/05/19 To review the Parish Council's Asset Register: Members did not suggest any amendments to its asset register which showed the Parish Council having assets to the value of £353,914.06 at close of business on 31st March 2019 compared with £341,827.26 at the close of business the previous year.

18.10/05/19 To review the Parish Council's Financial Regulations: The Parish Council did not make any amendments to its Financial Regulations, which had been adopted by the Parish Council in May 2014 (Minute 15.10/05/14) and amended in May 2016 (Minute 18.10/05/16).

18.11/05/19 To review the duties of the Responsible Financial Officer: It was agreed not to amend the duties of the Responsible Financial Officer approved by the Parish Council at the May 2018 Parish Council meeting (Minute 16.11/05/18).

18.12/05/19 To review the Parish Council's Code of Practice for Handling Complaints and Code of Conduct Matters: Members noted that in June 2012 the Parish Council had adopted Maldon District Council's Code of Member Conduct (See Minute 7/07/12). Members had also

completed, or agreed to complete, the Register of Members' Interests produced by Maldon District Council as required by the Relevant Authorities (disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) which had come into force on 1st July 2012. The Parish Council had also fulfilled its obligation to publicise the adoption of the new Code of Member Conduct.

It was agreed not to make any changes to the Parish Council's Code of Practice for Handling Complaints or to its Code of Conduct.

18.13/05/19 To review the measures taken to comply with Equality legislation: The Parish Council agreed not to make any changes to its Equality Statement and was confident that it complied with its public sector equality duty contained within the Equality Act 2010 (s149).

The Parish Council also continued to fulfil its specific duties under paragraph (2a) (section 5) of the Race Relations Act (Statutory Duties) Order 2001. The specific duty of employment being to monitor, by reference to the racial groups to which they belonged, the numbers of staff in post and applicants for employment, training and promotion and to publish the results of the monitoring annually.

To meet the specific duty the Parish Council had:

1. Collected the following data.
2. Analysed it to detect any patterns of inequality.
3. Published it at the Annual Parish Meeting held on 25th April 2019 (the Minutes of which, once approved, would be published on the website www.purleigh.com) and in the Annual Report to parishioners published in the Parish Magazine.

Purleigh Parish Council

Number of Employees	1
Ethnic origin	White, British
Applicants for training	1

Ethnic origin	White, British
Employees who have received training	1
Ethnic origin	White, British
Employees promoted	Not applicable

No patterns of inequality had been detected in the data.

18.14/05/19 To review the Parish Council's compliance with the Freedom of Information Act 2000: Members noted that the Parish Council was fully compliant with the Freedom of Information Act and had renewed its registration as a Data Controller. The Parish Council had also complied with the requirement to register each year as a local authority and had adopted and published a publication scheme.

18.15/05/19 To Review the Parish Council's Publication Scheme: The Parish Council agreed not to make any changes to its publication scheme.

18.16/05/19 To review the Parish Council's Document Retention Policy: Members noted that in May 2009, in part to make it easier to comply with requests for information under the Freedom of Information Act, the Parish Council adopted a Document Retention Policy.

Members noted and approved two amendments to the policy: Firstly, the Parish Council now used the 11th Edition of Arnold-Baker on Local Council Administration published in 2018. Secondly, Clerk's notes were retained for a year but would be anonymised (apart from Councillors, the Clerk and other officials or where explicit consent had been given) to comply with the General Data Protection Regulations 2018.

18.17/05/19 To review the Parish Council's compliance with s17 of the Crime and Disorder Act 1998 as amended: The Parish Council was satisfied that it complied with s17 of the Crime and Disorder Act 1998.

18.18/05/19 To review the Parish Council's Community Engagement Strategy: Members noted that in 2018/2019, in addition to its normal engagements with the public, the Parish Council had engaged with the

community *via* a questionnaire and public meeting to discuss the possibility of establishing a community shop in the parish

The Parish Council agreed not to make any amendments to its Community Engagement Strategy.

18.19/05/19 To review the Parish Council's Tree Management Strategy:

Members noted that at the May 2014 Parish Council meeting (Minute 15.2/05/14) the Parish Council had adopted a tree management strategy and agreed to inspect its tree stock in May each year with a further inspection of any trees identified as needing further monitoring each October. It was agreed that the inspections would be carried out by a minimum of three Parish Councillors if they were available and that during inspections photographic evidence may be collected for comparative purposes.

During the financial year ending 31st March 2019 the Parish Council had spent £550 maintaining its tree stock compared with £50 in 2017/2018 and £460 in 2016/2017.

Members also noted that at the SLCC's annual training day, the local government legal expert urged local councils to have any high risk trees 'professionally inspected' following a high court case where, although the Council in question had kept records of its annual tree inspections, as they hadn't been conducted by a 'professional' their conclusions were found to be lacking credibility and the Council was found guilty of causing death by negligence.

Members agreed not to make any changes to the Parish Council's Tree Management Strategy.

It was agreed that those Councillors who were available would carry out the annual tree inspection in May. Mr. Potter agreed to liaise with Mr. Arthur, Mr. Bardwell and Mr. Strathern to arrange a mutually convenient date.

18.20/05/19 To review the Parish Council's Pavilion risk assessment:

Members noted that the Parish Council was required to carry out periodic

risk assessments at the pavilion based on the guidance in the Health & Safety Executive's *Five Steps to Risk Assessment* which were to:

- 1 Identify the hazards
- 2 Decide who might be harmed and how
- 3 Evaluate the risks and decide on precautions
- 4 Record findings and implement them
- 5 Review the risk assessment and update if necessary.

The Parish Council did not have a legal requirement to record the findings of these risk assessments however, as less than five people worked at the Pavilion, and repairs, cleaning and maintenance were done by self-employed workers who had responsibility for their own health and safety.

The last full council risk assessment of the pavilion had been carried out in May 2014 (Minute 15.2/05/14) when the Parish Council had been confident that the risks identified in the document were continuously monitored by Councillors and the Clerk who all used the Pavilion throughout the year at different times during the day and in the evening by virtue of their membership of different clubs and organisations. The Parish Council also received regular reports on the condition of the building from Mrs. Dilworth who cleaned it and from the various user groups.

The Parish Council did not think the Pavilion showers were likely to harbour legionella bacteria because water isn't stored or re-circulated as part of the system.

It was agreed to ask Mr. S. Russell (Nestwood Building Services) to provide a quotation to re-paint the Pavilion ceiling and the now redundant wooden batons under the new curtain poles.

18.21/05/19 To review the Parish Council's Allotment risk assessment: Members noted that the Clerk and one other Parish Councillor would carry out the annual risk assessment of the allotments at the time of the annual inspection in June or July.

Members agreed not to make any changes to the Allotment Risk Assessment.

18.22/05/19 To review the risk assessment of All Saints Churchyard: It was noted and agreed that the Parish Councillors carrying out the annual tree inspection would also carry out the annual risk assessment of All Saints Churchyard.

Members agreed not to make any changes to the Churchyard Risk Assessment.

18.23/05/19 To review compliance with the General Data Protection Regulations 2018 (GDPR): Members noted that the Parish Council was compliant with the GDPR 2018:

- ◆ It had employed Maldon District Council's Data Protection Officer as its own.
- ◆ It had privacy policies and protocols in place to cover its data processing activities, including on the parish website and relating to the operation of CCTV at the pavilion.
- ◆ It had a Data Breach Procedure in place, and included privacy notices in its correspondence, including electronic.
- ◆ The Parish Council put privacy by design at the heart of its decision making and carried out privacy impact assessments where necessary e.g. when setting up data bases of pavilion key holders and people interested in becoming involved in the establishment of a community shop in Purleigh.
- ◆ Files containing personal information were password protected.
- ◆ The Clerk did not use any personal devices for Parish Council business.

18.24/05/19 To review the Parish Council's Training Needs Strategy: It was agreed not to make any amendments to the Parish Council's Training Needs Strategy.

Members noted that during the year the Clerk had attended training on: The General Data Protection Regulations 2018 (GDPR); Completing the Annual Pensions Return; The Maldon District Local Development Plan 2014-2029; Crime prevention in rural areas; Homelessness and the Law

(since the Homelessness Reduction Act 2017 came into force in April 2018) and had also attended an open forum on local government law as part of the SLCC's Clerk's annual training day.

The Clerk also sat on the judging panel of grant applications to Essex County Council's Community Initiatives Fund and was a member of the Society of Local Council Clerks.

Members noted that two Councillors had received training between May 2018 and April 2019, and that the sum of £450 had been spent during 2018/2019 on training. The sum of £800 had been allocated for training purposes in the 2019/2020 budget (including Playground inspection course, councillor training and GDPR).

19/05/19 FINANCIAL MATTERS

19.1/05/19 Annual Internal Audit Report: Members noted that Mr. Smith-Daye (Lambert Chapman LLP) would complete this report on Tuesday, 21st May 2019 at 12.30 p.m.

19.2/05/19 To complete the Annual Governance Statement 2018/2019 - Section 1 of the Annual Governance and Accountability Return: The Parish Council prepared and completed the Annual Governance Statement, which was signed by the Chairman and Clerk.

Members noted that the Parish Council was required to carry out and report on an annual review of the effectiveness of its systems of internal control and audit, which it had done as part of the annual risk assessment (see 18.3/05/19; 18.4/05/19 and 18.5/05/19 above)

The Chairman proposed, and it was unanimously resolved to approve the Annual Governance Statement, in advance of approving the accounting statements for the year ending 31st March 2019.

19.3/05/19 To approve and sign the Parish Council's Income & Expenditure Accounts for the period 1st April 2018 to 31st March 2019: The Parish Council unanimously approved the:

1* Income and Expenditure Account

2* Balance Sheet and

3* Supporting Notes for the financial year ending 31st March 2019

The Chairman and Responsible Financial Officer signed three copies of the Balance Sheet, which showed the Parish Council to have **NET ASSETS** in the sum of **£51,610.28** at 31st March 2019 (compared with £28,458.83 in the preceding financial year).

19.4/05/19 To approve the Accounting Statements 2018/2019 (section 2 of the Annual Governance and Accountability Return) for the year ended 31st March 2019: Mr. proposed and the Parish Council unanimously resolved to approve the Statement of Accounts for the year ended 31st March 2019 (section 2 of the Annual Governance and Accountability Return) dated 10th May 2019, and the Responsible Financial Officer's explanation of the reasons for any significant variances (+/- 15% and over £150) from the last financial year to this (enclosed with the Parish Council's accounts).

The accounting statements were then signed by the Chairman of the meeting and dated 17th May 2019.

Members noted that the Statement of Accounts had been based on the Parish Council's Accounts 2018/2019 which had been prepared on an income and expenditure basis and that the RFO had signed and dated the Statement of Accounts before they had been presented to the Council.

Members noted that the Parish Council's bank reconciliation as at the close of business on 31st March 2019 had been approved at the April meeting (Minute 8.4/04/19).

19.5/05/19 To receive a report of receipts: Members received a report of the following receipts:

Maldon District Council	Precept 2019/2020	£40,000.00
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H.M. Revenue & Customs	VAT Refund (owing at 31.03.19)	£680.12
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Mrs. A. Osborn	Pavilion Hire	£35.00
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£40,715.12

19.6/05/19 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.

The Information Commissioner	Renewal fee 2018/2019	£40.00
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E-On	Electricity account re: Pavilion	£250.00	
	VAT	£12.50	
			£262.50
			£302.50

19.7/05/19 To approve payments 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 – April 2019	£1,311.00	
	Less tax	£38.60	
		£71.04	
	National Insurance	£76.04	
	And Pension Contributions		£1,125.32

H.M. Revenue & Customs	Tax	£38.60	
	National Insurance (employees)	£71.04	
	National insurance (employers)	£81.70	

			£191.34
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 – April 2019 20 hours @ £8.50 per hour		£170.00
NALC	Subscription to the Local Council Review		£17.00
Came & Company Ltd	Insurance premium 2019/2020 Policy with Inspire (RGBDX6962034)		£1,515.02
RBS Invoice Finance Ltd	Photocopying	£15.50	
	VAT	£3.10	
			£18.60
Purleigh Community Shop Ltd	Grant (Minute No 10.4/01/19)		£2,500.00
Purleigh Croquet Club	Grant (Minute No 10.4/01/19)		£500.00

A.G. Macmorland Farming Partnership	Grass cutting – April	£879.00
	VAT	£175.80
		£1,054.80
Anglian Water Business Ltd (National)	Water: re: Allotments	£241.70
Anglian Water Business Ltd (National)	Water: re: Pavilion	£49.50
Anglian Water Business Ltd (National)	Sewerage charges: re: Pavilion	£97.26
Mrs. Jane Potter	Petty Cash – Reimbursement	
	Postage	£10.44
		£7,857.59

Transfers: Transfers: Members noted and approved the following transfer between Bank Accounts:

1 On 16th May 2019 the sum of £32,714.03 had been transferred from the Community Current account (40731080) to the Business Premium Account (80731099) to leave approximately £1,500 in the current account, having paid the accounts to hand at the Parish Council meeting held on 17th May 2019.

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

Statement of Accounts:

Receipts:	£54,096.74	Barclays Bank Plc:	
Expenditure	£3,359.53	Current account	£1,659.00
		Business Premium Account	£16,071.07
		Capital Projects Fund	£25,673.61
		Legacy	£7,283.53
		Petty Cash	£50.00
	<u>£50,737.21</u>		£50,737.21

19.8/05/19 To approve a list of regular Direct Debits and Standing Orders:

Standing Orders: Members noted and approved that the Parish Council had two standing orders in place relating to the ground rent for the allotment site in Chelmsford Road and the licence fee for the pedestrian footpath in Church Hill from Pump Corner to Fairfields.

Date	Payee	Amount (£)
1st April	Greenwood South Western	5.00
24th September	Chelmsford Diocesan Glebe Management	24.00

Variable Direct Debits: Members noted and approved that the Parish Council had one variable Direct Debit in place to BT Group PLC for payment of the Clerk's telephone account which was taken quarterly.

20/05/19 CORRESPONDENCE

National Association of Local Councils (NALC) / Department for Transport

Consultation on the vehicle operator licensing system: Members noted that the Department for Transport had issued a new consultation on the vehicle operator licensing system which was due to come into force by 1st April 2020 and that NALC would be responding.

Context & proposals:

Members noted that the Government wished to introduce formal tribunal rules to allow traffic commissioners to deal with cases fairly and justly. Public Sector Vehicle (PSV) operator licences were considered in chapter 1. Formal tribunal rules were examined in chapter 2. NALC was minded to highlight:

- Its position that local councils should be statutory consultees at all stages during traffic commissioner cases.
- Its position that the Government needed to consult with local councils on HGV parking sites in suitably sustainable locations within their boundaries; and
- Its position that the Government needed to introduce measures to make it easier to de-criminalise breaches of parking regulation for the purposes of allowing local councils to enforce those regulations.

It was agreed to support NALC's position that local councils should be statutory consultees on this matter.

Members noted that responses to this consultation had to be sent to chris.borg@nalc.gov.uk by 5.00 p.m. on Tuesday 11th June, 2019 and that the full consultation document could be found on the DfT's website.

Essex County Council

Notification of Consultation on changes to the use of Concessionary Bus Passes on Essex County Council run Park and Ride services May 2019: Members noted that Essex County Council was consulting on the use of the older person's bus pass on County Council run Park and Ride services in Essex. It was also consulting on making a reduced charge for people using the disability based bus pass before 9 a.m. on the Park and Ride services. This consultation gave users of the service the opportunity to let the County Council know their views about the proposals.

Members noted that the consultation had commenced on 8th May and would run until 31st July 2019 and would be available online at: www.essex.gov.uk/park-and-ride-fares-consultation.

Paper copies of the questionnaire were also available from the Sandon, Chelmer Valley and Colchester Park and Ride sites and posters had also

been displayed at the Park & Ride sites, if there were any queries however, Members and the public had been advised to contact passenger.transport@essex.gov.uk.

Given the deadline for responses, the consultation paper was put in the circulation folder for Members' information, prior to its inclusion on the Agenda of the June meeting.

21/05/19 POINTS OF INFORMATION

Members did not have any points of information to share.

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 9.30 p.m.