

**MINUTES OF A MEETING OF PURLEIGH PARISH COUNCIL,
HELD IN THE WELLS PAVILION, HOWE GREEN ROAD
ON FRIDAY, 8th NOVEMBER 2019 AT 7.00 P.M.**

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

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

One member of the public attended the public session prior to the start of the meeting.

Mrs. Jane Fleming (District Council Ward Member) attended part of the meeting.

1/11/19 APOLOGIES FOR ABSENCE

Apologies were received from Mr. N. Arthur, who was unable to attend the meeting due to a prior personal commitment. Apologies were also received from Mrs. Sue White (District Council Ward Member) and Mrs. Penny Channer (County Council Ward Member) who were unable to attend due to prior personal and civic engagements.

Apologies were received from Mr. G. Rayner who anticipated arriving late to the meeting due to a prior personal engagement. Mr Rayner joined the meeting during discussion of Agenda item 6.2/11/19 when he assumed the chair.

In the absence of Mr. Rayner, Mr. Bardwell chaired the beginning of the meeting.

2/11/19 DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATIONS (Localism Act 2011)

Mr. Strathern declared an interest in Agenda item 5.3/11/19 Notification of Appeals.

3/11/19 THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11th OCTOBER 2019 having been circulated to all Members, were approved, and signed by the Chairman.

4/11/19 TO DISCUSS ANY MATTERS OF INFORMATION ARISING FROM THOSE MINUTES

4.1/11/19 Clerk: 9/10/19 *To award the grass cutting contract for the 2020 season:* Members noted that A. G. Macmorland Farming Partnership had accepted the grass cutting contract in Purleigh for the 2020 season.

10.1/10/19 Allotment Matters: Members noted that the tenant who had very kindly cut back the hedge at the allotments had also burnt all the clippings from it on 5th November 2019.

4.2/11/19 Members': Members did not have any matters arising from the October 2019 meeting to discuss.

5/11/19 PLANNING MATTERS

5.1/11/19 Decisions taken between meetings: Members noted that the Parish Council had not made any recommendations on planning applications to Maldon District Council between meetings.

5.2/11/19 Current Applications: WTPO/19/01110 T2 Oak Cut back from overhead cables to provide at least 1m clearance. T11 Oak & Ash section, dismantle to remove both trees. T13 Ash – Reduce crown height and spread by 2 – 3m. Marlpits Wood, Marlpits Road.

The Parish Council **RECOMMENDED APPROVAL.**

TCA/19/ 01082 T1 Weeping Silver Pear tree – Fell. Mountville Cottage, The Street.

The Parish Council **RECOMMENDED APPROVAL.**

FUL/MAL/19/01072 Variation of condition on approved planning permission FUL/MAL/19/00117 (Application for permission for a 14 space temporary car park to allow building work at The Bell Public House). Land off Church Hill, Purleigh.

The Parish Council **RECOMMENDED APPROVAL.**

AGR/19/01158 Prior notification for a new wooden agricultural storage shed. Oakfield Farm, Hyde Chase.

The Parish Council **RECOMMENDED APPROVAL**, provided the site fully complied with Agricultural Prior Notification requirements and was larger than 12.5 acres (5 hectares).

5.3/11/19 Notification of appeals:

Town and Country Planning Act 1990 (appeal under s78)

Site address: Land East of Pine Lodge, Junction Road, Cold Norton.

Application reference No: 19/00466/FUL

Appeal reference No: APP/X1545/W/19/3236726

Description of development: Conversion of workshop to three bedroom dwelling.

Members noted that an Appeal had been made to the Secretary of State against the District Council's decision to refuse to grant planning permission for the above development.

Town and Country Planning Act 1990 (appeal under s174)

Site address: Field NW of Mosklyns Farm, Chelmsford Road

Appeal reference No: APP/X1545/C/19/3224453 & APP/X1545/C/19/3224454

Members noted that an Appeal had been made to the Secretary of State against two Enforcement Notices issued by Maldon District Council.

The contents of a letter from concerned parishioners regarding the above Appeal were noted by Members.

5.4/11/19 Maldon District Council planning decisions: Members noted that Maldon District Council had **APPROVED** the following planning application:

- HOUSE/MAL/19/00913 Single storey rear extension. The Maples, Howe Green Road.

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

- FUL/MAL/19/00833 Demolition of existing one storey dwelling and the erection of a new replacement two storey dwelling. St Andrews Bungalow, Maldon Road.

5.5/11/19 Other planning matters: Members did not have any other planning matters to discuss.

6/11/19 HIGHWAY MATTERS

6.1/11/19 Mundon Wash bridge repairs - Progress report: It was noted that unfortunately, the planned programme of works had been delayed due to factors beyond the County Council's control, including the weather which had affected concrete pouring and curing. Highways engineers had been obliged to further delay delivery of the box-culvert units that were the main structural elements of the bridge. They were now doing everything possible to make up some of the time lost, with completion of all works expected in December.

Since the previous update, progress had been made and the southwest wing had been completed. Construction of the base for the box culvert had also been completed and water had been diverted through the new box culvert which had enabled engineers to demolish the original concrete pipe. Works would now take place on the north side of the structure.

At this juncture Mrs. Jane Fleming (District Council Ward Member) arrived, and with the agreement of all present, Cllr. Fleming was invited to update Members on the recent work of the District Council. She advised that she was on the Overview and Scrutiny Committee and that the publication of the District Council's accounts had not met the auditor's deadline. The District Council was now in stage two of its transformation project which was focussed on providing the best customer services. Cllr. Fleming also updated Members on the proposed development in North Fambridge, including drainage, and on the progress of the introduction of the Community Infrastructure Levy and its impact on the parishes.

Members were pleased to learn that Maldon Yacht Club would be able to remain in its current premises for one more year at the same rent.

The ongoing parking problems in the Westerings at school drop off and collection times were discussed 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.

At this juncture Mr. Rayner arrived and took over the Chair from Mr. Bardwell.

6.2/11/19 Other highway matters: Members did not have any other highway matters to discuss.

7/11/19 PLAYING FIELD AND OPEN SPACES

7.1/11/19 Children's play Area: Monthly report: Mr. Ash reported that work on the refurbishment of the Children's play Area was on-going and that the picnic tables had been removed for the duration of the works.

Members noted that Mr. Bardwell and Mr. Potter had met at the playing field on 22nd October and decided on the best route for Broxap's vehicles and plant to access the children's play area during its refurbishment. Works

had commenced on Monday, 28th October with the removal of some of the existing equipment and ground preparation by S. P. Bardwell Ltd.

It was also noted that Broxap Ltd had started work at 8.00 a.m. on Thursday, 31st October 2019 and that the installation would take an estimated 12 working days to complete.

Members noted that the Parish Council had asked for written confirmation from Broxap Ltd that its installers would reinstate any damage to the surface of the playing field caused by plant operations as a result of the installation works, as had been discussed and agreed with Mr. Bardwell on site.

Mr. Bardwell and the Chairman agreed to carry out the satisfaction survey provided by Broxap Ltd once works had been completed with Mrs. Johns (Purleigh Community Fund also in attendance).

Mr. Bardwell was thanked for his assistance at the site thus far, which had been greatly appreciated.

7.2/11/19 Other playing field and open spaces matters: *Repairs to the pavilion smoke alarm and outdoor floodlight:* Members noted and approved that between meetings G. F. Electrical Services had supplied and fitted a new floodlight at the Pavilion and had also replaced the faulty smoke alarm for a total cost of £293.00.

Car in the playing field car park: Members noted that the Parish Council had been informed that there was a grey/silver sports car in the playing field car park that hadn't moved for several months. It appeared to have a SORN and no MOT.

Members noted that the car had subsequently been moved.

Sign, Rigby's Path: Members noted that the sign at Rigby's Path had rotted at its base and fallen down and was being stored at Lower Barn Farm.

Mr. Strathern kindly agreed to arrange for the sign to be fitted with new stone capped posts and, once this had been done, to re-install it with the assistance of Mr. Bardwell, Mr. Potter and the Chairman.

Wooden bridge between the playing field and the Glebe field (Footpath 33 Purleigh): Members noted that the Parish Council had been asked to make the bridge between the playing field and the Glebe field behind it safe as the planks were rotting away.

Members noted that the Parish Council had reported this issue to Essex County Council, (Reference number 2369356.)

Remembrance Sunday: Mr. Ash and Mr. Potter were thanked for arranging for the commemorative silhouette of a soldier to be placed by the War Memorial ahead of the Remembrance Day Service on 11th November. Members noted that the soldier would be re-painted ahead of the forthcoming VE Day commemorations.

8/11/19 PARISH COUNCIL WEBSITE AND ACCESSIBILITY REGULATIONS

Members noted that the Parish Council had forwarded Mr. Rapley (the Parish Council's webmaster) details of more companies offering compliant web servers and was awaiting his further advice.

9/11/19 FINANCIAL MATTERS

9.1/11/19 To receive a report of the independent review of the accounts for the period 1st April 2018 to 30th September 2018: Members noted that on 30th October 2019 John Smith-Daye, a member of Lambert Chapman LLP, had carried out tests suggested by the Audit Commission in Section 4 of the Annual Report to the external auditor in respect of the period 1st April 2019 to 30th September 2019, and had reviewed the Parish Council's internal financial controls and systems.

There were no issues which needed drawing to the Parish Council's attention at this time.

Members noted that Mr. Smith-Daye had written to the Chairman advising the Parish Council that the Clerk continued to maintain complete and clear records of all relevant matters which showed a clear trail and evidence of all transactions, providing information and explanations with ease in respect of all areas referred to during the course of his review.

9.2/11/19 Parish Council telephone bill arrangements: Members noted that up until now the Parish Council had paid the Clerk/Parish Council's quarterly telephone account and had received a contribution from the Clerk towards her personal use of the internet and calls of £70 per quarter (or occasionally more if for some reason an unusually high number of personal calls had been made). The rationale behind this decision had been that to download essential documents, policies and consultations from the Government and other agencies unlimited broadband usage was essential, and an answer phone/1571 facility was desirable, as were paper bills for ease of audit.

Members noted that in the financial year 2018/2019 the Parish Council had spent the sum of £898.11 on telephone/broadband and the Clerk had contributed £280 towards this cost for personal calls and her use of the internet (31.17% of the total bill) which had paid for all the calls plus a small amount of personal use of the internet. Other residents in the Clerk's home had made their own arrangements or couldn't access the computer or telephone.

It was also noted that following the Clerk's move to Lower Barn Farm, British Telecom had refunded the Parish Council the sum of £150.29 against its last payment.

As the Clerk's circumstances had changed and the telephone/broadband account was no longer in her name, but in Mr. Potter's, nor was it for her sole use any more, the Parish Council reviewed these arrangements.

The Clerk was asked to investigate the possibility of installing a new telephone line to Lower Barn Farm with internet connection and was authorised to spend up to £200.00.

9.3/11/19 To receive a report of receipts: Members received a report of the following receipts:

Allotment tenants	Allotment rentals x 4 at £35.00 per annum	£140.00
South Woodham Ferrers Cricket Club	Pavilion hire 2019 season	£420.00
HMRC	VAT refund for the period: 1st July to 30th September 2019	£751.61
British Telecom Plc	Refund upon closure of account	£150.29
MICL Insurance Claims	Property damage claim re: Rudley Green notice board	£1,000.00
Table Tennis Club	Pavilion hire: July – September inclusive	£78.00
Whist drive	Pavilion hire: July – September inclusive	£169.00
Mrs. Russell	Pavilion hire	£20.00

PPFA	Donation towards the refurbishment of the Children's Play Area	£2,500.00
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9.4/11/19 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.

E-On	Electricity: pavilion	£108.21
	VAT	£5.41

Supplies 4 Business from Concisely Ltd	Stationery VAT	£14.35 £2.87
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9.5/11/19 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 – October 2019	£1,311.00
	Less tax	£38.40
	National Insurance	£71.04
	And Pension Contributions	£76.04

H.M. Revenue & Customs	Tax	£38.40
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	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 From Concisely Ltd	Printing Letter heads and Compliments slips VAT	£72.00 £14.40
Mrs. R. Dilworth	Pavilion cleaning – October 2019 20 hours @ £8.50 per hour	
R. Rapley	Website maintenance	
Dengie Hundred Group Of Parish Councils	Affiliation fee 2019/2020	
Mr. J. S. Spelman Avalon Associates	Minute Book binding	
J.P. Ovel	Work in the parish July to October Petrol	£150.00 £5.00

A.G. Macmorland Farming Partnership	Grass cutting – October 2019 VAT	£362.00 £72.40
Broxap Ltd	Play Equipment VAT	£12,263.00 £2,452.60
		£1
Anglian Water Business (National) Ltd	Water Re: Allotments	
Anglian Water Business (National) Ltd	Water and sewerage charges: Re: Pavilion	
S. P, Bardwell Ltd	Groundworks Re: Children's Pay area VAT	£2,500.00 £500.00
		£
G. Flowers	Replace Floodlight and Smoke Alarm at the Pavilion	
		£2

Transfers: Members noted and approved that following bank transfers:

1. On 23rd October 2019 the sum of £2,500.00 had been transferred from the Community Current Account (40731080) to the Capital Projects Fund (30567361) being a donation from the PPFA towards the refurbishment of the Children's Play Area.
2. On 7th November 2019 the sum of £12,263.00 had been transferred from the Capital Projects Fund (30567361) to the Community Current Account (40731080) to pay Broxap Limited's invoice above (Net of VAT) for children's play equipment.

3. On 7th November 2019 the sum of £3,391.32 had been transferred from the Business Premium Account (80731099) to the Community Current Account (40731080) to pay the remaining accounts to hand above and leave approximately £1,500.00 in the current account.
4. On 8th November 2019 the sum of £2,500.00 had been transferred from the Capital Projects Fund (30567361) to the Community Current Account (40731080) to pay for S. P. Bardwell Ltd invoice above regarding the refurbishment of the children's play area.

Bank reconciliation as at 31st October 2019: A bank reconciliation for the period 1st April 2019 to 31st October 2019 was carried out by the Chairman and approved by the Parish Council as follows:

Statement of Accounts:

Receipts:	£102,249.25	Barclays Bank Plc:	
Expenditure	£ 29,682.63	Current account	£3,949.06
		Business Premium Account	£33,902.30
		Capital Projects Fund	£27,374.47
		Legacy	
		Petty Cash	£50.00
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	£ 72,566.62		

10/11/19 CORRESPONDENCE

Essex County Council

Parish Update: Members noted that Penny Channer (County Council Ward Member) had provided the Parish Council with an update on the most recent work of Essex County Council. Her report was placed in the circulation folder for Members' information.

Community Safety Officer Appointment: It was noted that Claire Hanrahan had been appointed the new Community Safety Officer for the Maldon District. She would continue to provide monthly crime reports and

associated documents to Neighbourhood Watch and could be contacted on 01245 606919 or at Claire.Hanrhan@chelmsford.gov.uk.

Essex County Fire & Rescue Service – Consultation: Members noted that Essex County Fire & Rescue Service had launched a public consultation in the form of a ten minute survey asking the public of Essex about how the service's future priorities should be delivered.

The consultation period on the service's seven proposals would run until Friday, 13th December 2019.

For more information on the consultation, as well as a link to complete it, parishioners were encouraged to visit: www.essex-fire.gov.uk/irmp or if they had any questions or comments to email IRMP@essex-fire.gov.uk.

Members noted that the Parish Council had forwarded this information on to the editor of the Parish Magazine.

Stow Maries Aerodrome Joint Consultative Committee Meeting: Mr. Bardwell reported that he had attended the last meeting of the group which had been held on 6th November 2019.

Credit had been paid to the 170 volunteers whose contribution to the success of the aerodrome was vital and an analysis of complaints directed at Air Operations for the year to date had revealed two repetitive complainants, but numbers overall were well within limits.

Highways England

Members noted that information from Highways England regarding the A12 Chelmsford to A120 widening scheme, together with the consultation brochure regarding proposals for the distance between junctions 23 to 25 near Marks Tey, provided by Cllr. Fleming would be circulated to Members in due course.

11/11/19 POINTS OF INFORMATION

Mental Health Training: Members were reminded that the Parish Council was hosting a half day's mental health training course in the Pavilion on Thursday, 14th November. There were still spaces available and thus far 14 parishioners had booked places. Refreshments would be provided.

Purdah: Members were reminded that the pre-election period, or Purdah, had commenced on 7th November (the date of posting of the official Notice of Election) and would last until the day after the election on Friday, 13th December 2019.

A copy of The Local Government Association guidance – '*Purdah: A short guide to publicity during the pre-election period*' which highlighted what this meant in practice in the run-up to 12th December 2019 was placed in the circulation folder for Members' 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 8.37 p.m.