

**INUTES OF A MEETING OF PURLEIGH PARISH  
COUNCIL,  
HELD IN THE WELLS PAVILION, HOWE GREEN ROAD  
ON FRIDAY, 10th JANUARY 2020 AT 7.00 P.M.**

**Notes from the public session held prior to the Parish Council meeting between 6.30 p.m. and 7.00 p.m:**

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

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

Mrs. Jane Fleming (District Council Ward Member), Mrs. Penny Channer (County Council Ward Member), Mr. J. Figg (Executive Head Teacher) and Mr. N. Stotter (Head of School) Purleigh Community Primary School, and 25 members of the public attended the extended public session prior to the start of the meeting to discuss parking in Pump Lane, the Westerings and in the environs of the school (Minute 6.1/01/20).

The Chairman welcomed everyone to the public session prior to the Parish Council meeting and drew their attention to background information prepared by the Clerk which set the context for the evening's discussion, explained what action had been taken thus far by the Parish Council, District and County Council Ward Members and the school to alleviate parking problems. The paper also laid out the relative responsibilities of the Police, the South Essex Parking Partnership (SEPP) and Maldon District Council. He hoped that the discussion would be positive, focussing on future solutions rather than past complaints.

Cllr. Jane Fleming, who had suggested the meeting, explained that a long term solution needed to be found, but that would not be achieved in a time constrained discussion like this evening's, which she hoped would be able to establish a way forward to finding that solution. Her suggestion that a working party be set up comprising key stakeholders was warmly received.

All present agreed that it was a very small minority of parents who parked dangerously and without care or consideration. The fact remained however that unless a solution was found a serious accident could occur and emergency service vehicles could be prevented from accessing properties in the Westerings, Thornhill or Hawthornes, endangering life.

The meeting identified some of the key factors which had recently exacerbated the problem e.g. the withdrawal of home to school transport and *vice versa*, the increasing number of pupils coming from outside Purleigh (78%), the temporary withdrawal of village hall parking, the topography and condition of the pedestrian footpaths in Pump Lane and The Glebe (very narrow in places with an adverse camber) which deterred those parents who had chosen in the past to park in the village hall or pavilion car parks and walked to school from continuing to do so, and the fact that an increasing number of children now attended the school (from 160 to 220) reflecting its success and good reputation.

Parish Councillors present felt that one very positive solution would be the creation of a new, fenced footpath going along the outside of the field at the rear of the village hall's land to the top of the Westerings combined with an enlarged village hall car park. The Parish Council had tried on previous occasions to persuade the landowner to release the amount of land around the edge of their field required to create such a path but to no avail. This was an area however that definitely needed re-visiting, perhaps with a view to working with Essex County Council towards a compulsory purchase order.

The meeting agreed that any working party set up should be restricted in numbers, but alongside local government members and relevant officers should include representation from residents, the wider parent body and the school. It should also be a positive agent of change incentivising all parents to park safely and with consideration and would be wide ranging in the areas it considered (e.g. publicity, car sharing apps, staggered school days, earlier access to school buildings, communication and education, enforcement etc.)

It was agreed that the Cllr. Fleming and the Parish Council would liaise to try to set up a working party as discussed.

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

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

Cllr. Fleming and 3 members of the public attended part of the meeting.

### **1/01/20 APOLOGIES FOR ABSENCE**

Apologies were received from Mr. N. Arthur, Mr. C. Ash and Mr. G Strathern who were unable to attend the meeting due to prior personal commitments. Apologies were also received from Mrs. Sue White (District Council Ward Member) who was unable to attend due to a prior personal engagement.

### **2/01/20 DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATIONS (Localism Act 2011)**

Mr. Potter declared an interest in Agenda item 5.2/01/20 relating to application COUPA/MAL/19/01304, being related to the applicant.

**3/01/20 THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th December 2019**, having been circulated to all Members, were approved, and signed by the Chairman.

At this juncture, with the agreement of all present, the Chairman changed the order of business to discuss Agenda item *6.1/01/20 Parking in the Westerings*:

**6.1/01/20 Parking in the Westerings:** At the request of Jane Fleming (District Council Ward Member) and with the agreement of the Chairman, the public session prior to the meeting had commenced 15 minutes early at 6.30 p.m. to allow a fuller discussion about parking issues in the Westerings and the environs of the school.

Members noted that the following had also been invited to attend: Adrian Rayner, who headed the Community Protection Team at Maldon District Council and was their Lead Officer responsible for liaising with the South Essex Parking Partnership (SEPP) and Mr. Figg and Mr. Stotter from Purleigh Community Primary School. Unfortunately Mr. Rayner had been unable to attend the meeting due to a prior personal commitment but had briefed Cllr. Fleming in advance of the meeting.

As Members were already aware Cllr. Fleming had met with Essex County Council's Liaison Officer to the Local Highways Panel at the Westerings to discuss school run parking problems. At that meeting it had been suggested that restricted parking could be introduced (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) or a 'Residents only' parking scheme restricted to the same hours. Residents would have to be unanimous in their support for such a scheme however, and if they were, the proposals could be pursued *via* both the Maldon District Local Highways Panel and SEPP. This type of scheme would also have to demonstrate that the issue was not going to be moved further up the road, so details of alternative parking arrangements for parents would need to be included within any proposal. It was noted that during the meeting earlier, there had been little support for any such scheme and was therefore not worth pursuing.

Penny Channer (County Council Ward Member) had also made the Parish Council aware that there was a scheme called 3PR which SEPP was promoting which was aimed at reducing inconsiderate parking near schools. The three words applied were Care, Consideration and Caution and the scheme involved working with schools, head teachers, parents and pupils. During the public session Mr. Figg and Mr. Stotter had explained that this scheme wouldn't work in Purleigh, largely due to the lack of alternative parking places. Some of its publicity materials however may be able to be adapted for use within the village. This was potentially an area that any working party set up to look at the issue might consider, provided the school took the lead and retained responsibility for the creation and distribution of any material aimed at parents.

In response to the Parish Council's enquiries at the December 2019 meeting about the problems associated with emissions from parked vehicles with their engines idling, Ellen Barclay (Environmental Health Officer, Maldon District Council) had explained that this scenario fell outside the jurisdiction of Environmental Health, vehicle emissions not being classed as a statutory nuisance.

Essex Police had advised that the Police could only enforce issues around parking if there was an actual 'obstruction of the highway'. This would include parking on a pavement to such a degree that people would not be able to pass the parked vehicle. The highway was either obstructed, or it was not. There was no law around parking on the pavement, unless it was causing an obstruction.

There was an offence of leaving a vehicle in a dangerous position, for example on a blind bend or summit, or on a hump back bridge. Vehicle emissions were not within the Police's remit to control.

Cllr. Fleming advised the meeting that if proposals to extend legislation making parking on a kerb an offence country wide the Police would be able to do more. This was very much a long term hope however.

Taking the above into account and the points raised during the discussion prior to the start of the meeting, the following was agreed:

**Action:**

1. To work with Cllr. Fleming to establish a working party to consider ways of improving the parking situation near to the school, comprising local government members and relevant officers, residents living near to the school, representatives of the wider parent body and the school, drawing on external expertise if, and when, necessary.
2. Having prepared a case and taken appropriate advice, with the help of Cllr. Fleming to ask Essex County Council to compulsorily purchase a one metre strip of land (or the minimum necessary requirement) to create a footpath around the edge of the field behind the village hall's land to link the village hall with the Westerings, to provide a safe and short route from the village hall to the school. The footpath would need to be fenced and surfaced with road planings, and the existing village hall car park would need to be greatly extended.
3. Mr. Bardwell agreed to lend his technical expertise.
4. To identify the Trustees of the Village Hall and work with them and its Management Committee with a view to achieving the above.
5. To pursue relevant funding opportunities and apply for grants where appropriate.

**4/01/20 TO DISCUSS ANY MATTERS OF INFORMATION ARISING FROM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th DECEMBER 2019**

**4.1/01/20 Clerk:** *12.2/19/19 To review Parish Council subscriptions:* Members noted that Dr. Tony Ashton had written on behalf of Purleigh Community Shop's Management Committee to thank the Parish Council very much indeed for offering to pay its subscription to the Plunkett Foundation for another year. The Committee greatly appreciated the continuing support of the Parish Council.

*12.5/12/19 Minor Miscellaneous grants:* Members noted that Farleigh Hospice had written to thank the Parish Council for its generous donation. The money would help the Hospice provide care to anyone affected by a life-limiting illness or bereavement.

Members also noted that Peter Woods (Treasurer of the Maldon & District Branch of the RNLI) had written to thank the Parish Council for its continued support, as the demands on the service continued to increase. The donation would help towards the cost of saving lives at sea.

Farleigh Hospice had also written to thank the Parish Council for its kind donation.

Copies of all the thank you letters were placed in the circulation folder for Members' information.

*9/12/19 Parish Council meeting dates:* As the Parish Council meeting scheduled for 10th April coincided with Good Friday it was agreed to bring the meeting forward a day to Thursday, 9th April 2020.

**4.2/01/20 Members'**: Members did not have any matters arising from the December Parish Council meeting to discuss.

## **5/01/20 PLANNING MATTERS**

**5.1/01/20 Decisions taken between meetings:** Members noted that the Parish Council had not made any recommendations on planning applications to Maldon District Council between meetings.

**5.2/01/20 Current applications:** TCA/MAL/19/01046 T1. Silver Birch – Removal requested. T2. Bay and Magnolia Removal. T3. Magnolia Removal. The Old Rectory, Church Hill.

The Parish Council **RECOMMENDED APPROVAL.**

COUPA/MAL/19/01304 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 [sic], Roundbush Road, Purleigh.

Mr. Potter declared an interest in application COUPA/MAL/19/01304, being related to the applicant, left the pavilion and played no part in the formulation of the Parish Council's recommendation.

The Parish Council **RECOMMENDED APPROVAL.**

AGR/19/01327 Notification for prior approval for a new agricultural storage barn. Purleigh Barns, Cold Norton Road, Purleigh.

The Parish Council **RECOMMENDED APPROVAL**.

OUT/MAL/19/01287 Outline application (all matters reserved) single storey detached dwelling and garage. Fourways, Howe Green Road, Purleigh.

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

1. The application site lay within a rural location outside of a defined settlement boundary where policies of restraint applied. The District Council could demonstrate a five year housing land supply to accord with the requirements of the National Planning Policy Framework and the site had not been identified by the District Council for development to meet future needs for the District, neither did it fall within either a Garden Suburb or Strategic Allocation for growth identified within the Maldon District Local Development Plan.
2. The site was poorly located and the creation of a new access on a blind bend on a narrow rural lane would represent an unacceptable risk to highway safety.
3. The development would therefore be unacceptable, did not constitute sustainable development and was contrary to Policies S1, S8, D1 and H4 of the Maldon District Local Development Plan (2017) and Government advice contained within the National Planning Policy Framework (2019).

HOUSE/MAL/19/01243 Single storey rear extension, two storey side extension, front single storey extension and new parking place. 11 Westerings, Purleigh.

The Parish Council **RECOMMENDED APPROVAL**.

### **5.3/01/20 Notification of appeals:**

**Appeal Ref:** APP/X1545/W/19/3234541

**Proposal:** FUL/MAL/19/00574 Proposed two storey dwelling house with detached garage.

**Address:** Land Adjacent Syringa, Chimney Lane, Purleigh

**Area:** North Western

**Decision Level:** Delegated

Members noted that the above Appeal had been **DISMISSED**. The main issue in the Appeal had been the effect of the proposed development on the character and appearance of the area. The Inspector concluded that the large scale and forward siting of the proposal would result in the new dwelling appearing as a prominent addition to the street scene and the sense of separation between properties that currently existed would be lost. The proposed development would therefore harm the character and appearance of the area and would be contrary to Policies S1, S8, D1 and H4 of the Maldon District Approved Local Development Plan 2014 - 2019 and guidance contained within the National Planning Policy Framework. The Local Plan policies sought, amongst other things, to maintain and protect local character, with Policies S1 and S8 specifically referring to rural character and protection of the character of the countryside.

A full copy of the Inspector's decision was placed in the circulation folder for Members' information.

**5.4/01/20 Maldon District Council planning decisions:** Members noted that Maldon District Council had **APPROVED** the following planning applications:

- FUL/MAL/19/01072 Variation of condition 1 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) Amendment sought: To amend the wording to allow the temporary car park to remain until two months after the completion of the works. Land off Church Hill, Purleigh.
- WTO/MAL/19/01110 T2 Oak – Cut back 2.5m from overhead cables to provide at least 1m clearance. T11 Oak and Ash section dismantle to remove both trees. T12 Ash – Reduce crown height and spread by 2-3m. Marlpits Wood, Marlpits Lane.
- TCA/MAL/19/01126 T1 Irish Yew – Remove. T2 Maple – Remove. T3 Crab Apple – Remove. Kenbury, The Street.

**5.5/01/20 Home Office: Consultation: Strengthening Police Powers to Tackle Unauthorised Encampments:** Members were reminded that at the December 2019 Parish Council meeting it had been 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 NALC until Wednesday, 19th February 2020 the briefing paper had been placed in the circulation folder for Members' comments prior to further discussion at this meeting.



Details of a briefing on this issue run by the Essex Association of Local Councils to be delivered by Sergeant Paul Downes, who led the Gypsy, Traveller and Rural Engagement Team joined by Steve Andrews from the Essex County Wide Traveller Unit, were noted by Members.

It was agreed to support the views expressed by the National Association of Local Councils, including that:

1. All cases of unauthorised encampments should be criminalised on account of trespassing.
2. The police should have the power to direct trespassers to leave land as soon as it had been determined that they were there illegally.
3. The police should be able to take action regardless of the number of vehicles in the unauthorised encampment.
4. Principal authorities should have the power to demand the police attend as soon as an unauthorised encampment appeared and to claim back costs incurred repairing damage caused by clearing up after unauthorised encampments.

**5.6/01/20 Other Planning Matters:** Members did not have any other planning matters to discuss.

## **6/01/20 HIGHWAY MATTERS**

**6.1/01/20 Parking in The Westerings:** This matter was discussed after Agenda item 3/01/20. Please see above.

**6.2/01/20 Flooding and drainage issues in Chelmsford Road:** Members noted that the Parish Council had reported the drainage issues raised at the December meeting and the subsequent flooding in Chelmsford Road to Essex County Council (Minute 6.3/12/19), who had informed the Parish Council that it had now closed this enquiry and planned no further action. The department would however continue to monitor the location during its scheduled inspections.

As there had still been water running down Chelmsford Road from Hatch House towards Edgewood Veterinary Surgery after receipt of the County Council's response, the Parish Council had re-reported the issue and had enlisted the support of Penny Channer (County Council Ward Member) to ask Inspectors to look at the situation again in case the surface water froze should the weather turn colder.

**6.3/01/20 Other highway matters:** *Possible encroachment onto, and enclosure of the highway – Hackmans Lane:* Members noted that Essex County Council had informed the Parish Council that it had investigated and risk-assessed this issue and had concluded that it was not as serious as many other issues it was aware of, so no further action would be taken.

*Pot holes and carriageway defects in the parish:* Members noted that between meetings the Parish Council had reported the following highway defects to Essex County Council, who had informed the Parish Council that it had risk assessed and inspected them and had concluded that as they were was not as serious as many other issues it was aware of, wouldn't be taking any further action.

The Street: Pot hole between Roundsmans Cottage and the railway cutting (Ref: 2645852.)

Walton Hall Lane: Pot hole in the dip (Ref: 2645853.)

Slough Lane: Carriageway subsidence and consequent blocked ditch causing surface water flooding just over Slough Bridge. (Ref: 2645854.)

As the pot hole in The Street had become even larger since it had first been reported and as a result represented a serious risk to highway safety, the Parish Council had reported it again on Saturday, 4th January 2020 as a highways emergency. Signs and bollards had subsequently been placed on the road alerting motorists to the danger and Essex County Council was in the process of scheduling works to repair the damage to the carriageway.

*Drainage, Spar Lane:* Members noted that Essex County Council had investigated and risk-assessed this issue. Its recent inspection of Spar Lane had prioritised it as not as serious as some of the other defects it was aware of. The condition of the lane had been recorded and would be considered when the department was planning future works in the area. Consequently, the Parish Council did not need to report it again. This did not mean that it was not important and Spar Lane would be repaired 'as soon as was humanly possible' within available resources. The lane would be regularly monitored through future scheduled inspections to see if its condition had worsened. It was noted that a future inspection may result in the work's current prioritisation being changed if there been significant deterioration.

*Surface water and drainage, Maldon Road:* It was agreed to ask Essex County Council to jet the culverts and clean out the gullies in Maldon Road in the vicinity of Little Oaks, as during the recent period of prolonged rain surface water had accumulated, roadside drains had backed up and the road had a well-documented history of flooding and consequent road closures.

## **7/01/20 PLAYING FIELD AND OPEN SPACES**

**7.1/01/20 Children's play area: Monthly report:** In the absence of Mr. Ash no report was given.

Members noted that the Parish Council had asked Came & Company to increase the level of its insurance cover for playground equipment from £31,560.97 to £36,842.55 to reflect the purchase of the new play equipment and the removal of some of the older pieces:

**Retained:**

Playscene rope and log traverse:	£10,345.50
Embankment slide	£3,179.44
Trim trail	£8,471.40

**New:**

Townhill multi-play	£3,465.00
Double bay swing	£1,865.00
Zip slide	£4,450.00
Nest swing	£1,595.00
	£33,389.34
Installation, site survey and delivery	£12,586.00
	£45,975.34

**Less:**

See-saw	£1,626.64
Cradle swings	£1,547.18
Gyro Spiral	£4,829.45

Three way springer £1,129.52

£9,132.79

**Total sum insured £36,842.55**

Safety surfaces remained insured for **£20,562.98**.

Members noted that Came & Company had advised that the annual additional premium to insure the new play equipment due would be £246.59 including Insurance Premium Tax (IPT) which would increase the future annual premium payable to £1,711.61 including IPT. Members noted that this included an additional premium charged within the Public Liability section of the policy as the Parish Council was responsible for a zip wire for the first time.

The *pro rata* additional premium due until the next renewal date on 1st June 2020 would be £103.08 including IPT and the Parish Council had been sent a revised policy schedule.

The amendment to the insurance policy had been based upon the updated information provided to Came & Company, which had been passed on to the Parish Council's insurers (Pen Underwriting Ltd.)

In connection with this amendment the Parish Council had to be sure that it had provided a 'fair presentation' of the relevant risk to insurers. This meant that it must have clearly disclosed every material circumstance which, according to Came & Company the Parish Council knew or ought to have known following a reasonable search that was relevant to the amendment. A material circumstance was one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms.

It was agreed that Mr. Bardwell would review the amended policy to make sure that it met the Parish Council's requirements and that no material considerations had been inadvertently overlooked.

A copy of the post installation inspection report had been forwarded to Came & Company as requested, and the Parish Council's asset register had been updated accordingly.

Members also noted details of Hand Made Places at Broxap's inspection and maintenance schedule for the new play equipment. It was agreed to ask Mr. Ash if he was willing to carry out the required three monthly operational inspections

and record his findings. If he declined, Mr. Bardwell agreed to carry out these quarterly inspections on behalf of the Parish Council instead.

**7.2/01/20 Other playing field and open space matters: Notice boards:**

Members noted that Mr. Russell had repaired the locks on the notice boards in Pump Lane and at Roundbush.

*Hot water boiler above the sink:* Members noted that the wall mounted boiler which supplied hot water to the sink in the pavilion was leaking. Mr. Potter had requested quotations from G. B. Plumbing to replace it with a like for like replacement or to relocate the cylinder to the cupboard below the worktop.

As the quotations weren't available for Members' consideration at the meeting, it was agreed that the Clerk would circulate them between meetings and place an order for the most popular option.

**8/01/20 PARISH COUNCIL WEBSITE AND ACCESSIBILITY REGULATIONS COMPLIANCE**

Members noted that David Hale (D. H. Computing) did not provide website creation or training services (Minute 8/12/19) and were reminded that Mr. Rapley's report (November 2019) had made the following recommendations, but hadn't included a comparison with Function 28 (Minute 8/12/19):

Mr. Rapley had identified four developers/providers for further investigation:

1. Mallorn Services: Examples of their websites could be views which used some aspects of the Web Content Accessibility Guidelines (WCAG) which allowed screen displays to be enlarged and text changed to just black and white.
2. Teec: This used the Website address of myparishcouncil.co.uk to display examples which showed the conversion of highlighted text to speech conversion.
3. Mears Website
4. VCS Website

Members noted that Mr. Rapley had recommended that in the first instance the Parish Council initiated enquiries with the first two developers in the selection. As they had a degree of WCAG compliance they may be able to provide a website using both of these facilities.

To decide which developer was most suitable Mr. Rapley advocated that there should be a meeting, a demonstration of their previous work, an assessment of their level of compliance with the Regulations, a review of implementation costs and the cost and levels of post implementation support, and the availability of the developer and their ability to meet the deadline of 30th September 2020.

None of these developers had yet been approached. No doubt there would be a high demand for their services as local councils prepared for the compliance deadline. Mr. Rapley was willing to assist in assessing the proposed website design and levels of compliance with the Regulations. He would also assist in transferring files, content and assets, to the new host server.

It was agreed to ask Mr. Rapley to approach Mallorn Services and Teec to determine which provider would best meet the Parish Council's needs and ensure compliance with WCAG by 30th September 2020. Mr. Rapley would also be asked to liaise with the Clerk, whom it was hoped would be able to manage and load content and keep the website updated in future.

## **9/01/20 FINANCIAL MATTERS**

**9.1/01/20 Internal audit for the period 1st April 2019 to 31st December 2019:** Members noted that the Chairman would carry out an internal audit on Monday, 13th January at 9.00 a. m.

**9.2/01/20 To receive a Statement of Accounts for the period 1st April 2019 to 31st December 2019:** Members received and approved the following Statement of Accounts for the period 1st April 2019 to 31st December 2019:

### **Statement of Accounts:**

Receipts:	£110,733.05	Barclays Bank Plc:	
Expenditure	£72,014.97	Current account	£2,140.70
		Business Premium Account	£25,746.54
		Capital Projects Fund	£3,486.41
		Legacy	£7,294.43
		Petty Cash	£50.00

**9.3/01/20 To carry out a financial review 2019/2020:** The Parish Council also considered a detailed breakdown of income and expenditure for the period 1st April 2019 to 31st December 2019, together with estimated income and expenditure to the end of the financial year 2019/2020.

Members noted that money spent on general maintenance on the pavilion to 31st December 2019 comprised: PAT testing (carried out in March 2019) £49.50; painting the pavilion £750.00; a new smoke alarm and floodlight £293.00 making a total of £1,092.50.

It was noted that the sum of £300.00 remained in the anticipated expenditure 2019/2020 towards defibrillator training. It was agreed that the Clerk would contact Industrial Training Services, Wickford to see if they could provide the training required.

This review formed part of the Parish Council's internal audit procedure.

**9.4/01/20 To consider putting a sum of money into the Capital Projects**

**Fund:** Members noted that on 1st April 2019 the balance brought forward in the Capital Projects Fund had been £25,673.61. This included £19,380.00 in grants towards the refurbishment of the Children's Play Area. A further grant of £2,500.00 towards the project had been paid into the fund in October 2019. Interest accrued to date in the current financial year amounted to £36.80.

During the year four separate sums had been transferred from the fund into the current account to pay invoices relating to the Children's Play Area totalling £24,724.00. The balance in the account at 31st December 2019 was £3,486.41 with an anticipated balance to be carried forward at 1st April 2020 of £3,489.61 (being the balance at 31.12.19 plus one quarter's interest.)

Taking the external grants and subsequent payments associated with the Children's Play Area out of the equation, the fund held approximately £5,300.00 less than anticipated at this point in 2019 due to a grant paid to Purleigh Community Shop of £2,500.00 and the Parish Council's contribution to the play area refurbishment which amounted to £2,844.00.

Members noted that before setting the precept 2020/2021, the anticipated general fund balance to be carried forward at 1st April 2020 was £20,617.04 (compared with the actual balance brought forward at 1st April 2019 of £20,486.10.)

Taking into account the results of the financial review 2019/2020 it was proposed and unanimously agreed to transfer £7,000.00 from the business premium account (80731099) into the Capital Projects Fund (30567361) to support future parish initiatives such as the creation of a new footpath (see Minute 6.1/01/20 above) which would span more than one financial year.

This transfer would reduce the anticipated general balance brought forward at 1st April 2020 from £20,617.04 to £13,617.04 and increase the anticipated balance brought forward at 1st April 2020 in the Capital Projects Fund to £10,489.61.

**9.5/01/20 To consider grant applications for the financial year 2020/2021 and set the parish precept 2020/2021:**

**To consider grant applications for the financial year 2020/2021:** Members noted that no grant applications from parish or associated organisations had been received.

**To set the parish precept 2020/2021:** The Parish Council gave very careful consideration to forward estimates of income and expenditure for the financial year 2020/2021 which had been circulated to Members prior to the meeting. Members then noted details of the following items of income and expenditure which might be received and incurred in 2020/2021:

**Anticipated Income 2020/2021:** *Interest on Investments:* The amount of interest anticipated in the Capital Projects Fund had been reduced to reflect its current balance.

*General Administration:* In 2020/2021 the Parish Council was unlikely to receive any income from telephone reimbursements, insurance claims or lost pavilion keys.

*Pavilion and playing field:* Anticipated income from the Pavilion in 2020/2021 would be lower, as it was not likely to include receipts from Maldon District Council for the use of the building as a Polling Station, unlike in the previous three financial years but the U3A Aviation group would start meeting again in January 2020.



**Anticipated Expenditure 2020/2021:** *Open Spaces:* The sum of £1,000 had been carried forward and set aside in the precept for the reinstatement of the verge in The Street opposite The Bell. The Parish Council was still waiting for the Local Highways Panel to assess the viability of this scheme.

No money had been included to contribute to the cost of introducing yellow lines in The Street however, because if the project was re-submitted to SEPP it was likely to take longer than a year to come to fruition.

*Maldon District Rangers Parking Enforcement Costs:* The sum of £900 for continued parking enforcement by community protection officers had been included in the precept estimate 2020/2021, (£450 to be paid from Parish Council funds and a £450 contribution from Purleigh School, who had agreed to match fund the council to encourage safer parking outside the school.)

The sum of £367.20 had also been included in the precept 2020/2021 for speed limit enforcement (Tru-Cam).

*Salaries:* Essex Pension fund had yet to publish employers' contribution rates for the next three years. Based on the last valuation it had been estimated that the Parish Council's contribution rate may be increased from 21.7% in 2019/2020 to 23.7% (slightly below RPI). Similarly, the Parish Council was awaiting the March budget before having any certainty about the Parish Council's NIC contributions.

*General Administration:* A higher insurance premium was anticipated due to the new zip wire in the children's play area and the new equipment (Minute 7.1/01/20 above.) The budget for the website had also been increased (Minute 8/01/20 above.)

*Allotments:* The Parish Council had received a water bill of £462.85 in October 2019, which was extraordinarily high. The precept estimate 2020/2021 had therefore been increased. Mr. Bardwell kindly agreed to inspect the existing water meter and taps to see if he could discern any leaks or causes for concern. Depending on the outcome of his inspection, the Parish Council may need to ask Essex and Suffolk Water to replace the meter.

*Minor miscellaneous grants:* The Parish Council had allocated the sum of £120 from which to award minor miscellaneous grants in the precept 2019/2020, and as a result during the current financial year the sum of £40 had been donated to each of the following organisations: Essex Air Ambulance, Farleigh Hospice and

the RNLI. All three organisations had on-going appeals for donations. A similar sum had been set aside in the precept 2020/2021.

*Referenda/Polls/Elections:* Maldon District Council advised that Parish and Town Councils should set aside the sum of £1,500.00 in the precept towards referenda and polls. It was agreed not to set aside any monies in the precept 2020/2021 towards referenda and polls.

### **Tax Base:**

Members noted that Maldon District Council had calculated the tax base figure for Purleigh 2020/2021 at 567.6 compared with 565.8 in 2019/2020.

The tax base had been calculated based on the number of Band 'D' equivalent properties in the area, and it was this figure which enabled the Parish Council to assess the impact of its precept on the local council tax.

If the total budget requirement in 2020/2021 remained £40,000 for example, the following calculation would apply:

precept	£40,000.00
Tax base (÷)	567.6
Parish Council Tax (Band D)	<b>£70.47</b>

compared with £70.69 last year.

After a fully comprehensive discussion of estimated income and expenditure for the year 2020/2021, which took full account of the need to be prudent in the prevailing economic climate, whilst maintaining current service provision and the ability to support important parish initiatives

Estimated expenditure 2020/2021 was calculated to be	£50,267.06
Less estimated income 2020/2021	£5,217.61
	<b>£45,049.45</b>

Members noted that at this point in the current financial year the estimated general fund balance brought forward as at 1st April 2020 would be approximately £10,489.61 compared with £25,673.61 the previous year.

Mr. Bardwell then proposed that the Parish Council precept for the sum of £42,000.00 for the financial year 2020/2021 with any shortfall in funding being taken from the general fund balance brought forward.

On being put to the vote Mr. Bardwell's proposal, seconded by Mr. Potter that the Parish Council precept for the sum of £42,000.00 for the financial year 2020/2021 was carried unanimously.

Members noted that this would mean that a Band 'D' Council tax payer in Purleigh would pay a parish rate of **£73.99** in 2020/2021 compared with £70.69 in 2019/2020, an increase of £3.30 per annum.

The Responsible Financial Officer then signed the official precept form in this amount.

**9.6/01/19 To receive a report of receipts:** Members received a report of the following receipts:

Barclays Bank Plc	Interest:	
	Business Premium Account	£17.22
	Capital Projects Fund	£10.94
	Legacy	£3.64
		<b>31.80</b>

**9.7/01/20 To approve payment of accounts between meetings:** Members noted that the Parish Council had not made any payments between meetings.

**9.8/01/20 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 – December 2019	£1,311.00	
	Less tax	£38.40	
	National Insurance	£71.04	
	And Pension Contributions	£76.04	
			£1,125.52
H.M. Revenue & Customs	Tax	£38.40	
	National Insurance (employees)	£71.04	
	National insurance (employers)	£81.70	
			£191.14
Essex Pensions Fund	Employee contributions (5.8% pensionable pay)	£76.04	
	Employer contributions (21.7% pensionable pay)	£284.49	
	Administration charge (8% employee contributions)	£6.08	
			£366.61
Mrs. R. Dilworth	Pavilion cleaning – December 20 hours @ £8.50 per hour		£170.00
Bradling Security	Annual maintenance on CCTV	£128.00	

Limited	system		
	VAT	£25.60	
			£153.60
All Saints Purleigh Magazine	Advertisement re: Pavilion hire		£21.00
Came & Company	Additional insurance premium re: Children's play area and zip slide		£103.08
Supplies 4 Business	Photocopying	£12.10	
From Concisely Ltd	VAT	£2.42	
			£14.52
Mrs. J. Potter	Petty cash reimbursement: Postage		£6.38
			<b>£2,151.85</b>

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

1. On 9th January 2020 the sum of £1,511.15 had been transferred from the Business Premium Account (80731099) to the Community Current Account (40731080) to pay the accounts to hand above and leave approximately £1,500.00 in the current account.

**Bank reconciliation as at 31st December 2019:** A bank reconciliation for the period 1st April 2019 to 31st December 2019 was carried out by the Chairman and approved by the Parish Council as per the Statement of Accounts above (Minute 9.2/01/20.)

**10/01/20 CORRESPONDENCE**

## **Dengie Hundred Group of Parish Councils**

*Notice of quarterly meeting:* Members noted that the next quarterly meeting of the group would be held in Lawling Park Hall, Katonia Avenue, Maylandsea, CM3 6AD at 7.30 p.m. on 15th January 2020. It was hoped that Matt Leigh, Maldon District Council Planning Department would be in attendance.

Mr. Bardwell agreed to attend the meeting on behalf of the Parish Council.

## **Essex County Council**

*Ward Member's Report:* Members noted that Penny Channer had forwarded the Parish Council a report on the recent work of the County Council. Cllr. Channer's report was placed in the circulation folder for Members' information.

## **Maldon District Council**

*Ward Member's Report:* Members noted that Cllr. Fleming had reported earlier that the audit of the District Council accounts for the year ended 31st March 2019 had been successfully concluded. Any local government elector may request a copy of the Statement of Accounts by writing to the Council's Interim Section 151 Officer, Maldon District Council, Council Offices, Princes Road, Maldon, Essex, CM9 5DL. The Statement of Accounts may also be viewed and downloaded from the District Council's website. Alternatively, the Statement of Accounts may be inspected Monday to Friday during the hours of 10.00 a.m. to 4.00 p.m. by appointment at the Council Offices.

Cllr. Fleming had also reported that the Farleigh Hospice Christmas Tree Recycling scheme was back and it was once again staging its annual door-to-door collection. On the 11th and 12th January 2020, a dedicated team of staff and volunteers would be making their rounds throughout Maldon, collecting Christmas trees in return for a donation to Farleigh Hospice.

The District Council was also supporting the Love Essex campaign to reduce plastic waste and single use plastics. Details of the campaign could be found on the council's website.

## **11/01/20 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 8.36 p.m.