



Pebmarsh Parish Council



Chairman: Cllr H Anderson

Clerk: Mrs P Potter: 20 Gore Lane, Rayne, CM77 6TU: 07790 598363;
pebmarshpc@hotmail.com

MINUTES of the Annual Parish Council Meeting held Monday 18 May 2015

Present:

Cllr H Anderson (Chairman)
Cllr J Holder (Vice-Chairman)
Cllr S Nott
Cllr J Tufnell

In attendance:

Mrs P Potter (Clerk)
District Cllr G Spray
District Cllr C Siddel

- 1. Election of Chairman**
Cllr Holder nominated Cllr Anderson as Chairman, which was seconded by Cllr Tufnell and unanimously agreed.
- 2. Election of Vice-Chairman**
Cllr Anderson nominated Cllr Holder as Vice-Chairman, which was seconded by Cllr Tufnell and unanimously agreed.
- 3. Co-Option of Parish Councillor**
Simon Nott was proposed to be co-opted onto the Parish Council. This was unanimously agreed and Mr Nott was duly co-opted as a Parish Councillor.
- 4. Declarations of Office/Registers of Interest/Declaration of Consent for Email Summons**
Declarations of office for both councillors and chairman were signed accordingly and counter-signed by the Clerk. The Declarations of Consent for Email Summons forms were also signed by each councillor and returned to the Clerk.
- 5. Apologies for Absence**
Apologies were received and accepted from Cllr Crimmins.
- 6. Declarations of Interest**
Cllr Nott declared an interest in item 9.2 – Planning Committee: Hunts Hall.
- 7. Minutes of the Parish Council Meeting Held 10 March 2015 and Provisional Approval of the Minutes of the Annual Parish Assembly Held 10 March 2015**
 - The minutes of the Parish Council Meeting held 10 March 2015 were agreed as a true record and signed accordingly.

- The minutes of the Annual Parish Assembly, held 10 March 2015, were provisionally approved and these will be signed at the Annual Assembly in 2016.

8. Public Forum

Braintree District Councillors, Chris Siddel and Gabriella Spray, attended to meet the Parish Council, following their recent elections to the ward.

Cllr Spray began by saying that she was delighted to be here and was pleased that the elections went well with a high turnout. Subject to full council approval, Cllr Spray will continue to sit on the BDC Planning Committee and Chair the Mi Community Fund, which is now in its 4th year. The next round will be commencing in September, with grants to award from £1,500 - £25,000, for which Cllr Spray can sponsor for projects in her own ward.

Cllr Siddel advised that subject to full council approval he will be Chair of the Overview and Scrutiny Committee and will sit on a number of outside bodies for Braintree District Council.

9. BDC Planning Issues

9.1 Planning Application:

- 15/004991/FUL: Newbarn Farm, The Street – Loft conversion with dormer and external escape staircase – *deadline date: 20 May*. The Council made no comment on this application.

9.2 Planning Committee:

The following were noted:

No comments were received on the following:

- 15/00096/TPOCON: Eivir Lodge, The Street – reduce height of sycamore trees by 2/3rds.
- 15/00415/LBC: Hunts Hall, Colne Road – retention of internal and external alterations, including lean-to extension and replacement windows.
- 15/00394/FUL: Honeypot Cottage, Cross End – rear kitchen/utility room extension.
- 15/00104/TPOCON: Crabtree Cottage, Mill Lane – Fell 1 cherry tree.

9.3 Planning Results

The following was noted:

- 15/00055/FUL: 3 Mill Lane – Revised application for internal alternations and loft conversion and dormer.

10. Review of Appointed Representatives

The following representatives were agreed:

Planning Committee and Tree Wardens	Cllrs Holder, Anderson and Tufnell
Affordable housing	Cllr Anderson
Legal representative	Cllr Anderson
Internal Auditor	Mr J Tucker
Playground/Playing Field/ Bus shelters representative	Cllr Tufnell, Anderson
Recycling	Cllr Holder
Insurance	Cllr Anderson
Street lighting Representative	Cllr Crimmins
Communications	Clerk
Village Hall Management Committee	Mr J Nott
Parish Cluster Representative	any Parish Councillor
Civil Defence Emergency Planning	Cllr Tufnell and Nott
John Nott Charity representative	Mr G Tufnell

Footpaths Representative
Roads/Passenger Transport
Grants

Cllr S Nott
Cllr Crimmins
Cllr Crimmins

11. Strutt & Parker – Glebe Rent

Cllr Anderson has drafted a letter to be sent regarding the rent increase which will be completed and sent by the Clerk.

12. Affordable Housing - S106 Agreement Review

The Parish Council are currently waiting for BDC to send the legal papers through regarding the changes to the S106 agreement. Cllr Spray offered to help speed up the process, as it has been outstanding for several months.

13. Defibrillator Project

Cllr Anderson reported that the telephone kiosk is now the property of the Parish Council and the Clerk holds the contract on file. The defibrillator equipment is now installed and a public meeting was held to inform residents about how the system works. The equipment has been funded for the next seven years from the fundraising which took place to buy it.

14. Parish Council Insurance Renewal

The Council approved the renewal of the insurance with the current provider, who have quoted a premium increase of £11 for 2015/16. This is subject to adding on the telephone kiosk and consequential premium, which will be agreed by Councillors prior to the renewal going ahead.

15. P3 – 2015/16 Season

Essex County Council are only offering to fund one cut of the footpaths for the 2015/16 season, which the Parish Council do not feel they can agree to. Consequently, Cllr Nott has informed them that the Parish Council will only take this work on again this season, if they will fund at least two cuts. Therefore, unless this is forthcoming, the Parish Council will relinquish this work back to ECC to undertake.

16. Finance

16.1 Finance Report

To latest finance reports were received.

16.2 The following cheques were approved for payment:

16.2.1	£ 413.84	Clerk Salary (April, May 2015)
16.2.2	£ 55.04	Clerk Expenses (April, May 2015)
16.2.3	£ 256.80	Grass Cutting/Playground Maintenance
16.2.4	£ 156.64	EALC/NALC Affiliation Fees 2015/16
16.2.5	£ 165.36	Street Light Electricity

16.3 Payments made between meetings were noted:

16.3.1	£ 26.40	A& J Lighting Maintenance (April)
16.3.2	£ 26.40	A&J Lighting Maintenance (May)
16.3.3	£ 33.00	A&J Lighting Annual Maintenance Visit
16.3.4	£1433.33	PWLB Loan Repayment

16.4 Monies received since the last meeting were noted:

16.4.1	£ 740.87	HMRC VAT repayment
16.4.2	£5149.00	BDC Precept 1 st payment
16.4.3	£ 848.50	P3 Footpath Cutting payment 2014/15
16.4.4	£ 50.00	Primary School PTA parking contribution

17. Approval of Accounts for 2014/15

To 2014/15 accounts were approved for signature, subject to the satisfactory completion of the internal audit which is due to be finished this week. The Clerk will then arrange for the Annual Return to be signed by the Chairman and submitted for external audit.

18. Clerk's Report

- Area Bus Review meetings – the details of these will be forwarded to Cllr Crimmins as Passenger Transport representative.
- Details of the start date for the spring grass cut of highway verges have been received – this area begins this week.
- The Clerk is awaiting contact from ECC Highways regarding consent for a bench to be sited on the highway verge. This is being chased up.
- BDC have informed the Parish Council that due to Arlesford Recycling going into administration, they have removed the paper bank from the recycling area.

19. Date of Next Parish Council Meeting

The next date was provisionally set for Tuesday 7 July, subject to availability and venue. The Clerk will advise.

20. Closure

The meeting closed at 9.15pm.

Signed
Chairman

Dated: