



Pebmarsh Parish Council



Chairman: Cllr H Anderson

Clerk: Mrs P Potter: 20 Gore Lane, Rayne, CM77 6TU: 07790 598363;
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MINUTES of the meeting held 24 January 2018

Present: Cllr Anderson (Chair) Cllr Sharp Mrs P Potter (Clerk)
Cllr Holder Cllr Tufnell District Cllr G Spray
Cllr Crimmins **2 members of the public**

1. Apologies for Absence

Apologies were received from County Cllr David Finch.

2. Declarations of Interest

- Cllr Crimmins declared a non-pecuniary interest in item 8 as a Director of Pebmarsh Community Pub Ltd.

3. Minutes of the Parish Council Meeting held 21 November 2017

It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously agreed that the minutes of the meeting held 21 November 2017 are a true record and were signed accordingly.

4. District and County Items

4.1 ECC Issues – None

4.2 BDC Issues – Cllr Spray attended the meeting and reported that the BDC budget is being discussed and will be present to Full Council for approval next month. They are making allowances for grant reductions from central government whilst trying to maintain services.

Part One of the Draft Local Plan is currently under Public Examination, which is the part relating to the North Essex Garden Communities. Around 100 people per day are attending and it is due to last about three weeks. Part 2 of the Draft Local Plan will be Examined in the Spring, which sets out the sites and policies for Braintree District and a decision on its soundness is expected in September.

5. Public Forum

None

6. BDC Planning

6.1 Planning Applications:

- 18/00020/AGR: Collins Farm, Collins Road – Prior notification of agricultural or forestry development – erection of extension. *There were no comments regarding this application.*

- **6.2 Planning Committee:** *These decisions were taken under the powers delegated to the Parish Council's Planning Committee and Clerk, under Standing Orders numbered: 4(xiii) and 15 (xv), and were noted.*
- 17/02073/FUL: Hunts Hall Farm – Change of use of agricultural land to a glamping site with the erection of safari tents. *The Parish Council supported this application, with the proviso that the points raised by BDC Landscape Services and Ecology and Natural Environment Teams were addressed.*
- 17/00405/TPOCON: Heritage House, Mill Lane – Works to trees. *There were no comments or objections to this application.*

6.3 Planning Results – the following application was permitted:

- 17/01791/FUL: Tall Trees, The Street – Ground floor side and rear extensions, formation of 3 roof dormers on rear and enlargement of roof dormer on front. *There were no comments or objections to this application.*

7. Village Hall Hire – Dog Club

Cllr Anderson reported that the person responsible for arranging use of the land outside the Village Hall for the Dog Club, no longer lives in the village but was at that time on the Village Hall Committee. There are no records in the Minutes that any decision on this was made by the Parish Council. The Dog Club have had access to the land since 2007, and have said that problems regarding this have only arisen recently. A proposal has been made to see if the land down by the skate ramps could be used and also possible use of the old football field, if the facilities can be reinstated. The Chairman will progress discussions with the Village Hall Committee.

8. Kings Head – Loan Application

The Clerk reported that permission has been granted by the Secretary of State at the DCLG, for the Parish Council to borrow an amount not exceeding £50,000, for which an application to the Public Works Loan Board will need to be made. The Parish Council also needs to progress with legal services regarding the land charges and agreement, to be undertaken between the Parish Council and Pebmarsh Community Pub Ltd (PCPL). Due to the fact that both parties are in complete agreement regarding the agreement which needs to be in place and the application of a land charge is required, the Parish Council will take this process through the solicitors acting for PCPL. The Chairman will progress this.

9. Highways

- Parking outside the primary school: Issues have been raised with parking on the war memorial green and along the road during school run times. The lack of yellow zigzag lines outside the school was also raised. It was agreed to pursue a meeting with the Headteacher and the Chair of the PTA to see if a common approach could be taken to solutions. The Clerk will progress this.
- Lorries travelling through Pebmarsh: Several lorries a week come through the village, frequently accessing via Oak Road. There have been accidents along this road involving lorries and they are also cutting up the grass verges.
- Damaged and missing Highways signs: The Clerk reported that she had been in contact with County Cllr David Finch regarding outstanding highway issues and defects, as these have not been repaired and it has not been possible to find out any information as to when these jobs might be scheduled in for. Cllr Finch has asked for a map and list of outstanding issues to be sent to him so that he can try to find out the most up to date details. Cllr Crimmins will put this map together the map and list and forward to the Clerk to progress.
- Damaged salt bin outside Village Hall – this is to be reported to ECC to request a new bin and salt to fill it.

- Salt distribution: Bags of salt were left around the village this winter, to enable residents to use it during the icy weather. It was suggested that the Parish Council ask for volunteers to hold and spread the salt, later in the year

10. Parish Council Records

It was agreed that the very old Minute books, dating back to 1894 are taken to the Essex Records Office for archiving and safekeeping. The Clerk will arrange for this to take place. With regard to computer records, the Clerk will liaise with Cllr Crimmins to set up DropBox to back up and hold these records in the 'cloud'.

11. Playground Maintenance

Following the Annual Inspection report, the Clerk met with a contractor to go through the maintenance which has been flagged up. A quotation was received with each job itemised to help with prioritising the work. The more routine jobs add up to around £740 and would address the majority of the issues raised. One of the items of equipment – the OXO Play Panel – is now damaged and would need to have the majority of the item replaced, as the plastic 'OXO' spinners are now cracking and breaking. It was therefore recommended that we now take this item out entirely.

The toddler 'Multiplay with Slide' is now equally beyond repair and needs to be removed and replaced. It is currently cordoned off with a notice banning any play on the item as it is now dangerous to use. The Clerk is looking into the cost of a replacement item and will report back to the Parish Council once a suitable piece has been sourced, within budget. S106 monies are available to pay the bulk of the cost of the equipment. Carriage, installation and removal of the old equipment will be priced on top of the cost of the new piece.

There are also two parts on the Junior Multiplay which will need to be replaced – the ramp and the rope bridge, unless these can be repaired. The Clerk will contact a local play equipment repair company to obtain advice and a quote for this and will report back to Council at the next meeting.

It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously agreed to prioritise the routine maintenance jobs and arrangements are to be made by the Clerk, in conjunction with the Chairman.

12. Finance

12.1 Finance Reports

The latest finance reports were received.

12.2 Cheques for Payment:

It was Proposed Cllr Anderson, Seconded Cllr Sharp and unanimously Resolved to make the following payments:

12.2.1	£ 422.20	Clerk Salary (Dec 17 to Jan 18)
12.2.2	£ 32.58	Clerk Expenses (Dec 17 to Jan 18)

12.3 Payments made between meetings – these were noted and approved:

12.3.1	£ 26.40	A & J Lighting Maintenance (December 2017)
12.3.2	£ 26.40	A & J Lighting Maintenance (January 2018)
12.3.3	£ 22.44	Health & Safety supplies
12.3.4	£ 800.00	Grass/footpath/verge cutting

12.4 Monies received since the last meeting

None

13. Budget and Precept 2018/19

Following final discussions, it was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to agree the budget at £8639 and the Precept demand at £8149.

This represents a provisional increase of 3.64% on a Band D property. This equates to an increase of approximately 10p per month, or 2p per week.

14. Personnel Policies

The Chairman proposed amendments to the draft Disciplinary and Grievance Policies which were agreed. It was therefore Proposed Cllr Anderson, Seconded Cllr Holder and unanimously agreed to adopt the policies with the amendments. The Clerk will progress this and circulate the amended and adopted policies to Councillors.

15. Exclusion of Public and Press

It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to exclude the press and public from item 16, under the Public Bodies (Admission to meetings) Act 1960 as the item contains confidential personnel information.

16. Clerk Contract of Employment and Job Description

It was proposed Cllr Anderson, seconded Cllr Holder and unanimously Resolved that the Contract of Employment and Job Description for the Parish Clerk be approved.

17. Date of Next Meeting

The next meeting date is provisionally set for Tuesday 20 March 2018. The Clerk will advertise the meeting date on the noticeboards and website once it is confirmed.

Signed Chairman

Date

