



# Pebmarsh Parish Council



**Chairman: Cllr H Anderson**

**Clerk: Mrs P Potter:** 20 Gore Lane, Rayne, CM77 6TU: 07790 598363;  
[pebmarshpc@hotmail.com](mailto:pebmarshpc@hotmail.com)

## MINUTES of the Parish Council meeting held 27 September 2017

**Present:** Cllr Anderson  
Cllr Crimmins  
Cllr Sharp  
District Cllr Siddall  
District Cllr Spray  
Clerk: Mrs P Potter  
12 Members of the Public

### 1. Apologies for Absence

Apologies were received and accepted from Cllr Tufnell, Cllr Holder and County Cllr Finch.

### 2. Declarations of Interest

- Cllr Crimmins declared a substantial non-pecuniary interest in Items 5 and 7, as a Director of Pebmarsh Community Pub Ltd and did not take part in discussions on these items.

### 3. Minutes of the Parish Council Meeting Held 25 May 2017

It was Proposed Cllr Anderson, Seconded Cllr Sharp, and unanimously resolved that the minutes of the Annual Parish Council meeting held on 25 May 2017 are a true record and were signed accordingly.

### 4. District and County Items

#### 4.1 ECC: County Cllr Finch

A report was not available for this meeting.

#### 4.2 BDC: District Cllrs Siddall and Spray were in attendance.

Cllr Spray reported that the BDC Draft Local Plan is about to be submitted to the Planning Inspectorate. In the meantime, the Government has announced a consultation which is looking at changing the way housing numbers are calculated. BDC currently need to provide around 700 new homes at present and it looks likely that the new figures would bump this up to 835. However, if the Local Plan is submitted before 31 March and is found to be sound, demonstrating a five year land supply, this will not apply to this Plan, but would apply to the next one. BDC's current land supply figure is at around 4.5 years, with a number of applications in at present. Cllr Siddall added that it is important to get this all in place, to give some defence against development being imposed contrary to the Local Plan, but this is not entirely guaranteed. Cllr Siddall is Chair of the Overview and Scrutiny Committee, who are following the development of the Garden Communities initiative, which has formed a limited company over four local authorities. The Chairman confirmed that there was nothing in the current Draft Local Plan which affects Pebmarsh in any way.

BDC recently received a presentation about the proposals for improvements on the A12. The decision will be announced in the next few weeks, before it is sent to the Secretary of State for approval. The expected date for the start of the works is around 2026. The preferred route for the A120 is expected to be announced at the same time.

Cllr Spray reminded the Parish Council of the District Councillor Grant scheme, of which there is currently £600 left in the pot, with Cllr Siddall also holding some residual funds currently.

## **5. Public Consultation**

The Parish Council outlined the proposal to take out a loan from the Public Works Loan Board (PWLB), for £50,000 over 15 years, to enable Pebmarsh Community Pub Ltd (PCPL) to make early repayment of a loan of the same amount, used for the purchase of the King's Head pub. To protect the interests of the Parish Council for the duration of the loan, a fixed and floating charge will be taken out on the pub, to ensure that if the enterprise failed, the Parish Council would be able to recoup the amount of the outstanding loan. The Parish Council will also require the company to keep around £10,000 in cash reserves, to ensure that loan repayments could continue to be made, in the event of the cessation of trading. Pebmarsh Community Pub Ltd will pay the legal fees associated with setting up the land charge and any other necessary arrangements.

The Chairman invited questions or comments from those who attended the meeting. The questions were around the costs involved in the purchase and for the proposed loan. The Chairman explained as follows:

The total cost of the pub was £377,000, which was mostly raised from the sale of shares, with the majority of the rest being funded by the £50,000 loan. This loan is going to cost PCPL over £10,500 pa in interest and repayments over a six year period, from July 2018. The loan from the PWLB would cost far less, saving this cost for PCPL and would be replaced by the loan from the Parish Council. There would be an early repayment charge of around £500 to repay the original loan, however, the PWLB loan would still outweigh the effect of this charge. A grant for £40,000 has also been received from the Plunkett Foundation and a loan from a private individual, the majority of which will be used for essential repairs and the setting up of a reserve fund.

A member of the public asked for about the costs to the parish of the loan being taken out and confirmation of what measures would be put in place to protect the Parish Council in the event that the pub business failed. The Chairman explained the position as follows:

Taking out the loan would be at no cost to the Parish Council and would be of significant benefit to the pub. With the repayments being made by PCPL, to the Parish Council, it would be cost neutral on the Parish Council's budget. Therefore, this would not have any effect on the Precept demand, and as such, at no cost to parishioners. There is also no conflict with using public money to provide the loan, with, e.g. paying out dividends to shareholders, as this is a not for profit venture (a Community Benefit Society) and as the provision of the loan is cost neutral to the Parish Council, this would not affect their ability to pay grants or donations to other community groups.

In the event of the business failing, PCPL would make every effort to find new tenants to renew the venture. If the pub had to close entirely, the building would most probably find favour for change of use to a dwelling, which could then be sold.

As there were no further questions or comments from the public, the Chairman summed up the discussion as the meeting attendees being in favour of the Parish Council seeking approval for the loan and taking the course of action as described above, which was agreeable to all.

The Parish Council thanked the members of the public who had attended the meeting and taken part in the discussions.

## 6. Public Forum

The Parochial Church Council have asked the Parish Council if they would be able to pay a donation towards the recent repairs to the church clock.

As this would be a retrospective payment, in that the invoice has already been paid, it is unfortunately not possible to access any grants in this regard. The Parish Council will take this request to their budget meeting, in the next couple of months to consider at this time.

A member of the public asked if the street lights could be turned off during the night and if the bulbs could be upgraded to LEDs. The Clerk will enquire as to how this could be done and ascertain the likely level of cost which would be involved. If pursued, there would have to be consultation with parishioners.

Faulty street lights at the war memorial and outside the church will be reported by the Clerk.

A member of the public asked if it was possible to look at renovating the bridge, so that both sides matched. One side has iron and the other side is concrete. The Chairman said that if a costed proposal was brought to the Parish Council, the idea could be considered, pending cost and the permission of whoever is responsible for the bridge (which is likely to be ECC Highways).

## 7. Loan – King’s Head Pub

Due to a declaration of interest, the Parish Council were not quorate for this item and it was postponed to the next meeting.

## 8. BDC Planning

### 8.1 Planning Applications:

None

### 8.2 Planning Committee

None

### 8.3 Planning Results – these were noted:

*the following applications were permitted:*

- 17/00761/VAR: Barley Mow Cross End Pebmarsh Essex CO9 2NU - Application for variation of Condition 2 of approved application 16/01818/FUL - To keep the structural integrity of the existing first floor external wall to the property and negate the need for an additional steel.
- 17/00775/FUL & 17/00776/LBC: Collins Farm, Collins Road, Pebmarsh – Internal Works.
- 17/00901/FUL: 7 Mill Lane – Conversion of existing garage to utility room.
- 17/01217/FUL: Linstock, Cross End – Raising ridge height, front and rear dormers, erection of porch.

*The following application was refused:*

- 17/01281/FUL: Greathouse, The Street – removal of conservatory and porch and erection of two storey rear extension. *Refused by reason of its size, siting, bulk and design, which would result in an unacceptable form of development, out of keeping and not compatible with the host dwelling.*

## 9. Village Hall Hire – Dog Club

This item was postponed to the next Parish Council meeting.

## 10. Highways Issues

### 10.1 Road signage

- Broken fingerposts
- Missing Village Signs – by Le Mote Farm

The Clerk advised that these items had been reported to ECC and would be placed on their list of works. There are no timescales available for the repairs and replacements to be undertaken by. It was suggested that the Parish Council could approach the Local Highways Panel to request the replacement of these signs. The Clerk will look into progressing this.

### 10.2 Speeding /Traffic Calming

Two major speed surveys have been done over the last ten year or so but neither of these flagged up high enough speeds for anything to be taken forward. A Community Speedwatch scheme has also been looked into, however, a requirement for this is that a stable mobile phone signal must be available for use in an emergency. As this is not available in the places required, it was not possible to take this forward.

## 11. Village Sign Refurbishment

It was Proposed Cllr Anderson, Seconded Cllr Crimmins, and unanimously agreed to undertake the refurbishment of the village sign, with expenditure in the region of £200. This will be undertaken in the second week of October.

## 12. Playground Inspections

- Qualification: The Parish Council were advised that the Clerk had recently qualified as Routine Playground Inspector, following training by the RPII, via EALC.
- Inspection regime: It was Proposed Cllr Anderson, Seconded Cllr Sharp, and unanimously agreed to undertake regular Routine and Operational Playground Inspections as well as the Annual Inspection, each year. This would constitute three Operational Inspections on a quarterly basis, with the fourth quarter being the Annual Inspection. The months in between would be covered by Routine Inspections undertaken by the Clerk. Each of the Operational and Annual Inspections will cost £85 each, totalling an annual cost of £340. The Clerk would charge her hourly rate for the Routine Inspections, which would total around £77.94 per annum. This would bring the total annual cost of the inspections to £417.94. This would be a saving on 2016/17 of approximately £60.
- To receive Routine Playground Inspection Reports: The Clerk advised the Parish Council of various issues identified in the recent Routine Inspections, some of which are to be monitored but some repairs do need to be made.

As the Annual Inspection will have taken place during this month, it was agreed to wait until this report is received to ensure that a comprehensive list of actions can be drawn up. Cllr Sharp agreed to have a look at the log 'seat', which is rotting, to see if it needs to be removed or whether it can be cut to a section which is stable. He also agreed to look into reinstating the sign post for the skate park. The Clerk will follow these up with Cllr Sharp.

## 13. Parish Council Meeting Dates

It was agreed to set meeting dates for the following 6 months. The Clerk will progress this.

## 14. Parish Council Policies

It was Proposed Cllr Anderson, Seconded Cllr Crimmins and unanimously resolved to adopt the following policies:

- Retention of Documents Policy
- Freedom of Information Policy
- Complaints Procedure

These will be posted on the Parish Council website.

**15. Finance**

15.1 Finance Report

The latest finance reports were received.

15.2 It was Proposed Cllr Sharp, Seconded Cllr Anderson and unanimously agreed that the following cheques be paid:

15.2.1	£422.20	Clerk Salary (August to September 2017)
15.2.2	£ 31.26	Clerk Expenses (July to September 2017)
15.2.3	£374.16	Kelvedon Parish Council, for Clerk Training
15.2.4	£120.00	PKF Littlejohn – External Audit

15.3 Payments made between meetings – *these were noted and approved as above:*

15.3.1	£ 26.40	A & J Lighting Maintenance (June 2017)
15.3.2	£ 26.40	A & J Lighting Maintenance (July 2017)
15.3.3	£ 26.40	A & J Lighting Maintenance (August 2017)
15.3.4	£ 26.40	A & J Lighting Maintenance (September 2017)
15.3.5	£ 159.24	A & J Lighting Maintenance (Annual Maintenance)
15.3.6	£ 800.00	Hansson Horticulture: Footpath and grass cutting, playground repairs
15.3.7	£ 422.20	Clerk Salary (June-July 2017)
15.3.8	£ 64.41	Clerk Expenses (June – July 2017)

15.4 Monies received since the last meeting – *these were noted and approved as above:*

15.4.1	£ 833.43	BDC Street Cleaning Income
15.4.2	£3930.00	BDC Precept (2 <sup>nd</sup> half)

**16. Internal and External Audits**

- The External Audit Report undertaken by PKF Littlejohn was received – there were no issues raised. The conclusion of the audit and relevant paperwork has been displayed on the noticeboards and is on the Parish Council website. These can be viewed in person upon appointment with the Clerk.
- It was Proposed Cllr Anderson, Seconded Cllr Crimmins and unanimously agreed to appoint Liane Rowlands as the Internal Auditor for the Parish Council for the 2017/18 year, at a cost of around £60-£75.

**17. Date of Next Meeting**

The date for the next meeting was agreed as 9 October 2017, to progress item 7 from this agenda. The provisional date of 20 November 2017 was agreed for the following meeting, which is subject to confirmation. Parishioners are advised to check details on the website or noticeboards prior to the date, for any changes.

**18. Closure**

The meeting closed at 9pm

Signed .....  
Chairman

Date: .....