



# 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  
**11 September 2018**  
**Pebmarsh Village Hall**

**Present:** Cllr Anderson, Cllr Crimmins, Cllr Holder, Cllr Tufnell, Cllr Sharp  
District Cllr Siddall, one member of the public

**1. Apologies for Absence**

Apologies for absence were received from County Cllr David Finch and District Cllr Gabrielle Spray.

**2. Declarations of Interest**

None.

**3. Minutes of Previous Parish Council Meetings**

- It was Proposed Cllr Anderson, Seconded Cllr Tufnell, and unanimously Resolved that the minutes of the Annual Parish Council Meeting held 30 May 2018 are a true record and were signed accordingly.
- It was Proposed Cllr Anderson, Seconded Cllr Sharp, and unanimously Resolved that the draft minutes of the Annual Parish Assembly held 30 May 2018 are a true record and were provisionally agreed (these will be formally approved and signed at the 2019 Parish Assembly).

**4. District and County Items**

- 4.1 ECC Issues: Cllr Finch was not available to attend.
- 4.2 BDC Issues: Cllr Spray was not available to attend. Cllr Siddall was in attendance and reported that the Local Plan is still under process and will be taken back to the Inspector to continue the Examination later in the autumn. The NPPF has been modified – the target for the five year land supply for BDC has put this back, so it is more important than ever that the Local Plan is adopted. Discussion around various application outcomes.

**5. Public Forum**

A member of the public reported that the fingerpost signs at Clay Hills near the bus shelter. It is leaning over quite dangerously. The Clerk will report this as an urgent issue to be addressed.

**6. BDC Planning**

**6.1 Planning Applications:**

- 18/01613/FUL: Brookbank House, Kings Mead – Demolition of flat roofed garage and replace with pitched roofed garage with gym/store and playroom.  
It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to reply with no objections.

**6.2 Application Pending Consideration by BDC – this was noted:**

- 18/00206/TPOCON: Willow Cottage, Mill Lane – works to trees.

### 6.3 Planning Results

*It was noted that the following applications were permitted:*

- 18/00513/COUPA: Le Mote Farm, Cross End – Notification for prior approval for a proposed change of use of agricultural buildings to a flexible use within shops, restaurants, leisure etc – *permission not required.*
- 18/00508/FUL: Grove House, Cross End – Extension in addition to first floor side extension.
- 18/00734/FUL: Greathouse, The Street – Removal of conservatory and porch and erection of two storey rear extension.
- 18/01049/COUPA: Linkwood Stud, Catley Cross – Storage and distribution building – *permission not required.*
- 18/00822/FUL: The Old Baptist Church, Clay Hills – One bay cart lodge and manege.

*It was noted that the following application was refused:*

- 18/00814/FUL: Land Rear of Charwin, Cross End – New detached dwelling and double garage. *Refused on the grounds of being outside the Village Development Boundary and contrary to policy.*

## 7. **Pebmarsh Village Hall - Custodian Trustees**

Cllr Anderson reported that Pebmarsh Village Hall Committee have asked if the Parish Council could consider becoming Custodian Trustees. This would involve the Parish Council holding the title of the property and act as a failsafe, if the Village Hall Committee folded. The Parish Council could put in a new Committee and would ultimately hold the asset if the entire operation failed. The Trust Deed will need to be amended to enable this to happen and a Deed of Appointment drawn up to appoint the Parish Council.

It was unanimously agreed that this is acceptable in principle, and once the paperwork has been drawn up it will be brought back to the Parish Council for the formal decision to be made and the paperwork signed.

## 8. **The John Nott Charity**

It was Proposed Cllr Anderson, Seconded Cllr Holder and unanimously Resolved to approve the appointment of Mr Andrew Stimpson as Trustee to the John Nott Charity.

## 9. **Pebmarsh Defibrillator**

Cllr Crimmins reported that the defibrillator group now has a bank account set up for their funds. The group are currently looking at whether to pursue the installation of a second defibrillator in the village, possibly at Cross End, to cut down the response time in an emergency. Various aspects of this were discussed, such as location, electricity supply and maintenance contracts for the servicing of both defibrillators. The Parish Council are pre-disposed to putting in a Lottery application, if the project is agreed upon. Cllr Crimmins will look at the issues discussed and bring the project back to a future meeting for further discussion.

## 10. **Street Light Options**

The Clerk reported that only 6 responses were received to the consultation. Of these 6, the majority gave their preference in favour of white LED lamps, with part-night lighting. However, as the response was so low and there does not seem to be any strong feeling for this change within the village, it was agreed to put the idea to one side until such time that residents ask for a change in larger numbers or there is a need to change due to unavailability of the old bulbs or parts.

## 11. **Standing Order Update**

It was Proposed Cllr Anderson, Seconded Cllr Sharp and unanimously Resolved to approve the recent updates to the Model Standing Orders, following legislative changes, with all other Orders remaining the same.

## 12. Internal Audit – Fee

The Parish Council's Internal Auditor, Liane Rowland, has advised of an increase to her fee, from £15 per hour, to £25 per hour. This is an increase of £10 per hour from the 17/18 year, which cost a total of £75 for the Council for five hours work. Based on this charge, the 18/19 year would cost around £125 for the same number of hours.

It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to appoint Liane Rowland as Internal Auditor for the 2018/19 year and agreed to the fee of £25 per hour.

## 13. Playground – Post Installation Inspection

Further to the installation of a new toddler slide unit in the children's playground, it was Proposed Cllr Holder, Seconded Cllr Tufnell and unanimously Resolved to engage The Play Inspection Company to carry out the post installation inspection, at the quoted price of £225.

## 14. WW1 Centenary Commemorations

It was Proposed Cllr Holder, Seconded Cllr and unanimously Resolve to purchase a poppy wreath from the Poppy Appeal, for a donation of £30, and lay this at the Remembrance Day service in November, at the Centenary Commemorations of the end of World War One.

## 15. Highways Issues

The Clerk reported that the application for the yellow zigzag lines outside the primary school is progressing, with approval having been sought for District and County Councillor approval. County Cllr David Finch advised by email that a speed survey was being programmed in to the ECC Highways schedule and should hopefully take place this autumn. Improved signage is also being undertaken by ECC in the near future and the Clerk will update the Council as and when further information is received.

Cllr Finch also advised that the broken finger post at Cross End had been removed and a replacement post is currently being arranged, which will be of a smaller, less bulky design that previously. This will be installed as soon as possible.

## 16. Finance

### 16.1 Finance Report

The latest finance reports were received and approved. It was noted that income and expenditure were going to budget.

### 16.2 It was Proposed Cllr , Seconded Cllr and unanaimosuly Resolved to pay the following cheques:

16.2.1	£ 437.97	Clerk Salary (Aug - Sept 2018)
16.2.2	£ 64.12	Clerk Expenses (June - Sept 2018)
16.2.3	£ 85.00	EALC – Election Course
16.2.4	£3465.00	Playquip – new playground equipment
16.2.5	£ 896.40	Playquip – repairs to climbing frame

### 16.3 Payments made between meetings – these were noted and approved:

16.3.1	£ 26.40	A & J Lighting Maintenance (June 2018)
16.3.2	£ 26.40	A & J Lighting Maintenance (July 2018)
16.3.3	£ 26.40	A & J Lighting Maintenance (Aug 2018)
16.3.4	£ 26.40	A & J Lighting Maintenance (Sept 2018)
16.3.5	£ 422.20	Clerk Salary (June – July 2018)
16.3.6	£ 5.00	Colne Stour Association Subs

16.3.7            £50023.00    Loan Payment to Pebmarsh Community Pub Ltd

16.4    Monies received since the last meeting – these were noted:

16.4.1	£ 853.76	BDC Street Cleaning Income
16.4.2	£49975.00	Public Works Loan Board – Loan Advance
16.4.3	£ 134.55	HMRC – VAT repayment
16.4.4	£ 200.00	NatWest Compensation Payment – Complaint

**17. Outcomes of Internal Audit for 2017/18**

The Clerk advised that the recommendations arising from the Internal Audit report for 17/18 year were as follows:

- Ensure agenda is sufficiently detailed with costings of proposals.
- Two Councillors to initial both cheque stubs and invoices, rather than one.
- Ensure that the Parish Council has the power to make payments to the PCC.
- Band D Council Tax figure to be recorded in the minutes
- Aim to bank cheques within two weeks of receipt.
- Record both acquisition and insurance value on asset register.

These will be taken forward and acted upon.

**18. NatWest Complaint**

The Clerk advised that the conclusion of the complaint to NatWest, via the Financial Ombudsman resulted in the Ombudsman agreeing that the Parish Council had not received the correct level of service and the issues regarding access to account information by the Clerk were now resolved. A payment of £200 was paid to the Parish Council from NatWest, in compensation for the time and cost of pursuing a correction to this error over the past 18 months.

**19. Date of Next Meeting**

It was provisionally agreed that the next meeting will be held during November. This will be confirmed as soon as the necessary arrangements have been made.

Signed .....  
**Chairman**

Date .....