



- The draft risk assessment for the Village Fete has been received.
- AJ and Clerk have spent a considerable amount of time in recent days liaising with the Police and ECC concerning the 20mph zones and he thanked them for all their efforts.
- Angela Archer is standing down as one of the editorial team for Newport News at the end of the year. A special meeting has been organised by John Gordon to discuss plans for the future that he will attend. The PC will send a letter of thanks to Angela.

#### **09/C137 To receive the Clerk's Report**

Duly received.

Clerk reported that:

- Meeting with the Environment Agency has still not been confirmed. The Chairman and PA will be advised as soon as this has been fixed.
- UDC has agreed to site the green waste container near the allotments on alternate Saturdays. Clerk will contact UDC and ascertain when the new arrangements can commence. MB and JS will assist with the advertising.
- Some work has been carried out on the hedge at the front of the new development at the bottom of Bury Water Lane, but further trimming will be requested.
- Posters have been displayed concerning the "Meet the Governors of Addenbrookes". JR will include on the website.
- Training days are available at EALC for new Councillors. LB expressed an interest. Clerk will make further enquiries.
- All Councillors are invited to a course entitled "What will Councils do if a Flu Pandemic comes to Essex" at EALC on 11<sup>th</sup> June. JR advised that this was discussed at the recent UDC Planning Workshop and the PC will be receiving a report on an exercise carried out at Birchanger.

#### **09/C138 To receive the Treasurer's Report and approve accounts for payment**

Duly received.

A query was raised regarding the invoice from the First Newport Scout Group. The Chairman advised that part of this was in respect of an electrical inspection. The PC arranged for the initial work to be carried out, paid for from ECC monies lodged with the PC.

The electrical installation had to be re-tested. In future the annual inspection fee will be paid by the Scouts.

With regard to the telephone calls on the invoice, the Chairman requested that the Treasurer deducts these charges when the cheque is approved for the amended planning fee (the PC have been informed that the fee for the planning application for Jikes Hall will be £502.50, not £1,005, therefore a replacement cheque will be required and the Youth Club will be reimbursed).



**09/C143 To discuss a procedure for dealing with Urgent items**

JS said there have been two occasions recently when an urgent response was required and he felt it would be helpful to have a procedure in place for dealing with items rather than waiting until the next Full Council meeting. One occasion was in February, when the meeting was deferred because of bad weather and owing to this it was too late to hold the Energy Efficiency Day on the proposed date, and recently work has been delayed on the Village Hall because it was necessary for the PC to approve this at the Full Council meeting.

Clerk advised that a PC cannot lawfully decide any matter which is not included on the agenda.

The Chairman pointed out that we have recently been re-accredited for Quality Status because we have demonstrated that we are managing the Council properly and professionally and we must ensure that the correct procedures are carried out.

After discussion Clerk was asked to contact EALC, obtain their views, and report back.

**09/C144 To receive and approve the updated PC Risk Assessment and Asset Register**

The Chairman has completely reassessed the PC Risk Assessment adopting the same basic method as the District Council and the Financial Services Authority. As this had not been re-typed the approval of the Risk Assessment was deferred until the next meeting.

The Asset register was approved under 09/C142

JR asked if the PC could have a Risk Assessment Form. Chairman will organise. JS requested that Maintenance of Playground and Sports Pavilion are included on the next Facilities agenda.

**09/C145 To approve the editorial process for the website**

This item was deferred until the next meeting.

**09/C146 To receive a report on the Firework Committee Meeting held on 21<sup>st</sup> May, 2009**

PA reported that owing to some confusion over the time he did not attend the meeting and has since received an apology from the Secretary

It was agreed that as this is a major village event that is held on PC land, the PC need to see copies of the insurance and risk assessment and receive assurance that the event is properly organised. The PC should also be advised of the income generated from the event. It was suggested that the Firework Committee should consider using a proportion of the funds for policing or providing extra car parking.

PA agreed to contact David Cotterill, Chairman of the Scouts and, Sergt. Mike Ashton, SW Police Station, and invite them to the July Full Council meeting.

Clerk will circulate the email received from Sergt. Mike Ashton after last year's event, detailing the issues that, in his opinion, needed addressing.

**09/C147 To receive an update from the Traffic Management Group**

AJ reported that we have been advised by ECC that Essex Police have objected to our proposals for 20mph zones because they are unable to monitor the speed. This argument is totally unsatisfactory. There are also implications in the response from ECC that the proposals cannot go ahead without speed humps. In principle, the local Police have been supportive, but the ECC consultation process deals with Essex Police headquarters, not the local Police.

The Chairman advised that he has contacted RG and that he is in touch with the Cabinet Member for Highways, Norman Hume. ECC approved our initiative and we followed all the correct procedures and were successful in obtaining funding. The consultation should have taken place during the initial stages of the application. The PC has already advised residents that the zones will be implemented and now feel badly let down because the consultation process is flawed.

It was agreed that the Traffic Management Group should meet as soon as possible. Clerk will arrange meeting and contact ECC to ascertain what happens to the CIF funding if the scheme cannot go ahead.

**09/C148 To receive a report on the Village Hall**

JS went through his report that was circulated prior to the meeting.

The VHRMC are requesting that the PC meets the £3,100.00 from reserves in order to complete Phase 1, plus £480.00 for bollards. The PC also commits a further £6,500.00 (approx) so that Peter Gibson can issue instructions for the work to be completed on Phase 2. This will leave a balance of approximately £7,400 in the PC reserves.

The PC agreed the above expenditure and JS would advise the Chairman of the VHTMC.

Proposed: AY

Seconded: AJ

All agreed

The Chairman thanked JS for his report.

**09/C149 To receive a report on Neighbourhood Watch**

AJ reported that the next meeting is on 10<sup>th</sup> June.

Lindsay Baillie is supplying lots of information to the co-ordinators and we are now looking at ways of circulating this to residents who do not have Internet access.

The Chairman suggested that the information on the back page of the Observer is included on the website.

**09/C150 To receive reports from Dist Cllr P. Wilcock (reported at beginning of meeting) and Cty Cllr R. Gooding**

**Dist.Cllr. P. Wilcock** advised that the new District Council Chairman is Cllr. Alastair Walters and the Vice-Chairman is Cllr Sue Schneider. The Risk Assessment is currently being reviewed. The Council are seriously looking into ways of developing partnerships in order to improve services and reduce costs.

**Cty Cllr R. Gooding** - No report as Cllr Gooding was unable to attend

**09/C151 Items for next Agenda**

Update on the situation regarding the PC Office

**09/C152 To discuss any urgent matters of interest to the Parish**

**C152.1** AJ recorded a vote of thanks to CG for his help with the CCTV equipment and for downloading the incident requested by the Police.

**C152.2** JR asked the Chairman if he would address the Newport Business Association

**C152.3** JR reported that the Newport Business Association is holding a Recruitment Fayre on 19<sup>th</sup> June. Everyone is welcome to attend.

**C152.4** Clerk reported that, as previously agreed, Circus Tyanna will be coming to the Common later this month. They would like to make a minor alteration to the dates and the event will now be on the Common on 25<sup>th</sup> – 28<sup>th</sup> June.

**09/C153 Date of next meeting**

The next meeting of the Council will be held on Monday, 6<sup>th</sup> July, at 7.30 pm at Church House.

The meeting closed at 9.55 pm.