

**Minutes of the Meeting of the Council held on Monday,
6th April, 2009 at Church House, Newport.**

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| <u>Present:</u> | Cllr A. Yarwood | (AY) | (Chairman) |
| | Cllr P. Arscott | (PA) | |
| | Cllr L. Baillie | (LB) | (from C074) |
| | Cllr M. Bowker | (MB) | |
| | Cllr C. Gilbank | (CG) | |
| | Cllr A. Johnson | (AJ) | (Vice-Chairman) |
| | Cllr C. Mitchell | (CM) | |
| | Cllr J. Smith | (JS) | |

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| <u>In attendance:</u> | C. Griffin | Clerk | |
| | J. Grogan | Treasurer | |
| | Dist Cllr P. Wilcock | (PW) | (C073 – C077) |
| | N. Saville | Fete Committee Representative | |
| | One resident of Gilbey Green. | | |

09/C073 Apologies for absence

Apologies were received from Cllr T. Denyer, Cllr J. Rose, Cllr M. Sell and Cty Cllr R. Gooding.

09/C074 To co-opt a new Council member

Mrs Lindsay Baillie confirmed that she was willing to be co-opted and, after signing a Declaration of Acceptance of Office, the Chairman welcomed her to the Council.

09/C075 To receive any ‘personal’ or ‘personal and prejudicial’ interests relating to items on the Agenda

The following interests were declared: AY in C076, C083, C084, C085, C087, C088, C089, C091, C094, C095 and C096, AJ in C097 and C100, JS in C089, C090 and C099, CG in C096, PA in C097 and C099.

09/C076 To discuss the Village Fete/Carnival on 4th July 2009 with a representative from the Fete Committee

Neil Saville advised that the Committee have decided, in view of the response so far, to organise a Fete this year. A Race night and Disco, with bar, is planned for the Friday evening 3rd July, followed by a traditional Fete on Saturday from 12.00 – 4.00pm. Official programme to be organised. It is hoped that this will be an opportunity for all the village to get together and benefit the local community. He thanked the PC for their support. The VHTMC have offered the Village Hall on Friday night and part of Saturday. The Fete Committee will allocate the funds after the event, preference being given to voluntary organisations involved.

Members of the PC congratulated Neil and the committee on initiating this for the village. It was suggested that (a) the committee consider events for children as this will encourage families to attend (b) consider advising residents beforehand as to how the proceeds will be allocated and ensure there is a process in place to deal with the distribution and (c) finalise licensing arrangements as quickly as possible.

The Chairman thanked Neil Saville for attending

09/C077 Public participation session (15 minutes available if required)

A resident suggested that the PC get together with other parishes and collectively approach ECC to carry out improvements to the roads. The Chairman reported that the PC has already been advised that the County has released some money for road repairs.

Clerk is compiling a list of pot-holes needing attention. Area outside the Newport Club and the red speed limit strips at the London Road end of the village will be added. Would members please advise Clerk of other areas requiring attention.

The issue of speeding in the village and community speed watch was also raised. PW is trying to organise another training session with Essex Police and Clerk will circulate details when available.

09/C078 To approve and authorise the Chairman to sign the Minutes of the Meeting of the Council held on 2nd March, 2009.

C065, first sentence amended to read, “PA advised that he has received an estimate of £3,784.00 plus VAT for lining the inside of the Hall and JS pointed out that there is a shortfall on Phase 2 (annex works) of £1,669.00”

Resolved that with this amendment the Chairman should sign the Minutes as approved.

Proposed: JS

Seconded: AJ

All agreed.

09/C079 Chairman’s comments

The Chairman reported that:

- In future the Agenda will be more manageable.
- Rev. Barbara Sherlock has advised that the Church has raised £32,000. Their architect will now be drawing up plans. Fund raising will continue during the summer. Friends of St. Mary’s will be compiling a recipe book.
- He attended the Sports Committee AGM. The Committee require a Treasurer. If members are aware of anyone who would be prepared to fill this role please ask them to contact the Chairman, Tony Phillips.
- A meeting was held with the ECC Traffic Engineer regarding the 20mph zones. Plans are now being drawn up and should be available later this month. Consultation process will follow.

09/C080 To receive the Clerk's Report

Duly received.

Clerk reported that:

- A representative is required to attend the Firework Committee meeting. JS volunteered, and Clerk will advise details when available. CM provided some information on the organisation in previous years.
- Closing date for the return of the UDC Grant forms is 25th April. Application forms can be obtained from the UDC website. Copy passed to CM.
- EALC has advised that the Accreditation panel has approved our Portfolio and the PC have been re-accredited for Quality Status for the next four years. The PC expressed their thanks to the Clerk for all her hard work on compiling this.

09/C081 To receive the Treasurer's Report and approve accounts for payment

Duly received.

The payment schedule showing 18 items, totalling £5,046.64 was approved and signed by the Chairman.

Proposed: JS

Seconded: CM

All agreed

It was confirmed that the cheque for £346.90 received from ECC was in respect of Footpath grant for 2008/09. NS Landscapes will submit a quotation for work required on footpath 12, part of which is impassable. This will be included in the grant application for 2009/10.

Treasurer reported that:

- She will be retiring in June. The Chairman thanked the Treasurer for all her efforts.
Chairman/Clerk will make arrangements to advertise the position.

09/C082 To discuss Accounting items and Reserves

Schedule of reserves circulated prior to the meeting.

The Chairman explained that the PC has reserves for specific items and these are reviewed during the Budgeting period in October/November, prior to setting the Precept for the following year.

The Chairman proposed that some of the funds from the website should be moved to the Village Plan as £2,000 will be required to cover the cost of printing this. The Treasurer advised that this would have to come from the general funds.

It was suggested that a note should be included on the Village Plan questionnaire asking residents if they would like a copy of the plan electronically or in paper form.

09/C083 To establish an editorial sub-committee for the website

It was agreed that the sub-committee would consist of JR, CG and LB. CG agreed to be Chairman and will draw up an editorial process prior to the next FC meeting.

09/C084 To note the current situation regarding the Parish Council office

The Chairman informed the PC that Ros Jeffreys of PBS has advised that she will be merging with Kevin Henry. They will be based in Saffron Walden although Ros will continue to use the Newport office at the moment. Update to be given at the next meeting.

09/C085 To discuss and agree arrangements for the Annual Assembly on 27th April, 2009.

The Chairman signed the notices for the meeting. Agenda will be circulated as soon as possible. Clerk to liaise with CM regarding refreshments.

09/C086 To decide whether the PC wishes to publish Members' Register of Interests on the PC website.

A letter has been received from Michael Perry, Assistant Chief Executive, UDC, regarding the recommendation of the Standards Committee that the PC consider publishing their register of interests on the website. At the moment Clerk sends the original form to Michael Perry and keeps a copy in the office.

After discussion, it was felt that it is not necessary to publish members interests on the website and the current practice should continue.

09/C087 To finalise arrangements with Circus Tyanna regarding the use of the Common from 21st – 24th June 2009.

CM will contact Todd Christian, Circus Tyanna in advance of the booking. CM will then inspect and photograph the Common before the Circus arrives and make contact with them on the 21st. A donation/contribution to the village will be requested. She will carry out a further inspection of the Common before the circus leaves.

09/C088 To receive an update on the Affordable Housing Schemes

Clerk advised that following the last meeting she contacted Ulrike at Hastoe Housing regarding the points raised. There is no further news.

It was reported that several residents have raised various issues regarding the development and it appears that objections will be made when the planning application is submitted.

Moira Groborz, RCCE, and Helen Shackleton, Flagship Housing Association, have suggested attending a meeting with the PC to discuss the findings of the Housing Needs survey. Clerk will invite them to the Planning meeting in July.

09/C089 To discuss draft response to the Eco town consultation

JS is working on this and will circulate the draft as soon as possible.

09/C090 To update the list of Parish Representatives/Committee list and consider publishing in the Newport News

The Chairman went through the list and amendments were made. Clerk will revise and circulate prior to the next Full Council meeting.

It was felt that all contact should be made through the Clerk, at the Parish Office, and in view of this it would not be advisable to include the list in Newport News.

09/C091 To approve the Emergency Plan and appoint PC Emergency Officer/Co-ordinator

Clerk has updated the Emergency Plan and this was approved. The revised pages will be sent to everyone on the distribution list.

Ted Denyer was appointed PC Emergency Officer/Co-ordinator and Peter Arscott Deputy Emergency Officer.

09/C092 To receive an update on the Triangle at Bridge End

After discussion it was agreed that priority should be given to the installation of the granite kerb. Clerk will contact ECC again and endeavour to ascertain the height of the kerbing. Once this has been done the area can be seeded or turfed and planting undertaken.

09/C093 To receive an update on Chalk Farm Lane and decide on whether the PC wish to proceed with the original consultation or request ECC to organise a further consultation to include 2/3 waiting bays.

A summary of Chris Stoneham's visit was included in Clerk's report. Clerk advised that the resident who has objected to the proposals visited the office today, 6th April, and the report sent to ECC has been circulated to all members.

After discussion, the PC decided to proceed with the original plans. This will mean that Chris Stoneham, ECC, will write a report to his Service Director and he will decide whether the complaint is justified.

Clerk will advise CS and also ask if ECC can compact the verge on the field side making it suitable for car parking.

Clerk will also contact the Rights of Way Officer at ECC regarding the potholes in Chalk Farm Lane.

09/C094 To receive a report on the meeting concerning a request for a Teen Shelter

The Chairman reported that he met with a resident and several youngsters to talk about the possibility of a Teen Shelter. The youngsters who attended said they would like their own place but it was pointed out that, if the PC gets involved, they would have to get involved in producing something for themselves and other people in the village.

Peter Gibson would like some advice on applying for funds from CIF. He will be asked to contact the PC Chairman.

It has been suggested that a prickly hedge is planted along the back of the Hall.

09/C100 To receive a report on Neighbourhood Watch

AJ reported that at the last meeting the main topic was youths causing a nuisance. Residents are being encouraged to give names to the Police and they have made some progress.

NhW Observer and PC News has been delivered.

09/C101 To receive reports from Dist Cllr P. Wilcock (reported at beginning of meeting) and Cty Cllr R. Gooding

Dist Cllr Peter Wilcock advised that Enforcement is now being carried out by a company based in Colchester. Only half a day per week is allowed for the policing of double yellow lines, dog fouling etc.

AJ pointed out that the enforcement issue is raised at every NAP meeting and assurance has been given that this is being done. However, there are no visible signs that this is actually being carried out.

Cty Cllr Ray Gooding unable to attend.

09/C102 Items for next Agenda

To discuss a procedure for dealing with urgent items.

To approve the Accounts and Annual Return for 2008/09

To consider subscriptions and donations for 2009/2010.

To receive feedback from the Annual Parish Assembly

To approve editorial process for website sub-committee

To receive update regarding PC office

To approve Parish Representatives/Committee list

To consider the request for a Teen Shelter

To approve PC sub-group for Jikes Hall

09/C103 To discuss any urgent matters of interest to the Parish

No other matters were raised.

09/C104 Date of next meeting

The next meeting will be the Annual Meeting of the Council and will be held on Monday, 11th May, at 7.30 pm at Church House.

The meeting closed at 10.00pm.

