

## GREAT BENTLEY PARISH COUNCIL

### UNAPPROVED

## Minutes of the Meeting of Great Bentley Parish Council Thursday 4 July 2013

<b>PART A</b>	
	<b>Present:</b> Cllr B. Herbert (Chair), Cllr P. Balbirnie, Cllr G. Wright, Cllr R. Taylor and Cllr K. Plummer. Cllr L. McWilliams from item 046a onwards.
<b>041-13/4</b>	<b>Apologies for absence:</b> Cllr J. Hills, Cllr L. Edwards and Cllr C. Warder.
<b>042-13/4</b>	<b>Minutes of the last meeting:</b> The minutes of meeting held on 6 June 2013 were proposed by Cllr R. Taylor and seconded by Cllr K. Plummer and agreed as a true record.
<b>043-13/4</b>	<b>Declarations of Interest:</b> Cllr G. Wright declared a pecuniary interest in St Mary's Farm. Cllr R. Taylor declared a pecuniary interest in item 049-13/4 and Cllr L. McWilliams declared an interest in item 050-13/4(e).
<b>044-13/4</b>	<b>Information &amp; Reports – None.</b>
<b>045-13/4</b>	<b>Correspondence:</b> An email message from Mrs M. Maskell proposing the development of a tranquil nature area on the new allotment site until it is required for allotments was noted.
<b>046-13/4</b>	<p><b>County and District Councillors Reports:</b> To receive reports from elected representatives.</p> <p>a) County Councillor – Cllr R. Lord was welcomed by Chair. He begun by saying that potholes appear to be a key issue at the moment. ECC is focusing resources on this issue and that he has been impressed by the officer's approach. The LHP is fundamentally reviewing its funding plans.</p> <p>Cllr Lord went on to provide a comprehensive review of his activities since taking office referring to visits to Crossroads Care and the Thames Gateway project. Cllr Lord is confident that this being the biggest construction site in south-east England will undoubtedly provide employment opportunities.</p> <p>b) District Councillor – Cllr L McWilliams had previously circulated a report (attached as Appendix A to these minutes) relating to the Village of the Year (VoY) Award. She noted that Gt Bentley has done very well since its national award in 2000. Plans have been made to attend the VoY awards ceremony. She went on to provide an update from the public meeting with the Police &amp; Crime Commissioner/Rural Crime Forum</p>
<b>047-13/4</b>	<p><b>Clerks Report.</b> The Clerk presented his previously circulated report attached as Appendix B to these minutes. The Clerk was asked to seek clarification on the cutting regime for the special conservation verges.</p> <p>Cllr Taylor moved, Cllr McWilliams seconded and it was <b>Resolved:</b> to approve the purchase of the recently published latest edition of the publication, Local Council Administration</p>
<b>048-13/4</b>	<p><b>Finance Report</b></p> <p>a) Cllr Taylor proposed, Cllr Wright seconded and it was <b>Resolved:</b> to agree</p>

	<p>monthly expenditure report attached as Appendix C to these minutes.</p> <p>b) It was noted that there was no non-budgeted expenditure during the month.</p> <p>c) Further to a discussion regarding financial management it was <b>Resolved</b>: to attempt to provide a budget position statement at future Council meetings.</p>
<b>049-13/4</b>	<p><b>Village Green Working Party Report:</b> Cllr B Herbert Chair of the Committee presented his previously circulated report attached as Appendix D.</p> <p>a) Further to the Chairman's presentation of his report it was <b>Resolved</b>:</p> <ul style="list-style-type: none"> <li>- The Clerk to write thanking Mrs Maskell for her efforts in securing the grant funding from Edible Essex for the allotment fencing.</li> <li>- To ask contractor as matter of urgency to flail new allotment site organizing access to the site.</li> <li>- Cllr Wright agreed to treat the weeds/vegetation growing on the perimeter of Station Car Park.</li> <li>- Cllr Wright agreed to obtain a quotation to repair the allotment fence to stop rabbits.</li> <li>- It was proposed by Cllr Wright, seconded by Cllr Taylor and agreed to ask the Gibbons to apply herbicide to part of the Green (use GW's ergonomist to recommend the appropriate chemical).</li> <li>- The Clerk to investigate the erection of car park signage and report back.</li> <li>- The Clerk to place order for a dog bin raised previously by Mr Gibbons.</li> <li>- Cllr Balbirnie agreed to investigate what anti-vandal precautions the Westcliff Theatre uses with a view to repairing the damaged noticeboard.</li> </ul> <p>b) It was <b>Resolved</b>: to increase annual allotment rents from 10p to 12p per m<sup>2</sup>. Cllr Taylor left the meeting and took no part in the discussion.</p> <p>c) It was <b>Resolved</b>: to obtain two quotations from contractors to deal with the vermin issue.</p> <p>d) Cllr Wright agreed to investigate the replacement 2 x allotment water tanks.</p> <p>e) It was <b>Resolved</b>: for the Clerk to organise the repair of the vandalised picnic bench.</p>
<b>050-13/4</b>	<p><b>Other Reports.</b></p> <p>a) <u>Police Incidents Report</u>; The brief list of incidents that occurred during the previous month were read out. In addition, there were two incidents of vandalism to the noticeboard and a picnic bench by the play area. The police officer in attendance noted that in future police would attend parish council meetings on a quarterly basis only.</p> <p>b) <u>Tendring District Association of Local Councils</u>; copy circulated. Verbal report provided.</p> <p>c) <u>Transport Representative</u>; Nothing report this month.</p> <p>d) <u>Footpaths</u>; There was a discussion about temporary seasonal diversions.</p> <p>e) <u>Caretaker</u>; The caretaker's report was noted.</p> <p>f) <u>NAP</u>; No report</p> <p>g) <u>Village Events</u>; Nothing to note.</p>
<b>051-13/4</b>	<p><b>Highway Issues:</b></p> <p>a) Cllr Balbirnie gave a report about the bridge on Tye Road.</p> <p>b) Cllr Wright raised the issue of the BT box on Thorrington Road. The Clerk was asked to report the matter (with pictures) to Highways Department and the Water authority. Cllr McWilliams agreed to pursue this matter as the District Ward member.</p> <p>c) The Clerk was asked to report the road sign outside the Methodist Church</p>
<b>052-13/4</b>	<p><b>Annual Grants:</b> It was proposed by Cllr McWilliams, seconded by Cllr Balbirnie and Resolved: to agree the Finance Committee's grant funding proposals (as set out in Appendix F) for 2013/14.</p>

053-13/4	<p><b>Children's Play Area:</b></p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>- To accept the Bruce Landscape quotation to complete the repair work identified in the annual inspection report</li> <li>- To obtain a third quote for the slide and safety surface. In meantime remove the slide.</li> </ul>
	<p style="text-align: center;"><b><u>PUBLIC QUESTION TIME WILL BE FOR A MAXIMUM OF 10 MINUTES AND LIMITED TO 3 MINUTES PER PERSON AT THE DISCRETION OF THE CHAIRMAN</u></b></p> <ul style="list-style-type: none"> <li>- It was noted that there is an urgent need to formal access agreement to the new allotment site. Agreed that the Clerk urgently chase the solicitor.</li> <li>- The question, will requests for memorial benches be considered? The response from the Chair was no. The Clerk was asked to include this as an agenda item next month.</li> <li>- It was noted that the reflective markers on the roadside on Dead Lane have been damaged and need repair. The Clerk was asked to report this matter.</li> <li>- Footpath off the Path to Est needs to be cut. Agreed MD to cut.</li> <li>- There was a plea to the Parish Council to repair the noticeboard on Thorrington Road.</li> <li>- It was noted that some electrical appliances are too large to fit in to the recycle receptacle on Station Road.</li> <li>- It was noted that the Royal Mail is currently seeking the underground utility approvals it requires prior to erecting a replacement postbox on Plough road.</li> </ul>
054-13/4	<b>Exclusion of Public</b>
<b>PART B</b>	
055-13/4	<p><b>Allotments Perimeter Fence:</b></p> <p>Consideration was given to the three quotations for the erection of an allotments perimeter fence. It was proposed by Cllr Plummer, seconded by Cllr Taylor and <b>Resolved:</b> to approve the Moore Fencing quotation subject to them taking out the hard ground clause. If not, go with the AP Engineering quotation subject to AP Engineering confirming that theirs is a fixed and firm price that will not be subject to any variations.</p> <p>Meeting closed 10.20pm</p>

**APPENDIX A**

**Rural Community Council of Essex - Village of the Year 2013**

The judges visited- Wednesday 26<sup>th</sup> June 2013 4.30 pm Michael Wright Room – Village Hall  
 With such short notice of the visit we managed to get together relevant residents to answer on the categories that had been selected this year; - which are  
 Community – Businesses and Services – Environment – The Future – Special Place

I met the judges with a short presentation shared between me and Alison Hunt from Pre School

The judges required a presentation,

Christine Aplin: Presentation on Organisations and how they fit into the Community - the Village Green – Carnival and Village Show

Clive French: Sport in the village with special emphasis on the youth with the Football Club and Cricket Club – Mention improvements to the Football Club House and Pitches – mention business involvement (if any)

Mary Maskell: Environment and Businesses

Brooke Wingrove: A younger person's perspective of the village and what it has to offer

We also obtained pictures and useful things such as Parish Magazines Drama Programmes and many other bits and pieces.

Others attendees; - Mick Dorling – Pam and Michael Stephens – Alison Hunt and Julie + two pre-school children – Carole Kerridge + her two Children. Unfortunately Bill and Jonathan were not able to attend. The presentation went well.

The awards evening is being held on Wednesday 10<sup>th</sup> July at Writtle College. I shall be attending with the usual gang Mary Bill Mick and Bobby.

Many thanks

*Lynda*

**APPENDIX B**

## **Report of the Parish Clerk Meeting of Great Bentley Parish Council on 4 July 2013**

1. Children's Play Area

I have now received a quotation from Bruce Landscapes to complete the maintenance work identified in the annual inspection report and a separate quotation to replace the children's play slide that has been judged beyond economical repair. This matter has been included as an agenda item later at this meeting for members' consideration.

2. Highway Verge Grass Cutting

Further to a little confusion about how and when to cut the 'special conservation verges', this has been clarified and all the highway verges in the village have now received an initial safety cut.

3. New Allotment Site Perimeter Fence - Edible Essex Funding Application

You will have by now received notification that the grant funding application to Edible Essex has been successful. The Parish Council will receive £2,300 towards the cost of the erection of a perimeter fence around the new allotment site. I await formal notification from Edible Essex.

4. Allotment Site Perimeter Fence

A tender process for the erection of a perimeter fence has been completed. This matter has been included as an agenda item later at this meeting for members' consideration.

5. Existing Allotment Site

Cllrs Herbert and McWilliams completed an inspection of the allotments. The inspection report identifies a number of issues. All the plots holders whose plots have been judged to be in a state of neglect have since been written to requesting them to tidy their plot(s).

6. Local Council Administration 9<sup>th</sup> edition

The 9<sup>th</sup> edition of this publication has recently been released and I would like approval to purchase a copy for the Parish Council from EALC at the discounted rate of £55.00.

Kevin Harkin

**Parish Clerk, Great Bentley Parish Council**

**APPENDIX C**

<b>Items of Expenditure for Approval 4 July 2013</b>							
<b>Date</b>	<b>Cheque No.</b>	<b>Payee</b>	<b>Code</b>	<b>Description</b>	<b>Total (ex VAT)</b>	<b>Vat</b>	<b>Total (inc VAT)</b>
04/07/13	SO	Mr K. Harkin (inc. May&Jun pay increase)	A010	Clerks Salary	1,344.00		1,344.00
04/07/13	101345	Mr K Harkin (toilets hire, mileage & stationary)	A017	Training, Travel & Subsistence	393.64	64.00	457.64
04/07/13	DD	E.ON	L010	Energy	258.37	51.67	310.04
04/07/13	DD	Talktalk	A065	CRC Rent, Equip, Maint & General Costs	62.86	12.57	75.43
04/07/13	101346	GBVH Hall Hire	A065	CRC Rent, Equip, Maint & General Costs	20.90		20.90
04/07/13	101346	GBVH Hall Hire	A065	CRC Rent, Equip, Maint & General Costs	21.30		21.30
04/07/13	101347	Mr M Dorling	G020	Green Reinstatement/Track/Maintenance	194.00		194.00
04/07/13	101347	Mr M Dorling	G010	Grass Cutting/Green(inc. Gas oil for Tractor)	384.00		384.00
04/07/13	101347	Mr M Dorling	G030	Environmental /Trees/Pond	75.00		75.00
04/07/13	101347	Mr M Dorling	G010	Grass Cutting/Green(inc. Gas oil for Tractor)	76.00		76.00
04/07/13	101348	Mr B McWilliams	A013	Village Caretaker	69.24		69.24
04/07/13	101349	Landscape Services	G080	Verge cutting for Essex County	300.00	60.00	360.00
04/07/13	101349	Landscape Services	G080	Verge cutting for Essex County	60.00	12.00	72.00
04/07/13	101350	Webeck	A030	Parish Comms (Newsletter/Web Site)	8.00		8.00
04/07/13	101351	RCCE	A100	Subscriptions	55.00	11.00	66.00
04/07/13	101352	SLCC	A100	Subscriptions	127.00		127.00
04/07/13	101353	Pan Anglia Ltd	G040	Maint. Mowers & Tractors (incl Insurance)	80.71	16.14	96.85
04/07/13	101354	Shipp Builders Ltd	G070	Clock maintenance / Notice Boards/Benches	1,136.00	227.20	1,363.20
				<b>Total Monthly Expenditure</b>	<b>4666.02</b>	<b>454.58</b>	<b>5120.60</b>

Amended 08/07/13 in order to correct a typo error and insert the E.ON charge.

## Green Report 0713

New Allotments

The land needs clearing. Need to discuss.

Fencing contractor. Need to discuss.

Car Park

Weeds need controlling.

An official sign to replace the plywood sign is required.

Old Allotments

Need to discuss rent levels per square mtr. At August meeting at the latest.

Ours are currently 10p/m<sup>2</sup>. Colchester will be 35p inc. water next year. St. Osyth is 12.5p, to be reviewed next year. Neither have enough plots for their population, but we have a surplus now.

Last months problems are on a separate sheet.

Football Pitches

The ss pitch has been cut for the first time and tidied in time for the carnival.

Goal areas and centre spots have been re-turfed on main pitch and junior pitch. The carnival appeared to go well on the temporary position. Cllr. Plummer looked after their electrical and water needs.

Play Area

Need to discuss cost of replacements and refurbishments. Bruce Landscapes.

Verges are done except Aingers Green Road where cars are regularly parked.

Vandalism is increasing. The notice board in Thorrington Road is wrecked again, a bin has been smashed, fencing stolen from the ss pitch, the metal picnic table ripped from the ground and the cricket pitch ropes cut and dragged to the church yard.

**Cllr B Herbert**

## Great Bentley Parish Council 4/07/13

## Report on Tendring District Association of Local Councils 22/05/13

**Items of Interest from the last TDALC meeting**

It was pointed out that the Government had provided a considerable sum of money for the County Council to initiate schemes to upgrade broadband speeds in rural areas and that it was necessary for as many people as possible to lobby for some of this money to be spent in this part of the county.

It was reported that the closure of the gaps in the central reservation on the A120 at Pellens Corner and Park Road was being delayed for further consideration of imposing a lower speed limit.

It was reported that some parishes the police were not pleased to be unable to issue fixed penalty parking tickets to motorists because the Parking Partnership now took care of these.

**Chairman's Report** He said that the Liaison Meeting with Cllr Halliday, Cllr Talbot and Karen Neath (for TDC) and the officers of TDALC had been very helpful and that, out of the discussion on Planning Applications for Renewables, a training course was being organised for 27<sup>th</sup> June (10 o'clock to 1 o'clock) at Weeley and that another could be organised for 4<sup>th</sup> July if there were sufficient demand for it. The Secretary said that she would be circulating Parish and Town Clerks asking that Parish and Town Councillors who wished to participate book through Karen Neath at Clacton. A short discussion on the efficacy of renewables followed.

<b>Election of Officers</b>	<u>Nominated</u>	<u>Proposed</u>	<u>Seconded</u>	
<b>Chairman</b>	Robert Taylor	Michael Talbot	Dave Halsey	Unanimously agreed
<b>Vice-Chairman</b>	José Powell	Michael Talbot	Martin Donn	Unanimously agreed
<b>Secretary</b>	Janet Russell	Vivien Chapman	José Powell	Unanimously agreed

A Vote of Thanks to the Officers was proposed and endorsed by those present.

**Matters of Concern raised by Members** - The Chairman reminded members that the EALC Chief Executive and, it was hoped, the EALC Chairman, would be at the next meeting so there would be no opportunity to air matters again until the September meeting.

**Speed Limits** - It was reported that Little Bromley had, after a two year campaign, succeeded in securing a 30 mph speed limit through the village, however, they had been told that there was a waiting list of some two years for the necessary signs to be installed and that the limit was, therefore, not enforceable until these two years had passed. Weeley reported a similar situation there.

**Pot Holes** - It was reported that Douglas Carswell MP had e-mailed letters to Councillors (District and Parish) in the Clacton Constituency to ask to be copied into all correspondence about potholes in the area so that he could add his weight to the campaign to get them dealt with. It was also reported that the letter had asked for private roads to be included within the reporting despite the fact that these were the responsibility of the frontagers and not the County Council. It was pointed out that, in some private roads, the frontagers had formed a road committee which saved up for and organised repairs to their streets. It was asked whether Section 106 money could be used to make up private roads where they abutted new developments so that they could be adopted together with the new estate roads. It was reported that in Thorpe-le-Soken, where there were many unadopted roads, the residents had built up a considerable depth of aggregates which they had rolled down and kept level making a good road surface over many years.

**Elmstead Post Office** - It was reported that no work had been done to this listed building in the six or so years since the fire destroyed it; also that the cost of hiring scaffolding had risen so high that TDC had purchased the scaffolding being used to cut the overall cost. It was then reported that a meeting had taken place between English Heritage and TDC (Ian Davidson, CEO, and Cllr Peter Halliday, Leader) to consider what could and should be done. After a discussion which included other sites needing attention, it was generally agreed that the TDC Portfolio Holder for Tourism could be the person who could move this forward by stressing the adverse effect that such sites were having on tourist enjoyment of the area. It was pointed out that TDC was not in a position to issue Compulsory Purchase Orders due to lack of funds to do so, although it was believed that there was a small capital sum reserved for making repairs to Buildings at Risk. Section "X" of the 1990 Town and Country Planning Act in relation to a Council's responsibility for clearing of derelict sites was quoted. It was then reported that the works could be done by District Councils and the cost registered as a Charge on the Title with the Land Registry so that the money could be recouped when the property changed hands no matter how far into the future that may be, whether or not interest could be imposed on the Charge on the Title was unknown.

**Broadband Speeds** - Members were again encouraged to find out and then report their broadband speeds to Essex County Council in order to improve the chances of fibre optic cabling being installed locally. It was reported that Great Bentley had suffered the inconvenience of cabling being installed recently and it showed that cabling was being installed in parts of this District. However, it was pointed out that BT customers received better repair service than those with other providers as only BT had engineers making such repairs and they prioritized their own customers over others.

#### APPENDIX F

	<b>Applicant</b>	<b>Grants Awarded 2012/13 £</b>	<b>Finance Committee Proposal 2013/14 £</b>	<b>Comments</b>
1.	Methodist Church Lunch Club	300.00	300.00	
2.	Bentley in Bloom	400.00	400.00	
3.	GB PCC Church Yard	250.00	250.00	
4.	GB PCC Parish Magazine	250.00	250.00	
5.	Youth Club	300.00	300.00	
6.	GB Cricket Club	0	300.00	
7.	GBFC Youth Football	300.00	300.00	
8.	GB Pre-School	0	0	No indication of where money would be spent in the future

**Great Bentley Parish Council**  
**PLANNING COMMITTEE MEETING**

**UNAPPROVED**

**Minutes of the Meeting of Great Bentley Parish Council Planning Committee held on Thursday 4 July 2013**

**Present;** Cllrs B. Herbert (Chair), R. Taylor, P. Balbernie, G. Wright and K. Plummer.

**018-13/4**      **Apologies for absence:** Cllrs J. Hills, L. McWilliams, L. Edwards and C. Warder

**019-13/4**      **Declarations of Interest:** Cllr G. Wright declared a pecuniary interest in application reference 13/00648/FUL.

**020-13/4**      **Minutes of Last Meeting.** The minutes of meeting held on 6 June 2013 were proposed by Cllr Taylor and seconded by Cllr Herbert and agreed as a true record.

**021-13/4**      **Planning Applications.** To consider planning applications, the summary details of which are set out in the table below.

<b>Planning Reference No. &amp; Email Link</b>	<b>Application Details</b>	<b>Address/ Location</b>	<b>Comment</b>
13/00620/FUL Mr & Mrs E Longcroft	Erection of single storey front extension. To include insertion of window to side wall of porch (variation to planning consent 12/00779/FUL dated 03/09/12).	47 Larkfield Road Great Bentley	No objection
13/00648/FUL Mr & Mrs F Strutt	Proposed detached building to create 3 apartments, including 3 garages.	Land adjacent The Moors The Green Great Bentley Essex CO7 8PG	<u>Cllr Wright left the meeting.</u> It was agreed to make comment that there is no right of access across the Village Green and that the Parish Council as owner can't give this approval.
13/00693/TCA Mrs Evans-Jones	Beech trees on the rear boundary with graveyard - reduce by 30% to approximately previous cutting points.	The Old Rectory The Green Great Bentley	No objection
13/00694/TPO Cochrane Tree Services - Max Cochrane	1 No. Sycamore - raise crown to 5 metres and remove some smaller branches to increase light to the surrounding space	Land adjacent Purple Cottage New Cut Great Bentley	Understand there is a TPO and therefore work should be undertaken by an experienced tree surgeon. Apart from that no objection.

**022-13/4**      **Correspondence.** None to report.

**023-13/4**

**Planning Matters for Report.** None at the time the agenda was prepared.

PUBLIC QUESTION TIME WILL BE FOR A MAXIMUM OF 10 MINUTES ALLOWING 3 MINUTES PER SPEAKER AT THE DISCRETION OF THE CHAIRMAN None.

DRAFT