

GREAT BENTLEY PARISH COUNCIL

Minutes of the Meeting of Great Bentley Parish Council Thursday 6 June 2013

Present:	Cllrs J. Hills, B. Herbert, Cllr L McWilliams, Cllr P Balbirnie, Cllr L Edwards, Cllr C Warder, Cllr G Wright, Cllr R Taylor and Cllr K Plummer
027-13/4	Apologies for absence: ECC Cllr R Lord
028-13/4	Minutes of the last meeting: The minutes of the meeting on 10 May were proposed by Cllr R. Taylor, seconded by Cllr L. Edwards and agreed as a true record.
029-13/4	Declarations of Interest: Cllr McWilliams (item 036-13/4e) and Cllr Taylor (item 035-13/4)
030-13/4	Correspondence: Items received since the last meeting have been included other parts of the agenda.
031-13/4	Information & Reports: None.
032-13/4	<p>County and District Councillors Reports:</p> <ul style="list-style-type: none"> a) County Councillor – In Cllr Lord’s absence his report was read out to the meeting. b) District Councillor – Cllr L McWilliams. She noted that she had spoken at the Planning Committee against the ECC proposal to locate a waste transfer station in A120 at north Ardleigh. Cllr McWilliams outlined progress on the TDC’s aim to address problems with the high number of houses of multiple occupation (HMO) and anti-social behaviour in some wards. Air Show arrangements are progressing well.
033-13/4	<p>Clerks Report.</p> <p>The Clerk presented his report (circulated previously) and which is attached as Appendix A to these minutes. The contents of the report were noted.</p>
034-13/4	<p>Finance Report</p> <ul style="list-style-type: none"> a) The monthly expenditure report incurred by the Parish Council was tabled. It was proposed by Cllr McWilliams, seconded by Cllr Taylor and: Resolved: to agree this monthly expenditure report. b) It was noted that that there has been no non-budgeted expenditure this month. c) The 2012/13 annual accounts circulated previously were proposed by Cllr Plummer, seconded by Cllr Taylor and approved unanimously for submission to the Audit Commission. d) Members noted the contents of the previously circulated Internal Audit Annual Inspection report making the following comments <ul style="list-style-type: none"> i) The Clerk was asked to prepare a report to future meeting showing progress on the issues raised by the Auditor. ii) Members asked that ‘financial records’ be included as an agenda item at the next meeting. iii) The Clerk was reminded to prepare an annual VAT claim.

035-13/4	<p>Village Green Working Party Report: Cllr B Herbert Chair of the Committee presented his (previously circulated) report verbally.</p> <ul style="list-style-type: none"> a) Resolved: The Clerk was asked to respond to the enquiry relating to the goalposts on the Green. b) Resolved: The Council agreed to the GBFC youth football pitches request and the Clerk was asked to respond. c) It was noted that further to comments, the grass on the access track in the allotments would be cut within a few days of the meeting. d) Resolved: that the issue of 'rats' shall be an agenda item next month e) Resolved: The Clerk was asked to write to allotment holders of plots that are not tended giving 2 weeks to tidy-up their allotment or be in danger of losing the plot and being charged for the work to tidy-up. f) Members noted the complaints received relating to the new 'Boot Camp' classes on the Green. g) The Council discussed Mr Irwin's letter dated 22 April 2013 noting his suggestions. Resolved: The Clerk to prepare a draft response accepting Mr Irwin's proposals in principal. Circulate the draft response for approval. h) The two quotes for the erection of an allotments perimeter fence were noted.
036-13/4	<p>Other Reports.</p> <ul style="list-style-type: none"> a) <u>Police Report</u>. previously circulated was noted b) <u>TDALC</u>. No report this month. c) <u>Transport Representative</u>. Mr P. Harry gave his apologies. d) <u>Footpaths</u>. Mr D. Gollifer report previously circulated. Resolved: to contact environmental services to request a dog bin. Ask to replace the one on St Mary's Rd. e) <u>Caretaker Report</u>. Members noted Mr B. McWilliams previously circulated report. Resolved: to replace Perspex on the noticeboard at Aingers Green f) <u>NAP</u>. It was noted that there is a meeting scheduled next week. g) <u>Village Events</u>. Nothing to report.
037-13/4	<p>Highway Issues: To consider highways issues and review progress relating to proposed applications for highways funding.</p> <ul style="list-style-type: none"> • Cllr Balbirnie précised his previously circulated report regarding Tye Bridge. • It was noted that Cllr Wright has submitted a LHP scheme funding request. • It was noted that Cllr Hills has submitted a LHP scheme funding request. • The Clerk was asked to liaise with Mr D Gibbons regarding a proposed LHP funding request.
038-13/4	<p>Annual Grants: To confirm the organisation's to which the Council is to provide grant funding in 2013/14. Resolved: Agreed to circulate funding budget proposal for consideration by members and the Chairs approval.</p>
039-13/4	<p>Mobile Catering on the Green: Members discussed the complaint relating to mobile catering on the Green. It was noted that this matter was delegated some time ago to Friends of the Green. Resolved: That the response should include reference that the situation will continue to be monitored.</p>
040-13/4	<p>Children's Play Area: The annual inspection report previously circulated was noted. Resolved: The Clerk was asked to circulate the quotation to complete the repair work for consideration once it has been received.</p>

PUBLIC QUESTION TIME WILL BE FOR A MAXIMUM OF 10 MINUTES AND LIMITED TO 3 MINUTES PER PERSON AT THE DISCRETION OF THE CHAIRMAN

- i) It was confirmed that a second estimate for the erection of a perimeter fence around the new allotments site has been received. It was noted that the quotation needs to clarify the VAT situation.
- ii) A request was made for another dog bin.
- iii) There was a complaint about the unkempt allotments and vermin.
- iv) A plea for 'tetra packs' facility was made. Cllr McWilliams agreed to investigate. It was noted that the existing clothing recycling receptacle will accept small electrical items.
- v) A question "Are there any allotment plots available" was asked and could we have an allotment open day? In response the Clerk advised that all the allotments have been allocated although, he is aware that some are no longer being worked.
- vi) It was noted that an item of correspondence from Mr B. Jenkins MP indicates that Great Bentley will get a replacement post box between the Green and the Railway before July 2013.
- vii) There was a request that 'Village Car Parking' is an agenda item next month

APPENDIX A

**Report of the Parish Clerk
Meeting of Great Bentley Parish Council on 6 June 2013**

1. Closure of the Annual Accounts

After a good deal of investigation and number crunching, the end of year accounts have been finalised and are being presented to members this evening (agenda item 034-13/4) for approval. I intend as an urgent matter to have the spreadsheets in which the budget information is recorded modified, in order to improve the financial records and simplify this task at 2013/14 year-end.

2. Internal Audit

The annual internal audit inspection was conducted on 1 June 2013. The report generated has been circulated to members and will be considered as part of item 034-13/4 on the agenda this evening. The audit has identified a number of recommendations. The most important being the requirement to prepare a comprehensive register of assets. The other recommendations are straight forward administrative tasks to follow good practice.

3. Children's Play Area

The annual inspection report for the children's play area was received and circulated to members. It contains a detailed assessment of the physical condition of all the play equipment.

I met with Bruce Landscapes on site to discuss the recommendations contained in the report. The recommendations of note relate to the play slide, litter bin and signage. Mr Bruce indicated that it is probably time to replace the play slide as well as a damaged litter bin and in addition erect a sign. That aside, there is merely some routine maintenance work needed.

I have asked Bruce Landscapes to prepare a quotation to complete the necessary work and have yet to receive it.

4. Highway Verge Grass Cutting
Members will have noted the email correspondence since the last meeting relating to the need to commence cutting the highway verges. This matter will be considered under the Green Report.
5. Edible Essex Allotments Funding Application
An estimate for the erection of a perimeter fence has been received and forwarded to Edible Essex for consideration for grant funding.
6. Highway Works on Heckfords Road
I remain in contact with Openreach pressing to have the rectification work to the Green completed further to complaints about the damage caused by the contractors while the highway works was undertaken.
7. The Martyrs Memorial
The work to rebuild the memorial has now been completed and the village is once again publically commemorating the martyrs.
8. Art Club
Half a dozen or so members of the local Art Club will be visiting the allotments on the afternoon of 11 June weather permitting to do some sketching.

Kevin Harkin
Parish Clerk
Great Bentley Parish Council

APPENDIX B

Monthly Expenditure Report

<u>Payee</u>	<u>Code</u>	<u>Description</u>	<u>Total (ex VAT)</u>	<u>Vat</u>	<u>Total (inc VAT)</u>
Mr K. Harkin	A010	Clerks Salary	727.97		727.97
Mr K Harkin	A017	Training, Travel & Subsistence	53.69		53.69
E.ON	L010	Energy	266.98	53.40	320.38
Talktalk	A065	CRC Rent, Equip, Maint & General Costs	41.05	8.21	49.26
Mr M. Dorling	G010	Grass Cutting/Green(inc.Gas oil for Tractor)	416.00		416.00
Mr B McWilliams	A013	Village Caretaker	86.55		86.55
Conkers Cutters	G010	Grass Cutting/Green(inc.Gas oil for Tractor)	390.00		390.00
May Gurney	L020	Call Outs & Repairs	105.42	21.09	126.51
May Gurney	L020	Call Outs & Repairs	101.72	20.34	122.06
May Gurney	L020	Call Outs & Repairs	161.74	32.35	194.09
Friends of Historic Essex	A100	Subscriptions	10.00		10.00
GBVH	A060	Village Hall Hire	21.30		21.30
TDC	B010	Play Equip.repairs & Maint/Inspections	46.55	9.31	55.86
Bellet Ltd	G040	Maint. Mowers & Tractors (incl Insurance)	1571.23	314.25	1885.48
GBVH	A065	CRC Rent, Equip, Maint & General Costs	368.88		368.88

TDALC Affiliation fee	A100	Subscriptions	15.00		15.00
SW Joinery Ltd	G070	Clock maintenance / Notice Boards/Benches	133.00	26.60	159.60
		Total Monthly Expenditure	4517.08	485.55	5002.63

**Great Bentley Parish Council
PLANNING COMMITTEE MEETING**

Minutes of the Meeting of Great Bentley Parish Council Planning Committee held on Thursday 6 June 2013

012-13/4 **Apologies for absence:** None.

013-13/4 **Declarations of Interest:** None.

014-13/4 **Minutes of Last Meeting.** The minutes of meeting held on 10 May 2013 were proposed by Cllr L McWilliams and seconded by Cllr R Taylor and agreed as a true record.

015-13/4 **Planning Applications.** To consider planning applications, the summary details of which are set out in the table below.

12/00955/FUL: Cllr G Wright tabled a copy of a letter from Mr N. Ward dated 3 June 2013. The contents of this letter were préciséd by Cllr Hills and Cllr Wright. A discussion followed with contributions from a number of members.

Planning Reference No. & Email Link	Application Details	Address/ Location	Comment
12/00955/ FUL	Erection of new workshop building for repair of motor vehicles following demolition of existing workshop and former restraint/office	Former Little Chef, Colchester Rd, Great Bentley	Proposed by Cllr P. Balbirnie, seconded by Cllr R. Taylor and Resolved to object on the following grounds. The workshop was never intended as a primarily use, intensification of the site. Intensification of the highway junction, greater noise and disturbance immediately adjacent to residential use, out of context of development in the countryside including visual impact.
13/00360/ FUL	Installation of a 13MWp solar park and associated infrastructure.	Land north of Frowick Lane, St Osyth	Resolved Not to object. The Committee wishes (a) That the construction and transportation plan ensures that the HGV routing does not go through unclassified roads and (b) that the development is not able to be seen from the surrounding countryside and sufficient landscaping is erected to ensure the visual impact is negligible.

016-13/4 **Correspondence.** Nothing to report.

017-13/4 **Planning Matters for Report.** None at the time the agenda was prepared.

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MINUTES PER SPEAKER AT THE DISCRETION OF THE CHAIRMAN

None.

The meeting closed at 7.50pm