



## LITTLE MAPLESTEAD PARISH COUNCIL

Mrs Ann Harris, Parish Clerk, The Forge, Lucking Street, Great Maplestead, Essex CO9 2RE  
Tel: 01787 462 818 littlemaplesteadparishclerk@gmail.com

### MINUTES OF THE COUNCIL MEETING HELD ON: 28<sup>TH</sup> MARCH 2017 at 7.30pm AT SCHOOL FARM COTTAGE, LITTLE MAPLESTEAD

**Present:** Cllr Bishop, Cllr Piper, Cllr Holloway  
**In the Chair:** Cllr Bishop (Cllr Holloway for item 1)  
**Clerk:** Ann Harris  
**Members of Public:** None

#### 1. ACCEPTANCE OF RESIGNATION OF CHAIRMAN AND ELECTION OF CHAIR

Cllr Caddy's resignation was accepted.

Cllr Bishop was elected Chair.

**Proposed:** Cllr Holloway                      **Seconded:** Cllr Piper

#### 2. APPOINTMENT OF CLERK

Ann Harris was appointed Clerk.

**Proposed:** Cllr Bishop                      **Seconded:** Cllr Holloway

#### 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Smith due to work commitments.

#### 4. MINUTES OF PREVIOUS MEETING.

The minutes of 17<sup>th</sup> January 2017 were approved as a correct record of events.

#### 5. DECLARATION OF INTERESTS

None

#### 6. BRAINTREE DC REPORT

None

#### 7. PUBLIC FORUM

None

#### 8. PROGRESS CHECK: CLERK'S UPDATE ON AGENDA ITEMS

Nothing to report

#### 9. OFFICERS' REPORTS

9.1 HIGHWAYS: Cllr Holloway will continue to report problems to Footpath's Warden at ECC and to monitor response/progress

9.2 OAK ROAD/SUDBURY JUNCTION FLOODING: Cllr Holloway monitoring this issue and will report to a future meeting.

9.3 POLICE/PCSO: Nothing to report at this meeting. Cllr Piper will report on Police and Crime matters at each future meeting.

9.3 OLD TRAVELLERS' SITE: Cllr Piper agreed to take on responsibility for plans for the future of this site and asked the Clerk to see if it is possible to locate the Land Registry Deeds to the site.

## **10. PLANNING**

No new applications

## **11. FINANCE**

11.1 INVOICES: One new one MD Landscapes Hedge Cutting: £132.00

**Proposed:** Cllr Bishop                      **Seconded:** Cllr Piper

And then to authorise payment via internet banking.

11.2 ADDITIONAL AUTHORISED SIGNATORY: Clerk Ann Harris to be added to Unity Trust Bank Mandate

**Proposed:** Cllr Bishop                      **Seconded:** Cllr Holloway

11.3 BANK ACCOUNTS: Current £4,166. 94, Deposit: £3,810.86

Cllr Bishop requested that the clerk provide copies of the Accounts to each Councillor before each future Parish Council meeting.

11.4 TRANSPARENCY FUND AND CODE: Agenda item for May meeting.

11.5 BLACK ROCK CHARISHARE ACCOUNT: Cllrs to discuss and agree how this money should be spent for the benefit of the parishioners. Clerk to report to next meeting on the status of this account.

11.6 RESPONSIBLE OFFICER FOR FINANCE: Cllr Piper to be responsible for overseeing Parish Council finance matters, including pay roll. The Responsible Officer for finance continues to be the Parish Clerk.

**Proposed:** Cllr Bishop                      **Seconded:** Cllr Holloway

## **12. ANNUAL LITTER PICK**

It was agreed that this would take place on Saturday 3rd and Sunday 4th June and will be advertised on the web site and in the Parish Magazine.

## **13. PLAYING FIELD**

Cllr Bishop outlined the "to do" list previously discussed by the councillors which covers both repair work and the provision of some new play equipment and confirmed the intention to have one company co-ordinate the work. The Clerk will ascertain and report back to the next meeting the amount of the grants that are available to cover this work.

## **14. BDC OPEN SPACES ACTION PLAN**

The Little Maplestead entry for the Open Spaces Action Plan lists the improvements or facilities required to the playing field, the old travellers' site and the village hall plus area to house the defibrillator. This entry was agreed by the councillors by email and has now been sent to Anna Webster at Braintree DC.

## **15. COMMUNICATIONS**

15.1 HIGH SPEED BROADBAND: The clerk will respond to Superfast Essex clarifying which postcodes are currently covered by a Broadband provider.

**Proposed:** Cllr Bishop                      **Seconded:** Cllr Holloway

15.2 PARISHIONERS' EMAIL CONTACT: It was agreed that Cllr Bishop will make contact with parishioners to establish whether their email address may be used for communication with them regarding parish council matters such as meeting agenda, minutes and surveys.

**Proposed:** Cllr Bishop                      **Seconded:** Cllr Holloway

**15.3 WEBSITE:** The councillors agreed that the content of the Parish Council website could be expanded to cover community matters and events. Cllr Bishop will consider and report back in due course.

**16. TOWN AND PARISH GOVERNANCE REVIEW**

Braintree District Council is obliged to undertake a review of community governance arrangements and therefore the Parish Council is requested to respond to a survey on this matter by the end of April. In response to the questions raised in this survey the councillors agreed that no change was required and so the Clerk will draft the council's response for review by Cllr Bishop.

**17. CORRESPONDENCE**

None

**18. AGENDA ITEMS FOR NEXT MEETING**

- Church Fete Donation
- Councillors and Clerk Training
- Defibrillator: Application for and Housing of
- EALC Affiliation
- First Responders
- Logo
- Mobile Phone Mast
- Neighbourhood watch Donation
- ROSPA
- Street Cleaning
- Transparency Fund
- Village Hall
- Village Welcome Signs

The meeting closed at 9.30pm

SIGNED (CHAIR):

DATE:

---

**THE ANNUAL PARISH MEETING and**

**THE ANNUAL PARISH COUNCIL MEETING**

The Annual Parish Meeting will be held on  
Wednesday 31st May 2017 at 7pm  
And will be followed at 7.30pm by the Annual Parish Council Meeting.  
Both meetings will be held in St John the Baptist Church (the "Round Church")  
Church Road, Little Maplestead.