



LITTLE MAPLESTEAD PARISH COUNCIL

Mrs Ann Harris, Parish Clerk, The Forge, Lucking Street, Great Maplestead, Essex CO9 2RE
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MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON: 31ST MAY 2017 at 7.30pm AT THE ROUND CHURCH, LITTLE MAPLESTEAD

Present: Cllr Bishop, Cllr Piper, Cllr Holloway, Cllr Smith
In the Chair: Cllr Bishop (Cllr Piper for item 1)
Clerk: Ann Harris
Members of Public: Two

1. ELECTION OF CHAIR

Cllr Bishop was elected Chair.

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

2. APOLOGIES FOR ABSENCE

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of 28th March 2017 were approved as a correct record of events.

4. DECLARATION OF INTERESTS

None

5. BRAINTREE DISTRICT AND ESSEX COUNTY REPORTS

None.

6. COUNCILLOR VACANCY

It was noted that there has been no request from parishioners for an election to fill the vacancy and therefore the Council will proceed with the co-option process. Cllr Bishop suggested that any parishioner who is interested in joining the Council should be requested to submit relevant details about themselves including why they wish to join the Council.

7. AGREEMENT OF COUNCILLORS' RESPONSIBILITIES

It was agreed that individual councillors will assume responsibility for progressing and reporting on certain matters of importance/interest to Little Maplestead, many of which are listed in Item 16 hereunder. Cllr Bishop and Cllr Piper will draw up a suggested list of Councillor Responsibilities for approval at the next Parish Council meeting.

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

8.1 The application has been made to the British Heart Foundation for the supply of a Defibrillator. It was noted that if this application is successful the BHF will require an amount of £600 from the Parish as a contribution to the cost of the equipment.

- 8.2 Awaiting a response from Superfast Essex regarding Broadband after clarification of relevant postcodes. In future this item will in future be considered under "Items for Discussion"
- 8.3 Reported to BDC that the Parish Council considers that no change to the present Governance is required. This item will now be dropped from the agenda.

9. COUNCILLORS' REPORTS

- 9.1 FOOTPATH'S AND HIGHWAYS: Cllr Holloway continues to be in regular contact with Essex County Council on these matters. She reported to the meeting that a new foot bridge has now been installed on the footpath between the A 131 and Stanley Hall; also that there is a footpath at Colin's farm that needs inspecting and also on Baizey land where a tree is growing through the footbridge.
- 9.2 OLD TRAVELLERS' SITE: Cllr Piper reported that he has located some of the paperwork relating to this; for further discussion at the next meeting.
- 9.3 Cllr Smith submitted his resignation from the Council due to his relocation.

10. PUBLIC FORUM

One parishioner, Mr Tony Crudginton, expressed an interest in becoming a Councillor and will submit a brief personal resume to the Clerk in due course.

11. FINANCE

11.1 INVOICES APPROVED AND PAYMENT AUTHORISED:

MD Landscapes: £312.00; Church and Playing Field: 2 Cuts each in April

EALC New Clerk's Briefing: £55.00

EALC and NALC Affiliation: £84.22

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

It was agreed that future approved payments to be made through Internet Banking will be set up by the Clerk and then authorised by both Cllr Bishop and Cllr Piper.

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

11.2 BANK ACCOUNTS: Current: £6,557.00; Deposit: £3,811.33

Black Rock: Cllr Piper to report on Status.

12. PLANNING

No new applications.

It was agreed that the Council will respond to Planning Notices from BDC only if there is an objection. However all Little Maplestead planning applications notified by BDC will be recorded in the Parish Council minutes.

13. DONATIONS:

13.1 CHURCH FETE: A donation of £150 was agreed.

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

13.2 NEIGHBOURHOOD WATCH: A donation of £50 was agreed

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

14. INSURANCE: It was agreed to continue for 12 months with brokers Came and Company/insurers Inspire for 12 months at a premium of £445.20pa. The Clerk will undertake a review of other suitable brokers and insurers and report back to a future meeting.

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

15. CORRESPONDENCE

None

16. DISCUSSION ITEMS FOR FUTURE MEETINGS:

Once Councillor Responsibilities (item 7 above) are agreed then some of the matters listed below will be considered under agenda item "Councillors' Reports" to be reported on by the appropriate Councillor.

It was agreed that the following matters will remain on the Agenda for discussion at future meetings:

- 16.1 **Broadband/Superfast Essex:** Cllr Bishop to report to next meeting.
 - 16.2 **Communications:** Including Parish Council web site. Responsibility for this this item will be assigned to a Councillor who will report to the next meeting.
 - 16.3 **Councillors and Clerk Training:** The Clerk will update councillors on her EALC training and also will investigate EALC Chairman Training days and Playground Inspection training days.
 - 16.4 **First Responders:** To be discussed at a future meeting.
 - 16.5 **Little Maplestead logo:** It was agreed that the possible redesign would be discussed again once the Council vacancy had been filled.
 - 16.6 **Mobile Phone Mast:** It was reported by a member of the public that this matter has been investigated in the past and Cllr Piper agreed to look into this.
 - 16.7 **Playing Field:** The Clerk will investigate and report to Councillors on the status of the grants that have been awarded to the Parish for the maintenance and update of equipment.
 - 16.8 **ROSPA Inspection:** This will take place in June. Cllr Piper will consider attending the EALC Playground Inspection training.
 - 16.9 **Salt Bag Partnership:** Noted that the closing date to respond to Essex County Council on this is 23rd July. Cllrs Bishop and Piper to discuss.
 - 16.10 **Street Cleaning:** Completion of the BDC Street Cleaning Agreement awaiting allocation of responsible Councillor; noted that the Agreement should be returned to BDC by 30th June.
 - 16.11 **Transparency Fund:** The Clerk will issue a status report on this fund for discussion at each future Parish Council meeting.
 - 16.12 **Village Hall:** For future discussion on possible allocation of Black Rock Account funds and also application for any possible grants which the Clerk will research.
17. **DATE OF NEXT MEETING:** Tuesday 25th July at School Farm Cottage 7.30pm

18. DATES OF FUTURE MEETINGS

The Clerk will issue a list of suggested dates for comment/agreement by Councillors.

The meeting closed at 9.30pm

SIGNED (CHAIR):

DATE: