



LITTLE MAPLESTEAD PARISH COUNCIL

Ann Harris, Parish Clerk, The Forge, Lucking Street, Great Maplestead, Essex CO9 2RE
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MINUTES OF THE PARISH COUNCIL MEETING

HELD ON: 25th July 2017

AT: School Farm Cottage, Little Maplestead

Present: Cllr Bishop, Cllr Piper, Cllr Holloway
In the Chair: Cllr Bishop
Clerk: Ann Harris
Also Present: Five Members of the Public

1. Apologies

Apologies for absence were received from Dist Cllr D Finch due to his holiday

2. Minutes of Previous Meeting

The minutes of 31st May 2017 were approved as a correct record of events

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

3. Declarations of Interest

None

4. County/District Matters

None

5. Council Vacancies: *Members of the Public were invited to leave the meeting. After some discussion the Councillors then decided to co-opt the first two applicants to apply to become Councillors. Accordingly Tony Crudgington and David Alton were co-opted to the Council.*

Proposed: Cllr Bishop **Seconded:** Cllr Piper **Agreed:** Unanimously

6. Parish Clerk and Responsible Financial Officer: Mrs Ann Harris has now satisfactorily completed the four month probationary period of her employment and it was agreed that her appointment should be made permanent.

Proposed: Cllr Bishop **Seconded:** Cllr Piper **Agreed:** Unanimously

Members of the Public were then invited to re-join the meeting.

7. Councillors' Reports/Information Exchange: Cllr Bishop tabled a discussion paper identifying the role and responsibilities which, after some discussion, was agreed as follows:

Cllr Bishop: Chair; Transport; Website; Personnel Committee; Project Co-ordinator*

Cllr Piper: Vice Chair; Finance; Neighbourhood Watch and Crime Prevention; Emergency Officer; Personnel Committee; Care in the Community.

Cllr Holloway: Highways, Footpaths and Road Safety; Village Work (Street Cleaning, Grass and Verge Cutting, Litter Picks); Grant Funding; Personnel Committee.

Cllr Alton: Village work (Street Cleaning, Grass and Verge Cutting, Litter Picks); Playing field, Safety Checks, Open Spaces Plan.

Cllr Crudgington: Playing field, Safety Checks, Open Spaces Plan; Planning.

***Projects** (including Parish Hall and Defibrillator): Involvement by all Councillors, to be coordinated by **Cllr Bishop** who may then assign a lead Councillor for each project.

8. Public Forum: Member of the Public (MOP) Mrs Jane Stone raised three matters: firstly that the speed limit of 40mph is too high for this village. Cllr Holloway agreed to investigate how and with whom a lower limit could be agreed; secondly that communication between the Council and the villagers could be improved and Cllr Bishop explained the on-going development of the Parish Council website which is currently being undertaken and also the plan to outline Parish Council activity in the Parish magazine and possibly through a village leaflet to be developed and delivered to each household. MOP Mr Steven Harris mentioned the success of a similar (RCCE award winning) leaflet project undertaken in Great Maplestead. Mrs Stone also stated that the village notice board was poorly, even dangerously, situated and there followed a discussion about possible re-siting, which was further considered by the Councillors under item 10.01.

9. Financial Report

9.1 Bank Account balances

Unity Bank Current Account:	£4,607.92
Unity Bank Deposit Account:	£3,811.81
Black Rock Account:	£4,066.86

9.2 Sums received: None

9.3 Ratification of Payments Made:

15.06.17	LMPCC :	£150.00 Donation Church/fete
15.06.17	Came and Co:	£445.20 Insurance renewal
15.06.17	Braintree Neighbourhood Watch	£50.00 Donation
06.07.17	EALC: Clerk training:	£55.00 (see separate note)
06.07.17	MD Landscapes (May: 3 cuts)	£468.00 inc vat
06.07.17	MD Landscapes (June 2 cuts)	£312.00 inc vat

10. Business Items:

10.1 Additional Notice Board: It was agreed to pursue Cllr Bishop's suggestion of one notice board, larger than the present one, to be sited by the post box. Cllr Holloway to investigate the possibility of a grant for this purpose

Proposed: Cllr Bishop **Seconded:** Cllr Holloway **Agreed:** Unanimously

10.2 Audit of Accounts: The Clerk reported that the Internal Audit of Accounts was complete and the paperwork would now be sent to the External Auditors

10.3 Black Rock Account: Both Cllr Piper and the Clerk now have the paperwork confirming the account details and the present balance (as noted under 9.1 above)

10.4 CIF and CCG Funding: The Clerk will reissue the memo outlining the current status on both grants and will report to the next Parish Council meeting on the application procedure for the next tranche of the CCG grant.

10.5 Frequency of Council Meetings: After much discussion it was agreed that for the rest of 2017 Councillors will meet informally in the months in which there is no Parish Council meeting in order to discuss but not to agree parish matters. The Clerk will issue a schedule of these meeting dates to Councillors asap.

Proposed: Cllr Bishop **Seconded:** Cllr Holloway **Agreed:** Unanimously

10.6 Defibrillator: Cllr Crudgington reported that Pebmarsh received defibrillator funding from the Community Heartbeat Trust which organisation could undertake the training in Little Maplestead.

10.7 First Responders: In future this item will be considered along with item 12.06 (Defibrillator) and not as a separate Agenda item.

10.8 Payment to Previous Clerk: To be considered in conjunction with the Transparency Fund and will be discussed at the August informal meeting of Councillors.

10.9 Mobile Phone Mast: This item will be discussed at the August Councillors' informal meeting of Councillors.

10.10 Review of:

- Standing Orders
- Code of Conduct
- Complaints Procedure

Cllr Bishop asked that all Councillors read this material before the next Parish Council Meeting.

10.11 RoSPA: As part of the Councillors' consideration of this recent report it was agreed that Cllr Alton and Cllr Crudgington will consider the necessity of the wooden gate that currently opens out on to Oak Road and will report back to the August informal meeting of Councillors.

10.12 Rural Verge Cutting: The Clerk will continue to seek a replacement for Nott of Maplestead Hall and liaise with Cllr Holloway.

10.13 Street Cleaning: Agreement with BDC now signed; payment awaited.

10.14 Training: EALC Chief Executive Joy Darby had agreed to do a "tailor-made" training session for Little Maplestead Councillors and at the August informal meeting of councillors it will be decided what items this should cover.

10.15 Transparency Fund: This will be discussed at the August informal meeting of Councillors.

10.16 Village Hall: This will be discussed at the August informal meeting of Councillors.

10.17 Village Welcome Signs: This item will be dropped from future Agendas

10.18 Website: Cllr Bishop gave an update on the work being undertaken by Consultant Steven Harris. She explained that the aim is for the web site to become a centre of information for parishioners and a first choice destination for those seeking village information if they are able to access the internet.

10.19 Winter Salt Scheme: Cllr Piper has found a large quantity of unused salt from previous years and so the Clerk will advise BDC that we do not now need a delivery for this winter.

11. Planning:

11.1 Application Decisions: None

11.2 Applications Received: None

12. Correspondence:

12.1 Bus Service changes: Noted. Cllr Bishop will report to the next meeting on this item.

12.2 Stanstead Community Consultation: Notification of the outcome awaited

12.3 Alternative Routes for the A120: Notification of the outcome awaited.

13. Items for Next Agenda:

13.1 Discussion of Flood Management and the development of a map of the ditches, dykes and streams in the Parish.

14. Date of Next Meeting: please note change from previously stated date.

TUESDAY 10th OCTOBER at 7.30pm at School Farm Cottage

SIGNED (CHAIRMAN)

DATE: