



LITTLE MAPLESTEAD PARISH COUNCIL

Ann Harris, Parish Clerk, The Forge, Lucking Street, Great Maplestead, Essex CO9 2RE
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MINUTES OF THE COUNCIL MEETING HELD ON: Wednesday 11th July 2018 AT: School Farm Cottage

Present: Cllr Piper, Cllr Crudgington, Cllr Holloway
In the Chair: Cllr Piper
Clerk: Mrs Ann Harris
Also Present: Dist Cllr J O'Reilly-Cicconi for items 1 to 5 incl.

1. Apologies

Apologies for absence were received from Cllr Alton.

2. Minutes of Previous Meeting

The minutes of the Parish Council meeting held on Tuesday 29th May 2018 were approved as a correct record of events

Proposed: Cllr Crudgington **Seconded:** Cllr Holloway

3. Declarations of Interest

None

4. Councillor Vacancy

Following discussions it was agreed to co-opt Mr Tim Bates to the Parish Council.

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

It was agreed that Cllr Piper will contact Mr Bates to confirm his co-option and then inform the Clerk. Cllr Piper asked the Clerk to report back to the next meeting on the arrangements regarding the possible appointment of additional members of the Council.

5. County/District Matters

Dist Cllr O'Reilly-Cicconi updated the meeting on some of the issues facing Braintree District Council's Planning Committee regarding the building of new homes in the area.

6. Policies and Procedures

6.1 Cllr Piper requested that the Clerk issue drafts of all the procedures remaining to be considered, along with the Complaints procedure, for adoption by the Council.

6.2 Cllr Piper will issue a draft of the Emergency Plan for consideration for adoption by the Council.

7. Progress Updates

7.1 **Playing Field Benches:** Cllr Crudgington reported on his initial discussions regarding size, siting, security and cost and will update Cllrs further at the next meeting.

7.2 **Defibrillator:** Cllr Crudgington will arrange for the erection of the posts for the two defibrillators and also for the electrician to undertake the necessary work in due course. Cllr Piper will contact the manager at the Little India Restaurants regarding arrangement for the equipment to be placed at that location.

7.3 **Highways and Footpaths:** Cllr Holloway reported that a number of footpaths in the village are overgrown and do not appear to be managed for clearance by Essex County Council. Cllr Holloway will investigate which paths should be "adopted" by ECC to enable clearance to be undertaken.

- 7.4 **Litter Pick:** The next litter pick will be arranged for the autumn after the verges have been cut. Cllr Holloway will contact the contractor Mr Doe to agree a date for this.
- 7.5 **Sudbury Road parish land:** Cllr Alton is investigating the procedure for and cost of lifting the covenant on the land. Cllr Piper stressed that no costs should be incurred on behalf of the Council until more details are available.
- 7.6 **Playing Field gate and fence:** Cllr Crudgington proposed to the Council that no change to the current gate arrangement is necessary and after discussion this was unanimously agreed by all Cllrs. However, in line with the ROSPA report, some work needs to be undertaken on some of the playing equipment and also certain areas of the play area itself. Cllr Crudgington will contact Playquip who installed the most recent equipment for a quote.
- 7.7 **ROSPA:** The comments in the report were noted.
- 7.8 **Winter Road Salt Supply:** Cllr Piper asked the Clerk to investigate whether it would be possible for ECC to supply half a ton of salt in half hundred weight lots, failing which, for reasons of a lack of storage space, the Council will not order any Road Salt this winter. Cllr Piper reminded Councillors that as required by the Council's Financial Regulations, wherever possible a minimum of three quotes should be obtained before the Council agrees to order services or equipment.
8. **Public Forum**
No members of the public were present at the meeting.
9. **Clerk's Report**
The Clerk issued to the Meeting an updated version of the 2018/9 cost budget amended to reflect the £42 uplift in the Clerk's 2018/9 salary and also the deletion of two donations (£50 to Neighbourhood Watch and £150 to the Church fete) to be replaced by one donation of £100 to the Church Flower show. These budget changes were unanimously approved. The Clerk will issue a full updated cost and income budget at the next meeting.
10. **Business Items**
- 10.1 **Banking Arrangements:** The transfer to Lloyds Bank is now fully complete. Cllr Piper confirmed that the Village Hall Account with the Nat West Bank is also operational.
- 10.2 **Black Rock** has confirmed that they will issue a cheque for £4,217.50 to be sent to the Clerk without delay. This cheque will then be deposited into the Nat West account.
- 10.3 **Grants:** the Clerk will investigate the availability of CCG and CIF grants and also the "Tesco Bags" funding for the cost of the benches referred to in item 7.1 above. The Clerk will also advise both ECC and BDC on the Council's spending plans for the £3,620 remaining from past CIF and CCG grants to the Council.
11. **Financial Report**
- 11.1 **Bank Balances**
Lloyds Bank: As at 4th July 2018 and including Receipts and Payments noted below the balance is **£13,221.92**
Nat West Trustee Account: As at 29th March 2018 the balance is **£1,140.50**
Black Rock Investment Fund: As at 4th July 2018 balance is **£4,217.50**
- 11.2 **Ratification of Payments since 21st May 2018**
Community Heartbeat Trust: £5,628.00 (Defibs)
Community Heartbeat Trust: £54.00 (VETS set up)
MD Landscapes: £252.00: Church (2) and Playing Field (1) cut in April
MD Landscapes: £312.00 Church and Playing Field cut x 2 in May
MD Landscapes: £312.00 Church and Playing Field cut x 2 in June
Roger Humphries: £50.00 (Internal Audit)
Came and Co: £291.24 (Insurance)
Jenny Bishop: £32.47 (File and litter pick leaflet expenses)

11.3 Notification of Receipts since 21st May 2018

Essex County Council: £1,295.26 (Verge Cutting)
Braintree District Council: £784.44 (Street Cleaning)
HMRC: £1,612.62 (Playing Field Equipment)
Black Rock: £100.00 (re complaint)
EALC: £198.75 (Bursary for Clerk's Training courses)

12. Planning

12.1 Applications Received:

18/00902/PLD: Dean's Hall, Oak Road: **Information only:** Application for Certificate of Lawfulness re renovation of outbuildings. **Noted that this is now approved.**

18/00933/FUL: Gallants Farm, Collins Road: Swimming pool and Landscaping

18/01017/FUL: 1 Brick Farm Cottage, School Road: Two storey extension.

Cllrs had no objections to any of the above.

12.2 Application Decisions: None

13. Correspondence None

14. Date of Next Meeting

Wednesday 12th September 2018 at 7.30pm at School Farm Cottage

SIGNED (CHAIRMAN) DATE: