



LITTLE MAPLESTEAD PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING

HELD ON: Tuesday 20th March 2018

AT: Hampers, Oak Road, Little Maplestead

Present: Cllr Alton, Cllr Bishop, Cllr Crudgington, Cllr Piper
In the Chair: Cllr Bishop
Clerk: Ann Harris

1. **Apologies:** Cllr Holloway due to husband's illness.
2. **Minutes of Previous Meeting:** The minutes of the Parish Council meeting held on Tuesday 16th January 2018 were approved as a correct record of events.
Proposed: Cllr Piper. Seconded: Cllr Crudgington
3. **Declarations of Interest:** Cllr Bishop declared a pecuniary interest in Agenda item 11.1
4. **County/District Matters:** There were no attendees or information from either Essex County Council or Braintree District Council. Cllr Bishop will contact both Cty Cllr Finch and Dist Cllr O'Reilly-Cicconi to remind each of the Little Maplestead Annual Parish Meeting and the Annual Parish Council meeting to be held on Tuesday 29th April.
5. **Parish Land:**
 - 5.1: **Sudbury Road:** Cllr Alton reported on the findings of his research into the status of the land on the Sudbury Road which is owned by the Council. The covenants that were put in place by Essex County Council when it became the property of the Parish Council do in effect render the land useless for development. However, Cllr Alton has established that the ECC is amenable to discussing the lifting of the covenants, although the ECC would then be entitled to receive 75% of the increase in the value of the land. Cllr Alton will undertake further research into this matter and report back to the Council.

Cllr Piper proposed that consideration should be given as to whether the Parish Council really needed this land since there may be obligations entailed in the ownership. A discussion then followed about the use that this land may be put to and then moved on to plans that the PCC has for the development of a Parish/Community Hall. Cllr Bishop expressed concern that the PCC are apparently progressing these plans without reference to the Parish Council which has already expressed an interest in involvement.

Cllr Crudgington expressed concern, based on his previous experience, at the cost of the upkeep of such a hall and who would be responsible for this.
 - 5.2: **Playing Field Hedge:** Cllr Crudgington suggested that, instead of a new playing field fence as had been planned, the Council could instead arrange for the repair the existing one and fill out the gaps in the hedge with a plants and shrubs. This could be more economic and less disruptive. The Council would need to assess the costs of planting and repair and then report back to ECC to explain this new approach. The plan for a new gate for the Playing Field will still be implemented and covered by the £750 which is held in Reserve from the CCG grant (see item 11.7).
Proposed: Cllr Bishop and agreed unanimously. Cllr Bishop expressed thanks on behalf of the Council to Cllr Crudgington for all his work on this matter.

6. **Emergency Plan:** Existing plan to be redrafted for discussion at the informal meeting of Councillors to be scheduled for early/mid-May.
7. **Litter Pick:** Rescheduled for Saturday 2nd June. Details to be placed on the web site and in the Parish Magazine. The Clerk will advise parishioners who have expressed an interest, by e-mail.
8. **Councillors Responsibilities – Five Year Plans:** Cllr Bishop will schedule an informal meeting of Councillors for early/mid-May (see item 6 above) to discuss these plans for formal submission to the Parish Council Meeting on Tuesday 10th July.

9. **Councillors' Reports:**

Cllr Bishop:

DaRT: Cllr Bishop reported that the bus service may cease if the cost of operation is found to be in excess of £5/head. Changes to the service will be published in the Parish Magazine as and when agreed.

Broadband: Superfast Essex will only become involved in the supply of a broadband service to any premises if County Broadband report that they do not intend to proceed.

Website: Usage is increasing.

Defibrillator: A committee has been formed to manage the installation and operation under the chairmanship of Sarah Ford. The first meeting is scheduled for 18th April and the order for the equipment will be placed with the Community Heartbeat Trust as soon as the committee is happy to proceed.

Leaflet: Cllr Bishop requested approval for re-imburement, as a Parish Council expense, of £18 that she incurred in the printing of information leaflets to accompany the recent Parish Magazine.

Agreed Unanimously: The Clerk will arrange reimbursement to the account advised by Cllr Bishop

Cllr Piper:

Neighbourhood Crime: Reported a number of instances of suspicious behaviour in the neighbourhood. The numbers seems to be on the increase and are reported to the police but the community needs to be vigilant.

Cllr Alton: Reported under item 5.1 above.

Cllr Crudgington: Reported under item 5.2 above

10. **Progress Updates** - Clerk's report:

- 10.1 **General Data Protection Regulations:** The Clerk reported on the implications for the Council of the legislation presently before Parliament, once it becomes law (anticipated to be 25th May 2018) and also on the main issues covered in the extensive toolkit on this subject published by NALC. The Council will need to obtain consent (in the form of a signed consent form) from each person whose personal details (e.g. address, e-mail address) the Council uses and stores. Furthermore, the Council must publish Privacy Statements as to the use of this material for both the public and for the Councillors and will also need to maintain an Audit Trail regarding all this information. It is likely that the Council will be required to appoint, and bear the cost of, a Data Protection Officer (who cannot be the Parish Clerk). The Clerk will issue the available information to the Councillors in the form of an e-mail and will update this as further information becomes available.
- 10.2 **Parish Insurance:** The renewal date is 1st June 2018 and the Clerk has already approached two brokers to seek a competitive premium. However the Clerk advised the Council that the two new defibrillators and the penalties associated with a breach of GDPR will inevitably increase the premium above the budgeted level of £300.
- 10.3 **PAYE Arrangements for Clerk:** This matter is under consideration by Cllr Bishop and Cllr Piper who will report in due course.

11. Business Items

- 11.1 **Closure of Unity Bank Accounts and transfer to Lloyds Bank:** The Clerk submitted the relevant paper work for signature by Cllr Bishop and Cllr Piper to effect this transfer by the end of March. Once this has happened the Clerk will request a second bank account with Lloyds which will hold the Reserve amounts for items specified in the Council 2018/9 budget and the Council meeting minutes.
- 11.2 **Closure of Black Rock Account:** In hand and the funds will be transferred to the account noted in item 11.3
- 11.3 **Nat West, Halstead Account:** The Clerk reported that efforts are being made to locate a currently authorised signatory (a past Parish Councillor) who may authorise the addition of certain of the present Parish Councillors as signatories in order to establish the balance held in this account (no records of this are held by the Council) and also to enable this account to be used for the purpose of 11.2.
- 11.4 **Co-op, Chelmsford Account:** The Clerk reported that the Co-op bank has advised that this account is now closed and no funds held there.
- 11.5 **Update on CIF 2016 Award:** £10,933.12 has been received and £9,675.74 (including VAT) paid out to cover the cost of the new playground equipment and repair. The balance will be held in Reserve pending the outcome of consideration noted in item 5.2
- 11.6 **Update on CIF 2017 Award:** The Council has been awarded and accepted a grant of £1,000 to cover the cost of a new notice board, to which cost the Council is expected to contribute £200. The grant will be paid when applied for, after the work is completed.
- 11.7 **Update on CCG Grant:** This grant of £750 is held in the Reserve to be applied against the cost of a new playing field gate.

12. Financial Report

- 12.1: **Bank Balances** as at the date of this Parish Council meeting: The Clerk reported that the two Unity Bank balances will transferred to the Lloyds Bank account as noted under 11.1 above.
 Unity Bank Current Account: **£14,992.58**
 Unity Bank Deposit Account: **£0.02**
 Black Rock Investment Fund: **£4,217.50**
- 12.2: **Ratification of Payments Made since 16th January 2018:**
 1st February: 4 payments made to EALC for Clerks' attendance at Workshop: Data Protection Briefing: **£45.00**, Understanding Annual Meetings **£45.00**, End of Year Accounting **£55.00**, and purchase of publication Local Councils Explained **£49.99**
 20th February 2018: Playquip re playground Equipment **£9,675.74**
- 12.3: **Advice of Payments Received since 16th January 2016:**
 5th January: HMRC Vat refund **£460.80**. 29th January: 2016 CIF Grant: **£10,933.12**,
 20th February: Lottery Heritage Grant **£6,785.00**

13. Planning:

13.1: Applications Received

18/00261/LBC: Installation of Broadband dish to Chimney: Hampers, Oak Road.

Cllr Bishop left the meeting at this point.

The Council had no objection to this application.

13.2: Application Decisions

Cllr Bishop re-joined the meeting at this point.

There were no application decisions to report.

14. Correspondence:

- 14.1: **Transparency Fund:** The Clerk reported that the EALC has advised that the Council has been awarded a further grant of £722.40 from the Transparency Fund to assist with the costs of the website maintenance and update and also the Clerk's salary.
- 14.2: **ROSPA:** The Clerk notification had been received that the ROSPA playground inspection will take place sometime during May/June; a copy of the notifying emails has been sent to each Councillor for information.
- 14.3: **Training:** The Clerk reported that the Council has been notified that it is due to receive a Bursary from the EALC of £198.00 in respect of the costs of the training workshops attended by the Clerk. This amount will be held in the Reserve Account to cover future training costs.
- 14.4: **Maplesteads' WWI Event:** It was agreed that the Council would make a contribution of £100 to this event.

Proposed: Cllr Piper**Seconded: Cllr Crudgington****15. Dates of 2018 Parish Council Meetings:**

These were agreed as:

Tuesday 29th May: Annual Parish meeting followed by the Annual Parish Council meeting.

Tuesday 10th July

Tuesday 11th September

Tuesday 13th November

16. Items for Next Agenda

Note that no decisions can be lawfully made under this item: LGA 1972 Section 12 10(2)(b) states that business must be specified, so Councillors cannot lawfully raise matters for decision.

16. Date of Next Meeting:**2018 Annual Parish Meeting**

to be followed by

2018 Annual Parish Council Meeting:**Tuesday 29th May 2018 at the Round Church at 7.30pm**

Signed (Chair):

Date: