



LITTLE MAPLESTEAD PARISH COUNCIL

MINUTES OF THE 2019 ANNUAL PARISH COUNCIL MEETING of Little Maplestead Parish Council Held on Wednesday 15th May 2019 at 7.30pm at: The Round Church, Little Maplestead

Present: Cllr Alton, Cllr Bates, Cllr Crudgington, Cllr Piper
In the Chair: Cllr Crudgington for item one; Cllr Piper thereafter
Also Present: Dist Cllr P Schwier
Clerk: Mrs Ann Harris
Members of the Public: None

1. **Election of Chairman:** Cllr Crudgington invited nominations for the position of Chairman. Cllr Bates proposed Cllr Piper and Cllr Alton seconded this. Cllr Piper was duly elected Chairman, unanimously.
2. **Election of Vice-Chairman:** Cllr Piper invited nominations for the position of Vice-Chairman. Cllr Bates proposed Cllr Crudgington and Cllr Piper seconded this. Cllr Crudgington was duly elected Vice-Chairman, unanimously.
3. **Apologies and reasons for absence:** Cllr Holloway was absent from the meeting for reasons of ill-health.
4. **2019 Parish Council Election**
 - 4.1 Confirmation of Results: The Little Maplestead Parish Council election was uncontested therefore all Councillors were re-elected.
 - 4.2 Acceptance of Office: All Councillors present at the meeting signed the "Acceptance of Office" forms
 - 4.3 Declarations of Interest Forms to BDC and "Nil" Expenses claim forms: The Clerk reminded the Councillors that these forms need to be completed and sent either direct to BDC or to the Clerk who will then pass the Expense claim form on to BDC.
5. **Minutes of the previous meeting** - The Minutes of the Parish Council meeting held on Wednesday 13th March 2019 were approved as an accurate account of the proceedings of the meeting.
Proposed: Cllr Bates **Seconded:** Cllr Crudgington
6. **Declarations of Interest** - None.
7. **County/District Matters**
 - 7.1 District Election Results: The election of Peter Schwier as the District Councillor for the Braintree Ward of Gosfield and Greenstead Green was noted.
 - 7.2 Dist Cllr Schwier referred to the report that he had earlier made to the APM.

- 7.3 Cllr Alton raised the matter of the Council-owned land on the A131 and the Council's investigation into siting a mobile phone mast there. Cllr Alton requested Cllr Schwier's assistance in obtaining an equitable split of revenues with BDC, should this proceed. Cllr Schwier suggested that this matter should be addressed once there was an actual deal to discuss.
- 7.4 Cllr Schwier reminded the Council that BDC takes the matter of fly-tipping very seriously and any instances of this should be immediately advised to BDC using the dedicated phone line.

Cllr Schwier left the meeting at this point.

8. Policies and Procedures

The Councillors agreed that all of the undermentioned Policies and Procedures should be re-adopted for the 2019/20 period of office

- Standing Orders
- Complaints Procedure
- Publication Policy
- Risk assessment
- Code of Conduct

Accordingly the Clerk will arrange for these Policies and procedures to be published on the Council's website.

9. Agreement of Councillors' responsibilities indicated by Councillor's initials:

- 9.1 Defibrillators and VETS Scheme: **BP**
- 9.2 Footpaths: **GH**
- 9.3 Grants: **TB (with The Clerk)**
- 9.4 Highways: **GH**
- 9.5 Mobile Phone Mast: **DA**
- 9.6 Sudbury Road land: **DA**
- 9.7 Parish Room: **BP**
- 9.8 Playing Field Facilities: **TC/TB**. Cllr Piper stated that particular attention should be paid to the demographics of the village when considering further facilities to be funded and installed in the playing field.
- 9.9 Police and Community Funded Special Officer: **BP**
- 9.10 Village Development: **TC and DA**. Cllr Piper stated that in particular this should involve detailed consideration of the next draft of the BDC strategic development plan and also matters relating to the Little Maplestead Village Envelope.

10. Councillors' (initials indicated) Reports

- 10.1 Defibrillators and VETS Scheme: **BP**. Cllr Piper reported that there would be a CPR Training session on Sat 22nd June to be held in the Great Maplestead Village Hall.
- 10.2 Footpaths **GH**. Update on this and item 10.3 will be available from Cllr Holloway at the next meeting.
- 10.3 Highways including update on Collins Farm letter. **GH**
- 10.4 Mobile Phone Mast/Sudbury Road Land **DA** Cllr Piper pointed out that the discussion about the possible siting of an additional mobile phone mast in the village has been on-going for quite a while now. He asked Cllr Alton to submit a detailed and viable plan for consideration at the next Parish Council Meeting.
- 10.5 Parish Room **BP** Cllr Piper reported that the LM PCC has now submitted the Parish Room planning application to BDC.

- 10.6 Playing Field TC/TB The meeting agreed unanimously to authorise Cllr Crudgington and Cllr Bates to make the final decision about the siting of the picnic tables and therefore the concrete bases in the Playing Field. Cllr Crudgington has reviewed the work undertaken by the Danny Page at another site and on the basis of this is happy for him to proceed with the planned budgetted railings and footpath work, probably in mid June.
- 10.7 Police and Community Funded Special Officer BP Cllr Piper reported that he will attend the "Coffee with the Cops" session to be held in Halstead on Friday 12th July and also that the local Police Officer PC Wheeler will attend the next Parish Council meeting.
- 10.8 Post Box on Gestingthorpe Road: Update from Clerk: The Clerk reported that the new post box to replace the stolen one is now in place.
- 10.9 UEA Parish Orchard Survey TB No developments or updates have been notified/ received on this project and so this item is now to be dropped from the Agenda.
- 10.10 Village Gate/Sign BP Cllr Piper will investigate costs

11. Public Forum

There was no member of the public present and therefore no public forum took place.

12. Clerk's Report

- 12.1 Grants: The Clerk recommended that the Council should pursue the CIF Grant (administrated by the EALC) for the Village Information Board, Map and the Village Gates, currently under consideration.
Proposed: Cllr Piper **Seconded:** Cllr Bates
The Calor Fund is smaller and likely to be more competitive . Cllr Piper asked Councillors to consider what might go forward to this Fund to be discussed at the next meeting.
- 12.2 Contractors: The Clerk reported that both MD Landscapes (Grass and Hedge cutting) and Jonathan Doe (Verge cutting) have held their 2017 and their 2018 prices so there is no fee increase for the current year.
- 12.3 The BDC Street Cleaning Agreement: This has been signed and returned to BDC. The revenue to the Council under this Agreement pays for the services of Jonathan Doe
- 12.4 Playground Inspection: Cllr Crudgington will contact David Bracey to arrangement for this to take place when the current work in the playing field is complete.
- 12.5 Insurance: Councillors discussed the information from Clerk which was issued separately to Councillors by email in which it was proposed, after a market review, that the Council should continue to use brokers Came and Co and the insurer Axa/Inspire, this time for a three year arrangement at a cost of £337.75 pa.
Proposed: Cllr Crudgington **Seconded:** Cllr Piper
- 12.6 Items for Parish Magazine: The Clerk explained that the Editor is keen to have news from meetings of each of the four Councils in the Parishes covered by the magazine and so the Clerk will ensure that this is an Agenda item for each PCM.
- 12.7 2019/20 Projected Spending: The Clerk will issue an up dated version for the next PCM. Cllr Piper proposed that this could include a donation of £50 to the Neighbourhood Watch which proposal was unanimously agreed.

13. 2019/20 Proposed Parish Council Meeting Dates:

Wednesdays: July 17th, September 18th, November 20th, January 15th, March 19th.

14. Financial Report

- 14.1 Annual Governance Statement 2018/9: Submitted for Approval
Proposed: Cllr Piper **Seconded:** Cllr Crudgington

- 14.2 Accounting Statements 2018/9: Submitted for Approval
Proposed: Cllr Piper **Seconded:** Cllr Crudgington
- 14.3 Bank Balances
 As at 5th May 2019 the balance of funds held at Lloyds Bank, following Receipts and Payments noted below, is **£15,823.89**
- 14.4 Ratification of Payments made since 2nd April 2019
 Md Landscapes: £156.00
 J&M Payroll: (Clerk Pay 6 months in arrears) £1,299.30
 EALC Membership: £81.98
 British Recycled Plastics for Playing Field bench: £812.16
 Paul Clark Printing: VETS info cards: £31.20
- 14.5 Notification of Receipts since 2nd April 2019
 CCGrant: £375.00
 BDC: £1,924.00: 50% of 2019/20 Precept plus distribution of surplus
- 15. Planning**
- 15.1 Applications Received:
 19/00592/ADV: 3 fascia signs and 1 A Frames Board, Turners Coaches, Sudbury Road.
- 15.2 Application Decisions:
 None
- 16. Items for next Meeting 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.
- 17. Date of Next Meeting:**

Wednesday 17th July at School Farm Cottage