



LITTLE MAPLESTEAD PARISH COUNCIL

Mrs Claire Waters, Parish Clerk, 25 Bayley Street, Castle Hedingham, Essex CO9 3DG
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MINUTES OF THE COUNCIL MEETING HELD ON 17th JANUARY 2017 AT 7.30 P.M. AT GREAT MAPLESTEAD VILLAGE HALL

Present: Cllr Bishop, Cllr Caddy, Cllr Holloway, Cllr Piper
In the Chair: Cllr Caddy (Cllr Holloway for item 1)
Clerk: Claire Waters
Also Present: District Cllr O'Reilly-Cicconi (to item 7)

1. ELECTION OF CHAIRMAN

Cllr Caddy was elected as Chairman

Proposed: Cllr Piper **Seconded:** Cllr Holloway Agreed unanimously

New Councillors signed their Declarations of Acceptance of Office, witnessed by the Clerk

Register of Interest forms for new Councillors were given to the Clerk.

Cllr Holloway will continue as Footpaths Representative, and Cllr Caddy will take over responsibility for payroll. Other representatives and working groups to be confirmed at future meetings.

2. APOLOGIES

Apologies for absence were received from Cllr Smith due to work commitments.

2.1 The Clerk submitted a written resignation from the position due to other work commitments.

Councillors accepted the clerk's resignation but were sorry she was leaving and expressed their gratitude for all her hard work and professionalism over the last two years.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of 8th November 2016 were approved as a correct record of events.

Proposed: Cllr Holloway **Seconded:** Cllr Piper Signed by the Chairman (Cllr Holloway)

4. DECLARATIONS OF INTEREST

None

5. BDC report:

District Cllr O'Reilly-Cicconi welcomed the new Councillors and explained how he supports the parish. He reports to the Parish Council at meetings about Braintree District Council news but represents all residents, not just the Parish Council. Cllr O'Reilly-Cicconi has legal expertise and can advise councils on finding money for projects. He sits on the Planning Committee at BDC and can give advice on planning but cannot give an opinion as this would be viewed as predetermination which is an offence.

The Chair of BDC Cllr Frankie Ricci is holding an evening event for all business and is particularly keen for rural businesses to attend. Cllr O'Reilly-Cicconi asked that the Parish Council contact all those business in the parish which employ staff to make them aware of the event.

The Braintree District Council Local Plan is being further delayed as the Planning Inspectorate has asked for further investigation into the concept of the "Garden Villages" which are part of the plan.

Essex County Council has now published their consultation on the A120/A12 link at a120essex.co.uk

6. PUBLIC FORUM

None.

Other payments were authorised, to be paid once bank signatories are confirmed:

17-Jan E C Waters 20 additional hours £246.40 (item from November meeting)

17-Jan BDC Election Recharge £1,157.94

Proposed: Cllr Holloway **Seconded:** Cllr Caddy Agreed unanimously

11.1 Consideration and approval of budget 2017 – 2018

Resolved: To accept the budget which takes into account the continued annual reduction in the BDC Localism Fund since 2013. This grant will be zero in 2019 -2020

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

11.2 Consideration and approval of precept claim for 2017 – 2018

Resolved: To make a precept claim of £3,136 for 2017 – 2018. This represents an increase in the parish rate on a Band D property from £23.95 to £27.54 per year, an increase of 8p per household per week. This is in light of the reduction in Localism Fund (a 33% reduction in 2017-2018) and the possible introduction of “referendum principles” to small parish councils in the coming year. If this is introduced a referendum would need to be held for any proposed precept increase over 2%. Referendum costs would be charged to the parish and would have to be recouped via the precept.

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

11.3 Review of Grass Cutting contract for 2017 – 2018

The clerk reported that the grass cutting contract with MD Landscapes was due to be reviewed at this meeting. However, in light of their invoices not being paid since September 2016 the clerk has explained the circumstances to them and they have agreed to continue with the contract for 2017. Their service has been good and they try to achieve the best results on the limited budget available.

Action: Clerk will request that the playing field hedge is cut twice a year, not three times.

11.4 Consideration of Transparency Fund reserves in preparation for decision at March meeting

Smaller Authorities Audit Appointments have confirmed that the fee for limited assurance review in 2017-2018 will be £200 for an authority with income or expenditure up to £25,000, however it is possible that Little Maplestead Parish Council can certify itself as an “exempt authority” meaning no fee will be payable.

All parishes must comply with the Transparency Code which enables “armchair auditing” by parishioners. Monthly and annual information must be made available on the parish website for parishioners to access. To meet the requirements of the code, Transparency funding of £3732.32 was awarded to the Little Maplestead in April 2016. Further grants continue to be available upon application. This money is ring-fenced for IT equipment, website, broadband, training and administration expenses required to enable Little Maplestead Parish Council to meet Transparency Code requirements.

Action: Agenda item for March meeting.

12. LITTLE MAPLESTEAD PLAYING FIELD

Decision on next steps following Community Infrastructure Fund (CIF) grant offer of £11,000 towards playing field improvements. £20,000 was applied for but the fund was oversubscribed this year.

Resolved: To formally accept the CIF funding grant and review improvement plans accordingly.

Proposed: Cllr Bishop **Seconded:** Cllr Caddy Agreed unanimously

Action: Clerk to send playing field quotes to all Councillors

13. CORRESPONDENCE TO NOTE

BDC: Requested updates to Open Spaces Action Plan before end of March 2017

Action: Clerk to forward copy of Little Maplestead 2016 entry. This is incorrect and has been reported to BDC several times, they confirm it will be corrected for the 2017 edition.

ECC: Notification of change of timetable for 89-89A bus

14. AGENDA ITEMS FOR NEXT MEETING

- Transparency Code and use of Transparency Fund grant including Parish Council website
- Updates/corrections required to BDC Open Spaces Action Plan
- Consideration of mobile phone and broadband coverage in the parish
- Update on recruitment of new Parish Clerk
- Village Litter Pick date 2017

16. DATE OF NEXT MEETINGS:

Ordinary Parish Council

Tuesday 14th March 2016

The meeting closed at 10.25pm

SIGNED (CHAIRMAN)

DATE

Date	Decision	Interest declared	Proposed	Seconded	Resolved
19 Jan. 15	Co-opting of Mr P Grocott as new Councillor until May 2015 elections	None	Cllr Wright	Cllr Cooper	Unanimous
19 Jan. 15	To close the charity and transfer funds to a more accessible account. These funds to be ring-fenced for Playing Field development or other village projects identified by residents.	None	Cllr Piper	Cllr Cooper	Unanimous
19 Jan. 15	The 2015-2016 budget was approved.	None	Cllr Piper	Cllr Wright	Unanimous
19 Jan. 15	The precept claim from BDC was approved and signed by the chairman and clerk. This represents a 0% increase in the parish precept	None	Cllr Piper	Cllr Wright	Unanimous
23 Mar 2015	To accept the lowest quotation from Richard Spence for replacement of the playground chain link fence	Cllr Cooper	Cllr Wright	Cllr Grocott	Unanimous
11 May 2015	Cllr Darkins was elected as Chairman	None	Cllr Cooper	Cllr Grocott	Unanimous
11 May	Cllr Cooper was elected as Vice-Chairman	None	Cllr Wright	Cllr Grocott	Unanimous
11 May 2015	To move Parish Council current and deposit accounts to Unity Trust Bank	None	Cllr Wright	Cllr Grocott	Unanimous
11 May 2015	To proceed with Aviva insurance quote through Came & Co as it offers best value for money	None	Cllr Cooper	Cllr Wright	Unanimous
11 May 2015	To finance the cost of the bouncy castle at village fete	None	Cllr Grocott	Cllr Wright	Unanimous
13 Jul 2015	Write to thank the children who have submitted designs and ideas for additional equipment, and investigate grant funding for playing field development	None	Cllr Wright	Cllr Cooper	Unanimous

19 th Jan 2016	To accept Mortimers' grass cutting prices for the coming 12 months, but due to pressure on budgets to ask that the Churchyard left every 3rd time, unless there are special events at the Church. NB this decision was reversed and the contract awarded to MD Landscapes 14.3.16	None	Cllr Darkins	Cllr Cooper	Unanimous
19 th Jan 2016	To increase the precept claim by 3% for 2016 – 2017. This represents an increase in the parish rate on a Band D property of 3%, from £23.24 to £23.95 per year and amounts to an increased Parish Council income of £82 in the coming year.	None	Cllr Darkins	Cllr Cooper	Unanimous
19 th Jan 2016	To remain opted in to the Sector Led Body Audit arrangements from 2016	None	Cllr Darkins	Cllr Cooper	Unanimous
14 th Mar 2016	To send a letter of support to Braintree Planning in the application for change of use of the new area of the Churchyard., asking for the application to be dealt with as a matter of urgency	None	Cllr Cooper	Cllr Darkins	Unanimous
14 th Mar 2016	To join with Great Maplestead Parish Council celebrations of the Queen's 90 th Birthday in June and to make a donation of up to £100 towards the cost of events, if appropriate	None	Cllr Darkins	Cllr Cooper	Unanimous
14 th Mar 2016	Consideration of quotes for new path at playing field to new gate Resolved: To accept the quote from A.W.E Motors & Plant hire for £1780.00 + VAT	None	Cooper	Grocott	Unanimous
14 th Mar 2016	To move regular meeting day to the second Tuesday in the month and hold Parish Council meetings at Great Maplestead Village Hall from July 2016 The Annual Parish Meeting on 9th May 2016 will be held in the Round Church.	None	Cllr Grocott	Cllr Cooper	Unanimous
14 th Mar 2016	Three written applications for the Councillor vacancy were considered. Resolved: To accept the application of Mr Josh Gray	None	Cllr Cooper	Cllr Darkins	Unanimous
14 th Mar 2016	Decision on clerk hours to be paid for 2016 financial year. To pay the clerk an additional £9.00 per month for use of home as office.	None	Cllr Darkins	Cllr Cooper	Unanimous
12 th July 2016	The Playing Field gates onto School Road continue to be left open, causing a safety hazard for children especially on bicycles. RESOLVED: To purchase clamps and padlocks to ensure gate remains closed except for maintenance.	None	Cllr Grocott	Cllr Smith	Unanimous
12 th July 2016	Following notification that Mr Josh Gray was unable to take up the vacant Councillor position due to personal commitments, the other two applicants were considered for the vacancy Resolved: To offer the vacant Councillor position to Mrs Geraldine Holloway	None	Cllr Grocott	Cllr Cooper	Unanimous

20 th Sept 2016	RESOLVED: To agree the updated Community Emergency Plan and submit to Braintree District Council Action: All Councillors will review the plan over the coming year and make notes of improvement or additions necessary for the 2017 update.	None	Grocott	Holloway	Unanimous
17 Jan 2017	Cllr Caddy was elected as Chairman	None	Cllr Piper	Cllr Holloway	Unanimous
17 Jan 2017	All Councillors present at the meeting to register as signatories to the Unity Trust Bank accounts. Change of signatory forms were completed by all Councillors present.	None	Holloway	Caddy	Unanimous
17 Jan 2017	All Councillors present at the meeting to register as signatories to the Black Rock Charishare accounts. A change of signatory letter was signed by all Councillors present.	None	Holloway	Caddy	Unanimous
17 Jan 2017	Resolved: To accept the budget which takes into account the continued annual reduction in the BDC Localism Fund since 2013. This grant will be zero in 2019 -2020	None	Bishop	Holloway	Unanimous
17 Jan 2017	Resolved: To make a precept claim of £3,136 for 2017 – 2018. This represents an increase in the parish rate on a Band D property from £23.95 to £27.54 per year, an increase of 8p per household per week.	None	Piper	Bishop	Unanimous
17 Jan 2017	Resolved: To formally accept the CIF funding grant of £11,000 and review playing field improvement plans accordingly.	None	Bishop	Caddy	Unanimous