

BELCHAMP ST PAUL AND BELCHAMP OTTEN PARISH COUNCIL
Minutes of the meeting held on Tuesday 14 May 2019 at 7.30pm
at the Community House, Belchamp St Paul

Present: Councillors Tony Money (Acting Chairman), David McKee, Stephen Nice (co-opted during Item 2188), Jill West and Dave Winslow.

In attendance: Diane Smith (Parish Clerk), District Councillor Iona Parker and 1 member of the public.

2185. Election of Chairman

In the absence of the existing Chairman and Vice Chairman it was proposed by Cllr Jill West, seconded by Cllr Dave Winslow and unanimously agreed that Cllr Tony Money should take the Chair for the meeting. It was proposed by Cllr Jill West, seconded by Cllr Dave Winslow and unanimously agreed that Cllr John Pheby should continue as Chairman for 2019-20. Cllr Pheby had previously indicated his willingness to continue in the role (see Item 2184.2) and would complete his Declaration of Acceptance of Office before the next meeting.

2186. Election of Vice Chairman

It was proposed by Cllr Jill West, seconded by Cllr Dave Winslow and unanimously agreed that Cllr Ian Paton should continue as Vice Chairman for 2019-20. Cllr Paton had previously indicated his willingness to continue in the role.

2187. Apologies for absence and Declarations of Interest

Apologies had been received from Councillors John Pheby, Ian Paton, Norman East, Robin Lock and David Middleditch and County Councillor David Finch. There were no Declarations of Interest.

2188. Co-Option to fill vacant seat for Belchamp Otten

It was agreed to consider this matter at this point in the meeting. Following the 2 May local elections, the seven seats for Belchamp St Paul had been filled but two of the four seats for Belchamp Otten were vacant. It was proposed by Cllr Dave Winslow, seconded by Cllr Jill West and unanimously agreed to appoint Stephen Nice to fill one of the two vacant seats. Cllr Nice took his seat on the Council.

2189. Public Forum - No matters were raised by the public.

2190. Confirmation of the Minutes of the meeting on 16 April 2019

Cllr Tony Money pointed out that one of the payments listed in the April Minutes (27 March 2019 for £436.82) had incorrectly been annotated as "Tractor shed doors" when it was actually "VAT". With this amendment, the Minutes were approved and were signed by the Chairman.

2191. Minutes of Belchamp Otten Annual Parish Assembly on 15 April and Belchamp St Paul Annual Parish Assembly on 16 April 2019

These Minutes were noted and would be formally approved at the respective 2020 Annual Parish Assemblies.

2192. Matters arising from the April meeting

- 1. 17/01808/VAR Land at Claredown Farm, Hickford Hill – Battery energy storage scheme landscaping commitment (Item 2173.1)** – District Cllr Iona Parker would monitor progress regarding the landscaping and the matter would be considered again during the autumn planting season.
- 2. Damage to caissons in Long Lane (Item 2184.1)** – Members were pleased to note that Nik Leeson from ECC Highways had visited Long Lane and subsequently confirmed that the damaged caissons would be repaired by mid-May.

2193. Appointment/confirmation of Council Officers and Representatives

It was unanimously agreed to approve the following positions:

Footpath Warden – Peter Hesketh Emergency Officer – Cllr Norman East
Tree Warden – Cllr John Pheby Community House Trustees (ex officio Chairman) – Cllr John Pheby

2194. Adoption of Standing Orders, Financial Regulations and Code of Conduct

It was unanimously agreed to adopt these documents.

2195. Appointment of Responsible Financial Officer and Internal Auditor / Confirmation of Bank Account signatories

It was unanimously agreed that Cllr Tony Money should continue as the Council's Responsible Financial Officer and that Peter Clayton should continue as the Council's Internal Auditor.

The bank signatories were confirmed as Cllrs Tony Money, John Pheby and David Middleditch (any two Councillors to sign).

2196. Essex County Council / Braintree District Council

1. Essex County Council – No report had been received from County Cllr David Finch this month.

2. Braintree District Council – District Cllr Iona Parker reported on the following BDC matters: the District Council elections had resulted in 34 Conservative Councillors, 6 from the Green Party, 2 Labour and 7 Independent Councillors. The Leader of the Council would be appointed at the AGM on 21 May. In the last 12 months BDC had removed 565 fly tips, dealt with 281 noise complaints, provided grant funding totalling £700,000 to small businesses and approved 1271 planning applications (target figure 761). BDC's big focus would be on the delivery of housing and economic development going forward (including a new health centre in Sible Hedingham where BDC were currently working with doctors and the CCG).

2197. Finance

1. The Income and Expenditure List was approved as follows:

	In (£)	Out (£)
12 April Wayleave	12.22	
15 April E-On (Playing Field Management Committee)		13.02
23 April Transfer	13.02	
26 April BDC Precept for 2019-20 – First instalment	2041.00	
29 April EALC – Annual subscription		171.59
29 April Diane Smith – Clerk's salary/expenses		175.41
2 May HMRC – VAT refund	473.11	

Bank Current Account balance on 2 May 2019 was £7684.37. Deposit Account balance £15,810.99. Playing Field Management Account balance £7507.47.

2. Approval of 2018-19 Annual Governance Statement

Members noted the Audit Report from Peter Clayton.

It was proposed by Cllr Jill West, seconded by Cllr Dave Winslow and unanimously agreed to approve the Annual Governance Statement for 2018-19. The document was signed by the Chairman and the Clerk.

3. Approval of 2018-19 Annual Accounting Statements and the Audit Exemption Certificate

It was proposed by Cllr Jill West, seconded by Cllr Dave Winslow and unanimously agreed to approve the Annual Accounting Statements and the Audit Exemption Certificate for 2018-19. The Chairman signed both documents. Members noted that the Councils accounts would be available for public inspection from 17 June to 26 July 2019.

2198. BDC Local Plan

Members noted that BDC work on the revisions to the Local Plan was ongoing.

2199. Playing Field Management Committee

1. Play equipment improvements – Section 106 funding application – Members noted that the Section 106 funds would be held by BDC for a period of up to 10 years from 2015. This matter would be considered by the PFMC at their next meeting.

2. Tractor shed – Members noted that the remaining materials for the tractor shed doors would be collected by Cllr Dave Winslow so that the work could be completed shortly.

2200. Condition of trees on Cole Green

The Clerk had met a local tree surgeon, Graham Nicholl, and he had inspected all the mature trees on Cole Green. He had advised that one Chestnut tree required urgent attention because of a fungal infection and two further Chestnut trees had evidence of infection but to a much lesser extent. He recommended that the Council should budget for felling the worst affected tree during the current financial year, ideally during the winter season when the tree would be dormant.

Members agreed that the Clerk should check if the tree was subject to a TPO and make an application to BDC for approval to carry out the recommended works within the Conservation Area. Quotes would also be requested from at least 2 local tradesmen to remove the Chestnut tree.

2201. Parish Council Election on 2 May 2019

1. Completion of Forms - All those Councillors present had completed Acceptance of Office forms, and also confirmed their authority to receive PC documentation via e-mail. Declaration of Members Interest's forms and Election Expenses forms had been submitted to BDC.

2. Co-option – Cllr Stephen Nice had been co-opted earlier in the meeting (see Item 2188). Cllr John Pheby would confirm if any other previous Councillors were interested in being co-opted. If not the

second vacancy for Belchamp Otten would be advertised on the website, notice boards and village magazine.

2202. Police contact

The Clerk reported that she had been receiving regular communications from the Community Police Team at Braintree offering to support and engage with the rural communities. The Police had offered to attend local events (fete / car show) and also PC meetings. They had also agreed to carry out a speed check in BSP to support the local Community Speedwatch Group. Members welcomed this interaction and the Clerk would invite attendance at the BSP Fete and Car Show.

2203. Highway and Footpath matters

1. P3 Group - Members noted that the P3 Group had been unable to arrange any working parties in recent weeks because of a delay in receiving permission to undertake the next tranche of works from ECC. However a working group had now been arranged for next week.

2204. Correspondence

Members considered the Correspondence List which had been circulated by the Clerk. They noted the ECC Consultation on Concessionary Bus Passes on Park and Ride services, the latest Highway Highlights newsletter and the initial notification of the 75th Anniversary of VE Day on 8-10 May 2020.

2205. Planning applications and decisions

1. Applications - Members considered the following new applications but agreed to make no comment:

- 19/00102/TPO – Mulberry House, Vicarage Road, BSP – Removal of one branch (T1) growing into road and power lines and one branch (T2) growing into road.
- 19/00793/COUPA – Clare Downs Farm, Hickford Hill – Prior approval for proposed change of use of agricultural barn to one dwelling (INFO ONLY – NO COMMENT REQUIRED).

2. Decision - Members noted the following planning application decision:

- 18/02239/FUL – Hole Farm, Knowl Green – Development of 3 free range poultry units together with associated access, ranging area, landscaping and biomass generator. GRANTED.

2206. Public Forum

No matters were raised.

2207. Urgent matters and future Agenda items

- 1. Dog poo on the Green near the Primary School** - Members noted that a resident had complained about the amount of dog excrement on the Green outside the Primary School. This was not only unpleasant but caused a potential health hazard for the school children. Members shared her concerns but accepted that PC powers were limited. Further signs would be sourced and erected in the area to highlight the problem and request that dog owners act responsibly and 'pick up' after their pets. An item would also be placed in Rural Rumbings.
- 2. ECC Verge cutting order for 2018-19** – Members noted that the Order had been received from ECC earlier that day.

Next meeting

The meeting closed at 8.25pm

The next Council meeting will be held on Tuesday 2 July 2019 in The Community House, Belchamp St Paul at 7.30pm

Signed: (Chairman)

2 July 2019