

# Little Bromley Parish Council

Minutes of the Extra Ordinary Meeting of the Parish Council held on  
Thursday 22nd August 2013 at 7.30 pm at The Haywain, Little Bromley

In attendance: Councillor K. Hatch  
Councillor S. Candy  
Councillor A. Spall

approx 7 members of the public

## 1. **Apologies for absence**

Councillor Steve Wilcox has sent a note to say he would not be attending.

In the absence of a Chairman for the meeting, Sarah Candy was proposed by Anita Spall and seconded by Ken Hatch to Chair this meeting. Sarah Candy then proceeded to explain why this extra ordinary meeting was being held.

## 2. **Election of Vice Chairman**

Following the resignation of Bob Middleton, we need a new Vice Chairman. Sarah Candy indicated that she would be willing to take on this role, so was proposed by Anita Spall and seconded by Ken Hatch. Sarah Candy formally accepted the position as per the legislation.

## 3. **Members Interests**

No interests were declared.

## 4. **Public Participation**

Concerns were raised about the damage to the Jubilee Tree - which appears to have been run over by a vehicle and the 2 footpath signs (Chequers Road and near the Rectory) which have been sawn down. This should be reported to the Police.

**Action: Sarah Candy, Acting Chair, will write to the Police and ask that they attend the next meeting of the Council**

It was also reported that a Slow sign has been put up on the wrong side of the road near the Memorial

**Action: Sarah Candy will report this to the County Council**

## 5. **Allocation of Points from 1st August meeting**

Item 16 from Draft Minutes. Internal Auditor

**Action: Sarah Candy to add to the next Agenda**

Item 9 from Draft Minutes. Planning Applications

It was proposed that the Draft Minutes of 1st August are accepted as our Planning responses. This was proposed by Anita Spall and seconded by Ken Hatch.

Unanimous vote that these are accepted as correct for our planning responses.

Item 11 from Draft minutes - Carringtons Reservoir  
Sarah Candy will produce a report as there are concerns over Highways  
**Action: Sarah Candy to write a report**

Item 19 from Draft Minutes - Dog Bins  
**Sarah Candy to Action with Tendring D.C.**

Item 21 from Draft Minutes - Expenses  
All Cheques have been sent off and paid

#### Code of Conduct

Sarah Candy formally resolved to remove the paragraph at the top of Page 2 which says "the Clerk to the Council will decide if you can stay or not and if you stay, if you can contribute to the discussion and decision"

#### Changes to Standing Orders

- 1.1 Paragraph removed
- 3.2 Published on the Notice Board has been added
- 3.2.1 Chairman or Vice Chairman may convene a meeting
- 3.5 and 3.6 have been rewritten
- 3.6 Any member of the Council may add items to the Agenda and any member of the public has the right to have things added to the agenda with appropriate notice
- 3.7 has been removed
- 3.8.1 has been removed
- 3.8.2 has been removed
- 3.13 Draft minutes will be available within 2 weeks of a meeting
- 3.14 Wording has been changed to include disclosable pecuniary interest
- 3.15.1 Wording changed - Clerk removed
- 3.18.3 Wording changed - Internal Auditor to be appointed at the Annual Meeting
- 3.19.3 Cheques will be signed at Council meetings
- 3.21.2 Values of orders from £50 - £2000 will need 2 quotes
- 7 Clerk to the Council - this needs a complete rewrite
- 8 has been removed
- 9.1 - 9.3 have been removed
- 11 - Power of Well being - removed
- 12.1 Rewording - reviewed annually at the AGM
- Note 1 and Note 2 have been removed

Proposal to adopt revised Standing Orders - Proposed by Ken Hatch - seconded by Sarah Candy - unanimous decision

7. **Interim Arrangements for Clerk's duties and appointment of Acting Clerk**  
Anita Spall proposed Sarah Candy as Acting Clerk and Responsible Financial Officer (RFO) - seconded by Ken Hatch

Sarah Candy proposed we set up an Email address for Lt Bromley Parish Council from which only the Clerk (Acting or otherwise) can send from it but that all Councillors can read the emails. All correspondence from this email address will be printed off, bagged up and passed around.

**Action: Anita Spall to set up an email account**

Website to have new Acting Clerk's details added

**Action: Anita Spall to inform website host**

Tendring Council to be informed that Sarah Candy is now the Acting Clerk to Lt Bromley PC

**Action: Sarah Candy to inform TDC**

Sarah Candy will produce the Agenda

Anita Spall will produce the minutes

Sarah Candy suggested an Agenda Item for 12th September meeting - that we record the meetings for the minutes

8. **Permanent arrangements for Clerk to include review of budget allocation**

Sarah Candy formally moved that Lt Bromley can't afford a Clerk

It is suggested we find a Volunteer from the Village who would be willing to help with the administration of the Parish Council. An advert will be placed in the Messenger.

**Action: Sarah Candy to place advert by 14th September**

9. **Casual Vacancy update**

It was explained that an election has been called. The names of the 10 people who called the election were read out and it was noted that 3 of the names were recent Parish Councillors.

It was explained that to have Poll Cards will cost the Village £327.43

It was formally resolved that we will not have poll cards for the forthcoming election

The election is being called for 10th October and will be published on the 5th Sept  
Friday 6th - Friday 13th September is the date for nominations

11. **Public Participation**

It was stated that the May Minutes have not been put up on the website

Action: Sarah Candy to put on the next Agenda

Concern was raised that if the meetings are recorded that the tapes are not kept for future use - it was agreed that tapes will be destroyed after the minutes are agreed

A member of the Public read out a statement regarding the Chairmanship of the Parish Council

“it is obvious to all that you have made the P.C. very unpopular through your style of Chairmanship, your inability to budget and the expectation that any amount in the funds is elastic. I would ask you to also stand down by resigning from this P.C.”

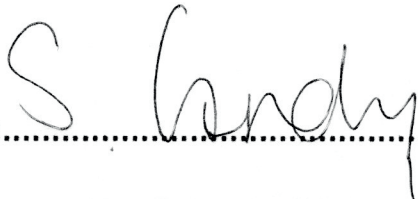
This was voted on

Six people voted in favour of the comment being forwarded to the Chairman and one voted against.

The Vice Chairman, in the Chair for the meeting, agreed to forward the comment to the Chairman.

The meeting closed at 8.40pm

Minutes approved as a correct record and signed at PC meeting on 12th September

A handwritten signature in cursive script, appearing to read 'S. Gandy', is written above a horizontal dotted line.

Vice Chairman Little Bromley Parish Council

Dated 12th September 2013