

Little Bromley Parish Council

DRAFT MINUTES

Minutes of the Meeting of the Parish Council held on
Thursday 12th September 2013 at 7.30 pm at The Haywain, Little Bromley

In attendance: Councillor S. Candy (Vice Chairman)
Councillor K. Hatch
Councillor A. Spall

approx 8 members of the public

1. **Apologies for absence**

Steve Wilcox sent his apologies

2. **Members Interests**

Anita Spall declared a non pecuniary interest for Item 11 as Chairman of the Amenities Committee. Ken Hatch declared a non pecuniary interest for Item 11 as a member of the Amenities Committee and Sarah Candy declared a non pecuniary interest for Item 11 as the Amenities Group Auditor.

3. **Public Participation**

A request has been made to have a Village Bottle Bank located in the car park of The Haywain (which the landlord has agreed to). This will be investigated by District Councillor Stock.

An email was received reporting that shooting had been carried out in 2 fields bordering houses along Shop Road, on a Saturday, a couple of weeks ago. This shooting had caused a nuisance. It was agreed that Anita Spall would contact the farm manager and ask if consideration could be given to shooting near the houses - possibly a minimum distance from the houses.

4. **Minutes of the meeting held on Thursday 1st August 2013 and the Extraordinary meeting held on 22nd August**

The minutes of 1st August were agreed and signed as a correct record

An amendment was proposed for the minutes of 22nd August - item 7. Interim Arrangements for Clerk's duties and appointment of Acting Clerk to include "and Responsible Financial Officer (RFO)" after Sarah Candy as Acting Clerk - this was agreed and will be actioned before the minutes are sent to the website

5. **Matters arising from the minutes**

Before this matter was discussed, Sarah Candy wished to add a note. She explained that, due to the Chairman requesting an addition to the Agenda, the agenda was not published giving 3 clear days' notice. As we are not making any spending decisions, this oversight is therefore, in her view, of minimal risk to the Council.

1st August - Independence Test - Internal Auditor

Sarah Candy explained that a letter had been received from the previous Internal Auditor and she did not feel comfortable reading out the contents of this letter as she could not confirm the statements it contained. However, to clarify the comments made at the 1st August meeting for the sake of the previous Auditor, the public who attended the meeting and the Councillors were asked to confirm that the minutes of that meeting were correct. This was confirmed.

The competence of the previous Auditor was never in question.

Sarah Candy read out some guidance from the NALC and again it was decided that the original decision of not passing the independence test was correct. It was again confirmed that there had been no discussion about the competence of the previous internal auditor.

Carrington Reservoir update

It was reported that the appeal was heard and dismissed. This planning application is unsuccessful.

Footpath Warden

It was confirmed that Mark Ashmore has resigned this position.

A120

Correspondence from Bernard Jenkin was read out.

Dog Bins

TDC have been notified that we require 1 extra bin.

22nd August Minutes

Vandalism and damage

Police have been notified. Local police not able to attend meeting tonight.

Slow Sign

County Councillor has been notified

Email account - this has been set up. It seems that correspondence is still not being sent to the Acting Clerk. It was reported that there had been a locality meeting to which members of Tendring District Association of Local Councils had been invited. Many Parish Council's were represented but not Lt Bromley although fortunately Councillor Candy was there in another capacity and was able to represent us. Many of the PCs present reported that there was a communication problem with Highways.

Sarah Candy will notify Essex Association of Local Councils and Tendring District Association that she is now acting Clerk. Steve Wilcox to be asked to forward any correspondence.

6. Reports

District Councillor Stock reported that a boundary review will be undertaken to reduce the number of Councillors in the Tendring area. Also that a boundary review needs to be carried out between Colchester and Ardleigh with the possibility of a greenbelt being formed.

7. Accounts

1 member of public raised the issue of the precept amount and the fact that this second election will cost in the region of £30 extra for every household. Sarah Candy explained that we are trying to avoid raising the precept by savings on the Clerks salary, training and expenses. The first election cost will be met from this year's precept.

It was further stated that of the 10 residents who signed for October's election, they were all ex-Councillors who had resigned, the ex-Clerk or their families.

The member of the public felt that the £1500 cost could have been better spent on the Village. Another member of the public asked where the Chairman was and felt that as he had originally set the date for this meeting he should attend. It was noted that there has been no correspondence received regarding the Accounts. The bank statements have not been seen so a figure for the bank account could not be accurately given.

8. **Recording of meetings**

It was decided not to record meetings at the moment. Proposed by Anita Spall and seconded by Ken Hatch - unanimous decision.

9. **Footpaths - to appoint a new footpath warden**

In the interim, Sarah Candy will take on the role. It was again reported that complaints had been received regarding the state of the footpaths around Little Bromley. A working party will be set up to sort these out.

10. **Appointment of Internal Auditor**

It was noted that the previous Auditor does not seem to have been appointed by the Council. It was reported that a member of the public has offered their services as Internal Auditor. It was decided to set up a working party of all Councillors to come up with proposals to be put to the next PC meeting setting out an internal audit plan and a recommendation of who to appoint clarifying whether they passed the independence and competence test. Date of this to be confirmed.

11. **Update of Little Bromley Fireworks Display**

Councillor Spall reported that the Risk Assessment has been carried out and copies were passed to all members of the working party from both the Council and the Amenities Group. Once this is agreed it will be passed to the Insurance Company. **Anita Spall to action.** Ken Hatch and Brian Conner are booked on a Fireworks Safety Course on Sunday 15th September and the fireworks have been purchased.

12. **War Memorial**

The history of the War Memorial repairs were gone over. There is money left over in the bank account but no one was sure how much. There was also a Surveyors report carried out in the past.

Action: Councillor Candy to ask Steve Wilcox for the Surveyors report and details of the bank account amount

It was suggested that a working party is set up of all Councillors to plan what we need to do. Grants will be looked at. The working party to report back in November.

13. **Draft Minutes of AGM and Annual Assembly**

The draft minutes are to be put on the website. It was noted that in the minutes under the bank signatures Councillor Middleton was the third signature. It was proposed by Anita Spall and seconded by Ken Hatch that Sarah Candy be the third signature on the bank account.

Action: Sarah Candy

14. **Correspondence**

The police report was noted as was the invoice for the election. An email was received from the TDC Tree Warden offering 50% grants to Parish Councils. The Lt Bromley Tree Warden to give this consideration although it was noted that the Council doesn't have the funds.

15. **Public Participation**

A member of the public wanted to know what has happened to the discussions re the Bus Shelter and the £3500 grant that was available. It was explained by Councillor Hatch that the grant ran out in April. Also that the land that was being proposed for the Bus Shelter did not belong to TDC - it was housing association land belonging to the Council houses and therefore the bus shelter cannot be sited there.

Action: Sarah Candy will contact Essex Highways and ask whether there is any land that could be suitable for a Shelter.

Another member of the public stated that when the last Internal Auditor was appointed there should be existing documents making the appointment so there would be no need to create a working party to create these procedures. This would be checked.

It was brought to the public's attention that the Standards complaints brought against Councillors Hatch, Spall and Candy have been thrown out.

16. **Date of next meeting**

14th November 2013 where the precept will be set.

Meeting finished at 8.46 pm

Draft Minutes signed and approved as a correct record

Anita Spall

S. Candy

K E Hatch

dated 25th September 2013