

# Little Bromley Parish Council

## MINUTES

Minutes of the Meeting of the Parish Council held on  
Thursday 14th November 2013 at 7.30 pm at The Haywain, Little Bromley

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

approx 10 members of the public

### 1. **Apologies for absence**

There were no apologies for absence. Sarah Candy welcomed Councillor Knott and confirmed that his Declarations of Interest have been signed and registered with the Monitoring Officer and the Declaration of Acceptance was signed and all documents were available to see on the table.

### 2. **Resignation of Chairman and election of new Chairman**

It was resolved at the last Council meeting that Sarah Candy would be put on the bank account as a signatory and Bob Middleton would be removed. The bank mandates were prepared and ready for the Chairman to sign but instead he refused to sign and resigned as Chairman and as a Councillor. The refusal of the former Chairman to sign the paperwork has caused great difficulties. We have managed to stop correspondence being sent and put a stop on the Account.

#### 2.1 **Election of New Chairman**

Sarah Candy nominated Councillor Roly Knott to be Chairman. Anita Spall seconded the nominations - all Councillors voted in agreement. Councillor Roly Knott is the new Chairman. Roly thanked the Council for their confidence and accepted the position.

#### 2.2 **Vacancy on the Council**

Sarah Candy updated the meeting on the process of electing a new Councillor. If no election is called by Friday the 15th November then the Council can go through the process of co-opting another Councillor. The Council will need to meet again to agree the process of co-option.

#### 2.3 **Resignation of Vice Chairman**

Sarah Candy explained that she would like to stand down as Vice Chairman as she was already acting as Clerk. Anita Spall proposed Ken Hatch as Vice Chairman and this was seconded by Sarah Candy - unanimous vote in favour of Councillor Hatch as Vice Chairman.

### 3. **Members Interests**

Sarah Candy, Anita Spall and Ken Hatch declared a non pecuniary interest in item 7.8.

#### 4. **Public Participation**

A member of the public has been asked by the PCC of Great Bromley if the Council intend paying the £300 for grass cutting. Council agreed they would pay the full amount of £300 this year when they have access to the Accounts. The amount will be reviewed in future years.

#### 5. **Reports**

Councillor Stock gave a report. First he congratulated Roly on his appointment as Chairman. It was reported that the Code of Conduct Committee are reviewing the Code and how members deal with complaints against Parish Councils. It is being suggested that a sub Committee is set up and complaints should be heard by other Parish Council members.

£34m of funding has been obtained towards sea defenses at Holland on Sea.

2nd dog bin in Little Bromley has been signed off and is in position in Ardleigh Road.

Councillor Stock reported that there were 3-4000 members of public at the Remembrance Service in Clacton.

Sarah Candy added that the service in Little Bromley was well attended but was missing the Bugle - Clacton timed their service with the radio and perhaps that is something that could be explored next year.

#### 6. **Minutes of the Meeting held on 12th Sept 2013**

Sarah Candy moved that these be approved as a correct record this was seconded by Ken Hatch and agreed by all Councillors.

#### 7. **Matters Arising from the Minutes**

##### **7.1 Pigeon Shooting**

We have had a response from the Farm Manager at Tabor Farms but this was felt to be unsatisfactory. Councillor Knott offered to have an informal chat about the shooting with the Manager to see if something can be agreed i.e. how many times a year this will happen and perhaps request more sensitivity on timing.

##### **7.2 Village Bottle Bank**

A bottle bank is now situated in the Car Park of the Haywain Pub for Village use. It was requested by the Landlady that its use is timed to coincide with pub opening hours. It was felt that it would be worth trying to get some money back for the pub for allowing the bottle bank to be sited there and this would be explored by the District and County Councillor.

##### **7.3 Dog Bins**

It was reported that the dog bins are now on a weekly collection. If there are any problems then the public should contact the Council and it will be chased up.

##### **7.4 War Memorial**

A working party was set up to explore the repairs. Ken Hatch has been put in charge of this. Members the public are invited to register their interest in helping with the work which is envisaged to start end February/beginning of March. This request to be put in the next Messenger as well.

##### **7.5 Bank Mandate**

Roly thanked Sarah Candy for all her work as Clerk. It was explained that we can now get the bank account opened as we have elected a new Chairman. Sarah Candy recommended that all Councillors are nominated to sign cheques. It was explained that its not best practice for the Acting Clerk to be a signatory but acceptable in an emergency situation.

Ken Hatch proposed that all Councillors to sign cheques Roly Knott seconded - unanimous vote in favour.

Sarah Candy proposed that the Standing Order that says cheques can only be signed at meetings be suspended until the next ordinary meeting. Ken Hatch seconded - unanimous vote in favour.

## **7.6 Bus Shelter**

Sarah Candy will continue to investigate whether there is any Highways land where this can be situated.

## **7.7 Previous Internal Audit Plan**

It was reported that having looked through the records that we do have, there is no record of any previous Internal Audit plans

## **7.8 Fireworks**

It was reported that this event had been very well attended - in excess of 300 people. Everyone who had helped to put this event on were thanked.

## **7.9 Response to call for help with admin through the Bromley Messenger**

It was reported that 2 people had come forward to offer their help as Volunteers. Council agreed to meet with them and explore how they can help with the Council's admin.

## **7.10 Donation of Stationery**

Peter Longhorn was thanked for his donation of 5 reams of paper this was much appreciated.

## **8. Appointment of Internal Auditor: to consider the report on Internal Audit following the Working Party Meeting**

Following the Working Party meeting, Council recommends that William Marshall be appointed as our Internal Auditor. It was reported that Mr Marshall meets the Independence and Competence test. We need to make sure that safeguards are in place to make sure that hand over of Council documents goes smoothly and that we can safeguard the Council's financial integrity. We must make sure that if a new Council is elected in 2015 that they won't be in the position that this Council has been left in. Anita Spall proposed that Mr Marshall is appointed as Internal Auditor, Ken Hatch seconded - unanimous vote in favour.

## **9. Footpath Warden**

Robert Barrett has offered to take over the position of Footpath Warden. Sarah Candy proposed this be accepted Anita Spall seconded - unanimous vote in favour.

## **10 Planning**

### **10.1 Appeal**

It was reported that an appeal has been lodged for the house on Corner of Shop Road next to the Old School.

### **10.2 Braham Hall Bungalow Bentley Road**

We were not in a position to put comments in as we are out of time. The application was sent to the previous clerk and was not forwarded to Sarah Candy, but instead was returned to sender.

## **11. Budget review - Accounts & Payments**

The Budget has been reduced to £2000 for next year. Sarah Candy commended the Budget to Council. Unanimous vote in favour of budget.

It was suggested that the Street Light in the Village could be turned off to save money. It was originally put in for the phone box but as that is no longer there the light serves no purpose. This will be put into the Messenger for responses. We could also ask the Housing Authority if they would like to take over the running of this street light.

The bank account was discussed and there is a discrepancy between the amount in the Account and the amount according to the cheques that have been drawn.

Sarah Candy proposed that all outstanding expenses (rent, donations, election expenses) be paid as soon as we have access to the bank account. Anita Spall seconded - unanimous vote in favour. Sarah Candy will pay immediate expenses out of 'petty cash'.

The question was put “what are we going to do about our missing PC Correspondence.”

Sarah Candy explained that she has been advised that the Council can seek a court order to get the missing correspondence back. A decision was made to write to the ex Chairman and ask if he knows where the missing correspondence is. If he does not, then TDC will be asked to help us locate this. Roly Knott offered to write this letter. It was also suggested that the ex Clerk, Mrs S Shute and ex Councillor Mr Robert Middleton should also receive a copy.

## **12. Speeding through Village and enhancements to entrance to Village**

A member of the public had looked at the costs of financing a speed activated sign as another member of the Village has offered to put some money towards it. The costs were felt to be higher than could reasonably be funded by ourselves. Councillor Guglielmi will put this scheme forward to Essex Highways.

It was suggested that Flowers to the entrance of the Village would be welcoming. Roly has offered to make some troughs and these will be positioned at the entrances. Residents will be asked to water these. Roly will ask Deans Nursery if they would consider selling some compost at cost.

## **13. Recent Power Outage and Emergency Planning**

A working party will be set up to explore ways in which the Council could offer help to vulnerable people in the Village who are affected by power outages in the Village especially those on well water. It is suggested that they could be given a point of contact and help will be provided supplying water etc

## **14. Local plan and land allocation**

It was explained that there will be a need to build 2 houses in the Village in the next local plan. There are issues in the Village with the scrapyard in Bentley Road and it was suggested that this land could be put forward to be included in the next local plan. This scrapyard is a real nuisance in the Village with pollution and noise and it is felt this site cannot be ignored and that this is one way of dealing with it. Carlo Guglielmi to look into the misuse of agricultural land following a letter that the PC must send explaining how the land is misused. Ken Hatch asked if he should declare an interest - it was felt this was unnecessary.

Sarah Candy explained that we would have to request a policy that would allow the whole site to be brought forward for development but allow a maximum of 2 houses only. This would make sure the land fell under planning controls.

Council to write to Councillor Guglielmi to request that this land be included in the Village Envelope and this policy be included. Sarah Candy to draft letter. Unanimous vote in favour.

In the meantime it was explained that the Scrapyard must have a licence to operate and this will be investigated.

## **15. Correspondence**

The correspondence the Council received was available to view.

Councillor Guglielmi was asked if he would like to give a report as he was delayed.

A new service has been introduced allowing County Council members to discuss highways issues face to face with the Highways authority. Parish Council Chairmen can be invited along if there are any issues in their ward.

If Lt Bromley have any issues with Highways than Councillor Guglielmi will pass these on.

A scheme to help needy families has been set up and furniture can be donated - the number is 0300 7900124 if anyone has anything they can donate.

**16. Public Participation**

A member of the public said that whilst they liked seeing their Council tax come down, they expressed the opinion that if the budget was cut to £2000 that there might not be enough money to pay for any courses or expenses. They also felt it was unfair with all the work Sarah had put in that she wasn't getting paid for any of it. Roly explained that Sarah was happy to be a volunteer. It was explained that this Council did not intend to claim expenses but that if it was felt necessary to go on a training course then there should be enough money for that as a contingency had been built in.

Another member of the public reported that they had been stopped by one of the ex Councillors and told to put their dog on a lead on the footpaths and that this was a requirement. The footpath warden stated that the only requirement is that dogs should be under Control and do not need to be put on leads.

A collection tin for the Philippines disaster is going to be put on the bar at The Haywain - and the proceeds will either go to the Red Cross Appeal or someone suggested that there is a local organisation that is supplying tents and this will be researched.

**17. Date of next meeting: 16th January 2014**

The meeting closed at 21.43

Final minutes approved for publication on 14th March 2014

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S. Pandey  
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Anita Spall  
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K E Hatch  
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