

Little Bromley Parish Council

Minutes of the Annual Meeting of the Parish Council held on
Tuesday 8th May 2012 at 7.30pm at the Haywain Public House, Little Bromley.

In attendance:-

Councillor S Wilcox - Chairman
Councillor Middleton - Vice Chairman
Councillor Hatch
Councillor Ashmore
Councillor Christmas
Mrs S Shute Clerk
6 members of the public.

12 12/13 Introduction and Welcome.

The Chairman welcomed everyone to the meeting.

13 12/13 Apologies for Absence.

None.

14 12/13 Election of Chairman.

Councillor Hatch informed the council that he wished to stand down as Chairman and did not wish to be considered vice-chairman for the coming year.

Councillor Wilcox was nominated as Chairman. Proposed by Councillor Ashmore. Seconded by Councillor Middleton. Councillor Wilcox then chaired the meeting.

15 12/13 Election of Vice-Chairman.

Councillor Middleton was nominated and accepted the position of vice-chairman.

16 12/13 Election of Councillors to Committees

Planning – Councillor Middleton was asked to report back to the next meeting whether a committee or individuals should deal with planning

Action: Councillor Middleton

Footpaths – Councillor Ashmore was appointed as Footpath Warden. Footpath maps will be forwarded to him from Councillor Hatch.

Tree Warden – Anita Spall was appointed.

Amenity Committee – Councillors Hatch and Middleton. Also Carol Cordwell and Anita Spall.

It was agreed that the Amenity Committee should have powers to spend money without full council approval. The mandate will be updated accordingly.

Action: Councillors Hatch and Middleton.

17. 12/13 Declaration of Interests.

The Chairman declared an interest regarding minute number 21 12/13.

Item discharged.

18 12/13 Matters Arising from the meeting held on 12th April 2012.

3 12/13 Bank Mandate Forms.

The clerk reported that the appropriate forms have been completed. Councillor Hatch has requested the mandate forms for the Amenity Fund.

Action: Item continued.

5 12/13 Amenity Fund

The Clerk reported that Mrs Gillian Smith has been appointed Internal auditor.

The Chairman asked the Amenity Committee to consider the benefits of amalgamating the Parish Council and Amenity Fund bank accounts.

Action: Amenity Committee.

7 12/13 Standing Orders.

See minute number 22 12/13.

9 12/13 Contract for Cleaning /Restoring the War memorial.

The revised quote of £828 for the cleaning of the war memorial was accepted by the council and the requested deposit will be sent off.

Action: Councillor Hatch

10 12/13 Clerk's Employment Contract

The contract was accepted by the clerk as read. Councillors were shown a copy of the contract for comment.

Action: All Councillors.

11 12/13 Dog Fouling

The Clerk reported that Tendring District Council are able to put up notices at required locations to remind dog owners of their responsibilities. Councillors said that the problematic areas are Calves Lane, Barn Lane and the bridle way at the end of Chequers Road. The Clerk will request the notices from Tendring.

Action: Clerk.

19 12/13 Public Participation.

19.1 In reply to a member of the public, gift aid cannot be claimed for donations to the Amenity Fund as it is not a registered charity.

19.2 The public present were informed that the cleaning of the war memorial will be carried out by the stonemasons, Wood for Stone after which Unique Driveways will deal with the necessary groundwork when there is no further danger from frost.

20 12/13 Acceptance of the minutes from the last meeting.

The clerk reported that the minutes from the last AGM were not available.

The minutes from the meeting dated 12th April 2012 were accepted as read and signed by the chairman.

Item discharged.

21 12/13 Correspondence.

Councillor Wilcox declared an interest in this item.

An email had been received from the District Council stating that in preparation of the Local Plan, landowners have been asked to identify possible sites for housing development. A site for two houses next to Brook House, Shop Road has been submitted to Tendring. The Parish Council had no objections, however, it was suggested that a request for a footpath linking to the existing footpath be made a condition of the planning application.

All other correspondence was tabled for the councillors to view.

Action: Clerk

22 12/13 Standing Orders.

Council accepted the standing orders and they were signed by the chairman. These will be forwarded to the EALC for final approval and will then be published on the web site.

Action: Clerk

23 12/13 Appointment of Internal Auditor.

Mrs Gillian Smith has been appointed.

Item discharged

24 12/13 Audit.

The external audit report was circulated to the councillors prior to the meeting.

An explanatory note from the Internal Auditor will be submitted regarding VAT and budget monitoring.

The council approved the audit.

Item discharged.

25 12/13 National Planning and Policy Framework.

As part of the preparation of a new Local Plan for Tendring, Parish Council's have been given the task of identifying areas of land for housing development. This opportunity gives control of development at local level. The Chairman said that it is important to get the whole community involved. However, it is very early days and more information is required from the District Council. The Chairman said that to do nothing is not an option and sites must be identified.

It was agreed to raise this item at the Parish Assembly also seek further advice from Tendring District Council.

Action: Chairman

26 12/13 Speed Review and Vehicle Activated Sign.

The Chairman reported that there is an ongoing speeding problem in the village and it has proved very difficult to get support from the County Council Highways Department, however, they have agreed to a "drive through" to assess the situation in Bentley Road. The Parish Council would like the speed limit here reduced to 30mph.

Item continued.

27 12/13 Churchyard Grass Cutting.

A letter has been received from the Parochial Church Council regarding the increasing grass cutting costs of Little Bromley Churchyard. Following discussion it was decided to review an increase in the donation from the Parish Council next financial year. This would form part of the normal budget process.

Item discharged

28 12/13 Bus Shelter.

It was reported that the District Councillor, Neil Stock, had been asked to assist in resolving the ongoing problems with the bus shelter project. As no response has been received, the Clerk was requested to write to him and request that he reports progress at the next council meeting.

Action: Clerk

29 12/13 Environmental Issue – Calves Lane.

The Environmental Department at Tendring has reopened the case. Councillors were requested to monitor the situation.

Action: Councillors

30 12/13 Hedge Opposite Church Road.

The hedge has created a blind corner for motorists turning right into Church Road and no progress has been made to rectify the problem. The Clerk was instructed to contact Vicky Duff at Essex County Highways to request a visit from them to advise on possible safety improvement measures.

Action: Clerk

31 12/13 Councillors Contact Details.

The Councillors agreed to have their contact details published on the noticeboard.

Action Clerk

32 12/13 Insurance.

The Chairman has obtained three quotes for the coming year. Aviva provided the best cover for Parish Councils which will include both the war memorial and the firework display at a cost of £286.39p.a for a 3 year agreement.

Council agreed to accept this quote.

Action: Chairman

33 12/13 Meeting Dates for Year.

The dates have been published on the web site.

Clerk's note: The dates are:- 7th June 12th July, 6th September, 25th October, 20th December.

Item Discharged

34 12/13 Any Other Business.

34.1 Anita Spall reported that a tree has been purchased at a cost of £37.75 to commemorate the Queens Diamond Jubilee and this will be planted in the Little Bromley churchyard. Councillors agreed that a good quality plaque should be purchased to go with the tree. Total expenditure not to exceed £126.

34.2. In recognition of the retiring Clerk's work and contribution to the village, Councillor Hatch has had a framed commemorative letter made which will be presented to Major Downes at the Parish Assembly. Council agreed the reimbursement of the cost of the frame to Councillor Hatch.

There being no further business, the meeting closed at 9.27pm.

Signed Clerk Date.....

Approved by:..... Chairman

Date