

**MINUTES OF MEETING OF**  
**GOOD EASTER PARISH COUNCIL**  
**HELD ON THURSDAY 16<sup>TH</sup> MAY 2019 AT 7.00PM**  
**IN THE VILLAGE HALL**

**PRESENT:-** Cllr. Jim Willsher  
 Cllr. Guy Pitt  
 Cllr. Graham Seeley  
 Cllr. Mrs Nicolette Chambers  
 Cllr. Chris Flack  
 Cllr. Paul West  
 Cllr. Chris Wood

**IN ATTENDANCE:** Mrs Lorraine Green Clerk  
 9 Parishioners

The Chairman welcomed everyone to the meeting.

		<b>Action</b>
<b>1.</b>	<p><b>DECLARATION OF ACCEPTANCE OF OFFICE, STANDING ORDERS, FINANCIAL REGULATIONS, MODEL CODE OF CONDUCT AND REGISTER OF MEMBERS' INTERESTS.</b></p> <p>The Declaration of Acceptance of Office forms were all signed and countersigned by the Clerk. All members need to complete a Register of Members' Interest form within 28 days of taking up office.</p>	
<b>2.</b>	<p><b>ELECTION OF CHAIRMAN, VICE CHAIRMAN, RESPONSIBLE FINANCIAL OFFICER, EALC REPRESENTATIVE, FOOTPATH REPRESENTATIVE, TREE WARDEN AND DATA PROTECTION OFFICER.</b></p> <p>Cllr. Chambers proposed Cllr. West who declined the position. Cllr. Willsher proposed Cllr. Seeley. Cllr. West proposed Cllr. Chambers. A vote was therefore taken which resulted in 4 votes for Cllr. Chambers and 3 for Cllr. Seeley. Cllr. Chambers was therefore elected. The Declaration of Acceptance of Office form was duly completed and signed.</p> <p>Cllr. Chambers proposed Cllr. Flack as Vice-Chairman, which was seconded by Cllr. West. Cllr. Flack was duly elected without opposition. The Declaration of Acceptance of Office form was duly completed and signed.</p> <p>Cllr. Chambers proposed the Clerk, Lorraine Green, as Responsible Financial Officer which was seconded by Cllr. Pitt.</p> <p>Cllr. Chambers proposed Cllr. Seeley as EALC Representative which was seconded by Cllr. Flack.</p> <p>Cllr. Chambers proposed Cllr. Pitt as Footpaths Representative which was seconded by Cllr. Flack.</p> <p>Cllr. Chambers proposed that Cllr. Flack was elected as Tree Warden which was seconded by Cllr. Wood.</p>	
<b>3.</b>	<p><b>ESSEX COUNTY COUNCILLOR REPORT.</b></p> <p>CIF administration has changed with effect of April. There are several other funds. ½m is being rolled into one CIF which will be run by EALC rather than administered at District Council level. The Community Services Fund is being run very well with EALC so they will be administering all the fund. It has been decided to split it up on a quadrant basis. Good Easter will be part of the Chelmsford quadrant. Cllr. Seeley agreed to get up to speed with this if the Parish Council want to apply for funds.</p> <p>Highways have been focusing on potholes as it has been a good Winter and not as bad as last year. The Cabinet Minister wants to concentrate looking at footpaths as the spending has been significantly reduced on gritting etc this Winter. £600m has been put into the fund.</p>	

	<p>Cllr. Madden, who oversaw Children's Services, has moved into a more generalist role and is looking at projects and overall strategy. Cllr. Tony Ball is taking over Children's Services.</p> <p>A letter had been received from Persimmon to ECC regarding the closing of the roads in the Chignal Road area whilst realignment and works on the Roxwell Road and Chignal Road junction were carried out. The work will be mostly taking place overnight but there will be diversions in place. The work is due to begin half term week, but no diversion route has been approved by Highways. ECC had not agreed to the work being carried out yet as no diversion has been agreed. This work was part of S106 agreement.</p> <p>There is some complexity surrounding the footpath on Tituswell Lane which may be a legal one. Cllr. Chambers stated that the matter has been outstanding for over a year.</p>																																	
4.	<p><b>CHELMSFORD CITY COUNCILLOR REPORT.</b></p> <p>Cllr. Chambers reported that she was re-elected on 2<sup>nd</sup> May 2019 but was one of very few.</p>																																	
5.	<p><b>DEMOCRATIC 10 MINUTES.</b></p> <p>The bank has collapsed on the Tituswell Lane footpath which was reported by Cllr. Chambers last October and she has been following it up ever since. Cllr. Aldridge explained the complexities and the fact it may be a case for civil engineers. A parishioner has the plans from the last time this happened when it was the responsibility of the Water Board, but it is now down to the Environment Agency who have been contacted but nothing has been heard from them yet. It is a waterway issue that affects residents.</p> <p>A resident reported that the Carpet Bowls did not have any money and enquired whether they could use the hall free of charge for a couple of months. The parishioner was advised to put the request in writing to the Village Hall. If the Village Hall say no the parishioner will write to the Parish Council for a grant to be considered.</p>																																	
6.	<p><b>APOLOGIES FOR ABSENCE.</b></p> <p>No apologies received.</p>																																	
7.	<p><b>TO APPROVE MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> MARCH 2019</b></p> <p>The Minutes of the Meeting held on 28<sup>th</sup> March 2019 were taken as read and the Chairman was authorised to sign them.</p>																																	
8.	<p><b>DECLARATION OF INTERESTS.</b></p> <p>Cllr. Willsher declared he was on the Sportsfield Committee. Cllr. Chambers declared that she was a Chelmsford City Councillors. Cllr. West declared he was Chairman of Village Hall Committee.</p>																																	
9.	<p><b>MATTERS ARISING NOT ON THIS AGENDA.</b></p> <p>Nothing to report.</p>																																	
10.	<p><b>FINANCE.</b></p> <p><b>a) Payments.</b></p> <p>The following payments were approved by the Parish Council:-</p> <table border="0"> <tr> <td>20.04.19 Chq No. 100885</td> <td>£ 196.77</td> <td>Mrs L.J. Green</td> <td>Salary 01.04.19 – 30.04.19</td> </tr> <tr> <td>20.04.19 Chq No. 100886</td> <td>£ 49.00</td> <td>HM Revenue &amp; Customs</td> <td>PAYE &amp; NI April</td> </tr> <tr> <td>08.05.19 Chq No. 100887</td> <td>£ 141.57</td> <td>EALC</td> <td>Annual Subscription Renewal</td> </tr> <tr> <td>08.05.19 Chq No. 100888</td> <td>£ 549.98</td> <td>Zurich Municipal</td> <td>Annual Insurance Renewal</td> </tr> <tr> <td>08.05.19 Chq No. 100889</td> <td>£ 38.43</td> <td>Mr Alan Hall</td> <td>Reimbursement for website fees</td> </tr> <tr> <td>16.05.19 Chq No. 100890</td> <td>£ 196.57</td> <td>Mrs L.J. Green</td> <td>Salary 01.05.19 – 31.05.19</td> </tr> <tr> <td>16.05.19 Chq No. 100891</td> <td>£ 49.20</td> <td>HM Revenue &amp; Customs</td> <td>PAYE &amp; NI May</td> </tr> <tr> <td>16.05.19 Chq No. 100892</td> <td>£ 143.82</td> <td>Mrs L.J. Green</td> <td>Expenses</td> </tr> </table> <p><b>b) Transfers.</b></p> <p>07.05.19 Transfer £1,500.00 from Business Premium to Current Account</p> <p><b>c) Change of Signatories on Barclays Band Mandate</b> – Following the Elections Cllrs. Hall, Bailey and Ryder needed to be removed from the mandate. It was agreed that Cllrs. Chambers, West and Flack would replace them and be added as cheque signatories. Clerk to contact Barclays to arrange for the mandate to be amended.</p>	20.04.19 Chq No. 100885	£ 196.77	Mrs L.J. Green	Salary 01.04.19 – 30.04.19	20.04.19 Chq No. 100886	£ 49.00	HM Revenue & Customs	PAYE & NI April	08.05.19 Chq No. 100887	£ 141.57	EALC	Annual Subscription Renewal	08.05.19 Chq No. 100888	£ 549.98	Zurich Municipal	Annual Insurance Renewal	08.05.19 Chq No. 100889	£ 38.43	Mr Alan Hall	Reimbursement for website fees	16.05.19 Chq No. 100890	£ 196.57	Mrs L.J. Green	Salary 01.05.19 – 31.05.19	16.05.19 Chq No. 100891	£ 49.20	HM Revenue & Customs	PAYE & NI May	16.05.19 Chq No. 100892	£ 143.82	Mrs L.J. Green	Expenses	
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	<p><b>d) Approval of Accounts for 2018/19 including Approval of Annual Return, Statement of Assurance for Accounts 2018/19 and Certificate of Exemption</b> - The relevant documents were signed. The Clerk advised that the documents would now be forwarded to the Internal Auditor.</p> <p><b>e) Audit of Accounts 2018/19</b> - The notice advertising the audit will be put on the website. An external audit did not need to be carried out this year as the Parish Council's income and expenditure did not exceed £25k. An exemption certificate needed to be completed and returned to PKF Littlejohn by 1<sup>st</sup> July 2019.</p> <p><b>f) Insurance Renewal</b> - The Chairman advised that the premium to Zurich Municipal this year was £549.98. The Parish Council no longer shared the insurance with the Sportsfield Committee.</p> <p><b>g) Any Other</b> – 1st half Precept of £4,772.00 had been received from CCC.</p>	
<b>11.</b>	<p><b>PLANNING.</b></p> <p><b>a) Planning Applications Received: -</b></p> <p>Site North West of Round Roblets, Bedfords Farm Road – Demolition of existing buildings, redevelopment and reconfiguration of site to provide 3 no. Class 3 dwelling houses. <b>The Parish Council commented they have concerns over sewage and waste water. Road access is difficult for delivery of materials etc.</b></p> <p><b>Planning Results:-</b></p> <p>Willow Cottage Tye Green - Condition 3 - Detailed drawings and sections showing the finished levels; Condition 4 - Full details of hard landscaping works to the rear <b>SPLIT DECISION.</b></p> <p>Cllr. Pitt to attend Parish Council Meeting at Council Chambers on 13<sup>th</sup> June 2019 at 7.30pm. If any other Councillors wish to attend please advise Clerk by 7<sup>th</sup> June 2019.</p>	
<b>12.</b>	<p><b>CORRESPONDENCE.</b></p> <p>The Chairman advised that all relevant correspondence had been circulated to all Councillors.</p>	
<b>13.</b>	<p><b>DATA PROTECTION ACT.</b></p> <p>It was reported that the Parish Council do not need a Data Protection Act Officer. Awaiting Alan Hall to circulate High Easter's DPA document to see if Good Easter were happy to adopt it.</p>	
<b>14.</b>	<p><b>VILLAGE AMENITIES AND PROPOSAL TO BUILD NEW VILLAGE HALL.</b></p> <p>Cllr. West had circulated a report which he discussed. He felt it might be a good idea to attach a copy to the minutes. The Village Hall will be 100 years old in a year or two's time. The Pavilion is in a worse condition. It would take 5 – 10 years to build something new. The village does not have a shop or pub so if there are no facilities within the village there will be no social activities. There is an agreement between the Matthews family and Parish Council that they can renew or repaint the Pavilion and there is no restriction on size. The only thing the Matthews family did not want was the field turned into a housing estate. It was agreed a Sub-Committee would be set up. Grants would be looked at as other villages and Parish Councils had built new Village Halls. Cllr. West to take matter forward, arrange for a plan to be set out a timescale. The Government have launched a grant of £3m for existing builds. Match funding will probably be needed. The proposal has got the support of the Sportsfield Committee. Cllr. Chambers stated that she thought the current Village Hall is under Trust and needs to be investigated.</p>	
<b>15.</b>	<p><b>ITEMS FOR THE NEXT AGENDA.</b></p> <p>Nothing to report.</p>	
<b>16.</b>	<p><b>DATE OF NEXT MEETING.</b></p> <p>The date of the next meeting is on Thursday 25th July 2019.</p> <p>The Chairman thanked everyone for attending and closed the meeting at 7.50pm.</p> <p>Cllr. Willsher thanked Alan Hall and Maurice Bailey for all their hard work over the years on the Parish Council. He said they had done a marvellous job and gave a presentation of gifts.</p>	