

MINUTES OF MEETING OF
GOOD EASTER PARISH COUNCIL
HELD ON THURSDAY 25TH JULY 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
 5 Parishioners
 Essex County Cllr. John Aldridge

The Chairman welcomed everyone to the meeting.

		Action
1.	<p>ESSEX COUNTY COUNCILLOR REPORT.</p> <p>No libraries are to be closed for 5 years following the Libraries Consultation. £3m has been taken from reserves to be spent to encourage libraries to adapt to be more relevant to communities. Libraries in Writtle and Broomfield will be Tier 4 libraries. Writtle wish to consider purchasing their library and incorporating a number of organisations within the village to use it. The Archive Centre already want to use it as well as the Chess Club, Rhyme time etc. £18k over three years will be given to adapt and change libraries for local communities.</p> <p>Propositions had been made about the signage in Tituswell Lane but nothing has been done about the banks. A suggestion was to put the signage further out to give lorries earlier warning. The footpath over the Ford bank had collapsed making it difficult to navigate. The Chairman had chased the matter up with ECC. ECC are dealing with the Public Right of Way. A parishioner advised that this had happened 20 years ago and the damage was done by lorries. At that time, it was an environmental issue but ECC had not been told that. Cllr. Seeley suggested installing a bollard as that would stop vehicles driving through. Cllr. Aldridge advised that it is a road so it cannot be blocked. Cllr. Seeley reported that there are serious holes in the Ford and vehicles are getting stuck, so it needs maintenance. A parishioner stated that ECC should instigate a 7½ tonne weight limit.</p> <p>Cllr. Aldridge advised that new rules are been introduced in March next year regarding septic tanks. A permit will be required, and the tank has to come up to certain standards for outflow to ensure it is not polluting the local water courses.</p>	
2.	<p>CHELMSFORD CITY COUNCILLOR REPORT.</p> <p>Cllr. Chambers reported that CCC are undergoing a review of boundaries. They are also reviewing the Polling Stations around the county.</p> <p>With regard to the unauthorised parking in the car park at Old Croft Close, Chelmer Housing Partnership want to put up a sign which will cost £700 for the sign and £250.00 to install it. If the Parish Council purchase a residents only sign it would only cost £28.00 to do it themselves.</p>	
3.	<p>DEMOCRATIC 10 MINUTES.</p> <p>A parishioner spoke about 10 Green Parishes whereby residents work together to tackle climate crisis. It was reported that CCC provide good kerbside recycling and they are allowing the verges to wildflower. A suggestion was for community woodland areas and it was reported that the Woodland Trust are offering free trees. CCC have declared a climate crisis. The parishioner stated that she wanted to get people on board and get Good Easter residents involved and to join their Facebook page. The Chairman asked the parishioner to E-mail the Clerk with her proposal.</p>	

4.	<p>APOLOGIES FOR ABSENCE.</p> <p>No apologies received.</p>	
5.	<p>TO APPROVE MINUTES OF THE MEETINGS HELD ON 16TH MAY 2019</p> <p>Cllr. West requested that the action columns are completed.</p> <p>Cllr. West stated that he would like the minutes within a month.</p> <p>Cllr. West stated that there was nowhere for action results to be discussed. The Clerk advised that the previous Chairman used to discuss these matters under Matters not on this Agenda.</p> <p>The Minutes of the Meetings held on 16th May 2019 were taken as read and the Chairman was authorised to sign them.</p>	<p>CLERK</p>
6.	<p>COUNCILLORS ROLES AND RESPONSIBILITIES.</p> <p>Cllr. Jim Willsher – Sportsfield Representative</p> <p>Cllr. Graham Seeley – EALC Representative. Cllr. Seeley advised that many E-mails were received from EALC each week many of which he did not feel were relevant to Good Easter. Cllr. West asked the Clerk to filter future E-mails and bring to the Parish Council’s attention only those that are important and relevant to Good Easter.</p> <p>Cllr. Mrs Nicolette Chambers, Cllr. Chris Flack & Cllr. Paul West – To deal with planning. It was agreed that all plans would be circulated to all Councillors. Cllr. West to submit collective comment for Clerk to submit to CCC.</p> <p>Cllr. Chris Wood – To deal with all website matters.</p>	<p>JW</p> <p>CLERK</p> <p>NC/CF/PW</p> <p>CW</p>
7.	<p>READOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS.</p> <p>It was agreed to readopt Model Code of Conduct and Financial Regulations. All agreed.</p> <p>Cllr. Chambers had a copy of the Constitution. Cllr. West stated that the Village Hall and Sportsfield should be Sub-Committees of the Parish Council. Cllr. Chambers stated that they are separate organisations. Cllr West insisted that the Constitution is of no use as the land has been brought by the Parish Council. The Sportsfield have an old Constitution and that they have not seen the 2016 version. Cllr. Wood stated that the Parish Council need to see how it is linked. After a heated discussion, Cllr. Seeley agreed to take advice from EALC. It was stated that if Good Easter Village Hall and Sportsfield are Sub-Committees the Chairman should be on each Committee. It was agreed to holdover the Standing Order adoption until the next meeting.</p>	<p>GS</p>
8.	<p>PARISH COUNCIL WEBSITE.</p> <p>The Chairman thanked Cllr. Wood for taking on the running of the website. Cllr. Wood advised that he had made some changes, i.e. new Councillors had been added. Cllr. Wood to look at removing the support and assistance from Ionos. Account holder to be changed so the bills no longer go to the previous Chairman. The Parish Council pay for the website and domain name. Website address mygoodeaster.co.uk. Cllr. West suggested putting a notice onto the noticeboard advising parishioners to contact Cllr. Wood if they need anything adding to the website. Cllr. West offered to put the minutes and agendas onto the noticeboard.</p>	<p>CW</p> <p>PW</p>
9.	<p>DECLARATION OF INTERESTS.</p> <p>Cllr. Willsher declared he was on the Sportsfield Committee. Cllr. Chambers declared that she was a Chelmsford City Councillor. Cllr. West declared he was Chairman of Village Hall Committee.</p>	
10.	<p>MATTERS ARISING NOT ON THIS AGENDA.</p> <p>Cllr. Seeley had looked into dog waste bins. CCC will empty once a week for £100 per year. Dog bins cost from £180 - £250 per bin. It was agreed one should be installed at the main gate on the Sportsfield. The Chairman asked Cllr. Seeley to negotiate the exact positioning of the bins with Paul Van Damme at CCC. It was suggested that the church are also asked to purchase a dog bin.</p> <p>The Chairman advised that due to a data protection issue, the parking in Old Croft Close would be discussed later after the meeting.</p>	<p>GS</p>

	<p>The change in Barclays mandates still needed to be organised.</p> <p>Cllr. West reported that the Village Hall Committee had given 6 weeks grace to the Bowls Club to use the Village Hall free of charge.</p>	<p>CLERK</p>																																				
<p>11.</p>	<p>FINANCE.</p> <p>a) Payments.</p> <p>The following payments were approved by the Parish Council:-</p> <table border="0"> <tr> <td>26.06.19 Chq No. 100893</td> <td>£ 100.00</td> <td>Amanda Whatson</td> <td>Internal Audit Fee</td> </tr> <tr> <td>26.06.19 Chq No. 100894</td> <td>£ 196.57</td> <td>Mrs L.J. Green</td> <td>Salary 01.06.19 – 30.06.19</td> </tr> <tr> <td>26.06.19 Chq No. 100895</td> <td>£ 49.20</td> <td>HM Revenue & Customs</td> <td>PAYE & NI June</td> </tr> <tr> <td>26.06.19 Chq No. 100896</td> <td>£ 125.82</td> <td>E-On</td> <td>Electricity Sports Pavilion</td> </tr> <tr> <td>25.07.19 Chq No. 100897</td> <td>£120.00</td> <td>Good Easter Village Hall</td> <td>Hire of Hall for Parish Council Meetings</td> </tr> <tr> <td>25.07.19 Chq No. 100898</td> <td>£ 196.57</td> <td>Mrs L.J. Green</td> <td>Salary 01.07.19 – 31.07.19</td> </tr> <tr> <td>25.07.19 Chq No. 100899</td> <td>£ 49.20</td> <td>HM Revenue & Customs</td> <td>PAYE & NI July</td> </tr> <tr> <td>25.07.19 Chq No. 100900</td> <td>£ 124.59</td> <td>Mrs L.J. Green</td> <td>Expenses</td> </tr> <tr> <td>25.07.19 Chq No. 100901</td> <td>£ 27.61</td> <td>Ionos</td> <td>Website Fees</td> </tr> </table> <p>b) Transfers.</p> <p>10.06.19 Transfer £500.00 from Business Premium to Current Account 23.07.19 Transfer £500.00 from Business Premium to Current Account</p> <p>c) Change of Signatories on Barclays Band Mandate – Clerk in process of getting Barclays mandate amended.</p> <p>d) Audit of Accounts 2018/19 - The Internal Audit had been completed with no matters raised. The Clerk had submitted the exemption certificate to PKF Littlejohn. Audit documents had been put onto website in accordance with legislation.</p> <p>e) Internal Auditor - The Chairman advised that the existing Internal Auditor was happy to continue. Cllr. Seeley advised that a parishioner had offered to do the audit free of charge.</p> <p>f) Any Other – Nothing to report.</p>	26.06.19 Chq No. 100893	£ 100.00	Amanda Whatson	Internal Audit Fee	26.06.19 Chq No. 100894	£ 196.57	Mrs L.J. Green	Salary 01.06.19 – 30.06.19	26.06.19 Chq No. 100895	£ 49.20	HM Revenue & Customs	PAYE & NI June	26.06.19 Chq No. 100896	£ 125.82	E-On	Electricity Sports Pavilion	25.07.19 Chq No. 100897	£120.00	Good Easter Village Hall	Hire of Hall for Parish Council Meetings	25.07.19 Chq No. 100898	£ 196.57	Mrs L.J. Green	Salary 01.07.19 – 31.07.19	25.07.19 Chq No. 100899	£ 49.20	HM Revenue & Customs	PAYE & NI July	25.07.19 Chq No. 100900	£ 124.59	Mrs L.J. Green	Expenses	25.07.19 Chq No. 100901	£ 27.61	Ionos	Website Fees	<p>CLERK</p>
26.06.19 Chq No. 100893	£ 100.00	Amanda Whatson	Internal Audit Fee																																			
26.06.19 Chq No. 100894	£ 196.57	Mrs L.J. Green	Salary 01.06.19 – 30.06.19																																			
26.06.19 Chq No. 100895	£ 49.20	HM Revenue & Customs	PAYE & NI June																																			
26.06.19 Chq No. 100896	£ 125.82	E-On	Electricity Sports Pavilion																																			
25.07.19 Chq No. 100897	£120.00	Good Easter Village Hall	Hire of Hall for Parish Council Meetings																																			
25.07.19 Chq No. 100898	£ 196.57	Mrs L.J. Green	Salary 01.07.19 – 31.07.19																																			
25.07.19 Chq No. 100899	£ 49.20	HM Revenue & Customs	PAYE & NI July																																			
25.07.19 Chq No. 100900	£ 124.59	Mrs L.J. Green	Expenses																																			
25.07.19 Chq No. 100901	£ 27.61	Ionos	Website Fees																																			
<p>12.</p>	<p>PLANNING.</p> <p>a) Planning Applications Received: -</p> <p>Little Pipers Wares Road - Ground floor side extension – The Parish Council had no comments or Objections. (FUL & LBC).</p> <p>Round Roblets, Bedfords Farm Road – Single storey side extension to house and new garage building including room in roof. The Parish Council had no comments or Objections.</p> <p>b) Planning Results:-</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. Refused. Gone to Appeal</p> <p>Barn At Round Roblets Bedfords Farm Road - Condition 4 - Contamination; Condition 6 Sample of materials; Condition 7 - Proposed boundary treatment. Unknown.</p> <p>Little Pipers Wares Road - Ground floor side extension – The Parish Council had no comments or Objections. (FUL & LBC) Approved.</p>																																					

13.	<p>CORRESPONDENCE.</p> <p>The Chairman advised that all relevant correspondence had been circulated to all Councillors.</p>	
14.	<p>VILLAGE AMENITIES AND PROPOSAL TO BUILD NEW VILLAGE HALL.</p> <p>A rebuild in the future would need a 5 – 10 year plan. At present a mend and make do policy has been adopted at the Sportsfield Pavilion. The toilet area has been vastly improved.</p> <p>Cllr. West had had discussions with the Chairman of the Sportsfield Committee regarding the amalgamation of the Village Hall and Sportsfield. It was agreed that no building could take place other than renewal or rebuild of the Sports Pavilion. The Chairman advised that anything that is built cannot exceed the footprint of the existing building. Cllr. West was adamant that as a Parish Council the project should be run as a Sub-Committee. The Parish Council own the Sportsfield. Cllr. Aldridge felt the plan or proposition from the Sportsfield point of view should be sought and then the decision should be made to determine who will run the project. Cllr. Wood stated that a feasibility study is needed first. Cllr. Seeley felt the client is the most important. Cllr. West stated there is nothing in the lease to state a bigger pavilion cannot be built and there is no restriction on size.</p> <p>After an extremely contentious discussion the Chairman agreed to look at the legal documentation. The Chairman suggested that Cllr. West looked at the Public Works Loan situation in order to obtain funding for a new village hall. Cllr. West felt that the Chairman was against the proposal of a new village hall. She advised that she was not opposed to the project and felt it was an excellent idea. In fact, she had supported the Highwoods project but the situation needed to be looked at in great depth and to ensure all legalities are thoroughly covered. Cllr. Wood advised that a Sub-Committee should be set up which incorporates people from the Sportsfield and villagers. From a practicality point view the name of the project needs to be looked at in order to get maximum funding. The Chairman advised that she had written to CCC to obtain advice on the matter. Cllr. Aldridge advised that the Parish Council need to determine who the client will be and then hold an Extraordinary Meeting for the public to attend and give them the chance to comment on the proposal. The Parish Council need to ensure the legal position is correct. The Sportsfield Pavilion is owned by the Sportsfield Committee. It was agreed that the Parish Council supported the proposal of a new Village Hall and that a sub-committee should be formed.</p>	
15.	<p>VILLAGE HALL REPORT.</p> <p>Cllr. West, Chairman of the Village Hall Committee, gave the following report:-</p> <p>Crockery etc had been replaced using grant money.</p> <p>A new oven has been installed which was donated by a parishioner.</p> <p>Most days and nights are booked. The Village Hall is self-funding.</p>	
16.	<p>SPORTSFIELD REPORT.</p> <p>The Chairman of the Village Hall gave the following report:-</p> <p>Summer Fete had been well attended. £1,900 had been raised, after expenditure the total raised was £1,500.</p> <p>Two concerns had been raised, one was about dog fouling on the Sportsfield and the other was the quality of the grass cutting. Dunmow Road have agreed to play another season but the grass is not sufficient to play on and this team will expect better conditions. Following the complaint about the grass the Chairman advised a second cut was performed which had made an improvement. Plantain weeds are a problem. The Chairman had looked at the field. Cllr. Flack said the only solution was to get the contractor to use a rotary mower which he currently does not have or get the contractor to cut the grass more often. Currently the grass is cut 12 times a year. The Sportsfield have been making investigations into obtaining a lawnmower themselves. The Chairman asked the Sportsfield to get quotations for grass treatment. It was agreed that the Chairman should get quotations from other grass contractors for next season.</p>	NC

<p>17.</p>	<p>DATA PROTECTION ACT.</p> <p>The Chairman advised that she had spent time at CCC with John Bream. She advised that the Parish Council do not invite surveys and have no information on residents. A policy is not needed on the website. Cllr. Seeley enquired about the storage of information and stated that he felt a policy is needed. The Chairman had drawn up a policy and agreed to send it to Cllr. Seeley to approve and then it would be put onto the website</p>	
<p>18.</p>	<p>ITEMS FOR THE NEXT AGENDA.</p> <p>Nothing to report.</p>	
<p>19.</p>	<p>DATE OF NEXT MEETING.</p> <p>The date of the next meeting is on Thursday 26th September 2019.</p> <p>The Chairman thanked everyone for attending and closed the meeting at 8.30pm.</p> <p>Following an extremely challenging meeting two resignations were sadly received from the Chairman, Cllr. Nicolette Chambers, and Cllr. Jim Willsher.</p>	