

**MINUTES OF MEETING OF**  
**GOOD EASTER PARISH COUNCIL**  
**HELD ON THURSDAY 28<sup>TH</sup> NOVEMBER 2019 AT 7.00PM**  
**IN THE VILLAGE HALL**

**PRESENT:-** Cllr. Chris Flack (Chairman)  
 Cllr. Guy Pitt (Vice-Chairman)  
 Cllr. Graham Seeley  
 Cllr. Paul West  
 Cllr. Chris Wood  
 Cllr. Marie Stephenson  
 Cllr. Ian Watkins

**IN ATTENDANCE:** Mrs Lorraine Green Clerk  
 2 Parishioners  
 Essex County Cllr. John Aldridge

The Chairman welcomed everyone to the meeting.

		Action
1.	<p><b>DISCUSSION WITH STELLA SCRIVENERS OF COMMUNITY ENABLERS.</b></p> <p>Unfortunately, Stella Scriveners was unwell so had sent her apologies. She will attend the next meeting.</p>	
2.	<p><b>APOLOGIES FOR ABSENCE.</b></p> <p>CCC Cllr. Nicolette Chambers sent her apologies.</p>	
3.	<p><b>ESSEX COUNTY COUNCILLOR REPORT.</b></p> <p>Cllr. Aldridge reported that there would be no full Council this month as it falls just before the General Election. Many Councils have gone Eco friendly and have declared a climate emergency. ECC does not need to do that as they have taken on obvious steps to prevent it by planting trees. Parish Council to advise Cllr. Aldridge if they want any trees planted and he will arrange for ECC to plant.</p> <p>The changeover to LED lights has already been done. Basildon and Harlow have told ECC to put the street lighting back on at night and they are paying for it.</p> <p>Essex has come 7<sup>th</sup> in a survey of Councils so have attained their position.</p> <p>ECC has gone out to consultation whereby parishioners have the opportunity to say where they want their money spent.</p> <p>Army and Navy should start being removed on Monday. Options are being considered for its replacement.</p>	
4.	<p><b>CHELMSFORD CITY COUNCILLOR REPORT.</b></p> <p>No report had been received.</p>	
5.	<p><b>DEMOCRATIC 15 MINUTES.</b></p> <p>A parishioner reported that The Ford is a main river and not a water course. The Authorities cannot get involved. The parishioner to contact Environment Agency to have a meeting.</p>	
6.	<p><b>TO APPROVE MINUTES OF THE MEETING HELD ON THURSDAY 26<sup>TH</sup> SEPTEMBER 2019</b></p> <p>Cllr. West queried what a Scoping Opinion was. A parishioner gave an explanation.</p> <p>The Minutes of the Meeting held on 26<sup>th</sup> September 2019 were taken as read and the Chairman was authorised to sign them.</p>	

7.	<p><b>DECLARATION OF INTERESTS.</b></p> <p>Cllr. West declared he was Chairman of Village Hall Committee. Cllr. Watkins declared he was Treasurer of the Sportsfield Committee. Marie Stephenson declared she was Secretary of the Sportsfield Committee, a member of the Village Hall Committee and Chairman on the Allotments. Cllr. Watkins declared an interest in the planning application for Primrose Cottage, Mill Road.</p>																																					
8.	<p><b>SUSPENSION OF STANDING ORDERS, FINANCIAL REGULATIONS, MODEL CODE OF CONDUCT, RETENTION AND DISPOSAL POLICY AND RISK ASSESSMENT.</b></p> <p>All documentation was suspended in order that amendments could be made.</p>																																					
9.	<p><b>RE-ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS, MODEL CODE OF CONDUCT, RETENTION AND DISPOSAL POLICY, RETENTION CHART WITH AMENDED COLUMN FOR DEEDS/LEASES AND RISK ASSESSMENT.</b></p> <p>Cllr. West had some minor amendments to make then it was agreed that the documents would all be readopted as of this meeting. Cllr. West to E-mail Cllrs. Wood and Stephenson.</p>	PW/CW/MS																																				
10.	<p><b>DATA PROTECTION POLICY AND DATA PROTECTION ACT.</b></p> <p>It was agreed that a decision needs to be made how best to save computer documents. Documents need to be password encrypted. The Chairman advised that CCC use 365. It was agreed that there needed to be a policy for saving personal data. It was agreed to discuss the matter at the next meeting.</p>																																					
11.	<p><b>MATTERS ARISING.</b></p> <p>Nothing to report.</p>																																					
12.	<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" data-bbox="240 1035 1287 1310"> <tr> <td>26.09.19 Chq No. 100912</td> <td>£ 75.00</td> <td>Stop Stansted Expansion</td> <td>Donation</td> </tr> <tr> <td>26.09.19 Chq No. 100913</td> <td>£ 75.00</td> <td>Essex &amp; Herts Air Ambulance</td> <td>Donation</td> </tr> <tr> <td>22.10.19 Chq No. 100914</td> <td>£196.57</td> <td>Mrs L.J. Green</td> <td>Salary 01.10.19 – 31.10.19</td> </tr> <tr> <td>22.10.19 Chq No. 100915</td> <td>£ 49.20</td> <td>HM Revenue &amp; Customs</td> <td>PAYE &amp; NI October</td> </tr> <tr> <td>25.10.19 Chq No. 100916</td> <td>£ 73.70</td> <td>E-On</td> <td>Electric on Sportsfield</td> </tr> <tr> <td>28.11.19 Chq No. 100917</td> <td>£236.33</td> <td>Mrs L.J. Green</td> <td>Salary 01.11.19 – 30.11.19</td> </tr> <tr> <td>28.11.19 Chq No. 100918</td> <td>£ 59.00</td> <td>HM Revenue &amp; Customs</td> <td>PAYE &amp; NI November</td> </tr> <tr> <td>28.11.19 Chq No. 100919</td> <td>£ 89.90</td> <td>Mrs L.J. Green</td> <td>Expenses</td> </tr> <tr> <td>28.11.19 Chq No. 100920</td> <td>£ 53.11</td> <td>E-On</td> <td>Electricity Sports Pavilion</td> </tr> </table> <p><b>b) Transfers.</b></p> <p>28.11.19 Transfer £1,000.00 from Business Premium to Current Account</p> <p><b>c) Change of Signatories on Barclays Band Mandate</b> – The Mandate was signed. Clerk to submit to Barclays. Cllrs. to take personal forms to Barclays.</p> <p><b>d) Grant to St. Andrews PCC for upkeep of graveyard</b> – Under S137 a grant of £340.00 was agreed for the upkeep of the church graveyard. Clerk to arrange cheque.</p> <p><b>e) Precept and Budget 2020-2021</b> – The Chairman had prepared the Budget. RCCE subscription to be added. Chairman to adjust figures. The Chairman proposed a Precept of £10,700.00 which was seconded by Cllr. Watkins. Cllr. West asked the Parish Council to consider a donation to the church roof. Cllr. Pitt advised that you are looking at years before the roof will be replaced. The majority of the Parish Council agreed that they could not assist with the church roof as too large a donation was needed.</p> <p><b>f) Grass cutting contract</b> – Cllr. Seeley had sent out tenders to 3 contractors but only 2 had replied. The minimum quote had been for 14 cuts.</p>	26.09.19 Chq No. 100912	£ 75.00	Stop Stansted Expansion	Donation	26.09.19 Chq No. 100913	£ 75.00	Essex & Herts Air Ambulance	Donation	22.10.19 Chq No. 100914	£196.57	Mrs L.J. Green	Salary 01.10.19 – 31.10.19	22.10.19 Chq No. 100915	£ 49.20	HM Revenue & Customs	PAYE & NI October	25.10.19 Chq No. 100916	£ 73.70	E-On	Electric on Sportsfield	28.11.19 Chq No. 100917	£236.33	Mrs L.J. Green	Salary 01.11.19 – 30.11.19	28.11.19 Chq No. 100918	£ 59.00	HM Revenue & Customs	PAYE & NI November	28.11.19 Chq No. 100919	£ 89.90	Mrs L.J. Green	Expenses	28.11.19 Chq No. 100920	£ 53.11	E-On	Electricity Sports Pavilion	
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	<p><b>g) Any Other</b> – CIL Payment £1,282.25 received from Round Roblets planning application. The Chairman explained the rules of spending the CIL funds. Cllr. Seeley suggested contacting village organisations so they could come forward with any suggestions on spending the money. The Chairman advised that any request needs to fit in with CCC guidelines.</p>	
13.	<p><b>PLANNING.</b></p> <p><b>a) Planning Applications Received: -</b></p> <p><b>Primrose Cottage, Mill Road</b> - Replace 3 ground floor rear windows with double glazed Windows. The Parish Council commented that it is very concerned about the environment and in particular global warming. It is this Council's opinion that the installation of double glazing, even in listed properties, can make a significant improvement to climate change. We are aware that Chelmsford City Council have declared a climate emergency and so we would urge the council to approve this application. Cllr. Watkins declared an interest.</p> <p><b>b) Planning Results:-</b></p> <p><b>Mill Cottage, Mill Road</b> – T1 – Walnut – Crown lift over the highway to 5.2m. No objection. <b>Approved.</b></p> <p><b>c) Other Planning Matters</b></p> <p><b>19/08414/TELPE – Round Roblets, Bedfords Farm Road</b> – Planning application for mast. CCC had advised the Clerk that there is no application for the proposed telecommunications mast at this address. It relates to a telecommunications pre-enquiry. This is where telecommunications companies inform CCC of proposed works to telecoms apparatus using their permitted development rights. Parish Councils are not notified for TELPE's, however, for larger scale works the developer will usually consult the relevant local councils where appropriate or under CCC guidance.</p> <p><b>Land South of A1060 (Salt's Green), Chalk End, Chelmsford (Northern part of MLP Allocation A40: Shellow Cross</b> – The Chairman had written to Strutt and Parker and include the report produced by Cllr. West about traffic. Cllr. West suggested asking Strutt and Parker for an update.</p> <p><b>Planning Enforcement – New Complaint Received</b> - 19/00292/ENFB Planning compliance check: 18/00153/FUL; alleged new vehicular access being created at Willow Cottage Tye Green.</p>	
14.	<p><b>CORRESPONDENCE.</b></p> <p>The Chairman advised that all relevant correspondence had been circulated to all Councillors.</p>	
15.	<p><b>VILLAGE AMENITIES AND PROPOSAL TO BUILD NEW VILLAGE HALL.</b></p> <p>Finance, planning and agreement with Matthews' family needed to be looked at.</p> <p>It was agreed to form a Committee. Cllr. West to organise.</p>	PW
16.	<p><b>TO APPROVE THE ADOPTION OF THE VILLAGE HALL COMMITTEE AS A STANDING COMMITTEE OF THE PARISH CONCIL FROM 28<sup>TH</sup> NOVEMBER 2019, THAT THE CURRENT INSURED NAME CAN BE CHANGED TO GOOD EASTER PARISH COUNCIL AND AN AGREEMENT THAT THE PARISH COUNCIL WILL PAY ALL VILLAGE HALL INSURANCES WHEN THE CURRENT POLICY EXPIRES.</b></p> <p>The Chairman reported that if the wooden hut was burnt down the Village Hall Committee would have to apply for planning permission to have another Village Hall erected. It was agreed that two more insurance quotes should be sought for the Village Hall. Chairman agreed to ring NFU and Cllr. Pitt agreed to get a quote from a company who deal with agriculture.</p> <p>The proposal of the Parish Council paying the insurance was approved in principle and was passed subject to receiving the insurance quotes.</p>	CF/GP

	<p>Cllr. West advised that the Village Hall Committee would pay the additional insurance premium to bring the Hall up to value as it is currently undervalued. Cllr. West reported that the Village Hall currently have 5 members who will stand down if the Parish Council do not take on the Village Hall and become a Standing Committee of the Village Hall as the Parish Council own it.</p> <p>It was agreed that it is important the sum assured is correct. Cllr. West had the Terms of Reference. It was agreed the proposal was agreed in principle subject to the insurance and Terms of Reference being agreed.</p>	
<b>17.</b>	<p><b>VILLAGE HALL REPORT.</b></p> <p>Cllr. West, Chairman of the Village Hall Committee, gave the following report:-</p> <ul style="list-style-type: none"> <li>• At a meeting on 12<sup>th</sup> November 2019, the Village Hall Committee unanimously agreed that the Village Hall Committee should be a Standing Committee of Good Easter Parish Council, subject to agreement of Terms of Reference</li> <li>• Further, that the Parish Council should pay all village hall insurances as owners of the hall</li> <li>• As a Standing Committee of the PC, the Village Hall Committee will send the PC a copy of their annual accounts to the PC for incorporation, under separate heading, in the PC accounts</li> <li>• The bills for utilities (oil, electricity and water) will be paid by the village hall finance raised from hall rental income. Ongoing general maintenance will also be paid from village hall income.</li> <li>• Any major projects, which cannot be funded from village hall income, may require funding from the PC. In this event, approval will be sought to raise such monies from the PC precept</li> <li>• The current Village Hall Committee of five have indicated a willingness to act as the Village Hall Committee until April 2021, the centenary of the Village Hall opening in Good Easter</li> <li>• During the last two months , the village hall gutters have been cleared , the hard standing to the rear, together with the disabled ramp and front steps, have all been jet washed and the footpath to the fire escape at the side of the hall has been reinstated</li> <li>• The village hall bookings are robust. The village hall current account is approximately £5,000</li> <li>• The next planned village hall event will be to celebrate St George's Day on 25<sup>th</sup> April 2020</li> <li>• The April 2021 event will be specifically to celebrate the centenary of the opening of the village hall in Good Easter and the PC will be asked to support this event.</li> </ul>	
<b>18.</b>	<p><b>SPORTSFIELD REPORT.</b></p> <p>The Treasurer of the Sportsfield Committee gave the following report:-</p> <p>There was a pop-up pub at the end of October. Due to bad weather the bonfire night had to be cancelled but was held the following week. Currently £12,000.00 is held in the bank.</p>	
<b>19.</b>	<p><b>REPORT BY CLLR. SEELEY ON 10 GREEN PARISHES.</b></p> <p>Cllr. Seeley had spoken to the organiser of 10 Green Parishes. The Sportsfield have an area for wildflowers to be planted. The Chairman of 10 Green Parishes is very appreciate of the support of the Parish Council. Nothing has been planted yet. The Chairman had attended 10 Green Parishes Recycling Evening in Margaret Roding. Clerk to remove item from Agenda.</p>	<b>CLERK</b>
<b>20.</b>	<p><b>DOG WASTE BINS</b></p> <p>Cllr. Watkins had erected signs regarding dog fouling.</p>	
<b>21.</b>	<p><b>PARISH COUNCIL WEBSITE.</b></p> <p>Cllr. Wood was looking at the liability in the current format, backing up etc. He will see if he can make the site more user friendly and better. It was agreed that the minutes would be put onto the website in draft until they are officially approved. Clerk to remove item from the Agenda.</p>	<b>CW/CLERK</b>
<b>22.</b>	<p><b>NO PARKING SIGN AT OLD CROFT CLOSE.</b></p> <p>It is planned for the hatching and lining to be done in the new financial year. It was agreed to see what improvements the lines make before putting up any signage as it is not residents parking. Clerk to remove item from Agenda.</p>	<b>CLERK</b>
<b>23.</b>	<p><b>VILLAGE LITTER PICK</b></p> <p>13 bags of rubbish had been collected. CCC had collected the rubbish the same day as the Clerk reported it.</p>	

24.	<p><b>VILLAGE POND CLEARANCE.</b></p> <p>Chairman to contact Conservation Volunteers to get a quote to clear the pond.</p>	
25.	<p><b>FIREPROOF SAFE FOR LEGAL DOCUMENTS.</b></p> <p>The Chairman has arranged with Hill and Abbott Solicitors to place an envelope with documents in their fireproof safe. They have agreed to store valuable documents for free.</p>	CF
26.	<p><b>NOTIFICATION OF ORDER TO DIVERT FOOTPATH 14.</b></p> <p>An official order had been received to divert Footpath 14.</p>	
27.	<p><b>ITEMS FOR THE NEXT AGENDA.</b></p> <p>Sportsfield Committee have a meeting in January when they will decide their stance regarding replacing the Sportsfield Pavilion with a Village Hall on the Sportsfield.</p>	
28.	<p><b>DATES OF MEETINGS FOR 2020.</b></p> <p>The date of the next meeting is on Thursday 30<sup>th</sup> January 2020.</p> <p>The Chairman thanked everyone for attending and closed the meeting at 8.55pm.</p>	