

**MINUTES OF SIBLE HEDINGHAM ANNUAL PARISH COUNCIL MEETING
HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON
MONDAY, 11TH MAY 2015 AT 7.30P.M.**

In the chair: Mrs. G. Massey (for items 26 to 28)

Mr. R. Volkwyn (for items 29 to 54)

Present: Cllrs. J. Fennelly, S. Glen, D. Holmes, G. Jefferson, S. Metson, L. Parkin, P. Sarel,
J. Skittrall and J. Smith
Mr. A. Corder-Birch (Clerk).
Mrs. J. Beavis and Mr. H. Johnson (District Councillors)
Together with 8 (eight) members of the public

Fire regulations

Details were given of fire regulations relating to the Hall and the whereabouts of the fire exits.

Public comment

Mr. G. Dziejcz reported that the agenda for the Annual Parish Council meeting was not on the website for which Mrs. G. Massey apologized.

Mr. J. Nicholson asked if the new Councillors had read and understood the planning application and refusal notice in connection with the proposed lighting of the MUGA. Mrs. Massey stated that all the information was available and therefore the item will be fully discussed.

There was no other public comment.

26. **Apologies for absence**

Miss. S. Brackley (post meeting apologies – work commitment) and Mr. D. Finch

27. **To co-opt five new Councillors to fill vacancies**

It was proposed, seconded and carried that the following were co-opted onto the Parish Council to fill vacancies:

Miss. Stephanie Brackley, Mrs. Gillian Jefferson, Mr. Stephen Metson, Mr. Paul Sarel and Mrs. Jennifer Smith

Mrs. Jefferson, Mr. Metson, Mr. Sarel and Mrs. Smith then signed their Declaration of Acceptance of Office forms. It was agreed to give Miss. Brackley an extension of time until at or before the next meeting within which to sign her Declaration of Acceptance of Office form. (Post meeting note: Declaration signed 12th May 2015)

The vacancy created by Mr. S. Jones will need to be advertised by notice and filled at a later date.

28. **Election of Chairman**

It was proposed by Ms. S. Glen and seconded by Miss. L. Parkin that Mrs. G. Massey is re-elected as Chairman. It was proposed by Mr. D. Holmes and seconded by Mr. J. Fennelly that Mr. R. Volkwyn is elected as Chairman. The voting was as follows:

Mrs. G. Massey 3 votes

Mr. R. Volkwyn 8 votes

Mr. Volkwyn signed his Declaration of Acceptance of Office form as Chairman and thanked Councillors for electing him. He proposed a vote of thanks to Mrs. Massey for her work as Chairman during the last four years.

29. **Election of Vice Chairman**

It was proposed by Ms. S. Glen and seconded by Miss. L. Parkin that Mrs. G. Massey is elected as Vice Chairman. It was proposed by Mr. P. Sarel and seconded by Mr. D. Holmes that Mr. J. Fennelly is elected as Vice Chairman. The voting was as follows:

Mr. J. Fennelly 6 votes

Mrs. G. Massey 4 votes

Abstentions one

Mr. J. Fennelly thanked Councillors for electing him and Mr. J. Skittrall was thanked for his previous service as Vice Chairman.

30. **Declarations of interest**

Mrs. G. Jefferson declared a NPI in connection with the proposed lighting of the MUGA as a resident living near the Recreation Ground.

There were no other declarations of interest.

31. **To confirm minutes of previous meeting**

The minutes of the meeting held on 13th April 2015, having been circulated, were taken as read, were confirmed and signed by the Chairman as a correct record, subject to an amendment in minute 20.

32. **Matters arising from those minutes**

a) **Notice Board at Alderford Mill**

It was reported that FOAM was waiting for LBC for the proposed notice board.

b) **Colne Valley Railway**

The Clerk confirmed that he had requested a site meeting at the railway and was waiting to hear from the CVR Chairman. When arranged it was agreed to invite representatives of Castle Hedingham Parish Council and the two Hedingham District Councillors.

c) **Hedingham Football Club**

The Clerk reported that the Football Club had disclosed a copy of its lease of land at Oxford Meadow from BDC dated 26th September 2008, which contained, inter alia, the following covenants:

“3.8.1. The tenant must not hold the premises on trust for another. The tenant must not part with possession of the premises or part of them or permit anyone except the tenant....to occupy them or any part of them.

3.8.2. The tenant must not assign, sublet or charge the whole of any part of the premises.

3.11.2 The tenant must not make any application for planning permission without the consent of the landlord....”

These covenants will need to be released in writing by BDC before any further steps are taken.

33. **Planning Committee**

The minutes of the Planning Committee meeting held on 17th April 2015, having been circulated, were accepted in lieu of a report.

34. **Recreation and Amenities Committee**

The minutes of the Recreation and Amenities Committee meeting held on 24th April 2015, having been circulated, were accepted in lieu of a report.

35. **Transport and Highways Committee**

The minutes of the Transport and Highways Committee meeting held on 15th April 2015 were accepted in lieu of a report.

36. **To review delegation arrangements and terms of reference for committees**

It was agreed that the delegation arrangements and terms of reference for the following committees were in order and no change was required:

Finance and Funding

Planning

Recreation and Amenities

Personnel

Transport and Highways

37. **Election of Committees**

It was resolved that the following Councillors be elected to the PC Committees:

Finance and Funding Committee

Mr. J. Fennelly, Mrs. G. Massey, Miss. L. Parkin, Mr. J. Skittrall, Mrs. J. Smith and Mr. R. Volkwyn.

Personnel

Mr. J. Fennelly, Ms. S. Glen, Mrs. G. Jefferson, Mrs. G. Massey and Mr. R. Volkwyn.

Planning Committee

Mr. J. Fennelly, Mrs. G. Jefferson, Mrs. G. Massey, Miss. L. Parkin, Mr. P. Sarel, Mr. J. Skittrall and Mr. R. Volkwyn

Recreation and Amenities Committee

Mr. J. Fennelly, Mr. D. Holmes, Mrs. G. Jefferson, Mrs. G. Massey, Mr. S. Metson, Mr. J. Skittrall and Mr. R. Volkwyn.

Transport and Highways Committee

Mr. J. Fennelly, Ms. S. Glen, Mrs. G. Massey, Mr. P. Sarel, Mr. J. Skittrall and Mr. R. Volkwyn

38. **Election of Advisory Groups**

It was resolved that the following are elected to the Advisory Groups:

Emergency Planning: Mr. J. Fennelly, Mr. D. Holmes, Mr. J. Skittrall and Mr. R. Volkwyn

Footpaths and PROWs: Mrs. J. Beavis, Dr. N. Edwards, Mr. J. Fennelly, Dr. R. Green, Mr. O. Hawkes, Mr. H. Johnson, Miss. L. Parkin, Mr. A. Putnam, Mrs. S. Rees, Mrs. P. Volkwyn, Mr. R. Volkwyn and Mrs. A. Weatherley.

Water Management: Mr. J. Fennelly, Mr. D. Holmes, Mr. A. Law and Mr. R. Volkwyn.

Interview Panel: (any three from five), Mr. J. Fennelly, Mrs. G. Massey, Mr. J. Skittrall, Mrs. J. Smith and Mr. R. Volkwyn.

39. **Appointment of Councillors to other organizations**

The following appointments were agreed:

Halstead Area Crime Prevention Panel: Mr. D. Holmes and Mr. J. Skittrall (with Mr. J. Fennelly as reserve)

Essex Association of Local Councils: Mrs. G. Jefferson and Mrs. J. Smith

Braintree Association of Local Councils: Miss. L. Parkin and Mr. A. Corder-Birch

Hedingham Twinning Association: Mr. J. Skittrall and Mr. R. Volkwyn (Mr. Volkwyn is President of HTA).

ECC Parish Public Transport: Ms. S. Glen

Tree Warden: Mr. H. Johnson (supported by Miss. L. Parkin).

40. **To review Standing Orders and Financial Regulations**

It was agreed that no change was required to the Standing Orders or to the Financial Regulations.

41. **To review Complaints procedure**

The Complaints procedure was reviewed and no change was required.

42. **Procedures for requests under Freedom of Information**

It was agreed that no change was required to the procedures for requests under the FOI.

43. **Chairman's report**

The retiring Chairman, Mrs. G. Massey, thanked Councillors for their support over the years and offered her support to the new Chairman, Mr. R. Volkwyn.

44. **Youth Council Report**

Mrs. G. Massey had nothing to report.

45. **Essex County Council Report**

In the absence of Mr. D. Finch no report was given.

46. **Braintree District Council Report**

Mrs. J. Beavis congratulated Mr. R. Volkwyn upon his election as Chairman and reported upon the following:

The number of District Councillors has been reduced from 60 to 49 as a result of ward changes. Tribute was paid to Mrs. W. Scattergood for previously representing SH.

The BDC AGM will take place on 28th May.

Major forthcoming issues include Health, Employment and Local Plans.

A meeting had taken place with Jon Hayden of BDC who should be providing a list of trigger points. Unfortunately Bloor Homes were trying to avoid building more affordable houses, which BDC will

strenuously oppose. On plans Bloor homes appear to have encroached upon some land set aside for the Medical Centre, which it being investigated by BDC.

The new MP will be lobbied by BDC about health issues in Braintree, Witham and SH.

Mr. H. Johnson congratulated those with new appointments and looked forward to working with SHPC in the future. He reported upon the following:

The good turnout at the recent elections and hoped that Councillors will work well together.

He offered continued help and assistance with maintenance of HRW and footpaths.

He is happy to continue as SH Tree Warden.

The walks in SH on Tuesdays and CH on Thursdays were promoted.

The Chairman thanked Mrs. Beavis and Mr. Johnson for their reports and Mr. D. Holmes wished them well in their future roles as District Councillors.

47. **To review Registers of Interests**

The Clerk reminded Councillors of their duty to complete their respective Registers of Interests and to send direct to the Monitoring Officer at BDC by early June 2015.

Report of site visit to former Nat West Bank building

Miss. L. Parkin circulated a report and recommended that a watching brief is maintained on the building to ensure that it does not deteriorate too much and that communications with Bloor Homes are retained. It was left for Councillors to consider other possible uses for the building apart from a Pop Up Shop.

To consider arrangements for SH Annual Parish Assembly

Mrs. G. Massey proposed that the Annual Parish Meeting should be renamed the Annual Parish Assembly to avoid confusion with the Annual Parish Council Meeting, which was agreed. Arrangements for the Annual Parish Assembly on 27th May 2015 were discussed. As the date of the meeting was quickly approaching it was agreed that a similar format to 2014 should be adopted. However improved timings will be necessary following complaints made last year by representatives of organizations. It was agreed to consider a completely new format for 2016.

50. **To consider grant (under S137) towards equipment for Hedingham Film Club**

Ms. S. Glen reported that the existing Film Club equipment went "dead" recently. She recommended the acquisition of a new system, being a portable public address system connected to a projector, for £220 net. The new equipment could be borrowed by SHPC upon suitable occasions. Mr. J. Skittrall suggested that SHPC owns the equipment and lends it to the Film Club but Mrs. G. Massey disagreed as it would not be a S137 grant. It was therefore proposed by Ms. Glen, seconded by Mrs. Massey and carried that SHPC makes a grant of £220 net under the provisions of S137 of the LGA 1972. (Post meeting note: A written application has been received from Hedingham Film Club in compliance with SHPC S137 guidelines).

51. **Update upon proposed lighting of the MUGA**

It was reported that the planning application for proposed lighting of the MUGA had been refused and Councillors could consider (a) an appeal, (b) another application or (c) no further action. The Chairman stated that four new Councillors probably knew nothing about the history of the proposed lighting. He therefore suggested that the item is deferred to enable the new Councillors to be updated.

Mrs. G. Massey expressed disappointment that the application had been decided by Planning Officers and not by the Planning Committee, which had prevented representations being put forward at the Planning Committee meeting. Mrs. Massey had spoken to Mrs. T. Lambert, a Senior Planning Officer, who had explained the situation and policy. Mrs. J. Beavis, who did not support the application for lighting, explained that Mrs. Lambert's interpretation of the policy was correct and the application was not complete because it lacked a Design and Access Statement, an Environmental Impact Assessment, Wildlife Report and a plan showing the exact position of the proposed lights. The application had also been reviewed by the Chief Executive of BDC prior to it being refused. Mrs. Massey considered that the application had not been handled fairly by BDC. The Chairman considered that this is a very contentious matter and offered to meet the new Councillors to update them. It was proposed by Miss. L. Parkin, seconded by Mr. J. Fennelly and carried, with two abstentions, that this item is deferred until the next meeting to enable new Councillors to be brought up to date.

52. **Correspondence**

The correspondence received and listed in appendix 1 was referred to relevant Councillors for information

and action.

53. **Accounts for payment**

The accounts listed in appendix 2 were presented for payment. It was proposed by Mrs. G. Massey, seconded by Miss. L. Parkin and carried that the accounts are paid.

54. **Any other business/exchange of information/agenda for next meeting**

There was no other business.

There being no further business the meeting closed at 8.35pm.

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(Date)

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(Chairman)