

**MINUTES OF SIBLE HEDINGHAM PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON MONDAY 9<sup>th</sup> JULY 2012 AT 7.30PM.**

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**In the chair:** Mrs. G. Massey  
**Present:** Cllrs. J. Beavis, C. Cannell, S. Glen, R. Green, D. Holmes, A. Law, S. Partridge, A. Prill, J. Skittrall, F. Swallow and L. Waller  
Mr. A. Corder-Birch (Clerk)  
Mr. H. Johnson and Mrs. W, Scattergood (District Councillors)  
Together with 5 (five) members of the public

**Fire regulations**

Details were given of the fire regulations relating to the Hall and in particular the whereabouts of the fire exits, the assembly point in Parkfields and vehicles must not be removed from the Hall Car Park.

**Public comment**

Prior to commencement of the meeting, Mr. F. Ladkin questioned the proposal for another 80 affordable houses on the Premdor/Rockways sites when the occupiers may not be able to find employment locally. He suggested instead of affordable houses that money is allocated to other projects in the village. He also expressed concern about the Small Homes Bonus. The Chairman assured Mr. Ladkin that SHPC is asking BDC to provide infrastructure in SH. Mr. A. Prill asked for clarification about the Master Plan and Mr. Ladkin confirmed that he had not been consulted by BDC about it. He desires to build houses on the Rockways site and confirmed that a total of 236 houses are proposed for the Rockways and Premdor sites. Mr. Ladkin expressed concern about the public crossing his car park to reach HRW where the new crossing/culvert had not yet been installed.

Miss. J. Cole stated that at the Public Meeting the village had shown a united front to BDC particularly for a new Doctor's Surgery. She asked for land for a surgery to be earmarked. It was reported that a petition in support of a new surgery was in progress.

Mr. J. Nicholson expressed concern about uncertainty for a new surgery having heard different versions. It was confirmed that BDC had asked PCT to reconsider a surgery but had not yet received an answer. Mrs. W. Scattergood reported that the BDC Core Strategy states that a new Doctor's Surgery must be built in SH between 2014 and 2016. There was no other public comment.

81. **Apologies for absence**

Cllrs. E. Jones (School visit) and D. Finch

82. **Declarations of interest**

Mrs. L. Waller declared a prejudicial interest as a member of the Interview Panel in connection with the item relating to the co-option to fill a casual vacancy as she had later found out that one of the applicants was engaged in a business contract with her son in law.

Miss. C. Cannell and Mr. J. Skittrall declared personal interests in connection with the item relating to proposed grant to the Hedingham Twinning Association as members of HTA.

There were no other declarations of interest.

(Mrs. L. Waller left the meeting prior to consideration of the following item)

83. **To co-opt new Councillor to fill casual vacancy**

The Chairman reported that the Interview Panel had interviewed five applicants any one of whom would be an asset to the Parish Council. The Panel recommended that Ms. S. Glen is co-opted. It was proposed by Mrs. G. Massey, seconded by Mr. J. Skittrall and carried that Ms. S. Glen is co-opted onto the Parish Council to fill the casual vacancy.

(Mrs. L. Waller returned to the meeting)

84. **Declaration of Acceptance of Office of new Councillor**

Ms. S. Glen then signed her Declaration of Acceptance of Office, which was countersigned by the Clerk.

85. **To confirm minutes of meeting held 11<sup>th</sup> June 2012**

The minutes of the meeting held on 11<sup>th</sup> June 2012, having been circulated, were taken as read were confirmed and signed by the Chairman as a correct record.

86. **Matters arising from those minutes**

a) **Code of Conduct**

Mr. S. Partridge reported that an amendment is required to the NALC Code of Conduct concerning pecuniary interests and the requirement to leave the meeting being removed. It was agreed to place this item on the agenda for the next meeting.

87. **To confirm minutes of meeting held 25<sup>th</sup> June 2012**

The minutes of the meeting held on 25<sup>th</sup> June 2012, having been circulated, were taken as read were confirmed and signed by the Chairman as a correct record.

88. **Matters arising from those minutes**

There were no matters arising.

89. **To confirm minutes of meeting held 2<sup>nd</sup> July 2012**

The minutes of the meeting held on 2<sup>nd</sup> July 2012, having been circulated, were taken as read were confirmed, subject to amendments to paras (d) of public comment, 75 & 79 and signed by the Chairman as a correct record.

90. **Matters arising from those minutes**

a) **BDC Core Strategy**

Concern was expressed regarding the provenance of the letter to BDC dated 5<sup>th</sup> December 2008, which was approved by Councillors following a meeting of SHPC Planning Committee on 14<sup>th</sup> November 2008, because the committee may not have had the authority to authorize the letter.

91. **Chairman's report**

The Chairman had nothing to report outside the agenda.

92. **Youth Council Report**

Mr. S. Partridge gave a report on behalf of the Youth Council, which was "going well". They asked for permission to use the Recreation Ground for an event on 11<sup>th</sup> August 2012, which was granted. The Youth bus will not be available to the village during the School holidays.

93. **County Councillor's Report**

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

94. **District Councillor's Reports**

Mrs. W. Scattergood reported:

(a) That a meeting of the River Colne Countryside Trust will take place on 12<sup>th</sup> July 2012 at Chappel Village Hall. It was reported that Dr. R. Green will attend this meeting as SHPC representative.

(b) That BDC is arranging three training events for the new Code of Conduct. It was reported that SHPC and Councillors had asked the Monitoring Officer questions and is waiting for answers. The Chairman advised Councillors that interests must be declared within 28 days of adoption of the new Code.

Mr. H. Johnson reported:

(a) That Parish Councils will be consulted upon the BDC Public Open Spaces Action Plan.

(b) That he desires to speak about HRW below (please see minute 99).

Mrs. J. Beavis reported:

(a) That at the BDC LDF Meeting on 25<sup>th</sup> July, Mrs. E. Dash had confirmed that Officers recommendation is for land for a Medical Centre and Doctor's Surgery to be reinstated in the Master Plan.

(b) Mrs. H. Carter, Bursar of Hedingham School will attend LDF meeting and speak about the proposed Sports facility at Hedingham School.

(c) A meeting has been arranged on 2<sup>nd</sup> August so that SHPC and HRW can press ECC and BDC to progress the culvert at HRW.

(d) It had been established that ECC has no S106 monies towards the culvert but enquiries will be made with BDC to establish the balance in hand for POS in SH for HRW culvert.

(e) On 16<sup>th</sup> July Mrs. Beavis is presenting to BDC cabinet a SLA for RCCE. This may lead to Jan Cole being asked to help SHPC with Neighbourhood Plan and Master Plan.

Mrs. G. Massey reported that five representatives of SH will attend a training course at RCCE on 14<sup>th</sup> July.

95. **Planning Committee**

The minutes of the Planning Committee Meetings held on 30<sup>th</sup> May, 1<sup>st</sup> and 22<sup>nd</sup> June 2012, having been circulated were accepted in lieu of a report.

96. **Recreation and Amenities Committee**

The minutes of the Recreation and Amenities Committee Meeting held on 15<sup>th</sup> June 2012, having been circulated, were accepted in lieu of a report.

97. **Public Transport, Highways and Speedwatch Committee**

The minutes of the Public Transport, Highways and Speedwatch Committee Meeting held on 27<sup>th</sup> June 2012, having been circulated, were accepted in lieu of a report.

98. **To consider Terms of Reference**

Terms of Reference for (a) The Planning Committee (b) The Public Transport, Highways and Speedwatch Committee and (c) The Recreation and Amenities Committee were adopted.

99. **Hedingham Riverside Walk Report**

Dr. R. Green reported that HRW had been officially opened by Mr. George Courtauld, the Vice Lord Lieutenant of Essex, when unfortunately the event had been spoilt by heavy rain. Thanks were recorded to Mrs. Angela Weatherley for arranging the refreshments. Mr. H. Johnson expressed concerns about inordinate delays with the culvert, the number of people getting involved and that serious answers are required from BDC and ECC. It was agreed that the whole position is becoming very frustrating.

100. **To consider the provision of bus stops**

Mr. S. Partridge asked for approval to include bus stops as match funding in a grant application. Approval was given on the understanding that it will not involve any obligation on SHPC.

101. **To consider contribution to Hedingham Twinning Association**

Mr. J. Skittrall requested a contribution of up to £500 for Hedingham Twinning Association towards the costs of a dinner to celebrate the 20<sup>th</sup> anniversary of the signing of the renewal charter. He reported on a recent HTA meeting and explained that the dinner will be a high profile event similar to one provided in France, which he had attended. The dinner will be held in SH Village Hall, caterers had been arranged and about 100 to 120 guests are expected to attend. It was confirmed that a grant of £150 a year is already given to HTA. It was proposed by Mrs. J. Beavis, seconded by Mr. D. Holmes and carried that a contribution of £250 is made. Mr. Skittrall thanked SHPC on behalf of HTA.

102. **To consider quote for repairs to damaged skateboard equipment**

Mr. J. Skittrall reported that repairs to the damaged skateboard equipment were essential and there was no option as it is a health and safety issue. He produced a quote from Highline Extreme Limited for £2300 and reported upon another verbal quote. Mr. S. Partridge asked for confirmation that the repair work will not affect the grant applications and Mr. Skittrall so confirmed. It was proposed by Mrs. G. Massey, seconded by Miss. C. Cannell and carried that the quote from Highline Extreme Limited for £2300 is accepted subject to it being in compliance with financial regulations and if not power was delegated to the Recreation and Amenities Committee to spend up to £2300. (Post meeting note: The financial regulations state: "For expenditure between £501 and £4999 competitive quotations will be sought")

103. **To consider quotes for footpath at Oxford Meadow**

Mr. A. Prill reported upon two quotes received. A third quote had been requested but not yet received. In the circumstances it was agreed to ask for a quote from another contractor and to ask for a guarantee as to

how long the path will last. It was also agreed to ask ECC for confirmation that if a new footpath is constructed along the exact route of FP33 that it will thereafter maintain it.  
(Mr. H. Johnson and Mrs. W. Scattergood left the meeting)

104. **To approve SHPC Accounts for the year 2011-2012**

The Clerk had previously circulated the accounts for the year 2011-2012 to Councillors for approval and reported that they were still with the Internal Auditor to complete the internal audit. The accounts should have been sent to the External Auditor by the end of June but there had been delays, which had been explained to the Audit Commission and the reasons accepted. Councillors raised questions upon the accounts, which the Clerk agreed to look into upon return by the Internal Auditor. It was noted that the Finance and Funding Committee had not met recently and it was therefore agreed to arrange a meeting for Monday 16<sup>th</sup> July at 4pm and to delegate authority to that Committee to consider and approve the accounts for the year 2011-2012. It was agreed that Mr. D. Holmes becomes a member of the Finance and Funding Committee and that it should consider its terms of reference on 16<sup>th</sup> July.

105. **To consider asking ECC how contributions from Premdor/Rockways sites will benefit SH**

Mrs. L. Waller explained that she had requested this agenda item because a resident had asked for an assurance that S106 monies paid by developers of the Premdor/Rockways sites to ECC for education, highways and public transport will be used locally. It was agreed to raise this with Cllr. D. Finch and ask him to forward the question to relevant Officers at ECC.

106. **Correspondence**

The correspondence received and listed in appendix 1 was referred to relevant Councillors for information and action. Arising from the correspondence the following items were discussed:

- (a) A letter and enclosures from ECC requesting comments upon proposed 20mph speed limit in Riverside Way and part of Summerfields was considered. It was agreed to support the proposal and to continue to ask for the limit to be extended to the Summerfields junction with Spring Way.
- (b) A letter and account from H&H relating to the pump at Alderford Street was considered. It was agreed to pay H&H account, which was in accordance with their quote. However to avoid future costs it was agreed that the Clerk should pursue the Bank of Cyprus to consent to the transfer.

Mr. D. Holmes reported that few Councillors had read the correspondence in advance of the meeting and some Councillors had not read the correspondence at all in recent months. Arising from this it was agreed to revise the correspondence front sheet.

107. **Accounts for payment**

The accounts listed in appendix 2 were presented for payment together with three additional accounts as follows:

Mr. S. Partridge –	Legacy weekend expenses (S137)	£17.62
Supreme Clean Limited –	Provisions/cleaning materials for public toilets	£38.88
Mr. E. F. Mayes –	Felling and removing dangerous tree from Recreation Ground	£120.00
It was proposed by Mrs. J. Beavis, seconded by Mr. J. Skittrall and carried that the accounts are paid and that the following accounts are paid under the provisions of S137 of the LGA 1972:		
Julie Laver	Expenses for Legacy weekend	£12.25
Mrs. G. Massey	Reimbursement of payment to Harry Cloudfoot for Legacy weekend	£100.00
Miss. C. Cannell	Reimbursement of cost of flower arrangement for Hedfest	£23.88
Carol Davidson Industrial	Bouncy Castle for Legacy event	£54.00
Otter Wrought Iron	Legacy weekend expenses	£22.59
Mr. S. Partridge	Legacy weekend expenses	£17.62

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

There was no other business

There being no further business the meeting closed at 9.35pm.

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(Date)

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(Chairman)