

## **EIGHT ASH GREEN PARISH COUNCIL**

Minutes of the meeting held on Wednesday 9<sup>th</sup> May 2018 in Eight Ash Green Village Hall at 7.30pm.

In the Chair: Cllr J. Greenwold

Present: Cllr Jean Absalom  
Cllr Alec Birchall  
Cllr Andrew Cook  
Cllr Alistair McGarry  
Cllr Alan Tolfrey  
Cllr Christine Willetts

The Clerk

There were 8 members of the public present.

**1-18/19 Election of Chairman 2018/19:** To elect a Chairman for the ensuing year and for the newly appointed Chairman to sign the declaration of acceptance of office.

Cllr Josh Greenwold was elected unopposed as Chairman and signed the declaration of acceptance of office.

Proposed: Cllr Cook                                  Seconded: Cllr Tolfrey                                  (Unanimous)

**2-18/19 Election of Vice-Chairman 2018/19:** To elect a Vice-Chairman for the ensuing year and for the newly appointed Vice-Chairman to sign the declaration of acceptance of office.

Cllr Andrew Cook was elected unopposed as Vice-Chairman and signed the declaration of acceptance of office.

Proposed: Cllr Willetts                                  Seconded: Cllr Absalom                                  (Unanimous)

**3-18/19 Welcome and Apologies for Absence:** All apologies should be sent through the clerk.

Apologies were received from Ward Councillor Dennis Willetts.

**4-18/19 Disclosure of Interests:** Councillors will disclose any pecuniary interests relating to this agenda. Members are reminded that if they have a disclosable pecuniary interest they must leave the room and not participate in any discussion relating to the relevant agenda item.

Cllr McGarry declared a Disclosable Pecuniary Interest in Item 12 due to the planning application relating to his property.

**5-18/19 Public Participation:** The Chairman will suspend the meeting in order for members of the public to have their say. This section of the agenda allows members of the public to speak for a maximum of three minutes with a total of fifteen minutes being allocated for this agenda item.

Signed \_\_\_\_\_  
Cllr J Greenwold, Chairman

A resident asked about the possibility of replenishing the parish's reserves of salt for the winter. He also asked if progress could be made with a Welcome Pack for the parish, and whether the PA system could be used for future meetings.

Cllr Tolfrey said the PA system was in the hall and would be used in future.

Cllr Greenwold said the system had been a donation from Cllr Tolfrey and the Council and residents were very grateful to hi for this.

The Clerk said the salt would be ordered shortly and she would add the Welcome Pack to the Action Tracker.

**6-18/19 To agree the minutes of the meeting of the Council held on Wednesday 11<sup>th</sup> April 2018.**

The minutes of the meeting of the Council held on Wednesday 11<sup>th</sup> April were agreed as a true record and signed by the Chairman.

Proposed: Cllr Cook                      Seconded: Cllr Tolfrey                      (Unanimous)

**7-18/19 To confirm the Clerk to act as Responsible Financial Officer to the Council.**

The Clerk was confirmed as Responsible Financial Officer to the Council.

Proposed: Cllr McGarry                      Seconded: Cllr Cook                      (Unanimous)

**8-18/19 Membership of Existing Committees and Working Groups:** To agree membership of the following Committees and Working Groups

a) Neighbourhood Plan Working Group

It was agreed the Parish Councillor representative would be Cllr McGarry and otherwise the Group would continue with the existing membership.

**9-18/19 To review and confirm the following Policies, Procedures and Regulations:**

- ❖ Standing Orders
- ❖ Financial Regulations
- ❖ Bullying and Harassment Policy
- ❖ Communications Policy
- ❖ Complaints Procedure
- ❖ Disciplinary and Grievance Procedure
- ❖ Equal Opportunities Policy
- ❖ Expenses Policy
- ❖ Health and Safety Policy
- ❖ Publications Policy
- ❖ Memorials Policy

Signed \_\_\_\_\_  
Cllr J Greenwold, Chairman

## ❖ Defibrillator Policy

The above policies were reviewed and confirmed en bloc.

Proposed: Cllr McGarry                      Seconded: Cllr Birchall                      (Unanimous)

**10-18/19      To review the inventory of the Council's land and assets including buildings and office equipment.**

The inventory of the Council's land and assets was reviewed and the shed, tools and PA system added.

**11-18/19      To review and agree the Parish Council's insurance arrangements for 2018/19.**

The Parish Council's insurance arrangements for 2018/19 were reviewed and agreed.

Proposed: Cllr McGarry                      Seconded: Cllr Cook                      (Unanimous)

**12-18/19      To review and agree the following subscriptions:**

<b>EALC</b>	<b>£316.48</b>
<b>NALC</b>	<b>£92.20</b>
<b>RCCE</b>	<b>£66.00</b>
<b>CALC</b>	<b>£35.00</b>

The above subscriptions were reviewed and agreed.

Proposed: Cllr Willetts                      Seconded: Cllr Absalom                      (Unanimous)

**13-18/19      To agree the dates of Full Council meetings for 2018/19 as follows:**

13<sup>th</sup> June 2018  
 11<sup>th</sup> July 2018  
 12<sup>th</sup> September 2018  
 10<sup>th</sup> October 2018  
 14<sup>th</sup> November 2018  
 12<sup>th</sup> December 2018  
 9<sup>th</sup> January 2019  
 13<sup>th</sup> January 2019  
 13<sup>th</sup> March 2019  
 10<sup>th</sup> April 2019  
 8<sup>th</sup> May 2019

The above dates were agreed.

Proposed: Cllr McGarry                      Seconded: Cllr Willetts                      (Unanimous)

Signed \_\_\_\_\_  
 Cllr J Greenwold, Chairman

**14-18/19 Report from the County and Borough Councillors:** Report from County Councillor and Ward Councillors, if present.

There were no reports.

**15-18/19 Clerk's Report**

**16-18/19 Planning:**

**To agree the Parish Council's response to the following applications:**

**180817** - Linslade House, Wood Lane, Fordham Heath CO3 9TR - Provision of Cladding to front of property.

Cllr McGarry left the room.

The Parish Council agreed to support this application.

Cllr McGarry rejoined the meeting.

The request received from a resident on Seven Star Green regarding access to the property was discussed and it was agreed the Clerk would contact Linda Russell for advice.

**To note the following Notices of Planning Decisions**

**173165** - 4 Woodland Chase, Fordham Heath Colchester CO3 9UW - Conversion of double attached garage into 2 storey annexe including increase in height of the garage. Build new attached single garage. – *Permission granted, 10 conditions, 10<sup>th</sup> April 2018*

**17-18/19 Update from the Neighbourhood Plan Working Group**

Mr John Allcock said drafting points received from Colchester Borough Council would be incorporated into version 27 of the Plan. The Plan has now gone to NPIERS for comments. A meeting would be held with CBC on 14<sup>th</sup> May 2018. Site 226 had been given the name of "Fiddlers Field, formerly known as site 226" The website was being updated constantly but would eventually be integrated with the Eight Ash Green website.

**18-18/19 To agree to list Halstead Road, Spring Lane, Heath Road, Wood Lane and Argents Lane in order of priority for a survey of volume and traffic by Essex Highways.**

It was agreed that Wood Lane and Spring Lane were first in order of priority for a survey of volume and traffic by Essex Highways.

Proposed: Cllr McGarry

Seconded: Cllr Willetts

(Unanimous)

**19-18/19 Allotments, Heaths, Greens, Footpaths and Highways**

Signed \_\_\_\_\_

Cllr J Greenwold, Chairman

## a. Allotments

The Allotment Steward said the trough would be installed soon and it was now thought the tap would also be kept. She said the chippings had not yet arrived and the mower would soon be sorted out.

## b. Heaths and Greens

Mr Winterbourne said the bye-law signs should be sorted out soon. He said work was needed on the bottom pond. He asked if better quality padlocks should be purchased. He said Volunteer Days had been arranged for November and next February.

**20-18/19 Accounts & Payments:**

- a) **Statement of Accounts to be circulated prior to meeting**
- b) **To approve cheques for signature in accordance with 2018/19 Budget (Invoices Sheet) – to be circulated prior to the meeting.**

Cheques were approved for signature.

<b>Payee</b>	<b>Reason for Payment</b>	<b>Amount</b>
Various	Staff costs – Month 2	£612.92
Zurich Municipal	Insurance Renewal	£1,038.23
CALC	Renewal fee	£35.00
	<b>Total</b>	<b>£1,686.15</b>

Proposed: Cllr Cook

Seconded: Cllr McGarry

(Unanimous)

**20-18/19 Reports from Councillors on activities undertaken since the last Parish Council meeting**

Cllr McGarry said he had been working on the licences for the Cricket Club and the Football Club and these would be sent out for comments.

**21-18/19 Date of next meeting: Wednesday 13<sup>th</sup> June 2018 at 7.30 p.m. at Eight Ash Green Village Hall, Spring Lane, Eight Ash Green, CO6 3QF.**

**Annual Parish Meeting, Wednesday 16<sup>th</sup> May 2018, 7.30pm at Eight Ash Green Village Hall, Spring Lane, Eight Ash Green, CO6 3QF.**

<b>Payee</b>	<b>Reason for Payment</b>	<b>Amount</b>
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Signed \_\_\_\_\_  
Cllr J Greenwold, Chairman

Various	Staff costs – Month 1	£592.20
Mr Steve Gentry	Benches	£20.00
Jenny Jones	Expenses – NP	£81.09
Pale September	Website	£106.00
W & H (Romic) Ltd	Streetlight repair	£244.95
	<b>Total</b>	<b>£1,044.24</b>

Signed \_\_\_\_\_  
Cllr J Greenwold, Chairman