**MINUTES OF THE**

**ANNUAL MEETING of QUENDON & RICKLING PARISH COUNCIL**

**HELD ON WEDNESDAY 18th May 2016**

**PRESENT:**

**Alan Price (Chairman)**

**Lindy McDermott**

**Chris Phillips**

**Brandon Chapman**

**Paul Wilsher**

**Sue Joannou (Parish Clerk)**

**Cllr. Ray Gooding**

**4 Members of the public**

1. **Election of Chairman**

Alan Price was nominated for Chairman by LM, and seconded by BC.

AP was unanimously elected.

1. **Election of Vice Chairman**

Chris Phillips was nominated for Vice Chairman by BC and seconded by AP.

CP was unanimously elected.

1. **Dispensations/Declaration of Interest**

None

1. **Apologies for Absence**

Tony Jones, Sally Kitcat, Cllr Neil Hargreaves, Cllr Joanne Parry

1. **To appoint the Councillors responsible for the following:-**
2. Liaison with Rickling School – **Sue Joannou**
3. Liaison with Rickling Green Recreation Association – **Sally Kitcat**
4. The Emergency Plan – **Sally Kitcat & Tony Jones**
5. The Planning Committee – **Brandon Chapman & Lindy McDermott**
6. B1383 Committee & Liaison with ECC Highways – **Alan Price & Paul Wilsher**
7. Community Speed Watch – **Alan Price**
8. PROWs – **Brandon Chapman & Sally Kitcat**
9. Community Initiative Funding – **Chris Phillips & Tony Jones**
10. Defibrillator Co-ordinator – **Chris Phillips**
11. Village Plan PC Representatives – **Brandon Chapman & Chris Phillips**
12. Community Environment Facilities (Grit bin, community skip) – **Brandon Chapman**
13. Parish Communications (website etc) -  **Lindy McDermott**
14. **Minutes of the Parish Council Meeting held on 13th April 2016**

The Minutes had been circulated. They were **approved** and **signed** by the Chairman as a true record.

1. **Matters arising from the Minutes of 13th Apr 2016 meeting:**

None

1. **Public Participation**

None

1. **Finance**

**2015/16 Audit**

The Clerk advised that the Audit Commission Annual Return and relevant documents for the year ended 31st March 2015 have been completed. These documents have been approved by the Internal Auditor (Yvonne Morton) whose report will be circulated to the PC once received. The notice stating, they are available to the public (at the Clerk’s address) will be displayed on the notice boards by the due date.

1. **Annual Governance Statement**

The year end Governance Statement was **agreed** as an accurate record of the Parish Council’s processes. **Minute reference Q&RPC/10/18/5/2016.** The Annual Return wasduly signed by the Chairman and the Clerk. The Return will be sent to the External Auditor (Audit Commission) by 13th June 2016 for approval (the date requested by the Audit Commission).

1. **Annual Accounting Statements**

The Year End accounts were **agreed** as a true record of the Parish Council’s finances. **Minute reference Q&RPC/11/18/5/2016.** The Annual Return was duly signed by the Chairman and The RFO. The Return will be sent to the External Auditor (Audit Commission) by 13th June 2016 for approval (the date requested by the Audit Commission).

1. **Insurance renewal**

The Clerk noted that renewal notice for insurance had been received from Zurich Municipal. A 3 year Long Term Agreement was entered into in 2014. The renewal premium is £633.75 and includes the recent additions to assets of the new bus shelter. It was unanimously **agreed** that the renewal premium should be paid**.**

CP raised the point that there may in fact be an additional bin (by the bus stop) to be added to the policy, worth approx. £49. The Clerk to check the number of bins to double check.

1. **Current Finances**

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| **FINANCE REPORT 18.05.2016** | | | | | |  |  |  | | |
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| The Clerk reported the following outgoings since the meeting on 13th April 2016:- | | | | | | | | | | |
|  | | | |  |  |  |  |  | | |
| **Cheques issued** | | | | |  |  |  |  | | |
| EALC/NALC Affilliation (863) | | | | | | 172.17 |  |  | | |
| Hilbery Turf (864) | | | | |  | 210.00 |  |  | | |
| Imperative Training (Defib) (865) | | | | | | 89.94 |  |  | | |
| Cashbook/Stamps (866) | | | | | | 13.77 |  |  | | |
| Clerk's Salary (April) (867) | | | | | | 343.20 |  |  | | |
|  | | | |  |  |  |  |  | | |
|  | | | |  |  |  |  | **829.08** | | |
| **Cheques to be authorised** | | | | | |  |  |  | | |
| Hilbery Turf (868) | | | | |  | 210.00 |  |  | | |
| J.D Hayes (moved bin) (869) | | | | | | 95.00 |  |  | | |
| Zurich Municipal Insurance (870) | | | | | | 633.75 |  |  | | |
| Sue Joannou - New PC - Acer Aspire(871) | | | | | | 268.88 |  |  | | |
| Sue Joannou - Software (872) | | | | | | 169.98 |  |  | | |
| Carr & Bircher (873) | | | | |  | 360.00 |  |  | | |
| EALC Councillor 1 Training (PW) (874) | | | | | | 75.00 |  |  | | |
| Clerk's Salary (May) (875) | | | | | | 343.20 |  |  | | |
|  | | | |  |  |  |  |  | | |
|  | | | |  |  |  |  | **2,155.81** | | |
|  | | | |  |  |  |  |  | | |
| EON Payment (May) | | | | |  |  |  | 31.66 | | |
|  | | | |  |  |  |  |  | | |
| **Total Payments** | | | | |  |  |  | **3,016.55** | | |
|  | | | |  |  |  |  |  | | |
| Lloyds current account balance at last meeting | | | | | |  |  | 18,255.89 | | |
| Less total payments | | | | |  |  |  | 3,016.55 | | |
|  | | | |  |  |  |  | **15,239.34** | | |
| **Add** | | | |  |  |  |  |  | | |
|  | | | |  |  |  |  |  | | |
| Transparency Code Funding | | | | | |  |  | 695.58 | | |
| Precept - 1st Payment | | | | |  |  |  | 5,765.00 | | |
| UDC Discretionary Grant | | | | | |  |  | 970.00 | | |
|  | | | |  |  |  |  |  | | |
|  | | | |  |  |  |  | **22,669.92** | | |
|  | | | |  |  |  |  |  | | |
| As at 18th May 2016 | | | | |  |  |  |  | | |
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**The payments listed above were unanimously authorised.**

The Chairman initialled the Year to Date accounts.

The Clerk to contact Hilbery Turf with regard to area around the broken finger signpost as it appears not to have been cut/ trimmed for some time.

PW also raised a point about whether it ever been considered to leave the verges to evolve in a more natural way, allowing wild flowers to flourish etc. It was agreed to add this item to the next agenda.

1. **Correspondence**

**The Queen’s Birthday Celebrations in June**

It was acknowledged that there now wasn’t the time or resource to get an event/celebration in place for the weekend of 11/12th June and that the School fete was already taking place on the afternoon of the 11th June.

It was also noted that it was a real shame that something could not have been organised as it was felt that the villages need more social community events.

As an alternative a suggestion was made to do something with/or make donation to the school. It was agreed that a donation/raffle prize to the value of £100 would be offered. LM to speak to Stephanie Bridgewater the PTA chair regarding this.

1. **Update of Forums / Presentations**

CP had given the PC an update of his recent Dart meeting of 16/5/16 by email also dd 16/5/16.

AP & LM had met with Maria Shoesmith on the 11th May, full update given by email dd 12/5/16, and will be covered under 32.a.

1. **Training**

The Clerk confirmed she had booked PW on the courses for Councillor training 1 & 2.

CP suggested that a Highway’s course could be useful, which could be held in house.

Clerk to approach LCPAS to inquire about possible dates/times, other Parishes could also be invited.

1. **Broadband**

**BT**

BC informed the PC that BT- Openreach had assured us that the villages will have Superfast Broadband by June 2017.

1. **Gigaclear**

BC updated the PC that a number of residents from our villages and some surrounding villages had attended the Gigaclear meeting on the 26th April. They had said that they need at least a 100 households to sign up f before they could move forward with it. There were only approx. 30 people who attended the meeting, therefore nothing could be confirmed at that point and BC has not heard anything since from Gigaclear.

A brief discussion was had about the likely hood of Gigaclear being able to move this forward, and Cllr RG advised that Gigaclear had been in talks with other villages, namely Farnham and Berden to name a couple, and they’d been offered Ultrafast not Superfast. It was now a case waiting to see if BT deliver next year.

1. **Community Services**

**Community Skip**

BC confirmed the change to arrangements of the skip hire, it was delivered on the Friday PM and collected at 12.30 pm on the Saturday.

BC advised that people were being reasonable, and the skip was full but not over full.

It was noted that there had been a car parked towards the back of the Village hall carpark that had made it awkward for the skip to be collected.

1. **Speedwatch**

AP advised that they had just about enough people to go ahead with this now.

AP to request the relevant training from the Essex Police.

1. **Dog Fouling bins**

LM advised the meeting that there had been correspondence on FB regarding the number of dog poo bags left around the village but particularly at the entrance/exit to the woods.

A discussion took place around the option of adding more bins, notices to dog walkers, though it was thought that the problem was more than likely caused by dog walkers from outside of the villages.

It was **agreed** to try a talk to ‘Debbie the dog walker’ and to look into adding more dog bins strategically placed on the East side of the Parish, Quendon churchyard area and near the bowls club.

1. **Facebook for the Parish Council**

LM updated the PC about a new FB page dedicated to Q&R Parish Council.

1. **Village Communications**

PW inquired whether links to specific areas of the UDC website from our Village website would be more useful to users. Also that the ‘contact’ part only allows 100 words. It was also noted that the clerks email address was not on the Village website. A discussion continued about looking into the possibility of having a new village website. LM agreed to look into this, and to add the Clerk’s email address.

1. **Bus Shelter / Litter Bins**

CP advised that he and TJ had fixed the bin on the southbound side of the road.

He also mentioned that a nearby resident had been emptying it, which was the kind of her. The council hadn’t been emptying it but from now would be.

CP advised he had lamented a timetable from online and had put it up in the bus shelter on the northbound route. An official one should be fixed within in the next couple of weeks.

1. **Neighbourhood Plan**

AP advised that Newport had started the process, and us and Widdington were included with Newport.

We will await requests for help and possible funding.

BC advised that he would raise it with the Action Plan working group to bear in mind for the future.

1. **Village Sign Post**

BC advised that he and SK had met with someone from the Milestone Society, and were now awaiting a quote to replace the sign as was. When the quote arrives the Clerk will inform Cllr Hargreaves of the exact cost as he has agreed to meet the costs from the New Homes bonus allocation.

It was also noted that when we receive the quote we should advise Highways that we are proceeding with the repair.

1. **PRoWs**

**State of the local Footpaths**

In SK’s absence BC advised that she had spoken to Rickling Hall regarding the footpaths near Rickling Church 3 & 4 as they are in need of delineating through and around, the rape seed fields. She was advised that they would be done by the end of the week. Along with the footpath that encircles the church?

It was raised by a member of public again that the footpath by Quendon Church is in an unsatisfactory condition and that it is the responsibility of farm. BC advised that the farm will be starting some building work shortly and they will use any hard core to fill in the and level the footpath.

It was noted that the ditches on Belchams Lane are in need of clearing, the farm have been advised by the Estate Managers that there are a number of H&S matters that need addressing making the task almost impractical. Conclusion is that Highways should undertake the task.

1. **Quendon Woods – Footpath request**

The Clerk found the relevant documentation for the ongoing request to have a designated footpath through Quendon woods.

Clerk to chase up on the last correspondence.

1. **Highways**

**Waterbutt Row Parking**

PW advised he has still not heard anything from his inquiry, so he will chase it up again.

A member of the public brought up the problem of general parking in the villages and parking that restricts views along the Cambridge Road when leaving Rickling Green Road. AP advised that the PC are always looking for solutions and that it has been an ongoing problem for years.

1. **LHP requests 2016/17 – existing requests**

**Belchams Lane Intersection**

AP advised that this would be sorted one way or another.

The 20 mph limit agreed for near the school and Green but not it could not be justified for the whole of Green Lanes. The problem is where to site the signs as they may not be allowed on the Green. AP to follow this up.

1. **Cambridge Road pavement**

AP advised that all the relevant Parish Councils along the B1383 except Birchanger, were in favour of clearing and upgrading the pavement to a cycle path. AP will put something together and contact Highways.

1. **Planning**
2. **Ventnor Lodge**

A long discussion took place around the possible contribution to the school/village from Cala Homes. Cllr Gooding advised that any development should be contributing something even if it is building less than 20 houses.

Cllr Gooding also confirmed again that there is a need for preschool places in our area, but without a significant contribution to build a facility, it would be hard to move forward with this, as ECC don’t have a supply of capital to build but have revenue devolved from the Government for the running of it.

It was agreed that is impossible for the school to access the need for preschool places and that ECC have the data for this. AP requested that this data be sent with the comments in regard to this planning application and the Clerk requested that the School or herself be sent these statistics as well. It was now clear that there probably wouldn’t be any spare money (from other s106 agreements) as had been inferred by Cllr Gooding at the last PC meeting.

It was also highlighted that the need for the Village hall to have the essential work completed was a priority for the village and this should be a strong contender for any contribution by Cala.

AP advised that he had heard nothing back from Phillip Wright from Cala and the Clerk advised that school had been waiting for the outcome of Cllr Goodings findings.

AP mentioned that Maria Shoesmith suggested that there may be a chance of getting a pavement between the current Foxley Development to link up to the bus stop, this is something that we will be asking for.

AP to write to Phillip Wright at Cala Homes again to request details of way we currently stand with any contribution.

AP to also contact Maria Shoesmith to find out if she would be in a position to require a s106 contribution.

Once the PC know the answers to the above, and decision as to whether object to the application can be made.

It was noted that only 4 or 5 members of the community had put forward comments/objections to the planning application, giving the impression that on the whole the village residents were not too concerned if the development went ahead. This doesn’t give the PC any leverage to put Cala under pressure to give us a reasonable contribution.

1. **Land registry – Business e-services**

The Clerk advised that she hadn’t had the time to apply for this service, due to the work involved with the Audit requirements.

1. **Applications**

i) UTT/16/0792/HHF – Orchard Cottage, Brixton Lane, Rickling Green, CB11 3YW – Proposed conversion of existing outbuilding to create residential annexe – **No objection**

ii) UTT/16/0792/HHF – Ventnor Lodge, Cambridge Road, Quendon, CB11 3XQ – The building of 12 new houses – **Awaiting a decision by 28th May 2016**

iii)UTT/16/0984/FUL – Barn at Orchard Farm, Rickling, CB11 3YL – Change of use from redundant farm buildings to a single residential unit – **No objection (with a comment)**

iv)UTT/16/1151/LB – Street Farm, Cambridge Road, Quendon – Installation of partitions to first floor and relocation of internal door – **No objection**

1. **Decisions - None**
2. **Trees –** three tree decisions
3. **UDC – Breach of Planning –** two that were overturned.

1. **Agenda Items to be included at Next Meeting, Wednesday 20th June 2016.**

Grass verges around the Green and Villages to possibly be left ‘Wild’ to nurture flowers and insects.

The meeting closed at 9.45pm

**Log of Actions**

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| **9** | To distribute the Internal auditors, report to the PC once received.  To give Notice of the Public Rights by 5th June 2016 | **Clerk** |
| **10/11** | Annual Return to be sent to the External Auditor by 13th June 2016 | **Clerk** |
| **12** | To check the number of litter bins | **Clerk/CP** |
| **13** | To contact Hilbery Turf regarding section of land around the broken fingerpost | **Clerk** |
| **14** | To speak to the Chair of School PTA – Steph Bridgewater regarding a donation | **LM** |
| **16** | To contact LPCAS about a Highways course | **Clerk** |
| **20** | To contact Essex police regarding Speedwatch training | **AP** |
| **23** | To look into potential companies to build a new village website.  To add the Clerks email address to the website | **LM** |
| **26** | To advise Cllr Hargreaves of the final price fro the Fingerpost replacement when received | **Clerk** |
| **28** | To chase ECC regarding the request for a designated footpath through Quendon Woods | **Clerk** |
| **29** | To chase up the existing query, regarding parking/road issues around Waterbutt Row | **PW** |
| **30** | To follow up on LHP requests | **AP** |
| **32a** | To write to Phillip Wright at Cala Homes regarding where we are with their commitment.  To write to Maria Shoesmith | **AP** |
| **33a** | Awaiting a decision on our response to the Ventnor House development. | **All** |