MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON MONDAY 9 APRIL 2018 AT 7.30 PM AT THE VILLAGE HALL

Present: Chairman: Cllr. F A Delderfield.
Cllrs. Mrs C Adams, C L Atkinson, A J Gable, Mrs A V Heaviside, J V Keyes and B S Marshall,

Apologies were received from Cllrs. R L Bass and J C Gregan.

040.18 MINUTES OF THE PREVIOUS MEETING
The minutes of the Meeting of the Council held on 12 March 2018 were confirmed and signed.

041.18 DISCLOSURES OF INTEREST
The Chairman reminded Members that, in common with other local authorities, this item is placed high on the agenda to give Members the earliest opportunity to declare known interests in items set out for later discussion; notwithstanding that they should also declare interests as soon as they become aware should the need arise throughout the meeting. There were no disclosures.

Members were also reminded to review and update if necessary their interests recorded in the Register of Interests and which they are required to declare under the Localism Act 2011 and the Council's Code of Conduct.

042.18 ADJOURNMENT FOR THE PUBLIC TO SPEAK
No members of the public were present.

043.18 CHAIRMAN'S ANNOUNCEMENTS, REPORTS OF OTHER BODIES AND GENERAL CORRESPONDENCE.
The Clerk reported Maldon District Council news releases on Homelessness reduction measures; Hate Incident Reporting; launch of the first Maldon Multi Agency Centre and; Maldon District being the 25th best rural place to live according to the Halifax Rural Quality of Life rankings.

Essex County Council has confirmed that the mobile library will no longer serve Great Totham due to lack of users and; the National Association of Local Councils (NALC) is to carry out a review of local government ethical standards.

A letter (via the EALC) from the Chairman of the Mid Essex Hospital Services NHS Trust asked for parish council representatives to take part in a "Member" group. Cllr. A J Gable offered to attend a meeting to find out more and will respond to the letter on-line

Cllr Mrs A V Heaviside has reported sewage contamination of a ditch beside the public right of way near Captains Wood, and noted rubbish in Mountains Road.

044.18 MATTERS ARISING FROM THE MINUTES
Local Service Fund: Cllr Mrs C Adams suggested applying for funds for a person to tidy up the Heybridge Pit land and other jobs. It was thought that the date for applications had passed but a request could be made for the next round of grants.

Other matters arising appear under agenda items below.

045.18 PLANNING POLICY AND STRATEGY:
Neighbourhood Plan Steering Group: The Steering Group met on 13 March and its report was noted.
National Planning Policy Framework: A consultation on proposed changes to the National Planning Policy Framework (NPPF) was carried over from the last meeting so that Members could examine it in detail. The Framework was found to be worded in very general terms and it was agreed to note it with no specific comments.

046.18 PLANNING APPLICATIONS
Planning Appeal: Notices of appeal were received in respect of the following:
MAL/17/00671 Five detached dwellings at Totham Hill Green.
MAL/17/01384 Dwelling at land adjacent to 18 Totham Hill Green.
MAL/17/00861 Extension at 3 Millways.
Application Withdrawn: MAL/18/00135 Change of use to dwellings at land adjacent to 31 Plains Road.
Planning Decisions: The Clerk reported on the latest planning decisions of the Maldon District Council.

Parish Council Representation: The Chairman had made representations to the North Western Area Planning Committee at Maldon District Council on MAL/17/00582 for the removal of a Section 52 Agreement at land opposite 34 Hall Road.

Prior to the meeting the Clerk, in consultation with the Chairman, had contacted all Members of the Committee to provide them with clearer and additional information. This action was confirmed. A decision was deferred to the full Council.

Latest Applications: Comments on planning applications received up to week ending 6 April 2018 were as follows:

FUL/MAL/17/01437 Retrospective planning application for the change of use from redundant poultry sheds and associated yard space to B8 storage and B1 light industrial. Poultry Houses Slough House Farm Scraley Road – No comment.

WTPO/MAL/18/00314 T1 Ash - Clear deadwood, broken branches and branches touching telephone cable by 1 metre. Ravello Maypole Road - The Council is guided by and supports the Maldon District Council Tree Officer's recommendation.

Electronic Consultation: Members had now been examining planning applications on line following the introduction of electronic consultation. The Clerk will print a copy of the main plans to bring to the meeting, although they are small and not always easy to read. It was agreed that in future Members would also look up the list of decisions on the District Council website and the Clerk would not need to extract the local ones for reporting. The Clerk had circulated weekly application lists as he received them but Members may arrange to receive the weekly lists of applications and decisions directly from the District Council.

047.18 FINANCE:
Confirmation of Payments: Payments were confirmed for:

Amount (£)	Payee	Service
2017/18 Financial Year		
2578.75	Groundwork UK	Refund of underspent Neighbourhood Plan Grant.
98.00	Silicon Alley	Copy paper & ink cartridges.
12.69	C R Potter	Minute binding & postage stamps
241.74	Maldon District Council	Community Protection Team Services
2018/19 Financial Year		
18.97	E-On	Bus shelter & phone box lighting – energy charge 1 Jan – 31 Mar 2018
590.35	Essex Association of Local Councils	Affiliation Fees for Essex and National Associations 2018/19
543.00	C R Potter	Salary/allowance £444.00 Broadband 27 Mar – 26 Jun £99.00

Finance Report: The end of year Finance Report was received and noted. A copy is appended to these minutes.
Notice of Audit: Notice of Audit for 2017/18 was received. The regulations for smaller authorities, defined as having the greater of receipts or payments not exceeding £25,000, can exempt themselves from a limited assurance external audit provided they have no public interest report connected to it. This Council meets the criteria and it was decided to claim exemption. The Clerk, as Responsible Financial Officer, and the Chairman will sign the Declaration.
Appointment of an Internal Auditor: The Clerk reported that Mr Peter Wrigley is willing to undertake the internal audit and it was agreed to appoint him with grateful thanks.
Accounts and Audit Plan for 2017/18: Because of changes and clarification of the order of events to complete the audit the plan will need to be re-written and will be prepared for the next meeting. The review of internal systems and completion of the Annual Governance and Accounting Statements must take place after the internal audit and will be on the agenda for a future meeting.

048.18 AMENITIES
Cllr C L Atkinson, Chairman of the Amenities Committee reported:
Totham Hill Recreation Ground: Further to the quotation of £950 to cut back the trees and undergrowth, overhanging the verge by about 4 metres, at the Colchester Road end of the Totham Hill Recreation Ground, he has alternative prices of £710 and £500. It was agreed to accept the latter. The backing of the netball goal is loose and he will carry out a risk assessment.
Jubilee Recreation Ground: Cllr B S Marshall has the material for repairs to the edging boards around the playground area.
Heybridge Pit: The den at land near the Chase was satisfactory when he visited.

Bull Green: Some damage had occurred to the hedge and the lay-by is being observed.
Dog and Litter Bins: Cllr Atkinson is to carry out site visits with a District Council officer to agree the exact locations of the dog waste bins. A list of the general locations is appended to these minutes.
Cllr Atkinsons's report was received and adopted.
Clean up day: A successful Clean-Up day was reported with a good turn-out of people to help. A number of bags of litter were collected and two drums of waste oil.
Football Club: The Football Club had drafted a memorandum regularising their use of the Jubilee Recreation Ground. This was agreed and a copy is appended to these minutes.

049.18 HIGHWAYS AND TRANSPORTATION
Localism Rangers Work: No further work was identified.
Local Highways Panel: A note from the Neighbourhood Plan Steering Group about Totham North had been sent to the Panel and a reply asked for a detailed set of applications with evidence. The latest Panel Minutes (16 March) showed surface improvements to Footpath 4 – between Kelvedon and Goat Lodge Roads – remain in the 2018/19 programmes and; parking improvements at junctions at Maldon Road with Hall, Walden House and Prince of Wales Roads, are in validation.
Speed Indicators: A formal request needs to be made to have speed indicators to replace the existing speed signs.
Highways Meeting: Cllr C L Atkinson reported on a meeting in Maldon with Highways representatives and parish councils
Traffic Regulation Orders: Several road closure orders were received connected with repairs and resurfacing.

050.18 COMMUNITY POLICING, SAFETY AND REGULATION
Speedwatch Report: Cllr C L Atkinson gave a report on two Speedwatch sessions which identified 35 cases to report of which one vehicle was travelling at 52mph. More help is need to carry out the surveys. The group at Little Totham is to share the gun
Data Protection Act: The Clerk reported further about compliance with the new proposed General Data Protection Regulations (GDPR). A manual has been produced by the NALC and the Essex Association is running a workshop on its use costing £50. The Clerk will attend.

051.18 ANY URGENT BUSINESS AND FUTURE AGENDA ITEMS
There was no urgent business.

The meeting closed at 9.15 pm.

Great Totham Litter and Dog Waste Bin Locations.

New Dog Waste Bins:

The general locations are listed below following observation and talking to dog walkers. The precise siting would follow any advice of the District Council.

Great Totham South

1. At Prince of Wales Road, in the area of the Barn Church. The footway forms part of a regular urban circular walking route.

2. In Walden House Road opposite the junction with Catchpole Lane. This is on a popular walking route which is very busy at school times and will give ensure a good spread of bins in the area.

3. At the Maldon Road end of the track, which is a public right of way from the Church, where it meets Maldon Road (B1022) near 73 Maldon Road, which is at the beginning of the Great Totham South built up area. The track forms part of a regular open country circular walking route.

Great Totham North

4. At Colchester Road in the area between Mill Road and Rookery Lane junctions. The footway forms part of several walking routes.

5. Chapel Road/Totham Hill Green in the area of the junction with Plains Road. The footway forms part of several well used walking routes.

Replacement Litter Bin:

At the Totham Hill Recreation Ground near the playground equipment. The bin is damaged at the base and insecure.

Football Hut and Jubilee Recreation Ground, Maldon Road, Great Totham.

BHRFC-

Recognise and acknowledge that the Jubilee Recreation Ground is primarily a Recreation Ground.

Will add the provision of Public Liability Insurance in conjunction with the similar arrangement for the BHSA Sports Ground in Wickham Bishops. All as procured through the Essex County Football Association.

Will remain fully responsible, as Owners, for The Changing Room Hut inclusive of all Maintenance/Insurance/Services including Drainage and Utility Bills.

To retain access to the Football field for the following times-

- Training - Saturday Mornings - November to March inclusive.
- Matches - Saturday Afternoons/Sunday Mornings - Up to 20 Occasions Maximum - On Dates to be notified to GTPC immediately when scheduled - September to April inclusive.

The Club will suspend, postpone or cancel use of the Football Field in the event of adverse weather conditions eg prolonged rainfall etc. in order to prevent serious damage to the Football Field.

GTPC-

Will continue to remain fully responsible for the ongoing Grass Cutting for the Football Field and surrounds.

To give reasonable notice for the use of the Football Field and surrounds or Parish Events taking account of the Reserved Dates as advised by the Football Club as above.

To use remaining Insurance Monies to Purchase Goods associated with any Rebuilding Works undertaken by the Club.

Reg Banham.

Football Club President.

On behalf of Beacon Hill Rovers Football Club. March 2018.

		2017/18 Year End Report & 2018/19 Original Estimates					
2016/17		**REVENUE ESTIMATES**		**2017/18**		**2018/19**	
			Approved	**Revised**		**Original**	
Actual		**EXPENDITURE (£)**	**Estimate**	**Estimate**	**Actual**	**Estimate**	
	Ref	**General Administration**					
5,330	10	Clerk's Salary/Allowance	5,330	5,330	5,330	5,330	
947	11	Insurances	1,155	1,155	781	1,300	
200	12	Audit Fee	100	100	100	200	
420	13	Hire of Meeting Halls	440	440	440	460	
349	14	Broadband & IT Consumables	350	430	512	450	
32	15	Postage & sundry items	30	30	25	30	
48	16	Stationery,books etc	30	30	18	30	
40	17	Remembrance Day Wreath	40	40	40	40	
563	18	Essex Association of Local Councils	585	585	570	585	
250	19	Subscriptions	240	240	264	240	
0	20	Election Costs	100	100	0	100	
85	21	Chairman's Allowance	125	125	100	125	
62	22	Other General Expenses	0	0	0	0	
8,325		**Sub-total**	**8,525**	**8,605**	**8,179**	**8,890**	
		Amenities					
3,101	30	Grass Cutting Contract	3,400	3,400	2,681	3,400	
285	31	Hedge Cutting Contract	285	285	325	285	
0	32	Tree/Hedge planting/maintenance	0	0	0	0	
0	33	Mower fuel & equip maintenance	0	0	0	0	
110	34	Playground Inspection/Maintenance	500	500	112	500	
0	35	Public Seats	700	700	0	100	
63	36	Bus shelters/Telephone Box	200	200	72	0	
39	37	Changing Rooms Running Costs	39	39	25	39	
50	38	Flower Beds	50	50	50	50	
0	39	Litter Control	0	0	0	60	
60	40	Flower Festivals	60	0	0	60	
92	41	Gen repairs & maintenance	250	250	0	250	
3,800		**Sub-total**	**5,484**	**5,424**	**3,266**	**4,744**	
		Projects					
500	50	Neighbourhood Plan (General Fund)	17,200	1,000	356	7,200	
0	51	Neighbourhood Plan (Grant)	0	3,069	490	5,931	
255	52	Beacon Lighting Event	0	0	0	750	
0	53	Work to pond THRG	0	0	0	2,000	
0	55	Extension to Burial Ground	9,324	9,324	0	0	
0	56	Bull Green Entrances	600	165	165	0	
852	57	Speedwatch Scheme	0	0	0	0	
0	51	Jubilee RG - Entrances/Access	2,000	2,000	0	0	
1,265	59	Website for Transparency Code	0	0	0	0	
0	60	IT & Office Equipt	0	0	0	0	
0	63	Community Protection Team - Trial	1,000	800	201	1,000	
2,872		**Sub-total**	**30,124**	**16,358**	**1,213**	**16,881**	
14,997		**TOTAL EXPENDITURE**	**44,133**	**30,387**	**12,658**	**30,515**	
		INCOME (£)					
141		Interest - Government Stock	142	142	141	142	
32		Interest - Income Bonds	25	25	26	25	
10		Interest - Bank Accounts	2	2	18	2	
27		Rents & Wayleaves	12	12	12	12	
1,359		Transparency Code Grant	0	0	0	0	
0		Neighbourhood Plan Grant	9,000	3,069	490	5,931	
0		Other	0	0	0	0	
1,569		**SUB-TOTAL INCOME(£)**	9,181	3,250	686	6,112	
0			0	0	0	0	
1,569		**TOTAL INCOME (£)**	**9,181**	**3,250**	**686**	**6,112**	
13,428		**NET EXPENDITURE (£)**	34,952	27,137	11,971	24,403	

2016/17	**COUNCIL TAX PRECEPT SUMMARY**					
14,583	Opening Revenue Balance	19,265	19,265	19,265	11,164	
15,206	Add PRECEPT	19,036	19,036	19,036	19,271	
	Add Government Support Grant	0	0	0	0	
29,789		38,301	38,301	38,301	30,435	
13,428	deduct NET EXP./add NET INCOME	34,952	27,137	11,971	24,403	
0	Transfer TO Reserve Fund (1)	0	0	0	0	
0	Transfer TO Reserve Fund (2)	0	0	0	0	
2,904	Transfer FROM Reserve Fund	0	0	0	0	
19,265	**Closing Revenue Balance (£)**	**3,349**	**11,164**	**26,330**	**6,031**	
£1,230.70	Tax Base for Band D Household	£1239.3	£1239.3	£1239.3	£1254.6	
£12.36	Band D Household Charge/Precept	£15.36	£15.36	£15.36	£15.36	

CAPITAL AND RESERVE ACCOUNTS (AT YEAR END)

2016/17			**2017/18**		**2018/19**
		Approved	**Revised**	**Forecast**	
Actual		**Estimate**		**Outturn**	
	REVENUE RESERVE				
504	Jubilee RG - Changing Hut Insurance	504	504	504	504
20,000	Burial Ground Extension (Note 1 below)	20,000	20,000	20,000	20,000
4,919	General (Note 2 below)	4,919	4,919	4,919	4,919
25,423	**Total**	**25,423**	**25,423**	**25,423**	**25,423**

Note 1.
This reserve comprises £17,895 from redeemed Treasury Stock plus £2,105 from earlier revenue reserve adjustments
Note 2
The general reserve not earmarked.

	LONG TERM RESERVE & INVESTMENTS				
6,975	Funds from Historic Land Sales	6,975	6,975	6,975	6,975
6,975	**NET LONG TERM RESERVE FUNDS**	**6,975**	**6,975**	**6,975**	**6,975**
	THE COUNCIL'S INVESTMENTS				
3,975	Treasury Stock*	3,975	3,975	3,975	3,975
3,000	Nat Savings Income Bond	3,000	3,000	3,000	3,000
6,975	**Total** (to agree with net funds above)	**6,975**	**6,975**	**6,975**	**6,975**
	* See Assets Register for details				

Revenue Estimates (Actual to Date) Reconciled to Cash Book, Cash at Bank and VAT Claims.

Previous Year End		Actual at Report Date
	Estimates (Net of VAT):	
19,265	Closing Revenue Balance	26,330
25,423	Revenue Reserve	25,423
44,688	Total Balance & Reserves	51,753
	Cash Book (Including VAT):	
42,123	Opening Cash Balance	44,246
17,869	Plus Total Receipts (Including precept)	23,809
15,746	Less Total Payments	16,360
44,246	Closing Cash Balance	51,695
	Cash at Bank:	
26,073	Deposit Account	26,091
18,172	Current Acc. Net	25,604
44,245	Total Cash at Bank	51,695
	VAT Summary	
787	Brought forward from previous year	442
749	Paid in current year	1,123
-1,094	Claimed in current year	-1,508
442	Balance to claim	57
44,687	Net Total (to agree with estimates)	51,753