

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 18 APRIL 2016 AT 7.30 PM AT THE VILLAGE HALL

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

Apologies for absence were received from Cllrs. C L Atkinson, R L Bass and J V Keyes.

045.16 MINUTES OF THE PREVIOUS MEETING

The minutes of the Meeting of the Council held on 14 March 2016 were confirmed and signed.

046.16 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.

Cllr J C Gregan declared an interest in planning application MAL/16/00330 below.

047.16 PUBLIC QUESTIONS (Adjournment)

One member of the public was present. There were no questions.

048.16. CHAIRMAN'S ANNOUNCEMENTS, REPORTS OF OTHER BODIES AND GENERAL CORRESPONDENCE.

The Chairman referred to Air Ambulance fund raising events and Cllr Mrs A V Heaviside agreed to publicise them. The Clerk referred to a recent Clerk's Forum where presentations were given on devolution, the new refuse contract, a planning policy update and further information on the Parish Trigger including the new form for consultation on planning applications providing for "no comment" which he had reported in January.

049.16 MATTERS ARISING FROM THE MINUTES

Roundbush Corner: Cllr F A Delderfield reported that he had contacted Highways again about work to be carried out to avoid flooding but has no further news.

050.16 PLANNING POLICY AND STRATEGY:

Maldon District Local Development Plan: A letter from Simon Berkeley, the new inspector appointed to examine the Maldon District Local Development Plan, was received. Mr Berkeley explains that he will be following "normal" procedures and will have further hearing sessions. He has initially asked the District Council for further information under several headings in the submitted plan.

Community Led Planning: It was agreed that the next stage is to contact the RCCE to advise the Council.

Parking Standards: A consultation by the Government on Parking Design standards is in place and the Chairman agreed to look at it.

051.16 PLANNING APPLICATIONS

Appeal Notices: Notice of appeal was received in respect of FUL/MAL/15/00628 Erection of a detached residence and change of former agricultural outbuilding as a private garage at Roundbush, Colchester Road. The Clerk will update the Council's original objections and refer to the changed position with the LDP and an appeal decision to refuse, in respect of a similar application at a neighbouring property.

Notice of appeal was also received in respect of HOUSE/MAL/15/00878 Front dormers and first floor rear extension. 26 Walden House Road. This was noted.

Appeal Decisions: An appeal decision was received in respect of WTPO/MAL/15/00608 conditions attached to consent to undertake work on a protected tree. The appeal was dismissed in respect of one condition and allowed in respect of others.

The Chairman reported that Wickham Bishops Parish Council is concerned about an appeal decision, believed to be at fault in its process, in respect of land near the boundary of this Parish in Maypole Road. It was agreed that the Chairman attends a meeting at Wickham Bishops the following Friday when the matter is being discussed.

Tree preservation Order: A tree preservation order, TPO3/16, was received in respect of woodland at South Wood.

Planning Decisions: The Clerk reported on the latest planning decisions of the District Council.

Planning Committee: The report of the Planning Committee meeting held on 22 March 2016 was received and adopted. The comments made on planning applications are shown below:-

LBC/MAL/16/00071 To replace three north facing steel windows with flush wooden double glazed windows similar to those already existing The Barn Cottage 54 Prince of Wales Road – The Council supports the proposal which it notes will bring all windows into line with previous similar replacements.

FUL/MAL/16/00184 Variation of condition 14 on approved planning permission FUL/MAL/15/00526 (Variation of condition 2 approved planning permission FUL/MAL/14/01128 (Proposed detached dwelling house. - Variation: Minor change to position, height and fenestration) Variation: Works to be carried out in accordance with the amended Arboricultural Report and Method Statement prepared by Writtle Forest. Willowcroft Kelvedon Road – The Council supports the Maldon District Council Tree Officer's recommendation.

FUL/MAL/16/00226 Vary condition 2 of approved application FUL/MAL/14/00887 (Revised drawings to include increased ceiling height at ground floor level. Introduction of two rearward facing Juliet balconies. Change of external finishes from render to facing brickwork. Relocate the footprint of the dwelling further back on the site). Vary drawings Land Between Pennyloaf House And Lawns Farm Plains Road – The Council has no objections to the proposed variations

FUL/MAL/16/00239 Pair of semi-detached 2 bed dwellings Land Adjacent 3

Poplar Grove Chase - The Council notes that a nearby development was allowed on appeal but nevertheless this site is clearly outside of the Great Totham settlement boundaries and in an area not intended for development under the Maldon District Replacement Plan as well as contrary to the policies of the submitted Maldon District Local Development Plan.

The layout and overall size presents a cramped appearance in an otherwise open area and would lead to a restricted and unacceptable amenity space for any future occupants. The development would also lead to an unsustainable and unacceptable increase in traffic movements in the area. The Council recommends refusal.

Heybridge Parish - FUL/MAL/16/00150 Relocation and provision of new Heybridge Swifts Football Club facilities including an all-weather pitch, practice pitch and youth team pitch. New access road, car parking, sound attenuation bund, landscaping & ancillary and associated development. Land East of Drapers Farm Goldhanger Road Heybridge – The Council is aware of sensitivities around the environmental impact of this proposal, for short periods of time, particularly the nearby conservation areas created from old gravel workings, partly in this Parish; It is also aware that football facilities are of real benefit and contribute greatly to the social and health well-being of the community in the area, and knows that present facilities are over-subscribed in a soon to be expanded population.

On balance, the Council believes that the latter should have priority in this case and supports the application.

[The applicants Planning Statement explains that this application is linked to another application at a location elsewhere and that neither application can proceed unless both applications are approved. The Parish Council has viewed this as non-material.]

Heybridge Parish - FUL/MAL/16/00154 Development of the existing Heybridge Swifts Football ground for 104 dwellings, public open space, landscaping, highways & ancillary and associated development. Raising of the ground level across the site by up to a maximum of 0.8m. Land Adjacent Heybridge Swifts Football Club Scraley Road Heybridge – The Council notes the application and has no comments to make.

[The applicants Planning Statement explains that this application is linked to and inter-dependant with another application at a location elsewhere. The Parish Council has viewed this as non-material.]

For Information Only - PDE/MAL/16/00245 Conversion of existing garage into living accommodation and proposed rear extension beneath new tiled pitched roof which would extend beyond the rear wall of the original house 6.95m, height to the eaves would be 2.25m and the maximum height would be 4m. Ashcroft Kelvedon Road – Noted.

Latest Applications: Comments on planning applications received up to week ending 15 April 2016 were as follows:

FUL/MAL/16/00251 Retention of current use as a builder's yard

(Retrospective). Greystones Scraley Road – The Council has concerns about a business of this nature operating from a private dwelling. There are also highway safety concerns about Scraley Road and the wider area. Scraley Road itself is a narrow winding country road giving poor access to such a business operation. The Council recommends refusal.

FUL/MAL/16/00328 Vary condition 2 of approved application FUL/MAL/14/01128 (Proposed detached dwelling house) Variation: Approved drawings. Reason: Minor changes to fenestration at rear of house and garage. The addition of an external spiral staircase to access a storage loft above the garage. Change from hipped roof to gabled roof to garage all as required by the applicant. Willowcroft, Kelvedon Road – The Council has no comments on the application itself but the small text makes the plans difficult to read.

(Cllr J C Gegan withdrew from the meeting during the discussion on the following application)

FUL/MAL/16/00330 Retrospective - Erection of shed. Mackmurdos Beacon Hill – The Council notes that the purpose of the building is for storing equipment to facilitate the management of the associated woodland and recommends approval.

HOUSE/MAL/16/00345 Proposed single storey front extension with a crown roof over and removal of chimney stack. 18 Prince Of Wales Road – The Council has no objection.

HOUSE/MAL/16/00357 Extensions, alterations, refurbishment and erection of attached ancillary out building. Pennyloaf House 23 Plains Road – The Council raises no objection but is unsure about whether the property is only one dwelling as there are two house name boards outside (Pennyloaf House and Chelsea Cottage) and previous electoral registers listed an annexe.

052.16 FINANCE:

Confirmation of cheques: Cheques were confirmed for:

£	Supplier or Payee	Service/Supply
15.33	E-On	Bus shelter & phone box lighting – energy charge
562.53	Essex Association of Local Councils	Affiliation Fees for Essex and National Associations 2016/17
17.00	NALC	Local Council Review – Subscription 2016/17
148.07	Maldon District Council	Road closure order for Beacon lighting.
422.68	C R Potter	Salary/allowance £340.00 Broadband 27 Mar – 26 Jun £82.68

Finance Report: The end of year Finance Report for 2015/16 (attached) was received and it was agreed to carry over to 2016/17 all unspent but committed estimates and other unspent amounts where required. It was noted that the position with the proposed purchase of land for extending the burial ground has not changed.

External Audit: Notice of the External Audit of the Annual Return was received and changes in the regulations noted. The changes include a detailed and specific process for approving and signing the Annual Return. An accounts and audit plan for 2015/16 was agreed (attached).

Appointment of internal auditor: It was agreed to appoint Mr Peter Wrigley as internal auditor if he is agreeable.

Internal Systems Review: Members carefully examined the Council's internal systems and identified and reviewed our process's and controls against the eight applicable governance statements on page 2 of the annual return. It was agreed that the response to all eight statements is "yes" and statement 9, regarding trust funds, is not applicable to this Council. Page 2 was completed and signed by the Chairman and Clerk.

053.16 AMENITIES

Amenities Committee: The minutes of a meeting of the Amenities Committee held on 22 March was received and adopted. Cllr C L Atkinson had sent a message to advise that work to the zip-wire and replacement of the cushionfall at the Jubilee Recreation Ground is due to start soon.

Jubilee Recreation Ground: Cllr F A Delderfield advised that he is meeting a representative of the Football Club the following Wednesday for an initial discussion on longer term arrangements for football and the changing rooms.

Essex Village of the Year: An invitation was received to enter the 2016 Essex Village of the Year Competition. The format of the competition has been reviewed and changed considerably and it was agreed to enter. Cllr J C Gregan volunteered to prepare the entry.

Cricket Ground: The Village Hall Council had written to seek agreement to replace the lockable posts between the Cricket Ground and the Village Hall car park with a continuation to the front fence of the bow-top fencing with gates to allow access for vehicles. This was agreed provided access is also available to pedestrians. (The Vice-Chairman declared an interest in this, as a member of the Village Hall Council, and did not take part in the discussion. The Chairman is the Parish Council's representative on the Village Hall Council)

Grass Cutting: It was noted that grass cutting at early in the season leaves unsightly deposits of cut grass on the cut areas. The present contract does not ask for removal of mowings (except from hard areas) but this could be examined when the contract is renewed.

054.16 HIGHWAYS AND TRANSPORTATION

Rangers Scheme: No further work was identified.

Walden House Road lay-by: A message from the Highways panel advised that the construction of a lay-by at Walden House Road is due to commence early in the new financial year and asks if the Council is still supportive of it. The Clerk has responded to confirm the Council's support.

Surface dressing programme: The surface dressing programme was circulated by e-mail 13 April 2016 and is noted.

Road Closures: Notice of a temporary prohibition of traffic order was received in respect of Mountains Road on 21 April and Cllr J V Keyes is examining any effect it may have on the beacon lighting event on that date.

055.16 COMMUNITY POLICING

Speedwatch: Cllr C L Atkinson had sent a message that further speed checks had been carried out.

Colchester Road: A response from Essex Police was received in respect of complaints by residents of speeding at Colchester Road north of Rookery Lane. The letter explained the work of the casualty reduction section in the area in carrying out speed checks. A further collision with a pole was noted.

056.16 HM THE QUEEN'S 90TH BIRTHDAY

Beacon Event 21 April: The Chairman reported on the Beacon event. Cllr B S Marshall is supplying transport and Cllr Mrs A V Heaviside is to arrange publicity for the beacon event and transport. The Chairman will read out Prince Charles's birthday message and lead the National anthem and happy birthday, The Vice/Chairman will light the beacon.

The Clerk has contacted the Home Office and Essex Police about the raised terrorism threat level nationally, following attacks on congregations of people abroad, asking for any advice available to event organisers. Essex Police advised that a presence is not necessary but the Force Control Room has been alerted and has access details.

Yeoman Awards: The arrangements for Yeomanry Presentations on 2 May at the end of the St Peter's Church Flower Festival were agreed (Plan enclosed) and the Clerk is to make the arrangements.

057.16 SCHEDULE OF MEETINGS FOR 2016/17

A schedule of meetings for 2016/17 was agreed and is attached to these minutes.

058.16 ANY URGENT BUSINESS AND FUTURE AGENDA ITEMS

There was no other urgent business.

It had previously been agreed that the Clerk's salary should be reviewed annually and it was decided to carry this out at the next meeting.

The meeting closed at 9.25 pm.

Great Totham Parish Council

2015/16 Accounts and Audit Programme.

<i>Date</i>	<i>Event</i>	<i>Notes</i>
15 Feb 2016 Council	Council to review risks and insurance cover	Reviewed at Council meeting
16 March 2016	Receipt of Notice from Audit Commission	Reported to Council 18 April
March 2016	Assess & incorporate changes in the Council's processes	Reported to Council 18 April
8 April 2016	<ul style="list-style-type: none"> Finalise ledger & reconcile with bank accounts at 31 March Prepare end of year finance report 	Complete 9 April To Council 18 April
18 April 2016 Council	<ul style="list-style-type: none"> consider changes to audit regulations appoint internal auditor review internal financial controls complete Statement of Governance 	
20-25 April	<ul style="list-style-type: none"> Update Assets Register Prepare Draft Accounts and Bank Reconciliation Complete Accounting Statements for Annual Return Prepare variance report 	
16 May 2016 Council	<ul style="list-style-type: none"> approve accounts Approve & Chairman to sign Accounting Statement. 	Must be by 30 June 2016
Prior to internal audit	Assemble papers for Internal Audit	Agree date with internal auditor
Between 26 April & 28 May 2016	Internal Audit	
20 June	Internal Audit Report to Council	
3 June 2016	Publish notice of public inspection - Must be 1 day prior to first day of public inspection.	
6 June 2016	First day of public inspection - Must run for 30 working days and include first 10 working days of July	
9 June 2016	Send Annual Return to PKF Littlejohn	To arrive by 13 June 2016
15 July 2016	Last day of public inspection	
22 Aug or 19 Sept 2016 Council	Report External Audit outcome to Council	
On receipt from PKF Littlejohn	Publish Notice of Completion of Audit on boards & internet	Must be by 30 September 2016

C R Potter
Responsible Financial Officer
10 April 2016

Great Totham Parish Yeomanry Presentation Monday 2 May 2016
In Celebration of HM the Queen's 90th Birthday

The presentation of certificates will take place at 4.00pm on Monday 2 April 2016 at St Peter's Church at the end of the weekend long Flower Festival. The presentation will be followed by tea.

Invitees:

The two recipients and their families (10)
Nominator(s) of those to be presented and a guest (4)
Existing Yeomen and guests (20)
Parish Council Members and their guests (20)
Those present at the Church to be invited to remain (10)
(Say 60)

Programme

Welcome to St Peter's and the presentation.	The Reverend Sue Godsmark
The National Anthem	The Reverend Sue Godsmark Mr C Heaviside - Organist
Introduction: The importance of volunteers in the community. The Yeomanry and why we have it.	Vice/Chairman or Clerk of the Parish Council
Presentation of Certificate (1)*	Chairman of the Parish Council
Presentation of Certificate (2)*	Vice/Chairman of the Parish Council
All present are invited to take tea	The Reverend Sue Godsmark
Tea with background of appropriate music	Mr C Heaviside - Organist

*Recipients may wish to say a few words of response

Present Yeoman

R L Bass	F A Delderfield BEM	Mrs B G Hodson
Mr R Keyes	Mr R Lewis	Mrs P Midwood
Mrs E Parsons	Mr C R Potter	Mrs C A Reece-Ford
Mrs J Shrimpton		

Parish Council Members

Cllr. Mrs C Adams	Cllr. C L Atkinson	Cllr. R L Bass
Cllr. F A Delderfield BEM	Cllr A J Gable	Cllr. J C Gegan
Cllr. Mrs A V Heaviside	Cllr. J V Keyes	Cllr. B S Marshall

GREAT TOTHAM PARISH COUNCIL

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SCHEDULE OF MEETINGS & OTHER DATES 2016/2017

2016		2017	
Tue 22 March	Planning Committee*	Mon 16 Jan	Council
Sun 10 April	Clean up Day	Mon 13 Feb	Council
Mon 18 April	Council	Mon 13 March	Annual Parish Mtg
Mon 16 May	Council(Annual)	Mon 13 March	Council
Mon 20 June	Council	Sun 9 April	Clean up Day
Mon 18 July	Council	Mon 10 April	Council
Tue 2 August	Planning Committee*	Mon 8 May	Council (Annual)
Mon 22 August	Council		
Mon 19 September	Council		
Mon 17 October	Council		
Sun 13 November	Remembrance Sunday		
Mon 21 November	Council		
Mon 19 December	Council		

1. All meetings start at 7.30pm (Council follows the Annual Parish Meeting).
2. * Whilst most planning applications are considered at Council meetings, Planning Committee meetings are scheduled to consider applications received with consultation time limits falling outside of the Council meeting cycle. These meetings will only take place if required and confirmed by agenda/notice.
3. Amenities Committee meetings will be arranged as required and advertised on the notice boards.
4. Meetings are normally held at the Village Hall and are open to the public unless, by resolution, the Council decides otherwise. Time is set aside at the beginning of each meeting for the public to ask questions about the business of the Council.
5. Any changes to time or venue are stated on the meeting notice.

18 April 2016