

**MINUTES of the MEETING of FEERING PARISH COUNCIL held
on TUESDAY 15 SEPTEMBER 2015 @ 7.30pm in the PARISH
COUNCIL OFFICE, FEERING COMMUNITY CENTRE**

COUNCILLORS PRESENT

Mrs M Lakin (Chairman)	Mrs K Evans
Ms L Blackburn	Mr J Inglis
Mrs H Edwards	Mr P Lees
Martique Freathy Parish Clerk	

ALSO ATTENDING:

Members of the public: Mr M Leslie

100/2015 WELCOME AND APOLOGIES
The Chairman welcomed everyone to the meeting. Apologies were received from **Essex County Cllr Lady Newton, District Cllr Mitchell, Cllrs Bonner and Eddolls.**

101/2015 DECLARATION OF INTERESTS
Cllr Edwards declared a non pecuniary interest in item 108/15 due to living in flood risk zone.
Cllr Edwards declared a non pecuniary interest in item 119/15 as a member of the Feering & Kelvedon Local History Museum.
Cllr Lakin declared a non pecuniary interest in item 111/15 as a member of the FCA.
Cllr Lakin declared a non pecuniary interest in item 119/15 as a member of the TVVA.
Cllrs Edwards declared a non pecuniary interest in item 118/15 as a representative of Feering Church.

102/2015 AGREEMENT OF MINUTES OF PREVIOUS MEETING HELD ON 21st JULY 2015
The Minutes were **AGREED** subject to the following amendment, proposed **Cllr Edwards** and seconded **Cllr Lees**:-

102/2015 – amend name of Pat Robertson to Roberts.

The **Clerk's** report was noted.

Councillors requested that the Clerk ask EALC how actioned points from previous meetings are noted and whether these should be signed off. It was noted that Councillors had spent time tidying the Parish Office and submitting files to the Essex Records Office, which the Council thanked them for. **ACTION: Clerk.**

103/2015 PUBLIC QUESTION TIME
Mark Leslie informed the Council of the proposal for the ticket office to close in Kelvedon in the afternoons and he wanted to obtain its view. Councillors **agreed** to write and complain expressing concern for wheelchair users and how suicides would be managed if no one was there to close the platform quickly in such a situation. **ACTION: Clerk to write letter.**

104/2015

DISTRICT COUNCILLOR'S REPORT

District Cllr Mitchell submitted comments for the meeting confirming that BDC awaits details of the settlement to be announced by Government in late November, which is likely have a significant impact across the board. He urged FPC to consider its budget equally closely. Although neither consultation nor decisions have been made, he didn't want to guarantee any funding from BDC towards Parishes and thinks it is highly likely to be discussed by BDC.

105/2015

G G ADAMS GARDEN MAINTENANCE SERVICES AND PROW ISSUES

Nettles by the dog bin in Worlds End Lane were reported. The upgrowth at Footpath 16 at the back of Feering Hill requires strimming. The CCTV sign opposite the bin at Worlds End Lane has been knocked over and there is litter opposite the sign. Litter was also reported at the end of the car park at the Community Centre and nettles by car park steps were reported. **ACTION: Handyman.**

Councillors asked if road tax for the mower is current. **ACTION: Clerk to check.**

Concern was expressed regarding the hole in the pavement at Moors Cottage. **ACTION: Clerk to chase Essex Highways.**

106/2015

COMMUNITY MATTERS

It was noted that Cllr Edwards will attend the EALC Annual General Meeting. Councillors **AGREED** to return money granted towards Gazeboes by the Kelvedon & Feering Scout Group, proposed **Cllr Lees** and seconded **Cllr Evans**.

107/2015

TRAFFIC & HIGHWAYS

Councillors noted the correspondence received regarding speeding in Rye Mill Lane and expressed sympathy to residents concerned. The Council suggested asking the residents if they would be interested in setting up a speed watch group which would need 4 to 6 people. A request for volunteers to be put in the Parish Magazine. **ACTION: Clerk.**

108/2015

FLOOD RISK MANAGEMENT

Priti Patel's update regarding proposal from Environment Agency including the options and questionnaire for responses was noted. Councillors suggested including a link in the Parish Magazine article for residents to submit their comments. **ACTION: Clerk.**

109/2015

WEBSITE

The **Clerk** and **Cllr Inglis** confirmed that Pat Roberts had provided further training and that the Clerk has got on well with building the website, for which the Council offered their thanks. It was **AGREED** that the Clerk could claim a one off payment of up to £50 for any extra work over and above 25 hours spent on developing the website, proposed **Cllr Lees** and seconded **Cllr Inglis**.

110/2015

PLANNING MATTERS

The minutes from Planning Meeting of 23 07 15 and 10 08 15 were noted with nothing further to report.

Cllr Lakin reported receipt of application **15/00012/SCR** from landowner of the field in London Road asking BDC if they should do an environment assessment. BDC has asked FPC for their comments which need to be submitted by 28 09 15, with no extension

available. Councillors **agreed** that the landowner should submit an environment assessment on the grounds of increased traffic, noise, flooding in terms of drainage and the reduction of air quality that 180 houses will produce. **ACTION: Clerk to respond.**

Update on BDC's Local Plan progress

Councillors received update on BDC's Local Plan progress which confirmed the need for 845 new homes per year across the District to meet the needs for market and affordable housing. Further work will be carried out as they move towards setting a Local Plan housing target. No decisions on site selection have been made yet, though all 350 sites are being assessed. Councillors considered request for any 'Brownfield' or 'previously developed land' sites that may be suitable for housing development and asked the Clerk to write and confirm the Council is aware of both Drummonds and the police station in Feering. **ACTION: Clerk.**

111/2015

REPORTS

FCA Management Meeting 10 09 15

Cllr Lakin reported that the new kitchen has now been installed. A grant is being sought for new carpet and cupboards and a kitchenette for the Acorn Room to assist with its marketing.

Neighbourhood Plan Committee Meeting 14 09 15

Cllr Lees reported the meeting was well attended including a younger demographic interested in starter homes and who may want to buy, but there is no housing available in the area for them. On October 11th the Neighbourhood Plan Committee are going to do a walk round the village to assess the community and its characteristics. **Cllr Lakin** suggested they contact the Heritage Society to see if interested in participating/ supporting the event. The group will be doing a project in the school and also has a sharing experiences/networking meeting with the RCCE on 24 10 15.

Playing Field Management Committee Meeting 09 09 15

Cllr Lees reported that a couple of meetings have taken place with no further comment to minutes circulated. The Committee has agreed its budget proposal for maintenance of the Playing Field Maintenance to recommend to Council.

112/2015

PLAYING FIELD/COMMUNITY CENTRE

Byelaw for Playing Field and Contract for Hirers for Use of Playing Field/MUGA

Councillors noted that the Playing Field Management Committee is preparing suitable elements of a Byelaw for the Playing Field, to be presented at next Council meeting and is also finalising draft contract prepared by Clerk for hirers using the Playing Field/MUGA.

Actions for Play Equipment Following Receipt of Revised ROSPA Report

Councillors noted revised Annual Inspection and that the Clerk wrote to ROSPA expressing Council's dissatisfaction with previous reports that left the Council vulnerable to litigation and all costs now rescinded by ROSPA. The Multiplay Equipment is due to be removed this week.

Multiplay Equipment Update

Proposals have been received from play equipment companies and are due to be displayed via website/Facebook for consultation. Letters of support have been received

from the community. **Cllr Lees** has been responding to residents via Facebook. It was suggested when the Multiplay Equipment is removed, that M K Fabrications see if the safety surface near the slide can be salvaged. **ACTION: Clerk.**

Playing Field Budget

It was confirmed that S. Gibbs will be keeping his cutting charges the same, but there is need for additional spend on maintenance for the smaller pitch. The recommended budget for 2015/16 is £3,300 of which £1,200 is for cutting, £1,000 for fertiliser/weed spray and £1,100 for additional sanding, deep drill or verti-draining. A further £1,500 to be earmarked in reserves for the future when the Playing Field requires heavy duty treatment. Any monies left in the £3,300 budget each year to be allocated in earmarked reserves as a top up. Councillors **APPROVED** the 2016/17 budget recommended by the Playing Field Management Committee, proposed **Cllr Inglis** and seconded **Cllr Blackburn.**

113/2015 NEIGHBOURHOOD PLAN

There was some question following attendance of course by a councillor as to whether structure of Neighbourhood Plan group needed to be changed if the Clerk was not the appointed officer and attending meetings. **Cllr Lakin** clarified with EALC that if FPC has nominated a secretary for the group, then the committee is legal.

114/2015 PANIC ALARM FOR PARISH OFFICE

Councillors **AGREED** to proceed with a remote wireless option using Stealth Security and they can be the contact and should provide training for whoever monitors the alarm board and a policy implemented regarding where they are stored. The same contacts would be used as when the alarm goes off, proposed **Cllr Inglis** and seconded **Cllr Lees. ACTION: Clerk.**

115/2015 SKATEPARK

It was noted that insurers have advised the claim in respect of the Skatepark has now been finalised. Councillors request the Clerk ask AVIVA what liability the Council has admitted to an for a summary to be provided by the claims assessor. **ACTION: Clerk**

116/2015 COMPUTER/PHOTOCOPIER/BROADBAND UPDATE

The update provided by the Clerk was noted. **Cllr Lees** reported that the Microsoft recommendation for a computer's RAM is 6-8gigabytes, and FPC **agreed** that the cost should be explored and included in Precept. **ACTION: Clerk.**

Councillors **AGREED** to purchase online cloud back up offer provided by Kelvedon IT, proposed **Cllr Lees** and seconded **Cllr Blackburn.** Councillors agreed to put on next agenda to review holiday cover/access of computer. **ACTION: Clerk.**

117/2015 BENCH AT TAYLORS FIELD

Councillors **agreed** to obtain quote from GG Adams to move the bench hidden in nettles by the pond to Taylor's Field and to return damaged bench and store in Container on the Playing Field. **ACTION: Clerk.**

118/2015 ANNUAL REPORT

Delivery of the Annual Report and Parish Magazine was **AGREED**, including £104 towards cost of printing the Parish Magazine and £70 for delivery of both, proposed **Cllr**

Blackburn and seconded **Cllr Inglis**. **ACTION: Clerk to co-ordinate and to ask Editor of Parish Magazine if it could be shown as a special Parish Council Edition.**

119/2015

FINANCIAL MATTERS AND PAYMENT OF ACCOUNTS

Invoices For Payment September 2015

3896 – D. Lovelock – Webhosting Aug 2014 (refund of overpayment)	-£15.00
4059 – BALC – Subscription 2015 (returned cheque)	-£24.00
4084 – Kempco – Stationery	£26.15
4085 – BDC – Hire of Refuse Vehicle 12 07 15 and 16 08 15	£391.20
4086 – Ridgeons Ltd – Supplies	£18.10
4087 – Kelvedon IT – Service and Backup Drive	£98.00
4088 – G. Adams – Lock for Container	£32.95
4089 – G. Adams – Keys for Container Lock on Playing Field	£16.00
4090 – G Adams Gardening Maintenance – Repair of Car Park	£300.00
4091 – EALC – Cllr Trg Day 1, Law & Procedures Crse, Basic Playgrd Insp and Budget & Precept	£247.00
4092 – All Saints’ Church Feering - Grant	£325.00
4093 – M. Freathy – Travel for Budget & Precept Course	£18.60
4094 – M. Freathy – Clerk’s Salary (Sept)	£1,108.49
4095 – G. Adams – Handyman Services	£730.00
4096 – G. Adams – Verges	£183.00
4097 – HMRC	£628.74
Sub Total (Sept)	£4,084.23

Petty Cash Transactions 09/07/15-09/09/15

	£0.00
Sub Total (Sept)	£0.00

DIRECT DEBITS SEPTEMBER

4098 – Orange – Broadband – Sept 15	£18.37
4099 – EON Energy – Sept 15	£83.46
4100 – S. H. Gibbs – re cutting Playing Field – Sept 15	£100.00
4101 – D. Lovelock – Website Hosting Sept 15	£15.00
4102 – British Telecom – Sept 15	£97.15
Sub Total (Sept)	£313.98
TOTAL (Sept)	£4,398.21

The Schedule of September payments was **APPROVED**, proposed **Cllr Lees**, seconded **Cllr Inglis**.

The grant application for Two Villages Voluntary Association was approved for an amount of £150 as per the Grant Budget approved for 2014/15, proposed **Cllr Lees** and seconded **Cllr Evans**.

The grant application for Feering & Kelvedon Local History Museum was approved for an amount of £100 as per the Grant Budget approved for 2014/15, proposed **Cllr Lees** and seconded **Cllr Evans**.

Councillors **agreed** to exclude the press and public for remainder of the meeting under

the Public Bodies (Admissions to Meetings) Act 1960 as the following items contained confidential information.

The meeting closed at 22:10

DATE OF NEXT COUNCIL MEETING

Tuesday 20 October 2015 @ 7.30pm

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Minutes confirmed as a true record of the meeting.

Signed -----

Dated -----