

**MINUTES of the MEETING of FEERING PARISH COUNCIL held on
TUESDAY 19th. APRIL 2016 at 7.30pm in the PARISH COUNCIL OFFICE,
FEERING COMMUNITY CENTRE**

Councillors Present: M. Lakin (Chairman), H. Edwards, M. Eddolls, J. Inglis, K. Evans, M. Bonner, L. Blackburn, P. Lees and Clerk Kevin Money

Members of the Public: 0

District Councillor R. Mitchell

51/2016 The Chairman welcomed everyone to the meeting

52/2016 Apologies for absence - Cllr. Lady P. Newton

53/2016 Declaration of Interests

Cllr M. Lakin declared an interest in item 62/2016 – FCA Management meeting

Cllr L. Blackburn declared an interest in item 62/2016 – Neighbourhood Plan

Cllr P. Lees declared an interest in item 62/2016 – As being a School governor

54/2016 To approve the Minutes of the last meeting of Feering Parish Council

To receive and agree the minutes of the last meeting held on 15th. March 2016

Cllr M. Eddolls proposed and Cllr J. Inglis seconded that the minutes are a true and accurate record of the meeting. **This was carried unanimously**

55/2016 Public Question Time

As no public were in attendance there was no questions

56/2016 Clerks report

The Clerk circulated his monthly report to Councillors and reported that the BDC Street Cleaning Grant for 2016/17 had been increased by 2.5%. The Councillors agreed to proceed with the Street Cleaning for 2016/17 and the clerk was asked to submit the forms accordingly

57/2016 District Councillor's Report

Cllr R. Mitchell informed the Councillors at great length the Outline planning application which had been received by BDC from Crown Estates. He informed the meeting of various proposals, but emphasized that the application is only at the Outline planning stage.

Cllr R. Mitchell then left the meeting.

58/2016 Asset Register

The Clerk circulated to Councillors the current asset register and asked them to look at this document in readiness to amend / agree the Asset Register at the May meeting

59/2016 Insurance Policy for Grass Mower

Cllr L. Blackburn proposed and Cllr P. Lees seconded that the 2016/17 premium of £167.54p to be paid in relation to the grass mower. **This was agreed unanimously.**

60/2016 Annual Risk Assessment review

The clerk circulated the Risk Assessment document to Councillors in readiness for the Annual review. It was decided by Councillors to have a meeting of the Finance committee to look at this document as a whole and then report back to the Full Council for ratification. **This was agreed unanimously**

61/2016 Planning Matters

Report on Planning Meeting held on 05.04.16. Cllr M. Lakin informed the meeting of the planning meeting held on 05.04.16

Minutes of Planning meetings held on 01.03 & 05.04.16. The clerk had already circulated to Councillors (prior to the meeting) the minutes of the March and April meetings. These can be found on the FPC website.

For information

The Clerk informed Councillors that he is now tracking, via the BDC website, all information received at BDC regarding the Planning application number **16/00569/OUT** Crown Estates. The Councillors agreed that the Planning committee has the authority to respond to BDC.

62/2016 Representative Reports

- **FCA Management meeting.** Councillor M. Lakin informed the meeting that the FCA is busy with the May Fayre and that the Bouncy Castle had been used and the training of the caretakers and staff went well. There was also a risk assessment carried out beforehand.

- **Playing Field committee** report (06.04.16). Councillor P. Lees informed the meeting that the minutes had been circulated and drew attention to MUGA and lease issues. Feering school could become an academy within the next 18 months. There is an issue over who owns what land on the playing field. The Diocese is the preferred academy chain and all Church schools must become Church academies in the future. The lease will expire in June 2017 and the Parish Council land will be forced-leased.

- **Footpath 16 fencing** report from Cllr J. Inglis. Cllr J. Inglis informed the meeting that not much had been done on the issue. The clerk informed Councillors that he had tried to obtain a quotation from East Anglian Fencing company based in Witham but to no avail. Councillors agreed that the clerk should contact Danbury Fencing and to find out which contractors BDC use for their fencing issues.

- **Neighbourhood Plan** report (11.04.16). Cllr L. Blackburn informed Councillors that the meeting held on 11.04.16 was a good meeting. The committee has now been split into more focused groups and Jo Ellingham is to help with the plan. The NP is having a stall at the May Fayre where questions will be asked about the Neighbourhood plan and hopefully some more volunteers will come forward. The reply to the housing need survey was better than expected. A response of 27% (in line with the size of the Parish) and 220 responded to the survey. It showed that 59% were in favour of small affordable housing

- **Environmental Audit** for 2016. Cllr M. Eddolls presented the annual report and was this accepted by Councillors.

- **BALC meeting** report. Cllr H. Edwards asked the clerk to circulate the 4 page report from BALC. This will be done immediately after the meeting.

- **EALC meeting** report. Cllr H. Edwards had to report that the CIF fund is starting in April. The training programme is going well. On a sad note Cllr H. Edwards informed Councillors that NALC is hard up for money. The 2016/17 annual subscription for both EALC and NALC is being sent to Councils.

- **A120 Forum** update of date and venue. Cllr K. Evans, having asked the clerk to circulate the "feedback form" to Councillors prior to the meeting, went through the form for FPC response to the 4 questions. Cllr K Evans will complete the feedback form and let the clerk have a copy to circulate to Councillors.

- Councillors to decide if the Parish Council would like to meet Gateway 120 Councillors decided unanimously to ask the clerk to invite Gateway 120 to a Neighbourhood Plan meeting scheduled for 16.05.16 at 6pm.

63/2016 Annual Return 2015/16

To approve the Annual Governance Statement 2015/16 (section 1 of the Annual Return) Cllr P. Lees proposed and Cllr M. Eddolls seconded that (following the review and agreement of the Internal Auditor) the Annual Governance Statement 2015/16 be signed by the Clerk and Chairman. **This was agreed unanimously**

64/2016 Annual Return 2015/16

The Councillors considered the following statement

- a) Consider the Accounting Statements 2015/16 (section 2) by Councillors as a whole
- b) Approve the Accounting Statements 2015/16 by resolution
- c) Ensure the Accounting Statements 2015/16 are signed and dated by the person presiding at the meeting at which that approval is given.

Cllr P. Lees proposed and Cllr L. Blackburn seconded that the Annual return was signed by the RFO and the Chairman. **This was agreed unanimously.**

d) To approve the appointment of the Internal Auditor 2016/17
 Cllr P. Lees proposed and Cllr M. Eddolls seconded that Mrs Janet Stobart be the FPC internal auditor for 2016/17. **This was agreed unanimously**

65/2016 Finance

To approve the following payments

Credit Received:					
Chq No.	Inv. No.	Payee	Cost	VAT	Total
DD	Mar '16	Munky on line – last payment	£ 15.00	£0	£ 15.00
DD	Mar '16	EON – Street Lighting	£ 74.36	£ 3.72	£ 78.08
DD	Feb '16	Orange Broadband	£ 15.31	£ 3.06	£ 18.37
DD	Feb '16	EON	£ 79.49	£ 3.97	£ 83.46
104675	16/17	Came & Co – Mower Insurance	£ 167.54	£0	£ 167.54
104676	Mar '16	K. Money Clerk Salary up to 31.03.16	£1349.44	£0	£1349.44
104677	Q4 Total	HMRC 06.01 – 05.04.16	£ 728.91	£0	£ 728.91
104678	144712	Aegis Integrated Security Ltd	£1036.00	£207.20	£1243.20
104679		Helen Edwards Cllr Mileage	£ 16.20	£0	£ 16.20
104680	1022016	Clifford Computers	£ 513.46	£0	£ 513.46
104681	30.03.16	K. Money Clerk Expenses	£ 237.59	£0	£ 237.59
104682	24740	Rialtas Business Solutions – RFO Training	£ 250.00	£ 50.00	£ 300.00
104683	100490171	Ricoh – photocopier	£ 59.85	£ 11.97	£ 71.82
104684	23.16/17	Diane Malley – Payroll services for 2016/17	£ 68.00	£0	£ 68.00
104685	March '16	G G Adams Maintenance Services – Handyman	£ 730.00	£0	£ 730.00
104686	March '16	G G Adams Maintenance Services – Verges	£ 183.00	£0	£ 183.00
104687	2161146	Essex Standard – Byelaw advertisement	£ 240.76	£48.15	£ 288.91
104688		M. Bonner travelling expenses	£ 13.50	£ 0	£ 13.50
104687	2016/17	BALC Subscription 16/17	£ 24.00	£ 0	£ 24.00
104688	6644	EALC / NALC subscription 2016/17	£ 444.88	£0	£ 444.88
104689	071/69134650	Ridgeons Ltd	£ 8.38	£ 1.68	£ 10.06
104690		Janet Stobart – Internal Audit	£ 135.00	£0	£ 135.00
104691	SES16004	Stealth Electronic	£ 264.42	£0	£ 264.42
		TOTAL:	£6655.09	£329.75	£6984.84

Cllr K. Evans proposed and Cllr M. Eddolls seconded that the above payments be authorised. **This was agreed unanimously.**

A Full Finance Statement to was circulated Councillors at the meeting

66/2016 Items for Next Agenda

G. G. Adams Garden and Maintenance Services be added permanently to each agenda.
This was agreed by Councillors

67/2016 Date of Next Full Council meeting Tuesday 17th. MAY 2016 at 7.30pm which is also the AGM

The Date of the Annual Parish Assembly is MONDAY 23rd. MAY 2016 at 8pm

There being no further business the Chairman closed the meeting at 9.20pm and thanked everyone for attending

Signed.....17th. May 2016

M. Lakin