



**MINUTES of the ANNUAL COUNCIL MEETING of FEERING PARISH COUNCIL  
held on Tuesday 14 May 2019 at 7.30 pm  
in the Parish Office of Feering Community Centre**

**Present:** Cllr P Lees (Chair) Cllr C Newton Cllr R Carpenter  
Cllr L Blackburn Cllr D Leach Cllr C Dobson  
Lisa Collins, Clerk to the Council  
Cllr J Sandum (Braintree District Councillor), Cllr P Thorogood (Braintree District Councillor)

**Members of the Public:** 0

**073/2019 To elect a Chairman**

Cllr Lees was nominated to be Chairman of the Parish Council. Proposed by Claire Newton seconded by Robert Carpenter

It was **resolved** that Cllr Lees be elected chairman for the coming year.

**074/2019 To receive the Chairman's Declaration of Acceptance of Office**

Cllr Lees made the Declaration of Acceptance of Office as Chairman.

**075/2019 To elect a Vice Chairman**

It was **resolved** that Cllr Newton be elected Vice-Chairman for the coming year. Proposed by Cllr Carpenter, seconded by Cllr Dobson.

**076/2019 Apologies for Absence**

Apologies were received from Cllr Bonner.

**077/2019 To approve the Minutes of the Last Meeting of Feering Parish Council**

It was **resolved** that the minutes of the meeting of the Full Council held on 16 April 2019 be approved and signed as a correct record. Cllr Carpenter proposed; Cllr Blackburn seconded.

**078/2019 Public Participation Session**

The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.

Cllr Lees welcomed Cllr Jenny Sandum and Cllr P Thorogood, the recently elected Braintree District Councillors for the Kelvedon and Feering ward to the meeting. Cllr Thorogood introduced himself to the Council as the newly elected councillors and gave a brief background behind his nomination including the incinerator, housing and traffic issues which are issues for the village. Cllr Sandum introduced herself and gave a brief background to her nomination, being the same issues as Cllr Thorogood and plastic waste. The council set out their position to the District Councillors on the Neighbourhood plan and what we are working towards in terms of cycleways and footpaths between Feering, Kelvedon and Coggeshall.

Cllr Sandum and Cllr Thorogood left the meeting at 19.51.

**079/2019 Co-option**

After discussion it was **resolved** that the Clerk would send a skills audit to the current Councillors for completion to assess the candidates for co-option. It was **agreed** that the two vacancies should be advertised and filled as soon as possible. It was further **agreed** that the co-option policy should be **approved** and that this should be circulated

to any potential candidates. Cllr Dobson Proposed Cllr Leach seconded the adoption of the policy.

## 080/2019 To appoint members to serve on Committees and Outside Bodies

### Committees

Councillors considered the appointments to the Committees and Outside bodies.

i Planning Committee

It was **resolved** that Cllr Leach be appointed to the Planning Committee

ii Finance Committee

It was **resolved** that Cllr Newton be appointed to the Finance Committee

iii Internet Banking Authorisers / Signatories and review of protocols

It was **resolved** this would be discussed further after new Councillors have completed their Councillor training.

The protocol for authorising payments was reviewed.

iv Playing Field Management Committee

It was **resolved** that Cllr Leach be appointed to the Playing Field Management Committee.

v PROW & Cycle Committee

It was **resolved** that Cllr Dobson be appointed to the PROW & Cycle Committee.

vi Feering School Academy Committee

After discussion it was **agreed** that as the School had now obtained Academy status this Committee was no longer needed and that any interaction with the school will come through the Clerk.

vii Neighbourhood Plan Committee

It was **resolved** that Cllrs Lees, Blackburn, Carpenter and Dobson remain on the Neighbourhood Plan Committee.

viii Emergency Organisation

It was **resolved** that Cllr Lees remain the contact for the Emergency Organisation.

### Working Parties

ix Website Monitoring

After discussion it was **resolved** that this working party be extended to cover Social Media and public relations as well as the website and should be renamed to External Communications in order to oversee and liaise with the Clerk. Cllrs Dobson, Leach and Carpenter be appointed to the External Communication working group.

Cllr Newton left the room for a comfort break at 20.15 and returned at 20.16.

x Environmental Audit

It was **resolved** that Cllr Bonner remain appointed to the Environmental Audit Working Group and Cllrs Leach and Dobson be appointed additionally to the Environmental Audit Working Party.

xi Village Traffic Action Group

It was **resolved** that Cllr Bonner remain appointed to the Village Traffic Action Group.

xii Kelvedon & Feering Library Working Group

It was **resolved** that Cllrs Newton and Leach remain appointed to the Kelvedon & Feering Library Working Group.

Representatives

xiii FCA Executive

It was **resolved** that Cllrs Blackburn and Carpenter remain appointed to the FCA Executive.

xiv FCA Management

It was **resolved** that Cllr Blackburn remain appointed to the FCA Management

xv Feering & Kelvedon Museum

It was **agreed** that the clerk would reach out to the F&K Museum to seek clarification on whether a representative is required.

xvi Two Villages Voluntary Association

It was **agreed** that the clerk would reach out to the TVVA to seek clarification on whether a representative is required.

xvii EALC

It was **resolved** that Cllr Blackburn be appointed as the EALC representative.

xviii BALC

It was **agreed** that the clerk would reach out to the BALC to seek clarification on whether a representative is required.

xix Kelvedon Institute

It was **agreed** that the clerk would reach out to the Kelvedon Institute to seek clarification on whether a representative is required.

xx Public Transport

It was **resolved** that Cllr M Bonner remain the representative.

xxi IWMF Site Liaison Committee

It was **agreed** that Cllr Newton be appointed as the representative.

xxii Tree Warden

It was **resolved** that the Tree Warden remains as Jane Palmer

xxiii Football Pitch Inspectors

It was **resolved** that the Football team manager/s and Simon Gibbs remain the inspectors of the Football Pitch.

**081/2019 Parish Council Policies and Procedures**

i *To review and agree the Parish Council Standing Orders*

After discussion it was **resolved** that the Standing Orders be accepted. Cllr Carpenter proposed; Cllr Newton seconded.

ii *To review and agree the Parish Council Financial Regulations*

The Clerk updated the Councillors on the small amendments which had been made to the Financial Regulations regarding payment authorisation timescale and payment of salaries. It was discussed that further amendment is needed regarding the Credit Card which has been applied for and to bring this item to the next meeting.

- iii To review and agree the Terms of Reference for Committees

After discussion there were two amendment to be made to the Planning Committee Terms of Reference. The Terms of Reference were then **resolved** to be adopted. Carpenter Proposed, Blackburn seconded.

Subject to the agreed amendment, it was **resolved** to accept the Finance Committee Terms of Reference proposed by Newton seconded Lees,

Subject to the agreed amendment, it was **resolved** to accept the Public Rights of Way and Cycleway Committee Terms of Reference. Proposed by Cllr Dobson, seconded by Cllr Blackburn.

- iv To review and agree the Lone Worker Policy

After discussion it was **resolved** that the Lone Worker Policy be amended and approved but a further draft should be produced to discuss with the FCA regarding a panic alarm and the security of the office door. Proposed by Cllr Lees, seconded by Cllr Newton.

Cllr Dobson left the meeting for a comfort break at 21.18 and returned at 21.21.

**082/2019 Items for Next Agenda**

- i Employment Committee and A12 and A120 Forums Representatives appointment
- ii Approval of Financial Regulations.

**Date of Next Full Council meeting Tuesday 21 May 2019 at 7.30pm**

There being no further business the Chair closed the meeting at 9.25 pm and thanked everyone for attending.

Signed .....

**Paul Lees**

21 May 2019