



**MINUTES of the MEETING of FEERING PARISH COUNCIL
held on Tuesday 21 May 2019 at 7.30 pm
in the Parish Office of Feering Community Centre**

Present: Cllr P Lees (Chair) Cllr R Carpenter Cllr D Leach
Cllr L Blackburn Cllr C Dobson Lisa Collins, Clerk to the Council
Members of the Public: 6

083/2019 Chairman Welcome

The Chairman welcomed everyone to the meeting.

084/2019 Apologies for Absence

Apologies were received from Cllr Bonner and Cllr Newton.

085/2019 Declaration of Interest

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the Agenda.

Cllr Leach declared a non-pecuniary interest in the Public Participation session as his wife was attending on behalf of the Feering School PTA.

086/2019 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 14 May 2019 be approved and signed as a correct record. Cllr Dobson proposed; Cllr Carpenter seconded.

087/2019 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.

A member of the Feering Primary School PTA requested confirmation that an event, which requires a large financial contribution from the PTA, be considered. The event is a circus (no animals involved). It is a national Festival Circus company who will run the event and will arrive in the morning and leave by the end of the day. 3 shows with a capacity of 200 per show. Tickets will be opened up to school first and then the wider community. Held on a weekend, ideally a Saturday. They need an area of 40ft x 40ft. There could potentially be running a few pocket money stalls run by the PTA as well. The PTA would be responsible for clearing the site after the Circus has left. 3 potential dates for May and July 2020. A decision is needed as soon as possibly by the PTA. It was raised by the Council that we would need to obtain confirmation as to whether a licence is required to run a public event on the land. Another issue which was raised would be if any of the football teams had hire of the field on the potential dates. It was **agreed** that the Clerk will obtain information as to whether a licence is necessary for a public event and then bring the request to the Playing Field Committee meeting for recommendation to the Full Council meeting on 18 June.

A second member of the public informed the Council that three ECC consultations are being undertaken. The first is a Green Essex Strategy, second is The Walking Strategy and the third is the Park and Ride Concessionary Consultation. The Clerk advised that we are aware of the Park and Ride consultation which has been publicised on our website and social media pages. It was discussed that the Neighbourhood Plan would investigate the Walking Strategy and Green Essex Strategy issues at their next meeting.

088/2019 Presentation to retiring Councillors

The Chairman gave a speech regarding our retiring councillors Helen Edwards and Katherine Evans. He thanked both for their hard work, expertise and contribution to the community during their service. Helen leaves the Council after 40 years' service having taken on many roles including chair of the Parish Council. Katherine leaves the Council after 16 years' service and having been chair of the Planning Committee. Both will be missed for the expertise.

089/2019 Report from " District / County Councillor"

Cllrs Sandum and Thorogood gave their apologies for this meeting as they are attending the BDC AGM.

No report was received from Cllr Mitchell.

090/2019 To consider and agree the footpath to be selected under the Member-Led Footway Repair Programme 2019

After discussion it was **agreed** that we would speak to Cllr Mitchell to see if there is anyway that we could put more than one area into the scheduled works rather than just one stretch of pavement due to the potential for health and safety issues. Areas to be considered are Sherwood Way, outside Lua Beauty on Feering Hill and the area at the top of Feering Hill near the Blue Anchor.

091/2019 Clerks Report

The Clerk had previously submitted a written report to Councillors which was noted.

An issue was raised for the Handyman to look into, which was waste being put into the public bins. A Facebook post should be drafted to inform residents that fly tipping will be prosecuted.

It was discussed that a special thank you should be given to G G Adams for their hard work and commitment at the May Fayre.

092/2019 To decide on protocols for publication of Councillor Details

Cllr Lees raised his concern regarding the issue of Councillors personal addresses being published on the website and noticeboards. Following the Legal Update which had been received from EALC where guidance regarding personal addresses being published was issued, it was proposed that all Councillors address details should be removed from publication with the postal address being through the Council office and only email addresses should be published. Telephone number for councillors should also be through the Council Office. This proposal was **agreed**. Proposed by Cllr Lees and seconded by Cllr Dobson.

093/2019 Planning Matters

i Report of Planning Meeting held on 1 May 2019 – Cllr R Carpenter

Cllr Carpenter gave an update on the meeting of 1 May where six applications were discussed, including the 165 Outline planning application. No decisions were made by BDC.

094/2019 Highways & Transport

i VTAG report from Cllr M Bonner

No report given.

ii A12 to A120 Widening - A120 Routes – A120 Community Forum meeting update

No report given.

iii Councillors to discuss any issues to report regarding Transport / Refuse to BDC and/or ECC

The manned refused collection had started again.

i) Land at New Lane – Parking issues / usage

The Clerk advised that letter has been received regarding this issue advising that the school is looking at their routes for September and their contracts. They will inform us when a decision has been reached regarding the drop off / pick up point for the village.

iv Speeding issues on London Road, SID data and Community Speed Watch

No update.

095/2019 Representative Reports

i FCA Management meeting from Cllr L Blackburn

A report was received from the FCA which included information regarding the Lone Worker Policy, the potential change to a CIO and the Football in the Community hire agreement. The FCA also thanked the Council for their help with the May Fayre.

The issue of the potential change to a CIO was discussed as there could be a legal issue with the current agreements as there would be a name change and new agreements would potentially need to be issued with cost implications. It was **agreed** that a discussion needs to be had with the FCA to discuss this issue and to obtain legal advice as to where we stand.

Cllr Leach left the room for a comfort break at 20.51 and returned at 20.52.

ii Neighbourhood Plan update from Cllr L Blackburn

At their last committee meeting the NP were joined by the Green Party District Cllr Jenny Sandum who wanted to acquaint herself with the committee. They discussed feedback from the May Fayre and thanked Cllr Carpenter for his posters. They also discussed concerns around the OUT165. The draft Neighbourhood plan is coming along and the first draft has now been received. They will be reviewing it at a workshop with DAC Planning on 30 May. The next Committee meeting is 10 June 2019 at 7.30 pm.

iii EALC / BALC report

The Clerk informed the council that she had been in touch with BALC and EALC regarding a replacement for Cllr Edwards. She has been informed that the EALC representative is selected by BALC, but that BALC have been very inactive over the last 18 months, however BALC would be grateful if a representative could be appointed who in turn will appoint a representative to EALC. Cllr Blackburn **agreed** that she would accept the appointment to the BALC / EALC committees

iv PRoW & Cycleway Committee report from Cllr M Bonner

No Report given

v Playing Field Committee meeting from Cllr P Lees

A meeting date has been confirmed for 11 June.

vi Finance meeting from Cllr P Lees

No report given

vii Employment committee report from Cllr P Lees

No report given.

viii Kelvedon and Feering Library Working Group Report from Cllr D Leach

An update was given by Cllr Leach. He informed that a meeting was scheduled to meet Priti Patel, but this was deferred as no business plan had been agreed. A meeting was held with Kelvedon Primary School and Priti Patel and an update has been received from this. A meeting of the Committee has been scheduled for 30 May 2019.

096/2019 Community Centre Front Doors

After discussion it was **agreed** to accept the recommendation made by the Clerk that Diamond Windows be appointed to fit the UPVC door during the summer holiday period and that Cllr Carpenter will arrange for the entry system to be installed at the same time. It was also **agreed** that the Clerk would obtain information regarding the guarantee on the doors from Diamond Windows and confirmation that there will be a flush threshold for wheelchair access. Cllr Lees proposed, Cllr Carpenter seconded.

097/2019 Tree Survey

After discussion it was agreed that the Clerk would speak to the approved contractor and ask whether they could include trees which should potentially be covered by TPOs. The recommendation made by the Clerk was **resolved** to be accepted. Cllr Dobson proposed, Cllr Blackburn seconded.

098/2019 Playing Field / MUGA Use

- i *To receive and consider update on the use of the Playing Field and MUGA and to review the Standard Conditions of Hire and fee charged.*

After discussion it was **agreed** that the standard conditions of hire and booking form be put onto the website and publicised. It was also **agreed** that it should be put onto Facebook and in the Parish Magazine setting out that the playing field and/or MUGA must be booked through the Parish Council. The clerk to obtain a copy of the FCA booking form to confirm that their form states that the outside areas cannot be used.

- ii *To further consider letter to resident to be sent regarding use of field without permission*

After discussion it was **agreed** that the letter should now not be sent.

- iii *To receive and consider update from the Clerk on the FITC hire agreement*

It was **agreed** that no fee be taken from the FCA for the FITC hire. It was further **agreed** that FITC must be notified that they must vary the areas that they are using due to the condition of the field.

- iv *To consider the requests received regarding football parties*

It was **agreed** that the parties requested should be allowed to go ahead

099/2019 Special Constables – Follow up from Annual Assembly

After discussion and considering the overwhelming positive feedback from the public it was **agreed** that the Council should proceed with recruitment of 2 officers for the village. Proposed by Cllr Dobson, seconded by Cllr Lees.

100/2019 Marketing / Communications / Website

- i *To receive an update on the status of the monthly newsletter*

The clerk informed the council that the first monthly newsletter had been circulated. It had been well received by the subscribers with a 100% open rate. The next newsletter is scheduled to be sent out during the week of 10 June and we will look to increase the subscriber rate between now and the next publication.

- ii *To consider the quotes received for setting up a new website and information on email addresses for councillors*

After discussion it was **agreed** that the Clerks recommendation be accepted, and we should look to have the new website and email addresses live by September. Cllr Lees proposed, seconded by Cllr Dobson.

101/2019 Risk Assessment Review / Policies Review / Committee appointments

- i *To consider undertaking a Risk Assessment review and to discuss and agree update and review of policies*

After discussion, there are issues around previous policies which have been produced that cannot be found. It was discussed that new policies would have to be produced and reviewed. It was **agreed** that the Clerk will investigate the Local Council Review System with a view to reporting back at the next meeting and informing the Council how this system works and creates a risk assessment.

- ii *To Approve Financial Regulations after amendment as discussed at minute 081/2019(ii) on 14 May 2019*

After discussion it was **agreed** that the Financial Regulations as amended be adopted. Cllr Carpenter proposed, Cllr Lees seconded.

- iii *To appoint members to serve on the Employment Committee*

It was **agreed** that Cllrs Lees, Bonner and Carpenter remain on the Employment Committee. Proposed by Cllr Blackburn, seconded by Cllr Lees.

- iv *To appoint a representative to serve on the A12 and A120 Forums*

It was **agreed** that Cllr Bonner remain the Council representative for the A12 and A120 Forums. Proposed by Cllr Dobson, Seconded by Cllr Lees.

102/2019 Finance

- i *To approve the bank reconciliation as at 30 April 2019 and 2019/20 budget account (to be circulated to Councillors at the meeting)*

After discussion the bank reconciliation was **approved**.

- ii *To review and agree standing orders and Direct Debits for the 2019/20 year*

After review it was **agreed** that the standing orders for the coming year be approved. Proposed by Cllr Blackburn, seconded by Cllr Dobson

After review it was **agreed** that the Direct Debits for the coming year be approved. Proposed by Cllr Carpenter, seconded by Cllr Leach

- iii *Councillors to agree Clerks Expenses.*

After discussion it was **agreed** that the Clerk's expenses be approved. Proposed by Cllr Carpenter, seconded by Cllr Dobson

- iv *Councillors to agree payments for May 2019 (to be circulated to Councillors at the meeting)*

It was **agreed** that the May payments be made. Cllr Dobson proposed, Cllr Blackburn seconded.

103/2019 Items for Next Agenda

- i Salt email.
- ii Apologies received from Cllrs Blackburn and Cllr Lees for the meeting on 18 June.

Date of Next Full Council meeting Tuesday 18 June 2019 at 7.30pm

There being no further business the Chair closed the meeting at 10.37 pm and thanked everyone for attending.

Signed

Paul Lees

18 June 2019