



**MINUTES of the MEETING of FEERING PARISH COUNCIL
held on Tuesday 16 July 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 C Dobson Cllr L Blackburn Cllr M Bonner
Lisa Collins – Clerk to the Council Cllr P Thorogood (BDC)
Members of the Public: 1

123/2019 Chairman Welcome

The Chairman welcomed everyone to the meeting.

124/2019 Apologies for Absence

Apologies were received from Cllr Newton and Cllr Mitchell (ECC).

125/2019 Declaration of Interest

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

No disclosable interests were declared.

126/2019 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 18 June 2019 Cllr Carpenter proposed; Cllr Blackburn seconded. It was further **resolved** the minutes of the Extraordinary Meeting held on 26 June 2019 be approved and signed as a correct record. Cllr Lees proposed; Cllr Leach seconded.

127/2019 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 Neighbourhood Plan Committee came along to discuss the strategy for the regulation 14 consultation. They stated that we need to agree a timeline. The Regulation 14 is a full council consultation and any questions would come to the clerk. An approval needs to be made by the 17 September meeting of the draft Neighbourhood Plan councillors need an opportunity to read in detail before the next Meeting. Data needs to be collected by respondents by form which needs to be available online and in hard copy. 2 events to be held in October to display material prepared for this event. Prepare a flyer for residents to generate interest from residents. Cllr Dobson added that the response form will be an open format text to find out why policies are accepted or rejected so that we have the ability to change the plan.

128/2019 Report from District / County Councillor

Cllr Lees informed the meeting that Cllr Mitchell was unable to make the meeting but that Cllr Mitchell would like to stress the issue that the library position should remain that we look to run the library as a community hub and that the expression of interest should remain in place.

Cllr Thorogood also gave an update on the library service and said that the Green Party would prefer a professional service rather than a community run service.

Local plan – more meetings taking place, procedural meeting and meeting to pass the local plan. Cllr are being inundated with documents with insufficient time to read them. Motion has been put before the council calling to shelf the garden community plan and

part 1 of the local plan. Pushing for part 2 of the plan to go through. A new application has been put in in relation to the housing estate at Monks Farm due to the delay.

129/2019 Clerks Report

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

130/2019 Planning Matters

i *Report of Planning Meeting held on 12 and 18 June 2019 – Cllr R Carpenter*

Cllr Carpenter gave an update on the meeting of 12 June where two applications were discussed in relation to Domsey Chase and Marshall Close. Cllr Carpenter also gave an update on the meeting of 18 June 2019 where two applications were considered in relation to Inworth Road and Hanover Square.

Cllr Dobson raised the issue of the Bovis Homes in Coggeshall where there was an event held on 15 July. Cllr Dobson and Cllr Carpenter have left detailed comments at the event relating to the entry to the site.

131/2019 Highways & Transport

i *VTAG report from Cllr M Bonner*

Nothing new to report.

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

No report given as no meeting has been held. However we have been informed that the next meeting will be held on Wednesday 24 July of the A12 Community Forum at Spring Lodge Community Centre, Witham.

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

Cllr Blackburn raised the issue of vehicles parking on the entrance to Footpath 16 at Feering Hill. It was discussed that because they are not blocking the public right of way there is not much we can do. It was **agreed** that a further letter would be sent.

i) Land at New Lane – Parking issues / usage

The clerk has received an email from the school regarding the parking issues. They will not be changing the location for their drop off but working with external company to provide onboard technology which will allow parents to view where the bus is. The Clerk to write to the school expressing our disappointment that they have done nothing to alleviate the issues which they have been previously informed.

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

SID is currently out of operation as it is not working correctly. SID will be sent to the manufacturer for maintenance and to see if it can be repaired.

It was **agreed** that we write to Essex County Council to see if we can obtain any more signage to slow people down.

132/2019 Representative Reports

i *FCA Management meeting from Cllr L Blackburn*

The FCA are extremely grateful for the open and productive meeting with the Parish Council held on 11 July. We look forward to their support going forward, especially with regard to the VE Day May Fayre on 8 May 2020. If anyone has suggestions or contacts to make the day a success for the community please let us know. As soon as they hear from their legal advisor regarding the switch to a CIO they will let the PC know.

Cllr Lees gave a further update on a catch-up meeting held with the FCA. Various issues were raised including MUGA/Playing Field use, Health and Safety Report, Water Refill Point, and Car Park repairs.

ii *Neighbourhood Plan update from Cllr L Blackburn*

Cllr Blackburn gave an update on the workshop held instead of the monthly meeting. She informed the Council that they are looking to the Council to approve the Neighbourhood Plan document by 17 September. There will be associated costs including Survey Monkey and advertising. They are in the process of designing response forms and flyers. They are meeting with AR Urbanism at the end of July. No formal meeting in August but will hold smaller workshops.

i) *To discuss and agree strategy for Regulation 14 Consultation of Neighbourhood plan*

DAC have provided a letter which needs to be sent off to BDC. The consultation needs to take place as soon as possible. Cllr Dobson raised the issue that we could raise a legal challenge to the Strategic Growth location. It was agreed that an extraordinary meeting would be held on 29 August to agreed the strategy before the 17 September Meeting.

iii *EALC / BALC report*

No Report was given.

iv *PRoW & Cycleway Committee report from Cllr M Bonner*

A meeting has been held on

v *Playing Field Committee meeting from Cllr P Lees*

A meeting was held on 10 July. A proposal has been put forward with regard to the maintenance of the small field. Simon Gibbs is going to spray the field and apply will then be applied once school has finished. We have received two quotes for the external work required. The proposal is that the lower quote be accepted due to the flexibility of the company because of their locality and the fact that they have done work previously on the field. We would also need to factor in the cost of fencing off the field which would be approximately £215. The recommendation is that the budget be approximately £4,000. It was **agreed** that this quote and budget be accepted. Cllr Lees proposed, Cllr Leach seconded.

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*

Cllr Leach gave an update. News received that no libraries closing within the next 5 years. Debate being had as to whether we should withdraw our Expression of interest which will be discussed in full at the next meeting on 25 July.

133/2019 Community Centre Front Doors

Clerk informed the council that the new doors will be installed on 13 August, however this may not coincide with the installation of the intercom. The Clerk is waiting for the contractor to confirm which date they are available to install the intercom.

134/2019 Tree Survey

Clerk informed the council that an email had been sent to the Tree Warden but no response received. The preferred contractor had contacted the clerk and is going to submit a revised offer to the Clerk.

135/2019 Special Constables Recruitment

Clerk informed the Council picture has been submitted for the advert but there has been no response as yet from Essex Police. Biography had been drafted by Cllr Leach.

136/2019 **Marketing / Communications / Website**

Clerk notified the council that the new domain name of feeringparishcouncil.gov.uk been accepted. now waiting for the next steps in terms of setting up email addresses. The new website is being designed and this will be sent across once it has been set up on a testing platform. It was discussed that we would ask the website designer to give us a link to 3 websites which they have previously designed so that we can give them an idea of what we actually want before they design the website in order to avoid additional costs.

137/2019 **Risk Assessment Review**

The Clerk submitted a report to the Council setting out recommendations for this system. Cllr Lees raised the issue of the clerk signing off the report in that it would have an impact on them and also the competency issue. After discussion it was **agreed** that the Clerk should purchase this software and produce a Risk Schedule which should be approved by the Council at the next Council Meeting. Cllr Lees proposed, Cllr Blackburn seconded.

138/2019 **Salt Bag Partnership**

The Clerk informed the Council that she has spoken to the handyman who has confirmed that he is happy to continue distributing salt should there be a bad winter. The Handyman informed the clerk that there is a large quantity of salt in the container and we did not need any more. It was **agreed** that the Clerk would put a request on Social Media to see if we could get any volunteers to assist the handyman in distributing the salt during the winter if required. The Clerk to find out the age of the salt which has previously been received.

139/2019 **War on Plastics**

Cllr Lees informed the Council that a meeting had been held between the FCA and FPC where the water refill idea had been discussed. The FCA were very happy to work with FPC to provide a water refill point and the Clerk will now investigate the cost implications for this. It was also **agreed** that we could look into a microgrant or to discuss a grant with BDC Councillors to see if we could obtain funding from them which Cllr Thorogood asked the Clerk to email him about. The Community Centre is on a water metre and it could increase the FCA's cost so this would also need to be looked at. Cllr Lees also raised the issue of whether we could ask that the car park become a no idle area. Cllr Dobson raised the issue that a lot of councils have an environmental policy, and an environmental committee should be created as many councils are signing up to become carbon neutral. It was discussed that this would be put on the agenda for September.

Cllr Thorogood left the meeting at 21.15

140/2019 **VE Day Celebrations**

It was discussed that the council would assist the FCA at the May Fayre next year. It was discussed that the clerk has contacted the RBL to see what they are intending to do for the celebrations and also whether they will have any items to commemorate the end of VE day which could be sited in the village. It was discussed that a council stall would be taken at the Fayre.

141/2019 **Councillors / Training**

- i To consider Cllr Newton's request to attend the Advanced Councillor Training Sessions
After discussion it was **agreed** that Cllr Newton should attend the Advanced Councillor Training. Cllr Dobson proposed, Cllr Carpenter seconded.

- ii To consider and review Councillor's Skills Audit

It was requested that the remaining councillors submit their skills audit and that this will then be used to get people to co-opt with the right skill set that we don't have.

- iii To consider and agree whether a Councillor Training session should be arranged for all councillors

It was proposed that a short course programme be run by the EALC for all councillors at the Parish Council office. It was also discussed that this should be an annual event to keep all councillors up to date with changes in legislation. It was **agreed** that this should be run and that all councillors should highlight the modules which they feel would be of benefit for themselves and the council so that we can select the correct modules to be delivered.

- iv To consider and agree whether we should run the EALC Mental Health First Aid Training Course

After discussion, it was **agreed** that FPC should run the Mental Health First Aid Training Course. The clerk will obtain dates available on a Saturday morning in late September / October and will then confirm the date and request attendance from Councillors, FCA, Feering School and then open to businesses and residents in the community. Cllr Lees proposed, Cllr Carpenter seconded.

142/2019 Picnic benches for the Playing Field

It was discussed previously that Cllr Leach would look into local businesses sponsoring a picnic bench. It was **agreed** that we would try to make it a more social environment on the playing field and possibly have an area where disposable BBQs could be used. Cllr Leach to take the lead on investigating this further.

143/2019 BT Consultation on removal of Phone Box

After discussion it was **agreed** that no comment should be made.

144/2019 Review of Asset Register Preparation

Cllr Bonner left the meeting for a comfort break at 21.47 and returned at 21.49

After discussion it was **agreed** that the clerk would put a column onto the spreadsheet to be sent out to the councillors for them to select the areas they would like to undertake the review of. Clerk to grey out areas which can allocated to the clerk and the Handyman

145/2019 August Full Council Meeting

It was **agreed** that there would not be a full Council meeting in August but an extraordinary meeting would be held at the end of August to discuss the Neighbourhood Plan approvals required.

146/2019 Finance

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

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

- ii *Councillors to agree Clerks Expenses.*

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

- iii *To consider and agree renewal of membership to RCCE*

After discussion it was **agreed** that the membership to RCCE should be renewed. Proposed by Cllr Dobson, seconded by Cllr Carpenter.

- iv *To agree payment of the insurance policy renewal*

Cllr Leach left the meeting for a comfort break at 21.57 and returned at 21.59.

The Clerk informed the Council that she had reviewed the insurance policy renewal and had gone through the changes to the policy and confirmed that she was happy with the level of cover and changes. After discussion it was **agreed** that the insurance policy renewal be paid. Proposed by Cllr Dobson, seconded by Cllr Bonner.

- v *To consider spending S137 monies to mark Skip Papworth's services to the village with youth services*

After discussion it was **agreed** that we would reach out to the Scout hut to ask for an idea of an item that they required which could be donated on behalf of Feering Parish Council in memory of Skip Papworth. It was **agreed** that a sum of £500 be donated. Cllr Lees proposed, Cllr Carpenter seconded.

- vi *Councillors to agree payments for July and August 2019 (to be circulated to Councillors at the meeting)*

It was **agreed** that the July and August payments be made. Cllr Blackburn proposed, Cllr Bonner seconded.

147/2019 Items for Next Agenda

- i Neighbourhood Plan approval
- ii Approval of a new salt box
- iii Motion to create an Environmental Committee
- iv Discussion with BDC relating to attending the Recycling centre
- v Wildlife and Biodiversity Group
- vi Christmas lights

Date of Next Full Council meeting Tuesday 17 September 2019 at 7.30pm

There being no further business the Chair closed the meeting at 22.13 pm and thanked everyone for attending.

Signed 17 September 2019
Paul Lees