GREAT YELDHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 5th October at 7.30pm in The Reading Room, Great Yeldham

Present: Cllr M Broomfield (Chairman)
Cllr P Rawlinson (Vice-Chairman)
Cllr C Brooker
Cllr R Buckenham
Cllr A Burrows
Cllr S McNally
Cllr L Mundy-Gill
Cllr B Sargeant
Cllr P Slimming

In attendance: Mrs T Wigmore (Parish Clerk)

The Chairman opened the meeting and welcomed Cllr McNally back.

There were no members of the public present.

17/169 Welcome and to receive and record apologies for absence
None received.

17/170 Declarations of Interest.
Cllr Slimming declared a Disclosable Pecuniary Interest at item 17/190 Access Road, Sports & Recreation Ground

17/171 To approve the minutes of the Parish Council meeting held on 7th September 2017.
IT WAS RESOLVED that the Minutes of the meeting held on 7th September 2017 were a correct record and should be signed by the Chairman of the meeting.
Proposed: Cllr McNally. **Seconded:** Cllr Rawlinson

17/172 Invitation to Cllr David Finch, Essex County Council and Cllr Richard van Dulken, Braintree District Council to address the meeting on matters of mutual interest.
Apologies were received from Cllrs Finch and van Dulken.

17/173 Public Participation Session with respect to items on the agenda and other matters of mutual interest. Please note:
There were no members of the public present.

17/174 Village Tidy Up Day
The Parish Council over the last couple of years has held an annual community tidy up day for the village, providing 2 skips for residents to dispose of unwanted household items. Yeldham Athletics Football Club to be contacted to ask whether they would like to help monitor the skips for a small donation.
IT WAS RESOLVED that a Village Tidy Up Day is held on Saturday 4th November 2017, that 2 skips are provided and located at Highfields verge (North Road).
Proposed: Cllr Buckenham. **Seconded:** Cllr Brooker

17/175 Approval of Gt Yeldham Neighbourhood Plan
To report that on 16th June 2017, the Parish Council received notice from Braintree District Council that the neighbourhood area application covering the extent of Great Yeldham was approved..
For note and comment.

17/176 Formation of Neighbourhood Plan Committee

The first meeting of volunteers of the Gt Yeldham Neighbourhood Plan met on the 21st September 2017. As part of the Neighbourhood Plan process a working agreement and relationship with volunteers of the Neighbourhood Plan Steering Group will need to be established. The Parish Council will need to form a Neighbourhood Plan Committee for the Neighbourhood Plan Steering Group to report. The Neighbourhood Plan must be Parish Council led in order to be adopted by BDC, the Parish Council is responsible for spend decisions, budgeting approval and contracting any consultants and cannot hold funds or settle accounts on behalf of bodies that remain outside of Parish Council control. It was reported that it was a legal requirement to form a Neighbourhood Plan Committee with a minimum of 3 councillors, draft Terms of Reference for the Committee were circulated.

1. **IT WAS RESOLVED** that a Neighbourhood Plan Committee be formed the Chairman took nominations from Councillors to sit on the committee: Cllr Buckenham, Cllr Rawlinson, Cllr McNally, Cllr Mundy-Gill and Cllr Sargeant**.**
   Proposed: Cllr Burrows. **Seconded:** Cllr Brooker
2. **IT WAS RESOLVED** that the Neighbourhood Plan Committee Terms of Reference be adopted.
   Proposed: Cllr Mundy-Gill **Seconded:** Cllr Rawlinson

17/177 Grass Cutting Contract 1st March 2018 – 31st March 2021

The Contractor terminated his contract on the 31st August 2017. The Parish Council needs to retender the contract for the period 1st March 2018 – 31st March 2021. Councillors were advised that the Grass Cutting Tender will need to be advertised in the Halstead Gazette with tenders to be returned by 12.00 noon Wednesday 1st November. This will enable the Parish Council to consider the financial implications of the grass cutting contract for the 2018/19 budget/precept. A schedule of the maintenance areas was circulated.

IT WAS RESOLVED that the revised schedule and maintenance areas be approved and that the grass cutting contract be advertised and tendered in line with the Parish Council's Financial Regulations.

Proposed: Cllr Buckenham. **Seconded:** Cllr Slimming

17/178 Risk Management Policy

IT WAS RESOLVED that the Risk Management Policy be adopted.

Proposed: Cllr Mundy-Gill **Seconded:** Cllr Burrows

17/179 Training Policy

IT WAS RESOLVED that the Training Policy be adopted.

Proposed: Cllr McNally **Seconded:** Cllr Brooker

17/180 Disciplinary Policy

IT WAS RESOLVED that the Disciplinary Policy be adopted.

Proposed: Cllr Slimming **Seconded:** Cllr Mundy-Gill

17/181 Data Protection Policy

IT WAS RESOLVED that the Data Protection Policy be adopted.

Proposed: Cllr Sargeant **Seconded:** Cllr Buckenham

17/182 Completion of Annual Return Year Ended 31 March 2017

The annual audit report from PKF Little John was circulated. The audit report concluded that "On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulation requirements have not been met"

Action: That the Clerk prepare a "Notice of conclusion of the audit and right to Inspect the Annual Return" before 30th September 2017" on the website and noticeboard. .

17/183 Clerks Report

Councillors to review actions list, update and report progress to date.

- Greenfields Alleyway - concerns that the gate is unlocked at one end of the alleyway.– Cllrs expressed safety concerns. Cllr McNally to contact Greenfields
- The NEPP falls under Cllr Van Dulken's cabinet remit – refer any parking problems to Cllr Van Dulken
- Land Valuations – Clerk to contact Oswick Ltd.
- Overgrown vegetation on footpath - Toppesfield Road and High Street

- Concerns reported by Mr Lamb regarding the removal of asbestos from the Hunnables site.

For note and comment.

17/184 Receipts and Payments to the month of September 2017

The Clerk presented her report. There were no queries or comments and **IT WAS RESOLVED** to approve the report. All in favour.

17/185 Approval of accounts for payment.

The list of payments to be made was presented and **IT WAS RESOLVED** that the list should be accepted. All in favour.

The Accounts for Payment were duly signed by the Chairman and Cllr Sargeant.

17/186 Planning Applications

To consider applications received.

None received.

17/187 Planning Decisions

To note any decisions received

None received.

17/188 Information Exchange/Next Agenda Items Only

1. Public consultation on proposed changes to the Mobile Library Service 19 September - 6 November. More information about the proposals and complete the survey at http://libraries.essex.gov.uk/news/mobile-library-service-consultation The deadline for replies is 6 November 2017.
2. Launch of The Essex Crowd on 25th September a new £500k community crowdfunding initiative which gives people the opportunity to pitch their ideas, big and small, for projects which will make Essex a great place to live, work and play. From community gardens and street murals to festivals and sports facilities – The Essex Crowd will pledge up to £5,000 to support innovative projects that could inspire communities throughout Essex. The EALC will be administrating the fund on behalf of Essex County Council
3. Parish Council Halloween Event Friday 27th October 2016. Liaising with Anne Thrussell, Youth Group Leader.
4. Data Protection Briefing: Clerk to attend course on 7th November 2017
5. Understanding Planning Training for Councillors organised for 16th and 24th November.
6. Mike Bursell has been appointed as the Broadband Champion and will be the contact/liaison person for the village.

17/189 Public Bodies (Admission to Meetings) Act 1960. Exclusion of the press and the public.

Exclusion of the press and the public. None in attendance.

Cllr Slimming left the meeting.

17/190 Access Road – Sports & Recreation Ground
The Clerk reported that she had instructed Holmes-Hills Solicitors to recover the outstanding financial contributions from those properties who have rights of access.

17/191 Public Bodies (Admission to Meetings) Act 1960
Re-admittance of the press and the public. None in attendance.
Cllr Slimming re-joined the meeting.

17/192 Date and time of next meeting
The next meeting of the Parish Council will be held on Thursday 2nd November 2017 at 7.30 pm. Items for inclusion on the agenda to be received by the Parish Clerk by Wednesday 25th October.

The meeting closed at 9.10 pm

Signed as a true record by the Chairman
2nd November 2017