

**RIVENHALL PARISH COUNCIL.  
MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> APRIL 2011.**

**Present:** Cllrs. Abbott, Bills, Brailey, Wright, Salmon, Clark and Prime.

**In the Chair:** Cllr. Abbott.

**Also present:** The Parish Clerk and 2 members of the public.

**431.. To receive Apologies for Absence.**

There were no apologies received at this meeting.

**432.. Declarations of Interest relating to Agenda items.**

Cllr. Clark recorded a Personal and Prejudicial Interest in item 435(ii) and took no part in the discussion of that item.

**433.. To approve and sign the Minutes of the meeting held on 1<sup>st</sup> March 2011.**

The Minutes were **unanimously approved** and then signed by the Chairman.

**434.. Public Forum for 10 minutes.**

The following matters were brought to the attention of Members:

- The Council's Maintenance Contractor informed that hypodermic needles had been found discarded in Rectory Lane. The Clerk will inform Essex Police.
- Damage to daffodils along Rickstones Road.

**435.. Matters for Discussion:**

i. Possible new footway across the Village Green towards Rickstones Road.

The quotation from BDC for the total cost of this project is £8,500.00. The Witham Local Committee approved the sum of £2,443.00 towards this cost; the PC has allocated funds of £3,000.00, leaving a shortfall of £3,057.00.

The Clerk has submitted an Expression of Interest Form to ECC for a grant to cover this shortfall from the Big Society Fund, which has just been launched. As BDC own the land and not the PC it may be necessary for the PC to enter into a lease agreement at a peppercorn rent so that the PC acquire 'legal tenure' for the land.

If the grant is not forthcoming from the Big Society Fund the PC will have to decide whether or not to proceed with the project by allocating a further £3,057.00 from their funds.

**It was proposed by Cllr. Wright, seconded by Cllr. Bills and unanimously agreed** that if necessary the Parish Council enter into an appropriate lease agreement with BDC.

ii. Repair to fences etc Play Area Henry Dixon Road.

The Clerk confirmed that, according to the lease, it is the responsibility of the PC to repair and maintain all fences and gates.

Quotations have been received from Mr. Shearman and Danbury Fencing as follows:

Mr. G. Shearman £2,360.00.

Danbury fencing £2,052.88 (to a lower specification) plus £90.00 for rubbish disposal.

**Proposed by Cllr. Salmon, seconded by Cllr. Prime and unanimously agreed** that the Clerk request Mr. Shearman to provide a revised quotation for a lower specification of work.

iii. HGV use of Oak Road/A12 junction.

The Chairman has once again been in contact with both BDC and ECC regarding the problems associated with the use of this A12 slip and Oak Road by HGVs, which has increased in volume since Bartrums assumed ownership of Flight Transport and continue to operate from Appleford Farm.

- It was unanimously agreed** that the Clerk write to ECC requesting details of the HGV survey undertaken during 2010 and that consideration be given to the introduction of a 7.5 ton weight restriction for Oak Road, from the A12 slip to its junction with Henry Dixon Road.
- iv. Relocation of salt bin from Church Road.  
The Clerk confirmed that GreenfieldsCH are in the midst of a re-structuring process and that a new Neighbourhood Co-ordinator (Lena Butcher) will be responsible for Rivenhall Parish with effect from 2<sup>nd</sup> May 2011. Further action will take place subsequent to her taking office.
- v. Servicing the mower on loan from Mr. R. Turner prior to its return.  
**Proposed by Cllr. Prime, seconded by Cllr. Clark and unanimously agreed** that Cllr. Bills liaise with Cllr. Clark and arrange for the mower to be serviced then returned to Mr. R. Turner.
- vi. Traffic control at the Railway Bridge, Oak Road.  
**Proposed by Cllr. Bills, seconded by Cllr. Salmon and unanimously agreed** that the Clerk write to ECC Highways requesting that traffic control signals be introduced at this location and that the pedestrian pathway be widened to allow sufficient space for use by parents with buggies and pushchairs and that a guard/hand rail be installed to further protect footway users.
- vii. Purchase and planting of further trees at the recycling site.  
Cllr. Clark confirmed that ten native trees have been received free of charge from BDC via the Dutch Nursery at Coggeshall. These have been 'heeled in' awaiting planting later in the year.
- viii. Maintenance of Greenfield's garages.  
**It was unanimously agreed** that GreenfieldsCH be requested to undertake maintenance and repaint the garages at Beech Road and Tusser Close.
- ix. General maintenance required in the Parish.  
The following items of maintenance are required within the Parish and the Clerk will contact the Maintenance Contractor accordingly.
  - Footpath into the play area in Rivenhall End to be cleared.
  - The area behind the notice board in Rivenhall End to be trimmed.
- x. Annual Parish Assembly - agenda details.  
The Clerk reported that only two speakers have agreed to be in attendance at the APA - Sharon Lowe (BDC) and PC Jason Corrigan (Essex Police). Copies of the PC's Annual Report are available for distribution and copies of the Community Information leaflet will be available at the Assembly.
- xi. EALC Training Courses:  
PAYE Workshop 8<sup>th</sup> April. - The Clerk will attend.  
Freedom of Information Act 11<sup>th</sup> May - No Members to attend.  
Minutes & Agenda 26<sup>th</sup> May - No Members to attend.
- xii. Payment of/registration for PAYE.  
The Clerk has registered the PC with HMRC for PAYE purposes.  
The Clerk has also made an arrangement with Ladywell Accountancy Services who are registered with HMRC as a Payroll Agent and have experience of PCs to undertake all necessary matters regarding PAYE for the annual fee of £25.00.  
**Proposed by the Chairman, seconded by Cllr. Clark and unanimously agreed** that this action be approved and that the annual fee of £25.00 be paid by the Council.

**436.. Planning Matters:****Applications:**

**11/00280/FUL:** Construction of lightweight mezzanine floors etc. - Abbey House, Eastways.

Members' comments were as follows:

Any new or replacement lighting should be up to an acceptable standard; directed flat to the ground, energy efficient and timer controlled where appropriate.

**11/00194/FUL:** Further consideration of application (Minute 425 - March 2011 refers). Following receipt of further information from the architectural consultants **it was unanimously agreed** that the Clerk notify BDC that they have reconsidered their previous comments and now have no objection to this application.

**11/00404/HDG:** Hedgerow removal notice - Remove Alter trees forming hedge - Colemans Farm, Little Braxted Lane.

Members' had no observations to make relative to this application.

**Planning Results:**

**10/01691/FUL:** 321 Rickstones Road - side and rear extension and rooms in roof. Application granted.

**Ongoing Planning Matters:**i. Local development Framework.

The Chairman and Cllr. Wright attended the pre-hearing meeting and reported that all the Witham/Rivenhall items are to be heard on 24<sup>th</sup> May 2011.

A meeting with Witham TC and the Consultant is to be arranged.

ii. Rivenhall Airfield.

The Chairman reported that excavation work was underway at Woodhouse Farm but had been assured by BDC that this was in no way connected to the Waste Site development.

iii. ECC Minerals & Waste Development Framework.

There was nothing further to report at this meeting.

iv. New Rickstones Academy.

The Academy had agreed and commenced to pick up litter on their site.

**437.. Correspondence received since the date of the Agenda.**

No vital items of correspondence have been received; all other non-urgent items are included in the April circulation box.

**438.. Finance Matters:**i. To agree accounts for payment.

**Proposed by Cllr. Wright, seconded by Cllr. Prime and unanimously agreed** that the following accounts be paid. Cheques were then drawn accordingly.

749	Solagen Ltd	£501.96	Balance for VAS Henry Dixon Road
750	RPFA	£45.00	Hall hire April/May 2011
751	Aon Ltd	£19.82	Additional insurance premium
752	Henry Dixon Hall	£10.00	Hall hire September 2011
753	E.ON	£13.04	Electricity re Christmas Tree lights
754	EALC	£182.49	Affiliation fee 2011/12
755	K. P. Taylor	£325.11	Salary/expenses March 2011
756	A. Walsh	£194.00	Maintenance March 2011.

ii. To review the end of year 2010/2011 budget statement.

The Clerk produced the balanced and reconciled accounts for the year ended 31<sup>st</sup> March 2011.

With income totalling £13,568.81 and expenditure at £16,962.52, the balance carried forward into 2011/2012 is £19,773.09.

**Proposed by Cllr. Prime, seconded by Cllr Brailey and unanimously agreed** that these accounts be accepted.

iii. Section 137 - Cancer Research UK.

**Proposed by Cllr. Prime, seconded by Cllr. Brailey and agreed by a vote of 6 to 1** that the sum of £25.00 be paid to support this charity.

**439.. Information exchange and items for the next Agenda.**

- A request for a volunteer to act as the Community Speedwatch Co-ordinator together with volunteers to form a team will be made at the APA.
- Cllr. Brailey mentioned contact with the local ECC contractor for Footpath and Waymark Signs.
- Overnight parking at the Little Chef on the A12 - Chairman to contact BDC
- Damage to bollards by HGVs at junction of Henry Dixon and Oak Roads - Chairman to contact ECC Highways.
- Large rabbit hole on the John Ray Walk - Chairman to investigate and take remedial action.
- No action has been taken by ECC Highways to repair the verges along Rickstones Road and some of the telegraph poles along that road still require attention.

**440.. Dates of future Meetings:**

Tuesdays 17<sup>th</sup> May in Rivenhall Village Hall and 7<sup>th</sup> June in The Henry Dixon Hall, both meetings commence promptly at 20.00 hours.

Items for the May meeting (inaugural meeting of the newly elected PC) to the Clerk by 6<sup>th</sup> May at the latest.

**441.. Closure.**

The Chairman closed the meeting at 21.30 hours.

Signed: ..... Date: .....

CHAIRMAN