

# GREAT WAKERING PARISH COUNCIL

**Minutes of the Full Council meeting held on Wednesday 16<sup>th</sup> November 2011, in the Parish Council Offices, Little Wakering Hall Lane, Great Wakering. Commencing at 7.30pm**

Present:- Councillors V. Brandon, B. Efde, T. Goodwin, R. Green, R. Loding, J. Misell, M. Pearmain, A. Porter (Chairman), L. Rodger, L. Street (Vice Chairman), B. Telford, and B. Wilkins.

In Attendance:- J. Watson (Parish Clerk).

**73/55 The Chairman to declare the meeting open.**

The Chairman declared the meeting open and welcomed the members of the Public.

**74/55 To receive apologies for absence.**

Apologies for absence were received from Councillor A. Dobson due to problems in traffic.

**75/55 To receive Declarations of Interest in accordance with the Council's Code of Conduct and with section 106 of the Local Government Finance Act 1992.**

Declarations of Interest were received from Councillor R. Green (Personal – Allotments) and Councillor L. Street (Personal – Allotments).

**76/55 Public Conveniences**

- a) The letter dated 29<sup>th</sup> September, 2011 from Rochford District Council and the report of the meeting to the Executive prepared by Richard Evans of Rochford District Council were considered.
- b) The Chairman introduced District Councillor Steptoe who spoke to the meeting about the reasons for District considering whether to close the public conveniences. He explained that the District Council would consider further at their meeting to be held on 11<sup>th</sup> January, 2012.
- c) It was agreed that the subject should be placed on the agenda of a future meeting when more information would be available.
- d) The Chairman thanked District Councillor Steptoe for attending.

**77/55 To receive the Chairman's report, to include,**

- a) Councillor Training – A training session for Councillors, organised by EALC had been arranged for the evening of 24<sup>th</sup> January, 2012.
- b) 2012/2013 Precept – The Chairman and the Parish Clerk were working on next year's precept which would be presented to the December 2011 Council meeting. It may be necessary to call an extra meeting to discuss the precept.
- c) Standing Orders/Financial Regulations – The current Standing Orders/Financial Regulations were out of date and a working party would be formed to review these. The working party would then make appropriate recommendations to the Council.
- d) Use of Parish Notice Boards – We now have four notice boards, two "official" ones outside the Council Offices and the Memorial Hall plus one in the Library and one in the Doctors' Surgery. It was the intention that a fortnightly update would be put on these boards to tell the Parish what the Council was doing.
- e) Procurement Process – The Parish Clerk had been reviewing the process for

appointing Contractors to do work for the Council. In future all works except small urgent works (under £250) would be put out to tender and those contractors tendering would be asked to send their bids to the Parish Clerk in sealed, numbered envelopes. Those bids would be opened by the Chairman, The Parish Clerk and at least one other Councillor who would then make a recommendation to the Council.

- f) House Insurance – Confirmation had been received from EALC that House Insurance does not come within the remit of the Parish Council. A copy of an e-mail from EALC confirming this had been circulated to Councillors.
- g) Allotment Fence/Footpath.- The Parish Clerk had gone out to tender to have the fence alongside the allotments/footpath replaced. Recommendations would be made to the Council in due course.
- h) Adoption of Footpath between High Street and Conway Avenue – We are working at presenting a formal request to Rochford District Council to adopt this footpath. Thanks to Councillor Efde for his work on this.
- i) Refurbishment of Office Premises – Quotations are being obtained to refurbish the exterior of the Council Offices. We hope to make recommendations to the Council at the next meeting.
- j) Great Wakering School Sports Facilities Project – An e-mail had been received from Lisa Jefferys of Rochford District Council asking whether the Parish Council would consider making a contribution to the cost of the feasibility study (Total cost £8,000) and also whether the Parish Council would like to participate in the Community Consultation. It was agreed to invite Lisa to speak at the next meeting.

**78/55 The meeting will stand adjourned to permit parishioners of Great Wakering to address the Council.**

Parishioners addressed the Council on:-

- a) Proposed development in Great Wakering.
- b) A petition against development on the Great Wakering Green Belt was received from a parishioner on behalf of the pupils of Great Wakering Primary School. The Parish Clerk was instructed to send this to District Councillor Seagers.
- c) The required number of pupils for the opening of a Senior School in Great Wakering. The Parish Clerk was instructed to see if there were any guidelines.
- d) The possible closure of the Public Toilets in Great Wakering.

**79/55 To received reports from the County Councillor and the District Councillors for the area on any matters of interest.**

- a) County Councillor Pearson had received many calls about the possible closure of the Public Toilets in Great Wakering. He felt that for the District Council to spend £48,000 on the refurbishment of the toilets and, within twelve months, to be talking of closing them was nothing short of criminal. He had also received calls about flooding and the coastal defences.
- b) District Councillor Seagers reported that the amount spent on the Public Toilets was £37,500. This had been included in the budget for a District wide rolling programme of refurbishment carried over from 2008/9 or earlier and, as far as he could recall, the actual work was in late 2010/11. He had argued in Committee to save the toilets. He understood that the subsidy offered by Rochford may be subject to negotiation. The subject would be discussed at a District Council meeting in January and the public would be able to attend. He explained that the Planning Core Strategy prevented builders from building without any controls and potential sites were not put into the public arena to prevent people buying up land and making illicit profits. Regarding opening a senior school in Wakering, this was unlikely due to a typical requirement of 1000 pupils. Another senior school had been vaguely mooted in the past as a possibility to serve the East Southend/Shoeburyness area and that could provide a senior school facility for Wakering

children closer than King Edmunds. He had organised a walk on the Sea Wall in early October. This had been well attended and measurements had been taken. Finally he reported that Rochford had the best record for recycling waste in the UK and he thanked Parishioners for their efforts in achieving this.

- c) Councillor Wilkins reported she had given plans of the proposed development of York Bungalow to the Parish Clerk. The District Council would be going on an away day to work on the 2011/2012 precept.
- d) Councillor Wilkins reported that the signage for New Road was in hand.

**80/55 To sign as a correct record the minutes of the Full Council meeting held on 21<sup>st</sup> September, 2011.**

Proposed by Councillor Wilkins, Seconded by Councillor Goodwin that the minutes be approved and signed. Carried 10 voting for, 0 voting against with 2 abstentions.

**81/55 To sign as a correct record the minutes of the Co-option meeting held on 21<sup>st</sup> September, 2011.**

Councillor Loding had previously proposed that a resolution be put to the meeting that:- "The two paragraphs under Apologies for Absence be numbered 57/55a and that the wording of these two paragraphs in the minutes be deleted and replaced with the words "The matter of due process was queried but no decision was reached. The candidate for co-option did not leave the meeting".

After discussion Councillor Loding proposed that the resolution be amended to read "The matter of due process was queried but no decision was reached". Seconded by Councillor Efde that the minutes with this amendment be approved and signed. Carried 8 voting for, 2 voting against with 2 abstentions.

**82/55 To receive reports from those persons representing the Council on outside bodies and to receive reports on seminars and conferences attended, to include,**

- a) Emergency Support Group – Councillor Street reported that an open evening would be held, date to be advised. Representatives from the Emergency Services would be attending.
- b) Essex CC Salt Scheme - Councillor Street reported that, due to liability complications, the Council would not be distributing salt to members of the public. It was noted that Brentwood Parish Council was going ahead with the distribution of the salt and the Parish Clerk was asked to find out how they were meeting the liability obligations
- c) Parish Plan – Councillor Street reported that meetings had been held and a great deal achieved. The Parish Plan working group were opening a website and the Parish Clerk would circulate details when available.
- d) Community Association – Councillor Street reported that the last meeting of the Association had been attended by Councillor Rodger.
- e) Memorial Hall – Councillor Street reported that the next meeting was on 28<sup>th</sup> November, 2011.
- f) Bus User Group – Councillor Rodger reported that the last meeting had been in October. Minutes would be circulated by the Parish Clerk when available.
- g) Teen Cafe – The report provided by Hilary Wilson was noted.
- h) Rochford Hundred Association – The Parish Clerk had attended a meeting on 20<sup>th</sup> October 2011. The meeting was attended by Councillor J. Buchanan and Mrs J.Darby (Chairman and Chief Executive of EALC respectively). The meeting discussed the Essex CC Salt Scheme, Dog Patrols and Public Toilets.
- i) Doctors - Councillor Green reported he had met with the Practice Manager and had circulated details to the Council.
- j) Footpaths – Councillor Green gave a brief report and the Parish Clerk was asked

to obtain a detailed plan of the footpaths.

**83/55 To approve**

- a) Cheque Schedule – Councillor Green queried voucher item 156 in favour of RHALC. The Parish Clerk reported that this was a mistype and was actually for Councillor Green’s expenses. Proposed by Councillor Street and seconded by Councillor Rodger that the cheque list be accepted. Carried unanimously.
- b) Financial Statement – Councillor Goodwin queried the receipt of £995 under General Administration – Misc Office Expenses. He felt this should be credited to the allotment account. The Parish Clerk was asked to look in to this and report back. Proposed by Councillor Loading and seconded by Councillor Efde that the Financial Statement be accepted. Carried unanimously.

**84/55 To consider Correspondence received and circulated.**

The letter dated 22<sup>nd</sup> September, 2011 from Albert Bugaja, Monitoring Officer at Rochford District Council was noted.

**85/55 To receive a report from Councillor Brian Efde re discussions with the environment agency.**

Councillor Efde had circulated a report prior to the meeting . Councillor Street had that afternoon received a paper from the Environment Agency on “Tidal Embankment Works at Great Wakering”. The Parish Clerk was asked to circulate this to members of the Parish Council. It was recommended that a working party be set up to take this matter further but no action was taken. Carried forward to the next meeting.

**86/55 To appoint a working party to review Standing Orders and Financial Regulations With a brief to report back to the full Council with their recommendations**

The Chairman explained that he was looking for two people to serve on the working party with himself and the Parish Clerk. Councillors Loding and Misell volunteered.

**87/55 To receive a report from Councillor Tony Porter re:-**

- a) Repairs to the Council storage facility in the Church Burial ground – Quotations had been received which were in the region of £900. A query was raised as to the ownership of the hut and the Parish Clerk was asked to investigate.
- b) The extension to the Parish Burial Ground – Completion had been scheduled for 14<sup>th</sup> November but had been delayed due to our Solicitor requiring information from the other side. The Parish Clerk would be preparing a schedule showing the proposed timing and cost of what needs to be done once the Council had ownership.

**88/55 To receive a report from Councillor Laurie Street re the Allotments.**

Councillor Street reported that he and the Parish Clerk had inspected the allotments. Some 25% were not being looked after properly. The Parish Clerk would be writing to those people who were not looking after their plots. Their names would be circulated to the Council first to ensure that there were not extenuating circumstances which the Clerk was not aware of.

**89/55 To agree information (telephone numbers and e-mail addresses) to be included on the List of Parish Councillors for issue to the public.**

It was noted that some Councillors were not comfortable with their personal telephone numbers or e-mail addresses being available. They should contact the Parish Clerk if they wanted to make alternative arrangements.

**90/55 To approve making a donation of £150.00 (One hundred and fifty pounds) to Wakering and District Natural History Society re maintenance of Web Site.**

Proposed by Councillor Goodwin, seconded by Councillor Efde. Carried 10 voted for, 1 against, 1 abstention.

**91/55 To discuss the placing of Bollards in the High Street**

It was agreed that further information was needed and the matter should be referred to a future meeting.

**92/55 At the Chairman's discretion, to exchange information during any other business.**

- a) Councillor Vicki Brandon asked whether the burger van on the recreation ground was licensed. The Parish Clerk was asked to make further enquiries.
- b) Councillor James Misell raised concerns about visibility at the zebra crossing near the medical centre
- c) Councillor Barbara Wilkins reported that the village had received a merit award in this year's best kept village competition.
- d) Councillor Trevor Goodwin drew attention to the problems with the Church Clock not striking properly. He read out an e-mail received from the local police re a rape that had taken place in Great Wakering.
- e) Councillor Bob Green requested that thought be given as to how the Parish Council could address the problem of communicating with elderly parishioners.
- f) Councillor Lyn Rodger asked whether the yellow lines in Crouchmans Avenue could be extended. The Parish Clerk was asked to investigate. She asked that the possibility of a crossing in Little Wakering Road be looked at. The Parish Clerk was asked to contact the Highways Department for them to do an inspection. There were on-going discussions for the future use of the Sports Centre. She asked whether the Council had a list of Assets. The Parish Clerk explained that was on his list of things to do.

Members of the public together with Councillors Goodwin and Efde left the meeting

**93/55 To agree the signing of the Clerk's Contract of Employment**

Proposed by Councillor Porter, seconded by Councillor Street, carried unanimously.