

# GREAT WAKERING PARISH COUNCIL

**Minutes** of the Full Council Meeting held on Wednesday 30th May, 2018, in the Parish Council Offices, Little Wakering Hall Lane, Great Wakering, SS3 0HH, commencing at 7.30 p.m.

Present: - Councillors V. Brandon, D. Efde, M. Flynn, R. Green, N. Hookway, R. Loding (Vice Chair), L. Rodger, M. Sawyer (Chair), and B. Wilkins.  
In attendance: - S. Hyatt (Parish Clerk)

**1. To elect a Chairman of the Great Wakering Parish Council for the 2018/2019 Term of Office.**

Meeting declared open at 7.30pm by Outgoing Chair.

Nominations for Chair - Councillors Sawyer and Wilkins.

Councillor Brandon called for a named vote. For Councillor Wilkins – Councillors Wilkins, Brandon and Green. Against Councillors Sawyer, Loding, Efde, Flynn. Councillor Rodger abstained.

For Councillor Sawyer – Councillors Sawyer, Loding, Flynn, Rodger and Efde. Against – Councillors Brandon and Green. Abstention – Councillor Wilkins.

*Resolved* that Councillor Sawyer be elected Chairman of the Great Wakering Parish Council for the 2018/2019 Term of Office.

**2. To receive the newly appointed Chairman's remarks and signing of declaration of acceptance of office.**

Acceptance of Office signed and Chairman's report received.

- Chair hoped for good relations for the forthcoming year.
- Welcomed District Councillor McPherson.
- Senior Safety Roadshow event and photoshoot.
- Toilet Committee and lease update. Thanks offered to Clerk for work undertaken on lease.

**3. To receive apologies for absence.**

Councillors Blunden and Goodwin prior engagements. Councillor Hughes – medical.

**4. 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 received from Councillor Loding – allotment holder. Councillor Sawyer – Memorial Hall Secretary.

**5. To elect a Vice-Chairman of the Great Wakering Parish Council for the 2018/2019 Term of Office.**

Nominations Councillors Loding and Wilkins. Chair used casting vote.

*Resolved* that Councillor Loding be elected Vice-Chairman of the Great Wakering Parish Council for the 2018/2019 Term of Office.

**6. To sign as a correct record the minutes of the Full Council Meeting held on 18<sup>th</sup> April 2018.**

Councillor Brandon called for a named vote. For acceptance – Councillors Sawyer, Loding, Flynn and Wilkins. Councillors Brandon, Efde, Rodger and

Green abstained.  
*Resolved* that the minutes be accepted.

## **7. Financial Matters.**

- a. To approve Payment Schedules for April 2018.
- b. To approve Receipt Schedules for April 2018.
- c. To approve the Financial Statement for the month to 30th April 2018.  
*Resolved* that above items be deferred until next Meeting.
- d. To note the auditor's report.  
Report noted.
- e. To approve the internal audit report prior to onward transmission to external auditors.  
Councillor Loding called for a named vote. For approval – Councillors Loding, Sawyer, Efde, Flynn, Rodger and Wilkins. Abstentions – Councillors Brandon and Green.

## **8. To receive reports from the County Councillor and the District Councillors on County and District matters only.**

County Councillor Steptoe:

- Annual County Council Meeting. 94% Essex schools judged outstanding, 2,500 additional school spaces. Reduction of household waste of 32kg per household. Resurfaced over 400 miles of road, 5000 pothole repairs. Allocated further £2.5 million for pothole repairs, £1.2 million funding for LHP. Possibility of devolving works. £200,000 Keeping Essex Tidy – highways and verges. Essex and Kent fisheries meeting – cockle fishing, oyster beds. Councillor queries re Twyford Avenue, Barling Road and Poynters Lane/Cupids footpath, Cllr. Steptoe suggested re-applying to LHP.
- ECTU meeting proposed by Clerk.

Councillor Hookway entered meeting at 7.55pm.

District Councillor Efde:

- Attended planning training.

District Councillor McPherson:

- On Essex Countywide Traveller Unit and Police and Fire Commissioners Scrutiny Panel. Special Constables scheme - will also contribute towards.
- Relations with Parish and County.
- Young people consultation, activities available for young people.

District Councillor Hookway:

- Noise complaints re Star Lane industrial estate. Residents advised to take up matter with Taylor Wimpey. Acoustic barrier matter with environmental health officers.

## **9. To agree the Calendar of Meetings for 2018/19.**

*Resolved* that the calendar of meetings be accepted.

## **10. Emergency Support Group/Sea Defence Committee**

- a) To agree the formation of an Emergency Support Group/Sea Defence Committee for the 2018/2019 Parish year.

Councillor Loding called for a named vote. For Committee – Councillors Loding, Efde, Sawyer, Flynn, Brandon, Green, Hookway, Rodger and Wilkins.

*Resolved* that ESG/Sea Defence Committee be formed for 2018/19.

- b) To review delegation arrangements and agree that the remit of that Committee is "to work with the people of Great Wakering and prepare them for action to

be taken in any time of emergency and to liaise with the various agencies/authorities regarding the Sea Defences in and adjacent to Great Wakering”.

Councillor Loding called for a named vote. For remit – Councillors Loding, Efde, Sawyer, Flynn, Green, Hookway, Rodger and Wilkins. Councillor Brandon abstained.

*Resolved* that the remit be agreed as above.

- c) To agree the members of the Council to serve on that Committee.  
Members – Councillors Efde, Flynn, Loding, Sawyer and Wilkins.

### **11. Planning Committee**

- a) To agree the formation of a Planning Committee for the 2018/2019 Parish year.

Councillor Loding called for a named vote. For Committee – Councillors Loding, Efde, Sawyer, Flynn, Green, Hookway, Rodger and Wilkins. Councillor Brandon abstained.

*Resolved* that a Planning Committee be formed for 2018/19.

- b) To review delegation arrangements and agree that the remit of that Committee is “to review and make recommendations on behalf of the Parish Council in respect of planning applications received from Rochford District Council and from Essex County Council”.

Councillor Loding called for a named vote. For remit – Councillors Loding, Efde, Sawyer, Flynn, Green, Hookway, Rodger and Wilkins. Councillor Brandon abstained.

*Resolved* that the remit be agreed as above.

- c) To agree the members of the Council to serve on that Committee.  
Members – Councillors Brandon, Efde, Green, Loding, Rodger and Sawyer.

### **12. Personnel/Finance Committee**

- a) To agree the formation of a Personnel/Finance Committee for the 2018/2019 Parish year.

*Resolved* that a Finance/Personnel Committee be formed for 2018/19.

- b) To review delegation arrangements and agree that the remit of that Committee is “to deal with personnel issues in relation to the Parish Council Employees and to oversee the financial affairs of the Parish Council”.

*Resolved* that the remit be agreed as above.

- c) To agree the members of the Council to serve on that Committee.  
Members – Councillors Brandon, Efde, Flynn, Green, Hookway, Loding and Sawyer.

### **13. Public Toilet Committee**

- a) To agree the formation of a Public Toilet Committee for the 2018/2019 Parish year.

*Resolved* that a Public Toilet Committee be formed for 2018/19.

- b) To review delegation arrangements and agree that the remit of that Committee is to investigate information and costs; to provide options to further the Council's adopted position; and provide Full Council with a proposal”.

Councillor Hookway suggested amendment which was withdrawn.

*Resolved* that the remit be agreed as above.

- c) To agree the members of the Council to serve on that Committee.  
Members – Councillors Brandon, Efde, Flynn, Green, Hookway, Loding and Sawyer.

### **14. Common Consultation Committee**

- a) To agree the formation of a Common Consultation Committee for the 2018/2019 Parish year.
- b) To review delegation arrangements and agree that the remit of that Committee is “to produce and circulate a public consultation document and to scrutinise replies before returning to Full Council and the Committee is given permission to communicate with outside bodies and organizations”.
- c) To agree the members of the Council to serve on that Committee.  
*Resolved* that there be no Common Consultation Committee.

**15. To appoint representatives to attend the following outside bodies.**

- a. Village Memorial Hall – Councillor Efde.
- b. Public Transport Users Group – Councillor Rodger.
- c. Footpaths – Councillors Sawyer (west) Loding, Hookway (east) and Rodger (central).
- d. Rochford Hundred Association of Local Councils – Councillor Flynn.

**16. To decide arrangements for the judging of the Annual Allotment Competition and to decide upon prizes to be awarded.**

Councillor Loding left the Meeting for this item having a pecuniary interest.  
*Resolved* that the competition go ahead with prizes for 1<sup>st</sup> place - £50, 2<sup>nd</sup> - £30, 3<sup>rd</sup> place - £20 and 4<sup>th</sup> place - £10 awarded by way of national garden vouchers. Clerk to arrange judging.

**17. To receive a report from the Public Toilet Committee.**

Councillor Hookway delivered a verbal report. Clerk advised Committee lease at solicitors for final approval and that refurbishment works will commence once lease signed. Closure period may be longer than stated due to negotiations and works. Service provision/opening times subject to budget. Tenders for cleaning, number of options in specification so Parish Council has range of options/costs to decide most appropriate contractor and service. Tender process commenced by Clerk and help offered re specification/contractors. Discussed use of volunteers if gap between completion of works and tender process and ongoing volunteer option a possibility. Number of toilets – subject to costings/options. Rochford Parish Council paying £4k per annum for cleaning. Looking at one visit per day.

**18. To decide whether the Clerk should commence the tender process re the Anchor passageway resurfacing works.**

Brought to Parish Council on basis seeking to get passageway designated as Public Right of Way (PROW) and added to Definitive Map – now completed. h ECC will not take responsibility for maintenance as does not pre-date 1949. District Council also has power to undertake works and District Councillor Hookway to correspond with RDC portfolio holder re works.  
*Resolved* that Clerk commence tender process re Anchor passageway resurfacing works.

**19. To delegate authority to the Clerk to allocate up to £500 from allotted budget for vegetation clearance to facilitate installation of allotment fencing.**

Councillor Loding left the Meeting for this item having a pecuniary interest.  
Proposal amended to read:

**To delegate authority to the Clerk to allocate up to £500 from allotted budget for vegetation clearance to facilitate installation of allotment**

**fencing provided no volunteers are able to provide the necessary works.**  
*Resolved* that the amended proposal be carried.

**20. At the Chairman's discretion the exchange of relevant Council information.**

Cllr Loding – Footpath 15 overgrown, holes in places. Burial ground/churchyard grounds maintenance. Complaints High Street/Little Wakering Hall Lane parking. Noise complaint when leaving Meetings.

Cllr. Efde – Coronation Close parking issue.

Cllr Brandon – village sign, burial ground grounds maintenance. Crouchmans tree covering sign. Conway Park thanks.

Cllr Wilkins – bicycle request for Parishioner..

Cllr Hookway – RDC top-up cut re Lion Fields. Apologies for late arrival. Road resurfacing isolated parts of village for best part of day, operatives unhelpful.

Cllr Rodger – Transport Meeting 13<sup>th</sup> March, S/end Association Bus Users Group. Paul Britto new operations manager at Arriva. Butchers planning application. Footpath issues. RDC power to get graffiti removed.

Cllr Flynn - Streetlights fixed quickly.

**21. The meeting will stand adjourned to permit Parishioners of Great Wakering to address the Council only once in respect of business itemised on the agenda (3 minutes each at Chairman's discretion).**

L. Marshall – congratulated Parish Chair/Vice Chair and District Councillor McPherson on election. Thanked Cllr Hughes for her work as District Councillor. Strimming burial ground easily brushes off.

Accounts, development, PROW and Common Road pond vermin/food waste queries.

Darren Parsons introduced himself re Kaos youth club.

P. Hitchman – Lion Fields cutting, common.

P. Rae – Asked if Clerk had received complaints re closure of toilets. Liked idea of Special Constable. Councillor Hookway stated RDC had given notice of toilets closure.

**22. Exclusion of the Press and Public.**

**To agree that the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.**

*Resolved* that the public remain.

**23. To award the contracts for the replacement allotment fencing.**

Councillor Loding left the Meeting for this item having a pecuniary interest.

*Resolved* that quote one be accepted at no cost to Parish Council as agreed grant funding would cover full amount.

**Meeting Closed 9.53pm.**

**Next meeting – 11<sup>th</sup> July, 2018 - Full Council**