

Minutes of the Parish Council Meeting held at The Pavilion on 11th November 2024 at 8pm

Present:

Councillor R Collins, (Chairman), C Knapman (Vice Chairman), Councillor L Holt, District Councillor R Siddall, Mr Adrian Rayner Manager Team Leader, Community Engagement Team at Maldon District Council, the Clerk and 3 members of the public

The Chairman welcomed everyone to the meeting.

24/61 Apologies for Absence

Apologies were received from Cllrs M Davies and E Miles.

24/62 Minutes of the Parish Council Meeting

RESOLVED: that the minutes of the meeting held on the 17th October 2024 were agreed as a correct record and signed by the Chairman.

24/63 Declarations of Interest

None declared.

24/64 Maldon District Councillor Update

Cllr Siddall, Leader of Maldon District Council provided the Council with an update on District matters including:

- Maldon District Council has appointed Mr Doug Wilkinson to the position of Chief Executive with a remit to move the organisation forward, change the culture within the organisation and to restructure the Council to ensure efficiency goals are met. The restructuring should be completed by July 2025
- The Corporate Plan has been revised and will be launched in December. The focus of the plan is to ensure it is clear and relevant to residents.
- The Levelling Up fund was not realised. However, the Council are now preparing plans to ensure these are in place when future funding is awarded.
- The Council is financially viable and is looking to attract more commercial projects.
- The Government's White Paper on devolution will be published in two weeks which may see changes to how local councils are organised.
- The Government is consulting on changes to the National Planning Policy Framework which will require a set number of new houses to be built instead of a requirement to build houses based on expected population growth. All local councils will be challenged by the proposed targets.

- A meeting has been held with the newly appointed Chief Executive of the Mid and South Essex NHS Trust to discuss their plans to provide adequate medical services in the area. This will be challenging due to a severe lack of funds.
- Should the planning targets be agreed it is essential the right infrastructure is in place.
- The Council has announced local car parking charges will be waived on selected days in the run up to Christmas.
- New play equipment has been installed in the Promenade Park in Maldon.

Cllr Collins expressed his thanks to the waste team who promptly cleared fly tipping which had been dumped in local lanes.

RESOLVED: that the update provided by Cllr Siddall be received and noted by the Council.

Mr Adrian Rayner, Team Leader of the Community Engagement Team provided the Council with an update to the council, including:-

- The Community Engagement Team are currently recruiting and expect to have employed another 5 officers by March 2025, which will give greater flexibility to patrol frequency and times.
- The Team is now able to complete '100 Car Checks'. If these checks find 10% of the first 100 cars checked are driving over the speed limit, at a set point, a recommendation can be made to Essex Police to use the area as a new testing point.

The Council suggested two sites and Mr Rayner will complete the '100 Car Checks' at both sites.

- The Team is in discussion with Billericay's Vision Zero group which may result in an additional TruCam device being deployed.
- The Team is conducting joint patrols with Essex Police who are able to issue on the spot fines.

Cllr Collins enquired about Mr Rayner's thoughts on the effectiveness of Vehicle Activated Signs (VAS) which Mr Rayner suggested were quite effective.

Cllr Knapman expressed disappointment in the format of the new patrol reports as they did not show the exact time the patrol took place.

RESOLVED: that the update provided by Mr Rayner be received and noted by the Council.

24/65 Public Participation Session

No comments were raised.

24/66 Pavilion Refurbishment

Cllr Knapman provided the Council with an update on the pavilion refurbishment project noting:-

- The project is virtually complete bar the installation of a cage for the solar panel batteries.
- On the 9th December all the taps in the pavilion will be changed to eco, auto switch off taps.
- The installation of Wi Fi to the building is still being investigated.
- Final building control documents are still to be completed.
- Some landscaping is required outside the pavilion to make good the ground where drains were installed.

Cllr Collins expressed his personal thanks to Cllr Knapman for the work he has done organising contractors and keeping checks on monies spent.

RESOLVED: that the update be noted.

24/67 Planning

24/67.1 Planning Applications

24/67/1.1 Earls Colne Neighbourhood Plan Consultation

RESOLVED: that the Council has no objection to the Neighbourhood Plan Consultation.

24/67/1.2 Finchingfield and Whethersfield Neighbourhood Plan Consultation

RESOLVED: that the Council has no objection to the Neighbourhood Plan Consultation.

24/67/3 Planning Decisions by Great Braxted Parish Council

24/67/2.1 24/00730/FUL Demolition of the existing detached 3 bedroom bungalow. Erection of new replacement 4 bed dwelling and associated changes to soft and hard landscaping and biodiversity offset area. **Recommend approval.**

RESOLVED: that the Council's **recommendation for approval** decision to the planning application be noted.

24/68/1 Additional Grass Cutting for 2025

Members considered a request from the Pavilion Management Committee to increase the mowing frequency of the field from April to August.

RESOLVED: that the Council agreed to increase the mowing frequency by an additional two cuts in April and May, should weather conditions allow. The cost for the additional cuts will be met by the Pavilion Management Committee.

24/68/2 Gates and Posts

The Council considered a quote for £690.00 to replace the gates and posts on two pedestrian entrances to the cricket field, using hard wood posts.

RESOLVED: that the Council approve the quote provided by R Clark at a cost of £690.00.

24/68/3 Speeding in the Village

The Council considered a report detailing additional measures which could be taken to try to curb speeding through the village.

RESOLVED: that the Council would continue to contract the Community Engagement Team from Maldon District Council to undertake two hours of TruCam patrols each month.

RESOLVED: that the Clerk will seek specific quotes for VAS signs and seek advice from neighbouring parishes who have installed these signs.

RESOLVED: that the Clerk will seek advice from Essex Highways as to the reason for the placing of a national speed limit sign which is located on Tiptree Road toward Braxted Park Road.

24/68/4 Grass Cutting Contract

The Council was advised the current grass cutting contract with DW Maintenance will come to an end on the 31st March 2025 and the Council noted the charge of £190 DW Maintenance have proposed for a further year's work.

RESOLVED: that the Council would renew the contract with DW Maintenance at a cost of £190/cut for a further year and ask the cost they would charge for a further three-year contact.

24/69 Updates

The Council was provided with updates on the following projects:

1. Hedge Trimming: there has been a delay to the hedge cutting but the works should be completed by the end of November.
2. Openreach: the Clerk advised the application, submitted to Openreach, for a fibre connection has been cancelled due to new advice given. BT has since been contacted who advised:

- a. The village hall needs to be registered as an address with the District Council and Royal Mail. Maldon District Council have provided contrary advice that the connection can be installed in a 'non-served premises. The Clerk will relay this advice to BT and seek further guidance.
 - b. The Council need to agree a broadband provider and package. Once agreed BT will liaise with Openreach to complete the installation.
 - c. BT confirmed their cost to provide a Wi Fi service to the village hall would be £29.99/month and this would include the installation.
3. Sole Trustee Status: the Secretary of the Pavilion Management Committee provided an update regarding the Council becoming the Sole Trustee of the Pavilion, which included:
- a. A meeting had taken place between the Secretary and a representative from the Rural Community Council of Essex (RCCE).
 - b. The governing document of the trust, set up in 1946, states there will be 8 trustees; one appointed by the Parochial Church Council, one appointed by the Parish Council and 6 appointed from the village.
 - c. An application for a vesting order has been submitted which will enable the Parish Council to become the Sole Trustee to administer and manage the Pavilion's charitable trust.
 - d. To enable the Order to be completed the present trustees must be agreeable to withdraw the right to the original trustee appointments.
 - e. The Secretary sought the Council's agreement to withdraw the right to appoint a trustee to the Village Hall Charitable Trust.

RESOLVED: that the Parish Council agrees to withdraw its right to appoint a trustee to the Village Hall Charitable Trust (The Pavilion Management Committee).

24/70 Finance

24/70/1 Accounts for Payment

The Council approved the following payments made between the 3rd September to the 8th November 2024:-

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
04/09/2024	DW Maintneance	August Grounds Maintenance	370.00	-	370.00
12/09/2024	Cornwell Builders	Second payment	20,000.00	4,000.00	24,000.00
12/09/2024	Maldon District Council	Building Regulations Inspection fee	462.00	92.40	554.40
23/09/2024	Cllr Knapman	Basketball net	7.49	1.50	8.99
24/09/2024	ID Mobile	September phone bill	5.00	1.00	6.00
28/09/2024	Mrs L Townend	September salary			247.80
28/09/2024	Mrs L Townend	August and September expenses			70.00
28/09/2024	HMRC	September payment	61.80	-	61.80
29/09/2024	Ecowatt/Primetime	Solar supply and installation	10,832.50	2,166.50	12,999.00
30/09/2024	Unity Trust Bank	Bank charges June - Sept	18.00	-	18.00
03/10/2024	CN Electrical	Electrial works on the pavilion	£ 971.42	£ 194.28	£ 1,165.70
03/10/2024	Industrial Products	Metal cage for solar batteries	£ 820.00	£ 164.00	£ 984.00
03/10/2024	CN Electrical	Electrial works on the pavilion	£ 83.63	£ 16.73	£ 100.36
03/10/2024	Cllr Knapman	Door bolt	5.20	-	5.20
08/10/2024	Cllr Knapman	Broom and padlock	18.98	-	18.98
08/10/2024	Pavilion Management Committee	Cleaning costs	120.00	-	120.00
09/10/2024	Waltons Tree Services	Playground hedge cutting	285.00	57.00	342.00
09/10/2024	Cllr Knapman	Rake	54.12	-	54.12
10/10/2024	DW Maintneance	September Grounds Maintenance	370.00	-	370.00
11/10/2024	Cornwell Builders	Third payment	17,000.00	3,400.00	20,400.00
11/10/2024	Maldon District Council	Trucam Patrols Jul-Sep 2024	254.82	50.96	305.78
16/10/2024	Roger Clark	Field fencing	90.00	-	90.00
16/10/2024	Cllr Knapman	Pavilion items	134.17	15.39	134.17
18/10/2024	AJA Window and Gutter Cleaning	Pavilion window clean	80.00	-	80.00
24/10/2024	ID Mobile	October phone bill	5.00	1.00	6.00
24/10/2024	Mrs L Townend	New printer	66.65	13.33	79.98
28/10/2024	Mrs L Townend	October salary	247.60	-	247.60
28/10/2024	HMRC	October payment	62.00	-	62.00
29/10/2024	ECS Carpet Care	Pavilion carpet cleaning	293.46	-	293.46
30/10/2024	The Royal British Legion	Poppy cross	30.00	-	30.00
30/10/2024	Cllr Knapman	Pavilion Shower fittings	12.99	-	12.99
31/10/2024	Unity Trust Bank	September bank fees	5.40	-	5.40
01/11/2024	Cllr Knapman	Pavilion items	137.13	-	137.13
01/11/2024	Will Teasel	Repair to disabled toilet	40.00	-	40.00
08/11/2024	Cornwell Builders	Pavilion building costs	4,068.00	813.60	4,881.60
		TOTAL:			£68,302.46

RESOLVED: The accounts for payment listed above be approved for payment.

24/70/2 Bank Reconciliation

Cllr Holt verified the bank statements and reconciliation to the 30th September 2024.

RESOLVED: that the Council note the bank statement was reconciled to the 30th September 2024

24/70/3 Budget Comparison

The Council received the budget comparison to the 30th September 2024.

RESOLVED: that the Council note the budget comparison to the 30th September 2024.

24/70/4 Clerk's Annual Pay Increase and Salary Adjustment

The Council noted the NJC's pay agreement for 2024 and calculations for back pay to the 1st April 2024.

RESOLVED: that the Council noted the new hourly rate and approved a back pay amount of £86.80 be paid to the Clerk on the 28th November 2024.

The Council considered a request by the Clerk to move her salary point from SCP 19 to SCP 20 following the successful completion of the CiLCA qualification in June 2024, as detailed in the Clerk's Contract of Employment. The adjustment resulted in a back payment due of £89.00

RESOLVED: that the Council agreed to adjust the Clerks Scale Point to 20 and approved a back pay amount of £89 be paid to the Clerk on the 28th November 2024.wage.

24/70/5 Draft Budget 2025/26

Councillors considered the draft budget for 2025/26 and agreed to include a sum of £1,366.26 in Field and Playground Maintenance thereby ensuring the budget remains at the same level as 2024/25.

The Clerk confirmed the final budget would be agreed at the meeting of the Council in January 2025 and the precept demand would be issued to Maldon District Council after that meeting.

RESOLVED: that the council will endeavour to keep the budget flat at £13,977.24.

24/71 General Announcements

24/72 Items to be Included on the Next Agenda

The following items will be added to the next council agenda:

RESOLVED: that Members will send information for future agenda items to the Clerk.

24/73 Date of Next Meeting

The Clerk advised the next meeting will be held at 20.00 on the 28th January 2025.

24/74 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.41.

Signed: _____ Dated: _____

Cllr R Collins

Chairman