

**Radwinter Parish Council**  
**Minutes of the Meeting Monday 28th May 2012**  
**Held in the Village Hall at 7.45pm.**

**Present:**

Cllrs V Boyden; E Duck; S Graves; M Halls; K Shoolheifer; K Thompson, with the Clerk,

R A Jones in attendance, with Mr James Briggs, Mr & Mrs R Mance & Mr D Walker.

**Cllr S Graves was initially in the Chair.**

**Public Session:**

Mr Mance raised the matter of Stocking Green. He felt that the Council had not properly considered his letter of 5 April, which he stated to be from all Stocking Green residents, complaining that there had been no consultation regarding the development of the Common. Although they would welcome some 'tidying up' they do not want any development likely to result in fly-tipping or travellers; in particular they object to any involvement with EECOS which is likely to result in visitors to the site. In response Cllr Graves pointed out that the Council have no such involvement with EECOS and are merely concerned with maintaining Stocking Green as a public green space. No development is proposed, and the Council are always willing to discuss any residents interests either individually or at a public meeting. It was agreed to send Mr Manse a letter confirming this.

Mr Dixie Walker described the progress being made with the pavilion project. It has been established that the fund-raising will now be undertaken completely by Stephen Hargreaves, whilst he reviews possible contractors.

Mr Briggs circulated some draft copies of a Parish Information Pack which he has produced. It was agreed to proceed with A4 size which would be emailed to Cllrs for approval. He would obtain quotations.

**1. Apologies for absence:**

Cllr K Moore; C/Cllr S Walsh (other commitments)

**2. Clarification of Membership:**

The Clerk confirmed his intention of retiring on 30 September.

Cllr Graves has reconsidered his position and will resign the Chair but continue as Cllr.

Cllr Shoolheifer has withdrawn her letter of resignation pro tem on the understanding that her commitments would be reduced. This was agreed.

**3. Election of Chairman:**

Cllr Graves has stated that he does not wish to stand. Cllr Thompson was proposed by Cllr Graves, seconded Cllr Halls and carried nem con. He signed the Acceptance of Office, and then took the Chair.

#### **4. Reports from County & District Councillors:**

C/Cllr Walsh has sent a report stating that he has been in touch with Hways regarding potholes. There has been no communication from D/Cllr Howells.

#### **5. Election of Vice-Chairman:**

Cllr Halls has signified his willingness to continue in office. His appointment was proposed by Cllr Thompson, seconded Cllr Graves and carried nem con. He signed the Acceptance of Office.

#### **6. Minutes of the Council Meeting 16 April:**

Having been previously circulated they were taken as read, approved and signed by the Chairman.

#### **7. Minutes of the Parish Meeting 16 April;**

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#### **8. Matters arising from either meeting and not on the agenda:**

An objection was raised by Mr Manse regarding the Council minutes item 8D regarding Stocking Green and the discussion of his letter to the Council of 5 April. The matter was thoroughly discussed with Mr Manse in the public session prior to the Meeting as minuted.

#### **9. Appointment of new officers:**

##### **a) Finance & Audit Committee:**

Cllrs Thompson, Graves, Halls and the Financial Adviser

##### **bi) Staff & Structure Committee:**

Cllrs E Duck, V Boyden, Chairman

##### **bii) Staff appeal Committee:**

Cllrs S Graves & M Halls

##### **c) Planning Committee: (KT, MH, ED)**

merged as Village development: Cllrs Thompson, Duck, Graves, Halls

##### **d) Environment Committee: (SG, ED)**

merged as Village development: Cllrs Thompson, Duck, Graves, Halls

##### **e) Village development: (MH, KT)**

merged as Village development: Cllrs Thompson, Duck, Graves, Halls

##### **f) Footpaths & trees:**

Cllrs Halls & Boyden

##### **g) Highways (inc safety & maintenance)**

Cllrs E Duck, K Moore

**h)Public transport:**

Pending

**i)Village Hall representative:**

Cllr Shoolheifer & Chairman ex officio

**j)Recreation ground committee:**

Cllr Halls

**k)Publicity:**

Cllrs Graves & K Thompson

**l)Youth liaison:**

Cllr E Duck plus junior rep

**m)Security:**

Mr James Briggs

## **10. Finance**

**(a) Statement:**

Funds at 17 May were £5661 current, £35000 reserve account.

**(b) Report of the Finance & Audit Committee Mtg 17 May:**

The points raised have been actioned, including adjustment of earmarked reserves and tax error made by Messrs D. Tonks. The minutes of the meeting have been circulated and were accepted. It was agreed that the budget should be amended to include provision for the 'golden handshake' as requested by the Financial Adviser.

**(c) Approval of the Annual Accounts:**

These have been circulated, have been confirmed by the internal auditor and were approved together with a report to the external examiner and signed by the Chairman.

**(d) Current expenditure & signing of cheques:**

Receipts: £5.00 (rent, Rec Gd); £333.33 (donation from D/Cllr's NHB bonus fund); £0.75 (Apr interest); £5550 (½ precept). Payments: R. Jones £87.14+£37.99= £125.13 (214 - clerk's exp & gift to Fin Adviser). Ambo £20.00 (215 - subn); V Boyden £273.72 (216 - Jubilee). Retrospective consent was sought for payment of: Each Charity £25 (209 - Don); UCAB £50 (210 - Don); SSE £10 (211 Subn); A Aris £170 (212 - Jubilee clown); Go the whole hog £650 (213 - Jubilee food) The payment of all these accounts was approved and the cheques signed.

**(e) Other financial items:**

(l) The Staff Committee have made a recommendation for an adjustment to the Clerk's salary arising from a clerical error in using an obsolete pay-scale. This would amount to an extra payment of £21.83 per month They also proposed an ex gratia payment on retirement based on 17 years total service. These matters were later

discussed with our Financial Adviser who agreed the correctness of these payments, but requested that a further meeting of the Finance Committee be held to amend the budget. The minutes were accepted. A committee meeting has been arranged.

(ii) The Clerk gave our financial adviser the usual gift of a bottle of champagne for services rendered.

(iii) Plow2 have asked for the purchase of a second barrel of beer to be underwritten for the Jubilee.

(iv) The Clerk has consulted UDC about a grant from them for the refurbishment of the car-park. This could be either by match funding from the community grant programme, max £3000, closing 16 June, or full funding from the Jubilee Fund, closing 16 July. Neither can be guaranteed. Clerk instructed to apply to both. Another quote is awaited.

## **11. Staff Committee report:**

The committee met on 22 May with Cllr Thompson and the Clerk to discuss the Clerk's retirement and action required. The financial recommendations were referred to the Financial Adviser and which he confirmed. A draft advertisement for the position of Clerk was produced by the Chairman, who requested comments by email.

## **12. Planning:**

### **(A) Approved:**

UTT/0256/12/FUL - Lower House Farm, Water Lane: change of use from agricultural to stables - Lady M Belen-Parker

UTT/0341/12/TCP - The Old Brewery: fell Ash Tree - A Pardoe

UTT/0307/12/FUL - The Grainstore, Jenkinhog Farm: installation of solar panels - Lady Walker

### **(B) Enforcements:**

ENF/316/11/D - The Old Bakehouse: Black cladding & new entrance - Conservation Area

### **(C) Circulated:**

UTT/0725/12/FUL - Radwinter House, Wimbish Green Lane: 1st floor rear extn - F Foxall - closing 18 May

UTT/0726/12/FUL - Radwinter House, Wimbish Green Lane: new gge with gym over - F Foxall - closing 18 May

UTT/0750/12/LB - Purkis, Mill End: new plumbing & amended layout - P Thomas - closing 16 May

UTT/0875/12/LB - Radwinter village hall complex, 1&2 Hall Cottages: secondary glazing - RVHC - closing 1 June

UTT//0926/12/FUL - Thatch Cottage, Radwinter End - extend gge - J Moses - closing 2 June

## **13 Items for review**

### **(a) Highways:**

No further news has been received regarding progress, but it was noted that various potholes have now been filled.

**(b) Community Plan:**

Information awaited from Bidwells on ECC negotiations. We have received 3 hard bound copies of the RCCE Housing Needs Survey which showed a 38% response with 80% in favour of a small development encompassing affordable housing. The report will be circulated for later discussion.

**(c) Jubilee Celebration:**

Cllrs Boyden & Duck have matters in hand. Hog-roast and clown booked; Clerk has booked school hall for clown and teas. Closing of Water Lane has not been pursued. The question of payment by non-residents was queried. It was agreed that as the hog-roast was to be ticketed abuse should be limited, but that a charity box or bucket for 'EACH' hospice should be on the stand for anyone feeling that a contribution should be made.

**(d) Recreation Ground:**

The financial position is sound and Debbie Camp has been appointed Treasurer.

A letter has been received from Kay Pilsbury Thomas Architects regarding an entry in the 'Radwinter Times' stating that Dixie Walker reported to the Rec AGM that investigations are in hand to appoint a contractor to design and build the Pavilion. The Council acknowledged the help received from the Practice and the use made of their plans in obtaining the planning consent. Mr Walker to discuss the matter with Mr Thomas with a following letter from the Clerk.

**(e) Other items:**

Mr John Bosworth of UDC inspected the parish on 11 May with particular regard to the conservation area. He met the Clerk and Cllr Graves again and Cllr Thompson on Saturday 26th to discuss matters. He will issue a report to UDC and he would like to meet the Council beforehand to discuss its implementation.

**14, Code of Conduct:**

UDC have advised that a problem has arisen regarding the legality of an item which possibly needs to be rewritten. NALC have also issued a version differing from that of the UDC. Since the govt. legislation is not yet in situ until 1st July our previous adoption of the UDC proposed Code is hereby cancelled. This matter is referred to the next meeting.

**15. Stocking Green:**

Following the earlier discussions regarding the Council's response to various communications, it was agreed that a more positive approach was needed. Cllr Graves proposed that Stocking Green residents may wish to participate in a management committee established along the lines of that of the Rec. This was put to Mr Mance to take back to the residents and obtain their views. If it was supported the Council would be prepared to commence exploratory discussions to ascertain its feasibility. Mr Manse agreed to return to the Council after consultation.

## **16. Correspondence:**

### **(a) Meetings:**

Wed 30 May: EALC - freedom of information course - Dunmow 9 - 12

Wed 13 June: EALC - Cllr advanced trg day - Dunmow 9 -4

Fri 7 Sep: EALC closing date for nominations to Buckingham Palace Garden party.

Thurs 27 Sep: EALC conference - Gt Dunmow 1.30pm

Sun 18 Nov: SWFA - walk from Radwinter car-park 1 - 4pm

### **(b) letters**

17 May: letter from D Rogers regarding D Walker - referred to Cllr Halls.

The Clerk wrote to the Kay Pilsbury practice on behalf of the Council congratulating them on the receipt of the RICS East of England Conservation Award. An acknowledgment with thanks has been received.

EALC have issued a certificate of membership No. 121

EALC newsletter 'County update' 105 May 2012 contained details of competitions for (a) community jubilee award (b) best parish website (c) communication award (d) localism in action (e) training award.

Closing date for all entries is 7 Sep.

## **17. Other matters and items for the next meeting:**

Mrs Lorna Plant has written suggesting the purchase of a defibrillator for availability in the village. She is to be asked to attend the next meeting to clarify the matter.

## **18. Next meeting:**

Already arranged for Monday 2nd July at 7.45pm in the village hall.

The meeting closed at 10.10pm