



## WEST BERGHOLT PARISH COUNCIL

### Minutes of the Parish Council Meeting Held in the John Lampon Hall on 23<sup>rd</sup> November 2011 at 7.30p.m.

Chair John Gili-Ross  
 Parish Councillors Present Jenny Church, Bernard Colbron, Liz Harrington, Andrew Savage, David Short, Chris Stevenson, Harry Stone and Bob Tyrrell (arrived 8.15p.m.)  
 Parish Clerk Val Walsom  
 Borough Councillors Present: Councillor Harrington (arrived 8.40p.m.) and Councillor Willetts

- 1 **Apologies for Absence** There were no apologies for absence.
- 2 **Declaration of Interest** There were no declarations of interest.
- 3 **Minutes** The minutes of the meeting held on 26<sup>th</sup> October 2011 were amended at line 2, Item 11 to read 'However, DS'. The minutes were then approved.
- 4 **Public - 'Have your say'** There were no members of the public present.
- 5 **Borough Councillor's Report** Councillor Willetts advised that:
  - 6 legal representatives from CBC have been stood down with respect to activities at Dale Farm. It is not expected that travellers are heading for this area.
  - The Localism Bill has now been granted royal assent. This will give Parish Councils greater local powers and control within their communities. Clerks will have to complete CILCA training for a council to benefit from localism powers. The full effect of the Localism Bill is yet to be determined.
  - Albany Road has now been repaired.
- 6 **Progress Reports for Information** Forthcoming courses, workshops and events:
  - EALC - 'Simply Essex' an opportunity to promote celebrations for 2012 Calendar of Events for 2012
  - ECC - Notification of Chitts Hill closure overnight on 04/12/11
  - NALC - Legal Briefing: The Code of Recommended Practice for local Authorities on Data Transparency
  - NALC - Legal Topic Note: Retirement Payment
- 7 **Village Bulletin, Website and Communications**

**Village Bulletin** - The December issue will be delivered next week. BC is looking at quotes for printing the Bulletin next year. It was agreed to hold the deliverers party on 12/02/12 at midday in the Orpen Hall.

**Website** - It was agreed that the annual contract for Dave Kingaby, web designer would continue at £850 next year. The Parish Council and Dave Kingaby will look into updating the website next year.

**Advertising on the website** - Advertising on the website should not affect the Village Bulletin and could be a possible source of revenue for the Parish Council. Advertisements could be offered free to advertisers in the Bulletin. Dave Kingaby will be asked to produce something for the Parish Council to consider. The Courier has made some positive comments about the website. The publishers would like to use some photos from the website.

**Communications** - The first Newsletter has been published and distributed. A local distributor of heating oil has offered to distribute oil at cost if enough interest is generated to form a co-operative. There has been some response from an item in the Newsletter to help with distribution of salt during bad weather.

- 8 **Planning and Development** A report from the Planning and Development committee was received. There had been no meeting in November.
- CS will look into the situation with regard to planning applications at Pattens Yard, Nayland Road to ascertain what permissions have been granted on the site.
- 9 **Parish Plan** **The Parish Plan** - CS advised that it is now time to refresh the Parish Plan with projects having more longevity in conjunction with the Localism Bill.
- Broadband Update** - County Broadband's advert in Heathlands Firework programme indicated a service with faster speed. There are now more than 100 users in the village. County Broadband is intending to publicise the service through knocking on doors and a leaflet drop, possibly with the help of BYG members.
- 10 **Environment and Highways** Minutes of the Environment and Highways committee meeting held on 10/11/11 were received.
- TPOs are now in place and the new plan will be checked together with a survey within the village to ascertain whether any more trees should be added. It is intended to finish this task by the end of December.
- Severe Weather Policy** - Bags of salt will be delivered to volunteers this week. However, volunteers will need to use their own equipment to distribute it. A risk assessment will be carried out.
- Highways issues around Heathlands Primary School** - DS and HS met with Neil Matthews, Headteacher of Heathlands Primary School, to discuss traffic and parking issues around the school, particularly with regard to the school's expansion next year. A possible scheme is to be devised for discussion by the Trustees and the Parish Council.
- 11 **Traffic Working Party** There was no report.
- 12 **Premises and Recreation** Minutes of the Premises and Recreation committee meeting held on 10/11/11 were received.
- Specifications for projectors in both halls have been agreed and an order will be placed. It is hoped that the installation will take place during February half term.
  - An end of Defects Certificate has been received for repairs to the hall roof.
  - Richard Grey will arrange contractors for the hall kitchen repairs. It is expected that additional funding will need to be made available for new kitchen furniture. The contractor will be asked to look at the complete project and break down the costs for insurance purposes.

- The acoustics project in the John Lampon Hall will be carried out during the Christmas holiday period.
- West Bergholt FC is proposing to charge BHYFC for use of their clubhouse and the field. However, under the licence agreement, WBFC are not permitted to sublet. This is an issue for both the football clubs to discuss.

#### MUGA

A new net winding mechanism has been fitted.

### 13 Finance and Policy Advisory

The accounts for October 2011 were presented as follows:

The General Account showed 106% income, 31% general expenditure, 40% environment expenditure and 34% expenditure overall.

The Hall Account showed 52% income and 52% expenditure.

- AS and VW attended a meeting with Bernard Sanach, treasurer of the Social Club. Mr Sanach advised that, as the Social Club has been deregistered for VAT they will be about £5000 better off per annum. He agreed to pay the oldest of the 3 outstanding insurance debts and the rates and water rates owing. Further payments will be made early next year to clear the other outstanding insurance debts. A discussion followed about the gas bills. It was agreed to look into the feasibility of a separate meter for the Social Club so that they can pay for what they use. They are currently up to date with the rent and will be paying this by Standing Order in the future. It was agreed to increase the rent by 7.5% (£300 per annum) for the next three years.
- The Annual Return has been approved by the Auditor with no comments. The required notification was posted on notice boards.
- AS presented a list of balances for the investment and charity accounts. Investment funds have increased.
- AS attended a meeting with CBC to discuss financial support to Parish Councils for the next few years. Next year's financial aid grant will be the same as this year.
- Proposed initial budgets for 2012/2013 were presented for approval in January. Within the budget is an allowance for a 2% salary increase.
- An application to the Big Society Fund for a £3000 grant towards the cost of a youth shelter will be made.

#### Expenditure

It was proposed by HS and seconded by CS to make the following payments:

Payment Details	Expense Purpose	Amount
<b>GENERAL ACCOUNT</b>		
WC King	Hedge cutting	660.00
EALC	Course - Bob Tyrrell	60.00
B Colbron	Editor - Village Bulletin	180.00
Doe Sport Ltd	Winder for MUGA	170.40
Anglian Water	Allotments	120.62
CBC	Premises Licence	70.00
Pinnacle	Grass cutting	1663.20
WB Methodist Church	Bus shelter site lease	90.00
Inland Revenue	Tax/NI	80.40
Colchester Skip Hire	Skip for Allotments	144.00
Anglian Water	Poors Land	6.99
Jenny Church	Ink cartridge	59.99
<b>ORPEN HALL ACCOUNT</b>		
AtoZ Supplies	Cleaning materials/stationery	137.56
Mike's Cleaning	Cleaning	600.00

G Dolden Associates	Project management - roof	81.10
Roberts Cleaning Services	Window cleaning	25.00

Salary payments were made to Val Walsom, Gary Walls and Stephen Cook from the General Account and June Mayhew from the Hall Account.

- 14 **2012 Jubilee Celebration** The Parish Council supports a Jubilee Celebration and will make funding available. Voluntary village organisers are to be sought and ideas gathered for discussion at a special meeting in January.
- 15 **Correspondence** There was no further correspondence.
- 16 **Consideration of Items for the Next Meeting** Finance and Advisory Policy will be placed earlier in the next agenda to discuss 2012/2013 budgets.
- 17 **Date of Next Meeting** Wednesday 25<sup>th</sup> January 2012 - 7.30p.m.

Signed:

Date:

Position on Parish Council: