

MARKS TEY PARISH COUNCIL



Minutes of the Full Parish Council Meeting 11th February 2019 at 6.30 pm
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PRESENT:

COUNCILLORS: -

A WALKER (CHAIRMAN)
K EVANS
K BARKER
J WOOD
A SPELLER
A THOMAS
M CALLEN
G WELLS
S MOAKES COOKE

IN ATTENDANCE:

Gemma Humphries (Clerk and RFO)
Cllr J Maclean
Robin Rust

2019/023 Apologies

Apologies were accepted from Cllr Bailey
Proposed Cllr Moakes Cooke Seconded Cllr Speller

2019/024 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests

No Interests were declared

2019/025 Co-option of a new parish councillor

Robin Rust provided a report. Council had no further questions. Robin Rust left the meeting and there was a unanimous **APPROVAL** regarding his co-option. Robin entered the room and completed his declaration of acceptance to office.

Proposed Cllr Moakes Cooke Seconded Cllr Callen

2019/026 Report from Borough & ECC Councillors

Cllr Maclean noted she attended a highways session last week through CBC offices. Reiterated if we need anything done, we need to Contact Cllr Bentley to make sure actioned. Chairman noted we need to take action with our priority list through our County Councillor Anne Brown as discussed in December Full council.

No further questions from Councillors to Cllr Maclean.

Agenda Items 2019/038 Brought forward as we had Cllr Maclean available.

2019/038 Recycling Bins

Cllr Maclean discussed the recycling bin location outside the station and the possibility of them being moved into the Parish Hall carpark.

Land at current site owned by ECC. Bins are broken and not in a good state Borough Council raised concerns regarding the bins being moved as it would then be seen as a parish council responsibility Council requested that Cllr Maclean arrange a meeting with ECC, CBC and the bin owners to consider options and if no means of improvement the Council considered that with the good level of door to door recycling in the Parish it was better to do away with the recycling bins.

Action – Cllr Maclean

2019/027 Public Session

No members of the public present

2019/028 Minutes – Full Council

Minutes from Full council meeting 14th January 2019 were **APPROVED**
Proposed Cllr Thomas Seconded Cllr Wood

2019/029 Local Plan

- a. **Section 1A SA Methodology Consultation.** Cllr Walker circulated and provided a report regarding the event. Pre disposed views were put across at the meeting regarding Specific sites with no thought regarding smaller sites. Council **APPROVED** Cllr Walker response to planning regarding the consultation.
- b. **Cause Seminar** – Report circulated from Cllr Walker regarding the event. No further questions raised by Council.
- c. **Andrew Ellis Meeting 6th February 2019** – Minutes were provided to Council from the meeting. Concerned that enthusiasm regarding plan has died down. Fear that Local Plan will be rejected again. Council felt need to show our presence at the local plan meetings.

2019/030 Giggle City

Report received regarding Cllr Walker and Clerk meeting with Giggle City. Dates provided as to when they wish to attend in 2019.

Council **RESOLVED** to approve the dates for this year subject to strict guidelines to be cascaded to councillors from the Clerk for approval. Decision to be re appraised after first visit in April.

Proposed Cllr Walker Seconded Cllr Moakes Cooke

Action = Clerk

2019/031 Community Committee

Newsletter dates cascaded to Councillors – April Newsletter will need to be brought to March Full council for approval

Action Clerk

Community Library need to purchase goods for the launch – cost estimated £50 to be taken from Community Donations.

Require to purchase x2 6FT banners £85 – covered under the TOR limit of £250.00

Council **RESOLVED** a budget of £450 for the purchase of moveable close door cupboards to store spare books. Approved subject to the cupboards been reusable when required.

Proposed Cllr Evans Seconded Cllr Callen

Action = Cllr Evans and Clerk

2019/032 Policy Review – Health and Safety

Council **agreed** to renew policy for further 12 months.

Clerk to do a full review on what procedures are in place at present, the staff actions taken to support these, and any action that needs to be taken, to bring back report to Full Council in March

Proposed Cllr Moakes Cooke Seconded Cllr Callen

Action - Clerk

2019/033 Policy Review – Freedom of information policy / publication scheme

Council **agreed** to renew for further 12 months

Proposed Cllr Wells Seconded Cllr Thomas

2019/034 Policy Review – Grievance and Disciplinary Policy

Council **agreed** to renew for further 12 months

Proposed Cllr Evans Seconded Cllr Wood

2019/035 Banking / Paperless statements

Council **APPROVED** for the Clerk / RFO to have authority set up online banking for the sole use of viewing statements online.

Cllr Moakes Cooke proposed to bring a full banking review to Full Council. Cllr Callen and Robin Rust agreed to help with the review

Proposed Cllr Moakes Cooke Seconded Cllr Walker

Action - Clerk

2019/036 Defibrillator

Report received from Cllr Bailey prior to meeting. Proposed 5 actions

- Support the acquisition of a defib through the Community Heartbeat Trust
- That it is sited at the pharmacy in Marks Tey (they have agreed this)
- That we place the CHT Collection tins in shops/businesses strategically around the village
- Set up a Just giving page, publicizing this via social media
- Organise a quiz night to raise further funding

Council **RESOLVED** to approve all the above

Proposed Cllr Walker Seconded Cllr Callen

Action – Cllr Bailey

2019/037 GDPR

Report received from Cllr Bailey prior to meeting. Noted progress on destruction of historic paperwork. Council **RESOLVED** to Assistant Clerk being the point of contact regarding requests from public regarding information held.

Clerk to bring report to next Full Council meeting regarding paperless booking system.

Proposed Cllr Bailey (prior to meeting)

Seconded Cllr Wood

Action - Clerk

2019/039 Finance

- 1) The Council noted the Bank Reconciliation and Receipts and Payments as at 31st December 2018 checked by Cllr Callen prior to the meeting.
- 2) The Council noted the content of the hall hires debtor list.
- 3) The Parish Council noted the following accounts for payment: -

Date	Reference	Payment type	Payee	Reason	Total
28/01/2019		Direct Debit	Southern Electric	Electric	£866.08
21/01/2019		Direct Debit	BT	Phone jan - march 19	£391.70
01/01/2019		Direct Debit	CBC	Hall Rates	£1,080.00
10/01/2019		Direct Debit	Nest Pensions	staff pensions	£153.04
03/01/2019		Direct Debit	Anglian Water	water rates	£82.50
10/01/2019		Direct Debit	Information Commissioners Office	DATA PROTECTION FEE	£35.00
11/02/2019		6455	EALC	Course fee	£50.00
11/02/2019		6456		dodd and associates - email domain	£9.21
11/02/2019		6457	A&J Lighting Solutions	repair church lane	£162.42
11/02/2019		6458	Colchester Press	January Newsletter	£145.00
11/02/2019		6459	Essex Supplies	janitorial supplies	£299.83
11/02/2019		6460	Colchester Skip	refuse collection	£129.46
11/02/2019		6461	Tending Telecoms & Security Systems Ltd	fire alarm and intruder alarm service	£250.80
11/02/2019		6462	Modicum Planning	neighbourhood plan consultant	£829.60
11/02/2019		6463		trade uk / screwfix	£12.47
11/02/2019		6464	Tower Security (Tendering) Ltd	alarm response annual fee	£244.30
11/02/2019	gemma humphries	6465		staff coffee and parking	£22.00
11/02/2019		6466	Buzz Connex	broadband march - may 19	£79.20
11/02/2019		6467	J&M Payroll	staff payroll	£5,795.48
11/02/2019	PERSONALISE	6468		STAFF UNIFORM AND HIGH VIZ VESTS	£299.75

The Parish Council noted that the following Hall Hire Damage Deposits had been made since the January Full council meeting.

120	£	50.40	20/01/2019	03/10/2018	06/02/2019
121	£	50.00	27/01/2019	16/01/2019	06/02/2019
122	£	100.00	03/02/2019	14/01/2019	13/02/2019

Council **APPROVED** all of the above
Proposed Cllr Walker

Seconded Cllr Evans

8.30PM – It was agreed to extend the 2-hour limit for meeting

Proposed Cllr Thomas

Seconded Cllr Moakes Cooke

2019/040 Information exchange, Clerk report and Correspondence Folder

a) Chairman Report

1. Reported to council we have received the funds from Cllr Ellis (£2651.90) in relation to the locality grant to top up our shortfall on the Community Library and sound limitation work.
2. It was **agreed** that Cllr Robin Rust would join the Planning Committee.

Proposed Cllr Walker

Seconded Cllr Speller

b) Clerk Report

1. Local Service Funding is under review. EALC are going to come back to the Clerk when new guidelines are out
2. Section 106 Funding – Clerk has been in contact with Steve Collis (CBC) and he is starting to gather quotes for the footpath at Leyfield – he said will take a few months
3. Cllr Mark Cory meeting Wednesday at 6pm
4. Received an email from a prospective new councillor. Clerk and Chair had responded and invited them along tonight
5. Request from a Mexican food van asking if can use our carpark every 2 weeks – Council considered that this should be **declined** because of possible effect on car park.
6. Enquiry about using our car park as meeting place for a fundraiser for veterans (bike meet) 13th April 10.30 – 1pm – **Council requested further information ACTION CLERK**

2019/041 Chairman to close Meeting

The Chairman closed the meeting at 8.45pm.