

# CANEWDON PARISH COUNCIL



Clerk to the CPC: Mrs Kelly Holland  
33 Rowan Way  
Canewdon  
Essex  
SS4 3PD

Tel: 07596 747873  
Email: canewdonparishcouncil@btconnect.com

## Minutes of the Parish Council Meeting held in the Village Hall on Wednesday 2<sup>nd</sup> September 2009 at 7.40pm.

**Present:** Chairman Cllr. N. Wallace  
Councillors Cllr. A. Haken Cllr. R. Kirton  
Cllr. J. Smith Cllr. E. Toleman  
Cllr. L. Van Houten  
Members of press and public None present

### 09/162 **Apologies for Absence.**

162.1 Vice Chairman, V. Newby – apologies received and accepted.

162.2 Cllr. G. Kitchener – no apologies received.

The Councillors requested that the Clerk email Cllr. G. Kitchener to advise that his presence has been missed for the last two meetings. Also request that he tries to attend the next meeting or advise if no longer wishes to participate in parish council matters.

### 09/163 **Acceptance of Minutes from the meeting dated 01/07/09.**

163.1 Proposed acceptance of minutes by Cllr. J. Smith and seconded by Cllr. A. Haken. Signed by the Chairman, N. Wallace as a true record.

### 09/164 **Progress Report from the Clerk.**

164.1 Clerk gave her report on actions from the previous meeting.

### 09/165 **To receive member's declaration of interests in items on the Agenda.**

165.1 09/173 – Cllr. J. Smith declared a personal interest as she is the editor of the Broomstick.

165.2 09/176 - Cllr. R. Kirton declared a personal interest as he is an allotment tenant.

165.3 09/176 - Cllr. E. Toleman declared a personal interest as he is an allotment tenant.

### 09/166 **Public Forum.**

There will be 10 minutes available for public question time.

- None present

### 09/167 **Wallasea Island Local Liaison Group**

167.1 To decide if there are any specific items/issues that the parish council would like to raise at the meeting of the liaison group on 14<sup>th</sup> October 2009.

The Chairman, N. Wallace would like to know how the RSPB are going to check that the conditions of the application are going to be met, in particular, the transportation of equipment by lorries.

Will there be a knock on effect to the footpaths?

167.2 The Chairman requested the Clerk put a notice on the notice boards advertising the liaison group meeting that will be held in the Village Hall and request that the public advise the Clerk of any issues that they would like raised.

**09/168 Finance:**

- 168.1 To approve Bank Reconciliation Figures for July 2009 (see attached).  
Checked and proposed acceptance by Cllr. A. Haken and seconded by Chairman, N. Wallace.
- 168.2 To approve Bank Reconciliation Figures for August 2009 (see attached).  
Checked and proposed acceptance by Cllr. A. Haken and seconded by Chairman, N. Wallace.
- 168.3 To approve September 2009 Payments/Cheques for signature in accordance with the 2009/10 budget (see attached).  
Checked and proposed acceptance by Cllr. J. Smith and seconded by Cllr. A. Haken.
- 168.4 The Chairman and Clerk to sign the amended figures on the 08/09 Annual Return.  
The Chairman, N. Wallace and the Clerk signed the Annual Return.
- 168.5 To discuss whether an external backup system for the parish council documents is required.  
Available budget (Other Office equipment): £364  
The Clerk advised that a virus infected the CPC laptop in July but was removed before any damage was done.  
Councillors agreed that a second memory stick should be purchased for the Clerk to back up onto. This will then be kept at the Chairman's house for safe keeping. Cllr. A. Haken offered to do a full health check on the laptop to recognise and resolve any problems.  
All in favour.
- 168.6 To agree to purchase "Local Council Administration – 8<sup>th</sup> Edition" to assist the Clerk at a cost of £53.60.  
Available budget (Training – inc Books): £397  
The Clerk advised that this book contains all up to date legislation that she requires for her duties.  
The Chairman, N. Wallace proposed this be agreed. All in favour.
- 168.7 **EMERGENCY ACTION**  
To agree to renew the Clerks membership to the Society of Local Council Clerks at a cost of £105.  
Available budget (Subscriptions - SLCC): £91  
The Clerk advised that the membership has been helpful to her role.  
The Chairman, N. Wallace proposed this be agreed. All in favour.

**09/169 Community Initiatives Fund**

- 169.1 To decide if there are any projects that the parish council would like to apply to the CIF fund for.
- Councillors suggested that the Clerk enquire whether name plates for the conservation area can be applied for. Clerk to contact the CIF co-ordinator.
  - Cllr. R. Kirton enquired whether CIF could fund some small horticultural tools and a shed to store them in for the allotments. Clerk to contact the CIF co-ordinator.
  - Chairman, N. Wallace proposed applying to the CIF Highways fund for village gateways. One where the 30mph limit sign is on Anchor Lane and another where the 30mph sign is on Lambourne Hall Road.
  - Cllr. A. Haken proposed applying to the CIF Highways fund for the energy reduction initiative.

**09/170 To receive a report from the District Councillor, T. Capon.**

- Not present, no apologies received.

**09/171 Planning:**

- 171.1 Location: New Hall Farm, Lambourne Hall Road
- Application No: 09/00358/COU
- Proposal: Retrospective Application for the parking of three commercial vehicles on existing hardstanding.
- Comments from Councillors Appears to be a reasonable diversification, particularly as it is stated to have operated for some time, apparently without complaint. Query whether the operator should apply "O" license permission from the Eastern traffic diversion. No objection as long as vehicle movements respects the local roads and the village.



**Meeting held on 2nd September 2009**

- There are still problems with the ball cocks. Chairman, N. Wallace advised that this was mentioned at July's meeting and Councillors agreed to replace the ball cocks. Cllr. E. Toleman to purchase new ball cocks and invoice the parish council accordingly.

**09/177**      **Faulty Street Lights Report (see attached list).**  
177.1      Report given.

**09/178**      **Items from Councillors to be added to next Agenda.**

- CIF – Review of application forms.
- Follow up to publicity – draft for next meeting.
- Chairman, N. Wallace advised that he will not be able to attend the next meeting due to work commitments.

**09/179**      **The next Parish Council Meeting is on Wed. 7<sup>th</sup> OCTOBER 2009 at 7.40pm.**

The meeting was closed at 8.40pm

Chairman's Signature



Dated

7<sup>th</sup> October 2009