

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 at Canewdon Village Hall on Wednesday 4th July 2012 at 7.15pm.

Present: Chairman: Cllr. N. Wallace Vice Chairman: Cllr. L. Van Houten
Councillors: Cllr. C. Argent Cllr. J. Ince Cllr. R. Kirton
Cllr. C. Nicol Cllr. J. Smith Cllr. E. Toleman
Officers: Kelly Holland, Parish Clerk
Members of the public: One

12/82 Apologies for Absence

No apologies for absence were received from Cllr. B. Wallace.

12/83 Minutes

RESOLVED that the minutes from the Parish Council meeting held on 6th June 2012 be approved as a correct record and signed by the Chairman.

12/84 Progress Report

12/44(b) - Quotations were still awaited for the work required to the assets.

12/70 - The Highways Authority were not aware of the mast transmitter in Lambourne Hall Road being erected, the Clerk was liaising with Rochford District Council.

New register of interest forms were circulated at the meeting to be completed and returned to the District Council by 28th July 2012.

12/85 Declaration of interests

Cllr. C. Argent declared a personal interest in item 12/89 as he was an allotment tenant;
Cllr. R. Kirton declared a personal interest in item 12/89 as he was an allotment tenant;
Cllr. E. Toleman declared a personal interest in item 12/89 as he was an allotment tenant;
Cllr. J. Smith declared a personal interest in item 12/89 as she was a member of Canewdon Education Trust;
Cllr. L. Van Houten declared a personal interest in item 12/89 as she was a member of Canewdon Education Trust;
Cllr. N. Wallace declared a personal interest in item 12/89 as he was a member of Canewdon Education Trust.

12/86 Public participation session

A member of the public requested further information on the Emergency Plan.

12/87 District Councillor's report

No report was received and no apologies were received.

12/88 Finance

The list of payments due to be paid was received along with the bank reconciliation for June 2012 and the quarterly financial report.

The internal audit report for 2011/12 from Auditing Solutions was received, members noted with thanks to the Clerk, that no action was required.

Members considered authorising two authorised signatories to sign cheques during the recess period, along with delegating authority to the Clerk in consultation with the Chairman to authorise any emergency action during the recess period.

In order to submit the Quality Status portfolio in September 2012, the Clerk requested permission to travel to the Essex Association of Local Councils in Great Dunmow to discuss the portfolio, should the need arise.

Further to minute 12/64(h), members were advised that there was little information relating to Canewdon on the website.

RESOLVED that

- (a) the following payments be approved and cheque signed:

Mrs K Holland	101374	£875.98
Acumen Wages	101375	£22.20
HM Revenue & Customs	101376	£399.50
(a) Canewdon Community Association & VH	101377	£220.00
(b) Auditing Solutions	101378	£258.00
(c) A & J Lighting Solutions	101379	£122.40
(d) RCCE	101380	£55.00
(e) PRE	101381	£29.00
(f) DSG Retail	direct debit	£11.00
(g) EDF Energy	direct debit	£342.03
(h)		

- (b) the bank reconciliation figures for June 2012 be approved and accepted;
- (c) the quarterly financial report be approved and accepted;
- (d) the internal audit report for 2011/12 be approved and adopted;
- (e) two signatories be authorised to sign the cheques during the recess period;
- (f) authority be delegated to the Clerk in consultation with the Chairman relating to any emergency action required during the recess period;
- (g) the Clerk be authorised to travel to Great Dunmow to discuss the Quality Status portfolio should it be required;
- (h) the grant application from Rochford District Community Archive be refused.

12/89

Allotments

Following a visit from Karen Kenny of the National Society of Allotment Leisure Gardeners, members considered various items relating to the allotments including security and capital equipment. Funding for the allotments was also considered.

A new drain cover had been installed and the Open Gardens were a huge success.

Further to minute 12/71, members discussed further action required as the tenants had not yet started cultivating their plots. A tenant of a full plot was only tending half of their full plot, in contradiction to their tenancy agreement.

Members extended their thanks to Cllrs. R. Kirton and C. Argent for their hard work at the allotments.

RESOLVED that

- (a) the Clerk investigate possible funding streams for the allotments;
- (b) should funding bids need to be submitted before the September meeting of the Parish Council, the Clerk in consultation with Cllrs. R. Kirton and L. Van Houten be authorised to submit a bid on the Parish Council's behalf;
- (c) the Clerk write to the Educational Trust to request that the Parish Council be given a 25 year lease to help secure funding;
- (d) a termination letter be sent to those tenants who have not tended their plots following a warning letter from the Parish Council;
- (e) a letter be sent to the tenant who is only tending half of their plot satisfactorily to advise further action will be taken if they did not comply with their tenancy agreement.

12/90 **Planning**

The minutes of the planning committee meeting held on 20th June 2012 were received along with the list of applications determined by the District Council during June 2012.

Members discussed whether to hold planning meetings during the recess period.

RESOLVED that

- (a) the minutes of the planning committee meeting held on 20th June 2012 be noted;
- (b) the list of applications determined by the District Council in June 2012 be noted;
- (c) delegated power be given to the Clerk in consultation with the Chairman and Vice Chairman to respond to planning applications during the recess period.

12/91 **Redevelopment of Althorne Way garage site**

Further to minute 12/41, members received a letter from Sanctuary Housing regarding two new homes at the site, draft plans had not been submitted to the Parish Council.

RESOLVED that the letter be noted.

12/92 **Policies**

Consideration was given to the draft Community Engagement Strategy.

RESOLVED that the Community Engagement Strategy be accepted and adopted.

12/93 **Skate Park**

Members received a letter from Cory Environmental Trust in Rochford advising that the grant application of £10,000 had been approved subject to confirmation from Entrust. The Clerk advised that a decision from Sport England regarding the grant application was awaited.

12/94 **Emergency Planning**

The plan was progressing, suggestions raised in the public session were to be included.

12/95 **Items to be added to next Agenda**

Travellers

12/96 **Future Parish Council meetings and events**

The next Parish Council Meeting will be held on Wednesday 5th September 2012 at 7.15pm in the Village Hall.

The next meeting of the planning committee will be held on Wednesday 17th July 2012 in the Trust House at 7.00pm, providing there are planning applications that need to be considered.

The meeting was closed at 8.30pm

Chairman's Signature

Dated

5th September 2012