

# CANEWDON PARISH COUNCIL



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## Minutes of the Parish Council Meeting held at Canewdon Village Hall on Wednesday 6<sup>th</sup> June 2012 at 7.15pm.

**Present:** 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: Two

### 12/57 Apologies for Absence

Apologies for absence were received from Cllrs. B. Wallace and N. Wallace.

**RESOLVED** that the apologies be accepted.

### 12/58 Minutes

**RESOLVED** that the minutes from the Annual Parish Council meeting held on 2<sup>nd</sup> May 2012 be approved as a correct record and signed by the Chairman of the meeting, Cllr. L. Van Houten.

### 12/59 Progress Report

11/190(a)(i) - The planning refusal had been appealed and therefore, no enforcement action will be undertaken until the appeal had been considered.

12/40 - The Clerk delivered letters to those who expressed an interest in the Parish Plan, one reply had been received declining to help prepare the plan.

12/42 - Five additional coins had been purchased by the Friends of Canewdon School to ensure all children in the school and preschool receive a commemorative coin.

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

### 12/60 Declaration of interests

Cllr. C. Argent declared a personal interest in item 12/71 as he was an allotment tenant;  
Cllr. J. Ince declared a personal interest in item 12/71 as he was an allotment tenant;  
Cllr. R. Kirton declared a personal interest in item 12/71 as he was an allotment tenant;  
Cllr. C. Nicol declared a personal interest in item 12/64(h) as she was a member of the Canewdon Community Association management committee;  
Cllr. E. Toleman declared a personal interest in item 12/71 as he was an allotment tenant;  
Cllr. J. Smith declared a personal interest in item 12/64(h) as she was a member of the Canewdon Community Association management committee;  
Cllr. J. Smith declared a personal interest in item 12/69 as she was a member of Canewdon Education Trust;  
Cllr. L. Van Houten declared a personal interest in item 12/69 as she was a member of Canewdon Education Trust.

### 12/61 Public participation session

The applicant of the planning application 12/00311/FUL provided his reasons for the alterations to his property.

A member of the public spoke regarding the lack of grasscutting being done within the village.

Further to Standing Order 32a, members agreed to change the order of business.

**12/66**      **Planning**

**RESOLVED** that

(a) the District Council be informed of the comments as set out below for the following application:-

Application No: 12/00311/FUL  
 Proposal: Rear single storey mono pitched roofed extension with three rooflights and front single storey extension with dual pitched hipped roof.  
 Location: 23 Village Green  
**No objections so long as neighbouring properties are not adversely affected by the proposal.**

**12/62**      **Discussion with Anthony Biebuyck regarding housing allocations in the parish**

Mr Biebuyck represented a developer who was interested in building 8 houses just East of Gardiners Lane. He enquired whether the Parish Council would work together with the developer towards the planning application.

**12/63**      **District Councillor's report**

No report was received and no apologies were received.

**12/64**      **Finance**

The list of payments due to be paid was received along with the bank reconciliation for May 2012.

Members considered sections 1 and 2 of the Annual Return for 2011/12. Members also considered the appointment of Littlejohn LLP as external auditor.

The insurance renewal from Zurich Insurance was considered.

A grant request was considered from the Rochford District Community Archive towards website maintenance and a donation request of £1600 was considered from Canewdon Community Association for works to the Village Hall roof.

**RESOLVED** that

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

Mrs K Holland	101366	£934.71
Acumen Wages	101367	£22.20
Rochford Printing Company	101368	£45.00
EALC	101369	£39.00
Neopost	101370	£16.79
Friends of Canewdon School	101371	£200.00
Mr R Kirton	101372	£9.60
DSG Retail	direct debit	£11.00
EDF Energy	direct debit	£341.59

(b) the bank reconciliation figures for May 2012 be approved and accepted;

(c) section 1 of the Annual Return for 2011/12 be approved;

(d) section 2 of the Annual Return for 2011/12 be approved;

(e) the appointment of Littlejohn LLP as external auditor for 5 years from 2012/13 be approved;

- (f) the insurance renewal of £1292.98 from Zurich Insurance be approved;
- (g) the grant request from Rochford District Community Archive be deferred to the next meeting of the Parish Council pending further information;
- (h) the donation request from Canewdon Community Association be declined as the Parish Council had not long commenced the start of the financial year.

#### 12/65 **Code of Conduct**

Following the abolition of Standards for England along with the mandatory Code of Conduct for members, District and County Authorities across Essex, Suffolk and Hertfordshire had agreed a revised code and standards regime that Parish and Town Councils could implement.

**RESOLVED** that the Parish Council resolves to adopt the same Code of Conduct as Rochford District Council, subject to amendments to be made by the District Council to take account of the provisions of forthcoming regulations relating to registration and disclosure of interests. The Code of Conduct to be effective from 1<sup>st</sup> July 2012 or such other date appointed by the Secretary of State for the provisions of Section 27 of the Localism Act 2011 to come into force.

#### 12/66 **Planning**

Following the discussion held earlier in the meeting, members considered the request from Mr Biebuyck.

The minutes from the planning committee meeting held on 16<sup>th</sup> May 2012 were received along with the application determined by the District Council in May 2012.

**RESOLVED** that

- (a) the minutes of the planning committee meeting held on 16<sup>th</sup> May 2012 be noted;
- (b) the list of applications determined by the District Council in May 2012 be noted;
- (c) the Parish Council abide by the sites put forward by Rochford District Council as part of the Core Strategy process and will not support the proposal from Mr Biebuyck's client.

#### 12/67 **Emergency Planning**

Members were presented with the second draft of the Emergency Plan. The Clerk advised that any information regarding vulnerable residents would need to be held by the Clerk to satisfy data protection requirements. The Parish Council would also need to ask for emergency wardens from the Community Association and the school.

Members agreed that the emergency planning exercise should be a tabletop exercise and should be undertaken once the Emergency Plan is at adoption stage.

**RESOLVED** that the Clerk contact the Community Association and School for emergency wardens to be included in the plan.

#### 12/68 **Consultation – Essex Flood Risk Management Strategy**

Members considered the consultation document.

**RESOLVED** that the Parish Council have no comments to make.

#### 12/69 **Canewdon Charities**

Following the resignation of one of the Parish Council nominated members of Canewdon Charities, members discussed who should become a new representative on the Trust.

**RESOLVED** that Cllr. C. Nicol be appointed onto the Canewdon Trust.

**12/70 Highways/Environment/Transport/Footpaths/Street Lights**

Further to minute 12/44(c), members considered the quotation from Earth Anchors to supply a commemorative bench along with the quotation to install the bench.

A mast transmitter and aerial had been erected adjacent to lamppost 8 in Lambourne Hall Road and subsequently, residents in Althorne Way were having difficulties using their mobile phones. The Clerk was investigating with the Highways Authority, however members were advised that the mast would not require planning permission as it is less than 15 metres high.

**RESOLVED** that the Parish Council purchase a commemorative bench from Earth Anchors at a cost of £559.96 and request G W Finch install the bench at a cost of £250.00.

**12/71 Allotments**

Three tenants who were not tending their plots, as specified in their tenancy agreement.

A visit had taken place from Karen Kenny of the National Society of Allotment Leisure Gardeners, further information would be presented to the next meeting of the Parish Council.

The allotments would be open as part of Canewdon Open Gardens on 10<sup>th</sup> June 2012 and a barbeque was planned for 17<sup>th</sup> June 2012.

**RESOLVED** that the Clerk write to the tenants who are not tending their plots satisfactorily to advise further action will be taken if they did not comply with their tenancy agreement.

**12/72 Notifications**

Members received a list of training sessions being held in Great Dunmow during June 2012 along with sessions being held by Rochford District Council.

The Clerk had completed the training on the General Power of Competence, members considered paying a fee to submit this module to update the Clerks qualification. Ashingdon Parish Council had agreed to pay half of the submission fee.

**RESOLVED** that the Parish Council pay half of the submission fee totalling £10.00.

**12/73 In house training from Joy Darby of the EALC**

The Clerk had contacted the EALC to arrange the session during August 2012.

**12/74 Items to be added to next Agenda**

None.

**12/75 Future Parish Council meetings and events**

The next Parish Council Meeting will be held on Wednesday 4<sup>th</sup> **JULY** 2012 at 7.15pm in the Village Hall.

The next meeting of the planning committee will be held on Wednesday 20<sup>th</sup> **JUNE** 2012 in the Trust House at 7.00pm, providing there are planning applications that need to be considered.

There will be a Councillor Surgery at 7.30pm on Wednesday 20<sup>th</sup> **JUNE** 2012 in the Trust House at 7.30pm. Members of the public are invited to come along and meet their local Councillors.

The meeting was closed at 9.00pm

Chairman's Signature

Dated

4<sup>th</sup> July 2012