

# CANEWDON PARISH COUNCIL



Clerk to the CPC: Mrs Kelly Holland  
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## Minutes of the Parish Council Meeting held at Canewdon Village Hall on Wednesday 2<sup>nd</sup> May 2012 at 7.15pm.

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

### 12/26 Election of Chairman

Cllr. N. Wallace was nominated to be Chairman of the Parish Council.

**RESOLVED** that Cllr. N. Wallace be elected as Chairman of Canewdon Parish Council for the ensuing municipal year

### 12/27 Chairman's Declaration of Acceptance of Office

Cllr. N. Wallace made the Declaration of Acceptance of Office as Chairman.

### 12/28 Election of Vice Chairman

Cllr. L. Van Houten was nominated to be Vice Chairman of the Parish Council.

**RESOLVED** that Cllr. L. Van Houten be elected as Vice Chairman of Canewdon Parish Council for the ensuing municipal year.

### 12/29 Apologies for Absence

Apologies for absence were received from Cllr. J. Ince.

**RESOLVED** that the apologies be accepted.

### 12/30 Minutes

**RESOLVED** that

- (a) the minutes from the Parish Council meeting held on 4<sup>th</sup> April 2012 be approved as a correct record and signed by the Chairman, Cllr. N. Wallace;
- (b) the minutes from the Annual Parish Meeting dated 18<sup>th</sup> April 2012 be noted;

### 12/31 Progress Report

12/14 – Steve Thomas advised that there was an incident at St Nicholas' Church during March, those identified were searched.

### 12/32 Declaration of interests

Cllr. C. Argent declared a personal interest in item 12/45 as he was an allotment tenant;

Cllr. R. Kirton declared a personal interest in item 12/45 as he was an allotment tenant;  
 Cllr. E. Toleman declared a personal interest in item 12/45 as he was an allotment tenant;  
 Cllr. J. Smith declared a personal interest in item 12/35(e) as she was related to one of those quoting,  
 and took no part in the discussion and vote of the item.

**12/33 Public participation session**

Some of the residents of Althorne Way raised concerns regarding the proposed development of the garage site in Althorne Way, including noise, car parking and lack of information from Sanctuary Housing.

**12/34 District Councillor's report**

No report was received and no apologies were received.

**12/35 Finance**

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

Members considered quotations for a 50kg salt spreader and two snow shovels along with quotations to print the annual report for 2011/12. Members also discussed distributing the report.

**RESOLVED** that

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

Mrs K Holland	101360	£870.25
Acumen Wages	101361	£52.20
A & J Lighting Solutions	101362	£167.70
Neopost Ltd	101363	£143.98
T Cottis	101364	£197.00
Aerial Contractors Southern	101365	£290.56
DSG Retail	direct debit	£11.00
EDF Energy	direct debit	£341.59

- (b) the bank reconciliation figures for April 2012 be approved and accepted;
- (c) the financial year end 2011/12 carried forward figure of £27,529 be approved;
- (d) the Chairman investigate salt spreaders and bring his findings to the next meeting of the Parish Council;
- (e) Rochford Printing Company be instructed to print 550 copies of the Annual Report for 2011/12 at a cost of £45.00;
- (f) members of the Parish Council distribute the Annual Report to all residents of the parish.

**12/36 Meeting Schedule**

Members received the list of meetings for 2012/13. It was proposed that the Annual Parish meeting be held on 17<sup>th</sup> April 2013 and the precept meeting be held after the planning meeting on 21<sup>st</sup> November 2012.

Members suggested that Hilary Hunter from the Wallasea Wetlands Project be the guest speaker at the next Annual Parish Meeting.

**RESOLVED** that

- (a) the meeting schedule for 2012/13 be approved;

- (b) the precept meeting be held after the planning meeting on 21<sup>st</sup> November 2012;
- (c) the Annual Parish Meeting be held on 17<sup>th</sup> April 2013.

#### 12/37 **Committees and Outside bodies**

Members considered the appointment to committees and outside bodies.

**RESOLVED** that

- (a) Cllrs. N. Wallace, L. Van Houten, J. Smith, R. Kirton and J. Ince be appointed to the planning committee;
- (b) Cllrs. N. Wallace and L. Van Houten be appointed to the personnel committee;
- (c) the following members be appointed to the following outside bodies:
  - (i) CCA Representative – Cllr. J. Smith
  - (ii) Village Hall Rebuild Committee – Cllr. N. Wallace
  - (iii) Transport Representative – Cllr. J. Smith;
  - (iv) RHALC Representative – Cllr. L. Van Houten;
  - (v) Rochford Old Peoples Welfare Committee – Cllr. J. Smith advised that Mrs Bromiley attended and passed information onto Cllr. J. Smith;
  - (vi) Footpath Representative – Chris Burgess
  - (vii) Allotment Gardens Representatives – Cllrs. R. Kirton, C. Argent and E. Toleman;
  - (viii) East Community Forum (formerly the East Area Committee) – Cllr. N. Wallace (Cllr. L. Van Houten as substitute);
  - (ix) Neighbourhood Action Panel – Cllr. N. Wallace.
- (d) the Clerk be authorised to attend meetings of the Rochford Hundred Association of Local Councils;

#### 12/38 **Parish Council Policies**

Members reviewed the Parish Council policies to confirm that they were still relevant.

**RESOLVED** that

- (a) the Standing Orders be approved;
- (b) the Financial Regulations be approved;
- (c) the Complaints Procedure be approved;
- (d) the Risk Assessment register be approved.

#### 12/39 **Planning**

**RESOLVED** that

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

Application No: 12/00203/FUL  
 Proposal: Erection of barn for straw storage.  
 Location: New Hall, Lambourne Hall Road

**No objections**

- (b) the list of applications determined by the District Council in April 2012 be noted.

#### 12/40 **Community Led Planning**

Following the presentation at the Annual Parish meeting from Sarah Sapsford, members considered whether to progress a community led plan.

**RESOLVED** that

- (a) the Parish Council progress a Parish Plan;
- (b) the Clerk contact those residents who had shown an interest in the Parish Plan for confirmation of their support;
- (c) Cllr. L. Van Houten be the Parish Council representative on the Parish Plan Group.

**12/41 Althorne Way Garage Site**

Draft proposals from Sanctuary Housing for three affordable houses on the garage site in Althorne Way were considered.

**RESOLVED** that the Parish Council have the following comment to make to Sanctuary Housing:

*"Members believed that there were too many properties being considered for the site and suggested decreasing the proposals to two plots. The access drive to plot 3 is too close to the neighbouring number 9 Althorne Way, as is the proposed building itself. Neighbours to the site have advised the Parish Council that they were not consulted regarding the erection of the large fence, members felt that this had been handled unprofessionally. Concerns have also been raised regarding noise and subsequent car parking for existing residents".*

**12/42 Diamond Jubilee Memorabilia**

Further to minute 12/10, Friends of Canewdon School confirmed that they had purchased 150 coins with cases at a cost of £366.60, however the Clerk has been advised that there are 155 children in the school and preschool.

**RESOLVED** that the Parish Council donate £200.00 towards the commemorative coins and request that 5 additional coins are purchased to make up the shortfall.

**12/43 Emergency Planning**

The working group are in contact with a resident who has experience in Emergency Planning and has offered his services. Further information regarding the rest centres was awaited.

There was uncertainty as to whether the Parish Council would need to arrange an emergency planning exercise in the parish, clarification was needed.

**RESOLVED** that

- (a) the Emergency Plan be deferred to the next meeting of the Parish Council pending further information;
- (b) the emergency planning exercise be deferred to the next meeting of the Parish Council.

**12/44 Highways/Environment/Transport/Footpaths/Street Lights**

Members received a list of faulty street lights reported in April 2012 along with an email from Hilary Hunter from the RSPB regarding a site visit.

Work needed to the Parish Council owned assets was identified and further to minute 12/12(d), members gave feedback on the bench sited in Ashingdon.

Cllr. J. Smith gave an update on the County Transport meeting held on 17<sup>th</sup> April 2012. Bus routes may be affected during the summer holidays whilst work is undertaken to Sutton Bridge in Sutton Road. Local bus companies were concerned that due to a cut in government subsidy with regard to concessionary funding, there could be a withdrawal of rural services.

**RESOLVED** that

- (a) the list of faulty street lights reported in April 2012 be noted;

- (b) quotations be sought to paint the village stocks and the bus shelter at Loftmans Corner;
- (c) the Clerk obtain a quotation for the bench sited in front of Ashingdon Primary Academy to include engraving;
- (d) the Clerk arrange a mutually convenient time for members to have a site visit at the RSPB site in Wallasea;
- (e) the information from the County Transport meeting be noted.

**12/45 Allotments**

Following a site visit, members considered the steel entry gates, security, water stop cock and communication to tenants.

Permission had been sought from the Educational Trust to hold an informal barbeque for tenants along with opening the allotment gardens for the Canewdon Open Gardens.

**RESOLVED** that

- (a) the Clerk contact Karen Kenny at the National Society of Allotment Leisure Gardens to arrange a site visit to the allotments to prioritise the issues raised;
- (b) the Clerk contact neighbouring parishes to clarify their situation regarding security at the allotments;
- (c) the Clerk contact Essex and Suffolk and request that the rusty manhole cover is replaced;
- (d) Cllr. R. Kirton will refurbish the allotment notice board;
- (e) a local farmer may have a gate that can be purchased for the allotments;
- (f) the following condition be added to the tenancy agreements with effect from 2013:  
*"That the Parish will only offer one free plot per year to each parishioner of retirement age, all other plots requested by said parishioner will be charged at the current full rates"*
- (g) the Parish Council agree to the allotment barbeque and opening for the Open Gardens event.

**12/46 Crime update**

No report was received.

**12/47 Items to be added to next Agenda**

None.

**12/48 Future Parish Council meetings and events**

The next Parish Council Meeting will be held on Wednesday 6<sup>th</sup> **JUNE** 2012 at 7.15pm in the Village Hall.

The next meeting of the planning committee will be held on Wednesday 16<sup>th</sup> **MAY** 2012 in the Trust House at 7.00pm, providing there are planning applications that need to be considered.

**12/49 Exclusion of the press and public**

**RESOLVED** that the press and public be excluded from the remainder of the meeting due to confidential business. (Public Bodies (Admissions to Meetings) Act 1960, s 1 (2)).

**12/50 Allotment dispute**

Members considered the letter regarding the allotment dispute.

**RESOLVED** that the previous tenant be advised the alternative plot was not suitable for cultivation.

The meeting was closed at 9.10pm

Chairman's Signature

Dated

6<sup>th</sup> June 2012