

**Moreton, Bobbingworth and the Lavers Parish Council**

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**MINUTES**

**Meeting:** Parish Council

**Date:** 14<sup>th</sup> January 2020

**Time:** 7.30 PM

**Venue:** Moreton Village Hall

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**PRESENT:**

**Councillors (11):** J Devereux (Chairman), John Collins, D Hannis  
R Padfield, R Radbourne, Robert Schwier, Tom Schwier, P Stephens

**Also in Attendance (2) :** Cllr Ian Hadley (EFDC)  
Julia Milovanovic – Parish Clerk

**Members of the Public: (0)**  
**Members of the Press (0)**

**C. 868 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Busch, Cllr Chiverrell, Cllr Cooper, Cllr Foulser, Cllr Silk and County Cllr Maggie McEwen.

**C.869 OTHER ABSENCES**

Cllr Jim Collins

**C.870 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**C.871 CONFIRMATION OF MINUTES**

The Minutes of the Parish Council meeting held on 14<sup>th</sup> November 2019 were agreed. This was PROPOSED by Cllr John Collins and SECONDED by Cllr Padfield.

It was pointed out by Cllr John Collins that in the Agenda under item 10. Grants to Churchyards and Bobbingworth Clock, it referred to Cllr Collins and should be Cllr John Collins. This was duly noted and the file copy of the Agenda would be amended

**C.872 PARISHIONERS' FORUM**

There were no questions from members of the public.

## C.873 REPORTS

- a) **Bobbingworth Nature Reserve** – The Clerk advised that she had approached EFDC for an update, which to date had not been received, As soon as any information was made available the Clerk would circulate it to all Councillors

b) **District / County Councillor Reports**

District Councillor Ian Hadley reported as follows:

- i) Cllr Richard Morgan had been awarded an MBE for his contribution to Epping Forest District Council and the community.

Cllr Padfield PROPOSED and Cllr Radbourne SECONDED the proposal that the Council write to Cllr Morgan offering their congratulations. This was AGREED.

- ii) EFDC had declared a climate emergency and was in process of appointing a Climate Change Officer. As Colchester Council already had a Climate Change Officer in place EFDC was taking advice from Colchester on this matter.
- iii) There had been floods in Moreton and Fyfield prior to Christmas and Cllr Hadley advised that EFDC had a specific page on their website giving details of what action to take in a flood
- iv) No further planning applications had been received in relation to the Nags Head.

In this regard Councillors discussed the current condition of the Nags Head and thanked Cllr Cooper for contacting Greene King in relation to the rubbish in the car park. It was also AGREED that a letter should be sent to Greene King regarding the condition of the pub.

c) **Parish Councillor Reports:**

SSE – As Cllr Foulser was unable to attend the meeting the Clerk would circulate a copy of the presentation which was given at the most recent meeting with the Minutes.

- d) **Neighbourhood Watch update** – the Clerk had e-mailed Julie Pamerter, the Neighbourhood Watch Co-ordinator to the meeting, as she had received no response she had also tried to contact her by telephone but to no avail. The Clerk had subsequently contacted Tracey Graham, of Neighbourhood Watch to ascertain what the current position was.

## C.874 HIGHWAYS

a) **Speed, parking and congestion survey Church Road, Moreton**

Details of the survey as per the Agenda were NOTED.

b) **Request for speed restriction on Watery Lane and through Little Laver**

The request for a speed restriction to be introduced in the above area which was received via County Councillor, Maggie McEwen was AGREED. PROPOSED Cllr John Collins, SECONDED Cllr Hannis.

Discussion then ensued about the constant problem of speeding in the narrow lanes in the Parish and the Clerk would make enquiries to ascertain the cost of a portable solar flashing speed sign for the next meeting.

## **C.875 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

### **i) Transport Meeting**

The Clerk advised that the next meeting was on 10<sup>th</sup> March 2020 and Councillors agreed that she should attend.

### **ii) Communication difficulties with Essex Police**

The Clerk had been in contact with Essex Police and the Police and Crime Commissioner regarding the lack of community engagement. As a result of this the Area Commander has agreed that a speaker will be supplied to the Annual Meeting in May, and the Clerk had also been advised that our Community Police Officer was now Matthew Edwards. This change had taken place over a year ago but had not been conveyed.

### **iii) Invitation for the Clerk to attend a Police Engagement Meeting**

As a direct result of ii) above the Clerk had been invited to attend a Police Engagement Meeting on 22<sup>nd</sup> January.

### **iv) Victim Support**

Victim Support were running a volunteer recruitment drive. The Clerk would put details on the website and Notice Boards.

### **v) Clerks' Networking event**

The Clerk would be attending the above event on 23<sup>rd</sup> January.

### **vi) Unauthorised encampment briefing – 5<sup>th</sup> February**

It was agreed that the Clerk should attend this event.

### **vii) Sandbags and flooding**

The Clerk referred to an e-mail which had been circulated to all Councillors from EFDC regarding the purchase of sandbags.

It was agreed that although there had been flooding in the Parish prior to Christmas that sandbags should not be purchased, one of the issues being storage.

## **C.876 TRAINING FOR COUNCILLORS**

The Training session will be held on 16<sup>th</sup> March 2020 at 7.15 pm in Moreton Village Hall. The evening will be split into two sessions, one covering Code of Conduct Training and the other Planning.

It was AGREED that the Clerk should initially approach the smaller neighbouring Parish Councils (Fyfield, Willingale, Matching and the Rodings) to attend at a cost of £50 per delegate, any remaining places would then be offered to other Parish Councils via EFDC. It was further AGREED to restrict the delegates to a maximum of 25. PROPOSED Cllr Hannis. SECONDED Cllr Radbourne.

### **C.877 GRANTS TO CHURCHYARDS AND BOBBINGWORTH CLOCK**

Cllr John Collins and the Clerk were due to attend a meeting on 15<sup>th</sup> January with representatives of Bobbingworth PCC, FOSM and the Rev Christine Hawkins to discuss the issue of Bobbingworth PCC either setting up their own Friends of Group or merging with St Marys.

### **C.878 V E DAY COMMEMORATION**

The Clerk briefly explained the proposals for the VE day celebrations as per the Agenda and was due to attend a meeting on 21<sup>st</sup> January. The following would be attending the meeting: a representative of the Scouts, the Head of Moreton Primary School, a representative from the Bell Ringers, Reverend. Christine Hawkins, Cllr Cooper, and Cllr Chiverrell.

It was AGREED that the Parish Council would provide a grant of £1,000 subject to match funding. Further that although the Parish Council fully supported the event it was not the organiser. PROPOSED Cllr Padfield. SECONDED Cllr Collins.

### **C.879 TELEPHONE KIOSKS**

The light fittings had now been replaced and the electrics checked in all kiosks at a cost of £100.

The Clerk advised that there is also a broken pane of glass in the Bobbingworth Kiosk. Following enquiries to local glaziers it is not as straightforward as just replacing the glass as a small frame has to be purchased to hold the glass in place. The Clerk had now ordered this but it was up to 28 days delivery. As soon as it was received the Clerk would instruct the glazier to undertake the repairs.

Cllr Padfield pointed out that there is nothing on the phone kiosks to indicate that they were now owned by the Parish Council. It was AGREED that the Clerk would put a laminated notice up in each phone box together which would include the Clerk's contact details. In the Bobbingworth kiosk it would also state that when the salt runs low please contact the Clerk.

### **C.880 PERMANENT CHRISTMAS TREE**

The Chairman would liaise with Cllr Hannis regarding purchasing a Picea Pungens (Blue Colorado Spruce). Arrangements would then be made with Cllr Radbourne and Cllr Robert Schwier to plant the tree. Colin Thompson would also be invited to be present when the tree is planted.

It was pointed out that the permanent tree would take some years to mature and it was agreed that in the interim period lights should be stretched from a scaffold pole to form a "Christmas light tree". Some of the light strings on the current lights needed attention and it was AGREED that it would be more cost effective to purchase new led lights than to repair the existing set. PROPOSED by Cllr Radbourne. SECONDED Cllr Stevens The Clerk would report back to the next meeting with quotations for 10m strings of lights.

The current socket, which is set in the grass, was full of water when the lights were connected prior to Christmas. The Clerk was asked to contact Matt Wallace for a quote to put in a waterproof socket on the wall.

### **C.881 PARISH COUNCIL WEBSITE**

The Clerk and Councillor Hannis are currently working on this and the test site should be available for Councillors to access towards the end of February. The Clerk will not purchase the premium (no advertisements) version until shortly before the website goes live at the end of March.

It was AGREED that details of the new website should be advertised in the March editions of the Parish Magazines. PROPOSED Cllr Radbourne. SECONDED Cllr Stevens.

### **C.882 WELCOME PACK FOR NEW RESIDENTS E-VERSION AND HARD COPY**

The list of Clubs and Societies prepared by Cllr Hannis was considered to be very comprehensive.

It was AGREED that the Welcome Pack should be advertised in the Parish Magazines at the same time as the website. PROPOSED Cllr Stevens. SECONDED Cllr John Collins

### **C.883 POLICIES**

The policies listed below were APPROVED. PROPOSED Cllr Radbourne. SECONDED Cllr Stevens.

Equality and Diversity  
Bullying and Harassment  
Grievance  
Disciplinary

### **C.884 STATEMENT OF INTERNAL CONTROL**

The format of the draft Annual Statement of Internal Control was APPROVED. PROPOSED Cllr Radbourne. SECONDED Cllr Stevens.

### **C. 885 PLAY IN THE PARK**

It was AGREED that the Parish Council would sponsor two Play in the Park sessions during 2020. PROPOSED Cllr Hannis. SECONDED Cllr Collins.

In view of the problems with the snakes in 2019 as a result of EFDC failing to cut the grass the Clerk would contact EFDC the week prior to the sessions to ensure that the grass was cut.

### **C. 886 PLANNING**

1. The planning applications as per the Agenda which have been responded to by way of the Clerks delegated powers following e-mail consultation with Councillors were NOTED.
2. The planning decisions as per the AGENDA were noted.
3. Cllr Radbourne expressed concern that there was not always a full e-mail discussion of applications as some Councillors either did not copy everyone in or

failed to respond at all. The Clerk said that she would remind Councillors to copy their responses to all.

### C. 887 Financial Matters

- i) It was NOTED that the Clerk's salary for November was £542.49 as it included 4 hours overtime.
- ii) The Clerk advised that the amount for the Clerk's expenses in the Agenda was incorrect. The correct amount was £177.07 as it should have included ink cartridges and folders totalling £32.00, postage from 1.7.19-6.1.20 totalling £19.07 and heating for the village hall at Moreton for the Parish Council and Parish Open meetings in November.

The payments below were APPROVED.

- iii) To **APPROVE** the following payments detailed below, and **NOTE** the current status in terms of Income, Expenditure and account balances.

Payment Number/method	To	For	Amount
BACS	Julia Milovanovic	Clerk Salary Jan/Feb 2019	<b>£486.37 x 2 = £972.74</b>
BACS	Julia Milovanovic	Christmas tree reimbursement	<b>£89.99</b>
BACS	EFDC	2019 Play in the Park	<b>£170.00</b>
BACS	Stop Stansted Expansion	Annual Subscription	<b>£10.00</b>
BACS	RCCE	Annual Subscription	<b>£72.60</b>
BACS	Julia Milovanovic	Reimbursement of wine/food for Open Parish Meeting	<b>£110.99</b>
BACS	Julia Milovanovic	Home Office expenses : 4 Jan – 7 Mar = £100 Mileage = £18 Printing ink/folders = £32 6/12 postage = £19.07 Hall heating = £8.00	<b>£177.07</b>
BACS	Moneysoft	Annual Subscription for payroll software	<b>£86.40</b>
BACS	Information Commissioner	Annual Fee	<b>£40</b>

- iv) Councillors NOTED that the Clerk would cross charge 17 hours of her time to the Neighbourhood Plan as discussed at the November 2019 meeting. and that the remaining earmarked amount of £101.98 would be returned to general reserves at the end of this financial year.
- v) The Bank Reconciliation as per the Agenda was NOTED.

vi) **VAT.**

Councillors **NOTED** that a VAT reclaim covering the period 2016-2019 totalling £1362.70 had now been submitted to HMRC.

Discussion then ensued regarding the Parish Council accounts for the period 2012-2018 which had still not been handed over by the previous Parish Clerk.

It was agreed that the Clerk would contact her once more and emphasise that the Parish Council were concerned that they were still being withheld. If after this, they were still not forthcoming, the Chairman would formally write to her.

It was also **AGREED** that once the accounts for this period were in the Council's possession that they should be re-audited by the Council's internal auditor (Ann Wood). **PROPOSED** Cllr Padfield. **SECONDED** Cllr Radbourne.

**C.888 BUDGET 2020**

The Clerk advised that she had inadvertently missed off £2,000 in earmarked funds for the Nags Head legal advice/expenses.

The budget was **APPROVED**, subject to the amendments below. **PROPOSED** Cllr Robert Schwier, **SECONDED** Cllr Padfield,

*Xmas tree/Open Parish meeting increased to £600 to pay for new Christmas lights*

*VE Day celebrations reduced to £1,000*

*Sandbags reduced to £0. See C.875 above.*

A copy of the revised budget as approved for 2021/21 is below:

	BUDGET 19/20	EXPECTED FINAL	BUDGET 20/21
Clerks Salary	5836.00	6159.11	6130
Home Office	520.00	520.00	520
Photocopying	100.00	115.68	100
Mileage	150.00	164.00	160
Insurance	350.00	334.00	350
Grants	3000.00	3000.00	3000
Elections	100.00	0.00	100
Postage and stationery	100.00	200.00	200
General Admin (previously Miscellaneous)	450.00	1323.00	450
Subscriptions EALC/NALC	375.00	445.00	400
Audit	200.00	125.00	130
Xmas Tree/Open Parish Event	375.00	200.98	600
Village Hall Hire	275.00	270	280
Miscellaneous/other	200.00	224.00	225
Donation CPRE	40.00	0.00	0
Donation RCCE	75.00	0.00	0
Information Commissioner Fee	45.00	40.00	45

Bobbingworth Clock Maintenance	150.00	0.00	0
Bank Charges	30.00	36.00	40
Software Subscriptions Moneysoft/Office 365	150.00	100.00	150
Clerk/Councillor Training	1200.00	1400.00	1500
General Parish expenses	3000.00	0.00	1000
WW2 Event	0.00	0	1000
Village Hall Maintenance	0.00	0	
	<b>16721.00</b>	<b>23254</b>	<b>16380</b>

#### Specific Earmarked reserves 2020/21

NP	2000.00		0
NP Grants	1324.04	1222.04	0
Elections	500.00		500
Asset Maintenance	1000.00	100	1000
Bobbingworth Clock	0		200
Nags Head Legal/Planning Expenses	10000.00	9163	2000
<b>TOTALS</b>	<b>4824.04</b>	<b>1322.04</b>	<b>3700</b>

#### C.889 PRECEPT

The Clerk advised that for the 2020/21 Financial Year the Parish Council precept remained uncapped.

Cllr John Collins pointed out that circa half of the budget for 2019/20 had been spent on the Nags Head legal costs.

After discussion it was AGREED to set a precept increase of 5%. PROPOSED Cllr Stevens, SECONDED Cllr John Collins.

#### C.890 Date of Next Meeting

The date of the next meeting will be Tuesday, 10 March 2020 at 7.30 pm in Moreton Village Hall,

DRAFT