

**East Donyland Parish Council**  
Full Parish Council Meeting – 8<sup>th</sup> December 2016  
St Lawrence’s School, Rectory Road, Rowhedge starting 7.00pm.  
**MINUTES**

**Present:** Cllrs Phil George, Richard Helliwell, Anna Appleyard, Peter Case, Doug Clay, Nina Crouchman, Tony Pullon, John Rowland; Clerk – Nicki Matthews and 6 members of the public.

The Chairman, Cllr Phil George, opened the meeting at 7pm.

**134/16 To receive and accept apologies and to note absences:** Apologies received from County Cllr Bentley, and Ward Cllrs Lilley, Scordis & Fox.

**135/16 To minute pecuniary & non-pecuniary interests of members relating to items on the agenda:** NC, DC & RH – pecuniary 141/16 & 147/16.

**136/16 To approve the minutes of the meeting held on 10<sup>th</sup> November 2016:** The minutes were proposed as correct by PG, 2<sup>nd</sup> JR – all who had been present agreed; minutes approved.

**137/16 Have your say! The Chairman will close the meeting for a max.15 minutes to ask members of the public to speak on any matters relevant to parish business:**

The following issues and questions were raised:

- Archie Howie expressed grateful thanks to the parish council, ward councillors and residents of Rowhedge for all their efforts and support in objecting to the development of Battleswick Farm.
- Lamp on the recreation ground not working? Advised it has been reported, ECC are aware.
- Can a welcome pack be put together for new wharf houses? Advised on action list to be progressed.
- Lights in tree – thanks to council for these and all the hard work this year.
- Is the litter bin that was removed from the rec being replaced? Advised that 4 smaller bins have been replaced with 3 larger bins.
- Could speed humps be introduced on the High St? Advised that the campaign for a 20mph is ongoing, this may be something to revisit if that is not successful.
- Shipyard Corner boat – Graham Oakley now has a dry work space to use for carrying out the repairs needed, and is progressing well. PG noted the council’s thanks to Graham for his efforts.

**138/16 To receive and note reports from**

- i) County Councillor, Kevin Bentley – no report
- ii) CBC Councillors Mike Lilley, Adam Fox & Lee Scordis: - no report
- iii) Clerk – noted.
- iv) Village Bus Representative – Elizabeth Trellis: no report.
- v) Rowhedge Residents’ Association – Trisha Curran: no report.

**139/16 To agree the payments list already checked by Cllrs Clay & Crouchman:** PG proposed the payments to be correct, 2<sup>nd</sup> TP all agreed. *Action – the Clerk.*

**140/16 To note the draft minutes from the Finance & Personnel Committee 23<sup>rd</sup> November and any proposals/recommendations arising:** Noted

- i) **Recommendation to approve the Financial Regulations and Staff Handbook presented in item 143/16 ii) and iv):** TP advised that the recommended changes to the Financial Regulations will assist the council in the future with major projects.

**141/16 To consider the draft objection received from GovResources, prepared as response to Planning Application 162716, and agree the parish council’s final response to the application:**

RH noted that it was a well drafted document, but questioned the accuracy of the statement regarding the 5 year housing supply as CBC have advised there is one in place. Cllrs Helliwell, Clay and

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Crouchman then left the room. PG proposed that the council approves and submits the objection, pending two changes to be finalised by the consultant:

- i) Correction of the statement regarding the 5 year land supply as noted.
- ii) Removal of the statement regarding EDPC’s view on the possible development of the business park.

JR 2<sup>nd</sup> – all agreed. RH, DC & NC rejoined the meeting. *Action – the Clerk*

**142/16 To consider the options available to the parish council for progressing the village plan and agree the way forward:** Councillors discussed the three identified options, to produce either an action plan, parish plan or neighbourhood plan. They noted that:

- A neighbourhood plan must be a plan for growth, and accept proposed developments, which is contrary to the council’s agreed viewpoint.
  - The RCCE can provide resource to help with production of a parish plan but not development of content.
  - The council has several potential projects to focus on at present, which limits the available resources.
- RH proposed that the council produce an action plan as detailed in option one of the report, but agree a max £1700 expenditure to enable the council to develop a full parish plan if it is considered appropriate once the action plan is in place; PG 2<sup>nd</sup> – all agreed. *Action – the Clerk*

**143/16 To review the following documents (circulated electronically) as part of the annual policy and procedure review process:**

- i) Standing Orders – no amendments proposed:
- ii) Financial Regulations – proposed amendments to sections 1.6 and 11.1 in line with NALC guidance:
- iii) Health & Safety Policy – no amendments proposed:
- iv) Staff Handbook – no amendments proposed:
- v) Use of EDPC Land for Events Policy – no amendments proposed:
- vi) Freedom of Information Policy – no amendments proposed:
- vii) Complaints Procedure – no amendments proposed:
- viii) Publication Scheme & Information Published by EDPC – updated for accuracy:
- ix) Code of Conduct – no amendments proposed:
- x) Data Protection & Information Security Policy – no amendments proposed:
- xi) Document Retention Policy – no amendments proposed:

TP proposed these all be approved including recommended amendments; RH 2<sup>nd</sup> – all agreed. *Action – the Clerk.*

**144/16 To receive a proposal from Cllr Pullon to install new slimline seats in the two bus shelters on Rectory Road at a maximum cost of £500 each, and to apply to Essex Highways for new shelters with seats to be installed at the Head St and Rowhedge Rd stops:** Councillors discussed the benefits of installing seats / shelters at each stop, with views expressed questioning the need for a shelter on the Rowhedge Road stop. It was noted that the shelter at the Head St stop is likely to be replaced as part of the S106 contribution to public transport from the Bloor wharf development. TP proposed that the council install seats at the two shelters on Rectory Rd at a max total cost of £1,000; AA 2<sup>nd</sup> – all agreed. *Action – Asst Clerk.* TP proposed the council apply to Essex Highways for new shelters at the Head St & Rowhedge Rd stops; not seconded.

**145/16 To receive a proposal from Cllr Pullon that in view of comments from the Football Club about dog fouling, and recent reports of out of control dogs off the lead on the Recreation Ground, the council discuss measures that can be taken to address this situation, including**

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**allocating funds for enforcement activity:** TP reported three off-lead dog incidents that have occurred at the rec in the last six months which he is aware of. There is a bye law in place which makes having your dog off the lead on the rec illegal. Dog fouling is an ongoing issue - RJFC are having to regularly clear the pitches, and it appears to be increasing in line with an increase in the number of dogs in Rowhedge. The council is waiting for more information from CBC regarding enforcement of their new PSPO on dog control, and TP elected to withdraw his proposal pending receipt of this information; to be referred to the next council meeting. This will also enable more research into other possible options to address this problem. *Action – the Clerk*

**146/16 To deal with matters arising from the previous Council minutes not dealt with elsewhere in this agenda (refer attached Action List):** No matters arising, action list noted.

**147/16 To discuss planning applications and note decision papers as listed:**

- i) Planning application 162716, land west of Rowhedge Rd; outline planning permission for up to 80 residential dwellings – objection considered and agreed under item 141/16 above. *Action – the Clerk***

The meeting closed at 7.42pm

Agreed as a true record.

Signed: ..... Date: .....

Chairman