

East Donyland Parish Council
Full Parish Council Meeting – 10th March 2016
St Lawrence's School, Rectory Road, Rowhedge starting 7.00pm.
MINUTES

The Chairman opened the meeting at 7pm. He reminded everyone present of the upcoming parish elections, to be held on May 5th, and the parish assembly which will take place on April 28th.

Present: Cllrs Tony Pullon (Chair), Phil George (Vice-Chair), Peter Case, Doug Clay, Nina Crouchman, Richard Helliwell, Gordon Malcolm, John Rowland; Ward Councillor Mike Lilley; Clerk – Nicki Matthews and 11 members of the public.

204/15 To receive and accept apologies and to note absences:

Apologies were received from Cllr Nelly Randall and County Cllr Kevin Bentley.

205/15 To minute disclosable, pecuniary & non-pecuniary interests of members:

RH – pecuniary 212/15, non-pecuniary 219/15; PG – pecuniary 221/15 ii) & iv); TP – non-pecuniary 221/15 ii) & iv); GM – pecuniary 219/15; DC – non-pecuniary 213/15 & 219/15; NC – non-pecuniary 221/15 iii)

206/15 To approve the minutes of the meeting held on 11th February 2016:

Proposed RH, 2nd JR – all agreed; minutes approved.

207/15 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 points and questions were raised:

- Love Rowhedge - thanks were given to the council and clerks for arranging the successful community action morning on Saturday 5th March. T Curran requested that a similar event be organised later in the year, in partnership with the Rowhedge Residents Association.
- Waste Consultation – thanks were given to the council for circulating details of this, and residents urged to take part as it will affect refuse collection for Rowhedge.
- Item 211/15 – S Allen noted that she has a list of further assets for potential nomination, which she will send to the Clerk.
- Item 216/15 – the Heath Road site may be too close to the road for families to use a picnic bench. Should decisions on further seating on Lion Quay be postponed pending the Village Plan outcome?
- Item 217/15 – which 2 months are proposed for the temporary mooring of the tug? Concern was raised that it shouldn't clash with busy times, and that it would occupy most of the available space on Lion Quay, preventing other moorings. Also, what charge if any is proposed for this mooring? It may be hard to enforce removal of the tug at the end of the period should the permanent mooring not be ready. It could prove a liability for EDPC as the RMA only has the authority to grant moorings for leisure craft. Similar tugs elsewhere have not proved commercially viable.
- Hard silt clearance – D Slavinskis offered his apologies for not being able to attend. TP noted that a further date will be set, once the new pump has been purchased.
- High St footpath – where needles have fallen from the tree in the 3 Crowns garden, the path is slippery; please could they be removed. JR volunteered to clear these on Fri 11th March. *Action – JR.*
- Phone box – this has still not been repaired and has now been vandalised again; it is completely unusable. The Clerk to report to BT again. *Action – the Clerk.*

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208/15 To receive and note reports from:

- i) County Councillor, Kevin Bentley: apologies received, no report
- ii) CBC Councillor, Mike Lilley:
 - Tree at 3 Crowns property – there was planning permission sought for removal of this tree a few years ago. ML will follow this up to see if it can be removed; communications with the owner have proved difficult to achieve so it may need to be cut down independently by CBC and re-charged.
 - Wharf site – there has been further flooding recently but work is now ongoing with a trench being dug to link the site drainage directly to the river. Bloor are still waiting for Anglian Water to respond. There is ongoing concern about the ponds onsite which are filling from the springs; the planning department have confirmed that they won't sign off the recent application until they are satisfied that the issues have been fully addressed. There has been concern regarding drainage into the river during high tides, but the drainage pipes for the development will run to the top of the road as a back-up option for this eventuality.
 - Fingringhoe Road – construction lorries have been crossing the central white lines with reports of near misses occurring. The drivers have reported that it's due to overgrown vegetation, and it has been reported to Highways, but they have referred the problem back to the developers, saying that the drivers need to take more care.
 - Tollgate planning application – ML has received critical feedback regarding CBC's decision to turn this down; however, he believes it goes against the Local Plan. The plan is needed to protect the borough and if this decision is overturned it could set a dangerous precedent, which may affect Rowhedge in the future, e.g. the Battleswick site.
 - Item 21/15; bus turning circle – the residents group has now met with Bloor Homes about this, and they have agreed to do the work and bear the costs for it. They still need the application to go into the LHP for approval, and hope the parish council will support it.
 - ML also added his congratulations to the council on the community action morning.
- iii) The Clerk:
 - NM noted that during March she will be available to assist any potential candidates complete their nomination forms, which need to be hand delivered to CBC during the first week in April. She is also able to arrange to deliver forms on behalf of others if needed. All forms are available on the website. TP noted that in order for the council to gain quality status it needs to meet two criteria. The Clerk must be CiLCA trained (NM is in the process of working towards this), and two thirds of the council seats need to be held by councillors who have been elected rather than co-opted. This means the council needs to have at least 6 candidates to stand for election if they want to be able to achieve quality status. The council has done a lot work to put robust policies and procedures in place to support councillors in their role and work.
- iv) Village Bus Representative – Elizabeth Trellis was absent, but the following points were raised by others present:
 - The Queen St roadworks planned to start on 14th March for 8 weeks may block the road at times and therefore affect the 66 bus service, but no information on this has been made available by First Bus. NM to investigate and circulate information. *Action – the Clerk.*
 - Recent delays to the service have been due to roadworks in West Bergholt.
- v) Latest EDCA meeting – Cllr Clay: meeting has not been held yet.
- vi) Rowhedge Residents' Association – Trisha Curran:
 - There will be a Neighbourhood Watch meeting on Mon 14th March 7.30pm at the Football Club.
 - The Open Gardens will take place on the first weekend in June; application forms are available from John Sharp. NM to put a copy on the parish council website. *Action – the Clerk.*

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Cllr Pullon proposed that item 217/15 be moved up the agenda and discussed at this point. All agreed.

217/15 To receive and consider a request (*refer attached*) from S Watsham for a temporary mooring of 2 months on Lion Quay for a 65ft steam tug, prior to its transfer to a permanent mooring being provided by the Rowhedge Mooring Association, close to the kissing gate:

TP read an email from the Rowhedge Mooring Association, received on the 9th March. It states that the RMA does not have a mooring near the kissing gate as this beyond the extent of the RMA's mooring. TP noted that this information therefore indicates that the request from S Watsham is incorrect in regards to the availability of a permanent mooring. He also noted that S Watsham is clearly very keen in his proposal, and the council should consider supporting people in projects that could benefit the community. However, the council has a list of criteria in place now, requiring a variety of information that has not yet been provided.

PG and RH commented that the issue regarding a lack of a permanent mooring means that the council cannot consider granting this request. GM noted that it is a potentially exciting project and asked whether the RMA have discussed the project with S Watsham; NC confirmed that they have. TP proposed that the council does not grant permission for the tug to be moored alongside Lion Quay for any two month period; NC 2nd, all agreed. TP noted that S Watsham will be able to resubmit a proposal in 6 months, or sooner if there are significant changes to the situation.

209/15 To agree payments list and bank reconciliations already checked by Cllrs George & Clay (*refer attached*) and to approve a transfer of £500 from the current account to the prepaid debit card account: RH proposed, PC 2nd, all agreed. *Action – the Clerk.*

NM requested that an additional cheque be added to the payments list – chq 300012 to Ernest Doe, £422 in respect of a water pump. RH explained that this pump is to help clear silt from the hard, and the expenditure was authorised by the Maintenance Committee on 17th February. The cheque should have appeared on the payments list but was removed as there were concerns regarding the suitability of the pump for use with salt water. It has now been checked and is fit for purpose, and therefore the cheque can be processed for payment with council approval. TP proposed the cheque be added to the payments list, RH 2nd, all agreed (DC abstained due to his involvement in the purchase of the pump). *Action – the Clerk.*

210/15 To note the draft minutes (*previously circulated*) from the Maintenance Committee 17th February and any proposals/recommendations as a result: noted.

211/15 To consider the list of proposed nominations for the Assets of Community Value Register (*refer attached*), and agree the nominations to be submitted to CBC:

TP noted that this is not a one-off opportunity, and further assets can be nominated in the future if agreed. He noted that three of the proposed assets for nomination do not meet the criteria, and have therefore been removed from the potential list of nominations. The remaining assets are the Anchor pub, the Albion pub, Rowhedge Social Club, the allotments, the Village Hall, and the Football Club. JR proposed that these assets be nominated to CBC for inclusion on the register; NC 2nd, all agreed. *Action – the Clerk.*

212/15 To consider the event application form received from Rowhedge Under 5s (*refer attached*) for the Strawberry Fayre to be held on the Recreation Ground on June 18th:

Cllr Helliwell left the room. NM noted that the date does not clash with any other proposed activities. The insurance certificate will be provided after it has been renewed, before the event takes place. TP proposed that the event be approved pending receipt of the insurance certificate; PG 2nd, all agreed. RH returned to the meeting.

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213/15 To receive the quotes submitted by the Village Plan Committee for data entry and analysis work on the completed surveys and their proposed way forward (refer attached):

TP noted the council's thanks to the Village Plan Committee for submitting the quotes. The council discussed the range of quotes received for both data entry and analysis. It was noted that the cost of couriating the surveys to the company chosen will also need to be met by the council. The quote received by Qa is significantly lower than the others; Qa is the company that produced the surveys and is recommended by CBC, and this is the proposed way forward by the Village Plan Committee. The Qa quote does not include production of a report, and the Village Plan Committee requested that the parish council would support a report produced by their group, using the tables provided by the analysis. The council discussed the issues surrounding the report, and agreed a preference for an independently written report to prevent any potential questions over its credibility. It was suggested that Qa be asked to quote for producing the report, and if this is not possible, then alternative options could be considered. The council discussed whether the surveys should be scanned prior to being couriated to reduce the risk of loss of data in transit. The council could then send either the hard copies or the electronic scans. DG to provide RH with a blank copy of the survey so this option can be investigated. Qa will provide archiving for the hard copies if the parish council are happy for them to do so, as noted in their quote. It was also noted that the invoice should be sent to the parish council directly so that the VAT element can be properly accounted for. The Village Plan Committee also requested that the council consider a timetable for completion of the work.

PG proposed that:

- i) The Qa quote be accepted, and the work invoiced directly to the parish council
- ii) The council arrange for the surveys to be sent to Qa, either electronically or by secure courier
- iii) The Village Plan Committee be invited to continue their good work by procuring an independently produced report, sourcing a quote from Qa initially

JR 2nd, all agreed. *Action – the Clerk and Village Plan Committee.*

214/15 To consider the application to the Local Highways Panel for improvements to the bus turning circle on Rectory Road (refer attached), and agree whether the parish council will support this application:

TP proposed that the council support this application and add the information about the offer from Bloor Homes, as noted by ML, to the form. RH 2nd, all agreed. *Action – the Clerk.*

215/15 To receive an update from the Clerk regarding the condition of the section of footpath between Thanet Walk and the kissing gate, and consider any further action required:

ECC have confirmed that they have no funding available to repair this section of footpath and that any improvements e.g. surface upgrades would need to be put through as a request to the LHP. The existing LHP application which was approved in June 2015 has been removed from the scheme list, but it is not clear why – NM is chasing for further information on this. The parish council is seeking quotes to upgrade the surface to the same standard as beyond the gate, and so far have one quote for £5,762 + VAT. The council will need to ensure the surface complies with Natural England's requirements. PG noted that the current year anticipated budget underspend could be used to carry out this work.

ML raised the issue of the S106 funding from the wharf development for footpath improvements; there has been conflicting advice received regarding this. ML & NM to investigate further, and bring an update back to the council in April. *Action – the Clerk & ML.*

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216/15 To receive a proposal from Cllr J Rowland to install a new picnic bench and seating bench on the Heath Rd corner plot, and a further seating bench on Lion Quay (quotes attached):

JR noted that these proposals were made in light of the council's anticipated underspend, alongside others relating to footpaths which are already in hand. Once planted, the Heath Road garden will be enclosed by tall beds of plants, which should make it a safe space for a picnic bench. There is already a seating bench in place there, and the aim was to supplement this and make the new garden into a place where people could spend more time. The suggested bench for Lion Quay is a sculptural feature piece carved from green oak, which would provide public art as well as seating. The proposed location is near the memorial, with the seating facing both ways. Councillors discussed the potential benefits of the proposed benches, but agreed that at this time there is a need to make the footpath issues a priority over other potential spending. Cllr Rowland withdrew his proposals.

218/15 To consider and adopt the revised Payments and Purchase Order Policies (refer attached):

NM advised that the payments policy had been updated to take into account the new electronic banking arrangements, but that otherwise this is simply an annual review with no major changes. TP proposed that both policies be agreed and adopted; PG 2nd, all agreed.

219/15 To consider a request from St Lawrence School PTA to use the village hall car park as part of their car boot sale event at the school on Sunday 8th May:

Cllr Malcolm left the room. DC noted that the car park will only be used as an overflow if needed. TP proposed that the event be approved; JR 2nd, all agreed. GM returned to the meeting.

201/15 To deal with matters arising from the previous Council minutes not dealt with elsewhere in this agenda (refer attached Action List):

RH noted that the work to the footpath adjacent to the burial ground will take place on Saturday 12th March.

221/15 To discuss planning applications and note decision papers as listed:

i) Planning application 160250, 31 Hillview Close; proposed loft conversion:

TP proposed that the council raises no objections to the application; JR 2nd, all agreed.

ii) Planning application 160248, 6 Church St; proposed extension and alterations:

Cllr George left the room. TP proposed that the council raises no objections to the application; PC 2nd, all agreed.

iv) Planning applications 160390 & 160391, 20 High St; proposed conversion of sail loft to provide short term family accommodation:

TP proposed that the council raises no objections to the application; PC 2nd, all agreed. PG returned to the meeting.

iii) Planning application 160381, Heritage Hut, High St; variation of condition 1 on planning permission 144734 to allow re-locatable single storey building (The Heritage Hut) to remain on site until March 2019 (refer attached):

TP proposed that the council continues to support this application; JR 2nd, all agreed.

Action – the Clerk.

Part 1 of the meeting closed at 8.15pm.