

MOUNTNESSING PARISH COUNCIL

An Annual and Ordinary Meeting of the Parish Council

held at St. John's Hall, Church Road, Mountnessing on Monday, 14 May 2018 at 7.30pm

MINUTES

- 18/060. Apologies for absence** apologies were received from BCllrs Cloke, Hones and Bridge. Cllrs Hofert and Santry were absent.
- In attendance: Cllr Stephenson, Cllr Read, Cllr McKinney, Cllr Harries, Cllr King, Cllr Broughton, CCllr Wagland, Laura Brown, Parish Clerk.
- 18/061. Re-election of Chairman.** Cllr Stephenson was unopposed as Chair and delivered his acceptance form. This was proposed by Cllr King and seconded by Cllr Harries. Cllr Santry has stepped down as Vice-Chair. No councillors chose to take up this position.
- 18/062. 2018/19 Roles and responsibilities** - Areas of responsibility were agreed for 2018/19.
- 18/063. Approval of Minutes of Meeting held on 16 April 2018** -These were approved and signed as a true record.
- 18/064. Annual adoption of Standing Orders and Financial Regulations**
Standing Orders and Financial Regulations were accepted and adopted.
It was recorded for the purpose of Financial Regulations point 5.4 that:
The signatories for the NSI savings account are Cllrs Harries and Stephenson and L Brown (Parish Clerk).
The Lloyds signatories are Cllrs Stephenson, Santry, Harries and Broughton and L Brown (Parish Clerk).
The on-line authorisers for the Lloyds account are Cllrs Stephenson, Harries, Broughton and L Brown (Parish Clerk).
- 18/065. Review of inventory of land and assets** - MPC land and assets were reviewed and agreed.
- 18/066. Confirmation of Insurance Cover in respect of all insured risks** - New policy from Zurich Municipal has been received and approved. This now includes the outdoor action stations and the parish mobile phone.
- 18/067. Councils and/or staff subscriptions to other bodies** These were noted and approved. An addition for this year is the SLCC – Society for Local Council Clerks
- 18/068. Policies required for approval in accordance with Standing Orders :-**
1. Complaints procedure - agreed and adopted.
 2. Data and Information Security policy – to be updated to reflect forthcoming GDPR act.
 3. Council procedure for handling requests made under the Freedom of information Act & Data Protection Act - agreed and adopted.
 4. Policy for dealing with the press/media - agreed and adopted.
 5. Code of Conduct - agreed and adopted.
- 18/069. Forthcoming meetings up to and including the next annual meeting of full council**
These will be held on the second Monday of each month, except for August, where no meeting is held.

The Following items formed the Ordinary Meeting of Mountnessing Parish Council

- 18/070. Public Question Time** - no members of the public were present.
- 18/071. Declaration of Interests and Compliance with Ethical Framework** - there were no declarations of interest.
- 18/072. Finance.**
- Monthly Financial Statement – the monthly financial report was agreed with payments noted.
 - Audit
1. The Annual Governance Statement was approved by resolution. Proposed by Cllr Stephenson and seconded by Cllr Read.
 2. The Accounting Statements were approved by resolution. Proposed by Cllr Stephenson and seconded by Cllr Read.
 3. Period for the Exercise of Public Rights, 4 June- 13 July 2018. These dates were noted and will be displayed on the public notice boards.
 4. Balance Sheet as at 31 March 2018 and Receipts and Payments accounts for the year to 31 March 2018 were presented and accepted.
 5. Free and earmarked reserves as at 31 March 2018 were accepted by all.
 6. Confirmed signatories for payment authorisation, banking and cheque payments were accepted (see minute 18/064 above).
- 18/073. Planning**
- i. New Applications:**
- Meadowside Swallows Cross Road – no objection.
- 377 Roman Road Mountnessing – MPC noted that this development is on greenbelt land but has no objection should the planning officer agree with the request.
- 4 Church Road – no objection
- Hillrise Cottage 343 Roman Road - It is noted that the cottage has already been developed from an existing outbuilding and in principle MPC does not support incremental creeping developments of this nature. No design & access statement were available for MPC to consider further.
- ii. For update:**
- 24 Burnthouse Lane - **Pending**
- Ladybird Kennels and Farm, Roman Road - **Pending**
- 3 Roman Close - **Approved**
- Hollins, Lower Road (Loft Conversion element)- **Pending**
- North Barn, Master Johns Farm, Thoby Lane - **Approved**
- Ingatstone Garden Centre - **Pending**
- LDP – no update
- 18/074. Maintenance/development issues.**
- i. Pavements in Church Road and Burnthouse Lane – see CCllrs report
 - ii. Coronation Field Footpath – nothing to report.
 - iii. Village Hall refurbishment – small actions have been agreed to improve the décor and functioning of the Hall.
 - iv. Pay and Play tennis court – the surface of the court (mainly outside the playing area) is slippery at times and advice will be sought from the EPA on how best to risk

assess. Further quotes for cleaning of the surface will be sought but MPC is mindful of the viability of running the court vs the cost of professional cleaning.

- v. Tree survey – Parish Clerk will circulate to all Councillors. Writtle Forest Consultancy are returning to discuss the findings of the risk assessment and how the recommendations have been reached. Parish Clerk will determine whether there are any Tree Protection Orders on the trees on our land (TPO's) and Cllr Stephenson will contact National Power to ask them to address the branches overgrowing their lines along Roman Road.

18/075. Borough and County Councillor's reports Cllr Wagland recommended submitting Burnthouse Lane and Church Road footpaths to the ECC highways surgery in order to get someone to take action. Cllr Stephenson will submit details in writing to Cllr Wagland for her to take to this.

Cllr Wagland will determine the status of the feasibility study being carried out regarding expansion of Mountnessing Primary School. It was reported that the school now has academy status

18/076. Parish Assets and Risk Assessments

- a. Children's Play area, Bus Shelters and Tennis Court - Cllr King is working with Wickstead to resolve the issue with the roundabout.
- b. Village Hall Car Park, Millennium Gardens and Old Recycling Area - the 'no ball games' sign is very old and it was agreed should be removed, rather than replaced or repaired. Blue tits are nesting in the smoking box attached to the Village Hall – Parish Clerk will put a sign on to ask people not to use the box.
- c. Recreation Ground - an electrician will be asked to assess the system in the pavilion and changing rooms as the electrics are tripping from time to time. The Cricket Club have suggested someone in their club may be able to assist with other repairs. If this is not possible, MPC will instruct a local contractor to make good a number of issues.
- d. Allotments - very little activity so far this year due to poor weather conditions.
- e. Water Meadows - garden maintenance is now being carried out on a regular basis to keep this area tidy.

18/077. Reports on Facilities within the Parish

- i. Village Hall – the new committee are enthusiastic and work is starting on smaller refurbishment projects.
- ii. St. Johns Hall – nothing to report
- iii. Allotments – nothing to report
- iv. Mountnessing Primary School – the school is now an Academy jointly with Shenfield St. Mary's Primary School.

18/078. Items for inclusion in next Ordinary Meeting agenda – nothing raised.

18/079. Date of Next Meeting: **Monday 11 June 2018, 7.30pm**

Andrew Stephenson

Chairman

Laura Brown

Parish Clerk

