

MOUNTNESSING PARISH COUNCIL
An Annual and Ordinary Meeting of the Parish Council
St. John's Hall, Church Road, Mountnessing - Monday, 13 May 2019
MINUTES

- 19/049. To receive and agree apologies for absence**
Apologies received from Cllrs Santry and Hoskyn.
In attendance: Cllr Stephenson, Cllr Harries, Cllr King, Cllr Read, Cllr Broughton, Cllr McKinney, CCllr Wagland (arrived 8:00pm) BCllr Hones, BCllr Cloke, BCllr Bridge, Parish Clerk, Laura Brown. 2 members of the public (arrived 8.00pm).
- 19/050. Re-election of Chairman.** Cllr Stephenson was unopposed as Chair and delivered his acceptance form. No nominations for Vice-Chair were received at this time.
- 19/051. 2019/20 Roles and responsibilities.** Areas of responsibility were agreed for 2019/20.
- 19/052. To approve the Minutes of the Ordinary Meeting held on 1 April 2019.** It was RESOLVED that the minutes from 1 April 2019 were a true record.
- 19/053. Annual adoption of Standing Orders and Financial Regulations.** It was RESOLVED to amend the Financial Regulations to show current agreed practice regarding the play area. These were proposed by Cllr Stephenson and seconded by Cllr Harries and agreed by all. Standing Orders were approved.
- 19/054. Review of inventory of land and assets**
Cllr Stephenson advised that the current inventory only lists two litter bins. Those in the Village Hall car park and recreation ground should all be counted and included for insurance purposes. A count will be made.
- 19/055. Confirmation of Insurance Cover in respect of all insured risks.** It was suggested that the new hard-drive be included on the inventory for insurance but as an item under £100 in value it does not qualify, as the parish excess is £100.
As per item 19/054, an updated litter bins count will be included.
- 19/056. Councils and/or staff subscriptions to other bodies.** These were noted and approved.
- 19/057. Policies required for approval in accordance with Standing Orders, including revision of period of time for review for each individual policy:**
1. Complaints procedure- approved. To be reviewed every 4years
 2. Code of Conduct – approved. To be reviewed every 2years.
 3. Data and Protection policy. Approved – to be reviewed every 4 years.
 4. Procedure for handling requests made under the Freedom of information Act & Data Protection Act. Approved – to be reviewed every 4 years.
 5. Privacy Notice and Procedure for retention of documents and records. Approved – to be reviewed every 4years.
 6. Policy for dealing with the press/media. Approved – to be reviewed every 4years.
 7. Health and Safety, Equal Opportunities and Lone Working policy. Approved – to be reviewed every 4years.
 8. Risk Management scheme. Approved with amendment to lead name in assessment of Coronation Field. To be reviewed annually.
- 19/058. Forthcoming meetings up to and including the next annual meeting of full council**
Dates were agreed for the second Monday of each month, except for April which clashes with Easter holidays. No meeting to be held in August and the need for a December meeting will be reviewed nearer to the time.

The Following items form the Ordinary Meeting of Mountnessing Parish Council

- 19/059. Announcement and Declaration of Interests by Parish Councillors.** Cllr King advised that he had purchased additional land in the village which he would add to his declaration form.
- 19/060. Public Question Time.** Two members of the public presented information regarding a proposed planning application to build a dental surgery in the village.
- 19/061. To receive reports by Borough and County Councillors**
CCllr Wagland is investigating ways to improve the conditions of the path and verge along the section of Roman Road between Ladybird Kennels and the Windmill following a resident's complaint. The repairs to the footpath in Church Road are now complete.
The meeting was advised that for the second quarter in succession, drug driving offences have overtaken those of drink driving. Drink driving offences have reduced however.
CCllr Wagland reported that devolution of powers to Parish Council's is to be launched soon to those involved in the pilot scheme.
- BCllr Hones advised that she has been elected as deputy leader of Brentwood Borough Council with BCllr Chris Hossack taking the role of Leader.
- BCllr Cloke is following up two fly tip incidents in Mountnessing and in addition is pursuing closure of the A12 slip roads so that litter clearance can commence. There is also to be a speed survey looking at Roman Road as it approaches Burnthouse Lane and the A12 slip road.
- Parish Councillors asked for an update on the finger post replacements that were being looked at by Borough. BCllr Cloke requested further information and will look at possible ways of funding these.
- 19/062. Finance.**
The Monthly Financial Statement and Bank reconciliation for April 2019 were approved by all. The Parish Council will begin using the new Alpha Finance package this month. The audit will be presented at the June Ordinary Meeting.
- 19/063. Planning**
To agree Council responses for submission with regards to new planning applications and discuss ongoing planning applications.
- New applications:**
- i. 19/00199/FUL - Wane Edge 328 Roman Road- Add first floor side extension, raise chimney and extend roof, add front porch. MPC felt this was a large development on a property which has already been developed. It was agreed that it would be down to the expertise of the Planning Officer to determine whether there were any legal and permissible circumstances that meant this development on greenbelt should be approved.
- For update:**
1. 19/00368/FUL - 1 Church Crescent - **Pending**
 2. 19/00369/FUL - Springcroft 245 Roman Road – **Refused (Over-development)**
 3. 19/00340/FUL- Uplands Lower Road - **Pending**
 4. 19/00459/FUL- 6 Court View - **Approved**
 5. 19/00237/FUL - 269 Roman Road – **Approved**
 6. 19/00188/FUL - 242 Roman Road – **Withdrawn**
 7. 19/00287/FUL - Howletts Church Road - **Approved**
- 19/064. To receive Risk Assessments on Parish Assets and discuss any works needed or on-going on the following:**
- a. Children's Play area, Bus Shelters and Tennis Court – nothing to report.

1. **Review of the Children's play area benches/tables (SK).** It was RESOLVED that up to £250 could be allocated to re-site a bench and table in the children's play area. They are currently positioned under trees which means they are subject to mess from birds, rendering them unusable. This was proposed by Cllr Stephenson and seconded by Cllr Broughton.
- b. Village Hall Car Park, Millennium Gardens and Old Recycling Area – nothing to report.
- c. Recreation Ground - nothing to report.
- d. Allotments – nothing to report
- e. Water Meadows - garden maintenance is now required and will be arranged by the Parish Clerk with a budget set to the same amount paid last year (£150)
- f. Village Hall – There have been a number of changes to the committee, including a new booking secretary and in time, a new treasurer.
- g. St. John's Hall – Parish Clerk to book in hedge cutting
- h. Mountnessing Primary School – free breakfasts have been provided for all year 6 children doing SATs this week. The school also have a residential trip to Mersea later this month.

19/065. Village clean-up day. Confirmed for Saturday 8 June at 2pm. A plan will be drawn up of areas needing attention. Cllr Cloke has confirmed with BBC that equipment and bags will be required.

19/066. Items for inclusion in next Ordinary Meeting agenda
- Listed status for property in Church Road

19/067. Date of Next Meeting: Monday 10 June 2019, 7.30pm – St John's Hall, Church Road.
Apologies received from BCllr Hones and BCllr Cloke.

Cllr Andrew Stephenson
Chairman

Mrs Laura Brown
Parish Clerk