

STOCK PARISH COUNCIL

Clerk – Lorraine Green

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MINUTES OF THE ANNUAL GENERAL MEETING HELD ON MONDAY 18TH MAY 2015 AT STOCK VILLAGE HALL, COMMON ROAD, STOCK

Present: *Cllrs. Johnson, Cooper, Woodward, Fenwick, Rilstone & Cansdale*
Minute Secretary: *Mrs Lorraine Green*
In The Chair: *Cllr. Millernas*
Also Present: *3 Members of the Public and Chelmsford City Councillor Ian Grundy*

		ACTION
3263.	DISTRIBUTION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS, REGISTER OF MEMBERS' INTERESTS, STANDING ORDERS, FINANCIAL REGULATIONS AND MODEL CODE OF CONDUCT. The Clerk had circulated the relevant documents to the new Council pointing out that the Councillors had 28 days to return the Register of Members' Interests form to her. All Councillors signed their Declaration of Acceptance of Office forms. The Clerk reminded the Councillors that on signing their Declaration of Acceptance of Office they agree to be bound by the Model Code of Conduct and that a member must treat others with respect, i.e. the Clerk, fellow Councillors and parishioners and must not in his official capacity, or any other circumstance, conduct himself in a manner which could reasonably be regarded as bringing his office or authority into disrepute. If a member becomes aware of any conduct by another member, which he believes involves a failure to comply with the Authority's Code of Conduct, they must report it to the Standards Officer at Chelmsford Borough Council.	
3264.	ELECTION OF CHAIRMAN. Cllr. Millernas took the chair and asked for nominations for Chairman. Cllr. Johnson proposed Cllr. Fairman, which was seconded by Cllr. Rilstone. Cllr. Fairman had written to the Clerk advising that if he was proposed he was happy to accept the position again. Clerk to arrange for him to sign the Declaration of Acceptance of Office form.	
3265.	ELECTION OF VICE-CHAIRMAN. Cllr. Rilstone, in the Chairman's absence, asked for nominations for Vice-Chairman. Cllr. Woodward proposed Cllr. Millernas, which was seconded by Cllr. Johnson. Cllr. Millernas was therefore nominated and he signed the Declaration of Acceptance of Office form.	
3266.	APPOINTMENT OF INTERNAL AUDITOR. The Clerk reported that she had already spoken to Peter Bentley who was happy to be re-appointed as Internal Auditor. All agreed. The Chairman thanked Peter Bentley in his absence and the Clerk suggested a letter of thanks be sent which was agreed by the Parish Council.	CLERK
3267.	APPOINTMENT OF PARISH PASSENGER TRANSPORT REPRESENTATIVE. It was agreed to defer the appointment as there was not a full Council at this meeting.	
3268.	APPOINTMENT OF P3 FOOTPATH REPRESENTATIVE. Cllr. Johnson proposed Cllr. Millernas which was seconded by Cllr. Woodward. Cllr. Millernas was re-appointed as Footpath Representative.	
3269.	APPOINTMENT OF TREE WARDEN. Cllr. Millernas proposed Cllr. Woodward which was seconded by Cllr. Cooper. Cllr. Woodward was therefore re-appointed as Tree Warden.	
3270.	APPOINTMENT OF SPEEDWATCH CO-ORDINATOR. The Clerk advised that Johanna Lee had offered to continue to co-ordinate the Speedwatch but if she was unable to continue then John Pardon was happy to take it over. All agreed. Cllr. Rilstone asked the Clerk to get the Co-Ordinator to submit a report each month to the Parish Council	CLERK

3271.	PARISH COUNCILLORS VACANCY FOLLOWING ELECTIONS. The Clerk advised that only eight parishioners had applied to become Parish Councillors. This therefore left one position vacant. The Clerk had spoken to Brian Mayfield at CCC and he advised that a notice could be put up advertising the vacancy. The procedure is different to how a vacancy is normally co-opted. There was no need to give parishioners 14 days to write into him for an Election. The Parish Council can just advertise the vacancy with a closing date for applications and then a co-option can be made at the next full Parish Council meeting. The Clerk had therefore prepared the relevant notice asking for applications to be with her by Friday 19 th June 2015. Clerk to inform the two gentlemen who had already applied the procedure.	CLERK
3272.	DEMOCRATIC TIME. A parishioner reported that she had seen in the Chronicle that a planning application had been put in for a drive at the front of the field in Greenacre Lane which is owned by Mr Sharp. The work had already started. The Chairman asked the Clerk to contact Enforcement and ask whether this is a ploy to enable Mr Sharp to build a new farmhouse or dwelling.	CLERK
3273.	APOLOGIES FOR ABSENCE. Cllrs. Fairman, Cansdale and Fenwick sent their apologies.	
3274.	MINUTES OF THE MEETING HELD ON 27TH APRIL 2015. The Minutes of the Meeting, having been previously circulated, were then duly signed as a true record of events.	
3275.	DECLARING ANY PERSONAL OR PREJUDICIAL INTERESTS. Nothing to report.	
3276.	POLICE MATTERS. PCSO Jemma Carr had given the Clerk the following report:- Sorry for the delay in updating you with incidents that have taken place. I am endeavouring to navigate or new computer package and am forwarding incidents from the beginning of April. Please excuse me if I have missed any others that you are aware of, I have tried to find all that I can. 07:53 01/04/2015 Dakyn Drive, Stock Doors stolen from Land Rover 21:00 02/04/2015 Well Lane, Stock Dwelling Burglary – entry by forcing patio doors 09:30 03/04/2015 Leather Bottle Hill, Stock Dwelling Burglary – Entry by forcing garage 18:00 05/04/2015 Dakyn Drive, Stock Criminal Damage to a motor vehicle 02:00 07/04/2015 Ingatestone Road, Stock Attempted Burglary to outbuildings – no entry gained 21:00 07/04/2015 Back Lane, Stock Outbuilding Burglary – containers forced 13:30 10/04/2015 The Tye, Margaretting Stolen vehicle – since recovered 13:00 17/04/2015 High Street, Stock Burglary Dwelling – entry gained through a window	

	10:00-17:30 23/04/2015 Maldon Road, Margaretting Burglary Dwelling - Overnight 23-24/04/2015 Rectory Close, Stock Outbuilding Burglary – locks forced 00:01 02/05/2015 – 19:45 04/05/2015 Swan Lane, Stock Outbuilding Burglary – padlock cut 23:50 05/05/2015 Heath Road, Ramsden Heath Outbuilding Burglary – entry gained by cutting padlock – items recovered Community Speed Watch - Nothing to report. Essex Police Club Watch Scheme – Nothing to report.	
3277.	MATTERS ARISING FROM THE MINUTES. CCC Local Highway Panel – Nothing to report. Resurfacing of Church Car Park – Swift Landscaping have re-visited the site and have advised that the base/tar surface is ok it is just the excess shingle which is moving. Clerk had contacted Michael Hurst about erecting a width restriction. Cllr. Johnson advised that Swift Landscaping are waiting for things to settle. Clearing ditches around the village – Swift Landscaping had jetted the drain and dug out the ditch by the pond in Mill Road. Clerk had contacted Highways regarding the blocked culvert. Hankins Wood – Nothing to report. Signpost pointing to shops and pubs –Nothing to report. Play Area Inspections – Cllr. Woodward dealing with matter. Overgrown tree and hedge at Play Area - Cllr. Woodward dealing with matter. Barbed wire that has gone around the pond and gone onto bridlepath on bridleway off Greenacre Lane – Nothing to report. Impassable footpaths off Marigold Lane as trees have fallen down – Cllr. Cansdale had looked at the tree and confirmed that it is on the footpath rather than Marigold's land. Cllr. Millernas to chase ECC Highways. Footpath has eroded in Smallgains Lane that runs around the bottom of the fields and is now falling in – Nothing further to report. Speeding in Mill Road - Nothing to report. Cuttings left by grass Cutters in Back Lane - Clerk had contacted Swift and he had quoted £39.72 per month to cut and strim the area between Back Lane and Vernon Corner. All agreed that the Clerk should accept the quotation. Clerk to also inform CCC Parks that the Parish Council intend to cut this area once a month. Reducing Speed Limit on B1007 – Nothing to report. Culvert blocked at bottom of Smallgains Lane - Highways dealing with matter. Overgrown hedges at Lushill, Birch Lane – Highways dealing with matter. Mr Darling parking his vehicle on the piece of land that the Parish Council manages in Birch Lane – Clerk had written to James Stubbs, Enforcement Officer at CCC. Essex Police Escorts on Remembrance Parade – Clerk to write to M.P. John Whittingdale.	PW PW JM CLERK CLERK

Emergency Planning Visit by CCC - Clerk to arrange a date for them to attend. State of verges and ditches outside The Nook - Highways dealing with matter. Trucks using the grass verge as a diversion on the corner of Brookmans Road and Back Lane - Nothing to report. Flooding on the Billericay side of Smallgains Lane opposite the hump back bridge and pond overflowing onto the road - Highways dealing with matter. Request for 'Unsuitable for Larger Vehicles' notice to be erected on wall on corner of Back Lane – Nothing to report. Noticeboards – The noticeboard has been erected. Clerk to remove item from Agenda. Play in the Park - Event to be held on Monday 3rd August between 1.30pm – 3.30pm. ECC Quiet Lanes Proposed for Rural Essex – Nothing further to report. Erecting a Give Way sign at the dip in Smallgains Lane and Beware of Oncoming Traffic sign - Highways have asked for an exact geographical location for the signage. A parishioner, Mrs Henderson, agreed to give the Clerk a map. Hedge outside 38/40 and 48 Back Lane – Clerk had written to CCC Parks and Leisure Services. Culvert to be jetted in Mill Road by 5 Cottages – Highways dealing with matter. Knocked down culvert wall in Mill Lane – After discussion, it was agreed the Clerk should write back to the owner and advise that the Parish Council have been informed it is not an ECC problem but is the owner's responsibility and therefore down to him to repair. Removal of hedge at entrance to Bowling Club and replacement with unauthorised fence – Nothing to report. Clerk to remove item from Agenda. Painting Beacon and VE Day – Cllr. Woodward stated that it was a very nice evening. He thanked Cllr. Millernas for attending as he was the only Parish Councillor. About 24 people had attended the commemoration. Cllr. Grundy advised that about 90 people had attended the exhibition on Sunday in the Village Hall. Cllr. Rilstone advised that the British Legion commemoration was well attended. Quotation from Swift Landscaping to cut grass verge outside School House – Cllr. Fenwick was dealing with the matter. Probationary Service carrying out litter pick in village – Clerk had contacted Probationary Service but had not received a reply to-date. Land opposite Cherry Tree Cottages, Stock Road – Bob Hale to carry out work. Occupants of 6 Common Road filling the ditches in front of their property with grass cuttings – Nothing to report. Dog Fouling - The dog bags had been delivered together with post cards for reporting offenders. Cllr. Grundy advised that the post cards had been delivered to the residents of the adjoining streets around the Common. Cllr. Millernas to speak to Serge and ask him to keep the bags in the Post Office. It was agreed that the Councillors would take some postcards and put them in various locations in the village. Cars being parked at the entrance to Compass Green – It was agreed that the Clerk should write to the owner of Compass Green asking them to park their vehicle on their drive as this is a public right of way and is unauthorized parking. Also you cannot get pushchairs past with the vehicle parked there. Works to The Paddocks - Clerk to write to Michelle at The Hoop. It was reported that in particular a red car is always parked there which the Parish Council believe belongs to one of Michelle's employees. Annual Civic Service – Cllr. Woodward to attend. Clerk to advise CCC.	CLERK CLERK CLERK CLERK CLERK CLERK PF JM CLERK CLERK CLERK
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3278.	GENERAL CORRESPONDENCE. a) Bill Wright of Silverswan Homes would like to suggest some works be carried out to renew the island to the junction of Mill Road and Whites Hill and the verges to the top of Whites Hill which he would be happy to carry out and pay for. He knows the matter has been discussed previously and suspects this is a Highways matter but would like to know the best way forward and how he can help. It was agreed the Clerk should write back to Mr Wright thanking him for his offer and enquiring as to what he proposes to do so that the Clerk can advise Highways what is happening. b) Bishop Thomas had written reporting that following the AGM concern was expressed that people from the village are parking their cars on their side of the road, right up to the beginning of the entrance at each side. Recently somebody nearly had an accident after they were leaving church following a mid week service. Bishop Thomas has been asked by parishioners whether some lines could be painted from the entrance at each side to the middle of the boundary wall so that the site line would be much improved for anybody leaving the church. It was agreed that the Parish Council will monitor the situation and Cllr. Grundy will speak to ECC to see what can be achieved. c) Gary and Julie Stringer regarding the trees on Stock Hill. They advised that they had reported the dangerous condition of some of the trees adjacent to their property with many dead branches likely to fall. A few days ago a major branch fell across the road and thankfully didn't cause an accident. There are still major branches just ready to fall. It was established that the trees do not belong to anyone so Mr and Mrs Stringer asked that the Parish Council take responsibility for them, take a proper look and report back on the risks they present to the public. Cllr. Millernas asked the Clerk to get Cllr. Fairman to investigate who owns the land via the Land Registry in order that the Parish Council can contact them to deal with the trees.	CLERK CLERK/IG CLERK/NF
3279.	PLANNING MATTERS. <u>Planning Applications</u> Application No. 15/00658/FUL. The creation of a second entranceway and gate to provide access to the field adjacent to our home. Location: Longwood Lodge, Whites Hill, Stock Applicant: Mr Nigel Davey. The Parish Council had no comments to make. Application No. 15/00655/FUL. Amendment to permission 14/01603/FUL (first floor rear extension) to now include single storey rear extension. Location: 4 The Square, Stock Applicant: Mr & Mrs Rose. The Parish Council had no comments to make. Application No. 15/00692/FUL. Retention of a marquee in the grounds for a temporary period until 30th September 2015. Location: Greenwoods Estate, Stock Road, Stock Applicant: Mr Neil Connolly. The Parish Council had no comments to make. Application No. 15/00643/FUL. Single storey rear extension and canopy. Location: 23 Mill Lane, Stock Applicant: Mr Jonathan Wignall. The Parish Council had no comments to make. <u>Results</u> Application No. 14/00686/NMAT/1. Non-material amendment to planning permission 14/00686/FUL (Single storey side extension, new detached outbuilding) for the alteration of the hip roof of the lobby extension (side extension) to a gable end roof. Location: Woodlow, Stock Road, Stock Applicant: Mr C. Constable. Approved.	CLERK CLERK CLERK CLERK

Application No. 14/01224/AOD/1. Condition 3 - Details of materials; Condition 4(b) - Code for Sustainable Homes - Design Stage Assessment. Location: 7 Mill Lane, Stock. Applicant: Mr Simon Marett. Conditions Discharged. Application No. 14/01381/AOD/1. Condition 4 - Details of the materials; Condition 5 - Details to show (i) Fenestration, including elevations, the setback from face brickwork, sections through the head, jamb and cill, and details of stiles, mullions, meeting rails and glazing bars; (ii) Eaves and ridges; (iii) Doors, door casings and surrounds; (iv) Flues; (v) Vents; Location: Cherry Tree Cottages, Stock Road, Stock. Applicant: Mrs K West. Conditions Discharged. Application No. 15/00200/FUL. Relocated garden shed and formation of a hardstanding for access purposes. Location: Goatsmoor Hall, Goatsmoor Lane, Stock Applicant: Mr & Mrs Simon Wray. Approved. Application No. 15/00379/FUL. Construction of three-car carport. Location: Cherrytree Cottages, Stock Road, Stock Applicant: Mrs K West. Approved. Application No. 15/00358/FUL. Single storey rear extension. Location: 19 Mill Lane, Stock Applicant: Mrs Antoinetta Barnes. Approved. Application No. 01/01680/AOD/1. Condition 4 - No trees, shrubs or hedges to be felled, uprooted or willfully damaged. (Hornbeam on boundary with public footpath - crown reduce by 1 - 1.5m, cutting to suitable growing points).. Location: Former 108 Mill Road, Stock Applicant: Mr & Mrs Blackwell. Conditions Discharged. <u>Applications for Works to be carried out on trees in Conservation Area and trees that have Tree Preservation Orders.</u> Application No. 15/05075/TPO. Horse Chestnut (W1) – east of dwelling – crown lift to 4m, removing sub laterals, cutting to branch collar. Location: The Molineux, Honepot Lane, Stock Applicant: Mrs S. Wilson. The Parish Council had no comments to make. Application No. 15/05062/TPO. 10 x Oak (W1) – boundary with Stock Road – crown lift to 5.2m, removing laterals no larger than 100mm in diameter cutting to branch collar. Location: Land North West of Byfield House, Stock Road, Stock Applicant: Mr P Wreathall. Approved. Application No. 15/05053/TPO. T34 – Oak rear garden 39 Myln Meadow – crown reduction by 3m max cutting to suitable growing points and leave with a balanced profile. Mr and Mrs Pervez are the owners of the property and reason-management of veterna tree. 3.90m girth. Location: 39 Myln Meadow, Stock Applicant: Mr And Mrs Pervez. Approved. <u>Planning Appeals and Decisions.</u> Brock Farm, Ingatestone Road – Appn Ref. 14/01479/FUL, Appeal Ref: APP/W1525/W/143001693. The appeal has been dismissed. <u>Tree Preservation Orders.</u> Nothing to report. <u>Planning Correspondence</u> Planning contributions money – Nothing to report.	CLERK
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	Statement of Community Involvement – Update 2015 (draft) Public Consultation – 14 May to 25 June 2015 – Comments due by 25th June 2015. The Parish Council had no comments to make as it did not affect Stock. <u>Urgent Planning Matters Not On This Agenda</u> Nothing to report.	
3280.	FINANCE. Cheques to be Signed - The Clerk explained that she was unable to list the cheques paid and transfers carried out as all documentation was with the Internal Auditor. Transfers. Nothing to report. Clerk's Salary – The Chairman advised that the Clerk has not had a pay increase for three years. He asked the Clerk to work out the figures owed to her and give to Cllr. Fairman before the next meeting. Cllr. Millernas said that the Parish Council also need to look at contracts etc. Deferred to next meeting. Budget – The Budget will be prepared in due course. Insurance - Clerk still obtaining other quotes. Parish Councillor Allowances - The Clerk was still awaiting the figures from CCC. Barclays Bank Mandate - The Clerk advised that the bank mandate needed to be changed in order that Cllr. Lee could be removed as a bank signatory. Cllrs. Millernas, Johnson, Woodward and Fairman to complete the relevant documentation in order that the Clerk can return it to Barclays for amendment. Audit of Accounts for 2014/15 - The Clerk advised that the accounts were available for inspection between 8th May 2015 and 5th June 2015 and that a notice advertising the audit was placed on the noticeboard on the 24th April. Clerk to return accounts to PKF Littlejohn by 8th June 2015. Approval of Accounts for 2014/15 including Approval of Annual Return and Statement of Assurance for Accounts 2014/15 - The Clerk had prepared the accounts and circulated them to the Councillors. The Clerk advised that the internal audit had been carried out. The Chairman and Clerk were therefore authorised to sign the necessary documents once the books were returned in order that the Clerk could send them to the Auditors, PKF Littlejohn LLP, for the external audit.	CLERK/NF CLERK JM/SJ/PW/NF/CLERK CLERK NF/CLERK
3281.	COUNCILLOR/CLERK'S REPORT. Nothing to report.	
3282.	DISCUSSION ITEMS. Small jobs to be completed around the village - There were a few things outstanding, i.e. pruning around bottom of trees on Common, posts opposite Cherry Tree Cottages and overgrown tree in play area. Cllr. Woodward was waiting for Bob Hale to come back to him but advised that he was aware of the jobs. Emergency Planning – Nothing to report. Ideas for Local Highways Panel – Nothing to report. Social Networking for Parish Council – Nothing to report. Door to Door Sales – It was agreed to remove this item.	PW
3283.	RISK ASSESSMENT. It was agreed that the Clerk would re-circulate the Risk Assessment document to all Councillors and the matter would be discussed at the next meeting.	CLERK

3284.	DATE OF NEXT MEETING. The next meeting will be the APM and Planning Meeting to be held on Thursday 28 th May 2015 in Stock Village Hall. The next main meeting will be held on Monday 22 nd June 2015.	
3285.	CLOSED MEETING FOR OPENING TENDERS. Nothing to report.	

The Chairman thanked everyone for coming; the meeting closed at 9.25pm.

Signed (CHAIRMAN).....DATE.....