

**MINUTES OF THE MEETING OF ROXWELL PARISH COUNCIL HELD ON
WEDNESDAY 13TH JULY, 2011 AT 7.30PM AT 1 CHAPEL LANE, COOKSMILL GREEN**

PRESENT:- C. Pavitt, M. Wallace, H. Hatcher, C. Philpot, M. Page, Mrs E. Drakeford and K. Walker.

IN ATTENDANCE:- Mrs L. Green (Clerk)
2 Parishioners and ECC Cllr. John Aldridge
PCSO Nikki Dison

28. COUNCILLORS DECLARATION OF INTERESTS ON ANY AGENDA ITEMS FOR THIS MEETING.

The Chairman declared a prejudicial and personal interest in items 12c and 12d. Cllr. Page declared a personal interest in item 11d. Cllr. Philpot declared a prejudicial and personal interest in items 11b, 11m & 13b.

29. DEMOCRATIC 15 MINUTES

The Chairman thanked Lydia and Tony for making the room available for the meeting that evening. A parishioner, Roy Cumbers, had reported to the Chairman that the hedge by Thatchers Farm as you approach from Roxwell needs to be cut back as it is starting to encroach. Chairman to speak to farmer. The Chairman reported that the hedge outside Radley Green Farm was encroaching onto the carriageway and advised that he had spoken to Ralph Metson regarding the matter. Apparently the owners do not like taking the hedge back too much. Chairman to speak to them.

30. APOLOGIES:-

Cllrs. Chambers sent her apologies.

31 MINUTES OF THE MEETINGS HELD ON 11TH MAY 2011

The minutes of the meeting held on 11th May 2011 were taken as read and the Chairman was authorised to sign them.

32. CO-OPTION OF 1 COUNCILLOR TO FILL VACANCY

The Chairman advised that two applications had been received from Frank Corkhill and David Jones. He asked each candidate to give their reasons for wanting to join the Parish Council. A vote was then taken whereby 4 were in favour of Frank Corkhill and 3 for David Jones. Frank Corkhill was therefore welcomed onto the Parish Council and the Declaration of Interest form was signed. Clerk to E-mail relevant documents to Mr Corkhill in due course.

33 MATTERS ARISING:-

Nothing to report.

34. REPORT BY CHELMSFORD BOROUGH CLLR. MRS NICOLETTE CHAMBERS.

Cllr. Chambers had submitted the following report to the Clerk:-

Cabinet

I have retained the portfolio for Corporate Services. The portfolio includes Town Centre Management, Legal & Democratic Services, HR, Customer Services and ICT. I also sit on the Standards Committee.

Roxwell Village Store

The Post Office representative has been to see the owners and it is hoped the service will start shortly.

The Olympic Games

The torch will arrive in Chelmsford on 6th July 2012 and shall tour through the town on Saturday 7th July 2012, just three weeks before the Games begin at the Olympic Stadium in Stratford. The route has yet to be arranged. Chelmsford is one of 67 locations across the UK being the only one in Essex.

High Chelmer Car Park

Gunlite (Eastern) Ltd has been appointed to carry out an agreed programme of repairs and safety maintenance works in the car park over the coming months. Advanced final safety checks are underway and there will be a programme of repairs over 16 weeks. It is hoped that the full works will be completed by 16th October with all levels available in time for the busy Christmas shopping period.

John Lewis

John Lewis has decided to enlarge the store to almost double the original size.

City Status

The official bid document was submitted to the Queen and CBC is expecting to hear from the Government in early 2012. 803 people have pledged their support for the bid and local business are promoting the campaign.

Moulsham Street

The improvement scheme is on schedule and the re-opening ceremony will take place in December. A new information board has been installed on Moulsham Street, outside Rayleigh HiFi to provide visitors and shoppers with details of the 'truly original' range of traders to be found in the street.

Help Make Local Homes Healthier.

CBC is consulting residents, businesses and health workers on how the authority can help residents to make their homes a safer and better environment to live in and strengthen the local housing market. The survey will give residents the opportunity to influence the development of the Council's new Housing for Health Policy through their suggestions and feedback. Log on to www.chelmsford.gov.uk/healthyhomes to view the draft Housing for Health Policy and offer feedback on what the Council can do to assist residents to ensure their home is a safe and comfortable environment.

35. REPORT BY ESSEX COUNTY CLLR. JOHN ALDRIDGE.

Cllr. Aldridge advised that part time lighting pilots had taken place in Maldon and Uttlesford and as from 1st August it was being rolled out over the County. It would start in Maldon and will save £14m.

There has been a Gypsy Eviction Order at Dale Farm and September will be the earliest they are evicted. Travellers had arrived in Writtle Paradise Park a couple of weeks ago and Writtle Parish Council are now putting in a new gate. The Chairman advised that there is a locked gate on the Recreation Field in Roxwell. It was reported that the Church Green AGM had been brought forward and it had been agreed that cars need to be parked on the green to prevent caravans pulling on.

Cllr. Aldridge discussed the Olympics and advised that he had visited Lea Valley Country Park which was extremely good and will be quite a legacy when the Olympics are over. North Weald Airfield will be used as a Park and Ride for the Olympics.

36. POLICE MATTERS

- a) **Speeding** - Minute 8, 28, 46, 66, 86,110, 9,30,49,68,85,108, 8, 24,43,64,82,104,8,26,44,61,77,90, 8,24,36,49,63,77,1138,63,82,97,111,8,30,50,70,87,104,8,27,49,71,90,113,10,33,54,78,104,128 & 13.
The Chairman advised that a speed box had been put in the Vicarage Road registering the speed of cars coming in and out of the village. The Police were awaiting the statistics.
- b) **Changing 30mph speed limit near Dukes Manor** – Minute 63,77,11,38,63,82,97,111,8,30,50,70, 87,104,8,27,49,71,90,113,10,33,54,78,104,128 & 13.
Nothing to report.
- c) **Parking in St. Michaels Drive** – Minute 104,8,27,49,71,90,113,10,33,54,78,104,128 & 13.
Nothing to report.
- d) **Any Other.** – PCSO Diason reported that there had been a stabbing reported on the 22nd May in the A1060 area of Roxwell. A theft of a motor vehicle was reported on 20th May in The Street and a theft from a motor vehicle on 3rd July where vehicle parts were taken from Ashtree Farm. The new non-emergency number for Essex Police is 101. E-mails can now be sent to a generic e-mail address which is ruralwestnpt@essex.pnn.police.uk that way if a member of staff is off work for any reason someone else in the team can pick it up and action it.

37. FINANCIAL MATTERS

a) Payments:-

£

Evans Garden Maintenance	72.00	Grass Cutting Toddlers Play Area
Suffolk Acre Services	1,344.71	Insurance Renewal
Mr S. Pavitt	35.00	Grass Cutting Recreation Field
NALC	15.50	Annual Subscription Renewal for LCR
Evans Garden Maintenance	72.00	Cheque Cancelled
Essex Playing Fields Association	25.00	Annual Subscription Renewal
The Village Window Company	1,145.00	Replacement doors to Pavilion
E-on	54.85	Electricity to Sports Pavilion
M.D. Landscapes (Anglia) Ltd	225.60	Grass Cutting Recreation Field
Evans Garden Maintenance	72.00	Grass Cutting Toddlers Play Area
The Steve Packham Election Account	68.00	Recharge for Parish Council Elections
Playsafety Limited	154.80	Play Area Inspections
Mr C. Pavitt	10.48	Cable Ties for Toddlers Play Area
Langley Property Services	2,232.00	Redecorating Sports Pavilion
Mr S. Pavitt	70.00	Grass Cutting Recreation Field and Toddlers Play Area
Wicksteed Leisure Ltd	143.22	Wet pour repair kit for Toddlers Play Area
Mrs L.J. Green	326.40	Salary 01.6.11 to 31.07.11
HM Revenue & Customs	122.40	PAYE 1 st quarter
Cheque No. 101645		Cancelled
M.D. Landscapes (Anglia) Ltd	225.60	Grass Cutting Recreation Field
Mrs B.M. Pavitt	66.58	Cleaning Sports Pavilion June and July and supplies.
Mrs L.J. Green	150.63	Expenses 12.5.11 – 13.7.11

The above payments were approved by the Parish Council.

b) Transfer of Funds.

- 23.05.11 Transfer £1,500.00 from Business Saver Account to Community Account
24.05.11 Transfer £3,000.00 from Business Saver Account to Community Account
26.06.11 Transfer £600.00 from Business Saver Account to Community Account

c) Bank Balances.

The bank balances were as follows:-

Current Account - £ 2,864.63
Business Premium - £ 485.70
Business Reserve - £12,762.94

- d) **Audit of Accounts for 2010/11** – The Chairman advised that the Internal Audit had been carried out and the relevant documents had been sent to the Audit Commission.
- e) **Queens Diamond Jubilee – Consider funding of insurance premium** - The Chairman advised that the Parish Council had put £650.00 towards the insurance costs for the events taking place for the Golden Jubilee. The Parish Council had also purchased commemorative coins for the school age children at a cost of £2,000.00. It was intended that the Diamond Jubilee would start with a Flower Festival and end with a barn dance. The support outside the group who had met twice was very limited, and at present no formal committee had been formed. The Chairman stated that the Parish Council have supported in the past as it benefits the whole community and can put be put under S137. The Constitution and bank accounts still need to be set up for the Diamond Jubilee Committee. Cllr. Drakeford agreed to look into the insurance costs for the event. It was agreed that the Parish Council need to know what events are being held and what the risks are before the Parish Council could commit to an exact amount to donate. Should a grant be approved at a future date the payment method would be agreed at the time.
- f) **Any Other** – Nothing to report.

38. PLANNING MATTERS & APPLICATIONS

- a) **BRICK KILN COTTAGE, BOYTON CROSS LANE** - Single storey front/side extension and first floor rear extension (demolition of existing garage). No Objections. **APPROVED.**
- b) **BOYTON HALL FARM, BOYTON HALL LANE** – Construction of a 1000 ton purpose built potato store. No Objections. **APPROVED.** Cllr. Philpott declared an interest.
- c) **47 GREEN LANE** - Single storey timber framed/clad garage with tiled roof. No Objections. **APPROVED.**
- d) **WARWICKS, THE STREET** – Two storey side/rear extension and new first floor window to side elevation, detached double garage with associated vehicle access, driveway and turning space. The Parish Council commented that the property Boundary (North facing) is incorrect. The new access proposed will be up an extremely steep bank. The property already has an adequate access. The proposed double garage/studio building are totally out of keeping with surrounding properties. No objections to Rear/Side extension. **REFUSED.** The Chairman advised that a TPO had been put on all the trees where the studio was planned to go.
- e) **ALMA HOUSE, BISHOPS STORTFORD ROAD** –First floor side extension with front and rear dormer windows and first floor window to the side elevation. No Objections. **APPROVED.**
- f) **GRAVELLY END, GRAVELLY ROAD** - Install a 40 x 20m sand based external manege to replace the existing grass one. This is Green Belt land, as such was a field in a rural environment. The Parish Council have no objection to the manege, however they do object to the installation of lighting. **APPROVED.**
- g) **52 ST. MICHAELS DRIVE** –Installation of air source to provide heat supply to new system of radiator emitters. No Objections. **APPROVED.**
- h) **57 GREEN LANE** - Installation of air source to provide heat supply to new system of radiator emitters. No Objections. **APPROVED.**
- i) **ASH TREE FARM, BOYTON CROSS** - Replace burnt out workshop building (Classes B2 and/or B8) and lay out parking spaces and landscaping. No Objections. **APPROVED,**
- j) **HOE STREET FARM, HOE STREET** - Construction of 3 bay cartlodge. Subject to ECC archaeological survey requirements the Parish Council have no objections. No Decision Yet.
- k) **HOPPITS, RADLEY GREEN** – Dormer window to rear elevation. No Objections. No Decision Yet,
- l) **BARRIMORE, BOYTON CROSS** - Single storey side and rear extension. No Objections. No Decision Yet.
- l) **MINERALS DEVELOPMENT DOCUMENT AUGUST 2009** - Cllr. Philpott declared an interest. The Chairman advised that the Parish Council were waiting for the end of the year when ECC would make comments on the last submissions.

39. RECREATION FIELD/TODDLER PLAYAREA

- a) **Safety Inspection** – Minute 107,11,30,52,74, 93,116,13,36,57,81,107,131 & 16 – The Inspections had been carried out. The Chairman advised that they had been thorough and the results were not too bad. A start had already been made to rectify problems highlighted, the risks were all of low/medium risk.
- b) **Grant Request to EPFA** – Minute 131 & 16 – The Chairman had contacted EPFA regarding getting a site visit and obtaining a grant.
- c) **Approval of Estimate for Miscellaneous Grass Cutting and other works** – Minute 16 – The Chairman declared an interest and left the room. Cllr. Wallace took the chair. The Clerk had requested three quotations and had received two back. After discussion Cllr. Wallace proposed Stuart Pavitt's quote (£15 per hour –material at cost plus 10%) was accepted and would be reviewed at the end of the year and providing there is no significant increase for the year after the tender is renewed. Cllr. Walker seconded the proposal and all other Councillors were in favour. Clerk to write and confirm.
- d) **Approval of Estimate for Cleaning Pavilion** – Minute 16 – The Chairman declared an interest and left the room. Cllr. Wallace took the chair. The Clerk had requested three quotations and had received one back. After discussion Cllr. Page proposed Beverley Pavitt's quote (£12 per visit –Materials at cost plus 10%) was accepted and would be reviewed at the end of the year and providing there is no significant increase for the year after the tender is renewed. Cllr. Hatcher seconded the proposal and all other Councillors were in favour. Clerk to write and confirm.
- e) **Renewal of 2 no. exterior doors on Pavilion** – Minute 16 – The Chairman advised that the work was completed and the invoice had been paid.
- f) **Redecoration/repairs to Pavilion** – Minute 16 – The Chairman advised that the work was completed and the invoice had been paid. One item had been done that was not on the specification which was the external door to the meter box as it was broken and could not be repaired. Another door had been made and the extra invoice will be submitted. Cllr. Wallace said that electric shock labels should be put on the box and agreed to arrange this.
- g) **Report from Recreational Field Sub Committee** – The Chairman advised that the Recreational Field Sub Committee had met on the 26th June and gave the following report:-

PRESENT:- Cllr.C.Pavitt-Cllr.M.Wallace-Cllr.K.Walker

APOLOGIES:- Cllr.M.Page

RECREATION FIELD

PAVILION:- The interior and exterior repairs and redecoration were inspected and approved.

It was noted that an item not included in the original specification would be carried out at a later date by the contractor, the external cover to the electrical meter box was damaged beyond repair, therefore a new frame and door would be fitted.

PLAY EQUIPMENT:- The comments within the recently carried out safety inspection were read.

The site was given a medium risk rating (on the lowest score for attaining this rating).

It was agreed that the waste bin should be re-sited away from the seat.

Replace the 'S' hooks with either carabiners or quick links.

Replace missing cap of gate.

Once these items have been attended to, the site should revert to Low risk.

GENERAL: The general condition of the field and surrounds it was agreed where in good order.

Writtle Manor Football Club would be carrying out minor repairs to both goal mouths and other small areas.

TODDLERS PLAY AREA

PLAY EQUIPMENT: The comments of the recent safety inspection were read.

Cllr. Pavitt had already arranged for the following to be carried out.

Trip hazards around 3 items of equipment had been filled with top soil and re-seeded.

Holes close by the slide/see-saw had been filled with top soil and re-seeded.
Wickstead Leisure Ltd had supplied free of charge bolts to fix in holes on the igloo climber-these had been fitted by the Cllr. Pavitt who has all the necessary keys supplied by Wickstead.
Cable ties had been purchased and fitted to the swing units to stop bird fowling.
It was agreed to a move the waste bin away from the seat.
Attend to protruding bolts on the seat.
Fill in snare hazard by between the top step of the slide and the shute.
It was agreed that arrangements should be made to clear moss build up on safety surfaces as required.
Cllr. Pavitt had ordered from Wickstead Leisure Ltd liquid pour safety surface to enable a suitable infill along one edge of the igloo climber.
It was agreed that the site was in good order
This site was given a medium risk rating(on the lowest score for attaining this rating)
Once these items have been attended to, the site should revert to Low risk.

h) Any Other – The Chairman advised that the cricket square is maintained by the Cricket Club and Writtle Manor are paying towards it for the Colts 11. The roller left by Roxwell Cricket Club needs repairing and if it cannot be repaired it would cost between £2,500.00 - £3,000.00 for a new one. The Chairman thought the Cricket Club would probably donate some money. It was agreed therefore that the Recreation Field Sub Committee should look into obtaining grants to purchase a new roller if it cannot be repaired. Cllr. Corkhill suggested the Chairman spoke to the County groundsman.

40. FOOTPATHS

a) Bridleway 1 Newland Hall to Newark Hall – Minute 132 & 17. Cllr. Philpot declared an interest. Nothing to report.

b) Changes to footpaths 10 and 12 – Bridleway 42 – Footpaths 34,40 & 66. Cllr.Philpot declared an interest, explained ECC's plan and left the room. ECC had approached Cllr. Philpot as they have got a major problem with Roxwell garage as the footpath goes through the garage they were trying to solve the problem and cut the cost of building two bridges. It was suggested the F10 is diverted to link –up with F12 and a small diversion is carried out on Bridleway 42. There would also be re-routing of the footpath near Cllr. Philpot's house which involved F34, 40 & 66. ECC were now awaiting a response from the Parish Council. The Chairman advised that it was agreed at the last meeting that Cllr. Page would look at the papers. Cllr. Page had made the following comments. He had no problem with the proposals regarding F10 or moving the Bridleway 42. Cllr. Page objected to F34 & 66. He also objected to F40 as he felt it should stay as it is as it is of no direct benefit to the walkers. He objected to F34 as it has been like it for over 20 years. Cllr. Page's response has gone into Lawrence Page at ECC. The Parish Council all proposed and agreed that they supported Cllr. Page's comments.

c) Any Other – Nothing to report.

41. HIGHWAY DRAINAGE – Minute 77,107,120,15,37,57,76,93,110,14,33,55,77,96,119,15,38,59,83, 109, 133 & 18

The Chairman advised that the flooding in the village was not too bad at the moment. Cllr. Corkhill asked whether the Parish Council have any jurisdiction on drains going into brooks. The Chairman advised that he had met with Highways and they were going to jet all drains throughout The Street and if there were any problems Highways or Environment Agency should be contacted.

42. ESSEX COUNTY COUNCIL HIGHWAYS PROPOSED TRAFFIC SCHEMES – Minute 125,20,40,59,78,94,111,15,34,56,78,97,120,16,39,60,84,110,134 & 19.

Nothing to report.

43. REQUEST FOR RAMP TO BE PUT IN ON FOOTPATH OUTSIDE GADES AVEN. – Minute 4, 43,61,79,95,112,16,35,57,79,98,121,17,40,61,85,111,135 & 20.

The Chairman advised that the item had been taken off the Highways list as they had run out of funds. Clerk to remove from Agenda and Parish Council to add to wish list if schemes become available in the future.

44. POTHOLES OUTSIDE 33 VICARAGE ROAD – Minute 23,65,83,101,124,20,43,64,87,113, 137 & 21 .

The Chairman advised that the pot holes were not deep enough to fill. Clerk to remove from Agenda. The Chairman reported the pothole at Cooksmill Green to Highways and was advised that it does not meet the criteria to repair.

45. REVISED STANDING ORDERS – Minute 128,23, 44,65,88,114,138 & 22.

Agreed to defer to next meeting and adopt then. Clerk to E-mail old and new versions to Cllrs. Philpot and Corkhill.

46. REQUEST FOR ADDITIONAL DOG BINS – Minute 26,46,67,90,116,140 & 24.

It was agreed that one bin is still needed outside the school or across the road from the school. Chairman to speak to the school about the possible siting.

47. FENCE AND GREENERY OPPOSITE HOOKS COTTAGES - Minute 27, 68,91,117,141 & 25.

It had been queried where the repair had been done to the fence. The Chairman had chased up ECC highways to clear the weeds and growth. He hoped to arrange a site meeting with ECC to push forward the works. It was suggested that if the ECC were not forthcoming, the Council should consider asking Stuart Pavitt to carry out the works.

48. INTER-VILLAGE OLYMPICS/QUEENS DIAMOND JUBILEE 2012 – Minute 121, 145 & 27.

The Chairman advised that both events were ongoing and the blue print was being looked at for the Olympics tonight and then the support has got to be gauged. There had been three meetings to-date regarding the Diamond Jubilee which were not being organised by the Parish Council. The Chairman had received a bill from the Memorial Hall for the cost of the hire of the hall. Cllr. Wallace suggested that the Memorial Hall donate the cost of hiring the hall as their contribution to the village activities event. The matter was discussed and it was agreed that the Parish Council cannot accept the liability of the hire of the hall for meetings which were not a Parish Council matter. Chairman to write to Memorial Hall in this regard.

49. POLICY FOR RETENTION AND DISPOSAL OF DOCUMENTS.

The document was discussed and it was agreed to change quotations and tenders to 2 years. No other changes were deemed necessary.

50. AFFORDABLE HOUSING.

The Chairman advised that Ralph Metson had been in touch with Moira Groberz of RCCE to see what could be done. The Chairman stated that the parishioners had been asked twice what they thought about the need for Affordable Housing in the village and no responses were received. RCCE are happy to carry out another survey but at present there are no sites. The current funding for the next four years has been completed. It was therefore felt that the time was not right to do another survey and should be reviewed in two years time unless anyone comes forward before then wanting Affordable Housing.

There is no real proof there is a need at the present time. A small need had been identified in the first survey but things have moved on since then. Cllr. Walker said that he would like to understand the ground rules for

setting a project like this up correctly. It was therefore agreed that Cllr. Walker would carry out the research and present his findings to the Parish Council so that the matter could be discussed and the work could be done so that when the Parish Council were ready to proceed everything was in place to move ahead. It was agreed that the matter would be taken off the Agenda until Cllr. Walker has got more information together.

MEETING CLOSED 9.32pm

CHAIRMAN.

DATE

NEXT MEETING – WEDNESDAY 14TH SEPTEMBER 2011 AT 7.30pm IN ROXWELL SCHOOL