

**MINUTES OF THE MEETING OF ROXWELL PARISH COUNCIL HELD ON
WEDNESDAY 10TH MARCH, 2010 AT 7.30PM IN ROXWELL SCHOOL**

PRESENT:- C. Pavitt, H. Hatcher, C. Philpot, M. Page, K. Brookes and Mrs K. Howlett
IN ATTENDANCE:- Mrs L. Green (Clerk)
2 Parishioners
Essex County Cllr. John Aldridge
Chelmsford Borough Cllr. Mrs Nicolette Chambers
PCSO Gina Bennett and

106. DEMOCRATIC 15 MINUTES

A parishioner, Glyn Eastman, enquired as to when the street lights would be painted. The Chairman advised that it would be carried out once ECC had got the time and money, but he would chase the matter. Cllr. Philpot suggested that people contact ECC Highways via their website to report any problems. The Chairman also suggested contacting Fiona on 01245 240000, using Option 2.

A parishioner, Roy Cumbers, reported the water on the main road. The Chairman advised that ECC were aware of the matter. He had spoken to Fiona at ECC and she was aware of the water problems and also advised that all potholes should have been marked today.

Cllr. Howlett advised that Friends of Roxwell School want to erect a shed on the playing field and asked whether planning permission was needed. The Chairman advised her to contact the Planning Department at CBC. Cllr. Howlett also reported the dog mess on the way to school which had been particularly bad this week. It was agreed that the Parish Council would keep an eye on the situation and look at getting a dog bin installed.

A parishioner reported that an articulated lorry had tried to do a u-turn at Chalk End and had got stuck in a pothole which had been developed by the buses. ECC Cllr. Aldridge had made representation on the matter as the radius is too tight and had asked Highways to open up the bellmouth. The parishioner reported that there are big holes in the grass where the lorry has churned it up and there is mud everywhere and the area is now in a terrible mess in all directions. The Chalk End sign has also been knocked down. PCSO Bennett advised that the police had been in attendance when the incident occurred. Cllr. Aldridge advised that ECC could claim from the owner of the vehicle if the Police have the registration number. PCSO Bennett agreed to get the number for Highways.

The Chairman advised that Cllrs. Wallace, Hatcher and himself would be attending the Parishes Evening at the Mayor's Office on 12th April.

107. APOLOGIES:-

Cllrs. Wallace and Gilkes did not attend the meeting.

108. MINUTES OF THE MEETING HELD ON 13TH JANUARY 2010.

The minutes of the meeting held on 13th January 2010 were taken as read and the Chairman was authorised to sign them.

109. CASUAL VACANCY

The Chairman advised that following Phillip Evan's death a notice had been put on the noticeboard on the 12th February advertising the resignation and the Clerk had informed Mr Battley at Chelmsford Borough Council. Mr Battley had now advised the Clerk that nobody had requested an Election and that the Parish Council could co-opt. The Chairman proposed Nicolette Chambers which was seconded by Cllr. Hatcher. The Chairman said that Cllr. Chambers had much experience and was doing a wonderful job in CBC, all of which would be of great benefit to the Council. All Councillors were in favour of the appointment. Nicolette Chambers was therefore Co-opted onto the Parish Council and she signed the necessary paperwork. Clerk to E-mail all other relevant documents to Cllr. Chambers.

110. MATTERS ARISING

Nothing to report.

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

Cllr. Chambers reported that the litter along the A1060 had been awful and that she had asked for it to be cleared. This had happened but now the litter was awful again – Chalk End in particular was terrible. Cllr. Brookes suggested installing a camera at Chalk End. There had also been fly tipping into the stream at Patience Bridge which Cllr. Chambers had asked The Hit Squad to clear.

112. REPORT BY ESSEX COUNTY CLLR. JOHN ALDRIDGE.

Cllr. Aldridge advised that there was nothing to report on the Minerals Development Plan and that ECC were just going through the paperwork that has been received to ensure all points are picked up.

113. 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.

PCSO Bennett advised that she was arranging to get the AMPR camera into the village. There was no more funding available for a speed camera so PCSO Bennett was going to be trained with two volunteers from each village to use the camera that was bought for Writtle.

- 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. -

Nothing to report.

- c) **Parking in St. Michaels Drive** – Minute 104,8,27,49,71 & 90.

PCSO Bennett was keeping an eye on the matter and the parking on the grass. She advised that unless the vehicles were causing an obstruction there was nothing that could be done.

- d) **Any Other.** – Nothing to report.

114. FINANCIAL MATTERS

a) Payments:-

£

Essex County Council	15.00	Hire of School 11 th January 2010
Mr S. Pavitt	160.00	Ditch clearance – Recreation Field and fixing signs
EALC	54.00	Course fee for Cllr. Howlett
B & Q	29.82	Fixings for Signs Recreation Field
M.D. Landscapes	110.00	Spiking Recreation Field
Mr S. Pavitt	119.00	Rolling Recreation Field, Paint over graffiti in Bus Shelter and remove

Mrs B.M. Pavitt	65.40	damaged equipment from Toddlers Play Area
Mrs L.J. Green	486.40	Cleaning Sports Pavilion February and March and supplies
		Salary 01.02.10 to 31.03.10 (£408.00) and Expenses From January to February Meeting (£78.40)

The above payments were approved by the Parish Council.

b) Transfer of Funds

25.01.10 Transfer £500.00 from Business Reserve Account to Community Account
10.03.10 Transfer £500.00 from Business Reserve Account to Community Account

c) Bank Balances.

The bank balances were as follows:-

Current Account - £ 1,325.33
Business Premium - £ 549.69
Business Reserve - £10,554.85

d) Grant Request From Roxwell P.C.C. -

The Chairman advised that a letter had been received from Roxwell P.C.C. together with a copy of the accounts. The matter was discussed. The Chairman proposed £230.00 for the Roxwell Recorder and £160.00 for the churchyard, this proposal was not considered. Cllr. Page proposed £230.00 for the Roxwell Recorder and £200.00 for the churchyard. Cllr. Chambers seconded Cllr. Page's proposal. All Agreed. Payments to be made under Section 137.

e) **Changes to Bank Signature List** – The Chairman advised that following Cllr. Evans' death the bank signatories needed to be changed. The paperwork and mandate had all been completed and Cllr. Mansell had been added as a new signatory. The Chairman was now waiting the final approval.

f) **Any Other** –The Chairman advised that the School had written to him advising that in future all meetings will be held in the school hall as the Governors have decided that they do not want any more meetings in the classrooms. The cost will now be £15.00 an hour as from 1st April 2010.

115. PLANNING MATTERS & APPLICATIONS

a) **STANSTED/M11 CORRIDOR STUDY** – Nothing to report.

b) **ASHTREE FARM, BOYTON CROSS** –Change of use of site from car body repair workshop (B2, general industrial) to a tyre baling facility (use Class Sui Generis, waste management) with associated storage within the existing building. No Objections apart from this site should remain restricted. **APPROVED.**

c) **CHALK END FARM HOUSE, FARMBRIDGE END ROAD** - Retrospective application for repair and partial re-build of domestic outbuildings to form ancillary accommodation in connection with main dwelling house. **APPROVED.**

d) **SCOUT CAMP, SKREENS PARK ROAD** - Removal of two timber buildings and storage containers and the erection of a new storage building and crew quarters. **REFUSED.**

e) **RED GABLES, THE STREET** – Retrospective application for the construction of a plant climbing structure in rear garden, No Comments. **APPROVED.**

f) **ROXWELL LANDFILL, CHIGNAL ST. JAMES** – To allow the importation of 2424m3 of sand and gravel per annum from unspecified remote sites other than those indigenous to this site for the processing at the ready mixed concrete plant until 31st December 2011 at Boyton Hall/Chignal Hall, Roxwell, Chelmsford (Roxwell Quarry) Essex. As per 1.3 and 5.2 this will be the final application for this site before restoration therefore the Parish Council have no objections. No Decision Yet. Cllr. Philpot declared an interest.

g) **SHEPHERDS, SKREENS PARK ROAD** – Retrospective application for new access. No Objections. No Decision Yet.

h) **BUTT HATCH FARM, RADLEY GREEN ROAD** – Retrospective application for alterations and part re-build of single storey side addition. No Objections. No Decision Yet.

i) THE HARE, BISHOPS STORTFORD ROAD - Single storey rear extension and extension to existing car parking. No Objections to the building extension. The car park size doubles in size, just for an extra 9 spaces. Difficult to see how 43 spaces currently fit into current parking area? No Decision Yet. The Chairman advised that slightly amended plans had been received but there were no objections to these.

j) AFFORDABLE HOUSING – Nothing to report.

k) MINERALS DEVELOPMENT DOCUMENT AUGUST 2009 – Cllr. Philpot declared a prejudicial interest and the Chairman asked him to leave the room. Cllr. Chambers also left the room as she is on the Standards Board at CBC. The Chairman advised that at the last meeting Cllr. Philpot's involvement in the Minerals Development Document had been discussed. There had been some concern whether Cllr. Philpot had broken the Model Code of Conduct. The Chairman had therefore spoken to June Clare, the Monitoring Officer at CBC and she had sent a reply by letter. In her opinion Cllr. Philpot had not done anything against the Parish Council rules and regulations. On his return to the meeting the Chairman advised Cllr. Philpot that he had not done anything untoward and in future if discussions are held on the subject he must declare a prejudicial interest and leave the room. Cllr. Philpot was asked that should he be aware of any future applications being put forward he advise accordingly so as to save any unnecessary embarrassment to either himself or the Council.

l) UNIT H, ASHTREE FARM, BOYTON CROSS – Granting of permission notice had been received. The Chairman advised that several clauses had been put on that need to be adhered to.

116. RECREATION FIELD/TODDLER PLAYAREA

a) Erection of Fencing Around Play Equipment on Recreation Field – Minute 53, 73,90,107,11,30,52, 74 & 93 – The Chairman had spoken to Oddy's and they had promised to put the springs on the gates on the fence that was put up last year.

b) Insurance Legalities regarding people playing golf on the Recreational Field – Minute 107,11,30, 52,74 & 93 – The Chairman advised that the relevant signs were now in place. One had been put on the gate and one on the Pavilion. This item can now be removed from the agenda.

c) Safety Inspection – Minute 107,11,30,52,74 & 93 – The Chairman advised that the Play Areas are now on the ROSPA list to get inspected in May each year.

d) Dog Fouling and Dogs on Leads – Minute 11, 30,52,74 & 93.- The Chairman reported that some dog owners were still not using the dog bins provided. The relevant signs were now in place stating that all dogs are to be kept on leads whilst on the recreation field.

e) Car Parking by Toddlers' Play Area – The Chairman advised that the overgrown hedgerows had now been cut back. This item can now be removed from the agenda.

f) Removal of Damaged Play Equipment at Toddler Play Area – The Chairman advised that the playhouse had now been removed and the area had been taped off.

g) New equipment at Toddlers' Play Area – The Chairman showed the Parish Council a brochure he had received and it was agreed that the boat was a good piece of equipment. The Chairman agreed to contact the company and see if there is anyone locally in the area that has the equipment that he could inspect. The Chairman agreed to get costings and report back at the next meeting and also to look at other companies.

h) Recreational Field Charges – The Chairman presented the costs/expenditure for the Recreation Field. After discussion the Chairman proposed the following fees for clubs wishing to hire the field for the 2010/11 football season and 2010 cricket season. The proposal was seconded by Cllr.Hatcher and agreed by the Councillors in attendance.

Football Pitch -Adult teams £44.00 per match
Cricket Pitch Senior - £440.00 (9 match season)
Cricket Pitch Junior - £33.00 per match

i) Any Other – The Chairman advised that the first cut on the Recreational Field would be carried out this week.

117. FOOTPATHS

- a) **Poor surface condition of Footpath 48, that goes from Church Green through the Churchyard and The Street** – Minute 54,74,91,108,12,31,53,75 & 94. - Nothing to report.
- b) **Bridge on the footpath opposite Stonehill Road** – Minute 75 & 94. – The Chairman had reported the matter to ECC. Chairman to check to see if work had been done.
- c) **Big hole at the footbridge at the Mill – Minute 94.** –The Chairman advised that the work had been carried out.
- d) **River eroding into gateway on Footpath towards Tye Hall** – Minute 94 – The Chairman had spoken to David Webber who suggested moving the kissing gate 6ft from the river. The Chairman had therefore written to Rob Boulton asking him whether he could sort the matter out with the Environmental Agency or move the kissing gate.
- e) **Rail disappeared at Footbridge on F27** – Minute 94 – The Chairman advised that the work had been carried out.
- f) **Modification of Definitive Map of Public Rights of Way** – The Chairman advised that there had been a change to the footpath down at The Mill and the letter was confirming that the footpath had been added to the Definitive Map.
- g) **Any Other** - Nothing to report.

Items 117 c-e-f can now be removed from the agenda

118. BULK LITTER CONTAINERS – Minute 97,116,18,35,52,66,82,95,13,29,41,54,68,82,12 & 43, 68,87,102,116,13,35,55,75,92,109,13,32,54,76 & 95.

The Chairman advised that CBC are stopping the Saturday standouts. Cllr. Chambers advised that this was because some of the lorries were coming back empty, everybody now uses the amenity site and waste is collected roadside. She also advised that items can be collected free of charge for the over 60's.

119. HIGHWAY DRAINAGE – Minute 77,107,120,15,37,57,76,93,110,14,33,55,77 & 96.

The Chairman advised that every drain that was causing flooding had been reported and that he had been chasing the matter. The work to Thieves Corner should be carried out this week. Cllr. Philpot advised that Boyton Hall Lane was being done the next day. The Chairman advised that if there are orange marks around the areas they will be done.

120. ESSEX COUNTY COUNCIL HIGHWAYS PROPOSED TRAFFIC SCHEMES – Minute 125,20,40,59,78,94,111,15,34,56,78 & 97.

Nothing to report. The Chairman advised that a speed loop had been put in a couple of weeks ago at Cooksmill Green. This was one scheme on the list that the Parish Council had requested a 40mph speed limit for.

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

Nothing to report.

122. OVERGROWN TREES AROUND STREET LIGHT OPPOSITE THE FORGE – Minute 23,61,80 & 99.

The Chairman advised that he was chasing the matter.

123. FLOOD ON THE SOUTH SIDE OF THATCHERS FARM - Minute 23,63,82 & 100.

The Chairman advised that hopefully the Farmer will be sorting out the problem.

124. POTHoles OUTSIDE 33 VICARAGE ROAD – Minute 23,65,83 & 101.

The Chairman advised that the work had still not been done.

125. ADVERTISING BOARDS IN BUS SHELTERS – Minute 103.

The Chairman had been unable to contact the company. It was agreed therefore that the item would be removed from the Agenda until the company contacts the Chairman.

126. DISPENSATIONS – Minute 104.

Chairman to arrange a meeting before the May meeting.

127. ROXWELL – A LITTER FREE ZONE – Minute 105.

The Chairman had spoken with the Vicar and Hugh Dibbens who were very keen to do something in the village. The Chairman had advised them that the Parish Council would support them. It had been agreed that the village would take part in CBC's Annual Just Bin It Campaign and the Chairman had obtained the forms and completed them. The event was being held on 10th April at the Church - 9.30am meet for 10.00am start. Refreshments would be held in the Church. The Chairman advised that he had made enquiries to have Laminated Posters produced to put up around the village which stated 'Make Village a Litter Free Zone'. The cost was £80.49 for 8 signs. The Vicar and Hugh Dibbens were hoping to get the Youth Group involved. All agreed that the Chairman should order the signs.

128. REVISED STANDING ORDERS –

The EALC had sent out revised Standing Orders which they recommend the Parish Council adopt. The Chairman advised that he needed to read through the new document in conjunction with the existing one to see what changes need to be made and then prepare revised Standing Orders which could be approved in the next few months.

129. WINTER SALT BIN

The Chairman advised that ECC agree with sponsorship. They take responsibility after the bin is installed if it is used on a self help basis but if the Parish Council ask someone to use it then they are not covered by insurance. Sitings have to be agreed with ECC. Cllr. Howlett took a copy of the notice for the Village Hall.

MEETING CLOSED 8.56pm

CHAIRMAN.

DATE

NEXT MEETING – WEDNESDAY 12TH MAY 2010 AT 7.30pm IN ROXWELL SCHOOL