

**MINUTES OF THE ANNUAL GENERAL MEETING OF ROXWELL PARISH COUNCIL
HELD ON WEDNESDAY 13TH MAY, 2009 AT 7.30PM IN ROXWELL SCHOOL**

PRESENT:- C. Pavitt, P.G. Evans, H. Hatcher, C. Philpot, M. Wallace, Mrs A. Gilkes and K. Brookes.

IN ATTENDANCE:- Mrs L. Green (Clerk)
2 Parishioners
PCSO Jon McDonald

1. ELECTION OF CHAIRMAN.

Cllr. Wallace took the chair and thanked Cllr. Pavitt for the effort he puts into the work for the Parish. The Election for Chairman then took place.

RESOLVED:- Cllr. Evans proposed Cllr. Pavitt, which was seconded by Cllr. Philpot. All Councillors were in favour and it was a unanimous vote. Cllr. Pavitt was duly elected as Chairman of the Parish Council for the ensuing year. The appropriate form was duly signed.

2. APPOINTMENT OF VICE-CHAIRMAN

The Election for the position of Vice-Chairman took place.

RESOLVED:- Cllr. Hatcher proposed Cllr. Wallace, which was seconded by Cllr. Evans. All Councillors were in favour and it was a unanimous vote. Councillor Wallace was appointed Vice-Chairman of the Parish Council for the ensuing year. The appropriate form was duly signed.

3. APPOINTMENT OF REPRESENTATIVES

The following were appointed for the following year:-

- | | | |
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| a) Memorial Hall Committee | - | Cllr. Mrs K.. Howlett (To be confirmed) |
| b) Recreation Field Sub Committee | - | Chairman, Vice-Chairman & Cllrs. Hatcher Gilkes and Howlett |
| c) Essex Association of Local Councils | - | Chairman |
| d) Finance Committee | - | Chairman, Vice-Chairman & Cllrs. Evans, Page, Brookes and Philpot |
| e) Footpath Representatives | - | Cllr. M. Page |
| f) Roxwell Charities | - | Cllr. H. Hatcher |
| g) Responsible Financial Officer | - | Mrs L. Green |
| h) Internal Auditor | - | Martin Fairhurst |
| i) Planning Committee | - | Chairman, Cllr. Evans and Cllr. Brookes |
| j) Tree Warden | - | Mick Barlow |
| k) Bus Transport Representative | - | Mrs Pat Young |
| l) Allotment Wardens | - | Keith and Ann Childs |

4. DEMOCRATIC 15 MINUTES

A parishioner, Roy Cumbers, reported that he had contacted PCSO McDonald and they had met on a couple of occasions and things were moving on. The Police are now patrolling St. Michaels Drive Car Park.

Cllr. Hatcher reported that there are two loose wooden panels which are hanging down on the bus shelter by The Hare. The Chairman advised that the matter was being dealt with.

Cllr. Hatcher advised that he had been approached by the Wednesday Club who had reported that the bus comes around the bend on the A1060 so fast that the driver does not see the passengers waiting and does not stop to pick them up. The Chairman advised Cllr. Hatcher to speak to Mrs Pat Young about the matter.

Cllr. Hatcher reported that residents in Boyton Cross had complained to him that the manned vehicle had not been in attendance on the scheduled date. The Chairman advised that the vehicle had turned up but it had been delayed and that in future if the vehicle did not arrive parishioners should contact Freightier House to see what is happening.

Cllr. Hatcher stated that parishioners cannot contact the Chairman as his telephone number is not available. The Chairman advised that parishioners should contact the Clerk in the first instance who would then pass on information to him.

Cllr. Gilkes reported that there is a pot hole at the top end of St. Michaels Drive. Chairman to report to Highways.

The Chairman reported that he had noticed that the village sign needs repairing as it is moving. Bakers of Danbury had visited the site and advised that it is not dangerous but the post is cracked. The wooden fixings have been affected by the weather conditions. Bakers of Danbury to provide quotations.

5. APOLOGIES:-

Cllr. Page, Chelmsford Borough Cllr. Mrs Nicolette Chambers and Essex County Cllr. John Aldridge sent their apologies. Cllr. Howlett did not attend the meeting.

6. MINUTES OF THE MEETINGS HELD ON 11TH MARCH 2009

The minutes of the meetings held on 11th March 2009 were taken as read and the Chairman was authorised to sign them.

7. MATTERS ARISING:-

Nothing to report.

8. 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.

PCSO McDonald advised that the motorcycle officers were keeping an eye on matters in the village and advised that a speed check had been carried out. Adam Pipe had also carried out a speed check in his Special Constabulary role. Special Officers are to be carrying out speed checks in Roxwell and Good Easter. PCSO McDonald reported that there is a major problem with speeding motorcycles in Chelmsford and the surrounding villages at the moment.

- b) **Changing 30mph speed limit near Dukes Manor** – Minute 63,77,11,38,63,82,97,111,8,30,50, 70, 87 & 104.

Nothing to report.

- c) **Children Riding Bikes Without Lights** – Minute 46,70,87 & 104.

PCSO McDonald had not seen any children riding bikes without lights. It was agreed that the item could be removed from the Agenda.

- d) **Youth Nuisance** – Minute 104.

The Chairman reported that there was a marked improvement in youth nuisance within the village since PCSO McDonald and himself had been attending the youth group meetings. PCSO McDonald reported that one youth had knocked on Denis Revel's door (Neighbourhood Watch) to apologise for his behaviour. It was agreed that the item would be removed from the Agenda.

e) Paint Wall in Village - Minute 104.

The Chairman advised that the children in the village had put forward the idea of having a paint wall in the village. The Chairman stated that at the present time this was too big a project as a large safe site would be needed. It was agreed that the Parish Council could not pursue this project at the moment but it would be followed up in the future if necessary. It was agreed that the item could be removed from the Agenda.

f) Parking in St. Michaels Drive – Minute 104.

The Chairman advised that if buses can get through then nothing can be done. PCSO McDonald advised that as long as access is available for a buggy or wheelchair then parking is not classed as an obstruction. If a vehicle is parked completely blocking the highway then it is classed as an obstruction.

g) Any Other. – PCSO McDonald reported that there had been a few distraction burglaries in the area. Millennium burglaries are also taking place which is where people are stealing car keys and then coming back and stealing the car later on. PCSO McDonald advised that the area will be very busy with traffic this weekend due to the Young Farmers Show. Cllr. Philpot reported that quad bikes and motorbikes have been driving over the Young Farmers Showground and last week thieves stole tractors and smashed things up at the showground. Cllr. Hatcher reported that people are stealing gas cylinders that people are using to scare birds. PCSO McDonald confirmed that this is happening all over the Borough at the moment.

9. FINANCIAL MATTERS

a) Payments:-

£

Roxwell P.C.C.	355.00	Grant for Roxwell Recorder and Churchyard under S137
W.E. Wisbey	374.90	Erection of Noticeboard
Len's Lawnmowers	138.33	Lawnmower Service
Essex Playing Fields Association	10.00	Best Kept Playing Field Competition Entry Fee
Essex County Council	15.00	Hire of Hall on 11/03/09
E.on	54.48	Electricity to Sports Pavilion - Cancelled damaged in post
E.on	54.48	Re-issue of above
Evans Garden Maintenance	54.00	Grass Cutting Toddlers' Play Area
M.D. Landscapes (Anglia) Ltd	234.60	Grass Cutting Recreation Field
Mr S. Pavitt	40.00	Grass Cutting Recreation Field Play Area and ditches
Essex & Suffolk Water	66.30	Water to Sports Pavilion
EALC	247.68	Annual Subscription Renewal 2009/10
Allianz Insurance	63.73	Additional Premium Fidelity Guarantee.
Mr.S.Pavitt	64.00	Grass cutting Recreation Field
MD Landscapes	162.15	Grass cutting Recreation Field
Fasthosts	69.91	Roxwell Parish Council web site costs.
Evans Garden Maintenance	90.00	Grass Cutting Toddlers Play Area
Essex Playing Fields Association	25.00	Annual Subscription Renewal
Mrs B.M. Pavitt	69.72	Cleaning Pavilion April and May 2009
Mrs L.J. Green	494.18	Salary 01.04.09 to 31.05.09 (£400.00) and Expenses From March to May Meeting (£94.18)
W.E. Wisbey	441.60	Repairs to Sports Pavilion

The above payments were approved by the Parish Council.

b) Transfer of Funds

16.03.09 Transfer £500.00 from Business Reserve Account to Business Premium Account

01.05.09 Transfer £6,000.00 from Community Account to Business Reserve Account

c) Bank Balances.

The bank balances were as follows:-

Current Account - £1,237.20

Business Premium - £2,767.60

Business Reserve - £10,800.28

d) Clerk's Salary From 1st April 2009 and Mileage Allowance.

The Chairman advised that the salary rates had not yet been confirmed from the EALC and that the figures for 2008/09 had only just been confirmed. It was agreed to defer the matter until November unless anything was confirmed before this date.

e) Approval of Accounts for 2008/09 including Approval of Annual Return and Statement of Assurance for Accounts 2008/09.

The Clerk had prepared the accounts and having circulated them they were discussed and the Chairman and Clerk were authorised to sign them. The Chairman advised that the Audit Commission had sent the annual return to be completed by the Parish Council and Internal Auditor. The Clerk had completed the relevant sections on behalf of the Parish Council and the Chairman and Clerk were authorised to sign the documents. Cllr. Wallace advised that it is normally best practice for an Internal Auditor to audit the accounts before the Parish Council sign them off. The Clerk advised that she has a very tight deadline to meet when preparing the accounts and audit. The Chairman said that the matter would be looked at next year to see whether the internal audit could be carried out before the May meeting.

f) Audit of Accounts for 2008/09 and Appointment of External Auditor.

The Chairman would now send the books to the Internal Auditor. The Annual Return was to be returned to the Auditors by 13th July 2009. The notice advertising the audit to be placed on the noticeboard on the 1st June 2009.

g) Insurance.

The matter was discussed and the Chairman advised that the new premium with Allianz was £1,564.39. The Chairman advised that Cllr. Philpot had notified him that Suffolk Acre, who were a company specialising in Parish Councils in Suffolk, were looking to expand into Essex. The Chairman had not had a chance to obtain a quotation. The Chairman had spoken to the EALC who had heard of the company but knew nothing about them and their advice was to stay with Allianz. The Chairman agreed to contact Suffolk Acre to obtain a quotation as Cllr. Philpot advised that they were substantially cheaper than other insurers. The Chairman and Vice-Chairman were authorised to make a decision and go with whichever insurance company is most beneficial.

h) Any Other – Nothing to report.

10. PLANNING MATTERS & APPLICATIONS

a) STANSTED/M11 CORRIDOR STUDY –

b) CHIGNAL HALL FARM, MASHBURY ROAD – Planning application proposes the construction and use of an irrigation reservoir on land at Chignall Hall Farm, with the extraction of the underlying sand and gravel.

On behalf of the Planning Sub Committee Cllr. Evans reported that prior to the closing date Roxwell Parish Council returned a 'No Comment' response to this application as from documents issued to the Parish Council we knew of no adverse elements relating to this application. The Council was advised of new information that required consideration. After discussion, the Chairman read out Chelmsford Borough Council's objections to the application which had only just been received by the Clerk. It was proposed by Cllr. Pavitt and seconded by Cllr. Brookes that Roxwell Parish Council deliver a post closure date objection to this application as a result of information now available. This was agreed by all Councillors present. No Decision Yet. Cllr. Philpot declared an interest.

c) CHALK END FARM, FARMBRIDGE END ROAD – Change of use of domestic outbuildings to residential annexe. No Objections. **APPROVED.**

d) BLOWS FARM, COOKSMILL GREEN – Detached two bay cartlodge. No Objections. **APPROVED.**

e) ROXWELL LANDFILL, BRITTONS HALL FARM – Application to revise the pre-settlement contours of the existing landfill operation through the importation of non-hazardous waste and extending the life of the site until 2012 including the variation of the existing restoration from agriculture to amenity restoration comprising of conservation grassland, woodland and hedgerows. No Objections. No Decision Yet. Cllr. Philpot declared an interest.

f) ELMS FARM, ELM LANE – Change of use of tack room to 3 stables and erection of a new building to accommodate welfare facilities and additional tack storage. No Objections. **APPROVED..**

g) ROXWELL QUARRY, CHIGNAL ST. JAMES - Continuation of the "extraction of sand and gravel, subsequent reception and depositing of Category A, B and C waste, erection of associated tip accommodation and progressive restoration to agriculture and open water at Britons Farm Hall" without complying with Condition 58 (to process, treat and otherwise refine indigenous materials only) and Condition 60 (removal of plant and restoration of the site) attached to approved planning permission CHL/445/91 to allow the importation of 40,000 tonnes sand, other than those indigenous to this site, for the processing at the ready mixed concrete plant until 31 October 2009 at Boyton Hall/Chignal Hall, Roxwell, Chelmsford, (Roxwell Quarry), Essex. The Parish Council commented What is the point of conditions being set up, they are forever being flouted. Can we be given a guarantee of when all this will stop? **REFUSED.** Cllr. Philpot declared an interest.

h) BROADGATES, THE STREET - Poplar x 2 and Lime x 7 (in churchyard on boundary) along driveway - crown lift to 3m, cutting to branch collar; Horse Chestnut x 4 adjacent house - crown clean, reduce lateral growth by 30%, cutting to suitable growing points (suitable growing points are side branches which are at least one third the diameter of the originating branch. No Objections. No Decision Yet

i) LANIVET, BISHOPS STORTFORD ROAD – Part single part two storey rear extension, single storey side extension, new pitched roof to existing side extension and creation of log store. No Objections. **WITHDRAWN.**

j) LANIVET, BISHOPS STORTFORD ROAD – Part single part two storey rear extension with Juliet style balcony, single storey side extension, new pitched roof to existing side extension and creation of log store. No Objections. **WITHDRAWN.**

k) 8 GREEN LANE – Single storey rear extension. No Objections. **APPROVED.**

l) LITTLE ACRES, FARMBRIDGE END ROAD – Single storey side and front extension and new raised roof. No Objections. No Decision Yet

m) LANIVET, BISHOPS STORTFORD ROAD – Proposed pitched roof and remodelling of existing conservatory and pitched roof to single storey side protrusion.

n) LAWNS, THE STREET - Yew x 1 in rear garden of property on boundary with Broadgates - crown reduce by 2m maximum, cutting to suitable growing points and crown clean. (Suitable growing points are side branches which are at least one third the diameter of the originating branch). No Objections. No Decision Yet.

11. RECREATION FIELD/TODDLER PLAYAREA

a) Best Kept Playing Field Competition – Minute 41,66,85,100,114,11,33,53,73,90 & 107. – The Chairman advised that the entry forms had been sent off.

b) Erection of Fencing Around Play Equipment on Recreation Field – Minute 53, 73,90 & 107 – The Chairman advised that he was still in dialogue with Oddy's to discuss the gates. The handle on the other gate was now coming loose.

c) Insurance Legalities regarding people playing golf on the Recreational Field – Minute 107 – The Chairman advised that the Clerk had contacted the insurance company who advised that the Parish Council should take reasonable precaution to prevent injury to users using the Recreation Field. The

Chairman agreed to look at the notice in Paradise Park in Writtle to check the wording. The Chairman said he would also speak to Writtle Parish Council about the matter. Cllr. Wallace agreed to speak to Chelmsford Borough Council to find out what the wording is on the notices they put up in their parks. Cllr. Wallace proposed that the Parish Council put a ban on golf being played on the Recreation Field with immediate effect and erect a sign to this effect. Cllr. Brookes seconded the proposal. All agreed.

d) Safety Inspection – Minute 107 – The Chairman advised that the inspections were due this month.

e) Dog Fouling - The Chairman advised that the situation seemed to have improved as he had not had to pick up any mess for some time and there has been an improvement on the Recreation Field. The Chairman advised that most dogs are well behaved but some were not well controlled, which is very worrying with children using the field on a regular basis. The Chairman suggested bringing in a dog byelaw that all dogs are kept on a lead when on the Recreation Field. Cllr. Wallace agreed to speak to Chelmsford Borough Council to see what Park Services do and also get a list of Byelaws for Parks. Cllr. Philpot said that the article in Roxwell Recorder had obviously got the message across and thanked the Chairman and Glyn Eastman.

f) Any Other – Nothing to report.

12. FOOTPATHS

a) Footpaths in Village With Wheelchair Access – Minute 115,12,34,54,74,91 & 108. - Nothing to report.

b) Poor surface condition of Footpath 48, that goes from Church Green through the Churchyard and The Street – Minute 54,74,91 & 108. - The Chairman advised that Highways had promised that the work would be carried out but it had not been done to-date.

c) Any Other - Cllr. Wallace thanked the farmers for keeping the footpaths clear. The Chairman advised that Essex County Council have done all the footpaths in the village.

13. 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.

The dates and times of the collections are as follows:-

20TH JUNE 2009 - FROM 11.15AM TO 12.15PM.
In the Car Park off St. Michael's Drive by Toddler's Playarea.

25TH JULY 2009 - FROM 7.45AM TO 8.45AM.
To be placed in Green Lane at the top end by the entrance to the allotment areas

26TH SEPTEMBER 2009 – FROM 7.45AM TO 8.45AM.
Entrance to Colleybridge Lane on the Cooksmill Green Road.

31ST OCTOBER 2009 - FROM 7.45AM TO 8.45AM.
To be placed in Green Lane at the top end by the entrance to the allotment areas

28TH NOVEMBER 2009 - FROM 11.15AM TO 12.15PM.
Layby off A1060 by Boggis Farm, to the east of the Cross Keys Public House, Boyton Cross.

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

The Chairman advised that the well has stopped running now but the pond is leaking. Chairman to contact the owner of Broadgates. The Chairman said that he had not seen whether the work had been carried out to the outside of the school.

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

Nothing to report.

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

The Chairman advised that the work was on the list to be done.

17. REPLACEMENT OF PARISH COUNCIL NOTICEBOARD. – Minute 9,45,63,81,96 & 113.

The Chairman advised that the noticeboard was all in place and had been signwritten.

a) Vehicle Damage to Noticeboard – Minute 113. – The Chairman advised that the lady who had hit the noticeboard had paid by return when she had been sent the bill for the repairs.

18. REQUEST FOR ADDITIONAL CHEVRONS TO BE ERECTED TO THE ROADSIDE ALONG THE DITCHES BY THE BRIDGE AT THE HARE PUBLIC HOUSE – Minute 83 & 115.

The Chairman had spoken to Louise Lockwood who had advised that 25 verge marker posts had been ordered and the work would be carried out by a contractor.

19. BLOCKED WELL PIPES CAUSING FLOODING ADJACENT TO THE POND AT BROADGATES – Minute 83 & 116.

The Chairman advised that the work had been carried out. Clerk to remove item from agenda.

20. ROAD SIGNAGE IN STONEHILL ROAD AND HORSE SIGNAGE AT STONEHILL FARM – Minute 83 & 117.

The Chairman advised that the plan is now finished and will incorporate Horse and Deer signage at both ends of Stonehill Road. The signs will be made of non-metallic material.

21. BUS ROUTE 46 – Minute 119.

The Chairman had spoken to Wendy Jackson, the Transport Liaison Manager, at Essex County Council. The tender process has now been completed and an executive decision has been prepared for Cabinet Members to make a final decision. Mrs Jackson will let the Chairman know when a decision has been reached.

22. SUMMER PLAYDAY

The Clerk advised that she had not received any information this year on the Summer Playday. Clerk to speak to Park Services to ascertain the situation.

MEETING CLOSED 8.40pm

CHAIRMAN.

DATE

NEXT MEETING – WEDNESDAY 8TH JULY 2009 AT 7.30pm IN ROXWELL SCHOOL