

**Minutes of the Sturmer Parish Council Annual General Meeting
held on Tuesday, 10th May 2016**

In Attendance:

Mr D. Porth, Chair, Mrs. B. Collar, Vice-Chair, Mrs. D. Garrod, Mrs. K McLeod-Jones, Mrs. G. Porth, one member of the public.

Apologies

None.

Absent

District Councillor, Robert Bolton.

Acting Clerk

It was agreed by the meeting that Mrs. G. Porth act as clerk.

Minutes silence

A minutes silence was taken in memory of Rachel Mitson, clerk to Sturmer Parish Council for 23 years, who died on 2nd April 2016.

Election of Officers

Chair – Mr. D. Porth. Elected unopposed. Nominated by Mrs. K. McLeod-Jones, seconded by Mrs. D. Garrod.

Vice-Chair – Mrs. B. Collar. Elected unopposed. Nominated by Mr. D. Porth, seconded by Mrs. K McLeod- Jones.

Minutes of the previous meeting.

The minutes of Tuesday, 29th March 2016 having been previously circulated were agreed as a correct record of the meeting.

Declaration of Interests.

None.

Matters arising

(a) A.1017, Hill Lane, Water Lane, Coupals Road, Sect. 106 agreement for village lay-by.

Lay-by

Engineers had been seen at the site, but no further work has been done, Vice-Chair to email Matthew Valentine, Essex County Highways regarding progress.

Footpath outside the Old Forge A.1017

Overgrown vegetation affecting width of footpath has been reported to Essex Highways.

Potholes entrance Crunch Croft

Size has increased. Matter to be referred to County Councillor, David Finch at Annual Parish Meeting.

(b) Footpaths and Play Area

Two large dumpy bags of play bark had been delivered and used in the enclosed play area.

The gate was unable to be opened as Environment Agency had voided the use of Parish Council padlock, chair had contacted Andrew Ward, Environment Agency to resolve the issue.

Chair had replaced signs.

Footpath 21, A.1017 to Linnetts Lane.

A complaint had been received about vegetation growth and a parked car on this footpath, this had been reported and an assurance from Adam Jenkins, Essex Highways that the footpath would be cut.

(c) Flood Action Group Update

Blocked ditch near Hansons

Volunteers had proposed to work on this ditch on Monday, 10th May but weather was not favourable new date set for Friday, 20th May.

Water Lane Culvert

Parish Council were to meet with Local Flood Management in April but could not confirm date.

Great Wilsey Park.

Environment Agency confirmed that there would be a minimal amount of additional water from sewage.

Tyres in Stour Brook at Pope Mill.

Fortyfour tyres were removed from the brook between Pope Mill and footbridge into Lion Meadow, contractor for Braintree District Council had removed them.

Modelling Stour Brook

To be carried out in May.

Hill Lane

Blocked gully was reported again in January.

Drain Water Lane

Deterioration around drain cover in Water Lane was reported in November further telephone reporting has resulted in inspection and it will be repaired.

Trees Play Area

It was noted that lopping of lower branches is required on Ash trees.

(d) Transparency Code

It was agreed that the purchase of computer, scanner and training be differed until a new Parish Council clerk is appointed. A website has been set up under essexinfo.net/sturmerparishcouncil

(e) Solargen and Speedwatch continuation.

Vice-Chair had contacted Little Abington Parish Council, Cambridgeshire regarding flashing speed signs and had received much useful information from them. Total cost of their project was approximately £9,000 which included installation, cost of lights etc., Vice-Chair to enquire as to running costs, insurance and Essex County Highways regulations. Discussion over possibility of sharing cost with other parish councils in networking group. Ask for item to be placed on agenda for next networking group meeting.

Following resignation from Parish Council of Cllr. G. Coles, the acting clerk had information that the Speedwatch team would continue to monitor road traffic.

(f) Community Governance Review Essex/Suffolk Boundary.

Chair had spoken with Steve Daynes, Democracy Manager, Braintree District Council who had informed him Suffolk had removed their submission to the Boundary Commission to move the County boundary.

(g) Annual Parish Meeting

Chair had notices of Annual Parish Meeting, 17th May 2016, 7:30pm Sturmer Village Hall, notices to be placed at the village hall, pocket park and bus shelter Crunch Croft corner. It is hoped, Essex Police, Essex County Councillor, David Finch and James Cleverly M.P. will be able to attend.

6. Finance

(a) Statement of Accounts

Each council member was provided with accounts spreadsheet from November 2015 to May 2016

Current account:- Balance B/Fwd £8,385.65, total payments £2,751.60 total income £5,750.05, Balance C/Fwd £11,384.10.

Instant Savings account:- Balance B/Fwd £4,111.45 total interest paid .68p, Balance C/Fwd £4,112.13.

(b) Payments and Receipts

			£
Payments :-	G.Porth	Folders and ink cartridges	53.40
	D.C. Porth	2 x dumpy bags play bark	191.88
	Rachel Mitson	Clerks remuneration	300.00
	A & J Lighting Solutions		111.60
	EALC	(affiliation fee)	150.22
	Sturmer Village Hall	hire hall	30.00
	E.on	Footway lighting	354.05
	S. Pledger	Grass cutting play area	40.00
Receipts :-	NALC	Transparency Grant	1,795.60
	Wayleave		3.45
	Precept		3,951.00

Receipts letters acknowledging grants received from Sturmer Village Hall Charity and Sturmer PCC

(c) End of year accounts and Audit

Chair had contacted EALC for help with end of year accounts and audit, locum clerk and tutor, Mike Letch spent Saturday 23rd April with Chair and acting clerk helping to compile end of year accounts and audit, Mike acted as internal auditor as well, a practice not usually accepted, but Mike would contact external auditors PKF Littlejohn who had agreed, given the unusual circumstances.

Mike had shown acting clerk how to complete audit form and Mike will provide a report, all of which will be sent to PKF Littlejohn with a covering letter.

Sturmer Parish Council is amongst the 5% required to send extra documentation this year. Mike Letch telephoned on 25th April 2016 stating he had spoken with PKF Littlejohn. Chair and acting clerk still awaiting internal auditor report.

(d) Retrospect budget 2016/17 and VAT Claim

Acting clerk provided each council member with a budget spreadsheet for 2016/17.

Acting clerk could not locate VAT claim for 3 years so had submitted a claim from 01/04/2013 to 20/10/2015 totalling £3,545.47, each council member was provided with a spreadsheet.

7. Correspondence

(i) Street Cleaning Agreement 2016/17, Braintree District Council.

Accepted acting clerk to invoice BDC for £70.15p.

(ii) Lloyds Bank bank statement current account change of address to Chair.

(iii) Braintree District Council provided three notices for two vacancies on parish council these were placed at the village hall, pocket park and bus shelter corner Crunch Croft on 06/05/2016 expiring on 25/05/2016. If no poll requisitioned parish council to co-opt as soon as possible.

(iv) Pension Regulator advised of death of Rachel Mitson

(v) Resignation letter received from Cllr. Graham Coles and circulated to members.

8. Planning

Applications

16/00541/LBC – Challices Farmhouse, replace single existing single glazing timber window frames for new double glazed window frames – application withdrawn.

16/00744/PLD – St Francis, Bumpstead Road, proposed lawful development certificate.

16/00649/FUL – Abbots Grove, Hill Lane, single storey rear extension.

16/00119/TPO – The Old Orchard, removal two sycamore trees.

16/00252/VAR – Spinning Wheel site – application approved.

Call for sites

Braintree District Council planning officers recommended no further development on sites put forward for Sturmer. Minutes of planning meeting currently unavailable

9. Matters for information

(I) Replacement parish clerk, it was proposed to hold a meeting to discuss this matter.

(ii) Nuisance advertising van parked at Sturmer entrance, Cllr. McLeod-Jones had telephoned company and Braintree District Council about the removal of this eyesore.

(iii) No plants yet at Village Sign.

10. Date of future meetings.

Tuesday 28th June 2016, 7:30pm Sturmer Village Hall.

The meeting closed at 9:35pm there being no further business.