

STOCK PARISH COUNCIL

Clerk – Lorraine Green

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MINUTES OF THE ANNUAL GENERAL MEETING HELD ON MONDAY 20TH MAY 2013 AT STOCK VILLAGE HALL, COMMON ROAD, STOCK AT 7.30PM.

Present: *Cllrs, Millernas, Woodward, Lee, Fenwick and Cooper*
Minute Secretary: *Mrs Lorraine Green*
In The Chair: *Cllr. Fairman*
Also Present: *2 Members of the Public, Chelmsford City Cllr. Ian Grundy*

		ACTION
2919.	ELECTION OF CHAIRMAN. Cllr. Millernas took the chair and asked for nominations for Chairman. Cllr. Millernas proposed Cllr. Fairman, which was seconded by Cllr. Fenwick. Unanimous vote in favour. Cllr. Fairman accepted the proposal and signed the Declaration of Acceptance of Office form.	
2920.	ELECTION OF VICE-CHAIRMAN. The Chairman asked for nominations for Vice-Chairman. Cllr. Woodward proposed Cllr. Millernas, which was seconded by Cllr. Fenwick. Unanimous vote in favour. Cllr. Millernas accepted the proposal and he signed the Declaration of Acceptance of Office form.	
2921.	APPOINTMENT OF INTERNAL AUDITOR. It was agreed that Peter Bentley should be reappointed.	
2922.	APPOINTMENT OF PARISH PASSENGER TRANSPORT REPRESENTATIVE. Cllr. Fairman proposed Cllr. Lee which was seconded by Cllr. Millernas. Cllr. Lee agreed to be re-appointed as Parish Passenger Transport Representative.	
2923.	APPOINTMENT OF P3 FOOTPATH REPRESENTATIVE. Cllr. Millernas proposed Cllr. Finch which was seconded by Cllr. Woodward. It was agreed that Cllr. Finch should be re-appointed as Footpath Representative.	
2924.	APPOINTMENT OF TREE WARDEN. Cllr. Millernas proposed Cllr. Woodward which was seconded by Cllr. Fenwick. Cllr. Woodward agreed to be re-appointed as Tree Warden.	
2925.	DEMOCRATIC TIME. It was reported that a bird scarer has been going off on Mr Shariff's land. It was confirmed that it is only going off during the day not at night.	
2926.	APOLOGIES FOR ABSENCE. Cllrs. Johnson, Finch and Rilstone sent their apologies.	
2927.	MINUTES OF THE MEETINGS HELD ON 15TH APRIL 2013 AND 29TH APRIL 2013. The Minutes of the Meetings, having been previously circulated, were then duly signed as a true record of events.	
2928.	DECLARING ANY PERSONAL OR PREJUDICIAL INTERESTS. Cllr. Fenwick declared an interest in Planning Application Nos. 13/00570/FUL & 13/00571/LBC.	
2929.	POLICE MATTERS. Nothing to report. Community Speed Watch - Cllr. Lee reported that she had been chasing and chasing to get a new speed gun. PCSO Willmot said that she would look into it but Cllr. Lee had not heard anything more. Cllr. Lee had spoken to Bill Evans and Phil Morley. Cllr. Woodward told Cllr. Lee to speak to the Police Commissioner, Nick Alston. It was agreed that if the camera cannot get fixed then Cllr. Lee should make enquiries into buying the Parish Council's own approved gun.	JL

<p>2930.</p>	<p>MATTERS ARISING FROM THE MINUTES.</p> <p>Potholes – Highways had written advising the potholes had been repaired but Cllr. Millernas advised her they had not been done and were very dangerous. Clerk had contacted Highways again. It was reported that at the bottom of Smallgains Lane there is a bad hole. Cllr. Millernas said Swan Lane and Back Lane are also bad. Clerk to report to Highways.</p> <p>Bulb planting and sponsorship – Nothing further to report.</p> <p>Marigold Lane road surface –Nothing to report.</p> <p>300m/200m chevrons either missing or hidden on the B1007 on the left hand side as you come from the 60mph speed limit into the village from Chelmsford – Nothing to report.</p> <p>Overgrown hedges from 20 The Square abutting High Street down to the back boundary of 1 Mill Road – Carl Swift to remove posts. Cllr. Fenwick arranging.</p> <p>Buttsbury Bridge – Cllr. Fairman advised that there was an article Save our Bridge in the Brentwood Gazette. The Chairman had attended with Ingatestone Parish Council. Once the speed data had been received the Parish Council would lobby Highways Panel. The Slow Down sign has been put in place and the posts have been painted.</p> <p>Track outside Almshouses – Cllr. Woodward had spoken to Carl Swift who said he would do the work.</p> <p>State of the road in Back Lane by the drain as you approach Fosters Close/School Lane – Cllr. Millernas advised that someone has cleaned in front of the drains. Clerk to remove item from Agenda.</p> <p>44 Back Lane – Unauthorised parking in front of the garden– Posts still to be installed.</p> <p>Gravel area in The Square –Bob Hale to carry out the work.</p> <p>Old metal lamppost by the Old Rectory is leaning and moving and has no lamp in it – Cllr. Fenwick to send photo to Clerk to forward to Highways.</p> <p>Village Litter Pick - It was agreed that the Clerk should contact Circles Farm and ask if they would like to take part and ask them to provide some suitable dates.</p> <p>CCC Local Highway Panel – Cllr. Lee had received an acknowledgement of the schemes put forward.</p> <p>CCC Play Schemes 2013 - Cllr. Woodward had booked Monday 29th July between 1.30pm and 3.30pm for ages 6-11 years, Monday 5th August between 1.30pm and 3.30pm for ages 12-16 years and Friday 23rd August between 1.30pm and 3.30pm for ages 6-11 years. Cllr. Woodward to organise advertising.</p> <p>ECC Superfast Broadband – Clerk had circulated a fact sheet to all Councillors and explained about a presentation she had attended at Good Easter. It was agreed that the Clerk should try and arrange a presentation at Stock.</p> <p>Best Village of the Year and Best Kept Village Competitions –Cllr. Woodward reported that he had seen the judges walking around the village.</p> <p>Parish Cleansing Days – Cllr. Finch dealing with matter. Clerk to E-mail him to remind him that the form needs to be returned.</p> <p>Top part of the path at the crown of Stock Hill, as you go down Stock Hill to the Bishops House, needs clearing – Cllr. Fenwick to check to see if work has been done.</p> <p>Letter to Royal Mail requesting that they stop dropping elastic bands – Letter had been sent to Royal Mail. No reply received to-date.</p> <p>Land Outside Kingfishers –Chairman had written a reply to Mr Raeburn. No reply had been received. It was agreed that the Chairman would arrange for Carl Swift to trim the area outside Kingfishers. It had been done around the tree.</p>	<p>CLERK</p> <p>PF</p> <p>CLERK</p> <p>PF/CLERK</p> <p>CLERK</p> <p>CLERK</p> <p>CLERK</p> <p>CLERK</p> <p>PF</p> <p>NF</p>
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<p>Drainage on Common – Cllr. Grundy had told Cllr. Woodward to arrange to get Highways to clean out the pipe underneath the road so that waste can get away. Quotations to be discussed under closed tenders.</p> <p>Pond – Clerk and Cllr. Grundy had contacted Conservation Volunteers Essex to arrange a date to visit the pond.</p>	<p>PW</p>
<p>Speeding – Cllr. Lee advised that it would cost £85.00 per strip to carry out speed data. The company will not charge for a site visit and the cost includes a report. It was agreed that one strip should be put at the top of Stock Hill, one outside Mill Road and one outside Greenwoods. It was agreed that Cllr. Lee should go ahead with organising this. It was reported that the 30mph sign as you enter the village from Chelmsford is broken. Clerk to report to Highways. Cllr. Lee had spoken to the Casualty Reduction Officer for Police. Cllr. Lee had devised a poster to put on the noticeboard asking people to be aware of their speed in the village.</p>	<p>CLERK/JL</p>
<p>RCCE regarding Affordable Housing – Chairman to draft reply. Cllr. Millernas reported that a small site on the corner of Back Lane/Dakyn Drive is being sold to build two bungalows. Some residents are going to lose their gardens and are not happy. Brookmans garages are also being auctioned.</p>	<p>NF</p>
<p>Protecting verge outside Windmill in Mill Lane –Carl Swift is going to meet the Chairman and once they have agreed where the posts should go then he will provide a quotation.</p>	<p>NF</p>
<p>Greenwoods A boards all over the B1007 into the village - Clerk had written to Village Hall Committee regarding advertising at Village Hall.</p>	
<p>Corner of Stock Road/Downham Road being used as a commercial builders' yard - Nothing to report.</p>	
<p>Parent Parking and Speeding issues in The Square, Back Lane and Dakyn Drive - It was reported that parents had been written to. Clerk to remove item from Agenda.</p>	<p>CLERK</p>
<p>Hankin Wood For Sale – Nothing further to report.</p>	
<p>Triangle at top of Whites Hill - Clerk had written to Highways regarding the matter. No reply to-date. PCSO Willmott had sent Highways a letter advising she had visited the site and it was dangerous.</p>	
<p>Assistance in village from Circles Farm – It was agreed that the Clerk should contact Alex Stone and ask whether they could help with litter picking, putting more plants in the new planters and planting around the bus shelter. It was reported that The Hoop are looking after the planters. It was also agreed that the Clerk should arrange a site visit for the Councillors at Circles Farm.</p>	<p>CLERK</p>
<p>Information board on the edge of Cygnet Woods – Clerk had written to Woodlands Trust.</p>	
<p>Invitation to Annual Civic Service at Chelmsford Cathedral on Sunday 9th June - Cllrs. Woodward and Cooper to attend.</p>	<p>PW/KC</p>
<p>Invitation from The Lord Lieutenant of Essex and The Chairman of Essex County Council to Choral Evensong in celebration of Diamond Anniversary of the Coronation of Her Majesty Queen Elizabeth II at Chelmsford Cathedral on Sunday 16th June at 6pm – Nobody could attend.</p>	
<p>Parish Council Meeting on Tuesday 21st May at 7.30pm in the Council Chamber – Chairman and Vice-Chairman to attend.</p>	<p>NF/JM</p>
<p>Footpath sign post which is located in Back Lane, which is opposite Cambridge Close, has been broken and needs to be replaced – Nothing to report.</p>	
<p>Removing of No Parking Signs on some of the greensward in the village - The Chairman felt that there were too many signs around the War Memorial and bus shelter. Opposite John Bishops' office there are now railings there so there is no need for signs at this location. It was agreed to remove the majority of the signs and just leave one in place. Cllr. Woodward suggested asking Simon Dixon to remove the signs. Chairman to arrange.</p>	<p>NF</p>

	Installation of Speed Activation Sign at the Billericay end of the village on the B1007 - Clerk had confirmed this request to Highways.	
2931.	GENERAL CORRESPONDENCE. a) Wicksteed regarding the annual play area safety inspection. After discussion it was agreed that the Clerk should arrange for an Unaccompanied Inspection at a cost of £45.00, Disability Discrimination Act Audit at a cost of £28.00 and Separate Report showing the detailed Analysis of Risk Assessment from Annual Inspection Report at a cost of £15.00. b) Mrs Radley reporting how untidy driving up to Stock from the A12 is with dropped litter and rubbish hanging in the hedgerows. She said she has never seen it looking so bad. It was reported that the work is carried out on a periodic basis. Clerk to ask Highways Rangers to carry out the work from Downham Road to Crondon Park and also advise Mrs Radley.	CLERK CLERK
2932.	PLANNING MATTERS. <u>Planning Applications</u> Application No. 13/00547/FUL. Conversion and extension to rear of existing attached double garage to living accommodation with a first floor extension above. Flat roof on existing porch to be replaced with a pitched roof and construction of new front porch. Location: Fairmead, Ingatestone Road, Stock. Applicant: Mr & Mrs White. The Parish Council had no comments to make. Application No. 13/00465/FUL. Installation of two anti-vandal metal site containers to be used as changing rooms and wc/shower for the current Football Club. Location: Stock Football Club, Mill Lane, Stock. Applicant: Mr Gary Dyer. The Parish Council had no comments to make. Application No. 13/00570/FUL. Two storey rear extension including modification to roof over kitchen to rear, roof to bay window to South elevation and general exterior refurbishment. Location: The Cock Inn, High Street, Stock. Applicant: Mr Paul Fenwick. The Parish Council had no comments to make. Application No. 13/00571/LBC. Two storey rear extension including modification to roof over kitchen to rear, roof to bay window to South elevation and general exterior refurbishment. Location: The Cock Inn, High Street, Stock. Applicant: Mr Paul Fenwick. The Parish Council had no comments to make. Application No. 13/00035/FUL. Construction of a 5.9m x 4.0m Log cabin to the rear of the church yard to be used as a youth group meeting place. Location: Christ Church, High Street, Stock. Applicant: Mr Jeremy Coulthurst. The Parish Council had no comments to make. Amendments to Application No. 13/00285/FUL. Demolition of existing dwelling and construction of new 5 bedroom dwelling with integral garage. Location: 27 Well Lane, Stock. Applicant: Mr P. White. Comments were due in by 7 th May and CCC could not give an extension. The Parish Council therefore commented that they welcome the removal of the first floor terrace to protect the privacy of 25 Well Lane. Given that this is the only revision to the application the balance of our consultation response remains as previously stated.	CLERK CLERK CLERK CLERK CLERK CLERK

Results

Application No. 12/00988/NMAT/1. Non-material amendment to planning permission 12/00988/FUL (Demolition of existing side extension and conservatory. Construction of new two storey side extension. Pitched roof over existing rear part of cottage. Single storey extension to kitchen/study. Infill of car port. Replacement of garage doors. Replacement of porch to front elevation. Internal alterations). Side Elevation 2 -to remove the glazed screen with oak frame and replace with sliding sash window to match existing. Rear Elevation 3- to remove the oak frame around the glazed doors and have glazed bi-fold doors.

Location: 1 Birch Lane, Stock.

Applicant: Mr & Mrs Steve Darling. **Approved.**

Application No. 12/01451/AOD/1. Condition 4 - Sample materials; Condition 5 - Boundary treatment details; Condition 6 - Finished level details; Condition 8(b) - Code for Sustainable Homes Design Stage Assessment; Condition 9 - Landscape management plan; Condition 10 - Parking details and Condition 13 - Programme of archaeological work.

Location: 10 The Paddock, Stock.

Applicant: Robin Duffy – RD Consulting.

Application No. 12/00564/AOD/2. Condition 5b - Sustainable homes

Location: Byfield House Stock Road, Stock.

Applicant: Mrs Clare Monk. **Condition Discharged.**

Application No. 13/00293/FUL. Loft conversion works including re-roofing and raising of ridge height and new dormer windows to front and rear.

Location: 4 Common Road, Stock.

Applicant: Mr Ian Miller, Essex Architecture And Planning. **Approved.**

Application No. 12/01835/CLOPUD. Planning permission reference 01/01508/FUL for the erection of Polo Clubhouse and changing facilities has been lawfully commenced and the development may as a consequence be completed.

Location: Brock Farm, Ingatestone Road, Stock.

Applicant: Mr R.J. Napp. **Refused.**

Application No. 13/00285/FUL. Demolition of existing dwelling and construction of new 5 bedroom dwelling with integral garage.

Location: 27 Well Lane, Stock.

Applicant: Mr P. White. **Approved.**

Application No. 13/00127/FUL. Demolish existing detached garage, part two and part single storey rear extensions, single storey ground floor side extensions and internal alterations.

Location: The Nook, 18 Common Road, Stock.

Applicant: Mr & Mrs Silvester. **Withdrawn.**

Application No. 13/00128/CAC. Demolish existing detached garage.

Location: The Nook, 18 Common Road, Stock.

Applicant: Mr & Mrs Silvester. **Withdrawn.**

Applications for Works to be carried out on trees in Conservation Area and trees that have Tree Preservation Orders.

Application No. 13/05094/TPO. Oak (T1) – rear garden – fell to ground level and remove stump; replant standard ash at end of our garden.

Location: 59 Well Lane, Stock.

Applicant: Mr Alexandria Quincey.

The Parish Council had no comments to make.

Application No. 13/05530/CAT . Lime - roadside boundary of front garden - re-pollard.

Location: The Chestnuts, 22 The Square, Stock.

Applicant: Mr Peter Kelly. **Approved.**

Planning Appeals and Decisions.

Nothing to report.

Tree Preservation Orders.

CLERK

	<p>Nothing to report.</p> <p><u>Planning Correspondence</u></p> <p>Planning contributions for local open space provision – Nothing to report.</p> <p><u>Urgent Planning Matters Not On This Agenda</u></p> <p>Nothing to report.</p>																	
2933.	<p>FINANCE.</p> <p>Cheques to be Signed -</p> <table border="0"> <tr> <td>101853</td> <td>£1355.49</td> <td>Mrs L.J. Green</td> <td>Salary 01.05.13 – 31.05.13</td> </tr> <tr> <td>101854</td> <td>£431.38</td> <td>HM Revenue & Customs Only</td> <td>PAYE and N.I.</td> </tr> <tr> <td>101855</td> <td>£1,025.94</td> <td>Aon UK Limited</td> <td>Annual Insurance Renewal</td> </tr> <tr> <td>101856</td> <td>£62.42</td> <td>Mrs L.J. Green</td> <td>Expenses 30.04.13 – 20.05.13</td> </tr> </table> <p>Transfers - On the 8th May 2013 £20,000.00 was transferred from Current Account to Base Rate Tracker and on the 20th May 2013 £2,000.00 was transferred from Base Rate Tracker to Current Account.</p> <p>1st Half Precept - £20,400.00 has been received from CCC.</p> <p>Parish Councillor Allowances – Brian Mayfield at CCC had confirmed to the Clerk that there was no increase this year. Therefore Councillors would be paid £121.56 for 2013/14. Clerk to organise payments to Councillors.</p> <p>Clerk's Salary – Agreed to defer to next meeting.</p> <p>Audit of Accounts for 2012/13 - The Clerk advised that the accounts were available for inspection between 10th May 2013 and 7th June 2013 and that a notice advertising the audit was placed on the noticeboard on the 26th April. Clerk to return accounts to Audit Commission by 17th June 2013.</p> <p>Approval of Accounts for 2012/13 including Approval of Annual Return and Statement of Assurance for Accounts 2012/13 - The Clerk had prepared the accounts and circulated them to the Councillors. The Chairman and Clerk were authorised to sign the accounts. The Clerk advised that Peter Bentley had carried out the internal audit. The Chairman and Clerk were therefore authorised to sign the necessary documents in order that the Clerk could send them to the Auditors, Littlejohn LLP, for the external audit.</p>	101853	£1355.49	Mrs L.J. Green	Salary 01.05.13 – 31.05.13	101854	£431.38	HM Revenue & Customs Only	PAYE and N.I.	101855	£1,025.94	Aon UK Limited	Annual Insurance Renewal	101856	£62.42	Mrs L.J. Green	Expenses 30.04.13 – 20.05.13	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>
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2934.	<p>COUNCILLOR/CLERK'S REPORT.</p> <p>A quotation had been given to Cllr. Rilstone to replace the two posts that had been taken out by a parishioner in the Church car park. Cllr. Rilstone to pass the quotation onto the anonymous person.</p> <p>Cllr. Woodward reported that Simon Dixon had agreed to erect the 105 trees free of charge in order to get publicity for his company, Capability Gardens.</p> <p>Cllr. Millernas reported that he had received a telephone call from the Essex Chronicle regarding Forty Acre Plantation in Goatsmoor Lane who had been fined £12k from Chelmsford City Council for chopping up ancient woodland after they had refused a planning application. Cllr. Millernas gave no comment.</p> <p>Cllr. Woodward complained about the amount of E-mails he received from the Clerk. Chairman to see if there are any programmes that filters E-mails.</p> <p>Cllr. Woodward reported that the advertising board outside the Bakers Arms is dangerous.</p> <p>Cllr. Grundy complained about the advertising outside The Almshouses. He enquired whether permission had been sought from the Parish Council. It was agreed that signs are up for too long in the village, i.e. Pre-school, School and Windmill. It was agreed that a note would be put into Stock Press regarding advertising.</p>	<p>AR</p> <p>NF</p>																

	<p>Cllr. Grundy reported that the drains at the bottom of Smallgains Lane need to be jet blasted. Clerk to speak to Highways.</p> <p>It was reported that the grass is rather long in the churchyard. Cllr. Millernas to look and see if it has been done if not he agreed to contact Mark Henderson.</p>	<p>CLERK</p> <p>JM</p>
2935.	<p>DISCUSSION ITEMS.</p> <p>Small jobs to be completed around the village - Cllr. Woodward advised that Bob Hale still has work to do.</p> <p>ECC Speed Limit Review – Cllr. Lee dealing with matter. Cllr. Lee to arrange speed surveys.</p> <p>Planting of new trees – Cllr. Woodward advised that the planting was being done.</p> <p>Yellow lines in Village – Cllr. Grundy advised that CCC will start to consult soon. Cllr. Millernas said that the parking in Mill Road is terrible. Cllr. Grundy advised that if yellow lines are put in it will just push the traffic further down the road. Cllr. Grundy to confirm to Colin Barford at CCC that the Parish Council wish to proceed with yellow lines.</p> <p>Discussion on allocation of specific roles for Councillors – The following roles were agreed:-</p> <p>Public Events – Cllr. Miss Kerry Cooper Speedwatch/Highways – Cllr. Mrs Jo Lee Enforcement – Cllr. Peter Woodward Planning – Cllr. Nick Fairman Police Matters – Cllr. John Millernas Repairs and Maintenance – Cllr. Mrs Sally Johnson Health and Safety – All Councillors Public Relations – Cllr. Paul Fenwick Trees and Grass Cutting – Cllr. Peter Woodward Finance and Budget – Cllr. Rilstone</p> <p>It was agreed that these roles would be put on the AGM Agenda for re-election of roles each year.</p>	<p>PW</p> <p>JL</p> <p>PW</p> <p>IG</p>
2936.	<p>RISK ASSESSMENT – Clerk to find out from EALC what the liabilities/obligations are on Parish Councils for Risk Assessment. Review at next meeting.</p>	<p>CLERK</p>
2937.	<p>DATE OF NEXT MEETING.</p> <p>The next planning meeting will be held on Monday 10th June 2013 in Stock Village Hall and the next main meeting will be held on Monday 24th June 2013 in Stock Village Hall.</p>	
2938.	<p>CLOSED MEETING FOR OPENING TENDERS.</p> <p>Phil Cottee and Cllr. Woodward had a site meeting with Carl Swift regarding the drainage on the Common. The Parish Council discussed the quotes. It was agreed that the S106 monies should be used and also the Cricket Club should be asked to contribute. It was agreed that the Parish Council and Cricket Club should split the balance outstanding after the S106 money has been used. It was suggested that a pond is put on the Common to take up the surplus water. Cllr. Woodward felt a pond was not needed. Cllr. Cooper agreed to obtain additional quotations.</p>	<p>PW/KC</p>

The Chairman thanked everyone for coming; the meeting closed at 10.00pm.

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