

**MINUTE OF  
BRENT PELHAM & MEESDEN PARISH COUNCIL  
THURSDAY 19 APRIL 2012  
VENUE: BRENT PELHAM VILLAGE HALL**

**PRESENT:**

Mr Trevor Hughes	Chairman
Major Ted Barclay	Councillor (Vice Chair)
Mrs Hinch	Councillor
Mr Dimsdale	Councillor
Mr Colin Hamilton	Clerk

No members of the public were present at the meeting.

Minute

Action

**12/001 Apologies for Absence**

Councillor Livings, Mrs Wootton-Ramsay  
District Councillor Cheswright also tendered her apologies for not attending the meeting

**12/002 Minutes of Previous Meeting**

The minutes of the meeting of 12 January 2012 have previously been circulated for electronic review and approval by the councillors. No objections had been raised and the Chairman duly signed the paper version. A copy of these minutes will be posted on the Parish Council's new website for the general public (see minute 12/011).

**12/003 Matters Arising**

Covered by agenda.

**12/004 Planning (Applications)**

Second application to develop Land at Rectory Farm as an organic egg production unit	Permission refused
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The "Plan your Place" seminar was attended by Councillors Hinch and Wootton-Ramsay. Feedback from the councillors indicated how little opportunity there is for new development. The importance of having a Neighbourhood Plan to set out what the parish felt was appropriate and inappropriate development within its boundaries. This mirrored advice from District Councillor Cheswright.

Chairman to speak to Martin Plummer to see what assistance District Planning can provide to the parish council to prepare a Neighbourhood Plan.

Chairman

District Councillor Cheswright has indicated that she will attend the next Parish Council meeting and the subject can be discussed in more depth on this occasion.

## 12/005 Highways

The Chairman commented that no action had been forthcoming from Highways (Raj Goutam) on Kennel Hill. Whilst on the forthcoming works plan, there was no visibility of timeline. Chairman to write to Raj Goutam.

Chairman

Alma Cottage – the road surface at this point is deteriorating badly.

Signage at Washall Green has been replaced.

## 12/006 Finance

**Accounts** – The Clerk presented the accounts to the council. These showed a current account balance of £102.11 and a reserve account balance of £2,346.25, resulting in a total of £2,448.36 at year end.

**Risk Assessment** – The Clerk presented the risk assessment for review. No change in circumstances arose during the review.

**Audit Submission** – The Clerk presented the audit submission for 2010/2011, walking the councillors through Section 1 (Accounting Statement) and Section 2 (Annual Governance Statement), seeking agreement to the entries, and then went on to present the bank reconciliation and significant variances submissions.

Major Barclay proposed that the audit submission as presented be approved. This motion was seconded by Councillor Hinch, and passed by unanimous vote

### ***Motion Passed***

That the audit submission, as presented by approved and prepared for internal audit, viewing by the public and submitted to the auditors.

The Chairman and Clerk duly signed the audit submission in the presence of the meeting.

The Clerk proposed that the current internal auditor (Sue Barclay) be asked if she would act for another year. This proposal was agreed by the members. Clerk to liaise with Mrs Barclay.

Clerk

**Proposals for Payment** – The Clerk presented the following request for payment:

Election costs	The Clerk presented the invoice for charges incurred as a result of the uncontested election from May 2011, in the sum of £54.17. The charges were questioned and the Clerk explained that the costs arose from preparation of the papers, publication of results, etc.
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Public Liability Insurance	The Clerk presented the AON Public Liability insurance in the sum of £308.10. The Clerk went onto explain that clarification had been sought from AON to confirm whether any incident on Meesden green would be covered and this had been confirmed.
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The Councillor Hinch proposed that payments be made. This motion was seconded by Councillor Barclay and passed by unanimous vote

### ***Motion Passed***

That payments be made for the above items.

Clerk

**12/007 Meesden Green**

**Drainage Issues**

The occupant of 4 Elm Cottages has reported flooding to EHDC again. Simon Drinkwater (EHDC Head of Neighbourhood Services) had written indicating a desire to investigate the drainage fronting Elm and Jubilee Cottages, involving the use of fibre optic inspection cameras and digging of holes. A letter had been returned stating that any investigation, and potential costs of remediation, would impact the residents of the properties, as in the eyes of the council, the boundary falls in the middle of the watercourse (and the filling in of the previous culvert). It was requested that the meeting take place in the evening to allow working residents to attend. A response was awaited. Observations of the driveway to 4 Elm Cottages did not show flooding in spite of the heavy rainfall during April.

**Tree Cutting**

The Clerk reported on the quote obtained from Mark Franklin for removal of the two trees requiring early remediation as per the arboriculturalist report. The Clerk also reported on a letter from Mr Beach's insurance company highlighting the two trees plus two others which pose a threat to the Farthings, pointing out that failure to react to the threat of damage would leave the parish council open to litigious action. Removal of the other two trees was considered. Removal of these trees would be more expensive as they were bounded/enclosed telephone wires. Due to the costs involved, a second quote would be obtained. The Chairman will follow up on this matter.

Chairman

**12/008 Parish Meeting**

The Clerk reported that the Parish Meeting was due to be held between April and end June. After discussion it was decided to hold a single meeting covering both villages. A date of Thursday 14-JUN-12, in Brent Pelham Village Hall at 19:30. Clerk to publish on website and in the Newsletter.

Clerk

**12/009 Parish Noticeboards**

Funding under the Jane Pitman locality fund has been provided and work has commenced on producing the new noticeboard. This is work in progress.

**12/010 Brent Pelham War Memorial**

Councillor Hinch reported that the remediation work was due to take place on 18/19 MAY.

## 12/011 Council Website

The Clerk reported on the new website, the URL of which had been circulated before the meeting. The councillors provided a positive reaction to the site. This was being tried as the Pelhams website appeared to have deteriorated and the new website, although on a 12 month contract, was free to use for the first 6 months.

## 12/012 AOB

**Cole Green Farm** – There was an issue with lorries missing the farm and turning around in the village. The Chairman will write to Highways requesting signage to be put in place.

**Brent Pelham Village Hall Committee** – The council nominated person, Beth Featherstone's tenure fell due for renewal. Beth had indicated that she would stand again, if the Parish Council so desired. This offer was warmly welcomed and the Councillor Hinch proposed that Beth Featherstone be the Parish Council's nominated representative. This motion was seconded by Councillor Barclay and passed by unanimous vote.

### Motion Passed

That Beth Featherstone be the council's nominee for the Brent Pelham Village Hall Committee. Clerk to write confirm such to Mrs Featherstone

Clerk

**Good Neighbour Scheme** – The Clerk read out a letter from Mr Gridley regarding the Good Neighbour Scheme. The scheme helped out local residents, with time and petrol contributed by able local people willing to put in the time to help others. The GNS had, however, to cover the cost of insurance. Whilst it had not sought funding on previous occasions, it was asking the local parish council's to assist with paying towards this. The Chairman proposed that £50 be contributed out of council funds. This motion was seconded by Councillor Dimsdale and passed by unanimous vote.

### Motion Passed

That a contribution of £50 be made to the Good Neighbour Scheme.

## 12/013 Date of Next Meetings

**The next Parish Council meetings are to be held on:**

Thursday 5 JUL 2012 @ 19:30 in Meesden Parish Rooms

Thursday 18 OCT 2012 @ 19:30 in Brent Pelham Village Hall