

East Donyland Parish Council
Annual Parish Council Meeting – 9th May 2019
St Lawrence School, Rectory Rd, Rowhedge starting 6.45pm.

MINUTES

Present: Cllrs Phil George, Richard Helliwell, Peter Case, Anna Appleyard, Doug Clay & Dave Myers; CBC Ward Cllrs Mike Lilley & Adam Fox; ECC Cllr Kevin Bentley; Clerk Nicki Matthews and 9 members of the public.

The Chairman, Cllr Phil George, opened the meeting at 6.52pm with congratulations to CBC Cllr Adam Fox on his successful re-election.

18/19 To elect a Chairman for the ensuing year and for the newly appointed Chairman to sign the declaration of acceptance of office: RH proposed Cllr George be re-elected as Chairman; DM 2nd – all agreed. PG signed the declaration.

19/19 To elect a Vice Chairman for the ensuing year and for the newly appointed Vice Chairman to sign the declaration of acceptance of office: DM proposed Cllr Helliwell be re-elected as Vice Chairman; PG 2nd – all agreed. RH signed the declaration.

20/19 To receive and accept apologies and to note absences: Apologies received from Cllrs Guy & Crouchman and CBC Ward Cllr Lee Scordis.

21/19 To minute pecuniary & non-pecuniary interests of members relating to items on the agenda: DM – pecuniary, item 25/19.

22/19 To approve the minutes of the meeting held on 11th April 2019: PG proposed the minutes to be correct; DC 2nd – all agreed.

23/19 Have your say! The Chairman will allocate a max.15 minutes to ask members of the public to speak (max. 3 minutes each) on any matters relevant to parish business:
Compost store at burial ground – still hasn't been emptied? PG apologised for the delay; this is a work in progress with the Maintenance Committee. PG/RH to visit the burial ground to see how this can be resolved. *Action – PG/RH & Asst Clerk*

- Dog bin on Rectory Rd – has been vandalised and needs replacing. Agreed to refer to Maintenance Committee. *Action – Asst Clerk*
- Battleswick Farm – concern that the farm is for sale and this could lead to housing plans being revisited? DC advised that it only the house and top field for sale, not the whole site.
- Pump House – it was reported in the Gazette that there is petition about this with 90 signatures, but residents haven't seen it? Cllrs advised that as far as they are aware there is no petition but it may be that it is a mis-reporting of the approx 90 objections to the planning application.

24/19 To receive and note reports from:

i) Essex County Councillor, Kevin Bentley

- 20 mph – engineers have carried out a site visit, and ECC have agreed to forward fund the work while the process of invoicing EDPC takes place so that the project can progress. KB to forward info to the Clerk on the proposed locations of the speed surveys for EDPC to feed back on. KB will also propose that the 30mph speed limit on Rectory Rd be extended back to the Walnut Tree if possible; this would be a separate TRO but done at the same time. *Action - KB*
- CIF fund – this has been relaunched to amalgamate a number of smaller funds and will be administered by EALC. KB to forward details to the Clerk. *Action - KB*

ii) CBC Ward Councillors Mike Lilley & Adam Fox:

- AF thanked everyone for their support in the recent election; he is looking forward to working with the parish for the next four years.
- 30 mph Speed limit – AF suggested that when responding to KB's proposal to extend this, that EDPC & CBC also request improvements to the Walnut Tree junction to improve safety, e.g. a roundabout or other traffic calming measure.
- Pump House – ML advised that CBC Planning Officers are meeting with Hills next week to discuss the application, and that it is possible the Pump House could be designated as a heritage asset which might help prevent its demolition. RH asked whether the whole building would be included within that or only the original brick part? ML noted that this has been contentious but the request is to have the whole building included. The application will still go

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before planning committee at CBC and ML will keep EDPC updated with progress. The RHT have also been meeting with Hills, outcomes of those discussions to follow.

- Parking – Complaints have increased in the last month, mainly relating to obstruction of driveways (Regent St / Church St). ML has responded to individuals and advises that it is completely legal to park in front of any property or fence on the public highway provided there is no obstruction of a driveway with a dropped kerb. Paget Rd will soon have new yellow lining to ensure emergency access is kept clear at all times. Legislation is also expected to come into force soon preventing obstruction of pavements by parked cars. This will have a big impact in Rowhedge but the aim is to increase public safety for pedestrians.

iii) The Clerk: report noted.

25/19 To agree the payments list already checked by Cllrs Appleyard & Clay:

PG proposed that the payments list be approved, RH 2nd – all agreed (DM left the room for this item). *Action – the Clerk*

26/19 To note the draft minutes (attached) from the Maintenance Committee on 17th April, and to consider any proposals/recommendations arising: noted

- i) **To agree the councillors who will be members of the Committee for the following year:** It was agreed that Cllrs Case, Clay, Crouchman, George, Guy, Helliwell & Myers will form the Maintenance Committee.

27/19 To agree the councillors who will be members of the Finance & Personnel Committee for the following year: It was agreed that Cllrs Appleyard, Clay, Crouchman, George & Helliwell will form the Finance & Personnel Committee.

28/19 To approve the Annual Governance Statement for the year ending 31.03.19 (refer attached): PG thanked the Clerk for preparing this and proposed that the statement be approved; RH 2nd – all agreed.

29/19 To approve the Accounting Statements for the year ending 31.03.19 (refer attached): RH proposed these be approved; DM 2nd – all agreed.

30/19 To consider a request received from a member of the public to carry out additional emptying of the quayside bins: Cllrs agreed it was a sensible suggestion to try and increase collections, but that it would be preferable for CBC to carry out that collection rather than the Water Bailiff, as this would remove the need to store rubbish etc. Currently collections are on Tuesday & Friday; it was agreed that the Clerk contact CBC for a quote for a third collection (seasonal, April-Oct), and Cllrs to approach the Albion landlord to see if they would be willing to provide an additional bin on Friday evenings when the fish & chip van visits. The bins on Pearsons Quay will be replaced this year as part of the rolling maintenance programme which should also improve matters. *Action – the Clerk/PG*

31/19 To note a quote from Realise Futures for a third public noticeboard (matching the existing ones) for £463.98 + VAT, with further quotes to be obtained, and consider locations for this board on the wharf development site: Cllrs discussed possible locations and noted that it needs to be sited in an area of high foot traffic which isn't too exposed. Cllr Appleyard to raise the idea on the Wharf development Facebook page to gather views from residents, and cllrs to visit the site and identify options. Clerk to obtain further quotes and put on the agenda for June. *Action – AA/ the Clerk/Cllrs*

32/19 To consider the following event applications (refer attached):

- i) **From Rowhedge Football Club for an U13 Girls Football Tournament on 8th June on the recreation ground:** Noted this is a positive community event which the council supports. PG proposed the application be approved; RH 2nd – all agreed.
- ii) **From Andrea Evans for weekly Hatton Fight Camp Boxing for fitness classes on the recreation ground:** Noted that this has been checked against the calendar to ensure it will not clash with existing activities. PG proposed that the application be approved subject to receiving a copy of the applicant's valid public liability insurance; PC 2nd – all agreed. *Action – the Clerk.*

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- 33/19 To receive an email from Sapphire Management regarding the potential replacement of the street lights on Thanet Walk with lighting bollards:** PG proposed that the council responds that they have no objections to this, provided that CBC & ECC give their approval and that residents who will be affected are consulted and are happy with the new scheme. AA 2nd – all agreed. *Action – the Clerk.*
- 34/19 To consider a request from EDCA for permission to proceed with the next stage of the extension process once written consent for a land transfer is received from the diocese (without waiting for the finalisation of the new lease and boundary registration). This would involve EDCA taking the tender process to a conclusion, gaining release of the £60,000 S106 funds from CBC and then fixing a start date for the build, hopefully at the start of the school summer holidays:** PG noted that the council is in full support of the planned extension and are keen to help it progress as soon as possible. The main issue is that the build is planned across the existing boundary between land owned by EDPC and the diocese, and it is illegal to build across a boundary. The council has proposed a potential land swap with the diocese for this and agreed max £4,000 expenditure to cover legal fees and plans to get the transfer of land completed. However, the initial response received on 9th May from the diocese indicates that this may not be straightforward on their part and they have asked for their legal costs to be met as well. Cllrs discussed the possibility of entering into a lease agreement with EDCA as a form of reassurance but it would be an additional cost of £975 + VAT and would still not enable the build to legally go ahead before the transfer is completed; no proposal was made to commission a lease agreement. It was noted that if EDCA do decide to go ahead with the tender process etc it would need to be at their own risk as EDPC cannot guarantee when the transfer will be completed, and it appears that even gaining written consent from the diocese may not be a quick process. Cllrs clarified that EDPC cannot give consent for a building on land which it doesn't (currently) own, so cannot give permission to proceed or advise EDCA to take on any risk by proceeding without the required legal processes having been completed. Cllrs noted concern over the proposed timescales and reiterated the council's intent to progress this as quickly as possible to support the extension. *Action – the Clerk.*
- 35/19 To deal with matters arising from the previous Council minutes not dealt with elsewhere in this agenda:** The action list was noted. Actions to clean picnic benches and obtain quotes for the path to the RCRC hut on Lion Quay to be followed up. *Action – Asst Clerk*
- 36/19 To discuss planning applications and note decision papers as listed:** *Action – the Clerk*
- i) **Planning application 190897: 10a High St; application to permanently extend licence for opening hours to 7am – 11pm, following grant of planning permission 161095 in accordance with 180154:** Noted that this is for the Jam Jar café; theoretically they could open with these hours every day but the intention is to only use it for special events. PG noted that the café is an asset to the community, and based on their operation to date proposed that the council support this application; RH 2nd – all agreed.
 - ii) **Planning application 191007: 34 High St; application for minor internal alterations to a listed building including insertion of a new partition, new bathroom and kitchen installations and associated repair works:** PG proposed that the council comments with no objections to this application; AA 2nd – all agreed.
 - iii) **Planning decision 190406: 30 Rectory Rd; outline application for a proposed detached bungalow to the rear of the property – application refused:** noted.
 - iv) **Planning decision 190641: 22 Head Street; application for two-storey side extension and associated alterations – application conditionally approved:** noted.

The meeting closed at 7.49pm.

Agreed as a true record.

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Signed: Date:
Chairman