# **BLACK NOTLEY PARISH COUNCIL**

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY THE 10TH MAY 2023 AT 7.30 PM AT THE PAVILION MEETING ROOM AT THE BLACK NOTLEY PLAYING FIELDS, BLACK NOTLEY.

IN THE CHAIR: CLLR. S. PEDDER.

PRESENT: CLLRS. M. FORD, J. SMITH, A. WOOD, A. GEORGE,

 S. GOLDBERG.

PARISH CLLR’S APOLOGIES**:** - M. SIMMONS.

1469/23SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE BY ALL

NEWLY ELECTED PARISH COUNCILLORS. Cllrs present signed in front of the Clerk.

1470/23 SIGNING OF THE REGISTER OF MEMBERS INTEREST BY ALL PARISH

COUNCILLORS – FORMS TO BE RETURNED WITHIN 28 DAYS. The Clerk reminded

Councillors the deadline for returning these documents.

Cllr Goldberg arrived at 7.35pm.

1471/23 ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE YEAR.

Councillor Smith proposed Councillor Pedder. Councillor Pedder advised she is happy to stand as Chairman.

Proposed Cllr Smith Seconded Cllr Ford Vote Unanimous

Councillor Pedder proposed Councillor Smith as Vice Chairman. Councillor Smith advised she is happy to stand as Vice Chairman.

Proposed Cllr Pedder Seconded Cllr Ford Vote Unanimous

1472/23 DECLARATION OF INTERESTS.

Cllr Wood declared a pecuniary interest in item 13. The payments as we are making a payment to the EALC and she works for them.

1473/23 PUBLIC QUESTION TIME.

2 members of the public present who are interested in the Parish Councillor vacancies. No questions at this time.

1474/23 REPORT FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS.

None present.

1475/23 MINUTES OF THE MEETING ON THE 26TH APRIL 2023.

Proposed as a true and accurate record.

Proposed Cllr Ford Seconded Cllr Smith Vote Unanimous

1476/23 CO-OPTION OF THE TWO PARISH COUNCILLOR VACANCIES.

Two people interested and a third has contacted the Clerk today agenda item for June the vacancies to be advertised on the website and facebook.

1477/23 CORRESPONDENCE.

\* Verbal request received for funding to purchase some Green hi vis vests from the Black Notley Scouting Group. The Cub Leader had attended the meeting last month, the Clerk asked her to email and confirm the request this hasn’t been received. The Clerk to advise them to apply for a grant before the 31st October when the Parish Council is setting the precept.

1478/23 REVIEW AND ELECTION OF REPRESENTATIVE POSTS AND THE SUB

COMMITTEE’S.

Greens Spaces Committee Councillors Smith and Simmons, Sandra Douglas and Sam Elden-Lee.

Footpath “ On hold at this time.

Communications “ Councillors Pedder, Ford and Goldberg.

Planning Representative’s 5 - Councillors Smith, Pedder and Ford.

Tree Warden 1 - Andrew Adair, Cllr Wood.

Emergency Planning 3 - Councillors Wood, Pedder and Goldberg.

Black Notley Community Ass 3 - Councilors Ford and Goldberg.

Village Hall Management 1 - Councillor Pedder.

Personnel Committee 4 - Councillors Pedder, Wood and George.

Church’s Representative 3 - Councillors Ford, Pedder and Smith.

The Clerk to write to Mr Adair and find out if he would like to continue be our Tree

Warden. Cllr Wood would be happy to work with him. Councillors Wood and George

would like more information about the Green Spaces Committee, it was suggested that

they attend the next meeting which is planned for 6pm on the 24th May.

Councillor Goldberg to make arrangements to add Councillor Ford onto the facebook

structure to be able to post items regularly on behalf of the Council.

Not all of the positions above have been filled agenda item for next month when we

have filled the 2 Parish Councillor vacancies.

1479/23 HIGHWAY / PUBLIC RIGHTS OF WAY ISSUES.

No Highways issues raised. Speed Data update it is being collected in one direction from the vehicle active sign. Discussions had regarding getting the data better circulated through facebook / getting posts more widely viewed. Agenda June.

1480/23 POLICY NEEDED FOR THE ALLOTMENT ALLOCATION PROCESS.

We recently had a situation of an existing plot holder (who has now given up their plot) having received help with their plot from another plot holder as it was rather large. Legal advice from EALC had been sort and it was confirmed that The Tenancy Licence Agreement states no sub letting. Therefore the plot holder helping, will need time to move some items from the plot, then this will be split into two and allocated to the next 2 people on the waiting list. A Policy probably should have been created when we took over the running of the Allotments. We need to consider the criteria and information that we want included. Cllr Wood has been involved with running of Allotments in her previous role and is happy to assist the Clerk in creating the Policy. When prepared it will be brought back to the Parish Council for approval and adoption.

1481/23 FINANCE - a) Finance List.

|  |  |  |
| --- | --- | --- |
| D/D | Npower Business Solutions (street light supply)  | TBC |
| D/D | A & J Lighting Solutions Ltd (street light supply)  | £68.22  |
| D/D | EDF Energy (Pavilion) | £27.00  |
| D/D | British Gas Light Business (Pavilion) | £57.41 |
| D/D | BT for Pavilion Office | £42.85 |
| D/D | BT (for Parish Council mobile phone) | £10.80 |
|  |  |  |
| B/Trans | Helen Waterfield (salary + 41/2 hrs overtime) | £849.72  |
| B/Trans | Helen Waterfield (mileage £5.40 + elec £30.00, BT Broadband & calls £28.32) | £63.72 |
| B/Trans | Martin Cudlip (salary + 42 hours annual leave not taken and 13 ½ hours overtime mowing strimming weeding, raking)  | £1026.22  |
| B/Trans | Martin Cudlip (46 miles for the month)  | £20.70  |
| B/Trans | Richard Goodman (salary + 19 ½ hours annual leave not taken and 10 3/4 hours overtime grass cutting, strimming weeding of bund)  | £1030.69 |
| B/Trans | Richard Goodman (fuel) | £7.35 |
| B/Trans | James Todd & Sons (monthly wages service) | £39.60 |
| B/Trans | Essex Association of Local Council (annual subscription) | £571.74 |
| B/Trans | Ernest Does (strimmer line, bark chips and weed killer) | £48.29 |
| B/Trans | Essex Playing Field Association (subscription and entrance to competition) | £40.00 |
| B/Trans | BHIB Council insurance (we are on a 3 year deal this is year 2) | £837.87 |
|  | **TOTAL** | **£4,742.18** |

Cllr Wood left the room while the proposing and seconding took place.

Proposed Cllr Pedder Seconded Cllr Goldberg Vote Unanimous

1482/23 PLAYING FIELD – QUOTATION FOR REPLACEMENT BEARING ON

CROSS TRAINER.

Two quotations had been circulated on from Caloo who installed the item and one from

Playquip. It was agreed to go with Playquip at £268.90 to supply and replace the

bearing.

Proposed Cllr Ford Seconded Cllr Smith Vote Unanimous

1483/23 PLANNING.

No applications to discuss this month.

1484/23 CONSIDERATION REGARDING DEFIBRILLATOR HOUSEKEEPING.

This item when purchased will become an asset of the Parish Council and will need to be checked regularly. A member of the public sitting in the public area said that good practice is to check Defib’s fortnightly, she said she is happy to carry out these checks for the Parish Council on the Defib at the Community Centre. In her role at work she has a standard check list she will send to the Clerk to use at the Playing Field also.

1485/23 DATE OF THE NEXT MEETING WEDNESDAY THE 28TH JUNE 2023.

Agenda item for June - moving the Council forward, requested Cllr Ford.

Meeting closed 9 pm

CHAIRMAN………………………………………….. DATE …………………………