

TIPTREE PARISH COUNCIL

MINUTES OF COUNCIL MEETING

A meeting of the Full Council took place on Monday 12th August 2019 at 7.12pm in The Meeting Room, Community Centre, Caxton Close

Present Cllrs:	M Maund (Vice Chairman)	Mrs S Allen-Shepherd
	C Bigg	Mrs J Bunney
	Mrs D Coe	J Greenwood
	Mrs D Webb	Mrs B Wood

Also in attendance – Two members of the public, Colchester Borough Councillors J Elliott and D Loveland, the Clerk of the Council and the Deputy Clerk of the Council

- 183/19 Apologies for Absence
There were apologies for absence from Cllr R Mannion, Cllr R Smithson and Cllr N Mattinson. Cllr Mrs B Wood told the meeting that Essex County Councillor John Jowers had also sent his apologies.
- 184/19 Chairman's Announcement
There were no announcements to make under this item
- 185/19 Declarations of Interest – There were no declarations of interests
- 186/19 Public Questions
There were no questions from the members of the public present.
- 187/19 Minutes of the Council Meeting – 8th July 2019
Minutes were approved as a correct record. They were signed by Cllr M Maund. Proposed by Cllr Mrs D Coe and seconded by Cllr Mrs J Bunney. Agreed unanimously
- 188/19 Minutes of the Amenities Committee – 15th July 2019
Minutes were approved for adoption. Proposed by Cllr Mrs D Webb and seconded by Cllr Mrs D Coe. Agreed unanimously
- 189/19 Minutes of the Planning Meeting – 22nd July 2019
Minutes were approved for adoption. Proposed by Cllr Mrs J Bunney and seconded by Cllr C Bigg. Agreed unanimously
- 190/19 Minutes of the Council Meeting – 22nd July 2019
Minutes were approved as a correct record. They were signed by Cllr R Mannion. Proposed by Cllr C Bigg and seconded by Cllr Mrs D Coe. Agreed unanimously
- 191/19 Minutes of the Policy & Finance Committee – 5th August 2019
Minutes were approved for adoption. Proposed by Cllr Mrs J Bunney and seconded by Cllr Mrs B Wood. Agreed unanimously.

Cllr C Bigg queried the item of the Auditors Report about the production of salaries. The Clerk explained that the decisions will still be made by the Council, particularly about rate changes to staff salaries but that the Auditor has concerns about the administration and the way in which the salaries are

calculated on a monthly basis by one person. The Auditor has said that with the appointment of a Deputy Clerk, the separation of parts of this task could be accomplished.

- 192/19 Minutes of the Highways etc. Committee – 5th August 2019
Minutes were approved for adoption. Proposed by Cllr C Bigg and seconded by Cllr Mrs S Allen-Shepherd. Agreed unanimously.

- 193/19 Borough/County Councillor Report
Cllr Mrs B Wood reported that no-one has attended the Borough Councillors surgeries since May 2019 and they are thinking about stopping them. Cllr M Maund asked if the surgeries had been advertised and Cllr Mrs B Wood said that they have been widely advertised in newspapers, magazines and on websites and the Facebook page.

It was proposed by Cllr C Bigg and seconded by Cllr Mrs D Coe that the Parish Council would have no objection to the surgeries being cancelled, providing they could be re-instated, should the need arise. The was agreed unanimously.

The Clerk told the meeting that information had been received from the office of Priti Patel MP, that if anyone enquires about the MP surgeries, they should be referred to the MP's office. The dates are no longer going to be advertised.

- 194/19 Clerks Report
There were no matters to report under this item.

- 195/19 Accounts for Payment
1. Income for May, June and July 2019
The income for May and June was circulated. The income for May was £11640.22 (£11106.54 Net) and for June was £3516.77 (£2941.54 Net). They were proposed for acceptance by Mrs J Bunney and seconded by Cllr Mrs D Coe. This was agreed unanimously.
 2. The Accounts for Payment for August 2019 as circulated were proposed for acceptance by Cllr C Bigg and seconded by Cllr Mrs J Bunney and were agreed unanimously.

The following payments in excess of £250 were made;

Payment to	Amount
Colchester Borough Council – Trade Waste and Election Fees	595.44
E.On – Street Light supply	698.70
Ernest Doe & Son Ltd	533.40
Oakpark Security Systems Ltd – Security Patrols July 2019	1970.64

- 196/19 Bank Reconciliations – April, May, June and July 2019
Cllr Mrs B Wood reported that the April, May and June 2019 reconciliations have been completed.
The Clerk is preparing the reconciliations for July 2019 and said that Cllr Mrs B Wood will be informed as soon as they are ready.

197/19 Neighbourhood Plan Consultation Data Processing Procedure
An updated procedure had been circulated before the meeting.
Cllr J Greenwood told the meeting that no weighting was to be attached to the consultation responses. He also said that the three groups dealing with the data from the responses would be clearly segregated and it was put forward that the data inputters would be Working Group members, the data analysers Steering Group members and two independent councillors would be the data verifiers. He asked for the appointment of verifiers to be placed on the next Council agenda. Cllr C Bigg said that the updated document was much clearer than the original.

It was proposed by Cllr C Bigg and seconded by Cllr M Maund that the procedure should be adopted. This was agreed unanimously.

198/19 Report on Meeting with the RCCE
Cllr M Maund told the meeting that he and Cllr R Mannion had recently had a good meeting with Michelle Gardiner from the RCCE. Ms Gardiner reported that there had been some possible problems with duplication of advice about the Neighbourhood Plan and had suggested that for this purpose, there should only be one point of contact at the Council and that this should be the Neighbourhood Plan Secretary, Ms J Webster.

It was proposed by Cllr C Bigg and seconded by Cllr Mrs J Bunney that all requests for information etc. from the RCCE should go through Ms Webster. This was agreed unanimously.

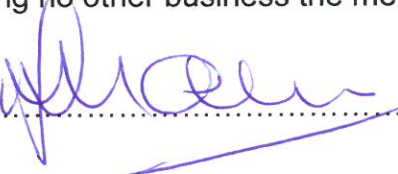
199/19 Community 360/Dementia Action Alliance
The Council was asked to decide whether it wanted a presentation from Rosalva Johnson of Community 360 about the Dementia Action Alliance and whether the Council wants to sign-up to the Alliance and commit to taking actions to become dementia friendly.

It was proposed by Cllr Mrs J Bunney and seconded by Cllr C Bigg that before signing up to the Alliance, Ms Johnson should be invited to attend a Parish Council meeting to give a presentation. This was agreed unanimously.

200/19 Church Road Premises Licence
It was proposed by Cllr C Bigg and seconded by Cllr Mrs J Bunney that the recommendation from the Policy & Finance Committee that the Parish Council should apply for the premises licence for Church Road, should be accepted. This was agreed unanimously.

There being no other business the meeting closed at 7.56pm

Signed.....



Date.....

9/9/2019