

TIPTREE PARISH COUNCIL

MINUTES OF COUNCIL MEETING

A meeting of the Full Council took place on Monday 28th October 2019 at 7.19pm in The Meeting Room, Community Centre, Caxton Close

Present Cllrs:	R Mannion (Chairman)	M Maund (Vice Chairman)
	Mrs S Allen-Shepherd	N Anderson
	Mrs J Bunney	Mrs D Coe
	J Greenwood	Mrs A Lawrence
	R Smithson	Mrs D Webb
	Mrs B Wood	

Also in attendance – One member of the public, the Clerk of the Council and Deputy Clerk of the Council.

Before the meeting opened, Cllr R Mannion welcomed the two new co-opted councillors, Mrs A Lawrence and N Anderson

- 295/19 Apologies for Absence – There were apologies for absence from Cllr C Bigg and Cllr N Mattinson.
- 296/19 Chairman's Announcements - There were no announcements to make.
- 297/19 Declarations of interest – There were no declarations of interest.
- 298/19 Public Questions – There were no questions from the member of the public present
- 299/19 Income and Expenditure
Accounts for Payment - To authorise and make additional payments for October 2019. The Accounts for Payment at expenditure of £10554.24 (£8825.34 Net) were proposed for acceptance by Cllr R Smithson and seconded by Cllr Mrs J Bunney and were agreed unanimously.

In answer to a question from the Chairman, the Clerk told the meeting that the street light at the junction of Walnut Tree Way and Cedar Avenue had to have a replacement head and that the light in Chapel Road is not connected. This has been reported to UK Power Networks by the maintenance company.

The Clerk reported that 100 stamps have been bought from the stationery supplier for use in the office, to save staff time going to the post office. It was agreed that a franking machine should be investigated.

The Clerk told the meeting that she has received an invoice from Colchester Borough Council for the food caddy liners and that this is the first one for a long time. The charge is £60.00 per box of 75 rolls.

Cllr R Mannion asked about the recent grant made to Kyds and the Clerk was asked to e.mail the treasurer.

The following payments in excess of £250 were made:

Payment to	Amount
A&J Lighting Solutions Ltd – Replacement of light at the junction of Walnut Tree Way and Cedar Avenue	£573.60
David Taylor Ltd – Workshop Rebuilding Project Interim Invoice (Demolition)	£9600.00

7.26pm – Essex County Councillor John Jowers entered the meeting

300/19

External Audit 2018/2019

A copy of the External Auditor's Report had been circulated prior to the meeting. Two items had been raised, as follows:

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in to prior year comparatives when completing next year's AGAR. The Clerk explained that the Edge system that was in use in the 2018/2019 year did not make it clear how VAT was dealt with and in order to balance the figures, the VAT debtor had to be included on the bank reconciliation and as a debtor. It was recognised that this was incorrect but there was no way of explaining why this should be so. ACTION – The report was noted and the Clerk said that RBS would be contacted to see if any adjustments needed to be made to the 2019/2020 opening figures. The new Clerk will be asked to correct the figures, as per the report, on the 2019/2020 AGAR.

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address the weaknesses identified. The Clerk told the Council that she had spoken to the External Auditor and confirmed that although the risk assessments were not addressed in the 2018/2019 year, this would happen in the 2019/2020 year.

ACTION - The Risk Assessment Working Group will address the risk assessments as soon as possible and definitely before the end of the financial year on 31st March 2020.

The actions were proposed for acceptance by Cllr Mrs J Bunney and seconded by Cllr Mrs D Webb and agreed unanimously.

The Clerk also raised the matter of the charity, which should have been declared on the AGAR. This matter has been raised by the Internal Auditor and investigations are taking place to find out more details about the charity, which is listed with the Charity Commission.

301/19

With the permission of the meeting, it was agreed to add an item so that Cllr John Jowers could address the meeting.

A12 Update – Cllr Jowers has been assured by Cllr Kevin Bentley that it is expected that plans for the A12 will include a spur off a roundabout, routing a new road to/from Tiptree.

Cllr Jowers has applied for an extension of the 40mph limit on Newbridge Road and also an extension of the 30mph limit on Maldon Road.

Cllr Jowers noted that the CEO of the EALC, Mrs Joy Darby will be retiring in 2020 and gave thanks for her hard work with the organisation over the

last 20 years.

He also reported that Colchester Borough Council had unanimously passed a motion at the last Council meeting to bring forward Part B of the emerging Local Plan. To date, Part A had been given priority but the forwarding of Part B would allow the publication of a 5 Year Housing Supply.

Cllr R Mannion said that the appeal on the planning application for the proposed site at Barbrook Lane has been recovered and a reply is awaited from the Secretary of State.

Cllr R Mannion spoke about the Church Road/Chapel Road/ Station Road/Factory Hill junction and Cllr Jowers recommended that this should be re-submitted to the LHP as a scheme.

Cllr R Mannion said that he had reported an unfilled trench in Chapel Road, which he thinks may have been left after works by Anglian Water, and asked that Cllr Jowers follows this up because it is extremely dangerous.

Cllr Jowers asked that a list of pavements for repair should be compiled and submitted.

Cllr R Mannion said that he would be away for the next LHP meeting.

Cllr Mrs J Bunney asked Cllr Jowers about the stretch of pavement between Asda and the catholic church. Cllr Jowers said that he had asked for this to be done but Cllr Mrs J Bunney reported that only part of the work had been completed. Cllr Jowers said that he will investigate the matter.

302/19

Training

A copy of the EALC training courses until the end of 2019 had been circulated. It was proposed by Cllr R Mannion and seconded by Cllr Mrs J Bunney that a draft Training Policy/Plan should be on the agenda for the Policy & Finance committee and that this should include requirements about attendance at New Councillor and Chairman's courses. This was agreed unanimously.

Cllr Mrs J Bunney asked that a place on the Police Conference on 19th November 2019 be booked for her and this was agreed.

303/19

Tiptree Christmas Fayre

The Clerk told the meeting that the application for the premises licence in Church Road had been submitted and advertised and is being progressed. No objections have been received to date.

Cllr Mrs S Allen-Shepherd told the meeting that the Road Closure Order for Remembrance Sunday has been approved.

304/19

Projects Update

1. A12 Update and Consultation – Cllr R Mannion told the meeting that information has been issued and a consultation period has started. He suggested that everyone should attend one of the consultation meetings that have been arranged, if they can.
2. Toilets Update – The Deputy Clerk reported that a letter has been sent to five interested parties and they have been asked to reply by 18th November 2019.
3. Specials and Security Update – Cllr M Maund reported that he had attended a meeting in Maldon last week relating to the Special Constables Scheme. He told the meeting that there will be one special starting in January 2020. Training will need to be completed before specials can patrol on their own but they can be accompanied by a sergeant as part of the training and so patrols could take place. Cllr M Maund asked that an invitation be extended to Les Hawkins to

attend the Tiptree Christmas Fayre to try and raise awareness of the scheme. He also told the meeting that he will be finding out about how to advertise the scheme on Facebook.

Cllr M Maund also told the meeting that he has arranged a meeting with the Security company and that this will take place on Thursday 7th November 2019.

Cllr R Smithson asked about the role of the Community Warden and was told that their remit does not cover enforcement in Tiptree.

Cllr Mrs J Bunney asked about the damaged bus shelter in Maypole Road and the Clerk said that she would speak to the Grounds Staff about clearing the broke panels.

Cllr R Mannion reported a broken litter bin at the bottom of Grove Road Recreation Ground. This will be reported to the Grounds Staff.

4. Warriors Rest – Situation – The Clerk confirmed that the letter to Mr R Cowling had been sent last week. Cllr R Mannion explained that currently the Parish Council does not have access to the area but that access is required to start clearing part of the area. It was confirmed that there is no PROW to the area, although there is a public access. It was agreed that a letter should be sent from the Council to Colchester Borough Council to ascertain progress on the Barbrook Lane access.

There being no further business, the meeting was closed at 8.17pm

Signed.....



Dated.....

11/11/19