# Aldham Parish Council

# Minutes of Aldham Parish Council meeting held on Tuesday 4<sup>th</sup> May 2021 at 7.30 P.M via Zoom

**Present:** Cllr Jackie Daines (Chairman), Cllr Chris Hall (Vice Chairman), Cllr Brenda Brown,

Cllr Tory Cook, Cllr Andrew D'Angibau, CBC Lewis Barber & The Clerk, Mr G.

Walkingshaw and 2 members of the public.

20/129 Election of Chairman (sign Declaration of Acceptance of Office)

Chairman Jackie Daines was re-elected as Chairman of Aldham Parish Council.

Proposed: Cllr Chris Hall Seconded: Cllr Andrew D'Angibau

Agreed by all. Acceptance of Office form signed by Chairman. **RESOLVED** 

20/130 Welcome and apologies for absence

**CBC** Dennis Willetts

20/131 Declaration of Members interests

Cllr Jackie Daines declared an interest in 147.2 Planning Application 210664

20/132 Election of Vice Chairman

Vice Chairman: Chris Hall was elected as Vice Chairman.

Proposed: Cllr Jackie Daines Seconded: Cllr Andrew D'Angibau Agreed by all. RESOLVED

20/133 Resignation of Parish Councillor Ann Honeyball

The Chairman, Jackie Daines acknowledged the resignation of Cllr Ann Honeyball and had thanked her personally on behalf of the Parish Council for all her hard work and effort over a number of years.

RESOLVED

20/134 Co-option of Parish Councillor

Iain Wicks presented his case for co-option to the Parish Council, which was followed by Stuart Simpson presenting his case for co-option. The Parish Council voted 3 - 2 in favour of co-option of Iain Wicks. Iain Wicks was co-opted onto the Parish Council and joined the meeting as a councillor.

RESOLVED

Cllr Adam Scott requested that future co-option votes should be done via a ballot system. The Parish Clerk was actioned to put together a co-option policy for adoption at the July meeting.

## 20/135 Election of Councillors for sub-committees

The sub committees proposed for 2021/2022 as below:

Planning Sub Committee: Jackie Daines, Adam Scott, Iain Wicks & Chris Hall

Playing Field Sub Committee: Jackie Daines & Chris Hall

Village Hall Representative: Jackie Daines

Gallows Green Representative: Andrew D'Angibau

A120 Representative: Adam Scott

Flooding Working Party Committee: Andrew D'Angibau, Tory Cook, Brenda Brown, Steve Jennings, (Resident) Jean Jennings, (Resident) Andy Heaford, (Resident)

Risk Assessment: Tory Cook Asset Register: Chris Hall

Budgets Review: Andrew D'Angibau

Agreed by all RESOLVED

# 20/136 To review the effectiveness of the system of internal control (Internal Audit)

Chairman to sign Certificate of Exemption and add minute reference

Chairman to sign Annual Governance Statement after approval at meeting, to date and add minute reference

Chairman to sign Accounting Statement after approval at meeting, to date and add minute reference

Chairman to sign Bank Reconciliation after approval at meeting

The Chairman, Jackie Daines signed the Internal Audit Documents for 2020/2021 Agreed by all RESOLVED

# 20/137 To review Standing Orders

The Standing Orders were reviewed by the Parish Council and adopted 04/05/21 Agreed by all. **RESOLVED** 

#### 20/138 To review Financial Regulations

The Financial Regulations were reviewed by the Parish Council and adopted 04/05/21 Agreed by all. **RESOLVED** 

## 20/139 To Review Financial Risk Assessment

The Financial Risk Assessment was reviewed by the Parish Council and adopted 04/05/21

Agreed by all. RESOLVED

## 20/140 To Review Parish Council Risk Assessment

Cllr Tory Cook to review risk assessment on behalf of Parish Council Agreed by all. RESOLVED

#### **20/141** Insurance 2021/2022

Insurance Renewal from BHIB accepted for 2021/2022 at £537.59. Proposed: Cllr Adam Scott Seconded: Cllr Chris Hall

Agreed by all RESOLVED

### **20/142 Public Open Forum** (Maximum 15 minutes)

None

# **20/143** To approve the minutes of the last meeting (3<sup>rd</sup> March 2021)

The minutes of the last meeting were approved and signed by the Chairman. Proposed: Cllr Andrew D'Angibau Seconded: Cllr Jackie Daines Agreed by all RESOLVED

## **20/144 Visitors Report** (Lewis Barber)

CBC Lewis Barber reported that he had received the results of the speeding survey and would be happy to take forward any issues resulting from the questionnaire on behalf of the Parish Council.

CBC Lewis Barber reported that roads have been surface dressed with loose chippings.

Cllr Iain Wicks asked what was the purpose of the surface dressing?

CBC Lewis Barber explained that this was used on roads that were in reasonable condition that required resurfacing every 10 years and that it acts as a seal for the Potholes are filled in before the surface dressing is applied.

Cllr Iain Wicks reported that the loose chippings were a danger to cyclists.

#### 20/145 Clerk's Report

#### **20/146** Finance

To approve payments in accordance with the Budget Payments for May 2021

PC Salary	£457.99
Mileage Expenses	£3.60
HMRC (April)	£114.40
HMRC (May)	£114.40
Internal Audit	£185.00
Landscape Services	£276.00
Zoom Meetings	£14.39
Total	£1,165.78

# To discuss three year plan and budgets for 2021/2022

Review budget forecasts and discuss three-year plan - Cllr Andrew D'Angibau & the Parish Clerk were actioned to review the budgets and put forward a three year plan.

# 20/147 Planning/Housing

- 147.1 Applications for discussion at meeting
- 147.2 Planning Applications Observations conveyed under delegated authority since last meeting

**210480 – Clearview, Rectory Road, Aldham** – Occupation of property in breach of personal planning 01 of 97/1612 which allowed occupation only be Mr J Smith, the property having being occupied by Mr B and Mrs P Smith for a period of at least 10 years as general residential accommodation

**Decision**: Approve Conditional

**210519 – Somerson House, New Road, Aldham** – Replace existing barn with new structure to match existing with associated parking & stores **Comments**: The Parish Council would object to this planning application on the grounds that it could lead to over development/creeping development of the site, which already has a significant number of out buildings. The Parish Council has concerns that future use of the site could be for living accommodation, holiday let or B&B.

**210664 – Aldham Business Centre, New Road, Aldham** – Application for pop up shop selling garden plants, flowers and accessories and assorted foodstuffs. **Comments:** No Objections

147.3 Planning Applications - Decisions received since last meeting

**200502 – Aldham Hall Farm, Brook Road, Aldham –** Convert Milking Parlour/Calf Shed into Dwellinghouse, with Associated Internal and External Alterations, Form Parking Spaces and Private Amenity Area, and Lay Out Hard and soft landscaping.

**Comments:** No Objections to this proposal but would welcome applicants building a cycle path between property and village of Aldham since this is the third barn conversion in last 12 months for property development and would be a contribution towards the village as a whole

**Decision:** Approve Conditional

210288 - Tile House, New Road, Aldham - proposed change of use from

existing garage to residential annexe

**Comments:** No Objections **Decision:** Approve Conditional

210388 - 8 Oak Tree Cottages, Brook Road, Aldham - first floor rear

extension and pergola

Comments: No Objections

Decision: Approve Conditional

#### 20/148 Asset Register

The Parish Clerk reported that the Parish Council had £58,538.62 worth of assets at the 31/03/21. Cllr Adam Scott asked for the defibrillator to be included in the list of assets. Agreed by all **RESOLVED** 

#### 20/149 Speeding in Aldham

Cllr Jackie Daines reported that there had been an accident on Thursday 29<sup>th</sup> April 2021 at the junction of New Road and Halstead Road. There were no serious injuries as a result of the crash. The Parish Clerk was actioned to record all vehicle accidents reported to the Parish Council.

# 20/150 Playground Inspection 2021

The Playground Inspection has not been completed yet but will be done in May 2021

# 20/151 Millennium Playing Field & Playground 2020

Nothing further to report

#### **20/152 Flooding**

The next meeting will take place on the 13th July 2021

#### 20/153 Village Event

Cllr Jackie Daines informed the meeting that it would be a good idea for the Parish council to hold a village event at the Millennium Playing Field to celebrate coming out of lockdown. Cllr Brenda Brown & Cllr Andrew D'Angibau suggested that a date in September would be better as schoolchildren were back to school and parents back from holidays. A date of either the 4th or 11th September 2021 was proposed for the event. The Parish Clerk was actioned to add this to the 6th July 2021 meeting agenda. Agreed by all

#### 20/154 Village Hall Event

Cllr Jackie Daines informed the meeting that Tyler Kemp Band had been provisionally booked for a village event at the Village Hall on the 11<sup>th</sup> December 2021. The Parish Clerk was actioned to book the band for this date.

#### 20/155 Adoption of BT Phone Box

The Parish Clerk informed the meeting that British Telecom think the box has already been adopted by the Parish Council. The Parish Clerk is waiting on an email to confirm this. Cllr Chris Hall informed the meeting that some books had been placed in the phone box. Cllr Jackie Daines actioned the Parish Clerk to write an article for the Grapevine asking for resident's suggestion on how to use the adopted phone box.

# 20/156 Training/Events

156.1 Reports on attended events

# 20/157 Information Exchange/Items for next agenda

Cllr Jackie Daines informed the meeting that she would like to organise a photo book/display showing photos during Covid as a record for people in the future to look back on. Cllr Iain Wicks volunteered to compile photos online.

Cllr Jackie Daines informed the meeting that no reply had been received in respect to the damage to the verge/footpath. It was reported that the verges were now very dry and repairs would make little difference. No further action.

Cllr Jackie Daines reported the footpath in Ford Street was in need of repair. Parish Clerk was actioned to report this to Essex Highways.

Cllr Jackie Daines informed the meeting of the art competition. It was agreed that this event would be linked into the photo book/display.

# 20/158 To confirm date and time of next meeting

Date of next meeting: Tuesday  $6^{th}$  July 2021 at 7.30 p.m. The meeting finished at 9.10 p.m.

Signed	Chairman
Date	