

SOUTH HANNINGFIELD PARISH COUNCIL

Minutes of a council meeting held on Thursday 20th October 2022 in Downham Village Hall.

Present: The Chairman and Councillors Mitchell, Burgess, Vickers, Walker, Huntington and Coveley. The Clerk kept the minutes.

1. Apologies for Absence – Councillors Marsello, Whitehead, Bonnett and Cerson.

2. Declaration of Interests – Cllr Coveley declared a non-pecuniary interest on agenda item 5F.

3. Public Participation – There were no members of the public present.

4. Planning –

a) 22/01791/FUL – 29 Park Lane, Ramsden Heath – Ground floor rear extension – No Objection.

b) 22/01815/FUL – Oak Lodge, Hawkswood Rd, Downham – Proposed six dormer windows to the front and rear of existing roof. Proposed single storey rear extension. New front porch. Additional fenestration to the rear and side elevations – No Objection.

c) 22/01503/FUL – Heath Farm, Heath Road, Ramsden Heath – Demolition of existing dwelling. Construction of a replacement dwelling with basement level – Object. Not in line with original footprint.

5. Finance –

a) Ratification and Authority to Issue online payments and cheques –

Proposed by Cllr Huntington, Seconded Cllr Burgess.

Ernest Doe & Sons	Parts/Fuel/materials	£ 233.71
Reliable Fire Protection	S/Pav fire extinguisher service	£ 142.31
Sue Lees Consultancy	Maintenance fee	£ 40.00
PC Help Ltd	Computer repair works	£ 137.50
Dirt Devils	S/Pav cleaning	£ 228.06
105325	BFS Ltd Fuel	£ 143.04

b) 30th September 2022 Month End Accounts – The Clerk confirmed the remaining Precept monies had been received. She is hopeful we will soon receive Cil payments for Church Road, Ramsden Heath. The balance as at the month end was £131085.52. There were no questions.

c) Ratification and acceptance of the fencing quotation and mesh panel for the basketball apparatus – The Clerk explained that only one quotation was requested, as we want the palisade fencing to be of the exact same design and material as the existing. The Clerk confirmed she had contacted the Internal Auditor prior to this, requesting clarification this was a legal process to take. Proposed by Cllr Vickers, Seconded Cllr Huntington.

d) Response from the Internal Auditor regarding online payments – The Clerk reported that we need to record in our Financial Regulations that the two delegated online payment signatories, (Cllrs Bonnett and Whitehead), take responsibility for making the payments in advance of them being formally ratified at a council meeting. If the full council is delegating responsibility for approving payments, it needs to be consciously done and recorded in the Financial Regulations. The Standing Order Working Party will look into this at the next review.

e) Request from St Peters Church for South Hanningfield Parish Council to purchase a new set of lights for their Christmas tree – The Clerk confirmed these would cost no more than £60. All in favour.

f) Donation Request from the Luncheon Club to contribute to the 2022 Christmas Lunch – The Clerk reported that we had donated £500 for the last two years. Cllr Huntington proposed a payment of £500 be granted. Seconded Cllr Mitchell, all in favour.

g) Agree to pay for refreshments at the Ramsden Heath Village Hall Christmas tree lighting event, due to the Parish Council not being able to hold our tree service this year – Members were in full agreement for the Parish Council to pay for refreshments. The Clerk reported that after speaking with the road closure department at CCC, they have agreed to pay for the Traffic Management Report they are insisting that we have. A quotation of £400 has been received. The Traffic Management Company said this really is a waste of money, but if CCC are insisting on this, they will of course be happy to attend the event. The Clerk to advise the RHVH Management Committee. The Clerk to ask Cllr Cerson if he is happy to organise the PA System on the night and to organise the music.

6. Matters for Information -

a) Cllr Mitchell was concerned with the Church Road, road closure taking place soon. Where are the bus diversion routes going to be? He would also like to see additional permanent road signage be installed to alleviate parking problems during school pick up and drop off times. The Clerk said we would need to apply to the LHP for any additional road markings.

- b) Cllr Mitchell asked members if they knew whether the Forest School in Church Road has approval from the ECC Education Department, is it there officially and shouldn't they provide car parking?
- c) Cllr Burgess reported that to obtain information of the planning decisions at Dowsett Farm, we need to apply for a FOI request.
- d) The Chairman reported that rubbish was left on Pitch 3 last weekend and the light was left switched on in the Pavilion.
- e) The Clerk reported that no one had contacted CCC regarding the Parish Councillor Vacancy. It has therefore today been advertised under Co-option. This will be advertised in the Parish Newsletter.

7. Date of Next Meeting - The Clerk confirmed this will be Thursday 3rd November 2022 commencing 7.45pm in Ramsden Heath Village Hall.

There being no further business, the meeting closed at 8.32pm.

Approved as a true record.

Signed.....Dated.....