

## CLERK'S REPORT FOR SEPTEMBER 2012.

### Council Minutes.

Notes taken from 'Local Council Administration' by Charles Arnold-Baker (eighth edition)...

"Minutes of proceedings of a council and of its committees must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports."

This view is supported by the EALC and by Paul Clayden, legal Advisor to the SLCC.

### Dealing with members of the public.

Compiling the document circulated with the October agenda for Members' information.

### Parish Council Precept Meeting.

Following the receipt of information that the next Highways Panel meeting clashes with the date of the Precept meeting; and the need for the Chairman and Cllr. Wright to attend that meeting, it has been necessary to change the date of the Precept meeting to Tuesday 27<sup>th</sup> November commencing at 20.00hours in Rivenhall Village Hall.

### Tarecroft Wood.

Nothing further to report this month regarding the ECC Transfer of Assets Policy.

### Public Footpaths.

Making enquiries regarding the damaged new waymarker post at the railway crossing of footpaths 43 and 45. Arrangements are in hand to have this post replaced in a slightly different location.

Cllr. Brailey attended the CPRS session relating to Public Footpaths on 18<sup>th</sup> September 2012.

Further Rights of Way Survey Forms have been forwarded to Adam Jenkins (ECC Rights of Way Officer).

### ECC Salt Bag Scheme.

Confirmation received from GreenfieldsCH that a grant will be made to the PC for the purchase of Hi-vis vests and snow scoops for use by the salt spreading volunteers.

### A12 slip & Oak Road junction.

Nothing further to report this month.

### ECC Parish Transport Meetings.

Information received and will be included on the October agenda.

### Half-yearly report.

Completed the compilation of this report, hopefully for publication and distribution during October. Draft included with October agenda.

### Braintree District Local Highways Panel.

Receiving request for the installation of a bus stop either side of West Ford Farm, Church Road. Included on the agenda for the October meeting.

**ECC Roads Maintenance.**

Nothing further to report at this stage.

**BDVSA 'On the Road'.**

The BDVSA 'Roadshow' details are as follows Braintree Library on Wednesday 17<sup>th</sup> October from 10.00 to 13.00hours and Sible Hedingham Library on Thursday 18<sup>th</sup> October from 13.00 to 15.00hours.

**BDC: Localism Act, Neighbourhood Planning and Town and Parish Liaison.**

Distributing via email details of the above prior to discussion at the October meeting.

**Training Courses.**

Joining details given to Cllr. Clark for the EALC Roles & Responsibilities Training Course on 18<sup>th</sup> September.

**Parish Council Website.**

All relevant information is up to date.

**Planning Matters.**

Receiving details of those applications granted or refused.

**ECC & SBC Joint Waste Development Document.**

Nothing further to report.

**BDC's 'Allocations Development Plan Document'.**

Nothing further to report.

**Finance.**

Reconciling the monthly budget figures and the Bank Statement.

Receiving notification of the second half-year Precept payment from BDC, payment date circa 26<sup>th</sup> September 2012.

Information received and included in the October circulation box regarding the Community Rights Grant Programme.

Commencing the compilation of documents required for the Precept meeting.

**Coffee Morning PC 'Surgery'.**

Attending this on a fairly regular basis along with Councillors.

**Liaison with Chairman.**

Liaison with the Chairman upon various items of correspondence, and the photocopying/collection, as necessary, of planning applications.

Keith Taylor (Parish Clerk)  
25<sup>th</sup> September 2012.