

## MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at Tudor Lodge, Franklin Road, Tuesday, 20<sup>th</sup> January, 2009 at 7.45 p.m.

Present: Trevor Jones, Sandra Nunn, Valerie Shawcross, Sue Thomas, Claire Udall.

1. Apologies for Absence: John Shawcross, Jeanette Mochrie.

2. Agree Minutes of Meeting held on 2<sup>nd</sup> December, 2008.

The receipt from Trevor should read £11.55 not £1.55. The Minutes were signed by Sandra Nunn.

3. Agree Public Launch Meeting Minutes.

The minutes were agreed and signed by Sandra Nunn.

4. Matters Arising from the Minutes

There had been an e-mail from The Reverend Sandra Manley requesting a copy of the parish plan booklet for the Church. It was agreed to keep 2 copies at the Church.

5. Report From Chairman

The Chairman was pleased to report that the launch meeting had been a success.

6. Report from Treasurer

The balance is currently £2161.56, however, Jeanette had not yet submitted expenses for printing cost of launch meeting posters.

It was agreed to renew, for one year, the licence for the website at a cost of £50 + V.A.T. and the host name for £6 + V.A.T. as this becomes due in February. Total cost £64.40.

Claire requested that all time sheets be forwarded to her as soon as possible now that the parish plan has been completed. It would also be helpful if the cost at a rate of £50 for a 7 hour day basic rate and £350 for professional time could also be calculated for grant purposes even though this money will not be claimed by group members.

The accounts will need to be audited independently and presented at the A.G.M.

7. Report from Secretary

John Shawcross has given a letter of resignation.

As many of the booklets as it is possible to deliver have been distributed to all occupied properties in the parish. There are a few houses where it is not possible to deliver due to the size of the letter box and there being no response from the householder. All leaflets were delivered personally where possible and only left in letter boxes large enough not to cause damage to the booklet when there was no response from the householder.

8. Agree Release of Appropriate Questionnaire Results to Blue House Farm.

Trevor gave out copies of the free flow comments on Blue House Farm and the village hall from both adult and youth questionnaire results. It was agreed to forward these comments to Blue House Farm and to Anne Nunn, Chairman of the Village Hall Management Committee, respectively.

9. Agree Release of Free Flow Comments in Questionnaire to Parish Council.

This should read "Business" free flow comments. It was agreed that, as there were only 11 questionnaires completed, and that there were no conclusive comments that it will not be necessary to forward these on to The Parish Council.

10. Any Other Business

Trevor had updated all reports and minutes on the website, however, he had noticed that the link with The Parish Council was not working and that information on their site was not correct. He agreed to contact the person responsible for the Parish Council website.

A request should be made for The Parish Council to give a further update on the village plan no later than the end of April, 2009.

11. Summarize Any Actions to be taken before Next Meeting

- Trevor to e-mail free flow comments from questionnaire results concerning Blue House Farm to Essex Wildlife Trust and village hall comments to Anne Nunn.
- Trevor to renew host name and website licence.
- Trevor to contact the person responsible for The Parish Council website.
- Sandra to ask the treasurer of The Village Hall Management Committee for an invoice for the cost of hiring the hall for parish plan meetings.
- All time sheets to be forwarded to the Treasurer as soon as possible.

12. Date of Next Meeting

A.G.M. Monday, 9<sup>th</sup> March 2009 at 8 p.m. in the village hall during The Parish Council Meeting, Visitors' Talk Time.

A further meeting in May to be arranged after update received from Parish Council on village plan.

Meeting Closed at 9.15 p.m.