

MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Monday, 26th February, 2007 at 7.45 p.m.

Present: Brian Armstrong, Elizabeth Armstrong, Trevor Jones, Sandra Nunn,
Claire Udall, John Shawcross, Valerie Shawcross,

Guests: Stella Meesters – Rural Community Council of Essex,
The Reverend Sandra Manley – Holy Trinity Church, North Fambridge.

1. Apologies for Absence: Jeanette Mochrie, Kim Varnes. An apology was also received from Sue Thomas who would like to join the group. There was no Parish Council Representative.

2. Minutes of Last Meeting

Stella advised that all minutes in future should be entitled Parish Plan Group in line with the constitution.

The Minutes were agreed and signed by Brian Armstrong as representative of the group.

3. Matters Arising from the Minutes – there were no matters arising.

4. Report from Treasurer

Stella advised that the date for the next grant applications is 20th March and that she would help Claire complete the application forms. As this date is before the I.G.M. it would be acceptable to state that the constitution is to follow in order that the application can be submitted on time. Supporting notes can also be submitted at a later date. Claire agreed to complete the application form and to gather estimates of anticipated future costs, e.g. printing, phone calls, stamps, etc. Group member's time cannot be claimed for but professional service fees can be claimed.

Valerie to get price of hiring Village Hall on a Saturdays.

It was agreed to open a bank account using a draft constitution document. .

5. Village History Report

Sandra amended some incorrect data she had been given regarding the number of houses in the village in 1996 which should read 248 not 198. A paragraph on Blue House Farm has also been added. It was agreed that the history should be condensed at a later stage if necessary.

6. Report from Parish Council Representative

There was no Parish Council representative at the meeting. Valerie had been informed that Su Baudrey had resigned from The Parish Council but Brian had not heard from Su herself or received a reply to his e-mail so far. He agreed to try to contact her to ask if she would still like to be a member of the Parish Plan Group. It was agreed to send an invitation to the Parish Council for a representative to attend our next meeting.

7. YACI Report

There was nothing to report as there has been no meeting of this sub group since 29th January.

8. Web-site and Publishing Report

Trevor had prepared some laminated notices advertising the I.G.M. to pin up around the village. He demonstrated the web-site he has designed which met with approval and admiration from all present. Items to put on the web-site were discussed. A summary of the minutes of our meetings and the draft constitution were considered essential items of information for villagers before the date of the I.G.M. Valerie to give Trevor's e-mail address to the person who has access to the Parish Council web-site with a view to setting up a link between the two sites.

Trevor agreed to pay the £50 to register the site which would be reimbursed as soon as the bank account had been opened and funds received.

9. Local Business Report

John had begun a list of known businesses in the area and approached E.C. Leisure who are moving their business from the boat yard. A new business is to take its place in May. He also reported that there are several other businesses in the Marina as well as N.F.Y.C. and the Clubhouse there is believed to be independently run. It was suggested that an opportunity be given at the I.G.M. for businesses to come forward. John and Brian to agree what questions we need to ask people running businesses in the village by referring to questionnaires from other village appraisals.

10. Campaign to Protect Rural England

After reading through the information given to us, Brian believed that much of what would be covered overlaps what we have already planned, therefore, it would be incorporated in our plan.

11. Constitution

There had been a few minor alterations since the last meeting. The date of the proposed A.G.M. was changed from November to March.

Claire asked Stella for clarification on a few points:

- **Q.** What is the definition of "the Group" as referred in (A), does this refer to The Committee
- **A.** There will be the elected Committee but other interested parties may form part of "the Group" (e.g. The Reverend Sandra Manley) if they take an active part in The Parish Plan.

- **Q.** Would Claire have to produce a full set of accounts which would need to be audited.
- **A.** Stella believed that it would only be necessary to present a report of income and expenditure that could be checked by an independent person, however, she would confirm this as Claire is a qualified accountant and this is an important issue.

In order to be able to open a bank account, The Draft Constitution was signed by Brian Armstrong, Valerie Shawcross, Sandra Nunn, Claire Udall, Trevor Jones, John Shawcross and Elizabeth Armstrong to cover the period from 26th February, 2007 until 21st March, 2007.

Trevor to post The Draft Constitution on web-site.

12. Agree Agenda for I.G.M. to be held on 21st March, 2007

Valerie read out a copy of the Herongate and Ingrave Village Appraisal Agenda Michelle Gardiner from R.C.C.E. had sent. It was agreed that our I.G.M. should follow the same format starting with tea and coffee being served from 7.45 p.m.

Stella to provide “post-it notes”

Sandra volunteered to Chair the meeting in Brian’s absence. All members of the group proposing to put themselves forward for the Committee to send a brief profile of themselves for Valerie to type up for Sandra to read at the meeting. Stella suggested only need to say how and why we each became involved, any experience or qualification relevant for the group and any particular role or task within the group.

13. Any Other Business

John agreed to attend the meeting at R.C.C.E. offices in Feering on 6th March entitled, “Parish Plans Taking the Actions Forward,” with Brian if Su Baudrey no longer wishes to go. Brian queried with Stella the fact that it would cost £10 each. Stella said that this is because North Fambridge are not members of The R.C.C.E. which is an independent charity. Valerie to contact The Chairman of The Parish Council asking if they are prepared to become members of R.C.C.E. in view of all the help we have received from them.

Brian handed out copies he had printed off from Windows regarding a village appraisal software package at a cost of £75. Stella to inquire of other groups if they have found this package helpful but felt that it was of limited use and Trevor had already done most of the work himself from a free template.

14. Date of Next Meeting

I.G.M. Wednesday, 21st March 2007 at 8 p.m. – tea and coffee to be served from 7.45 p.m.
Monday, 2nd April, 2007 at 7.45 p.m.

Meeting Closed at 9.50 p.m.