Present:- Cllr. J Edwards-Winser (Chairman), Cllr. Mrs J Lawrey(Vice-Chairman)
Cllr. M Whitehead, Brenda Hambrook (Clerk & RFO)

1. Apologies  There were no apologies required

2. The minutes of the December meeting were approved as a true record

3. Matters arising from the December meeting

3.1 The clerk has contacted the football club regarding Water/Electricity Charges. A revised charges schedule has been forwarded to RK, DC and JV to assist in negotiations with OUFC

3.2 The clerk to produce a specification and schedule for mowing of the cemetery and the Green and to request bids from contractors for 2012/13.

3.3 It was agreed that the winter opening times would be 07.00hrs to 16.00hrs and that summer closing would be extended to 19.00hrs

3.4 Unblocking the Park Lane sewer in the recreation Ground – some of the residents have contributed to the costs, clerk to chase two defaulters.

3.5 Following the re-routing of the bus service the chairman is progressing a new hard standing at Rye Lane. The matter is in hand

3. General

3.1 An updated cash flow was tabled and agreed

3.2 Details of receipts and payments were tabled and agreed – they would be updated with the latest information before the full council meeting on 9th January 2012

3.3 It is recommended that the precept should be increased by 8%. For a Band D property this would equate to £77.68 compared with £71.92 last year, ie an increase of approx 50p/month.

4. Cemetery

4.1 Correspondence has been received from a resident concerned at security of the car park and suggesting a permanent height barrier: width barriers: parking limited to 2hrs: and yellow lines on the access road to the M26. The Chairman will respond to the suggestions.

4.2 New trees for the “green burial” have been purchased by Brian Thomas and will be planted, with relatives of the deceased in attendance, on 21st January.

4.3 Recent graves have been levelled and other minor works carried out

5. Car Park
5.1 It was reported that an elderly pedestrian had tripped in the car park just before Christmas as a result of sudden frost damage causing a pot hole. The Community Warden had visited the injured person to verify that all was well and Brian Thomas carried out an instant repair to the hole.

6 Toilets
6.1 Nothing to report

7. Allotments
7.1 Nothing to report

8. Hand Driers
8.1 A new reduced fixed price 3yr contract has been agreed with PHS. Termination will be carried out in a proper and timely manner.

9. Recreation
9.1 VAT clarification requested regarding reclaim of VAT on costs incurred in respect of pavilions.

10. Bus Stop(s)
10.1 Nothing to report

12. School House/Heritage Centre
12.1 The Chairman to chase HC regarding agreed repayment 1.1
12.2 School House now has operational linked fire alarms JE-W
12.3 The first Asbestos investigation quote has been received

13. The Solar System
13.1 Nothing to report

14. A.O.B.
14.1 It was agreed not to pursue with the QE2 playing fields
14.2 The clerk will chase SDC with regard to taking on the Hale Lane recreation ground on a 99 year lease at a peppercorn rent 1.2 Clerk
14.3 Halstead Parish Council to be contacted about their Diamond Jubilee beacon. 1.3 Clerk
14.4 Funding for the Hale Lane tree planting have not been fully spent. This will be reviewed following completion of further work yet to be carried out.