

# Essex Association of Local Councils



42B High Street  
Great Dunmow, Essex CM6 1AH

## THE 72nd ANNUAL GENERAL MEETING

Minutes of the Meeting held on Tuesday 19<sup>th</sup> September 2017 at  
Foakes Hall, Great Dunmow, Essex  
The meeting commenced at 12 noon

### Present:

The President Cllr John Jowers and Vice President Cllr Dominic Peter with  
19 Executive Members and 8 EALC Staff

<b>The President John Jowers</b>	<b>EALC</b>	<b>Chairman John Gili-Ross</b>	<b>Colchester West Bergholt PC</b>
<b>Vice-Chairman Cllr Sheila Jackman MBE</b>	<b>Epping Forest North Weald Bassett PC</b>	<b>Vice-Chairman Cllr Peter Davey</b>	<b>Brentwood Ingatestone &amp; Fryerning PC</b>
<b>Treasurer Cllr David McPherson-Davis</b>	<b>Basildon Ramsden Crays PC</b>	<b>Cllr Stuart Berlyn</b>	<b>Chelmsford Danbury PC</b>
<b>Cllr Helen Edwards</b>	<b>Braintree Feering PC</b>	<b>Cllr Richard North</b>	<b>Brentwood Kelveden Hatch PC</b>
<b>Cllr Roy Martin</b>	<b>Rochford Hockley PC</b>	<b>Kathryn Richmond</b>	<b>Epping Forest Waltham Abbey TC</b>
<b>Cllr Michael Talbot</b>	<b>Tendring St Osyth PC</b>	<b>Cllr Alan Acott</b>	<b>Castlepoint Canvey Island TC</b>
<b>Cllr Mandy Cohen</b>	<b>Rochford Barling Magna PC</b>	<b>Brian Hindley</b>	<b>Colchester Dedham PC</b>
<b>Cllr Bryan Ledger</b>	<b>Maldon Asheldon &amp; Dengie PC</b>	<b>Cllr Keith Miles</b>	<b>LLCF South Woodham Ferrers TC</b>
<b>Cllr John Anderson</b>	<b>Maldon Southminster PC</b>	<b>Cllr Hamish McIlwrick</b>	<b>Uttlesford Hadstock PC</b>

<b>Cllr Linda Belgrove</b>	<b>Tendring Alresford PC</b>	<b>Cllr Alan Townsend</b>	<b>Uttlesford Little Hallingbury PC</b>
<b>Dominic Petre</b>	<b>Vice President</b>	<b>Mick Page</b>	<b>Vice president designate</b>

<b>8 Essex Association of Local Councils Staff Present</b>			
Joy Darby	Chief Executive Officer	Linda Golding	Assist CEO
Pearl Willcox	County Training Officer	Charlene Slade	RFO
Amanda Brown	Parish Support Officer	Kerry Wood	Office & Training Administrator
Louise Gambardella	Office & Training Administrator	Tracy Millard	Catering

**There were 107 Delegates present including 98 delegates from 64 Member Councils**

**In the Chair: The President, Cllr John Jowers**

### **1. Welcome**

The President, John Jowers, welcomed Member Councils and Guests to the 72nd Annual General Meeting of the Essex Association of Local Councils.

### **2. Apologies for Absence**

The EALC had received a number of apologies which are appended to these minutes.

### **3. Signing of Minutes from 2016 AGM**

The President asked for any amendments - No amendments were tabled.

The President asked for a Proposer - Cllr Stuart Berlyn – Danbury Parish Council proposed that the minutes were accepted

The President asked for a Seconder - Cllr Peter Davey - Vice Chairman of the EALC from Ingatestone & Fryerning Parish Council seconded the motion.

Those present voted unanimously to agree the minutes as a correct record of proceedings and the President duly signed the Minutes.

#### **4. Election of Vice Presidents**

The President requested The Chairman thank all the retiring Vice-Presidents for the work and support they had given the Association during their term in office, these were Peter Martin and Canon John Brown.

The Chairman Cllr John Gili-Ross told the meeting Vice-President Margaret Grimster had unfortunately sent her apologies earlier to the meeting as she had not been able to get into Dunmow due to public transport letting her down.

Cllr Gili-Ross proposed the election of a new Vice-President, Mike Page, who had highlighted and supported the Association's work whilst at Essex County Council.

Also nominated were Margaret Grimster and Dominic Petre Vice-Presidents who had agreed to continue in their roles.

Proposed by Cllr Michael Talbot – St Osyth PC and an Executive Member  
Seconded by Cllr John Anderson – Southminster PC and an Executive Member  
The motion was carried

#### **5. Annual Report 2016/17**

The Chairman Cllr John Gili-Ross told the meeting the EALC continues to be recognised nationally for the work it carries out in support of the Parish and Town sector. Change remains ever present and the EALC is committed to providing top quality support and training, whilst looking for new areas where value can be added.

To meet the challenges presented during the year it is essential that we work diligently and successfully with our partners to create mutual benefit and we must exploit every opportunity to work on your behalf primarily with Essex County Council and also the National Association of Local Councils. During the year I have explored ways where the sector can help provide value within communities and at the same time help relieve some of the pressures on our County Councillors. Early this year I produced a draft proposition, which if implemented will allow all Councils the opportunity to act as local agents for ECC to deal with local issues such as parking on greensward areas and "fly posting", these being just a few examples. These are often very challenging issues for ECC to address, particularly when budget constraints are a factor. I hope this proposition will become a reality and that a pilot scheme can be implemented to demonstrate how such a scheme could benefit all.

Our Partnership working continues with the Police through the Commissioner's Office and the Association's membership of the Rural Crime Forum where we help spread the word on all policing issues that affect our communities.

Effective Partnership working coupled with the provision of Quality training remain the Associations top priorities, providing excellent networking opportunities.

I remain immensely proud of being the EALC Chairman and the many achievements this year would not have been possible without the Staff and Executive Members all of whom provide the District and Borough voice that guides the Association in its business and the many strategic partners the Association works with to provide real benefit for the County.

My thanks go to my two Vice Chairman Cllr Peter Davey and Cllr Sheila Jackman for their support during the year and finally my biggest thanks go to Joy Darby, Chief Executive Officer who has created a diligent and enthusiastic team, which is 100%, focused on delivering value to all member Councils.

The President asked for a Proposer – Cllr Peter Davey – Ingatestone & Fryerning PC and Executive Member proposed the acceptance of the Report.

The President asked for a Seconder – Cllr Roy Martin - Hockley PC and an Executive Member seconded the motion.

The Membership unanimously agreed the acceptance of the Annual Report 2016/2017

## **6. EALC Annual Financial Accounts**

The Treasurer, Cllr David McPherson-Davis, presented the Accounts of the Association for the year 2016/2017.

Cllr McPherson-Davis told delegates a copy of the accounts were in their packs accompanied by relevant notes explaining two year variation and comments from the RFO Charlene Slade, the current financial position and future plans.

Three points should be taken into consideration:-

- The Transparency Funding was coming to a close. To date this has distributed £42,740 to small councils.
- Level of inflation quoted at 2.9% possibly falling to 2%. Councils looking ahead to precept need to consider effect on payroll cost.
- In the process of updating the presentation of the annual accounts. Next year the new presentation of Accounts will be made to the Finance Committee throughout the year and then to the AGM.

The Treasurer thanked Essex County Council for their continued support and the grants provided to the EALC. Cllr David McPherson-Davis asked those present to approve the accounts and accept the Annual Financial Report of the Association.

The President asked for questions to the Treasurer

There was one question from Clavering Parish Council regarding grants received by the Association which the Treasurer answered.

The President told the meeting that Essex County Council had had to cut their budgets by £60m for the past three years and the EALC had survived those cuts!!

He then asked for a Proposer - Cllr Keith Miles – South Woodham Ferrers Town Council proposed the acceptance of the Accounts for 2016/17 for EALC and EA (2013) Ltd and the Financial Report.

The President asked for a Seconder – Cllr Wendy Stamp – Burnham-on-Crouch Town Council seconded the motion.

The Membership unanimously agreed to accept the accounts and Annual Financial Report.

## **7. Affiliation Fees**

Affiliation Fee request for 2018/2019 1.9% increase for the EALC proportion of the fee.

Cllr McPherson-Davis told the meeting debates on various committees agree we should ask the Membership to accept an increase of 1.9% on the EALC portion of the fee. NALC will set the NALC fee at their AGM in October 2017. It is expected that the fee will be set at 1.9%.

The President asked for a Proposer – Cllr Peter Davey – Ingatestone & Fryerning Parish Council and Executive member made the proposal to increase the fees next year by 1.9%.

The President asked for a Seconder – Kathryn Richmond – Waltham Abbey Town Council seconded the motion.

The Membership unanimously agreed the increase of 1.9% with no one voting against and no abstentions.

## **8. Appointment of the EALC Auditor**

Cllr McPherson-Davis the Treasurer told the meeting Mr Maurice Howard CIPFA had agreed to stand as Auditor for the year 2017/2018, the Membership was asked to approve this appointment.

The President asked for a Proposer and Cllr Chris Pond – Loughton Town Council proposed his appointment.

The President asked for a Seconder and Cllr Tony Forester – Epping Town Council seconded the motion.

The motion was carried unanimously.

## **9. Motions**

A motion had been received by the EALC from Loughton Town Council and was proposed by Cllr Chris Pond to the meeting:-

The Environment Act 1995 requires local authorities to monitor air pollution against national targets and to take action where it is found that these targets are unlikely to be met.

Information on air quality across the county may be viewed at [www.essexair.org.uk](http://www.essexair.org.uk) although much of the data is not current. Areas that exceed the national pollutant levels are called Air Quality Management Areas (AQMAs). There are a number of these in Essex.

The main cause of poor air quality in our parishes (both urban and rural parts) is road traffic. With two motorways on our borders, busy main roads and endemic stop-start traffic on town centre roads this is not a surprise.

Official research indicates that dealing with NOx and particulate pollution is now a government priority. See <https://www.parliament.uk/business/publications/research/key-issues-parliament-2015/health/air-quality-in-urban-areas/>

Loughton Town Council has agreed to take action regarding poor air quality and, with the support of the Epping Forest Branch of the Association of Local Councils, submits the following motion to the EALC for consideration at the AGM on 19 September 2017:

As medical and other evidence suggests a growing link between air quality, notably diesel vehicle emissions, and poor respiratory health, the EALC and its member councils are urged to:

- i. to apply pressure on the County Council and the principal councils to more carefully monitor and publish air quality data; and
- ii. reduce their use of diesel powered vehicles and apparatus.

The President told the meeting it was a fair motion and not unreasonable.

Cllr Keith Miles from South Woodham Ferrers asked the question "what do they replace old trucks with?"

The motion was seconded by Cllr Tony Church from Epping Town Council

The motion went to a vote and was carried:

44 in favour  
11 against  
11 abstentions.

## **10. Chief Executive Report – Joy Darby**

Mrs Darby told the meeting working for the EALC, and you as the Member Councils is never dull, every day is different and every day we learn something new.

- Legislation changes, new courses required.
- Councils achieve great services, initiatives and improve the quality of life for their communities.
- Some Councils we help when difficulties arise, some require support in differing ways
- sometimes we celebrate with Councils as they make great achievements and others we offer our condolences too
- Sometimes we lose both elected Members and Officers and this year has been no different. Sadly we lost Tilly Pink one of Executive Members, Vic Leach from Hawkwell, just recently Cyril Hawkins from North Weald Bassett, Paul Beckerson Clerk to Leigh on Sea Town Council, and Ellea Hunt Clerk to Canvey Island Town Council. The sector misses people like these and I am sure that there were many more deaths that I have not mentioned that have left Councils looking to new members to take on specific roles, and often those people are hard to replace.
- The challenges we face change and as a sector we have to be versatile and able to respond quickly and effectively

The continued support of Essex County Council has enabled the EALC to grow to its present structure and without this the services we offer would be severely compromised. We thank Cllr David Finch, Cllr Simon Walsh and his predecessor Mick Page, and all the other ECC Councillors that work with us.

Our relationship is still excellent with the Chief Constable Steven Kavanagh and the Crime Commissioner Roger Hurst. The development of this has made considerable difference to the work we do.

This year we have 1 maybe 2 non Member Councils in Essex. This I take personally and will try to achieve them back into Membership. The decision I have been assured has been a cost decision in both cases, not due to what we deliver.

Under the successful management of Pearl Willcox County Training Officer we now offer

- More courses than ever
- More Councillor and Chairman courses
- Saturday briefings
- New courses and briefings
- More short courses in Council's own premises

We have seen our competitors fighting our ground, and we have asked you to remember these are businesses and are not 'not for profit' organisations such as the SLCC and the EALC. We ask that you support us and ensure that you let us know if we are not delivering all the services or types of courses you need.

The Larger Local Councils Forum continues to be successful under the management of Linda Golding – even free beer was a highlight this year! These meetings have grown in size and the quality of the agenda is excellent, giving information and providing a network for sharing best practice.

Amanda Brown has worked with councils applying for Transparency Funding with a turnover of less than 25K and this comes to an end 31<sup>st</sup> March 2018. We have been successful in the work we have carried out and the support we have given these Councils.

We have continued to provide Clerks bursary funding for Councils with a precept under 80K thanks to Angela Balcombe and ECC Funding.

We have continued working with VineHR and Councils using the service are better equipped to deal with personnel issues.

The EALC Staff have attended training and continued to improve their skills. We have seen staff leave and welcomed new ones. The RFO Charlene Slade has brought new ideas of how to improve our financial reporting. We welcomed Kerry Wood back who plays an important role in our communication strategy. We have had our first EALC Baby in 2017, with Sian Morris having a baby girl, and we have welcomed Louise Gambardella on a maternity cover. For just a few weeks we welcomed Tracy Millard, who left to join Marks Tey Parish Council, but still comes back to help us on a Saturday and is here today. Along with Colin Golding whose help is vital to the running of these large events. Kelly Holland was also on our pay roll for a few months helping with Local Council Awards and Transparency. Amanda continues this work today.

The Member Councils through the EALC District and Borough meetings elect Executive Members to work on your behalf on the EALC Executive Board. These members work hard and undertake many roles, sitting on Committees and making decisions. Principal Players are the Chairman Cllr John Gili-Ross, Vice Chairs – Cllr Peter Davey and Cllr Mrs Sheila Jackman Chairman and the Treasurer - Cllr McPherson-Davis All the others play equally important roles, and their names are in the annual report.

Finally I would like to say that it is a privilege for me to serve you the EALC Member Councils. The next year will see new initiatives, many challenges, new funding opportunities and of course a continuing of our services.

The staff were presented with gifts from the Chief Executive Officer.

## **11. The President's Address**

The President said he had a passion for parishes starting with Mersey Town Council which had been an urban council and achieved a full page article in the press asking "Is this the most corrupt Council in Britain!" Parishes are good at doing certain things including. The need for Neighbourhood Plans and grass root decisions, being the lead on records of floods



in your area, and the many achievements little Councils have made. Open your minds and Essex County Council will help you. The CiF Fund has given £18m away over the past 13 years. Parishes must guide principal authorities. At the end of the day it all comes down to Trust and as the old saying goes "ask the fellow who cuts the hay" they are the social glue that binds the community together.

The President then thanked everyone for coming and said its all about Partnership.

The President took one question from the floor about NALC grants to which he replied NALC funding came from Central Government.

**12. 73rd Annual General Meeting**

The President announced the date of the 72<sup>nd</sup> EALC AGM as the 20<sup>th</sup> September 2018

**13. Meeting Closure**

The President closed the 72<sup>nd</sup> Annual General Meeting

Signature ..... Date .....

## APOLOGIES LIST

<b>Name</b>	<b>Representing</b>
Katherine Hoye & Council	Pentlow Parish Council
Cllr Jim Devlin	Billericay Town Council/EALC Exec
Jane Gardner	Office of The Police & Crime Commissioner for Essex
Simon Hall MBE	High Sheriff of Essex
Cllr Brian Wood	Castle Point Borough Council
Cllr David Harrison	Mayor of Basilton Borough Council
Stephen Kavanagh	Chief Constable of Essex Police
Cllr David Stallan	Chairman Epping Forest District Council
Ian Willet	
Kevin O Brien	Buckhurst Hill Parish Council
Valerie Morgan	Lea on Sea Town Council/EALC Exec
Susan De Luca	North Weald Bassett
Adrianna Jones	Moreton Bobbingworth &The Lavers
Cllr Russell	Mayor of Brentwood
Karen Plumbridge & Council	East Hanningfield Parish Council
Cllr Don Smith	Rayne Parish Council/EALC Exec
Myrna Liles & Council	Frinton & Walton Parish Council
Christine Barlow Clerk	Bowers Gifford Parish Council
Chief Sup. Wilson	Essex Police
Sara Sapsford	RCCE
Sue Sheppard	RCCE
Suzanne Harris	RCCE
Margaret Grimster	Vice President
Cllr Alan Townsend	EALC Executive

## ATTENDANCE LIST

	PARISH	DELEGATE	Clk/Clr
1	Alresford Parish Council	Linda Belgrave	Clr/EALC Exec
2	Ashingdon Parish Council	Terry Flowers	Clr
3	Barling Magna PC	Mandy Cohen	Clr/EALC Exec
4	Braintree District Council	Peter Schwier	Clr
5	Brightlingsea Town Council	Vivien Chapman	Clr
6	Brightlingsea Town Council	Janet Russell	Clr
7	Burnham on Crouch TC	Wendy Stamp	Clr
8	Canvey Island Town Council	Alan Acott	Clr/EALC Exec
9	Clavering Parish Council	Stephanie Gill	Chair
10	Coggeshall Parish Council	Debbie Morgan	Clk
11	Danbury Parish Council	Mandy Hessing	Clr
12	Danbury Parish Council	Stuart Berlyn	Chair/EALC Exec
13	Dedham Parish Council	Brian Hindley	Assistant Clk/EALC Exec
14	Dedham Parish Council	Sheila Beeton	Clr
15	Dengie Hundred	Miriam Holden	Clk
16	EALC	Dominic Petre	Vice President
17	Elsenham Parish Council	Ray Franklin	Clr
18	Epping Town Council	Beverley Rumsey	Town Clk
19	Epping Town Council	Tony Church	Mayor
20	Essex County Council	Robert Mitchell	
21	Essex County Council	John Aldridge	Chairman
22	Essex County Council	Anna Hook	Head of Commissioning
23	Essex County Council	John Jowers	President
24	Essex County Council	Simon Walsh	Clr
25	Feering Parish Council	Helen Edwards	Clr / Executive
26	Finchingfield PC	Ian Brown	Clk
27	Great Baddow PC	Veronica Sadowsky	Clr
28	Great Bardfield PC	Kate Fox	Clk
29	Great Bardfield PC	Carolynne Ruffle	Clk
30	Great Dunmow Town Council	Danielle Frost	Mayor

31	Great Dunmow Town Council	Caroline Fuller	Town Clk
32	Great Hallingbury PC	Alan Townsend	Cllr/EALC Exec
33	Great Notley Parish Council	Suzanne Walker	Clk
34	Great Notley Parish Council	Philip Heady	Chair
35	Great Sailing Parish Council	Cathryn Carlisle	Clk
36	Gt Burstead & South Green	Robert Chapman	Cllr
37	Hadstock Parish Council	Hamish McIlwrick	Cllr/EALC Exec
38	Helions Bumpstead PC	Cathryn Carlisle	Clk
39	Heybridge Parish Council	Prof Lew Schnurr	Cllr
40	Heybridge Parish Council	Laurie Webb	Clk
41	High Roding Parish Council	Brian Arney	Cllr
42	Hockley Parish Council	Roy Martin	Cllr/EALC Exec
43	Hockley Parish Council	Sue Martin	Cllr
44	Ingatestone & Fryerning PC	Paul Jeater	Chair
45	Ingatestone&Fryerning PC	Peter Davey	Cllr/Vice Chair EALC
46	Kelvedon Hatch PC	Richard North	Cllr/EALC Exec
47	Langford & Ulting PC	Irene Allen	Vice Chair
48	Langford & Ulting PC	Vicky Anfilogoff	Chair
49	Leigh on Sea Town Council	Helen Symmons	Town Clk
50	Leigh on Sea Town Council	Jill Healey	Cllr
51	Little Baddow Parish Council	Roger Upward	Clk
52	Little Burstead Parish Council	Chris Barlow	Clk
53	Little Canfield Parish Council	Paul Bryant	Cllr
54	Little Dunmow Parish Council	Angela Balcombe	Clk/ECC
55	Little Easton Parish Council	Ian Brown	Clk
56	Little Totham Parish Council	Richard Siddall	Chair
57	Loughton Town Council	Enid Walsh	Town Clk
58	Loughton Town Council	David Wixley	Cllr
59	Loughton Town Council	Chris Pond	Cllr
60	Maldon Town Council	Stephen Nunn	Cllr/Past Mayor
61	Maldon Town Council	Jeanette Stilts	Mayor
62	Maldon Town Council	Abdul Hafiz	Cllr/ EALC Exec
63	Marks Tey Parish Council	Allan Walker	Chair
64	Mayor of Chelmsford	Duncan Lumley	Cllr

65	Mayor of Colchester	Gerard Oxford	Mayor
66	Mayoress of Chelmsford	Mrs Edna Lumley	
67	North Weald Bassett	Brian Bartram	Cllr
68	North Weald Bassett	Sheila Jackman	Cllr/Vice Chair EALC
69	Ongar Town Council	James Browning	Cllr
70	Radwinter PC	Cathryn Carlisle	Clk
71	Ramsden Crays PC	Georgina Bassett	Clk/RFO
72	Ramsden Crays PC	Geoffrey Jenkins	Cllr
73	Ramsden Crays Parish Council	David McPherson Davis	Cllr/Treasurer EALC
74	Rayne/ECC/White Roding PC	Pat Roberts	Clerk/Cllr/ECC
75	RCCE	Nick Shuttleworth	Executive Director
76	Ridgewell Parish Council	Christine Hale	Vice Chair
77	Rivenhall Parish Council	David Knubley	Cllr
78	Saffron Walden Town Council	Lisa Courtney	Town Clk
79	Saffron Walden Town Council	Dr Richard Freeman	Mayor
80	Shalford Parish Council	Cathryn Carlisle	Clk
81	Shalford Parish Council	Colin Golding	Chairman
82	Shotgate Parish Council	Georgina Bassett	Clk/RFO
83	Southminster Parish Council	John Anderson	Cllr
84	Springfield Parish Council	Susan Sullivan	Chairman
85	Springfield Parish Council	Shelley Lagrue	Cllr
86	St Osyth Parish Council	Michael Talbot	Cllr
87	Sth Woodham Ferrers TC	Karen Hawkes	Town Clk
88	Sth Woodham Ferrers TC	Tory Melhuish	Dep Town Clk
89	Sth Woodham Ferrers TC	Keith Miles	Cllr/EALC Exec
90	Sth Woodham Ferrers TC	Christine Weir Ewing	Cllr
91	Sth Woodham Ferrers TC	Richard Weir Ewing	Cllr
92	Sth Woodham Ferrers TC	Phil Wicks	Officer
93	Sturmer Parish Council	Ian Brown	Clk
94	Terling & Fairstead PC	Sarah McNamara	Cllr
95	Terling & Fairstead PC	Robin Dixon	Cllr
96	Terling & Fairstead PC	Pauline Bird	Vice Chair
97	Terling & Fairstead PC	Frankie Kilby	Clerk
98	Thaxted Parish Council	Dena Ludford	Clk

99	Tiptree Parish Council	David Evans	Cllr
100	Vice President Designate	Mick Page	
101	Waltham Abbey Town Council	Kathryn Richmond	Town Clk/ EALC Exec
102	West Bergholt Parish Council	John Gili-Ross	Cllr/Chair EALC
103	White Notley Parish Council	Angela Balcombe	Clk
104	Witham Town Council	Mark Squire	Town Clk
105	Witham Town Council	Patrick Horner	Cllr
106	Witham Town Council	Ronald Ramage	Cllr
107	Woodham Ferrers & Bicknacre Parish Council	Lucy White	Cllr