



**Essex Association of Local Councils**  
**Minutes of the Executive Meeting**  
**17<sup>th</sup> November 2016**  
**42B High Street Great Dunmow CM6 1AH**

**Present**

Chairman	Cllr John Gili-Ross
Treasurer	Cllr David McPherson-Davis
Vice Chairman	Cllr Mrs Sheila Jackman
Vice Chairman	Cllr Peter Davey

Name	District	Name	District
Cllr Jim Devlin	Basildon	Cllr McPherson-Davis	Basildon
Cllr Don Smith	Braintree	Cllr Peter Davey	Brentwood
Cllr Stuart Berlyn	Chelmsford	Cllr Richard North	Brentwood
Cllr Alan Acott	Castlepoint	Cllr Keith Miles	LLCF
Cllr Peter Brown	Chelmsford	Cllr Mick Page	Essex CC
Cllr John Gili-Ross	Colchester	Brian Hindley	Colchester
Cllr Mrs Sheila Jackman	Epping Forest	Kathryn Richmond	Epping Forest
Cllr Roy Martin	Rochford	Cllr Mrs Mandy Cohen	Rochford
Cllr Bryan Ledger	Maldon	Cllr Abdul Hafiz	Maldon
Cllr Keith Artus	Uttlesford	Cllr Hamish McIlwrick	Uttlesford

## Staff Present

Chief Executive Committee	Joy Darby
Assistant CEO	Linda Golding
County Training Officer	Pearl Willcox
Financial Officer	Carol Hartley (until item 6)
Office & Training Liaison	Sian Morris (To serve Refreshments)

## Agenda

### 1. Chairman's Welcome and Announcements

The meetings and events attended or to be attended from the last EALC Executive meeting to November 2016 are shown below.

- ✓ Chair and CEO Update Meeting
- ✓ Superfast Community Engagement Meetings (2 off)
- ✓ ECC Chairman's Reception – Great Leighs
- ✓ EALC AGM
- ✓ NALC AGM and Conference - Birmingham
- ✓ Tiptree PC Highways Committee
- ✓ Larger Local Councils Forum – Halstead
- ✓ Rural Crime Forum – Steeple

The following appointments to committees are relevant to the wellbeing of communities in Essex but will not be expensed through the EALC

- ✓ Police & Crime Plan – Sub group member ( 2 Meetings)
- ✓ Blue Light Services Amalgamation – sub group member

### 2. Election of Executive Members to positions on the EALC Executive

#### 2.1 Chairman

Position	Person Nominated	Proposed by	Seconded	
Chairman	Cllr Gili-Ross	Cllr Davey	Cllr Miles	Elected

## 2.2 Vice Chairman

Position 2 Seats	Person Nominated	Proposed by	Seconded	
Vice Chairman	Cllr Davey	Cllr Berlyn	Cllr Mrs Jackman	Elected
	Cllr Mrs Jackman	Cllr Davey	Cllr Martin	Elected

## 2.3 Treasurer

Position	Person Nominated	Proposed by	Seconded	
Treasurer	Cllr McPherson-Davis	Cllr Mrs Cohen	Kathryn	Elected

## 2.4 Finance Committee – The Treasurer is the Chairman of the Finance Committee

Position	Person Nominated	Proposed by	Seconded	
5 seats plus LLCF	Cllr Davey	Cllr Berlyn	Mrs Richmond	Elected
	Cllr Mrs Jackman	Cllr Davey	Cllr Martin	Elected
	Cllr Mrs Edwards	Cllr Miles	Cllr Martin	Elected
	Cllr Roy Martin	Cllr Davey	Kathryn	Elected
	Cllr Berlyn	Cllr Mrs Cohen	Cllr Miles	Elected
LLCF Nomination	Mrs Richmond	Cllr Miles	Cllr Davey	Elected

## 2.5 Personnel Committee

Position	Person Nominated	Proposed by	Seconded	
Chairman Position	Cllr Gili-Ross	Elected unopposed as this seat is reserved for the Chairman of the EALC		
Vice Chairman	Cllr Davey	This seat is reserved for one of the Vice Chairman of the Executive		
2 Seats	Cllr Mrs Jackman	Cllr Davey	Mrs Richmond	Elected
	Cllr Berlyn	Cllr Davey	Cllr Miles	Not Elected
	Cllr Mrs Cohen	Cllr Martin	Cllr Miles	Elected
Clerk Position	Mrs Fuller – Great Dunmow Town Council			Reserved position

## 2.6 Essex Rural Partnership (ERP)

Position	Person Nominated	Proposed by	Seconded	
ERP Steering Group	Cllr Gili-Ross	As EALC Chairman		Reserved
4 Seats contested Increased to 5 seats	Cllr Gili-Ross	Cllr Davey	Cllr Berlyn	Elected
	Cllr Davey	Cllr Martin	Cllr McPherson-Davis	Elected
	Cllr Mrs Jackman	Cllr Miles	Cllr Martin	Elected
	Cllr Smith	Cllr Martin	Cllr Hafiz	Elected
	Cllr Cohen	Cllr Martin	Cllr Gili-Ross	Elected

## 2.7 Essex Partnership or Equivalent

Position	Person Nominated	Proposed by	Seconded	
Essex Partnership	Reserved for the EALC Chairman			Reserved position

## 2.8 NALC Council Member and Deputy

Position	Person Nominated	Proposed by	Seconded	
NALC Council Member	Cllr Davey	Cllr Mrs Cohen	Cllr Berlyn	Elected
NALC Council Member Deputy	Cllr Gili-Ross	Cllr Mrs Cohen	Cllr Miles	Elected

## 2.9 Local Government Consultative Committee

Local Government Consultative Committee	Person Nominated	
Basildon	Cllr Devlin	
Braintree	Cllr Smith	
Brentwood	Cllr North	
Castlepoint (Canvey)	Cllr Acott	
Chelmsford	Cllr Berlyn	
Colchester	Cllr Gili-Ross	
Epping	Kathryn Richmond	
Maldon	Cllr Hafiz	
Rochford	Cllr Martin	
Southend (Leigh on Sea)	Cllr Mrs Morgan	
Tendring	Cllr Mrs Belgrove	
Uttlesford	Cllr Artus	

### 3. Apologies for Absence

Cllr Mrs Belgrove	Tendring	Cllr Talbot	Tendring
Cllr Mrs Edwards	Braintree	Angela Balcombe	Essex CC
Cllr Morgan	Southend		

### Personnel Other Items

Cllr John Gili-Ross read out a letter from Kerry Wood explaining the reasons for her leaving the Association and thanking the Executive as she had enjoyed the years she spent at the Association. Kerry has found a job nearer to home in Southend. The Executive wished her well for the future.

Cllr Gili-Ross also announced that the Finance Officer Carol Hartley will leave the Association to further her career at an Accounts Company. Cllr Gili-Ross spoke about the added value she has brought to the Association. Carol will be leaving in February 2017. Members wished her good luck in her new venture. She told them she would see them at her last Executive Meeting in January.

### Other Items

The Chairman told the meeting Cllr Johnson would be joining the meeting at 12 noon and would make a presentation on the Highways Panels. The Chairman explained that Members should refrain from speaking about individual issues and keep to the strategic. The main issue being, that ECC in the terms of reference make no mention of the Parish Sector. The EALC will be looking for this to change to include the Parish Sector on the panels and to give them voting rights.

Cllr Gili-Ross explained that the papers provided with the agenda were a previous draft which has been superseded.

### 4. Minutes

4.1 Minutes of the Executive Meeting held on the 8<sup>th</sup> September 2016. Acceptance of the minutes as a true record was proposed by Cllr Davey, seconded Cllr McPherson-Davis and signed by the Chairman.

### 5. Personnel – Cllr Gili-Ross to report

5.1 Nothing to report (matters explained by the Chairman before point 4 The Minutes.

6. **Finance** - Next meeting of the Finance Committee in January 2017

## 6.1 Budget Report

- Courses trading above budget
- Publications - forecast good and above budget
- Affiliation Fees - almost in line with the budget
- Transparency Fund – increases payroll
- Members Expenses – lower than expected
- AGM – grants and raffle supported the cost

Forecast for end of year lower than budget

Affiliation Fees - Next Financial year 2% EALC 1.9% NALC

Minute a vote of thanks to the Treasurer and Finance for all his work in supporting the staff with the reporting. Cllr McPherson-Davis responded by stating that it was the staff in general that actually produced the good results.

## 6.2 Bank Balances

Balances are acceptable at this time, Mrs Hartley to consider the current requirements to close the Association if required.

## 6.3 Statement of Reserves May 2016

This is a breakdown of the funds held, ear marking the need for the future.

The amount of funds that the Association require to close is being worked on.

## 6.4 Affiliation Fee update

Mrs Hartley reported that there were only two outstanding Councils still to pay.

## 6.5 NALC Affiliation Fee Working Group

Cllr Davey reported that a Survey Monkey questionnaire was put into practice.

Smooth Transition Model is one method being considered, with staying the same.

It was noted that the 2% national capping on precept would be a problem if the Government chose this route.

NALC needs to look at the NALC funding for the future.

## 7. New Initiatives and Other Matters for Decision

### 7.1 EALC Training Face Book Page

Report Sian Morris accepted.

## **8. Essex Matters**

### **8.1 Essex County Council**

Cllr Mick Page reported that the CIF Panel meetings are determining the applications. There are some excellent projects coming forward.

Revenue CIF – Budget to be agreed for next year

Local Plans – Cllr Page is working across the County on these plans.

Cllr Gili-Ross asks that everyone writes to Essex County Council to thank them for making these funds available. Please invite Essex to events or openings of the projects, asking the County Councillors to open the projects.

Cllr John Gili-Ross thanked Cllr Page for all the work he does for the EALC.

### **8.2 Staff Reports**

- Training (Pearl Willcox) – Noted
- Local Council Awards (Amanda Brown) – Noted
- Work Update (Sian Morris) – Noted

### **8.3 Highways Panels**

- Highway Panel Membership – Noted
- Highway Panel Terms of Reference – now split into two different documents (1 Terms of Reference and 2 as a guide)
- Highway Panel Liaison Officers – Noted

The principle of the Highway Panels is that EALC would like ECC to agree that the Parish Sector should be allowed to have a seat with voting rights.

### **8.4 NALC Briefing on Neighbourhood Planning Bill**

Community Infrastructure Levy (CIL) is important and the need for this to be adopted early is crucial to some communities. Parish Councils are entitled to 15% of CIL or 25% if they have a Neighbourhood Plan

### **8.5 Essex Neighbourhood Planning Progress Chart**

Great Dunmow, Boxted and Myland have all achieved the Neighbourhood Plan. Some smaller Councils do not apply for these plans because of the cost.

Mrs Darby explained that this was the biggest opportunity that Councils have to influence the Planning System, Costs were proportionate to the size of community,



although Council must ensure that grants are applied for, and the Council precepts for undertaking the plan. Community engagement is crucial.

## 8.6 Essex Rural Crime Forum Briefing – Noted

Issues over changes to what you can dispose of at the ECC Recycling Centres. This is likely to cause further issues over fly tipping. Parishes should be noting these and passing this information to ECC for when the matter is reviewed in approximately 6 months. Mrs Darby to circulate the information.

## 9. National Matters

### 9.1 NALC Report – Cllr Peter Davey report to the meeting

#### NALC AGM

- The AGM was held in Birmingham on the 19<sup>th</sup> & 20<sup>th</sup> October. Jonathan Owen has since communicated the salient points to all Local Councils.
- Financial projections for the NALC were presented to the AGM and it was agreed the affiliation fee increases to 6.73p for 2017/18 and 6.86p in 2018/19; the previously agreed cap for Larger Councils at £1750 will be unchanged.
- As can be seen by the figures below a lot of progress has been achieved to reverse the 2015/2016 deficit through Task and Finish Groups.

#### NALC

##### BUDGET SUMMARY

	Actual 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
<u>Surplus/deficit</u>	<u>125,550</u>	<u>-10,800</u>	<u>2,854</u>	<u>17,428</u>

#### 109 Great Russell Street, London WC18 3LD

- Initial review of the various options open has taken place
- Professional’s perspective of the choices to be considered and the possible outcomes.
- These discussions have been lengthy and explain why we have taken so long to take the next steps however we now have a far better understanding as to which option the Association will be able to pursue.

#### Affiliation Fees

- Joy’s significant input and protracted time given to this project.
- The smoothing model and the median principles
- The status quo
- Survey Monkey
- Consultation ends at the end of December

**Parliament Issues: - Letter from local government minister**

- The Local Government minister Marcus Jones MP last week wrote to the Chairman Cllr Ken Browse about a range of Local Government finance and other issues and has since met with him and set out concerns about proposals to extend referendum principles to Parishes, following this up with a letter to reiterate points raised in the meeting
- The consultation period for the Local Government finance settlement will not be extended however there will be an opportunity for further consultation once the settlement is published in December
- Agreement to be interviewed for the NALC magazine LCR
- A new smaller authority team has been created to bring together parish-related programmes
- Confirmation of NALC’s role as selector for the Sustainable Communities Act
- A revised draft guidance on community governance reviews will be shared with us this month
- Agreement to provide an endorsement of the new national improvement strategy

9.2 Essex Response on proposed capping – 146 responses from Essex Councils, MPs and County Councillors

9.3 Marcus Jones MP – Letter on capping - noted

**10. Feedback and Next Agenda**

10.1 Feedback 15 minutes of open forum for members to raise issues of mutual interest

Invite to Maldon Victorian Evening

**11. Date of Next Meeting**

**19<sup>th</sup> January 2017 at 10 am at 42B High Street Great Dunmow Essex CM6 1AH**

**Date .....**      **Signature .....**