

NOTES OF MEETING



Braintree District Parish & Town Clerks' Network

Date: 24th September 2007

Contact: Linda Hadley
Parish Liaison Officer
Braintree District Council
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Present:

Alphamstone and Lamarsh	Paul Evans
Belchamp Water	Barbara Raybould
Bradwell	Tony Dunn
Finchingfield	Lynda Richardson
Finchingfield/Great Bardfield	Kate Fox
Foxearth and Liston	Patrick Corney
Great Notley/White Notley & Faulkbourne	Angela Balcombe
Great Saling/Shalford	Cathryn Carlisle
Helions Bumpstead	Terri Freight
Kelvedon	Jill Hinds
Panfield	Sheila Stubbs
Sible Hedingham/Little Yeldham, Ovington, Tilbury Juxta Clare	Adrian Corder-Birch
Stisted	Nichola Challis

BDC

Kitty Barrett - Rural Policy & Development Officer
Jan Cole - Field Officer, Rural Community Council of Essex
Peter Chisnall - Waste and Energy Manager
Patrick Dempsey – Monitoring Officer
Linda Hadley - Parish Liaison Officer
Mike Letch, Performance and Improvement Manager

Apologies: June Argent, Helena Carter, Susan De Luca, Lynn Exley, Pearl Garrod, Audrey Harrington, Pam Herbert, Laura La Roche, Robin Liming, Joanne Main, Mike Murkin, Philippa Potter, Julia Race, Karin Richards, John Sheldrake, Sue Stewart, Keith Taylor, Bea Temple, June Turner, Eric Windus, Jenny Wright, Frances Wells, David Williams

1. After a fifteen minute opportunity to chat and meet other parish clerks, Linda Hadley, Parish Liaison Officer, welcomed everyone to the second meeting of the Network. Patrick Dempsey, BDC Monitoring Officer was introduced to answer questions on Members' Code of Conduct.
2. Patrick updated the meeting on a recent decision by the Braintree Standards Committee to report to the Standards Board for England, any parishes failing to comply with dates for registering and return of documents. Many of the attending clerks were able to now confirm the return of their signed register of members' interests. Patrick responded to questions, including how long should parishes keep signed codes of conduct/registers of interests? The District Council keeps the returned documents on file in hard copy for 6 years and prospective 'viewers' can be referred to BDC, if parish councils do not have the archive space.
3. Mike Letch, Performance and Improvement Manager gave a presentation on the Data Protection and Freedom of Information Acts. This was followed by a chance to put questions to Mike. It was noted that two of the attending clerks had received enquiries under the Freedom of Information Act. *(post meeting note: please contact Mike Letch for advice if you receive requests under this Act)*

At this point the meeting convened for a refreshment/network break.

4. After the break, Jan Cole, Field Officer from the Rural Community Council of Essex and Peter Chisnall, BDC Waste and Energy Manager gave presentations on Sustainability, Peak Oil, Climate Change etc. This included suggestions on ways parish councils could become involved in reducing energy consumption, community projects etc. *(post meeting note: Transition Essex – conference – 24th October - 9.30 am – 4 pm at Essex Records Office, Chelmsford – find out how to improve the resilience of your community and prepare for the transition to low energy usage plus other community schemes – to book: contact Jan Cole at RCCE on 0844 4773938.)*

It was noted that a number of parishes are in the process of introducing policies on these issues and one Parish Clerk had installed a wind turbine on his property, selling excess power back to the electricity board.

5. Kitty Barrett, Rural Policy and Development Manager, thanked the officers for their presentations and the parish clerks for attending. In summing up, Kitty suggested parish clerks contact Linda Hadley with topics for future meetings and ideas for meeting format i.e. possibility of giving longer time for chatting and networking.

The meeting finished at approximately 9.35 pm