



Causeway House
Braintree
CM7 9HB
Tel: 01376 551414 Ext: 2343
Mobile Tel: 07817 460139
Email: Linda.Hadley@braintree.gov.uk

**Notes of Meeting held on 10th September 2008
Room 1, Causeway House, Braintree**

Present: Parish Councils/Clerks

Alphamstone and Lamarsh
Belchamp Walter
Bradwell with Pattiswick
Bulmer
Finchingfield/Great Bardfield
Helions Bumpstead
Kelvedon
Sible Hedingham/Little Yeldham,
Tilbury Juxta Clare and Ovington
Stambourne
Terling and Fairstead
White Notley and Faulkbourne

Paul Evans
Barbara Raybould
Tony Dunn
Barbara Rawlins
Kate Fox
Terri Freight
Louise Fuller

Adrian Corder-Birch
Debbie Hilliard
Sue Stewart
Angela Balcombe

Braintree District Council

Kitty Barrett – Locality Co-ordinator and Rural Policy Officer
Sharon Bryan - Benefits Officer
Victoria Farquharson – Finance Officer
Linda Hadley – Parish Liaison Officer
Alan Massow – Senior Policy Planner, Development Control
Cherie Root – Customer and ICT Manager

Apologies were received from parish and town clerks unable to attend.

Meeting:

This was an informal meeting, giving Braintree District Parish Clerks an opportunity to 'network' and have face-to-face contact with officers from Braintree District Council, who were covering the following topics:

- (A) **Development Plan Document** – Alan Massow, Senior Policy Planner.

Alan attended to answer questions on his letter of 6th August (*copy letter attached*) sent to all parish and town councils, seeking their input for the contents and policies to be contained in the Development Plan Document.



A copy of Feering Parish Council's response to this letter was handed out as a good example of what to include. (*Copy of Feering Parish Council's letter of 3.9.08 attached*).

- **(B) Access to Services and Rural Isolation** – Cherie Root, Customer and ICT Manager.

Cherie discussed the BDC Customer Access Strategy and received some helpful feedback from the parish clerks. Communication between district and parishes was also discussed with some clerks preferring more information to be sent out in electronic format, which would reduce paper filing. Other comments involved the size of posters being sent, as parish council preference is for A4 or A5 posters – the larger A3 size take up too much space on parish notice-boards.

- **(C) Right Benefit – Right Time** – Sharon Bryan, Benefits Officer.

Sharon Bryan attended to ask Parish Clerks for their ideas and help in making residents more aware of the benefits available towards payments of housing rental and/or council tax. (*Copy of a letter circulated at the meeting is attached*).

(Post meeting note: Sharon received some very positive ideas and looks forward to further responses and views for possible implementing within the community)

- **(D) Parish Precept/Support Grant** – Victoria Farquharson, Finance Officer.

Victoria was able to offer support to new Parish Clerks with the BDC process for Parish Precept/Support Grant. There was also an opportunity to answer specific queries along with some more general conversations. The issue of certification of forms was raised in particular.

(Post meeting note: The issue of certification of forms will be looked into and any changes will be reported back)

- Following a refreshment break, Tony Dunn, Parish Clerk to Bradwell with Feering, gave a very well received presentation on his personal experience of sustainability. This included many photographs showing how he has achieved a wide range of changes to his house and cultivation of his land to accommodate a more sustainable lifestyle.



- Attendees completed the flip-chart evaluation sheet which indicated that some of them had found the evening 'useful' and others 'very useful'.
- The next meeting will be held in February 2009, date to be agreed.

Attachments:

- (i) *Copy letter from Alan Massow dated 6.8.08*
- (ii) *Copy letter from Feering Parish Council dated 3.9.08
with attachment*
- (iii) *Copy letter from BDC Benefits Manager with attachment*