

## NOTES OF MEETING



### Braintree District Parish & Town Clerks' Network

Date: 25<sup>th</sup> February 2008

Contact: Linda Hadley  
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#### Present:

##### Parish Clerks

Alphamstone and Lamarsh	Paul Evans
Belchamp Walter	Barbara Raybould
Foxearth and Liston	Patrick Corney
Great Saling/Shalford	Cathryn Carlisle
Kelvedon	Jill Hinds
Rayne	Philippa Potter
Rivenhall	Keith Taylor
Sible Hedingham/Little Yeldham, Ovington, Tilbury Juxta Clare	Adrian Corder-Birch
Stisted	Nichola Challis
Wethersfield	John Sheldrake
White Notley & Faulkbourne	Angela Balcombe

##### Essex County Council

Angela Balcombe – Parish Information and Co-ordination Officer  
Chloe Rothwell-Green – Enforcement Officer  
Matthew Sanctuary – Trading Standards Operational Manager

##### Braintree District Council

Kitty Barrett – Locality Co-ordinator and Rural Policy Officer  
Linda Hadley - Parish Liaison Officer  
Sharon Lowe – Head of Law and Governance & Monitoring Officer

#### Meeting:

This was an informal meeting, giving clerks an opportunity to meet officers from Essex County Council and Braintree District Council, covering the following topics:

- **Weight Restriction Enforcement** – Matthew Sanctuary, Trading Standards, ECC.

Matthew introduced Chloe Rothwell-Green, one of the Enforcement Officers. He explained how the programme of enforcing weight restriction orders is being put in place. Those attending were able to take a look at one of the enforcement cars being used by the officers, which was parked alongside the meeting room. Chloe and Matthew answered questions and circulated a briefing note with a questionnaire.

*(Post meeting note: Copy of briefing note attached. If you would like a copy of the questionnaire, or were unable to attend the meeting and have concerns you would like to raise, please contact Matthew at ECC on 01245 341923 or email: [matthew.sanctuary@essexcc.gov.uk](mailto:matthew.sanctuary@essexcc.gov.uk)*

*Matthew found the evening to be a useful opportunity to publicise the weight restriction enforcement work. He said it was good to meet and talk with the Parish Clerks and learn about areas of concern.)*

- **Quality Councils** – Angela Balcombe, Parish Information and Co-ordination Officer, ECC.

Clerks who were interested in finding out more about CiLCA training were able to view the relevant documentation for the qualification and put questions to Angela.

*(Post meeting note: Angela thought the evening was very worthwhile and was impressed by how positive everyone was, new and more experienced clerks alike, with regard to undertaking training. If anyone would like further information, please contact Angela on 01245 437308 (Ext: 51308) or email [Angela.Balcombe@essex.gov.uk](mailto:Angela.Balcombe@essex.gov.uk))*

- **Neighbourhood Policing and Action Panels** – Sergeant Tony Benjamin, Essex Police.

This was an opportunity for clerks to find out more about Neighbourhood Action Panels and neighbourhood policing. The subject of young people riding motorcycles was one of the subjects raised, which Tony agreed to follow up.

*(Post meeting note: Sergeant Tony Benjamin is making enquiries about motorcycle trail circuits and will be contacting the parish clerk who raised the subject. He can be contacted at Braintree Police Station or email: [Tony.Benjamin@essex.pnn.police.uk](mailto:Tony.Benjamin@essex.pnn.police.uk))*

- **Monitoring Officer** – Sharon Lowe, Head of Law and Governance and newly appointed Monitoring Officer, BDC.

Sharon Lowe attended the meeting as a first opportunity to make contact with parish clerks. Her appointment as BDC Monitoring Officer begins mid March when Patrick Dempsey retires.

*(Post meeting note: Sharon found the meeting a very useful opportunity to meet several of the parish clerks in an informal atmosphere. She has noted relevant issues raised and looks forward to working with the parish clerks in the future.)*

- All attendees completed the 'flip-chart' evaluation sheet and all indicated they found the meeting 'very useful' and would like to see a similar format used for future meetings.
- The next meeting will be held in September 2008, date to be agreed.

*Post meeting note: Please contact Linda Hadley, Parish Liaison Officer, Tel: 01376 551414, Ext: 2343 or Email: [Linda.Hadley@braintree.gov.uk](mailto:Linda.Hadley@braintree.gov.uk) if you would like to offer topic suggestions for the next meeting.*