

CHAPPEL PARISH COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 8TH JUNE 2011 IN THE VILLAGE HALL, AT 7.30 P.M.

IN THE CHAIR: CLLR. S. CHAMLEY.
PRESENT: CLLRS. A. LANGLEY, C. BURROWS, H. LEFTLEY, N. INGRAM AND R. JONES.
CLERK: MRS. V. BURROWS.
ALSO PRESENT: CLLR. P. CHILLINGWORTH, CLLR. J. TAYLOR (WAKES COLNE PARISH COUNCIL)
AND ONE MEMBER OF THE PUBLIC.

19TH JUNE 2011

11/091: CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE.

Cllr. Chamley welcomed everybody to the meeting. Apologies had been received from Cllr. Neubauer and Cllr. Brown.

11/092: DECLARATION OF INTERESTS.

To receive any 'personal' or 'personal and prejudicial' interests relating to items on the agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007 (SI. 2007/1159) (The Revised Code) with the additional non-mandatory section 12(2).

NONE DECLARED.

FULL COUNCIL MEETING WAS SUSPENDED AT 7.31 PM TO ALLOW:

11/093: PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST.

Miss Lucy Carabine spoke briefly on the planning application on the Agenda under planning (11/099 item 1). It was noted that a solicitors letter had been written to support the application to state that the annexe would not be used for anything other than family members to occupy and that they had tried to address any other concerns the Parish Council had.

Cllr. Chamley asked the members if they were happy to pull Agenda item No: 11/099 item 1 forward as Miss Carabine had attended for this item.

11/041: RESOLVED THAT AGENDA ITEM 11/099 BE MOVED FORWARD.

THE MEETING WAS RE-OPENED AT 7.37PM

11/094: PLANNING MATTERS:

APPLICATION NO: 110940. TOAD HALL, COLCHESTER ROAD, COLCHESTER, CO6 2AE PROPOSED EXTENSION TO EXISTING ANNEXE. Cllr. Jones spoke briefly on the application stating that the Chappel Parish Councils previous concerns had been addressed either by the applicant or Colchester Borough Councils (CBC) Planning Department and the members had no further comments and it was recommended that the council should support the application.

11/042: RESOLVED THAT COUNCIL COULD SEE NO OBJECTION WITH APPLICATION NO: 110940 AND THE CLERK WAS INSTRUCTED TO SEND COMMENTS TO COLCHESTER BOROUGH COUNCIL PLANNING DEPARTMENT STATING THAT THEY HAD NO CONCERNS BEYOND WISHING THAT ANY NEIGHBOUR WAS ALSO CONTENT WITH THE PROPOSAL.

PROPOSED: CLLR. JONES. SECONDED: CLLR. BURROWS. FOR: ALL.

FULL COUNCIL MEETING WAS SUSPENDED AT 7.41 PM TO ALLOW:

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Cllr. J. Taylor updated the members of Chappel Parish Council on several ongoing items in Wakes Colne Parish:

- ❖ East Anglian Railway Museum (EARM): Cllr. Taylor was chasing a meeting for both Councils to attend to discuss the long term plan for the site
- ❖ Footway Bures Road: Wakes Colne Parish Council were exploring the possibility of putting a footway on the Bures Road from the Station Approach Road to Spring Gardens Road.
- ❖ Planning Application No: F/COL/05/0942: Cllr. Taylor advised the members that this application had been discussed at some length at Wakes Colne's meeting the previous week and they were concerned with the conditions of planning and the issue that they had been complied with. It was noted that as conditions were completed they would be signed off and the applicant would apply to CBC Planning Department for a discharge notice. The Clerk was asked to contact CBC Planning Department on behalf of both Councils to ask if a discharge notice had been issued.

11/043: RESOLVED THAT THE CLERK WAS INSTRUCTED TO CONTACT COLCHESTER BOROUGH COUNCIL PLANNING DEPARTMENT ON BEHALF OF BOTH COUNCILS TO ASK IF A DISCHARGE NOTICE HAD BEEN ISSUED REGARDING PLANNING APPLICATION NO: F/COL/05/0942.

PROPOSED: CLLR. JONES. SECONDED: CLLR. CHAMLEY. FOR: ALL

- ❖ Community Speed Watch: It was noted that training needed to be organised and anybody trained prior to December 2010 had to be re-trained.
- ❖ Wakes Colne Village Green: It was noted that the seat that Mr Wendon from the Village was funding would be completed and weather permitting installed by the end of June. In addition a new commemorative inscription plaque would be put on the Oak Tree.
- ❖ Finally Cllr. Taylor asked if the Clerk could send details of Chappel's Grass Cutting contractor when it was agreed to Wakes Colne as they were interested in using their services to maintain the 'Village Green' area.

11/094: WARD / COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT

Cllr. Peter Chillingworth reported:

- ❖ Horkesley Park: It was reported that the application had been turned down but no doubt it would go to appeal. The members would be kept fully informed of further developments.
- ❖ Orchard Place: It was noted that an advert had been put in the local press asking if anybody was aware of the owner of the piece of land to the left of the entrance to Orchard Place. No planning application had been submitted as yet however, it was suggested that it may be imminent.
- ❖ Joining forces with Braintree District Council (BDC): It was noted that Colchester Borough Council (CBC) were currently in negotiations with BDC to share Chief Executive Officers. This was a move to keep costs down and share services as much as possible.
- ❖ Black Bin Bags!!!: It was noted that the current black refuse sacks being used were very thin and not very good at keeping the refuse inside!! It was suggested that due to cost measures with the Borough Council this was the result.

THE MEETING WAS RE-OPENED AT 8.15PM

11/095: MINUTES OF THE LAST MEETING.

Draft minutes of the meeting held on the 11th May 2011 had been circulated prior to the meeting. All agreed that these were a true record of the meeting.

11/044: RESOLVED THAT THE DRAFT MINUTES OF THE MEETING HELD ON THE 11TH MAY 2011 ARE ACCEPTED AS BEING A TRUE RECORD OF THE MEETING.

PROPOSED: CLLR. JONES. SECONDED: CLLR. LEFTLEY. FOR: ALL. ABSTAIN: 0.

11/096: CHAIRMAN'S BRIEFING.

Chairman Briefing: Cllr. Chamley delivered a concise report on matters arising from the previous month's minutes.

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11/097: CORRESPONDENCE.

All mail received was on public display and the Clerk had e-mailed information throughout the month.

11/098: FINANCE & EXPENDITURE.

- 1) Financial Statement for June: Cheques/BACS payments to be approved for payment and signed (See payment schedule). The seven invoices and Clerks Salary information were passed around for all Councillors to have a look at.

11/045: RESOLVED THAT AFTER FURTHER CONSIDERATION THE EIGHT CHEQUES DETAILED ON THE PAYMENT SCHEDULE BE AUTHORISED FOR PAYMENT.

PROPOSED: CLLR. LANGLEY. SECONDED: CLLR. BURROWS. FOR: ALL.

- 2) Monthly Budget Statement: It was noted that it was still very early in the financial year to scrutinise the budget statement but next month would show a clearer picture.
- 3) Final Accounts for 2010 / 2011 sign off: Cllr. Chamley read the Internal Auditor's report to the members. No issues had arisen and the Clerk fully understood what was required in the coming financial year. It was noted that Mr Hodge the Village Ranger submitted an 'employee like timesheet' and if this was to continue he would need to be classed as an employee. It was understood that the equipment he uses is all his own and that he does not do regular hours. It was also thought he did work for other people, so contractor status would be in order. Cllr. Chamley suggested she speak to Mr Hodge and report back. All members of the Council were happy with the Final Accounts and it was agreed that they were signed off and submitted to the Audit Commission before the 20th June 2011.

11/046: RESOLVED THAT THE FINAL ACCOUNTS BE SIGNED AND SENT TO THE EXTERNAL AUDITOR BEFORE 20th JUNE 2011

- 4) Insurance & Asset Register: It was noted that the Clerk had amended the Asset Register as per instruction and brought it back for Council to agree and sign. In addition the insurance documents had been amended to accurately reflect the instruction to increase the fidelity guarantee to £20,000

11/047: RESOLVED THAT THE ASSET REGISTER CORRECTLY REFLECT THE COUNCILS ASSETS FOR 2011 / 2012 AND THAT THE INSURANCE HAD BEEN AMENDED AS PER INSTRUCTION TO INCLUDE £20,000 FIDELITY GUARANTEE.

PROPOSED: CLLR. LANGLEY. SECONDED: CLLR. BURROWS. FOR: ALL.

11/099: PLANNING MATTERS:

- 1) **APPLICATION NO: 110940.** TOAD HALL, COLCHESTER ROAD, COLCHESTER, CO6 2AE PROPOSED EXTENSION TO EXISTING ANNEXE. this was moved forward and discussed earlier in the meeting.

11/100: QUESTIONS.

No questions were received.

11/101: GRASS CUTTING CONTRACT – UPDATE & DECISION

Cllr. Chamley presented this item on behalf of Cllr. Neubauer who was unavoidably absent. It was noted that a very detailed analysis of the four contractors had been produced and that the recommendation to continue with the existing contractor was based on cost. Cllr. Chamley put the recommendation to the members and all agreed to accept the quote. It was noted that a new contract would be issued and would be up for renewal in March 2014. It was suggested that as the process takes a long time it should be looked at in September 2013 so the new contract is in place by 1st April 2014. Council asked the Clerk to contact all the unsuccessful companies and thank them for their time and also contact Guildhall Service to advise they had been awarded a three year contract.

11/048: RESOLVED THAT THE CLERK CONTACT ALL THE UNSUCCESSFUL CONTRACTORS AND THANK THEM FOR THEIR TIME.

PROPOSED: CLLR. CHAMLEY. SECONDED: CLLR. JONES. FOR: ALL.

11/049: RESOLVED THAT THE CLERK CONTACT THE SUCCESSFUL CONTRACTOR TO OFFER A NEW CONTRACT OF SERVICES EXPIRING IN MARCH 2014.

PROPOSED: CLLR. CHAMLEY. SECONDED: CLLR. LANGLEY. FOR: ALL.

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11/102: DIAMOND JUBILEE JUNE 2012.

Cllr. Chamley closed the meeting at 8.46pm to allow Cllr. Taylor from Wakes Colne to speak. He advised that a sub-committee had been set up by Wakes Colne Parish Council to co-ordinate the plans for the Diamond Jubilee in June 2012. He also advised that the Clerk had been asked on behalf of Wakes Colne Parish Council to contact local organisations to ask what if anything had already been organised. Cllr. Chamley re-opened the meeting at 8.55pm and it was suggested that Chappel wait to find out if anything had been planned. It was suggested that this be on the Agenda for July.

11/103: ENVIRONMENTAL WEIGHT RESTRICTION (EWR) FOR THE STREET - UPDATE

This item was discussed at some length but it was thought that currently there were no grounds to push the issue forward. However, once the new property in The Street was completed and sold and the property which was being done up was also completed it may become very congested with parked cars and this maybe an issue to take the EWR forward.

11/104: RECONNECTION OF THE LIGHT IN THE STREET.

Cllr. Chamley advised that this light had been out of service for a while and several parishioners had commented. It was agreed that the light should be re-connected as soon as possible. The Clerk was asked to contact Andy Bouttell from A & J Lighting to take it forward.

11/050: RESOLVED THAT THE CLERK CONTACTS A & J LIGHTING TO HAVE THE LIGHT ON THE STREET RE-CONNECTED AS SOON AS POSSIBLE.

PROPOSED: CLLR. CHAMLEY. SECONDED: CLLR. INGRAM. FOR: ALL

11/105: ALLOTMENTS & RABBIT FENCING.

Cllr. Chamley advised that Beth Woodward had paid her allotment rent and the money had been given to the Clerk to bank in the current account. Outstanding monies were still to be collected from Nigel Clark and the Clerk was asked to send a copy invoice to Cllr. Chamley who would chase for payment.

11/106: GREENER PARISHES SCHEME.

It was noted that this scheme seemed a very good idea albeit very little information on how it would work had been received. The Clerk was asked to contact Bob Penny from Colchester Borough Council for further information and Cllr. Chamley was going to investigate the website.

11/107: LACK OF YOUTH SERVICES IN CHAPPEL.

Cllr. Chamley had contacted Julie Gooding from Essex County Council to ask if the youth bus could be considered for Chappel. Once further information was received it would be circulated for further discussion at the next meeting.

11/108: CHANGE OF MEETING DATE IN DECEMBER 2011.

Cllr. Chamley suggested that due to the Clerk being on holiday in December 2011 the meeting could be moved to 6th December to avoid having to have a locum clerk to cover. All agreed that subject to the Village Hall being available this would not be a problem. Cllr. Langley was asked to check the bookings and report back to confirm.

11/051: RESOLVED THAT THE DECEMBER MEETING SUBJECT TO AVAILABILITY OF THE VILLAGE HALL BE MOVED TO TUESDAY 6TH DECEMBER 2011 TO ACCOMMODATE THE CLERKS HOLIDAY AND SAVE EMPLOYMENT OF A LOCUM CLERK.

PROPOSED: CLLR. CHAMLEY. SECONDED: CLLR. LEFTLEY. FOR: ALL

11/109: NEXT AGENDA ITEMS.

Outdoor Sports Equipment on the Sports Field
Seats on the Parish Field

Our Chairperson Cllr. Chamley thanked everyone for attending and the meeting closed at 9.26 p.m.

Signed:.....

Chairperson of the Parish Council

Date: 13th July 2011