

# CHAPPEL PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON WEDNESDAY 13<sup>TH</sup> APRIL 2011 IN THE VILLAGE HALL, AT 7.30 P.M.

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IN THE CHAIR:                CLLR. S. CHAMLEY.  
PRESENT:                    CLLRS. A. LANGLEY, P. NEUBAUER, C. CORDINGLEY, H LEFTLEY, R. BELCHAM AND  
                                  R. JONES.  
CLERK:                      MRS. V. BURROWS.  
ALSO PRESENT:            CLLR. P. CHILLINGWORTH, AND FOUR MEMBERS OF THE PUBLIC.

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### **11/052: Welcome and Apologies for Absence.**

Cllr. Chamley welcomed everybody to the meeting. Apologies had been received from Cllr. J Taylor from Wakes Colne Parish Council.

### **THE FORMAL COUNCIL MEETING WAS SUSPENDED AT 7.31 P.M. TO ALLOW:**

Cllr. Chamley asked if the members objected to Planning item 11/060 No: 1 Application No: 110510: Greenacres Farm being moved forward. No members objected. Cllr. Cordingley declared a personal interest and did not participate in the discussion.

### **11/060: Planning Matters.**

1)        **Application No: 110510:** Greenacres Farm, Vernons Road, Chappel, Colchester, CO6 2DL. Change of use for the development of land for four holiday let, static caravans. The members discussed this application fully and were in full support of the proposal. Concerns were raised however over the use of conifers and the provision of sewage disposal.

**11/014: RESOLVED THAT COUNCIL SUPPORT THIS APPLICATION FULLY, PROVIDING IT COMPLIES WITH COLCHESTER BOROUGH COUNCILS PLANNING POLICY AND THAT, THEY HAVE NO CONCERNS BEYOND WISHING THAT ANY NEIGHBOUR WAS ALSO CONTENT WITH THE PROPOSAL.**

### **11/053: Public Forum.**

No members of the public had any questions.

### **11/054: Borough and Ward Councillors Update.**

Cllr. Peter Chillingworth reported:

- ❖        Orchard Place, Vernons road: The full wheelie bin at the site had been reported and was awaiting collection. Only one van remains on the site and the Planning Department at Colchester Borough Council are still waiting for an application to be submitted. The police had raided the site looking for a 'Mr M<sup>c</sup>Carthy' in connection with an on-going investigation!!
- ❖        Work Club: This had started last week and at least one person had attended. As this is the only rural club in the Borough, it was hoped it would be well attended.
- ❖        City Status: This was now being pursued by local businesses and a bid would be submitted before the deadline date at the end of May.
- ❖        Freighter: The freighter dates were re-confirmed.
- ❖        Waste Collections: Different dates for waste collections over the forth-coming bank holidays were confirmed. It was also noted that the Clerk had e-mailed details to all Councillors.
- ❖        Council Elections 5<sup>th</sup> May: The Parish Council was reminded that an election was due on the 5<sup>th</sup> May and five candidates were standing in the Ward of Great Tey.

### **THE FORMAL COUNCIL MEETING WAS RE-OPENED AT 8.08 P.M. TO ALLOW:**

### **11/055: Declarations of Interests.**

Cllr. Cordingley	Personal	Item 11/065	Grass Cutting Services
Cllr. Cordingley	Personal	Item 11/060 item 1	Application No: 110520
Cllr. Chamley	Personal and Prejudicial	Item 11/063	Parish Field

### **11/056: Confirmation of Minutes – meeting held 9<sup>th</sup> March 2011.**

Draft minutes of the meeting held on the 9<sup>th</sup> March 2011 had been circulated prior to the meeting. All agreed that these were a true record of the meeting.

**11/015: RESOLVED THAT THE DRAFT MINUTES OF THE MEETING HELD ON THE 9<sup>TH</sup> MARCH 2011 ARE ACCEPTED AS BEING A TRUE RECORD OF THE MEETING AND THAT DUE TO LACK OF SPACE IN THE NOTICE BOARD THESE APPROVED MINUTES WOULD NOT BE DISPLAYED UNTIL SUCH TIMES AS THE LEGAL NOTICES FOR THE ELECTION HAVE BEEN REMOVED.**

**PROPOSED: CLLR. BELCHAM. SECONDED: CLLR CORDINGLEY. FOR: 6. ABSTAIN: 1.**

### **11/057: Chairman's Briefing.**

Cllr. Chamley had circulated a briefing this month and so spoke briefly on the following topics, all other matters were discussed under the agenda items.

- ❖ Allotments: The final two plots had been let and the Parish Council were awaiting payment. The clerk requested that for future reference if all outstanding payment could be chased prior to the end of the financial year that would be helpful.
- ❖ Environmental Weight Restriction on Chappel Bridge. A letter had been sent to Danny Jennings who had forwarded the request on to the Customer Liaison team. It was requested that this is on the next agenda for an update

### **11/058: Correspondence.**

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

### **11/059: Financial Matters.**

For further detail see the March Payment Schedule in the minute folder.

#### **1) Funds Received /Cheques for approval:**

Funds received: Allotment rents.

Six invoices were for consideration:

- ❖ V Burrows: Clerk's March salary at the normal rate.
- ❖ Office Expenses for March.
- ❖ Village Ranger: 17 hours for March at the usual rate.
- ❖ Village Hall donation request.
- ❖ HMRC Tax & NI payment Qtr 4.
- ❖ Proludic: Play Equipment inspection.

The Clerk's pay details, the five invoices, and the cheques to be approved for payment and signature (See payment schedule) were passed around for all Councillors to examine.

**11/016: RESOLVED THAT ALL THE INVOICES AND THE CLERKS SALARY BE APPROVED FOR IMMEDIATE PAYMENT.**

**PROPOSED: CLLR. BELCHAM. SECONDED: CLLR. CORDINGLEY. FOR: ALL.**

- 2) **Monthly budget review:** The Clerk explained that the Council was running below budget for 2010 /11 and with only one invoice due for the lighting this was a great achievement.
- 3) **Village Hall request for funding:** As previously discussed, it was thought correct to award this payment to the Village Hall, as it was for 2010 / 11 which had been budgeted for.
- 4) **Direct debit & A & J Lighting.** Members raised concerns that the Council would not be in full control if a Direct Debit instruction was set up for A & J Lighting. Following further discussion it was:

**11/017: RESOLVED THAT FURTHER TO CLARIFICATION FROM THE INTERNAL AUDITOR THE PARISH COUNCIL WOULD AUTHORISE QUARTERLY PAYMENTS TO A & J LIGHTING VIA DIRECT DEBIT.**

**PROPOSED: CLLR. BELCHAM. SECONDED: CLLR. CORDINGLEY. FOR: ALL.**

### **11/060: Planning Matters.**

- 2) **Application No: 110432:** Land to the east of Pattocks Farm Yard Pattocks Farm, Swan Street, Chappel, Colchester, CO6 2EE. Retrospective application proposed extension of agricultural building to shelter free-range turkeys.

**11/018: RESOLVED THAT COUNCIL COULD SEE NO OBJECTION WITH THE APPLICATION 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. Belcham. Seconded: Cllr. Cordingley. For: All.**

- 3) **Application No: 110545:** Toad Hall, Colchester Road, Chappel. Proposed extension to existing annexe
- 11/019: RESOLVED THAT THE COUNCIL WRITE TO COLCHESTER BOROUGH COUNCIL PLANNING DEPARTMENT STATING THAT THEY WOULD LIKE TO SEE AN APPLICATION FOR MAKING THE EXISTING ANNEXE A LEGITIMATE BUILDING AS NO PLANNING APPLICATION HAD BEEN RECEIVED IN RECENT YEARS TO SUBSTANTIATE THE CLAIM OF EXISTING ANNEXE.**

**PROPOSED: CLLR. BELCHAM. SECONDED: CLLR. CORDINGLEY. FOR: ALL.**

### **11/061: Questions.**

No questions were received.

**TO RECEIVE THE FOLLOWING REPORTS FROM COUNCILLORS / CLERK:**

### **11/062: Play Equipment – Maintenance update.**

Members considered a proposal from Cllr. Langley that Proludic are asked to visit once a year to do an operational inspection for a fee of £250 + VAT, this would include any minor repair work. If any additional repairs were needed, then a schedule would be brought to Council for approval. It was noted that no repair work had been undertaken since the play equipment had been installed, also noted was that the engineer who attended had implied that a once a year visit would be adequate as he considered this site a 'low use' site.

**11/020: RESOLVED THAT PROLUDIC ARE ASKED TO VISIT ONCE A YEAR TO DO AN OPERATIONAL INSPECTION FOR A FEE OF £250 + VAT AND COMPLETE ANY MINOR REPAIR WORK INVOLVE. ANY ADDITIONAL WOULD THEN BE BROUGHT TO COUNCIL FOR APPROVAL.**

**PROPOSED: CLLR. LANGLEY. SECONDED: CLLR. CORDINGLEY. FOR: ALL.**

A further proposal was discussed that Proludic were asked to complete the repair work already started at a cost to the Council of a further £300. The members recognised that this was an important area of the village, maintenance of the site was paramount and therefore the work should go ahead.

**11/021: RESOLVED THAT PROLUDIC BE ASKED TO COMPLETE THE MAINTENANCE WORK THAT HAS ALREADY STARTED AT AN APPROXIMATE COST OF £300.00 + VAT.**

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

### **11/063: Parish Field – Annual Cut.**

Members considered a proposal for Mr James Chamley to do the annual cut on the Parish Field at a cost of £100 + VAT. It was noted that the field had not been cut in 2010 so therefore was badly in need of some attention and should be completed as soon as possible.

**11/022: RESOLVED THAT MR JAMES CHAMLEY BE ASKED TO CARRY OUT THE ANNUAL CUT ON THE PARISH FIELD AT A COST OF £100.00 + VAT.**

**PROPOSED: CLLR. LANGLEY. SECONDED: CLLR. BELCHAM. FOR: ALL.**

Cllr. Chamley closed the meeting to welcome Mr Ingram to the meeting.

The meeting was re-opened again at 8.55pm.

### **11/064: Chappel Road Bridge – Opening.**

April 8<sup>th</sup> 2011 saw the opening of the road bridge by Chris Eaton from the Shop and David Cox from the Swan Pub. It was reported that about 200 people turned out and that everybody had a great evening. Members recognised that although it had been a difficult 6 months the contractor and the bridges department at Essex County Council had done a tremendous job and it was the wish of the Council to send a note of thanks to Mr. Woodruff.

**11/065: Grass Cutting Service.**

Members considered a proposal that the current contractor for the Council is asked to do one cut on the grass prior to the tenders being sent out for a three week consultation period. It was noted that the grass was in need of attention and this proposal would alleviate the immediate problem. Cllr. Neubauer recognised the urgency of the matter and suggested that a final decision is made as soon as possible.

***11/023: RESOLVED THAT THE CLERK CONTACTS GUILDHALL SERVICES TO REQUEST THAT THEY DO ONE CUT PRIOR TO RECEIVING THE TENDERS.***

**PROPOSED: CLLR. NEUBAUER. SECONDED: CLLR. CORDINGLEY. FOR: ALL.**

**11/066: Annual Assembly – 25<sup>th</sup> May 2011 – Invites.**

The members noted that Wakes Colne Parish Council had confirmed the above date for the Annual Assembly. Cllr. Chamley suggested that she contacts Cllr. Taylor to organise the event. It was requested that this was an Agenda item next month to finalise the arrangements.

**11/067: Elections.**

Cllr. Chamley thanked Cllrs. Cordingley & Belcham for all their hard work and commitment over recent years to Chappel Parish Council. The members were advised that both Councillors had sent letters of resignation to Cllr. Chamley advising of their wish not to stand at the forth-coming elections. It was noted that Chappel Parish Council would have an un-contested election on Thursday 5<sup>th</sup> May, although the Village still had the Referendum and Borough Elections. The Clerk advised that following the Election day the new council takes office from the fourth day following the Election (10<sup>th</sup> May) and Declaration of Acceptance of Office and Register of Interest Forms have to be completed, signed, witnessed and sent to Colchester Borough Council by 2<sup>nd</sup> June 2011. The Clerk advised that at the May meeting it would be good practise to complete the forms prior to the start of the meeting and then following election of the Chair have an agenda item to witness the forms of the new Council. The members requested that the Clerk e-mail the forms prior to the next meeting so they can be printed and brought to the meeting.

**11/068: E-mails received from Dr. K.C. Baker (5 in total)**

The members had considered the correspondence from Dr. K.C.Baker prior to the meeting. Concern was expressed that **all** the e-mails had been put on the agenda for a decision. Only one question had been asked in the e-mails that required a decision. The e-mails received were considered as correspondence and should have been dealt with as Council deals with correspondence. Council therefore proposed that Standing Orders are checked and revised if necessary and in future, if e-mails of this nature are received from any residents they are dealt with according to Standing Orders.

***11/024: RESOLVED THAT STANDING ORDERS ARE CHECKED AND REVISED IF NECESSARY TO DEAL WITH CORRESPONDENCE OF THIS NATURE.***

**PROPOSED: CLLR. NEUBAUER. SECONDED: CLLR. LEFTLEY. FOR: ALL.**

The members recognised that the question surrounding the sports field required a response and a proposal was considered that the Clerk responds to Dr. K.C.Baker in due course.

***11/025: RESOLVED THAT THE CLERK RESPONDS TO DR.K.C.BAKER IN AN APPROPRIATE MANNER ANSWERING HER QUESTION ABOUT THE SPORTS FIELD.***

**PROPOSED: CLLR. NEUBAUER. SECONDED: CLLR. BELCHAM. FOR: ALL.**

**11/069: Future Agenda Items / Speaker.**

Annual Assembly meeting date 25<sup>th</sup> May 2011 - Update  
Grass Cutting.  
Standing Orders.  
Environmental Weight Restrictions.

The meeting closed at 9.39 p.m.

Date of next meeting – 11<sup>th</sup> May 2011

**Signed Chairman:**

**Date: 11<sup>th</sup> May 2011**