

CHAPPEL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF CHAPPEL PARISH COUNCIL (AGM) HELD ON WEDNESDAY 11TH
MAY 2011 IN THE VILLAGE HALL AT 7.30PM

IN THE CHAIR: **CLLR. S. CHAMLEY.**
PRESENT: **CLLRS. A. LANGLEY, P. NEUBAUER, C. BURROWS, H LEFTLEY, N. INGRAM AND R. JONES.**
CLERK: **MRS. V. BURROWS.**
ALSO PRESENT: **WARD CLLR. P. CHILLINGWORTH, AND CLLR. A. HANNINGTON FROM WAKES COLNE**

12TH MAY 2011

11/070: ELECTION OF CHAIRMAN 2011 / 2012.

The Clerk opened the meeting and asked for nominations for Chairman. Cllr. S. Chamley was nominated.

11/026: RESOLVED THAT CLLR. S. CHAMLEY BE ELECTED CHAIRMAN OF THE COUNCIL, TO HOLD OFFICE UNTIL THE NEXT ANNUAL MEETING OF THE COUNCIL. CLLR. S. CHAMLEY TOOK THE CHAIR.

PROPOSED: CLLR. NEUBAUER. SECONDED: CLLR. LANGLEY. ALL IN FAVOUR.

11/071: WELCOME AND APOLOGIES FOR ABSENCE.

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

11/072: DECLARATION OF ACCEPTANCE OF OFFICE. NEW COUNCIL.

Cllr. Chamley closed the meeting to allow the Clerk to witness the Declaration of Acceptance of Office forms for the new Council.

11/073: DECLARATIONS 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.

THE FORMAL COUNCIL MEETING WAS SUSPENDED AT 7.36 P.M. TO ALLOW:

11/074: PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST.

No members of the public were present.

11/075: BOROUGH AND WARD COUNCILLORS UPDATE.

Cllr. Peter Chillingworth reported:

- ❖ **Elections:** 2011 Elections was a good year. It was reported that the turnout was 53% overall in the Borough. All the seats had remained the same with the Liberal Democrats and Labour running the Council with the Conservatives in opposition. The Alternative Vote in the Borough was 68% No and 32% yes, this was in line with the national average.
- ❖ **Work Club:** This was doing very well currently although it was reported that the advert had not managed to be in the Village Reporter despite it being sent.
- ❖ **Waste & Recycling:** A service review had been successful although further savings need to be made. CBC had still to reduce the amount of waste going in to landfill and increase the percentage of people recycling throughout the Borough.

THE FORMAL COUNCIL MEETING WAS RE-OPENED AT 7.45 P.M. TO ALLOW:

11/076: CONFIRMATION OF MINUTES – MEETING HELD 13TH APRIL 2011.

Draft minutes of the meeting held on the 13th April 2011 had been circulated prior to the meeting. All agreed that these were a true record of the meeting.

11/027: RESOLVED THAT THE DRAFT MINUTES OF THE MEETING HELD ON THE 13TH APRIL 2011 ARE ACCEPTED AS BEING A TRUE RECORD OF THE MEETING.

PROPOSED: CLLR. NEUBAUER. SECONDED: CLLR LEFTLEY. FOR: 4. ABSTAIN: 3.

11/077: ELECTION OF VICE CHAIRMAN 2011 / 2012.

Cllr. Chamley asked for nominations for Vice Chairman. Cllr. Neubauer was nominated.

11/028: RESOLVED THAT CLLR. P. NEUBAUER BE ELECTED VICE CHAIRMAN OF THE COUNCIL, TO HOLD OFFICE UNTIL THE NEXT ANNUAL MEETING OF THE COUNCIL. CLLR. P. NEUBAUER TOOK THE CHAIR.

PROPOSED: CLLR. JONES. SECONDED: CLLR. CHAMLEY. ALL IN FAVOUR.

11/078: ELECTION OF REPRESENTATIVES 2011 / 2012.

11/029: RESOLVED THAT REPRESENTATIVES BE APPOINTED AS FOLLOWS:

COLCHESTER ASSOCIATION OF LOCAL COUNCILS	CLLR. S. CHAMLEY
ESSEX ASSOCIATION OF LOCAL COUNCILS	MRS V. BURROWS (CLERK)
VILLAGE HALL COMMITTEE	CLLR. A. LANGLEY
PARISH PATHS PARTNERSHIP	CLLRS. INGRAM & BURROWS
PLANNING LIAISON	CLLR. R. JONES
ALLOTMENTS	CLLRS. LANGLEY, LEFTLEY & NEUBAUER
ORCHARD & VILLAGE FIELD	CLLR. C. BURROWS
WEBSITE	MRS V. BURROWS (CLERK)
PLAY EQUIPMENT	CLLRS. INGRAM & LANGLEY

11/079: RE-ADOPTION OF STANDING ORDERS.

11/030: RESOLVED THAT THE STANDING ORDERS BE RE-ADOPTED BY THE NEW COUNCIL.

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

11/080: RE-ADOPTION OF FINANCIAL REGULATIONS.

11/031: RESOLVED THAT THE FINANCIAL REGULATIONS BE RE-ADOPTED BY THE NEW COUNCIL.

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

11/081: CONFIRMATION OF CLERK TO ACT AS RESPONSIBLE FINANCIAL OFFICER.

11/032: RESOLVED THAT THE CLERK (MRS VALERIE BURROWS) CONTINUES TO ACT AS RESPONSIBLE FINANCIAL OFFICER TO CHAPPEL PARISH COUNCIL.

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

11/082: CHAIRMAN'S BRIEFING.

Cllr. Chamley had not circulated a briefing this month and so she spoke briefly on the following topics:

- ❖ A1124 – Re-surfacing through both Villages: Council was advised that the A1124 was due to be re-surfaced by the 'tar and chipping' method in June. The Clerk advised that Wakes Colne Parish Council were concerned that this was an unsatisfactory method of re-surfacing a very busy A road and that they had asked Cllr. Anne Brown to look into it and report back.
- ❖ Mobile Library: It was reported that the mobile library had recently moved its location from The Village Green to Swan Grove. It was noted that Cllr. Chamley would look into the situation and report back.
- ❖ Achievements: items to be moved forward this coming year. It was noted that the light on The Street needed to be re-connected, the benches and signs needed to be put in the Orchard and parking on the Village Green sorted out.

11/083: CORRESPONDENCE.

All mail received was on public display and the Clerk had e-mailed information throughout the month. Cllr. Chamley drew the members attention to an article in the EALC mailing that suggested local Councils can

change their names from 'Parish Councils' to Community, Neighbourhood or Village Council if appropriate. Myland Parish Council in Colchester had just resolved to do this and they are now known as Myland Community Council.

11/084: FINANCIAL MATTERS.

For further detail, see the May Payment Schedule in the Minute Folder.

- 1) Financial Statement for May. Cheques/BACS payments to be approved for payment and signed (See payment schedule). The seven invoices and Clerks Salary were passed around for all Councillors to have a look at. It was noted that as we were at the start of the new financial year the monthly budget was not discussed. Cllr. Leftley asked if all the invoices for the Allotments had been paid? It was noted that a couple had not and this needed to be addressed. It was thought that a letter needed to be sent to all allotment holders addressing 'bonfires' and it was considered appropriate to ask for any outstanding monies at this time.

11/033: RESOLVED THAT AFTER FURTHER CONSIDERATION THE EIGHT CHEQUES DETAILED ON THE PAYMENT SCHEDULE BE AUTHORISED FOR PAYMENT.

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

11/034: RESOLVED THAT AFTER FURTHER CONSIDERATION A LETTER BE DRAFTED TO ALLOTMENT HOLDERS RE: BONFIRES AND OUTSTANDING MONIES.

- 2) Final Accounts for 2010 / 2011 sign off: The Clerk presented the balance sheet and bank reconciliation for Council to sign off. It was noted that the Internal Auditor (Mr John Tuner) was scheduled to check through everything early the following week. It was also noted that the Annual Audit Form that is sent to the Audit Commission would be on the Agenda for June to be signed off following the Internal Auditors Report. It was discussed that £1592.99 was the surplus left from 2010 / 2011 financial year and it was thought good practise to transfer this from the Barclays Community Account to the High Interest Account as soon as possible.

11/035: RESOLVED THAT THE FINAL ACCOUNTS BE SIGNED AND SENT OVER TO THE INTERNAL AUDITOR.

11/036: RESOLVED THAT THE CLERK TRANSFER £1592.99 TO THE HIGH INTEREST ACCOUNT.

- 3) Confirmation of Cheque Signatories: No changes needed to be done at this time.
- 4) Insurance & Asset Register: This item was discussed at length, as the Asset Register needed updating, as did the Insurance. The Clerk had worked hard to produce an updated Register for approval. It was noted that the lights on Swan Grove had been removed from the Insurance Policy and Asset Register, as the Parish Council did not actually own them. Information had been received from Colchester Borough Council advising that the lights were in fact part owned and maintained by them. The Audit Commission last year asked that the Fidelity Guarantee be increased to cover the reserve account, the Clerk advised that she was waiting for a form to arrive in the post which would need to be completed by the Clerk and Chairman. Cllr. Chamley spoke briefly about the Parish Field and Sports Field and that the values needed to be altered.

11/037: RESOLVED THAT THE CLERK AND CHAIRMAN COMPLETE THE FIDELITY GUARANTEE FORM TO INCREASE THE COVERED AMOUNT AS SOON AS POSSIBLE.

11/038: RESOLVED THAT THE CLERK CONTACT THE INSURANCE COPY FOR AN AMENDED QUOTE AND THEN RAISE A CHEQUE FOR REQUIRED AMOUNT AS SOON AS POSSIBLE.

11/039: RESOLVED THAT THE CLERK AMEND THE ASSET REGISTER ACCORDINGLY AND BRING BACK TO THE NEXT MEETING FOR APPROVAL.

11/085: PLANNING MATTERS.

- 1) **APPLICATION No: 110785:** PROPOSED TWO STOREY REAR EXTENSION. RIVER VIEW, COLCHESTER ROAD, CHAPPEL, COLCHESTER, CO6 2AE.

11/040: RESOLVED THAT COUNCIL COULD SEE NO OBJECTION WITH THE APPLICATION ALTHOUGH IT WAS NOTED THAT THE INCREASE IN THE SIZE OF THE PROPERTY WAS CONSIDERABLE. THE CLERK WAS INSTRUCTED TO SEND COMMENTS TO COLCHESTER BOROUGH COUNCIL PLANNING DEPARTMENT REFLECTING THE INCREASE IN SIZE BUT STATING THAT THEY HAD NO CONCERNS BEYOND WISHING THAT ANY NEIGHBOUR WAS ALSO CONTENT WITH THE PROPOSAL.

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

11/086: QUESTIONS.

No questions were received.

TO RECEIVE THE FOLLOWING REPORTS FROM COUNCILLORS / CLERK:

11/087: GRASS CUTTING SERVICE.

Members were advised that four contractors had been invited to tender for the Grass Cutting Contract. It was noted that this would need to be on the Agenda for June to make a decision then further discussion would need to take place with the successful contractor.

11/088: ANNUAL ASSEMBLY – 25TH MAY 2011 – UPDATE.

The members were advised that the meeting would be the same format as last year. Wakes Colne Parish Council would open their meeting, conduct the business on the Agenda and then close. Chappel would then open their meeting, conduct the business on the Agenda, invite guest speakers to speak, then close. Refreshments would be served at the end with time for an informal chat. The time was confirmed as 7.30pm for Wakes Colne to open their meeting.

11/089: ENVIRONMENTAL WEIGHT RESTRICTION FOR CHAPPEL BRIDGE - UPDATE

Cllr. Hannington from Wakes Colne delivered a very comprehensive report on Environmental Weight Restrictions (EWR). Cllr. Hannington advised that the EWR would be placed on The Street and not the Bridge and that they were very difficult to police and sign. It was thought that an EWR was worth pursuing although the report suggested that it might be difficult to achieve. Concern was expressed on how the Parish Council could gain support from the surrounding Councils. Cllr. Chamley thanked Cllr. Hannington for his hard work and agreed to keep Wakes Colne Parish Council updated with progress.

11/090: Future Agenda Items / Speaker.

Grass cutting.
Diamond Jubilee
Allotments & rabbit fencing.
Environmental Weight Restrictions.

The meeting closed at 9.39 p.m.

Date of next meeting 8th June 2011

Signed Chairman:

Date: 8th June 2011