

# **CHAPPEL PARISH COUNCIL**

## **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 12<sup>th</sup> MAY 2010 IN THE VILLAGE HALL, CHAPPEL AT 7.30 P.M.**

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**In the Chair:** Cllr. Mrs. S. Chamley.  
**Present:** Cllrs. Mr. R. Belcham, Mr. C. Cordingley, Mr. A. Langley,  
Mr. P. Neubauer and Mrs. H. Leftley.  
**Clerk:** Mrs. V. Burrows.  
**Also Present:** Cllr. Peter Chillingworth and four members of the public.

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### **10/062: Election of Chairman for 2010 / 2011**

The meeting commenced at 7.30pm with the Clerk in the Chair. The Clerk asked for nominations for Chairman.

**Resolution: 10/022. That Cllr. S. Chamley be elected to the position of Chairman of Chappel Parish Council.**

**Proposed: Cllr. Neubauer. Seconded: Cllr. Leftley. For: All.**

### **10/063: Public Forum**

A member of the public asked when water would be available on the allotments. Cllr. Chamley explained about the CIF grant and advised as soon as we had been notified about receipt of the money we would get in touch with Anglian Water. The approach road to the allotments was also mentioned and Cllr. Neubauer advised that if the entrance became a real problem they would get in touch with the original contractor for advice.

Another issue mentioned was the cars parking on the Village Green, Cllr. Chamley had spoken to Mr. Harvey, and he was aware of the problem. It was suggested that the Parish Council write a letter and place it on the car window screens asking them if they would consider parking elsewhere. Also discussed was the land swap and the bollards.

### **10/064: Colchester Borough Council Councillor.**

Cllr. Peter Chillingworth spoke briefly about the provision of black bags and recycling bags and it would seem that everybody had had their delivery.

**The formal Council Meeting was opened at 7.50pm to allow:**

### **10/065: Welcome and Apologies for Absence.**

Cllr. Chamley welcomed those present to the meeting  
Apologies had been received from Anne Brown.

### **10/066: Declarations of Interests.**

None

### **10/067: Election of Vice - Chairman for 2010 / 2011.**

The Chairman asked for nominations for Vice-Chairman.

**Resolution: 10/023. That Cllr. P. Neubauer be elected to the position of Vice - Chairman of Chappel Parish Council.**

**Proposed: Cllr. Belcham. Seconded: Cllr. Langley. For: All.**

At this point in the meeting, Cllr. Chamley pulled forward an Agenda item for consideration.

**10/078: Parish Council – Vacancy – Update.**

Cllr. Chamley explained that the deadline had passed on the 10<sup>th</sup> May for the Council to have an election. Ten parishioners had **not** approached the Borough Council therefore the Council were eligible to co-opt. The Council had received two applications for the vacancy and both were asked to submit a brief resume and then speak publicly at the meeting. Mrs. C. Underwood sent her details to the Clerk but unfortunately was unable to attend the meeting, however the Clerk read out her application on her behalf. Mr. Ryan Jones also sent his details and presented himself at the meeting and spoke briefly. A secret ballot was then held and Mr. Ryan Jones was co-opted as Councillor. It was agreed that the Clerk would contact Mrs. Underwood the following day, thank her for her details, and advise of the outcome.

**10/068: Election of Representatives for 2010 / 2011:**

Colchester Association of Local Councils:	Cllr. Chamley.
Essex Association of Local Councils:	Cllr. Leftley.
Village Hall Committee:	Cllr. Langley.
Parish Paths Partnership:	Cllr. Jones & Cllr. Belcham.
Planning Liaison:	Cllr. Jones.
Allotments:	Cllr. Neubauer & Cllr. Langley.
Orchard & Village Field:	Cllr. Belcham.
Website:	Cllr. Belcham.
Grants:	Cllr. Leftley.

All the above positions were discussed and appointed.

**10/069: Adoption of Standing Orders:**

Cllr. Belcham had amended the Standing Orders and the Clerk had circulated them prior to the meeting. They were adopted without change.

***Resolution: 10/024. That the Standing Orders of Chappel Parish Council that had been circulated prior to the meeting be approved without amendments.***

***Proposed: Cllr. Neubauer. Seconded: Cllr. Leftley. For: All.***

**10/070: Re-adoption of Financial Regulations.**

It was agreed that the Financial Regulations should be re-adopted without modification.

***Resolution: 10/025. That the Financial Regulations of Chappel Parish Council be re-adopted without modification.***

***Proposed: Cllr. Neubauer. Seconded: Cllr. Langley. For: All.***

**10/071: Confirmation of Clerk to act as Responsible Financial Officer to the Council.**

It was agreed that the Clerk should continue as the Responsible Financial Officer.

***Resolution: 10/026. That the Clerk should continue to Act as the Responsible Financial Officer of Chappel Parish Council.***

***Proposed: Cllr. Belcham. Seconded: Cllr. Chamley. For: All.***

**10/072: Confirmation of Minutes – meeting held 14<sup>th</sup> April 2010.**

***Resolution: 10/027. That the draft minutes that had been circulated prior to the meeting be approved as being a true record of the meeting held on 14<sup>th</sup> April 2010.***

***Proposed: Cllr. Neubauer. Seconded: Cllr. Leftley. For: 6. Abstain: 1.***

**10/073: Chairman's Briefing.**

The Chairman had again this month circulated the briefing on e-mail prior to the meeting: No further clarification was needed by the Council on the briefing (a copy of which is attached to the minutes). The Chairman delivered a further update on Land Adjacent to Acacias Planning Application (091391).

**Cllr. R. Jones left the meeting at 8.25pm to attend a prior engagement.**

**10/074: Correspondence.**

All mail received was on public display. Again very little correspondence had been received the majority had been sent out via e-mail.

**10/075: Financial Matters.**

**1) Funds Received:**

The Clerk spoke briefly about the finances advising of the account balances. She confirmed that the following had been received since last month:

Colchester Borough Council Grant/Precept £7,157.50.

P3 Payment £351.33.

Allianz Insurance Claim Bus Shelter £1,913.00.

The Clerk also advised that the VAT money had been received after the agenda had been published the amount was £3,379.67.

**2) Eight invoices were for consideration:**

V Burrows:	Clerks salary & Expenses at agreed rate 41½ Hours
Village Ranger:	7 hours at usual rate.
CBC	4 <sup>th</sup> Qtr Electricity Charge: £105.94
A M Forrest	Footpath Maintenance: £176.25
John Turner	Internal Auditor £260.00
EALC	Affiliation Fees £124.49
S Chamley / Ridgeons	Lock for Allotments £11.93
Insurance Money	Wakes Colne Parish Council £1913.00

***Resolution: 10/028. That the eight invoices as detailed above be approved for immediate payment.***

***Proposed: Cllr. Belcham. Seconded: Cllr. Langley. For: All.***

***Resolution: 10/029. That Chappel Parish Council grants Wakes Colne Parish Council under Section 137 £1,913.00 for the re-provision of a bus shelter for the good of both parishes.***

***Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All.***

**3) Final Accounts for sign off 2009 / 2010.**

The Clerk advised that accounts had been presented to the internal auditor and generally, there were no problems, the accounts had been presented very well with only a few minor adjustments. Cllr. Chamley read out the internal auditor's letter with his recommendations, section 2 of the Annual Return was also presented and signed ready to be sent off to the Audit Commission.

***Resolution: 10/030. That the final accounts and all the audit information be sent to the external auditor as soon as possible***

***Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All.***

**4) Confirmation of Cheque Signatories:**

Cllr. Chamley spoke about the need for a third person to become a signatory on the bank account due to Cllr. Ingram now having left the Council. Cllr. Langley offered to become the third person, and Cllrs. Chamley & Neubauer agreed to stay on as the other two people who could sign cheques.

***Resolution: 10/031. That the Clerk contacts Barclays Bank for new mandate forms.***

***Proposed: Cllr. Cordingley. Seconded: Cllr. Belcham. For: All***

**5) Insurance & Asset Register:**

The insurance documents were discussed and the Asset Register was updated. It was discussed that the print of the Viaduct be removed from the insurance as it was covered on the Village Hall insurance policy. Several items were added on and these were as follows: 3 benches and the sign in the orchard and Parish Field, a water trough and 2

gates on the allotments as well as the goal posts on the sports field. The insurance is due on the 1<sup>st</sup> June so it was authorised that the Clerk needed to sort it out ASAP.

**Resolution: 10/032. That the Clerk contacts the insurance company and add on the new items to be insured under the street furniture section. Once a new quote is issued raise a cheque to be sent ASAP for the insurance to start on the 1<sup>st</sup> June 2010.**

**Proposed: Cllr. Chamley. Seconded: Cllr. Belcham. For: All.**

**10/076: Planning Matters.**

- 1) **Application No: 100712.** Proposed rear extension and new roof over property to form additional rooms within roof space. Toad Hall, Colchester Road, Chappel, Colchester, CO6 2AE. No Comments.
- 2) **Application No:100828.** Proposed two Storey Rear Extension. River View, Colchester Road, Chappel, Colchester, CO6. The members had no concerns except to say they thought it was quite large in comparison to the existing house.

**Resolution: 10/033. That the Clerk sends comments to Colchester Borough Council on behalf of the Parish Council expressing the concerns that arose at the meeting.**

**Proposed: Cllr. Chamley. Seconded: Cllr. Belcham. For: All.**

**10/077: Member's Questions.**

No questions were received.

**To receive the following Reports from Councillors / Clerk:**

**10/079: Annual Parish Meeting 2010.**

Cllr. Chamley advised that all the invites had been sent out and most people had agreed they could make it. Invited speakers included the Police, Mr. Clive Woodruff the Bridges Manager from Essex County Council and Mr. Allan Hannington from Mouchel.

**10/080: The Street – Reconnection of Light -EDF Quote.**

Cllr. Chamley had circulated the quote from Andy Bouttell for reconnection of the lamp in the Street it was agreed that this may be covered on the insurance and Cllr. Chamley would look into it and report back.

**10/081: Village Fete.**

Cllr. Chamley advised that the date for the Village Fete was the 24<sup>th</sup> July. A few ideas were discussed of how best to have the Parish Council could be represented at the fete and it was requested that this be an agenda item again next month. Ideas were a walk around the village taking photos then you had to identify where they were.

**10/082: Village Green / Bollards / Land Swap.**

After further discussion, it was agreed that to 'land swap' would be too expensive so it would be better to stick with the option of putting bollards down the edge of the grass area. It was discussed that the Council should put a note on the cars that are using the Village Green as a Car park and ask them to refrain from using it as such.

**10/083: Next Agenda Items / Speaker.**

None

**The meeting closed at 10.08 p.m.**

**Date of next meeting – 9<sup>th</sup> June 2010.**

**Signed Chairman:**

**Date: 9<sup>th</sup> June 2010**