

CHAPPEL PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 9TH MAY 2016 IN CHAPPEL AND WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

In the Chair: Cllr. S. Chamley
Present: Cllrs. A. Cox, P. Dent, N. Ingram, A. Langley, P. Neubauer
Clerk: Mrs. H. Cook
Also Present Cllr P. Chillingworth and one member of the public.

16/088	<p><u>ELECTION OF CHAIRMAN 2016/17</u></p> <p>The Clerk opened the meeting and asked for nominations for Chairman. Cllr Chamley was nominated. There being no further nominations Cllr Chamley was elected as Chairman.</p>	
16/040	<p>RESOLVED that Cllr Chamley be elected Chairman of the Council, to hold office until the next Annual Meeting of the Council. Cllr Chamley took the Chair.</p> <p>Proposed: Cllr. Langley. Seconded: Cllr. Neubauer. For: All</p>	
16/089	<p><u>ELECTION OF VICE CHAIRMAN 2016/17</u></p> <p>The Chairman asked for nominations for Vice Chair. Cllr Neubauer was nominated. There being no further nominations Cllr Neubauer was elected as Vice Chair.</p>	
16/041	<p>RESOLVED that Cllr Neubauer be elected Vice Chair of the Council, to hold office until the next Annual Meeting of the Council.</p> <p>Proposed: Cllr. Chamley. Seconded: Cllr. Cox. For: All</p>	
	<p>Cllr Chamley welcomed everybody to the meeting. Cllr Rolls had sent his apologies due to family commitments.</p>	
16/090	<p><u>DECLARATION OF INTERESTS</u></p> <p>Cllr Chamley reminded all Cllrs to review their Declaration of Interests lodged with Colchester Borough Council and update where necessary.</p> <p>Cllr Chamley – 16/104 Topping of the Field – Pecuniary Declaration declared due to her husband having previously topped the field.</p> <p>Cllr Chamley declared a non-pecuniary interest in 16/099 due to being a neighbouring resident.</p>	
16/091	<p><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></p> <p>No members of the public wished to raise any matters.</p>	
16/092	<p><u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></p> <p><i>WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN</i></p> <p>Cllr Chillingworth spoke briefly on the following:</p> <ul style="list-style-type: none"> ❖ The coalition in Colchester after the Election will now continue. ❖ 3 Cllrs for the new Rural North Ward, will keep PC up to date with any changes. 	
16/093	<p><u>CONFIRMATION OF MINUTES – MEETING HELD MONDAY 11TH APRIL 2016</u></p>	
16/042	<p>RESOLVED that the minutes of the meeting held on Monday 11th April 2016 were a true record of the meeting. Cllr Neubauer abstained due not to being present at the meeting.</p>	

Chairman's Signature

Approved Minutes – Full Council 9th May 2016

	Proposed: Cllr. Dent. Seconded: Cllr. Cox. For: 5 Abstain: 1																			
16/094	<p><u>ELECTION OF REPRESENTATIVES 2016/17</u></p> <table border="0"> <tr> <td>Colchester Association of Local Councils</td> <td>Cllr Chamley</td> </tr> <tr> <td>Essex Association of Local Councils</td> <td>Cllr Chamley</td> </tr> <tr> <td>Village Hall Committee</td> <td>None at present, keep under review</td> </tr> <tr> <td>Planning Liaison</td> <td>Cllrs Langley & Neubauer</td> </tr> <tr> <td>Allotments</td> <td>Cllr Langley</td> </tr> <tr> <td>Orchard & Village Field</td> <td>Cllr Langley</td> </tr> <tr> <td>Website</td> <td>Clerk</td> </tr> <tr> <td>Appointment of Nominated Director of CMG Ltd</td> <td>Cllr Ingram</td> </tr> <tr> <td>Play Area</td> <td>Cllrs Cox, Chamley, Ingram</td> </tr> </table>	Colchester Association of Local Councils	Cllr Chamley	Essex Association of Local Councils	Cllr Chamley	Village Hall Committee	None at present, keep under review	Planning Liaison	Cllrs Langley & Neubauer	Allotments	Cllr Langley	Orchard & Village Field	Cllr Langley	Website	Clerk	Appointment of Nominated Director of CMG Ltd	Cllr Ingram	Play Area	Cllrs Cox, Chamley, Ingram	
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16/043	<p>RESOLVED that the members named above act as representatives for the various organisations on behalf of Chappel Parish Council. At this time there would be no representative for the Village Hall Committee however this would be kept under review. Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All.</p> <p>7.40pm Cllr Anne Brown arrived, Cllrs agreed to go back to 16/092.</p>																			
16/092	<p><u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></p> <p><i>WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN</i></p> <p>Cllr Brown spoke briefly on the following:</p> <ul style="list-style-type: none"> ❖ Essex County Council needing to save 1 million pounds a week over 4 years. ❖ Plans to incorporate more functions into the Libraries: Children Centres, Citizen Advice, Police counters, Health visitors, volunteer service. ❖ Highways – more money is needed to maintain highways including pavements. ❖ Community Agents funded by ECC to assist the Elderly. ❖ Highway Rangers – querying whether this would be better off as a joint scheme with the CBC Zone Wardens – Cllr Brown to keep PC updated. 																			
16/095	<p><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES</u></p> <p>Standing Orders</p>																			
16/044	<p>RESOLVED that the Standing Orders be re-adopted by the Council. Proposed: Cllr. Neubauer. Seconded: Cllr. Cox. For: All.</p> <p>Financial Regulations</p> <p>Cllrs discussed raising the limit to £500 before having to seek 3 quotes.</p>																			
16/045	<p>RESOLVED that the Financial Regulations be altered to include raising the limit to £3,000 for estimates, £3,000 to £60,000 for quotes and over £60,000 for tendering. Proposed: Cllr. Dent. Seconded: Cllr. Cox. For: All.</p> <p>Asset Register</p> <p>To bring back to the June meeting.</p> <p>Risk Assessment</p>																			
16/046	<p>RESOLVED that the Risk Assessment be re-adopted by the Council. Proposed: Cllr. Langley. Seconded: Cllr. Neubauer. For: All.</p>																			

<p>16/047</p> <p>16/048</p> <p>16/049</p>	<p>Training Policy</p> <p>RESOLVED that the Training Policy be re-adopted by the Council. Proposed: Cllr. Ingram. Seconded: Cllr. Langley. For: All.</p> <p>Social Media Policy</p> <p>RESOLVED that the Social Media Policy be re-adopted by the Council. Proposed: Cllr. Ingram. Seconded: Cllr. Langley. For: All.</p> <p>Complaints Policy</p> <p>RESOLVED that the Complaints Policy be re-adopted by the Council. Proposed: Cllr. Ingram. Seconded: Cllr. Langley. For: All.</p>	
<p>16/096</p> <p>16/050</p>	<p><u>RESPONSIBLE FINANCIAL OFFICER</u></p> <p>RESOLVED that the Clerk (Mrs Helen Cook) continues to act as Responsible Financial Officer to Chappel Parish Council. Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All.</p>	
<p>16/097</p>	<p><u>PLANNING APPLICATIONS -NO PLANNING APPLICATIONS</u></p> <p>Cllr Neubauer asked Cllr Brown about the A120. Cllr Brown explained that there were originally 9 options, these have been narrowed down. A decision would be made in the New Year and money would come from Central Government in around 2020-25. There was also the upgrade of the A12 from London to Colchester becoming 3 lanes. She agreed to keep the Parish Council updated with any new developments.</p>	
<p>16/098</p>	<p><u>ORCHARD PLACE</u></p> <p>It was noted that the Enforcement Officer had been on site and is in discussions with the owner with regards to the distance between the fence and the planting. The Clerk was asked to seek an update for the June meeting.</p>	<p>CLERK</p>
<p>16/099</p>	<p><u>PADDOCK – OPP APPLECROFT, BACONS LANE</u></p> <p>The Enforcement Officer had confirmed that the only element on site that remains in breach of the Notice is the presence of 6-8 chickens. CBC have decided not to pursue the removal of the chickens but would keep an eye on the site for any changes.</p>	
<p>16/100</p>	<p><u>HIGHWAY</u></p> <p>1) UPDATE ON WORKS AND REFERRAL TO LOCAL HIGHWAY PANEL REGARDING THE ROAD FROM CHAPPEL TO GREAT TEY.</p> <p>The completed applications having sought support from Cllr Anne Brown and Cllr Peter Chillingworth would now be submitted. The process could take up to 18 months to be viewed by the Local Highways Panel. It was suggested to send a copy to the Chair of CALC for information and support.</p> <p>2) UPDATE FROM CLLR DENT REGARDING THE LACK OF CATS EYES IN THE ROAD FROM ROSE CORNER TO THE VIADUCT.</p> <p>Cllr Dent confirmed that he was continuing to follow up on this matter. Cllr Brown asked the Clerk to send her an email to confirm any work to be carried out on this stretch of road.</p> <p>3) RESPONSE FROM SPEEDWATCH VOLUNTEER ARTICLE.</p> <p>The Clerk confirmed that the 24th May at 7pm had been pencilled in for Training this however</p>	<p>CLERK</p> <p>CLLR DENT / CLERK</p> <p>CLERK</p>

	would be confirmed. 4) MISSING CHAPPEL SIGN ON THE A1124, FROM COLCHESTER AT THE BROOM HOUSE BEND. The Clerk had ordered a new sign with the Zone Wardens.	
16/101	<u>PLAY AREA</u> 1) TO AGREE NEXT CLLR FOR PLAY EQUIPMENT CHECKS. Cllr Ingram agreed to check the play equipment until the April meeting. 2) REVISED QUOTE A revised quote was not received in time for the meeting, this would be discussed at the June meeting. 3) FUNDING Cllr discussed funding options and Cllr Chamley and the Clerk would look into Awards for All and if not successful CIF funding. 4) SURFACE UPDATE. Cllr Ingram confirmed that had received 3 quotes for refreshing the wood chips. Cllrs discussed these quotes. Cllrs also discussed contacting the school for volunteers when the wood chips arrived.	CLLR INGRAM CLLR CHAMLEY / CLERK
16/051	RESOLVED that Parish Council refresh the wood chips with the quote from Play Bark at £1,435 including VAT. Proposed: Cllr. Chamley. Seconded: Cllr. Cox. For: All.	CLLR INGRAM
16/102	<u>MEMBERSHIP RENEWALS</u>	
16/052	RESOLVED that the Clerk arrange for the renewal of the EALC/NALC and CALC membership. Proposed: Cllr Chamley. Seconded: Cllr Neubauer. For: All	CLERK
16/103	<u>INSURANCE</u> Councillor discussed the two quotes and agreed to take another 3 year deal with Zurich at their reduced price.	
16/053	RESOLVED that a 3 year deal with Zurich Insurance be confirmed and the premium be paid at the next meeting.	CLERK
16/104	<u>PARISH FIELD</u> It was discussed and agreed to go ahead with two toppings of the field which would be held at last year's price. It was also discussed to produce an article about the Parish Field for the Village Reporter.	
16/054	RESOLVED that the Clerk would contact the contractor to confirm the 2 x topping of field but not until late July when the wild flowers had gone to seed. Proposed: Cllr Dent. Seconded: Cllr Cox. For: 5 Abstain: 1	CLERK
16/105	<u>ALLOTMENT</u> It was agreed that the date for judging the Best Presented Allotment Plot would be at the end of June. Cllr Langley agreed to remind plot holders of the yearly competition. A judge would be confirmed in due course.	
16/106	<u>TREE SURVEY 2016</u>	
16/055	RESOLVED that the Clerk would ask Essex County Council to carry out a tree survey at a cost	CLERK

	of £195. Proposed: Cllr Chamley. Seconded: Cllr Langley. For: All.																																								
16/107	<p><u>FINANCIAL MATTERS</u></p> <p>1) FINANCIAL STATEMENT.</p> <p>The nine invoices including the Clerks' Salary were passed around for all Councillors to have a look at and agree.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Cheque Number</th> <th style="text-align: right; border-bottom: 1px solid black;">£ p</th> </tr> </thead> <tbody> <tr> <td>H Cook (April Salary)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">395.08</td> </tr> <tr> <td>Essex Pension Fund (April Pension)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">91.74</td> </tr> <tr> <td>Essex Pension Fund (April Pension top up)</td> <td style="text-align: center;">701453</td> <td style="text-align: right;">3.21</td> </tr> <tr> <td>H Cook (April Expenses)</td> <td style="text-align: center;">701454</td> <td style="text-align: right;">21.56</td> </tr> <tr> <td>Mrs J Stobart (Internal Audit)</td> <td style="text-align: center;">701455</td> <td style="text-align: right;">140.00</td> </tr> <tr> <td>Chappel & Wakes Colne Village Hall</td> <td style="text-align: center;">701456</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>EALC (Playground course)</td> <td style="text-align: center;">701457</td> <td style="text-align: right;">65.00</td> </tr> <tr> <td>EALC (Membership 16-17)</td> <td style="text-align: center;">701458</td> <td style="text-align: right;">153.35</td> </tr> <tr> <td>CALC (Membership 16-17)</td> <td style="text-align: center;">701459</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;">Total</td> <td style="text-align: right; border-top: 1px solid black;">939.94</td> </tr> <tr> <td></td> <td style="text-align: center;">Less VAT Content</td> <td style="text-align: right; border-top: 1px solid black;">0.00</td> </tr> <tr> <td></td> <td style="text-align: center;">Total Excluding VAT</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">939.94</td> </tr> </tbody> </table>		Cheque Number	£ p	H Cook (April Salary)	SO	395.08	Essex Pension Fund (April Pension)	SO	91.74	Essex Pension Fund (April Pension top up)	701453	3.21	H Cook (April Expenses)	701454	21.56	Mrs J Stobart (Internal Audit)	701455	140.00	Chappel & Wakes Colne Village Hall	701456	35.00	EALC (Playground course)	701457	65.00	EALC (Membership 16-17)	701458	153.35	CALC (Membership 16-17)	701459	35.00		Total	939.94		Less VAT Content	0.00		Total Excluding VAT	939.94	
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16/056	<p>RESOLVED that after further consideration the nine payments detailed on the schedule be authorised for payment. Proposed: Cllr. Cox. Seconded: Cllr. Dent. For: All.</p> <p>2) INTERNAL AUDIT REPORT</p> <p>Cllr Chamley read out the Internal Audit Report letter and thanked the Clerk for her hard work with regards to this matter.</p> <p>3) APPROVAL OF GOVERNANCE STATEMENTS FOR 2015/16 PRIOR TO SUBMISSION TO THE AUDIT COMMISSION.</p>																																								
16/057	<p>RESOLVED the Governance Statement be completed and signed by the Chair and Clerk. Proposed: Cllr. Langley. Seconded: Cllr. Cox. For: All.</p> <p>4) APPROVAL OF ANNUAL RETURN FOR 2015/16</p>																																								
16/058	<p>RESOLVED the Annual Return be signed by the Chair and Clerk and sent to the External Auditor. Proposed: Cllr. Dent. Seconded: Cllr. Cox. For: All.</p> <p>5) MONTHLY BUDGET INFORMATION</p> <p>The Clerk had circulated this prior to the meeting. It was agreed to move £5,000 from the Current Account to the Savers Account.</p> <p>6) TO CONFIRM SIGNATORIES FOR THE BANK ACCOUNTS</p>	CLERK																																							

16/059	<p>RESOLVED the signatories would continue with Cllrs Chamley, Neubauer & Langley. Proposed: Cllr. Dent. Seconded: Cllr. Cox. For: All.</p>	
16/060	<p>7) TO CONFIRM STANDING ORDERS AND DIRECT DEBITS FOR 2016/17 RESOLVED that the Standing Orders would remain for the Clerks Salary and Essex Pension Fund. AJ Lighting would also continue as a Direct Debit. Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All.</p>	
16/108	<p><u>CORRESPONDENCE RECEIVED</u> The Clerk had emailed information throughout the month.</p>	
16/109	<p><u>CHAIRMAN & CLERK'S REPORT</u></p> <ul style="list-style-type: none"> ❖ A resident had asked the Parish Council to seek confirmation from Planning Enforcement regarding recent works at Direct Meats. The Planning Enforcement Officer had made a site visit and retrospective Planning Applications should be received soon. ❖ The Annual Parish Assembly meeting would be on Monday 23rd May. ❖ CAUSE meeting is to be held on the 17th May, 8.30pm at Marks Tey Village Hall. ❖ Local break-ins had been noted and the Clerk had put this on Facebook. ❖ Road Closure - To temporarily close the length of Oak Road, Chappel from its junction with Swan Street, west for a distance of approximately 40 metres to commence on 31st May to 3 June when appropriate signs are showing. The closure is required for the safety of the public and workforce while duct work is undertaken by BT. 	
16/110	<p><u>FUTURE AGENDA ITEMS</u></p> <p>Play Area Risk Assessment - Litter Picker and Strimmer Asset Register Highway, Local Highways Panel Orchard Place Allotment Award</p> <p>Cllr Chamley thanked everyone for attending and closed the meeting 9.20pm. The date of the next meeting is Monday 13th June 2016.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council Date: 13th June 2016.</p>	

MRS HELEN COOK
CLERK TO CHAPPEL PARISH COUNCIL, 3 SEARLE WAY, EIGHT ASH GREEN, COLCHESTER, ESSEX. CO6 3QS, TEL NO: 07583004252
E-MAIL: parishclerk@chappel.org