

# CHAPPEL PARISH COUNCIL

## MINUTES OF THE PARISH MEETING HELD ON MONDAY 12<sup>TH</sup> SEPTEMBER 2016 IN CHAPPEL AND WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

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**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 C. Arnold and two members of the public.

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16/153	<p><b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b></p> <p>Cllr Chamley welcomed everybody to the meeting. Cllrs Rolls had sent his apologies due to family commitments. Cllr Chillingworth had also sent his apologies.</p>	
16/154	<p><b><u>DECLARATION OF INTERESTS</u></b></p> <p>No declarations were noted.</p>	
16/155	<p><b><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></b></p> <p>Cllr Chamley read out Standing Orders 2A.</p> <p>A member of the public asked for an update on the application for Direct Meats (161466). It was agreed that the Clerk would contact Cllr Chillingworth and update the residents in due course.</p>	
16/156	<p><b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b></p> <p><b><i>WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN</i></b></p> <p>Cllr Arnold spoke briefly on the following:</p> <ul style="list-style-type: none"> <li>❖ Brief history of his background.</li> <li>❖ 11 Parishes to be shared by 3 Ward Cllrs.</li> <li>❖ Monthly meeting with County Councillor Anne Brown along with Cllr Chillingworth and Cllr Chapman.</li> <li>❖ Improvement plans for both the A12 and A120.</li> </ul>	
16/157	<p><b><u>CONFIRMATION OF MINUTES</u></b></p> <p><i>MEETING HELD MONDAY 11<sup>TH</sup> JULY 2016</i></p> <p><b>RESOLVED that the minutes of the meeting held on Monday 11<sup>th</sup> July 2016 were a true record of the meeting. Cllr Cox abstained due to not being present at the meeting.</b></p> <p><b>Proposed: Cllr. Dent. Seconded: Cllr. Neubauer. For: 5 Abstain: 1</b></p>	
16/158	<p><b><u>PLANNING APPLICATIONS DURING AUGUST</u></b></p> <p>1) <b>PLANNING APPLICATION: 161804.</b> VERNONS FARM HOUSE, VERNONS ROAD, CHAPPEL, COLCHESTER, CO6 2AG. ERECTION OF A DOMESTIC POLYTUNNEL TO BE SITUATED WITHIN BOUNDARIES OF EXISTING VEGETABLE GARDEN.</p> <p>The Clerk confirmed that the Council were supportive of this application, therefore did not call an extraordinary meeting in August. The Clerk confirmed that CBC had approved this application conditionally.</p> <p>2) <b>PLANNING APPLICATION: 161724.</b> CHAPPEL &amp; WAKES COLNE STATION, STATION ROAD, WAKES COLNE, CO6 2DS. RESUBMISSION OF APPROVED APPLICATION</p>	

16/078	<p>150630 FOR A NEW SINGLE BUILDING CONTAINING DISPLAY ROOMS FOR A MODEL RAILWAY CLUB AND EARM CLASSROOMS AS WELL AS THE REPOSITIONING OF THE RESTORATION SHED AND ASSOCIATED WORKS. NEW EXTENSION TO PLATFORM 5/6.</p> <p>The Clerk confirmed that the Council were supportive of this application, therefore did not call an extraordinary meeting in August.</p> <p><b><u>PLANNING APPLICATIONS:</u></b></p> <p>1) <b>PLANNING APPLICATION: 161961.</b> TATAMS OF CHAPPEL, SPENDPENNY FORGE, SWAN STREET, CHAPPEL, COLCHESTER, CO6 2EE. DISCHARGE OF CONDITIONS 3, 4, 5, 6 &amp; 7 OF PLANNING PERMISSION 150838.</p> <p>2) <b>PLANNING APPLICATION: 161928.</b> POPES HALL, POPES LANE, CHAPPEL, COLCHESTER, CO6 2DZ. INSTALL GATES AND RAILINGS TO ENTRANCE.</p> <p>3) <b>PLANNING APPLICATION: 162115.</b> EAST ANGLIAN RAILWAY MUSEUM, CHAPPEL AND WAKES COLNE STATION, STATION ROAD, WAKES COLNE, COLCHESTER, CO6 2DS. RETROSPECTIVE APPLICATION. CONSTRUCTION OF NEW VEHICULAR ENTRANCE OFF PRIVATE ROAD INTO OVERFLOW CAR PARK WITH NEW GATE AND NEW ROADWAY ACROSS CAR PARK.</p> <p><b>RESOLVED that the Clerk was instructed to send comments of support to CBC Planning Department for applications 161961, 161928 &amp; 162115.</b>  <b>Proposed: Cllr. Neubauer. Seconded: Cllr. Langley. For: All.</b></p>	CLERK
16/159	<p><b><u>LOCAL PLAN – PREFERRED OPTIONS CONSULTATION</u></b></p> <p>The Local Plan Consultation on the Preferred Options was discussed by Cllrs. The Parish Council was in support of the allocated site for development although raised the following points:</p> <ul style="list-style-type: none"> <li>❖ Parking, due to problems already in Swan Grove, could some overflow parking be provided in the scheme?</li> <li>❖ Traffic Flow in and out of the site.</li> <li>❖ Traffic while construction takes place.</li> <li>❖ Places available in the School.</li> <li>❖ Type of Housing. More smaller houses needed for first time buyers and residents who wish to downsize.</li> </ul> <p><b>RESOLVED that the Clerk send the comments discussed to Colchester Borough Council.</b>  <b>Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All</b></p>	CLERK
16/160	<p>8.35pm Cllr Anne Brown arrived and spoke briefly on the following:</p> <ul style="list-style-type: none"> <li>❖ ECC commenting on the Local Plan.</li> <li>❖ 20 million pounds needed to be saved.</li> <li>❖ Library Survey.</li> <li>❖ Looking at village rangers.</li> </ul> <p><b><u>ORCHARD PLACE</u></b></p> <p>No update had been received from Colchester Borough Council. The Clerk would chase this and bring it back to the October meeting.</p>	CLERK
16/161	<p><b><u>BROADBAND</u></b></p> <p>Mr Herskind Nightingale was unable to attend the meeting, but did supply the Parish Council with a report. Further information and options were being looked at and this would be brought back to the October meeting.</p>	

16/162	<p><b><u>SPEED WATCH</u></b></p> <p>Cllr Dent confirmed Speed Watch Sessions had taken place and Speed Watch now had their own signs. Motorists travelling over 37mph would have their details sent to Essex Police. The Clerk noted that an email had been sent to the bus company whose driver had been caught speeding, but no response had been received.</p> <p>Cllrs thanked the volunteers for their work.</p>	
16/163  16/080	<p><b><u>LOCAL HIGHWAY PANEL APPLICATION</u></b></p> <p>The Chairman read out the email received regarding the LHP application for the change in speed on Swan Street.</p> <p><b>RESOLVED that a petition be produced in order to supply evidence of support from local residents to be submitted in support of the LHP application.</b></p> <p><b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All</b></p>	CLLR CHAMLEY
16/164  16/081	<p><b><u>PARKING AT ROSE GREEN</u></b></p> <p>Cllrs discussed the letter received from a local resident regarding the obstructive parking round Rose Green.</p> <p><b>RESOLVED that the Clerk contact North Essex Parking Partnerships for advice and report back in October.</b></p> <p><b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All</b></p>	CLERK
16/165	<p><b><u>PLAY AREA</u></b></p> <p>1) TO AGREE NEXT CLLR FOR PLAY EQUIPMENT CHECKS.</p> <p>Cllr Ingram confirmed that he would be happy to check the play equipment until the October meeting. Cllr Chamley agreed to empty the bins and Cllr Cox and Chamley would rake the bark.</p> <p>2) FUNDING UPDATE</p> <p>Cllr Chamley confirmed that the application to Awards for All had been unsuccessful. The application for CIF funding would need to be sent in before the end of September. The Clerk agreed to send this round for comments.</p> <p>3) PLAYGROUND INSPECTION QUOTE FOR 2017</p> <p>Cllrs discussed the alternative quote and agreed to stay with the current provider.</p>	<p>CLLR INGRAM/ CLLR CHAMLEY / CLLR COX</p> <p>CLERK</p>
16/166  16/082	<p><b><u>USE OF DRONE</u></b></p> <p>The Parish Council discussed the email received regarding using drones in the park next to the viaduct. Cllrs discussed their concerns, but also agreed that if restrictions/risk assessments were put in place for drones you would also have to look at mobile phones, kites etc.</p> <p><b>RESOLVED that the Clerk reply to the email confirming that Chappel Parish Council does not currently have any restrictions and that they should adhere to current legislation and Civil Aviation Authority guidelines.</b></p> <p><b>Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All</b></p>	CLERK
16/167  16/083	<p><b><u>USE OF SPORTS FIELD</u></b></p> <p>The email received from Colne Engaine Football Club was discussed. It was agreed to talk to the Swan Public House regarding parking. Colne Engaine has public liability insurance via the Football Association, the Clerk would ask for a copy for the files.</p> <p><b>RESOLVED that a trial of 6 months be allowed on Saturday mornings between 9.30am-11.30am and occasional Sundays. Parking to be agreed with the Swan Public House.</b></p>	

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<b>16/168</b>	<p><b><u>TREE SURVEY</u></b></p> <p>The Clerk confirmed that this had been chased, but an accurate report relating to Chappel rather than another site had not yet been received. She agreed to continue chasing this mater.</p>	<b>CLERK</b>																																																																												
<b>16/169</b>	<p><b><u>NETWORK RAIL</u></b></p> <p>Cllr Chamley confirmed that an email had been received confirming that the pond had been inspected by Network Rail and they agreed to place signs warning of water. Cllr Langley confirmed that these were now in place.</p>																																																																													
<b>16/170</b>	<p><b><u>ASSETS</u></b></p> <p>Cllr Chamley agreed to carry out the annual inspection with Cllr Ingram and report back to the October meeting.</p>	<b>CLLR CHAMLEY &amp; INGRAM</b>																																																																												
<b>16/171</b>	<p><b><u>RECORDS OFFICE</u></b></p> <p>The Clerk confirmed that old files had been taken to the Records Office for archiving.</p>																																																																													
<b>16/172</b>	<p><b><u>FINANCIAL MATTERS</u></b></p> <p><b>1) FINANCIAL REGULATIONS.</b></p> <p>The Clerk confirmed that this would be brought back to the October meeting.</p> <p><b>2) FINANCIAL STATEMENT.</b></p> <p>The fourteen 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 colspan="2"></th> <th style="text-align: center;"><b>Cheque</b></th> <th></th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center;"><b>Number</b></th> <th style="text-align: center;"><b>£ p</b></th> </tr> </thead> <tbody> <tr> <td>H Cook</td> <td>July Salary</td> <td>SO</td> <td style="text-align: right;">398.80</td> </tr> <tr> <td>Essex Pension Fund</td> <td>July Pension</td> <td>SO</td> <td style="text-align: right;">95.89</td> </tr> <tr> <td>A &amp; J Lighting</td> <td>Call Out &amp; Repair</td> <td>DD</td> <td style="text-align: right;">148.80</td> </tr> <tr> <td>H Cook</td> <td>August Salary</td> <td>SO</td> <td style="text-align: right;">398.80</td> </tr> <tr> <td>Essex Pension Fund</td> <td>August Pension</td> <td>SO</td> <td style="text-align: right;">95.89</td> </tr> <tr> <td>H Cook</td> <td>July Expenses</td> <td>701477</td> <td style="text-align: right;">14.82</td> </tr> <tr> <td>Chappel &amp; Wakes Colne Village Hall</td> <td>February Hall Hire</td> <td>701478</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>Chappel &amp; Wakes Colne Village Hall</td> <td>June Hall Hire</td> <td>701479</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>Chappel &amp; Wakes Colne Village Hall</td> <td>July Hall Hire</td> <td>701480</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>Anglian Water</td> <td>Allotment Water</td> <td>701481</td> <td style="text-align: right;">15.31</td> </tr> <tr> <td>JPB Landscapes</td> <td>Grass Cutting 25/7</td> <td>701482</td> <td style="text-align: right;">113.92</td> </tr> <tr> <td>JPB Landscapes</td> <td>Grass Cutting 8/8</td> <td>701483</td> <td style="text-align: right;">113.92</td> </tr> <tr> <td>JPB Landscapes</td> <td>Grass Cutting 25/8</td> <td>701484</td> <td style="text-align: right;">157.75</td> </tr> <tr> <td>PKF Littlejohn LLP</td> <td>External Audit</td> <td>701485</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>1,773.90</b></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">Less VAT Content</td> <td style="text-align: right;">44.80</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><b>Total Excluding VAT</b></td> <td style="text-align: right;"><b>1,729.10</b></td> </tr> </tbody> </table>			<b>Cheque</b>				<b>Number</b>	<b>£ p</b>	H Cook	July Salary	SO	398.80	Essex Pension Fund	July Pension	SO	95.89	A & J Lighting	Call Out & Repair	DD	148.80	H Cook	August Salary	SO	398.80	Essex Pension Fund	August Pension	SO	95.89	H Cook	July Expenses	701477	14.82	Chappel & Wakes Colne Village Hall	February Hall Hire	701478	30.00	Chappel & Wakes Colne Village Hall	June Hall Hire	701479	35.00	Chappel & Wakes Colne Village Hall	July Hall Hire	701480	35.00	Anglian Water	Allotment Water	701481	15.31	JPB Landscapes	Grass Cutting 25/7	701482	113.92	JPB Landscapes	Grass Cutting 8/8	701483	113.92	JPB Landscapes	Grass Cutting 25/8	701484	157.75	PKF Littlejohn LLP	External Audit	701485	120.00			<b>Total</b>	<b>1,773.90</b>			Less VAT Content	44.80			<b>Total Excluding VAT</b>	<b>1,729.10</b>	
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<b>16/084</b>	<p><b>RESOLVED that after further consideration the fourteen payments detailed on the schedule be authorised for payment.</b></p>																																																																													

<p>16/085</p> <p>16/086</p>	<p><b>Proposed: Cllr. Neubauer. Seconded: Cllr. Langley. For: All.</b></p> <p>3) <b>MONTHLY BUDGET INFORMATION</b> The Clerk had circulated this prior to the meeting.</p> <p>4) <b>EXPENSES</b> The Clerk had circulated this prior to the meeting.</p> <p><b>RESOLVED that the Expenses for 2016/17 be accepted.</b> <b>Proposed: Cllr. Neubauer. Seconded: Cllr. Chamley. For: All.</b></p> <p>5) <b>BARCLAYS LETTER</b></p> <p><b>RESOLVED that the Barclays letters are signed in order to correct the £1.34 overpayment in pension.</b> <b>Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All.</b></p> <p>6) <b>LETTER TO CONFIRM A CLEAN EXTERNAL AUDIT AND CONFIRM THAT THE NOTICE OF CONCLUSION OF THE AUDIT AND RIGHT TO INSPECT THE ANNUAL RETURN WILL BE ON THE NOTICEBOARD FOR THE REQUIRED 14 DAYS.</b></p> <p>Cllrs thanked the Clerk for her work towards the clean audit.</p>	
<p>16/173</p>	<p><u><b>CORRESPONDENCE RECEIVED</b></u></p> <p>The Clerk had emailed information throughout the month.</p>	
<p>16/174</p>	<p><u><b>CHAIRMAN &amp; CLERK'S REPORT</b></u></p> <ul style="list-style-type: none"> <li>❖ The planks on the footbridge from the play area to the A1124 were reported to ECC. .</li> <li>❖ The Bures Road Footpath would be opened on the 15<sup>th</sup> October at 11am.</li> </ul>	
<p>16/175</p>	<p><u><b>FUTURE AGENDA ITEMS</b></u></p> <p>Play Area/Inspection Asset Register Orchard Place Tree Survey Speed Watch Financial Regs</p> <p>Cllr Chamley thanked everyone for attending and closed the meeting 9.35pm. The date of the next meeting is Monday 10<sup>th</sup> October 2016.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council</p>	<p>Date: 10<sup>th</sup> October 2016.</p>

MRS HELEN COOK

CLERK TO CHAPPEL PARISH COUNCIL, 3 SEARLE WAY, EIGHT ASH GREEN, COLCHESTER, ESSEX. CO6 3QS, TEL NO: 07583004252

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