

CHAPPEL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON MONDAY 11TH MAY 2015 IN CHAPPEL AND WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

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

15/060: Declaration of Acceptance of Office

Councillors signed the Declaration of Office. These were witnessed and signed by the Clerk.

15/061: Election of Chairman 2015/2016

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.

15/045: 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.

Proposed: Cllr. Langley. Seconded: Cllr. Cox. For: All

15/062: Election of Vice Chairman 2015/2016:

The Chairman asked for nominations for Vice Chair. Cllr Neubauer was nominated. There being no further nominations Cllr Neubauer was elected as Vice Chair.

15/046: RESOLVED that Cllr Neubauer be elected Vice Chair of the Council, to hold office until the next Annual Meeting of the Council.

Proposed: Cllr. Ingram. Seconded: Cllr. Chamley. For: All

15/063: Declaration of Interests

To receive any "Disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests" relating to items on the agenda.

Cllr Chamley reminded all Cllrs to review their Declaration of Interests lodged with Colchester Borough Council and update where necessary.

Cllr Chamley – 15/084 Topping of the Field – Pecuniary Declaration declared due to her husband having previously topped the field.

Cllr Langley – 15/074 Home to School Transport – Non-Pecuniary Declaration declared due to being employed at Chappel Primary School.

15/064: Public Participation Session with Respect to Items on the Agenda and other matters that are of mutual Interest

Cllr Chamley read out Standing Order 2A.

No members of the public wished to speak.

15/065: Ward & County Councillors to Address the Members if Present

Cllr Chillingworth was not present and had sent his apologies.

15/066: Confirmation of Minutes – Meeting Held on 13th April 2015

Draft minutes of the meeting held on Monday 13th April 2015 had been circulated prior to the meeting. All agreed that these were a true record of the meeting.

15/047: RESOLVED that the minutes of the meeting held on Monday 13th April 2015 were a true record of the meeting.

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

15/067: Email Service of Summonses & Agenda

In order to fulfil recent legislation the Clerk asked all Councillors to give written permission to receive Summonses and Agendas by email. All Councillors signed.

15/068: Election of Representatives 2015/2016

Colchester Association of Local Councils	Cllr Chamley
Essex Association of Local Councils	Cllr Chamley
Village Hall Committee	-
Planning Liaison	All Cllrs
Allotments	Cllr Langley
Orchard & Village Field	Cllr Langley
Website	Clerk
Appointment of Nominated Director of CMG Ltd	Cllr Ingram

15/048: 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 if needed a Cllr would volunteer.

Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All.

15/069: Re-Adoption of Standing Orders

15/049: RESOLVED that the Standing Orders be re-adopted by the Council.

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

15/070: Re-Adoption of Financial Regulations

Cllrs discussed raising the limit to £500 before having to seek 3 quotes.

15/050: RESOLVED that the Financial Regulations be altered to include raising the limit to £500 before having to seek 3 quotes. The Clerk was asked to make the alterations and bring it back to the June meeting.

Proposed: Cllr. Langley. Seconded: Cllr. Ingram. For: All.

15/071: Asset Register 2015/16

Cllrs discussed altering the land value on the Asset Register. After discussion they were happy to keep with the current figures.

15/051: RESOLVED that the updated Asset Register be signed for 2015/16

Proposed: Cllr. Neubauer. Seconded: Cllr. Cox. For: All.

15/072: Confirmation of Clerk to act as Responsible Financial Officer to the Council

15/052: RESOLVED that the Clerk (Mrs Helen Cook) continues to act as Responsible Financial Officer to Chappel Parish Council.

Proposed: Cllr. Chamley. Seconded: Cllr. Cox. For: All.

15/073: Planning Applications

- 1) Planning Application No: 150752 / 150753 / 150774. Pattocks Farm House, Swan Street, Great Tey. Proposed new outbuildings and change in land and boundary between Pattocks Farm and Pattocks Farm House.**

Cllrs discussed these applications; Cllrs had no objections to this application and therefore would support this application

- 2) Planning Application No: 150630. Chappel & Wakes Colne Station, Station Road, Wakes Colne, Colchester, CO6 2DS. New single storey building containing display rooms for Model Railway Club and classrooms for EARM. Repositioning of restoration shed previously approved under outlined Planning Approval ref: 121780 dated 18th March 2013.**

Cllrs had no objections to this application and wished to support the progression of the Railway.

- 3) Planning Application No: 150869. Duntisbourne, Bacons Lane, Chappel, Colchester, CO6 2EB. Construction of new dwelling in garden. Resubmission of 145885.**

Cllrs had no objections to this application and noted that the new application addressed the previous objection in October 2014 and therefore would be supporting this application

- 4) Planning Application No: 150851. 7 Pontisbright Cottages, Spring Gardens Road, Chappel, Colchester, CO6 2DN. Single storey rear, two storey side extension and front porch.**

Cllrs had no objections to this application and therefore would support this application

- 5) Planning Application No: 150838. Tatams of Chappel Spendpenny Forge, Swan Street, Chappel, Colchester, CO6 2EE. Proposed improvements to existing garage workshop building and replacement of mobile home with permanent dwelling. Removal of later open pole storage barn with associated landscape works.**

Cllrs discussed that while the application is outside the Village Envelope, the Council would like to support a local business which employs local workers. It was discussed that 3 employees live in the Village and many local people use the business.

15/053: RESOLVED that the Clerk was instructed to send comments to Colchester Borough Council Planning Department.

Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All.

15/074: Home to School Transport

Several parents had been in contact with Cllr Chamley to discuss the recent issues.

15/054: RESOLVED that the Clerk write to Essex County Council in support of the Chappel Primary School parents seeking a reversal in the change in policy to home to school transport allocation.

Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: 4 Abstain: 1

15/075: Orchard Place

Several members of the public had complained to the Council regarding the constant noise disturbance of the generator. The Council had also received complaints regarding the rubbish and fly tipping outside the site.

15/055: RESOLVED that the Clerk write to Colchester Borough Council regarding an update on the generators. That the rubbish be reported to the Zone Warden at CBC.

Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All

15/076: Paddock – Opp Applecroft, Bacons Lane

An update from the Planning Enforcement Officer (CBC) was read out. The deadline for clearing the site had been extended to 15th May.

15/077: Purchase of Levings Charity Land

The Clerk confirmed that the Land Registration documents, copy of Transfer and Statutory Declaration along with the Indemnity Policy had been received from the Solicitors.

15/078: Play Area

- 1) Cllr Ingram agreed to check the play equipment until the June meeting.
- 2) The quote for the Broken Fence should be expected for the June meeting, therefore this item was deferred.

15/079: Footpath

A quote had been received for £150 for ½ days work in order to clear the trees.

15/056: RESOLVED that the quote for £150 be accepted and the Clerk inform the contractor to complete the work as soon as possible.

Proposed: Cllr. Cox. Seconded: Cllr. Chamley. For: All

15/080: Risk Assessment

15/057: RESOLVED that the Risk Assessment for the use of the strimmer be accepted. Cllr Ingram as a volunteer signed the forms.

Proposed: Cllr. Chamley. Seconded: Cllr. Ingram. For: All

15/081: Insurance

Councillor agreed to continue into the 3rd year of the 3 year deal.

15/058: RESOLVED that the Insurance be continued with Zurich and the premium be paid at the next meeting.

15/082: Football Field

Cllrs discussed the dog fouling on the football field. Cllr discussed putting new signs up and also including an article in the Village Reporter.

15/059: RESOLVED that two signs be put up reminding owners to clear up after their dog. Signs to purchased up to the value of £50.

Proposed: Cllr Chamley. Seconded: Cllr Neubauer. For: All

15/083: Membership Renewals

15/060: RESOLVED that the Clerk arrange for the renewal of the EALC/NALC membership.

Proposed: Cllr Chamley. Seconded: Cllr Neubauer. For: All

15/084: Parish Field

It was discussed and agreed to go ahead with two toppings of the field which would be held at last year's price.

15/061: RESOLVED that the Clerk would contact the contractor to confirm the 2 x topping of field.

Proposed: Cllr Langley. Seconded: Cllr Neubauer. For: 4 Abstain: 1

15/085: Allotment Award

It was agreed that the date for judging the Best Presented Allotment Plot should be the 16th June. Cllr Langley agreed to remind plot holders of the yearly competition. Cllr Chamley would ask Cllr Chillingworth if he would consider being the judge this year.

15/086: Financial Matters

- 1) Financial Statement. (Items to be approved for payment and signed as per payment schedule).** The five invoices and Clerks' Salary were passed around for all Councillors to have a look at and agree.

15/062: RESOLVED that after further consideration the six cheques detailed on the payment schedule be authorised for payment.

Proposed: Cllr. Neubauer. Seconded: Cllr. Cox. For: All.

- 2) Internal Audit Report.** Cllr Chamley read out the Clean Internal Audit Report letter and thanked the Clerk for her hard work with regards to this matter.
- 3) Approval of Annual Return (Final Accounts) for 2014/15.** Cllrs approved the Annual Return and Annual Governance Statement, the Chair and Clerk signed the relevant papers.

15/063: RESOLVED the Annual Return and Annual Governance Statement be signed by the Chair and Clerk and on completion be sent to the External Auditor.

Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All.

- 4) Monthly Budget Information.** The Clerk had circulated this prior to the meeting. No questions were asked.
- 5) To Confirm Signatories for the Bank Accounts.** It was agreed that the signatories would continue with Cllr Chamley, Neubauer & Langley.

15/087: Correspondence

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

15/088: Chairman & Clerk's Report

The Chairman & Clerk's report had been circulated prior to the meeting. Cllr Langley confirmed that the flooding at 1 Swan Grove was now in hand and CBC was considering re-routing some drainage pipes.

15/089: Next Agenda Items

Financial Regulations.

15/090: In accordance with section 1 (2) of the Public Bodies (admissions to meetings) Act 1960 the Parish Council may exclude the public from a meeting whenever publicity would be prejudicial to the Public Interest by reason of the confidential nature of the business, and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

15/064: RESOLVED that after further consideration the public be excluded from the meeting during consideration of agenda item 15/091.

15/091: Clerk's Contract

The Clerk had prior to the meeting sent round the revised contract including the pension scheme and current salary scale.

15/065: RESOLVED that Clerk and Chair sign the new contract.

CLlr Chamley thanked everyone for attending and the meeting closed at 9.25pm. The date of the next meeting is Monday 8th June 2015.

Signed:.....

Chairperson of the Parish Council

Date: 8th June 2015