

# CHAPPEL PARISH COUNCIL

## MINUTES OF THE PARISH MEETING HELD ON MONDAY 13<sup>TH</sup> NOVEMBER IN CHAPPEL AND WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

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In the Chair: Cllr. S. Chamley

Present: Cllrs. P. Dent, N. Ingram, B. Knights

Clerk: Mrs. H. Cook

Also Present Cllr Chillingworth & two members of the public

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17/205	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>  Cllr Chamley welcomed everyone to the meeting. Cllrs Cox & Neubauer apologies were noted due to family & work commitments. No apologies had been received from Cllr Langley.
17/206	<u>DECLARATION OF INTERESTS</u>  No interests were declared.
17/207	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u>  Residents raised the following concerns: <ul style="list-style-type: none"> <li>❖ A blocked footpath at the bottom of Vernons Road. Cllr Chamley agreed to contact the Public Rights of Way Officer.</li> <li>❖ A damaged bridge at Observatory Cottage had already been reported.</li> <li>❖ Non-agricultural activity had been noticed at Timberlands. The clerk would ask Enforcement to investigate.</li> <li>❖ Graffiti had been noted inside the Pillbox under the viaduct. The Clerk would contact the Zone Wardens.</li> <li>❖ A ménage at the property opposite Applecroft. The clerk would ask Enforcement to investigate.</li> <li>❖ Level of noise, hours of work, vehicle movements, and bright lights were raised by a concerned resident regarding Knights Farm.</li> </ul>
17/208	<u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u>  <i>WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN</i>  Cllr Chillingworth raised the following points: <ul style="list-style-type: none"> <li>❖ Agreed to chase up a response from Enforcement regarding Orchard Place.</li> <li>❖ Any unauthorised works on Priory Road would need to be reported to Enforcement. The Clerk would follow this up.</li> <li>❖ The Locality budget would go towards the Community Noticeboard that the Village Hall Committee had applied for.</li> <li>❖ Reports have now been received from most of the 5 Parishes following the Joint Village Highway Meeting. This would now be discussed with Wakes Colne Parish Council and taken forward.</li> <li>❖ Flooding problems at 1 Swan Grove were now fixed.</li> <li>❖ Speeding refuse truck driver had been given a warning by CBC.</li> </ul>
17/209	<u>CONFIRMATION OF MINUTES</u>  <i>RESOLVED that the minutes of the meeting held on Monday 9<sup>th</sup> October 2017 were a true record of the meeting.</i> <i>Proposed: Cllr. Knights. Seconded: Cllr. Dent. For: three Abstain: one – Cllr Ingram not present at the meeting.</i>
17/082	

17/210	<p><b><u>PLANNING APPLICATIONS:</u></b></p> <p>1) <b>PLANNING APPLICATION: 172755.</b> YORK VILLA, BACONS LANE, CHAPPEL, COLCHESTER, CO6 2EB. FIRST FLOOR FRONT AND REAR EXTENSION.</p> <p>Cllr Chamley &amp; Neubauer had conducted a site visit of the property. The property has a history of previous extensions and the current application seeks to consolidate and improve the overall external appearance whilst extending further without increasing the footprint of the building.</p> <p>17/083 <b>RESOLVED that the Parish Council supports application 172755.</b> Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All</p> <p>2) <b>PLANNING APPLICATION 171396. UPDATE ON KNIGHTS FARM</b></p> <p>An update from Enforcement had been received confirming that the application was complete for the whole site to be considered. The lights round the tennis court have been removed and a Certificate of Lawfulness for the main dwelling was currently being processed. As the matter was now being handled by the Planning Office residents asked the Parish Council to ask CBC whether the clock had been stopped with regards to lawfulness of planning on any of the development taken place at Knights Farm and if so, how and when? The Clerk would ask the Head of Planning and feed the response back to concerned residents.</p>
17/211	<p><b><u>AFFORDABLE HOUSING</u></b></p> <p>The Clerk confirmed that Ruth Newcombe, Affordable Housing Development Officer from Colchester Borough Council along with Sarah Sapsford and Laura Atkinson from RCCE would attend the January meeting. Cllrs were asked to let the Clerk know if there are any questions prior to the January meeting.</p>
17/212	<p><b><u>ORCHARD PLACE</u></b></p> <p>No update had been received by the Clerk despite the Clerk contacting the Enforcement Officer on numerous occasions. Cllr Chillingworth agreed to look into the case.</p>
17/213	<p><b><u>BROADBAND</u></b></p> <p>Mr Herskind Nightingale was not present. Cllr Chillingworth confirmed that Cllr Anne Brown had pursued the matter with Superfast Essex. Superfast Essex needed written evidence in order to prove that properties could not be supplied by County Broadband.</p>
17/214	<p><b><u>LOCAL HIGHWAY PANEL</u></b></p> <p><b>UPDATE REGARDING THE LHP APPLICATION FOR CHAPPEL HILL TO SWAN STREET</b></p> <p>The Clerk confirmed that the LHP wished to know where to lay the speed survey cables. Cllrs agreed that the best place would be between Knights Farm and Willow Cottage. If they required a second site this should be opposite Brook Hall Barn. Cllrs asked that when replying to LHP to confirm that more pedestrians were using this road.</p> <p><b>UPDATE REGARDING THE LHP APPLICATION FOR THE STREET</b></p> <p>The speed survey has been completed, reports are now being prepared.</p> <p><b>UPDATE REGARDING THE LHP APPLICATION FOR VEHICLE ACTIVATED SIGNS ON THE A1124</b></p> <p>The speed survey has been completed, reports are now being prepared.</p>
17/215	<p><b><u>JOINT VILLAGE HIGHWAY MEETING</u></b></p> <p>Cllr Chillingworth confirmed that he had received most reports from the Parish Councils and he would need to liaise with Wakes Colne Parish Council on the next course of action and possible meeting date.</p>
17/216	<p><b><u>SPEED WATCH</u></b></p>

	<p>Cllr Dent spoke briefly on the following items:</p> <ul style="list-style-type: none"> <li>❖ Since starting Speed Watch in June 2016, 848 vehicles had been reported to Essex Police.</li> <li>❖ From March 2017, 531 vehicles had been reported.</li> <li>❖ Essex Police had been present on Rose Green with a TRUCAM and had caught 8 motorists speeding.</li> <li>❖ 10 new Police speed signs would be placed by Essex Police on current street furniture in the two villages</li> <li>❖ Following the submission of log sheets submitted to Essex Police regarding the speed of a Hedingham Bus and a Colchester Borough Council refuse lorry, both companies had been contacted by the Police and they had both agreed to action.</li> <li>❖ For the Parish Council to consider writing a letter to the relevant businesses if any public vehicles are caught speeding by Speed Watch Volunteers. The Clerk would draft a letter and seek permission from Essex Police.</li> </ul> <p>Cllrs thanked the Speed Watch team.</p>
17/217	<p><b><u>WORLD WAR TWO DEFENCES TRAIL</u></b></p> <p>Cllr Chamley and Ingram met with Essex County Council on 10<sup>th</sup> November. The information board should be ready for installation in January.</p>
17/218	<p><b><u>COURSE/BRIEFING</u></b></p> <p>1) CLLR DENT ON HIGHWAYS BRIEFING HELD ON THE 3<sup>RD</sup> NOVEMBER.</p> <p>Cllr Dent had circulated a report following the briefing covering the following areas:</p> <ul style="list-style-type: none"> <li>❖ Highway issues must be reported on-line, clear details of the fault, location and photo to support it.</li> <li>❖ Budget cuts.</li> <li>❖ Any work carried out by Parish Council or volunteers for example hedge cutting must keep in mind health and safety at all times.</li> </ul> <p>2) REPORT FROM THE CLERK REGARDING THE CLERKS FORUM</p> <p>The Clerk confirmed that the Clerks Forum had run several years ago every quarter and was very useful for contacts and keeping involved in relevant information. This was the first meeting and it was agreed to restart the forum. It was suggested to also look into a digital forum. A presentation was given regarding Data Protection 2018 and also the changes to Waste collection.</p> <p>3) REPORT FROM THE CLERK REGARDING THE DATA PROTECTION COURSE.</p> <p>The Clerk confirmed that she had attended the Data Protection course held by EALC. The Parish Council would need to have a Data Protection Officer in place for the changes in May, this could not be the Clerk or a Councillor. She agreed to explore options with CBC and the Internal Auditor. Several Policies would also need to be put in place prior to the May deadline.</p> <p>4) REPORT FROM THE CLERK REGARDING THE ILCA COURSE.</p> <p>The Clerk confirmed that she had completed part 1 of ILCA and passed.</p>
17/219	<p><b><u>PLAY AREA</u></b></p> <p>Cllr Chamley confirmed that the wooden edging work should be carried out next week. The Clerk confirmed that the maintenance repairs should also be carried out next week.</p>
17/220	<p><b><u>ASSETS</u></b></p> <p>Cllr Chamley &amp; Knights had carried out the Annual Inspection of the Parish Council Assets and confirmed that all assets were in good order. A light on the Colchester Road not on the asset register was discussed. The Clerk agreed to speak to the contractor to make sure that it was included in the schedule.</p>

17/221	<u>LED LIGHTS</u>  The Clerk confirmed that no complaints had been received about the test LED light outside Mountview on the Colchester Road.																																																
17/222	<u>CALENDAR DATES</u>  The Clerk had possible issues with attending the February and April meetings, it was agreed to ask the Village Hall Committee if the small room could be used on the 5 <sup>th</sup> February and 16 <sup>th</sup> April.																																																
17/223	<u>ALLOTMENTS</u>  <b>17/084</b> <b>RESOLVED that the Allotment rent for 2018 remain at £40 per plot.</b>  <b>17/085</b> <b>RESOLVED that the contracts for the Allotments be sent out to current plot holders.</b>  <b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All</b>  Cllrs also discussed that strimming work needed to be carried out around the Allotments. Cllrs Ingram would liaise with other Cllrs when to complete the work.																																																
17/224	<u>GRASS CUTTING CONTRACT</u>  Cllrs confirmed that they were satisfied with the format of the current contract and the contractor's insurance cover for public liability.  <b>17/086</b> <b>RESOLVED to renew the grass cutting contract with JPB Landscapes.</b>  <b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All</b>																																																
17/225	<u>BUDGET 2018/19</u>  The Clerk was asked to email some possible dates to hold the informal meeting, prior to the Budget being set at a Full Council meeting.																																																
17/226	<u>I.T.</u>  The Clerk brought forward to Councillors that there is currently no provision for assistance with any IT issues. Cllrs also discussed the laptop having a yearly health check. The Clerk agreed to look into some contacts and bring this back to the next meeting.  The Clerk also confirmed that their website host provider had now ceased trading and we would be served by another local company. This would be reviewed in July when the yearly payment was due.																																																
17/227	<u>FINANCIAL MATTERS</u>  1) <b>FINANCIAL STATEMENT.</b>  The six invoices including the Clerks' Salary and Pension were passed around for Councillors present to vet and agree.  <table border="1"> <thead> <tr> <th>Payee</th><th>Description</th><th>Chq Number</th><th>Gross</th><th>VAT</th><th>Net</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Employee</td><td>Salary</td><td>SO</td><td>£ 402.60</td><td>£ -</td><td>£ 402.60</td></tr> <tr> <td>Essex Pension Fund</td><td>Pension</td><td>SO</td><td>£ 96.85</td><td>£ -</td><td>£ 96.85</td></tr> <tr> <td>Employee</td><td>Expenses for October</td><td>701550</td><td>£ 121.61</td><td>£ 19.80</td><td>£ 141.41</td></tr> <tr> <td>Chappel &amp; Wakes Colne Village Hall</td><td>Hall Rental for 6 mths</td><td>701551</td><td>£ 235.00</td><td>£ -</td><td>£ 235.00</td></tr> <tr> <td>Proludic</td><td>Play Area Repairs to equipment</td><td>701552</td><td>£ 1,339.67</td><td>£ 267.94</td><td>£ 1,607.61</td></tr> <tr> <td>Mrs S Chamley</td><td>Christmas Cards</td><td>701553</td><td>£ 7.50</td><td>£ -</td><td>£ 7.50</td></tr> </tbody> </table>	Payee	Description	Chq Number	Gross	VAT	Net							Employee	Salary	SO	£ 402.60	£ -	£ 402.60	Essex Pension Fund	Pension	SO	£ 96.85	£ -	£ 96.85	Employee	Expenses for October	701550	£ 121.61	£ 19.80	£ 141.41	Chappel & Wakes Colne Village Hall	Hall Rental for 6 mths	701551	£ 235.00	£ -	£ 235.00	Proludic	Play Area Repairs to equipment	701552	£ 1,339.67	£ 267.94	£ 1,607.61	Mrs S Chamley	Christmas Cards	701553	£ 7.50	£ -	£ 7.50
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		<u>£ 2,203.23</u>	<u>£ 287.74</u>	<u>£ 2,490.97</u>
17/087	<b>RESOLVED</b> that after further consideration the six payments detailed on the schedule be authorised for payment. The cheques would be countersigned outside the meeting as Cllr Langley or Neubauer were not present. The cheque for Proludic would not be released until the work had been carried out satisfactorily. <b>Proposed:</b> Cllr. Chamley. <b>Seconded:</b> Cllr. Ingram. <b>For:</b> All.			
	2) <b>BUDGET STATEMENT</b> The Clerk had circulated this prior to the meeting. No questions were asked.			
17/228	<b><u>CORRESPONDENCE RECEIVED</u></b> The Clerk had emailed information throughout the month.			
17/088	<b>RESOLVED</b> that Chris Eaton & Trudy Cresswell be nominated for the Wakes Colne Award Scheme. <b>Proposed:</b> Cllr. Dent. <b>Seconded:</b> Cllr. Chamley. <b>For:</b> All.			
17/229	<b><u>CHAIRMAN &amp; CLERK'S REPORT</u></b> No report was given.			
17/230	<b><u>FUTURE AGENDA ITEMS</u></b> Orchard Place Speed Watch Broadband Local Highway Panel Joint Highway Meeting Street Lighting War memorial  Cllr Chamley thanked everyone for attending and closed the meeting at 9.25pm. The date of the next meeting is Monday 11 <sup>th</sup> December 2017.  Signed:.....  Chairperson of the Parish Council		Date: 11 <sup>th</sup> December 2017.	

MRS HELEN COOK

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