

# CHAPPEL PARISH COUNCIL

## MINUTES OF THE PARISH MEETING HELD ON MONDAY 9<sup>TH</sup> OCTOBER 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, B. Knights, A. Langley  
**Clerk:** Mrs. H. Cook  
**Also Present** Cllr Chillingworth & three members of the public

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<b>17/179</b>	<p><b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b></p> <p>Cllr Chamley welcomed everyone to the meeting. Cllrs Ingram &amp; Neubauer apologies were noted due to family commitments. Cllr Chillingworth planned to arrive after a meeting at Colchester Borough Council.</p>
<b>17/180</b>	<p><b><u>DECLARATION OF INTERESTS</u></b></p> <p>No interests were declared.</p>
<b>17/181</b>	<p><b><u>GUEST SPEAKER – GRAHAME STEHLE – COLCHESTER DISTRICT NEIGHBOURHOOD WATCH</u></b></p> <p>Grahame Stehle spoke about Neighbourhood Watch and raised the following points:</p> <ul style="list-style-type: none"> <li>❖ Close liaison with Essex Police, Parish &amp; Borough Councillors, Safer Colchester Partnership, Essex County Neighbourhood Watch.</li> <li>❖ Brief history of Colchester Neighbourhood Watch. Grown from 5 schemes to 87 schemes in 3.5 years.</li> <li>❖ Looking for volunteers to be a coordinator in Chappel or Wakes Colne.</li> <li>❖ A coordinator tailors crime reports and crime prevention advice to be location specific and then forwards onto members.</li> <li>❖ Benefits of joining Neighbourhood Watch are discouraging criminals by displaying signs and stickers, looking out for neighbours, being aware of crime and taking precautions, acquiring security products at a discounted price, reporting suspicions, reporting crimes, small discount on contents insurance and having insurance cover for Neighbourhood Watch activities.</li> </ul> <p>Cllr Chamley thanked Mr Stehle for attending the meeting and speaking to Chappel Parish Council. It was agreed to put an article in the next Village Reporter in order to see if any residents were interested in setting up a Neighbourhood Watch Scheme.</p>
<b>17/182</b>	<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>No members of the public wished to speak.</p>
<b>17/183</b>	<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 Chillingworth raised the following points:</p> <ul style="list-style-type: none"> <li>❖ Flooding problems at 1 Swan Grove continues. Essex County Council confirms that the broken pipe is located on the property and must be repaired by Colchester Borough Homes. The Clerk agreed to follow this up.</li> <li>❖ No reports have been received from any of the 5 Parishes following the Joint Village Highway Meeting.</li> <li>❖ The Village Hall Committee would like to apply to the Locality Budget for a new noticeboard.</li> </ul>
<b>17/184</b>	<p><b><u>CONFIRMATION OF MINUTES</u></b></p>
<b>17/070</b>	<p><b>RESOLVED that the minutes of the meeting held on Monday 11<sup>th</sup> September 2017 were a true record of the meeting.</b></p>

Chairman's Signature

Approved Minutes – Full Council October 9<sup>th</sup> 2017

	<b>Proposed: Cllr. Langley. Seconded: Cllr. Knights. For: All</b>
<b>17/185</b>     <b>17/071</b>	<p><b><u>PLANNING APPLICATIONS:</u></b></p> <p>1) <b>PLANNING APPLICATION: 172454.</b> THE MOUSETRAP, COLCHESTER ROAD, CHAPPEL, CO6 2AA. CERTIFICATE OF LAWFUL USE – ADD A SINGLE STOREY REAR EXTENSION.</p> <p><b>RESOLVED that the Parish Council has no comments on this application.</b></p> <p>2) <b>PLANNING APPLICATION 171396.</b> UPDATE ON KNIGHTS FARM</p> <p>No update had been received this would be chased. Residents continued to be disappointed having not seen this progressing more quickly. The Clerk would continue to ask for progress reports.</p>
<b>17/186</b>	<p><b><u>NORTH ESSEX GARDEN COMMUNITIES BRIEFING</u></b></p> <p>Cllrs thanked Cllr Knights for attending the briefing and for the very informative report. Please see the report attached to the minutes.</p>
<b>17/187</b>	<p><b><u>AFFORDABLE HOUSING</u></b></p> <p>A follow on email had been received from Colchester Borough Council confirming that out of the 11 applicants who had indicated Chappel as a preferred location to live, 2 of them currently lived in Chappel. Cllrs agreed to explore this matter further with a Housing Needs Survey and if deemed appropriate to ask the Affordable Housing Development Officer to attend a Parish Council meeting to explain further. The Parish Council asked the Clerk to keep Wakes Colne Parish Council in the loop.</p>
<b>17/188</b>	<p><b><u>ORCHARD PLACE</u></b></p> <p>No update had been received by the Clerk or Cllr Chillingworth despite the Clerk contacting the Enforcement Officer. The Clerk did query whether the Officer was away. Cllrs asked the Clerk to contact the Enforcement Officer again prior to the November meeting.</p>
<b>17/189</b>	<p><b><u>BROADBAND</u></b></p> <p>Mr Herskind Nightingale was not present and no report had been received.</p>
<b>17/190</b>	<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>No update had been received.</p> <p><b>UPDATE REGARDING THE LHP APPLICATION FOR THE STREET</b></p> <p>No update had been received.</p> <p><b>UPDATE REGARDING THE LHP APPLICATION FOR VEHICLE ACTIVATED SIGNS ON THE A1124</b></p> <p>No update had been received.</p>
<b>17/191</b>	<p><b><u>JOINT VILLAGE HIGHWAY MEETING</u></b></p> <p>Cllrs Chamley &amp; Langley apologised for the delay in the report to Cllr Chillingworth. The report was in hand and would be sent to him by next week.</p>
<b>17/192</b>	<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, 770 vehicles had been reported to Essex Police.</li> <li>❖ From March 2017, 453 vehicles had been reported.</li> </ul> <p>Cllrs thanked the Speed Watch team.</p>

17/193	<p><u>LOCALITY BUDGET</u></p> <p><b>RESOLVED</b> that Chappel Parish Council would not apply for the Locality Budget for 2017/18 however would support the Village Hall Committee in their application for a Community Noticeboard.  <b>Proposed:</b> Cllr. Dent. <b>Seconded:</b> Cllr. Knights. <b>For:</b> All</p>
17/194	<p><u>FENCING</u></p> <p>Cllr Langley had investigated the posts round the triangle tree and all were deemed to be solid. It was agreed that the repair carried out by Mr Chamley would be more than adequate at the present time.</p>
17/195	<p><u>PLAY AREA</u></p> <p>1) UPDATE ON REPAIRS.</p> <p>A quote for £1,339.67 had been received. Cllr Langley asked the Clerk to confirm that this included re-concreting the roundabout.</p> <p><b>RESOLVED</b> that the repairs be carried out at a cost of £1,339.67 by Proludic Ltd.  <b>Proposed:</b> Cllr. Chamley. <b>Seconded:</b> Cllr. Langley. <b>For:</b> All</p> <p>2) TO DISCUSS THE WOODEN EDGING TO THE PLAY AREA</p> <p>Spare wooden edging had been left over from the recent work undertaken at the Play Area, which was currently being stored at the Chairman's property. It was agreed to replace the old wooden edging with new and also bolt down the bench.</p> <p><b>RESOLVED</b> that the repairs be carried out at a cost of £140 per day, up to 3 days including screws and use of equipment.  <b>Proposed:</b> Cllr. Chamley. <b>Seconded:</b> Cllr. Knights. <b>For:</b> All</p>
17/196	<p><u>ASSETS</u></p> <p>It was agreed that Cllr Chamley &amp; Knights would carry out the Annual Inspection of the Parish Council Assets and report back in November.</p>
17/197	<p><u>GRANT APPLICATION</u></p> <p><b>RESOLVED</b> that the Clerk complete the application form from Wakes Colne Parish Council requesting a grant of £350 which will contribute to the maintenance of the Play Area.  <b>Proposed:</b> Cllr. Langley. <b>Seconded:</b> Cllr. Chamley. <b>For:</b> All</p>
17/198	<p><u>MEMBERSHIP</u></p> <p><b>RESOLVED</b> that the Society of Local Council Clerks and the Association of Local Council Clerks is renewed sharing the cost with Wormingford Parish Council.  <b>Proposed:</b> Cllr. Chamley. <b>Seconded:</b> Cllr. Dent. <b>For:</b> All</p>
17/199	<p><u>VOLUNTEERS</u></p> <p><b>RESOLVED</b> that the Chairman purchase Christmas Cards to be sent to the volunteers in the village.  <b>Proposed:</b> Cllr. Chamley. <b>Seconded:</b> Cllr. Dent. <b>For:</b> All</p>
17/200	<p><u>TRAINING</u></p> <p><b>RESOLVED</b> that Chappel Parish Council share the cost of the Clerk's training of the ILCA course along with Wormingford Parish Council.  <b>Proposed:</b> Cllr. Langley. <b>Seconded:</b> Cllr. Dent. <b>For:</b> All</p>

17/201	<p><b><u>FINANCIAL MATTERS</u></b></p> <p>1) <b>FINANCIAL STATEMENT.</b></p> <p>The seven invoices including the Clerks’ Salary and Pension were passed around for Councillors present to vet and agree.</p> <table><tr><th>Payee</th><th>Description</th><th>Gross</th><th>VAT</th><th>Net</th></tr><tr><td>A &amp; J Lighting</td><td>LED installation</td><td>£ 605.00</td><td>£ 121.00</td><td>£ 726.00</td></tr><tr><td>Employee</td><td>Salary</td><td>£ 402.60</td><td>£ -</td><td>£ 402.60</td></tr><tr><td>Essex Pension Fund</td><td>Pension</td><td>£ 96.85</td><td>£ -</td><td>£ 96.85</td></tr><tr><td>Employee</td><td>Expenses for September</td><td>£ 56.58</td><td>£ 8.17</td><td>£ 64.75</td></tr><tr><td>Society of Local Council Clerks</td><td>Membership</td><td>£ 69.14</td><td>£ -</td><td>£ 69.14</td></tr><tr><td>Association of Local Council Clerks</td><td>Membership</td><td>£ 5.71</td><td>£ -</td><td>£ 5.71</td></tr><tr><td>A &amp; J Lighting</td><td>Qtr maintenance</td><td>£ 77.27</td><td>£ 15.45</td><td>£ 92.72</td></tr><tr><td colspan="2"></td><td>£ 1,313.15</td><td>£ 144.62</td><td>£ 1,457.77</td></tr></table>	Payee	Description	Gross	VAT	Net	A & J Lighting	LED installation	£ 605.00	£ 121.00	£ 726.00	Employee	Salary	£ 402.60	£ -	£ 402.60	Essex Pension Fund	Pension	£ 96.85	£ -	£ 96.85	Employee	Expenses for September	£ 56.58	£ 8.17	£ 64.75	Society of Local Council Clerks	Membership	£ 69.14	£ -	£ 69.14	Association of Local Council Clerks	Membership	£ 5.71	£ -	£ 5.71	A & J Lighting	Qtr maintenance	£ 77.27	£ 15.45	£ 92.72			£ 1,313.15	£ 144.62	£ 1,457.77
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17/079	<p><b>RESOLVED</b> that after further consideration the seven payments detailed on the schedule be authorised for payment. <b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All.</b></p>																																													
17/080	<p>2) <b>BUDGET STATEMENT</b></p> <p>The Clerk had circulated this prior to the meeting. No questions were asked.</p> <p>3) <b>TO AGREE OFFICE EXPENSES</b></p> <p><b>RESOLVED</b> that expenses be agreed for 2017/18. <b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All.</b></p>																																													
17/081	<p>4) <b>TO CONFIRM A CLEAN EXTERNAL AUDIT AND CONFIRM THAT THE NOTICE OF CONCLUSION OF THE AUDIT AND RIGHT TO INSPECT THE ANNUAL RETURN HAS BEEN ON THE NOTICEBOARD FOR THE REQUIRED 14 DAYS.</b></p> <p><b>RESOLVED</b> that Notice of Conclusion of Audit would be put on the Noticeboard. <b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All.</b></p>																																													
17/202	<p><b><u>CORRESPONDENCE RECEIVED</u></b></p> <p>The Clerk had emailed information throughout the month.</p>																																													
17/203	<p><b><u>CHAIRMAN &amp; CLERK’S REPORT</u></b></p> <p>No report was given.</p>																																													
17/204	<p><b><u>FUTURE AGENDA ITEMS</u></b></p> <p>Orchard Place Speed Watch Broadband Local Highway Panel Joint Highway Meeting Affordable Housing Clerks Forum Allotments</p>																																													

	<p>Cllr Chamley thanked everyone for attending and closed the meeting 9.05pm. The date of the next meeting is Monday 13<sup>th</sup> November 2017.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council Date: 13<sup>th</sup> November 2017.</p>
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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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