

CHAPPEL PARISH COUNCIL

MINUTES OF THE PARISH MEETING HELD ON MONDAY 14TH MAY 2018 IN CHAPPEL AND WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

In the Chair:

Cllr. Chamley

Present:

Cllrs. P. Dent, N. Ingram, B. Knights, P. Neubauer

Clerk:

Mrs. H. Cook

Also Present

Cllr Chillingworth, Cllr Brown and one member of the public

18/093	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>
	The Clerk opened the meeting at 7.30pm. Cllr Cox sent her apologies due to family commitments. No apologies had been received from Cllr Langley.
18/094	<u>ELECTION OF CHAIRMAN 2018/19</u>
	The Clerk asked for nominations for the Chairman. Cllr Chamley was nominated. There being no further nominations Cllr Chamley was elected as Chairman.
18034	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 after signing the acceptance papers. Proposed: Cllr. Neubauer. Seconded: Cllr. Knights. For: All.
18/095	<u>ELECTION OF VICE CHAIRMAN 2018/19</u>
	The Chairman asked for nominations for the Vice-Chairman. Cllr Neubauer was nominated. There being no further nominations Cllr Neubauer was elected as Vice-Chairman.
18035	RESOLVED that Cllr Neubauer be elected Vice-Chairman of the Council, to hold office until the next Annual Meeting of the Council. Cllr Neubauer signed the acceptance papers. Proposed: Cllr. Chamley. Seconded: Cllr. Ingram. For: All.
18/096	<u>DECLARATION OF INTERESTS</u>
	Cllr Chamley declared a pecuniary interest in item 18/119 due to her husband topping the Parish Field.
18/097	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u>
	No residents wished to speak.
18/098	<u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u> <i>WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN</i> Cllr Brown spoke briefly on the following: <ul style="list-style-type: none"> ❖ Highway funding with regards the A120 and A12 ❖ Kevin Bentley becoming the new Highways Portfolio Holder ❖ Garden Communities ❖ Concerns regarding the rural road from Great Tey through to Bures – an update from Joe Hazleton was expected shortly. ❖ The speed outside Chappel Primary School was unlikely to receive a reduction in speed limit as this was against policy. The Local Highways Panel could consider looking at improving the path at the back of the school. It was raised that while the current owners of the Public House allowed parents to park in the carpark this was a voluntary arrangement and a change in ownership could alter this. It was agreed that the Clerk would write a letter to the Public House asking for this arrangement to be agreed on a more formal and permanent arrangement. Cllr Knights would also broach this face to face. Cllrs raised the issue of the amount of traffic on the road, along with the size of vehicles coupled with their being no footpath. Cllr Neubauer brought up the issue of an over flowing inspection chamber which took place last week. Anglian

	<p>Water were quick to respond and managed to deal with the issue before sewage went into the river. While investigating they found a lump of tarmac the size of a football to be the cause of the issue. Cllr Neubauer asked Cllr Brown to investigate further as the road along the A1124 had recently had remedial highways works and this could be the source of the tarmac.</p> <p>Cllr Neubauer asked Cllr Brown to pass on thanks to the contractors that had been working on the drainage and surface works on Swan Street – the Foreman had been very helpful during the works.</p> <p>Cllrs congratulated Cllr Chillingworth on becoming Mayor of Colchester on the 23rd May.</p> <p>Cllr Chillingworth spoke briefly on the following:</p> <ul style="list-style-type: none"> ❖ Cllr Chapman would try to cover Chappel meetings in his absence. ❖ Local Plan Part 1 (housing, infrastructure and garden communities) is likely to be decided by the Inspector before Part 2. ❖ Knights Farm – a Freedom of Information request had been sought by a resident. The findings had been submitted to Colchester Borough Council to be looked into. ❖ He confirmed that while he was not able to sit on the Planning Committee he would be able to represent his Ward.
18/114	<p><u>AREA OF OUTSTANDING NATURAL BEAUTY</u></p> <p>Cllr Chamley read out the email received from White Colne Parish Council regarding the Colne Valley being considered an area of outstanding natural beauty. Cllr Chillingworth would speak to Cllr Chapman regarding his knowledge of the Dedham Vale. Cllrs discussed the idea of having a joint meeting with the other Parish Council to discuss this issue. The Clerk was asked to confirm to White Colne Parish Council that Chappel would look into this matter further and report back to them after the June meeting.</p>
18/099	<p><u>CONFIRMATION OF MINUTES</u></p> <p>18036</p> <p>RESOLVED that the minutes of the meeting held on Tuesday 3rd April 2018 were a true record of the meeting.</p> <p>Proposed: Cllr. Dent. Seconded: Cllr. Ingram. For: Four, Abstained: One – Cllr Neubauer had not been present at the meeting.</p> <p>The Annual Parish Assembly Meeting minutes would be brought back to the June agenda.</p>
18/100	<p><u>REPRESENTATIVE 2018/19</u></p> <p>Colchester Association of Local Councils – Cllr Chamley Essex Association of Local Councils – Cllr Chamley Village Hall Committee – No current representative Planning Liaison – Cllr Neubauer, Cllr Chamley & Cllr Langley Allotments – Cllr Langley Orchard and Parish Field – Cllr Knights, Cllr Langley & Cllr Chamley Website – Clerk Appointment of Nominated Director of CMG Ltd – Cllr Ingram Play Area Inspection – Cllr Ingram, Cllr Chamley & Cllr Dent Speed Watch – Cllr Dent Personnel Committee – Cllr Chamley, Cllr Dent & Cllr Neubauer</p> <p>18037</p> <p>RESOLVED that the members named above act as representatives for the various organisations on behalf of Chappel Parish Council.</p> <p>Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All</p>
18/101	<p><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES 2018/19</u></p> <p>Standing Orders Financial Regulations Risk Assessment Risk Assessment for strimmer and litter picking Asset Register</p>

	<p>Training policy Social Media Policy Complaints Policy Co-option Policy</p> <p>18038 RESOLVED that the Financial Regulations, Risk Assessment, Risk Assessment for Strimmer & litter picking, Asset Register, Training Policy and Complaints Policy, Co-option Policy are all re-adopted for 2018/19 and signed by the Chair and Clerk where appropriate. Proposed: Cllr. Neubauer. Seconded: Cllr. Dent. For: All</p> <p>The Standing Orders and Social Media Policy would be updated with regards to Data Protection and would be brought back to the June meeting.</p>
18/102	<u>DATA PROTECTION</u>
18039	<p>RESOLVED that the Privacy Policy, Email Contact Privacy Notice, Councillor Privacy Notice, Volunteer Privacy Notice, Allotment Tenants Privacy Notice be adopted for 2018/19 and signed by the Chair and Clerk where appropriate. Proposed: Cllr. Neubauer. Seconded: Cllr. Dent. For: All</p> <p>The Clerk confirmed that the following policies would be worked on and brought back to the June meeting: Retention Policy, Freedom of Information Policy, Data Audit, Data Breech Policy.</p>
18/103	<u>RESPONSIBLE FINANCIAL OFFICER</u>
18040	<p>RESOLVED that Mrs Helen Cook the Parish Clerk act as the Responsible Financial Officer to Chappel Parish Council. Proposed: Cllr. Chamley. Seconded: Cllr. Neubauer. For: All</p>
18/104	<u>INSURANCE</u>
18041	<p>RESOLVED that the Insurance Policy with Zurich continues for the year 2018/19 as per the 3 year deal. Proposed: Cllr. Dent. Seconded: Cllr. Knights. For: All</p>
18/105	<p><u>PLANNING APPLICATIONS:</u></p> <p>1) PLANNING APPLICATION 180736. OAKLANDS, OAK ROAD, CHAPPEL, COLCHESTER, CO6 2EJ. RENEWAL OF TWELVE PIG SHEDS. BUILDING TWO NEW SHEDS TO TIDY THE AREA AND TO MAKE USEABLE AND SAFE.</p> <p>Cllrs discussed this application and were confused by the application and the mention of renewal of pig sheds. They asked the Clerk to raise the following points with Colchester Borough Council for some clarification:</p> <ul style="list-style-type: none"> ❖ The application states renewal of 12 pig sheds: ❖ As far as the Parish Council are aware no pigs are kept on site. ❖ Are these sheds going to now house pigs? ❖ Are arrangements in place about the drainage, run off, odour to local residents? ❖ If the sheds are not going to house pigs, what are the sheds to be used for? ❖ Does this require a change of use? ❖ Why is there a need for the applicant to build two new sheds? ❖ Is the plan to use these buildings for commercial use?
18/106	<u>UPDATE ON PLANNING APPLICATIONS:</u>

	<p>1) PLANNING APPLICATION 171396. DIRECT MEATS, KNIGHTS FARM, SWAN STREET, CHAPPEL.</p> <p>Cllr Chamley confirmed that Colchester Borough Council had confirmed that the committee report was currently being written and should either go to Planning Committee on the 24th May or 7th June.</p> <p>2) PLANNING APPLICATION 180685. GROOMS HOUSE, VERNONS ROAD, CHAPPEL, CO6 2AG.</p> <p>Cllr Chamley confirmed that Colchester Borough Council had not yet reached a decision.</p> <p>3) PLANNING APPLICATION 180690. GROOMS HOUSE, VERNONS ROAD, CHAPPEL, CO6 2AG.</p> <p>Cllr Chamley confirmed that Colchester Borough Council had not yet reached a decision.</p> <p>4) PLANNING APPLICATION 180385. POPES HALL, POPES LANE, CHAPPEL, CO6 2DZ.</p> <p>Cllr Chamley confirmed that Colchester Borough Council had not yet reached a decision.</p> <p>5) PLANNING APPLICATION 180523. LILAC COTTAGE, COLCHESTER ROAD, CHAPPEL, COLCHESTER, CO6 2AA.</p> <p>Cllr Chamley confirmed that the application had been granted conditional approval. Full details can be found at http://www.planning.colchester.gov.uk/WAM/searchsubmit/performOption.do?action=search&appType=Planning</p>
18/107	<p><u>HOUSING NEEDS SURVEY</u></p> <p>Clrs agreed after receiving the quotes from RCCE to put an article in the Village Reporter to gauge local interest before going ahead with the survey. The Clerk was asked to liaise with Wakes Colne Parish Council.</p>
18/108	<p><u>SPEED WATCH</u></p> <p>Cllr Dent confirmed that the blue speed check police signs which were erected by Essex Police seem to be making a difference when carrying out Speed Watch sessions. Cllr Neubauer asked Cllr Dent about volunteers receiving abuse. Cllr Dent confirmed that many hand gestures etc were given by passing motorists. Incidents where there has been verbal abuse and/or intimidation has been reported to Essex Police and this has been followed up. Cllr Dent praised the response and support from Essex Police.</p>
18/109	<p><u>SPEED OUTSIDE CHAPPEL PRIMARY SCHOOL</u></p> <p>1) To discuss results received from the on-line survey</p> <p>Cllr Chamley read out that 63 people had completed the survey. 59 see the speed outside the primary school as an issue and would like to see some form of traffic calming measures in place. It was agreed to send the results and comments to the Local Highway Panel for their response.</p> <p>2) Footpath at the back of the school</p> <p>Cllr Brown agreed that the survey may help in an application to the Local Highway Panel for improvements to the footpath behind the school. Cllr Brown also confirmed her continued support for ensuring the safety in this area.</p>
18/110	<p><u>PLAY AREA</u></p> <p>It had been reported by a resident that broken glass had been found in the play area. Cllr Chamley confirmed that she had inspected the playground and several empty glasses had been found in the teen shelter. The Clerk confirmed that this had been reported to the Public House. Cllr Knights agreed to have a chat about the glasses and whether a sign would assist in deterring people from leaving glasses in the play area. The Clerk</p>

	was asked to contact Colchester Borough Council regarding the cost of emptying the litter bins in the play area.												
18/111	<p><u>FOOTPATHS</u></p> <p>No paperwork from residents had yet been received. A map would be provided to assist. This would be brought back if completed forms were received by the Clerk.</p>												
18/112	<p><u>WAR MEMORIAL</u></p> <p>Cllr Knights confirmed that he was in progress of sourcing new chains and posts for the War Memorial restorations. He would bring details to the next meeting.</p> <p>Cllr Knights confirmed that he had received one quote for the plaque and was waiting for a second one. Drawings were being prepared and crowd funding was being looked into. The Clerk was asked to confirm the land ownership of the triangle tree and source any permissions required. Cllr Knights also confirmed that a book was distributed round Chappel for the VE Day celebrations and a request in the Village Magazine and Facebook would be made in order to borrow a copy.</p>												
18/113	<p><u>BROADBAND</u></p> <p>Kern Herskind Nightingale had given a thorough update at the Annual Parish Assembly Meeting. Cllr Brown offered to assist Mr Herskind Nightingale in putting him in contact with Connie Kerbst at Superfast Essex to see if things could be speeded up. The Clerk agreed to contact Mr Herskind Nightingale</p>												
18/115	<p><u>NALC CONSULTATION</u></p> <p>Cllr Chamley, Cllr Knights and Cllr Ingram agreed to meet to go through the consultation regarding the unauthorised development and encampments. The Clerk would send collected response before the deadline.</p>												
18/116	<p><u>MEMBERSHIP RENEWALS</u></p> <p>18042</p> <p>RESOLVED that membership for EALC, NALC and CALC be renewed for 2018/19.</p> <p>Proposed: Cllr. Chamley. Seconded: Cllr. Knights. For: All.</p>												
18/117	<p><u>SPORTS FIELD</u></p> <p>The Clerk confirmed that no response had been received regarding just training sessions from Eight Ash Green Football Club. It was agreed to remove the item from the agenda unless further contact was received.</p>												
18/118	<p><u>BOTTLE BANK</u></p> <p>Cllrs asked the Clerk to ask Mount Bures Clerk regarding the Charity bottle bank behind the village hall and bring the item back to a future meeting.</p>												
18/119	<p><u>PARISH FIELD</u></p> <p>Cllrs were asked to think about access onto the Parish Field and this would be brought back to the June meeting.</p> <p>18043</p> <p>RESOLVED that Mr Chamley would top the Parish Field after the wild flowers have died back.</p> <p>Proposed: Cllr. Neubauer. Seconded: Cllr. Ingram. For: Six Abstain: One</p>												
18/120	<p><u>FINANCIAL MATTERS</u></p> <p>1) FINANCIAL STATEMENT.</p> <p>The thirteen invoices including the Clerks' Salary and Pension were passed around for Councillors present to vet and agree.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Chq Number</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>A & J Lighting</td> <td>Qtr Lighting Maintenance</td> <td>DD</td> <td>£ 77.27</td> <td>£ 15.45</td> <td>£ 92.72</td> </tr> </tbody> </table>	Payee	Description	Chq Number	Net	VAT	Gross	A & J Lighting	Qtr Lighting Maintenance	DD	£ 77.27	£ 15.45	£ 92.72
Payee	Description	Chq Number	Net	VAT	Gross								
A & J Lighting	Qtr Lighting Maintenance	DD	£ 77.27	£ 15.45	£ 92.72								

	Employee	Salary	SO	£ 402.60	£ -	£ 402.60
	Employee	Salary	SO	£ 7.62	£ -	£ 7.62
	Essex Pension Fund	Pension	SO	£ 96.85	£ -	£ 96.85
	Essex Pension Fund	Pension	SO	£ 12.35	£ -	£ 12.35
	Employee	Expenses for April	701569	£ 32.48	£ 4.47	£ 36.95
	Chappel & Wakes Colne Village Hall	Village Hall Hire Rent and S137 Grant	701570	£ 200.00	£ -	£ 200.00
	Colchester Association of Local Council	Membership	701571	£ 35.00	£ -	£ 35.00
	Wakes Colne & Chappel PCC	S137 Grant - Churchyard Maintenance	701572	£ 700.00	£ -	£ 700.00
	Heart of the Valley Community Responders	S137 Grant - Responders	701573	£ 100.00	£ -	£ 100.00
	Mrs J Stobart	Internal Audit	701574	£ 160.00	£ -	£ 160.00
	Zurich Municipal	Insurance	701575	£ 697.39	£ -	£ 697.39
	Essex Association of Local Councils	Membership	701576	£ 157.00	£ -	£ 157.00
				£ 2,678.56	£ 19.92	£ 2,698.48

18044

RESOLVED that after further consideration the thirteen payments detailed on the schedule be authorised for payment.

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

2) MONTHLY BUDGET INFORMATION

The Clerk had circulated this prior to the meeting no questions were asked.

3) INTERNAL AUDIT REPORT

Cllr Chamley read out the report and thanked the Clerk for all her hard work.

4) APPROVAL OF GOVERNANCE STATEMENTS FOR 2017/18

18045

RESOLVED that after all the statements were read out and agreed, the Chair and Clerk sign the Approval of Governance Statement.

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

5) APPROVAL OF ANNUAL RETURN FOR 2017/18

18046

RESOLVED that the Chair and Clerk sign the Annual Return for 2017/18

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

18047

6) TO CONFIRM SIGNATORIES FOR BANK ACCOUNTS

RESOLVED that the signatories for the Bank Account remain as Cllrs Chamley, Langley and Neubauer.

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

7) TO DISCUSS NEW PAY SCALES AND CHANGES TO STANDING ORDERS HELD WITH BARCLAYS BANK.

18048

RESOLVED that the Clerks salary and pension would increase with the new pay scales released by NALC and would continue as Standing Orders. A & J Lighting would continue to be paid by Direct Debit.

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

18/121

CORRESPONDENCE RECEIVED

The Clerk confirmed that the Enforcement Officer had confirmed that the Caravan at Timberlands Farm should be vacated by the 4th May and only now used as a mess room.

18/122

CHAIRMAN & CLERK'S REPORT

The Chairman and Clerk had nothing to report.

18/123	<u>FUTURE AGENDA ITEMS</u> Speed Watch Speed outside Chappel Primary School Parish Field Glass Bottle Collection Point Litter Bins War Memorial AONB Locality Budget Cllr Chamley thanked everyone for attending and closed the meeting at 9.41pm. The date of the next meeting is Monday 11 th June 2018. Signed:..... Chairperson of the Parish Council
	Date: 11 th June 2018.

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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