

CHAPPEL PARISH COUNCIL

MINUTES OF THE PARISH MEETING HELD ON MONDAY 11TH JUNE 2018 IN CHAPPEL AND WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

In the Chair: Cllr. Chamley

Present: Cllrs. A. Cox, B. Knights, A. Langley, P. Neubauer

Clerk: Mrs. H. Cook

Also Present Cllr. Chapman and four member of the public

18/124	<u>WELCOME AND APOLOGIES FOR ABSENCE</u> Cllr Chamley opened the meeting at 7.30pm. Cllrs Dent & Ingram sent their apologies due to family commitments.
18/125	<u>DECLARATION OF INTERESTS</u> No Cllrs declared an interest.
18/126	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u> ❖ A resident asked about a recent break-in on Bacon's Lane. It took place in daylight breaking the lock at the back door. ❖ A resident asked why the planning application for Knight's Farm had not been brought to Planning Committee. The Clerk confirmed that the application had a new Planning Officer and the Clerk was waiting for a response to her email requesting an update. Residents were dissatisfied with CBC and were losing faith in the system. They raised the issue that on-line it looked as if the consultation period was now closed to any further comments and there was no extension of time shown on the website.
18/127	<u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u> <i>WARD COUNCILLOR PETER CHILLINGWORTH /NIGEL CHAPMAN / COUNTY COUNCILLOR ANNE BROWN</i> Cllr Chapman spoke briefly on the following: ❖ The Mayors Walk took place, many thanks were given to Jonathon Cordingley who raised over £600.
18/128	<u>CONFIRMATION OF MINUTES</u> <i>RESOLVED that the minutes of the meeting held on Monday 14th May 2018 were a true record of the meeting.</i> Proposed: Cllr. Neubauer. Seconded: Cllr. Knights. For: Three, Abstained: Two – Cllr Cox and Langley had not been present at the meeting. <i>RESOLVED that the minutes of the Annual meeting held on Wednesday 9th May 2018 were a true record of the meeting.</i> Proposed: Cllr. Langley. Seconded: Cllr. Knights. For: Three, Abstained: Two – Cllr Cox and Neubauer had not been present at the meeting.
18/129	<u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES 2018/19</u> Standing Orders Social Media Policy The Standing Orders and Social Media Policy would be circulated and would be brought back to the July meeting.
18/130	<u>DATA PROTECTION</u>

	<ol style="list-style-type: none"> 1) The Clerk confirmed that the following policies would be circulated and brought back to the July meeting: Retention Policy, Freedom of Information Policy, Data Audit, Data Breech Policy. 2) Cllrs agreed to bring the discussion of dedicated Councillor Email Address's back to the July meeting after some thought. 3) Cllr Chamley read out an email from EALC stating that it was best practise to not use the Clerk's home address. The Clerk confirmed that her address was available on all planning applications, website and any letter or document that is sent out from the Parish Council. While it had so far not been an issue, should an employee be put in a possible situation where a disgruntled resident has the home address of the Clerk? It was agreed to ask the Village Shop if their address could be used as the Parish Council address or look into using the Village Hall. This would be brought back to the July agenda.
18/131	<p><u>PLANNING APPLICATIONS:</u></p> <ol style="list-style-type: none"> 1) PLANNING APPLICATION APPEAL: A1530/W/18/3193074. LAND OPPOSITE KNIGHTS FARM, SWAN STREET, CHAPPEL. OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR TWO (USE CLASS C3) UNITS ON PREVIOUSLY DEVELOPED LAND UTILISING EXISTING HIGHWAY ACCESS. <p>RESOLVED no further comments to be made. Proposed: Cllr. Neubauer. Seconded: Cllr. Langley. For: All.</p> <ol style="list-style-type: none"> 2) PLANNING APPLICATION: 181169. SOUTHBORNE, COLCHESTER ROAD, CHAPPEL, COLCHESTER, CO6 2DQ. APPLICATION FOR LAWFUL DEVELOPMENT FOR A PROPOSED SINGLE STOREY EXTENSION. <p>RESOLVED that the Clerk ask CBC to monitor this site prior to any certificate being approved due to so many changes to the original build. Proposed: Cllr. Neubauer. Seconded: Cllr. Chamley. For: All.</p>
18/132	<p><u>UPDATE ON PLANNING APPLICATIONS:</u></p> <ol style="list-style-type: none"> 1) PLANNING APPLICATION 171396. DIRECT MEATS, KNIGHTS FARM, SWAN STREET, CHAPPEL. <p>RESOLVED that an email is sent to the new Planning Officer requesting a deadline for the application to be heard. A request for clarity on the website that the application has an extension of time would also be asked for. Proposed: Cllr. Neubauer. Seconded: Cllr. Knights. For: All.</p> <ol style="list-style-type: none"> 2) PLANNING APPLICATION 180685. GROOMS HOUSE, VERNONS ROAD, CHAPPEL, CO6 2AG. <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> <ol style="list-style-type: none"> 3) PLANNING APPLICATION 180690. GROOMS HOUSE, VERNONS ROAD, CHAPPEL, CO6 2AG. <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> <ol style="list-style-type: none"> 4) PLANNING APPLICATION 180385. POPES HALL, POPES LANE, CHAPPEL, CO6 2DZ. <p>Cllr Chamley confirmed that Colchester Borough Council had not yet reached a decision.</p> <ol style="list-style-type: none"> 5) PLANNING APPLICATION 180736. OAKLANDS, OAK ROAD, CHAPPEL, COLCHESTER, CO6 2EJ.

	<p>RENEWAL OF TWELVE PIG SHEDS. BUILDING TWO NEW SHEDS TO TIDY THE AREA AND TO MAKE USEABLE AND SAFE.</p> <p>Cllr Chamley confirmed that Colchester Borough Council had not yet reached a decision and Chappel Parish Council comments were not on the website. The Clerk agreed to chase.</p>
18/133	<p><u>SPEED WATCH</u></p> <p>Cllr Dent had circulated an update since the May meeting. No questions were raised.</p>
18/134	<p><u>LOCAL HIGHWAY PANEL</u></p> <p>The report for the A1124 Local Highway Panel application had been received and circulated. Cllrs commented there was no mention of VAS signs in order to assist with reducing the speed of motorists. The report recommended that “Officers undertake a detailed design and investigation within the first year at an estimated cost of £2,000.” It was noted that the LHP would have to agree to this spend. It also noted that the A1124 should be resurfaced in July.</p> <p>The Clerk was asked to look into the costs associated with a movable VAS, sharing this costs with other Parishes and how this is obtained with Highways approval.</p>
18/135	<p><u>PARKING SWAN GROVE</u></p> <p>The Clerk confirmed that the Parish Council had received a complaint from a resident regarding the parking in Swan Grove. The Clerk confirmed that she had contacted Colchester Borough Homes and was waiting for a response. Cllr Chapman agreed to assist if no response was received.</p>
18/136	<p><u>SCHOOL FOOTPATH</u></p> <p>Cllr Knights had spoken to the Assistant Manager at the Swan Public House and he could not see any problems with Parents of the school continuing to use the carpark for drop off and pick-ups. They were also very supportive of an all-weather surface leading from the back of the school to the A1124.</p> <p>18054</p> <p>RESOLVED that the Clerk start preparing a Local Highway Panel application in order to improve the current footpath at the back of the school.</p> <p>Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All.</p>
18/137	<p><u>LOCALITY BUDGET</u></p> <p>Cllr Chillingworth had confirmed to the Clerk that the ward would have £6,000 to distribute. The Parish Council would consider seeking verification on whether this could go towards the purchase of a VAS or the War memorial project. This would be brought back to the July meeting.</p>
18/138	<p><u>PLAY AREA</u></p> <ol style="list-style-type: none"> 1) Cllr Knights confirmed that he had met with the Assistant Manager of the Swan Public House and a sign was on order to remind customers not to take glasses into the Play Area. 2) The cost of emptying the bins in the Play Area by Colchester Borough Council came back as a yearly cost of £625.30 for once a week and £1250.60 for twice a year. <p>18055</p> <p>RESOLVED that the bins remain currently being emptied by volunteers.</p> <p>Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All.</p>
18/139	<p><u>WAR MEMORIAL</u></p> <p>Cllr Knights confirmed that Essex Highways claimed ownership of the triangle piece of land and therefore permission would need to be sought. He would contact them direct in order to discuss the project and any possible risk assessments that would need to take place.</p>
18/140	<p><u>BROADBAND</u></p> <p>Kern Herskind Nightingale had sent a short report which had been circulated. Further details would be</p>

	available after a meeting being held regarding Gigaclear/Superfast Essex meeting on the 12 th June.																																																												
18/141	<p><u>AREA OF OUTSTANDING NATURAL BEAUTY</u></p> <p>Cllrs asked Cllr Chapman for some advice on this matter. Cllr Chapman recommended that discussions continue after the Ministers review at the end of the year. He advised that it was a very long process and that they have not created new areas of outstanding beauty in a very long time. He recommended a group meeting with Parish Councils at the beginning of next year that he would be happy to attend.</p>																																																												
18/142	<p><u>WEBSITE</u></p> <p>RESOLVED that the website be updated by Pale September.</p> <p>Proposed: Cllr. Chamley. Seconded: Cllr. Knights. For: All.</p> <p>Cllr Cox left the meeting at 8.50pm</p>																																																												
18/143	<p><u>LAPTOP</u></p> <p>RESOLVED that a new battery for the Parish Council laptop be purchased at a cost of £30.</p> <p>Proposed: Cllr. Knights. Seconded: Cllr. Chamley. For: All.</p>																																																												
18/144	<p><u>BOTTLE BANK</u></p> <p>The Clerk confirmed that she was still waiting to hear from Mount Bures Parish Clerk regarding their bottle bank behind the village hall. This item would be brought back to July.</p>																																																												
18/145	<p><u>PARISH FIELD</u></p> <p>Cllr Knights agreed to include an article in the Village Reporter regarding advertising the Parish Field. It was agreed that perhaps a sign was needed; however as safe access was a concern this would be put on hold.</p>																																																												
18/146	<p><u>SALT BAG SCHEME 2018/19</u></p> <p>RESOLVED that Chappel Parish Council would remain in the scheme but did not require further salt bags.</p> <p>Proposed: Cllr. Neubauer. Seconded: Cllr. Chamley. For: All.</p>																																																												
18/147	<p><u>FINANCIAL MATTERS</u></p> <p>1) FINANCIAL STATEMENT.</p> <p>The eight 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>Employee</td> <td>Salary</td> <td>SO</td> <td>£ 410.22</td> <td>£ -</td> <td>£ 410.22</td> </tr> <tr> <td>Essex Pension Fund</td> <td>Pension</td> <td>SO</td> <td>£ 109.20</td> <td>£ -</td> <td>£ 109.20</td> </tr> <tr> <td>Employee</td> <td>Expenses for May</td> <td>701577</td> <td>£ 12.53</td> <td>£ -</td> <td>£ 12.53</td> </tr> <tr> <td>Colchester Borough Council</td> <td>Street Lighting Electricity</td> <td>701578</td> <td>£ 140.99</td> <td>£ 28.20</td> <td>£ 169.19</td> </tr> <tr> <td>Mr P Richardson</td> <td>Strimmer Service</td> <td>701579</td> <td>£ 40.00</td> <td>£ -</td> <td>£ 40.00</td> </tr> <tr> <td>Chappel & Wakes Colne Village Hall</td> <td>Annual Parish Assembly Meeting</td> <td>701580</td> <td>£ 12.50</td> <td>£ -</td> <td>£ 12.50</td> </tr> <tr> <td>Anglian Water Business Ltd. (National)</td> <td>Allotment Water</td> <td>701581</td> <td>£ 11.71</td> <td>£ -</td> <td>£ 11.71</td> </tr> <tr> <td>JPB Landscapes</td> <td>Grass Cutting</td> <td>701582</td> <td>£ 522.41</td> <td>£ 104.48</td> <td>£ 626.90</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 1,259.56</td> <td>£ 132.68</td> <td>£ 1,392.25</td> </tr> </tbody> </table> <p>18059</p> <p>RESOLVED that after further consideration the eight payments detailed on the schedule be authorised for payment.</p> <p>Proposed: Cllr. Neubauer. Seconded: Cllr. Langley. For: All.</p>	Payee	Description	Chq Number	Net	VAT	Gross	Employee	Salary	SO	£ 410.22	£ -	£ 410.22	Essex Pension Fund	Pension	SO	£ 109.20	£ -	£ 109.20	Employee	Expenses for May	701577	£ 12.53	£ -	£ 12.53	Colchester Borough Council	Street Lighting Electricity	701578	£ 140.99	£ 28.20	£ 169.19	Mr P Richardson	Strimmer Service	701579	£ 40.00	£ -	£ 40.00	Chappel & Wakes Colne Village Hall	Annual Parish Assembly Meeting	701580	£ 12.50	£ -	£ 12.50	Anglian Water Business Ltd. (National)	Allotment Water	701581	£ 11.71	£ -	£ 11.71	JPB Landscapes	Grass Cutting	701582	£ 522.41	£ 104.48	£ 626.90				£ 1,259.56	£ 132.68	£ 1,392.25
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	<p>2) MONTHLY BUDGET INFORMATION The Clerk had circulated this prior to the meeting no questions were asked.</p>
18/148	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>The Clerk confirmed that an invitation had been received from the Mayor of Colchester to attend a reception. Cllr Chamley & Neubauer agreed to attend.</p>
18/149	<p><u>CHAIRMAN & CLERK'S REPORT</u></p> <p>The Chairman and Clerk had nothing to report.</p>
18/150	<p><u>FUTURE AGENDA ITEMS</u></p> <p>Speed Watch Footpath at the back of the school Glass Bottle Collection Point War Memorial Locality Budget Standing Orders Social Media Policy Data Protection Cllrs Emails P.O. Box address VAS Parking at Swan Grove</p> <p>Cllr Chamley thanked everyone for attending and closed the meeting at 9.05pm. The date of the next meeting is Monday 9th July 2018.</p> <p>Signed:.....</p>

MRS HELEN COOK

CLERK TO CHAPPEL PARISH COUNCIL, 3 SEARLE WAY, EIGHT ASH GREEN, COLCHESTER, ESSEX. CO6 3QS, TEL NO: 07583004252
E-MAIL: parishclerk@chappel.org

Chairman's Signature

Approved Minutes – Full Council June 11th 2018