

# CHAPPEL PARISH COUNCIL

## MINUTES OF THE PARISH MEETING HELD ON MONDAY 12<sup>TH</sup> NOVEMBER 2018 IN CHAPPEL AND WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

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In the Chair: Cllr. Chamley  
 Present: Cllrs. P. Dent, N. Ingram, B. Knights, A. Langley, P. Neubauer  
 Clerk: Mrs. H. Cook  
 Also Present Cllr. Chapman and one member of the public

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<b>18/229</b>	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>  Cllr Chamley opened the meeting at 7.30pm and welcomed everyone to the November Parish Council meeting. No apologies had been received from Cllr Cox. Cllr Chillingworth had sent his apologies. Cllr Chamley shared the sad news of the passing of Sue Stratford who had been a Councillor for Wakes Colne for many years.
<b>18/230</b>	<b><u>DECLARATION OF INTERESTS</u></b>  No Councillors declared an interest.
<b>18/231</b>	<b><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></b>  ❖ No resident wished to speak.
<b>18/232</b>	<b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b>  <b><i>WARD COUNCILLOR PETER CHILLINGWORTH / NIGEL CHAPMAN / COUNTY COUNCILLOR ANNE BROWN</i></b>  Cllr Chapman spoke briefly on the following:  ❖ The Local Plan: Discussions were still taking place and comments had been sent to the Inspector. If the Local Plan is not adopted it would leave Colchester open to larger scale development, possibly into the rural villages.
<b>18/233</b>  18092	<b><u>CONFIRMATION OF MINUTES</u></b>  <b>RESOLVED that the minutes of the meeting held on Monday 8<sup>th</sup> October 2018 were a true record of the meeting.</b> Proposed: Cllr. Langley. Seconded: Cllr. Knights. For: 5 Abstain: 1 (Cllr Neubauer was not present at the October meeting).
<b>18/234</b>	<b><u>DATA PROTECTION</u></b>  1) The Clerk confirmed she was waiting for quotes on email addresses and would bring this back in December.  2) The Clerk confirmed that the Village Shop had signed the form and the Parish Council could now change its postal address. Cllr Chamley agreed to collect the post from the Village Shop on a regular basis.
<b>18/235</b>	<b><u>PLANNING APPLICATIONS:</u></b>  <b>1) PLANNING APPLICATION 182217. ESSEX &amp; SUFFOLK GLIDING CLUB, WORMINGFORD AIRFIELD, FORDHAM ROAD, WORMINGFORD, COLCHESTER. APPLICATION FOR THE ADDITIONAL USE OF TOURING MOTOR GLIDERS (TMG). ALL OTHER EXISTING USES TO REMAIN THE SAME. THIS APPLICATION IS FOR THE PERMANENT CONSENT FOLLOWING TEMPORARY CONSENT GIVEN ON APPLICATION 150972.</b>  <b>RESOLVED that the Parish Council have no comment on this application.</b>

18093	<b>Proposed: Cllr. Knights. Seconded: Cllr. Chamley. For: All.</b>
18/236	<p><b><u>UPDATE ON PLANNING APPLICATIONS:</u></b></p> <p><b>1) PLANNING APPLICATION 171396. DIRECT MEATS, KNIGHTS FARM, SWAN STREET, CHAPPEL.</b></p> <p>Cllr Chamley confirmed that she has attended the Planning Committee along with Cllrs Knights and Neubauer. The application had been approved subject to 24 Planning Conditions. Cllrs discussed how the site could be monitored going forward and how the Parish Council could assist with opening transparent dialogue with Direct Meats. This could be as a liaison group or sub-committee and would aid the Parish Council in reporting back to concerned residents. Cllrs asked the Clerk to contact the Planning Officer to ask to be kept in the loop regarding fulfilling the 24 conditions. Retrospective business rates were mentioned and Cllr Chapman agreed to take this up with CBC.</p>
18094	<p><b>RESOLVED to set up a liaison group to monitor the conditions set by Colchester Borough Council.</b></p> <p><b>Proposed: Cllr. Neubauer. Seconded: Cllr. Chamley. For: All.</b></p> <p><b>2) PLANNING APPLICATION APPEAL: 181804/181805. BRIDGEWICK HALL, THE STREET, CHAPPEL, CO6 2DD. DRAINAGE SCHEME AMENDED FROM CURRENT PERMISSION, NEW ROOF LIGHT, NEW LAUNDRY ROOM AND HATCH, SMALL AREA OF REDUCED FLOOR LEVEL.</b></p> <p>Cllr Chamley confirmed that the application had been given an extension of time until the 29<sup>th</sup> October. The Clerk will contact the Planning Officer for an update.</p>
18/237	<p><b><u>BROADBAND</u></b></p> <p>A meeting in the Village Hall had taken place on the 23<sup>rd</sup> October by County Broadband. In order for County Broadband to take the fibre project forward they would need 30% of Chappel to sign up for a two year deal. Cllrs asked the Clerk to contact County Broadband prior to the December meeting in order to receive an update.</p>
18/238	<p><b><u>SPEED WATCH</u></b></p> <p>Cllr Dent confirmed that he had circulated to Cllrs an update on Speed Watch. He also brought to the attention of Cllrs that due to new information the Speed Watch team could now record speeds from 36 mph rather than 37 mph on a 30 mph road. Cllr Dent confirmed that there were only 6 volunteers and more recruits would be welcomed.</p>
18/239	<p><b><u>LOCAL HIGHWAY PANEL</u></b></p> <p><b><u>VAS PROJECT</u></b></p> <p>Cllr Chamley read out an email received from Sonia Church which confirmed that the LHP had discussed the A1124 at its meeting in October. The correct and clear signage would be installed first, then the road would be reevaluated prior to any decision on a VAS sign. Cllr Dent requested that the Clerk to ask how, if the Parish Council had funds, a mobile VAS sign could be purchased.</p> <p><b><u>SCHOOL PATH</u></b></p> <p>Cllrs discussed the survey prepared by the Clerk in order to provide evidence for the LHP application. Cllrs discussed further options due to the Parish Council now owning the land in question.</p>
18095	<p><b>RESOLVED to obtain three quotes for the December meeting.</b></p> <p><b>Proposed: Cllr. Knights. Seconded: Cllr. Langley. For: All.</b></p>
18/240	<p><b><u>HIGHWAY BRIEFING</u></b></p> <p>Cllr Neubauer had attended the meeting facilitated by EALC on the 7<sup>th</sup> November. Information was presented by Essex Highways on the strategy for the whole of Essex. Details were given on Essex Highways relying on members of the public to report potholes, road defects. The main priority is to keep the network moving and</p>

	<p>to make any issues safe. Essex Highways do not have responsibility for the A120 or the A12 this is looked after by Highways England. Essex Highways lose ½ million pounds due to damage on the highway from accidents which they could claim back if the public could issue them with enough information. Cllr Neubauer asked the Clerk to circulate the PowerPoint presentation as soon as it was received.</p>
18/242	<p><b><u>HIGHWAY DEFECTS</u></b></p> <p>Cllr Chamley read out the email from Cllr Brown asking for the two major defects in Chappel. Cllrs agreed that the road surface from Popes Lane to Oak Road had expired and should be listed alongside the missing 30mph sign on Chappel Hill.</p>
18/241	<p><b><u>PARKING SWAN GROVE</u></b></p> <p>Cllr Chamley read out the email received by Colchester Borough Council confirming that discussions were taking place with the Planning Office with regards to additional spaces. Cllr Chamley thanked Cllr Chapman for his assistance with this matter.</p>
18/243	<p><b><u>WAR MEMORIAL</u></b></p> <p>Cllr Knights confirmed that the school children attended the war memorial and laid poppies on Thursday. Cllr Knights would continue clearing up the cemetery.</p>
18/244	<p><b><u>POPPY TRAIL</u></b></p> <p>Cllr Knights confirmed that the design for the map/leaflet was progressing and he had received a first draft.</p>
18/245	<p><b><u>MEETING DATES FOR 2019</u></b></p> <p>The Clerk had circulated dates for 2019 meetings, continuing with the 2<sup>nd</sup> Monday in the month. It was agreed to move the April meeting to the 1<sup>st</sup> April. Cllrs put forward the 7<sup>th</sup> May for the Annual Parish Assembly meeting, the Clerk would liaise with Wakes Colne before publishing the event.</p>
18/246	<p><b><u>TREES</u></b></p> <p>Cllr Chamley read out the information from the PC insurance company. Cllr Langley confirmed that the Millennium Green had an appointment in order to receive advice about preparing at 5 year tree plan. It was agreed that Cllr Chamley would attend the meeting in order to obtain some advice for the Parish Council.</p> <p><b>RESOLVED tree stakes and tree guards are purchased in order to support the trees on the Parish Field.</b></p> <p><b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All.</b></p>
18/247	<p><b><u>POST DAMAGE</u></b></p> <p><b>18097</b></p> <p><b>RESOLVED to obtain 3 quotes for the repairs/replacement post located at the entrance to the track.</b></p> <p><b>Proposed: Cllr. Knights. Seconded: Cllr. Chamley. For: All.</b></p>
18/248	<p><b><u>DEFIBRILLATOR</u></b></p> <p>Cllr Chamley confirmed that she had spoken to the Chair of Wakes Colne. Wakes Colne Parish Council would hold the defibrillator on their assets however Chappel Parish Council would continue to support the Defibrillator alongside Wakes Colne financially when needed.</p>
18/249	<p><b><u>HOUSING NEEDS SURVEY</u></b></p> <p><b>18098</b></p> <p><b>RESOLVED that draft sent by RCCE be placed in the Village Reporter.</b></p> <p><b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All.</b></p>
18/250	<p><b><u>PARISH COUNCIL LAPTOP BACKUP</u></b></p> <p><b>18099</b></p> <p><b>RESOLVED that an External Drive to back up the laptop is purchased at a cost of £50 + VAT plus 2 hours of installation at a cost of £35 per hour.</b></p> <p><b>Proposed: Cllr. Chamley. Seconded: Cllr. Dent. For: All.</b></p>

18/251	<u>EALC STRATEGIC PLAN QUESTIONNAIRE</u>																																																	
18100	<b>RESOLVED not to complete the questionnaire.</b> <b>Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All.</b>																																																	
18/252	<u>FINANCIAL MATTERS</u> <p><b>1) 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> <thead> <tr> <th>Cheque</th> <th>Cde.</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>11</td> <td>H Cook</td> <td>Clerk's Salary</td> <td>410.22</td> </tr> <tr> <td></td> <td>11</td> <td>Essex Pension Fund</td> <td>Clerk's Pension</td> <td>109.20</td> </tr> <tr> <td>701598</td> <td>5</td> <td>H Cook</td> <td>Expenses</td> <td>14.39</td> </tr> <tr> <td>701599</td> <td>6</td> <td>Chappel &amp; Wakes Colne Village Hall</td> <td>Room Hire - Meeting</td> <td>125.00</td> </tr> <tr> <td>701599</td> <td>22</td> <td>Chappel &amp; Wakes Colne Village Hall</td> <td>Room Hire - Meeting</td> <td>75.00</td> </tr> <tr> <td>701600</td> <td>14</td> <td>Colchester Borough Council</td> <td>Street Lighting - Electricity</td> <td>138.74</td> </tr> <tr> <td>701601</td> <td>5</td> <td>Starboard Systems Ltd</td> <td>Accounts Software</td> <td>154.20</td> </tr> <tr> <td>701602</td> <td>16</td> <td>J H Chamley</td> <td>Parish Field - Topping</td> <td>96.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><b>1,122.75</b></td> </tr> </tbody> </table> <p><b>18101</b></p> <p><b>RESOLVED that after further consideration the seven payments detailed on the schedule be authorised for payment.</b> <b>Proposed: Cllr. Chamley. Seconded: Cllr. Knights. For: All.</b></p> <p><b>2) MONTHLY BUDGET INFORMATION</b></p> <p>The Clerk had circulated this prior to the meeting no questions were asked.</p>	Cheque	Cde.	Description	Amount		11	H Cook	Clerk's Salary	410.22		11	Essex Pension Fund	Clerk's Pension	109.20	701598	5	H Cook	Expenses	14.39	701599	6	Chappel & Wakes Colne Village Hall	Room Hire - Meeting	125.00	701599	22	Chappel & Wakes Colne Village Hall	Room Hire - Meeting	75.00	701600	14	Colchester Borough Council	Street Lighting - Electricity	138.74	701601	5	Starboard Systems Ltd	Accounts Software	154.20	701602	16	J H Chamley	Parish Field - Topping	96.00					<b>1,122.75</b>
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18/254	<u>CORRESPONDENCE RECEIVED</u> All correspondence had been circulated throughout the month. No questions were raised.																																																	
18/255	<u>CHAIRMAN &amp; CLERK'S REPORT</u> The Clerk confirmed that the successful WWI Lunch had taken place and the Parish Council should expect an invoice next month for £106.80.																																																	
18/256	<u>FUTURE AGENDA ITEMS</u> <p>Speed Watch Footpath at the back of the school Asset Map Asset Register Broadband Poppy Trail Cllrs Emails VAS</p> <p>Cllr Chamley thanked everyone for attending and closed the meeting at 9.03pm. The date of the next meeting is Monday 10<sup>th</sup> December 2018.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council</p> <p>Date: 10<sup>th</sup> December 2018.</p>																																																	

MRS HELEN COOK  
CLERK TO CHAPPEL PARISH COUNCIL  
C/O CHAPPEL & WAKES COLNE VILLAGE HALL  
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Chairman's Signature

Approved Minutes – Full Council November 12<sup>th</sup> 2018