

CHAPPEL PARISH COUNCIL

MINUTES OF THE PARISH MEETING HELD ON MONDAY 8TH OCTOBER 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, A. Langley
 Clerk: Mrs. H. Cook
 Also Present Cllr. Chillingworth and five members of the public

18/201	<u>WELCOME AND APOLOGIES FOR ABSENCE</u> Cllr Chamley opened the meeting at 7.30pm and welcomed everyone to the October Parish Council meeting. Cllrs Cox & Neubauer had sent their apologies due to family commitments. Cllr Chapman had also sent his apologies.
18/202	<u>DECLARATION OF INTERESTS</u> No Councillors declared an interest. Cllr Chamley read out Standing Orders 2A. Councillors agreed to bring forward item 18/204
18/204	<u>MR RUSSELL COTTIS, COMMUNITY RESPONDERS</u> Mr Cottis confirmed that Community Responders would be closing down in November. He thanked the Parish Council for the financial support which had been given. Mr Cottis had been part of the organisation for 12 years and in that time 15 defibrillators had been placed in communities increasing the survival rate of a heart attack from 7% to 79%. Mr Cottis would like both Chappel and Wakes Colne Parish Councils to consider taking over the asset. The defibrillator would need to be maintained and new pads bought at a cost of £30 every two years; the battery lasts 5-7 years at a cost of £130. The Parish Council agreed to discuss this at the November meeting. In the meantime a free first-aid course open to all would be held in the Village Hall on the 14 th November, 7-9pm. Cllrs thanked Mr Cottis for all his hard work.
18/203	<u>MR MATT ARMSTRONG, HEAD OF ASSET MANAGEMENT, COLCHESTER BOROUGH COUNCIL</u> Mr Armstrong confirmed that there were many parking problems in the Borough especially in cul-de-sac or closes. The current Planning Policy is against getting rid of green swards. Colchester Borough Council has identified 6 possible additional spaces and would like reassurance that if this is taken to the Planning Committee it would not be objected by local residents. Councillors did hope that more spaces would be able to be provided, however, did understand the current Planning Policy. It was discussed that of the spaces, 3 would be in addition and 2 would be making official already used spaces and parking space 1 in the plan already existed. Cllrs asked Mr Armstrong to submit the plans as soon possible. Clr Langley asked Mr Armstrong to log that work needed to be carried out on a large tree outside flat 21/23 as it was showing signs of decay in parts and needed cutting back.
18/205	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u> Several residents spoke about concerns with the Knights Farm application. <ul style="list-style-type: none"> ❖ A resident asked what the relevance of the information that has been recently submitted is in regard to the decision process? The Parish Council agreed to ask Colchester Borough Council. ❖ A resident, whose ponds are fed by the water course from Knights Farm, claimed that pollution and loss of wildlife in the pond is due to the run off and foul water from Knights Farm. It was confirmed that the Environmental Agency was involved. The Parish Council agreed if supplied with the details of the Environmental Agency Officer, this would then be sent to the Planning Officer at Colchester Borough Council.
18/206	<u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u>

	<p>WARD COUNCILLOR PETER CHILLINGWORTH / NIGEL CHAPMAN / COUNTY COUNCILLOR ANNE BROWN</p> <p>Cllr Chillingworth spoke briefly on the following:</p> <ul style="list-style-type: none"> ❖ It had been agreed that Colchester Borough Council would not be pursuing garden communities until the funding for infrastructure was secured. It was agreed to improve local engagement and would be providing all answers to the questions set by the Inspector.
18/207 <i>18084</i>	<p><u>CONFIRMATION OF MINUTES</u></p> <p>RESOLVED that the minutes of the meeting held on Monday 10th September 2018 were a true record of the meeting.</p> <p>Proposed: Cllr. Knights. Seconded: Cllr. Dent. For: All</p>
18/208	<p><u>DATA PROTECTION</u></p> <ol style="list-style-type: none"> 1) The Clerk had circulated the Data Security Breach Reporting Form. Cllrs raised no questions. 2) The Clerk confirmed she was waiting for quotes on email addresses and would bring this back in November. 3) The Clerk confirmed that the Village Hall Committee had agreed in writing for the Village Hall address to be used. The Village Shop had been sent a form to sign, to confirm that it was happy to hold the Parish Council post.
18/209	<p><u>UPDATE ON PLANNING APPLICATIONS:</u></p> <p>1) PLANNING APPLICATION 171396. DIRECT MEATS, KNIGHTS FARM, SWAN STREET, CHAPPEL.</p> <p>Cllr Chamley confirmed that the application had an extension of time until the 9th November. An email would be sent following discussions held under Public Participation.</p> <p>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.</p> <p>Cllr Chamley confirmed that the application had an extension of time until the 29th October.</p>
18/210	<p><u>SPEED WATCH</u></p> <p>Cllr Dent confirmed that he had circulated to Cllrs an update on Speed Watch. No questions were raised.</p>
18/211 <i>18071</i>	<p><u>LOCAL HIGHWAY PANEL</u></p> <p><u>VAS PROJECT</u></p> <p>The Clerk confirmed that the next meeting of the Local Highway Panel was on the 18th October. Email correspondence had been taking place. Cllr Chillingworth confirmed he was due to speak to the LHP Officer tomorrow.</p> <p><u>SCHOOL PATH</u></p> <p>The Clerk confirmed that in order to apply for funding evidence of need would need to be provided. Cllrs asked the Clerk to contact the school on how best to seek comments from parents.</p>
18/212	<p><u>PARKING SWAN GROVE</u></p> <p>Cllrs asked the Clerk to confirm with Mr Armstrong that the 5 additional spaces would be welcomed by residents and thank him for attending the meeting.</p>

18/213	<u>WAR MEMORIAL</u> Cllr Knights confirmed that the Vicar had given permission to repaint the gates, tidy and cut back foliage in the cemetery and also allow the school children to lay handmade poppies at the base of the War Memorial. Cllr Knights confirmed that he had spoken to the Head Teacher and children would be laying their poppies on the 8 th November. Vegetation had been cut back and the stone had been tidied.
18/214	<u>POPPY TRAIL</u> Cllr Knights confirmed that the design for the map was progressing and the first stage would be having the leaflets printed.
18/215	<u>VILLAGE HALL EVENT - WWI LUNCH</u> Cllrs Knights and Langley confirmed that they had attended the latest meeting regarding the WWI lunch being organised by the Village Hall Committee. They confirmed that they did not understand why the event was not being ticketed. They raised the ticket issue several times and confirmed that the Parish Council could not give away Public Funds when it was not clear how many people would be attending. The Village Hall Committee confirmed that it was likely to cost less than the agreed £200 and a contribution would be asked for after the event rather than the full amount. Leaflets will be distributed to every household in Chappel and Wakes Colne and a banner will be put in place. Cllr Langley confirmed that details of lighting of the Beacon would appear on the same leaflet.
18/216	<u>MILLENNIUM GREEN QUARTERLY REPORT</u> 18078 Cllr Langley spoke briefly on the following: <ul style="list-style-type: none">❖ Currently £50,000 in the bank.❖ 70 members of the 200 Club.❖ Donations are received from local companies and local residents.❖ HMRC have now confirmed that the Trust is not liable for Corporation Tax.❖ More Directors are needed, currently 4.
18/217	<u>CONSULTATION REGARDING NEW PRIMARY SCHOOL</u> 18085 RESOLVED to send comments regarding concern for Chappel children being disadvantaged with regards to the transfer policy of the Stanway Senior School. Proposed: Cllr. Knights. Seconded: Cllr. Chamley. For: All.
18/218	<u>ACCOUNTS SYSTEM</u> 18086 RESOLVED to purchase Scribe Finance package for six months at a cost of £154.20 including VAT. To review before agreeing to a year package. Proposed: Cllr. Chamley. Seconded: Cllr. Knights. For: All.
18/219	<u>BUDGET MEETING</u> The Clerk was asked to circulate some dates in November.
18/220	<u>ASSETS</u> 18087 RESOLVED that the Annual Inspection of the Parish Council Assets be carried out by Cllrs Ingram, Chamley and Knights Proposed: Cllr. Knights. Seconded: Cllr. Dent. For: All.
18/221	<u>GRANT APPLICATION</u> 18088 RESOLVED that an application to Wakes Colne Parish Council be made for £500 in order to assist with the maintenance and upkeep of the play area which is used by residents in both villages. Proposed: Cllr. Ingram. Seconded: Cllr. Chamley. For: All.
18/222	<u>MEMBERSHIP</u> 18089 RESOLVED that membership for SLCC and ALCC is renewed.

	Proposed: Cllr. Chamley. Seconded: Cllr. Langley. For: All.																																																						
18/223	<p><u>VOLUNTEERS</u></p> <p>RESOLVED that the Chairman purchase Christmas cards to thank the volunteers round the village money taken out of the Chairman's purse.</p> <p>Proposed: Cllr. Dent. Seconded: Cllr. Langley. For: All.</p>																																																						
18/224	<p><u>WEBSITE</u></p> <p>The draft website has been circulated. Cllr Langley asked that photographs were not used of the Millennium Green in order to avoid confusion of ownership. The Clerk was asked to go through each page and liaise directly with Pale September.</p>																																																						
18/225	<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>Employee</th><th>Salary</th><th>SO</th><th>£ 410.22</th><th>£ -</th><th>£ 410.22</th></tr> </thead> <tbody> <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 September</td><td>701593</td><td>£ 54.92</td><td>£ 8.96</td><td>£ 63.88</td></tr> <tr> <td>RBL Poppy Appeal</td><td>Poppy Wreath for War Memorial</td><td>701594</td><td>£ 17.00</td><td>£ -</td><td>£ 17.00</td></tr> <tr> <td>SLCC</td><td>Membership</td><td>701595</td><td>£ 73.14</td><td>£ -</td><td>£ 73.14</td></tr> <tr> <td>ALCC</td><td>Membership</td><td>701596</td><td>£ 17.14</td><td>£ -</td><td>£ 17.14</td></tr> <tr> <td>JPB Landscapes</td><td>Grass Cutting</td><td>701597</td><td>£ 432.41</td><td>£ 86.49</td><td>£ 518.90</td></tr> <tr> <td>A & J Lighting</td><td>Qtr Light Maintenance</td><td>DD</td><td>£ 77.27</td><td>£ 15.45</td><td>£ 92.72</td></tr> <tr> <td colspan="2"></td><td></td><td>£ 1,191.30</td><td>£ 110.90</td><td>£ 1,302.20</td></tr> </tbody> </table> <p>2) MONTHLY BUDGET INFORMATION</p> <p>The Clerk had circulated this prior to the meeting no questions were asked.</p>	Employee	Salary	SO	£ 410.22	£ -	£ 410.22	Essex Pension Fund	Pension	SO	£ 109.20	£ -	£ 109.20	Employee	Expenses for September	701593	£ 54.92	£ 8.96	£ 63.88	RBL Poppy Appeal	Poppy Wreath for War Memorial	701594	£ 17.00	£ -	£ 17.00	SLCC	Membership	701595	£ 73.14	£ -	£ 73.14	ALCC	Membership	701596	£ 17.14	£ -	£ 17.14	JPB Landscapes	Grass Cutting	701597	£ 432.41	£ 86.49	£ 518.90	A & J Lighting	Qtr Light Maintenance	DD	£ 77.27	£ 15.45	£ 92.72				£ 1,191.30	£ 110.90	£ 1,302.20
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18/226	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>All correspondence had been circulated throughout the month. No questions were raised.</p>																																																						
18/227	<p><u>CHAIRMAN & CLERK'S REPORT</u></p> <p>The Clerk confirmed that the following had been reported to Highways:</p> <ul style="list-style-type: none"> • 30mph sign on Chappel Hill still had not been reinstated. • The signs by the salt bin on Popes lane/junction of Swan Street have been knocked over. • The 30mph signs coming into the village from Colchester are covered in foliage and need cutting back. <p>The Clerk confirmed she had attended the Clerk's Forum and also completed the ILCA Community exam.</p>																																																						
18/228	<p><u>FUTURE AGENDA ITEMS</u></p> <p>Speed Watch Footpath at the back of the school War Memorial Poppy Trail Cllrs Emails</p>																																																						

VAS	<p>Cllr Chamley thanked everyone for attending and closed the meeting at 9.08pm. The date of the next meeting is Monday 12th November 2018.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council</p> <p>Date: 12th November 2018.</p>
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MRS HELEN COOK
CLERK TO CHAPPEL PARISH COUNCIL
E-MAIL: parishclerk@chappel.org