

# CHAPPEL PARISH COUNCIL

## MINUTES OF THE PARISH MEETING HELD ON MONDAY 10<sup>TH</sup> SEPTEMBER 2018 IN CHAPPEL AND WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

\*\*\*\*\*

In the Chair: Cllr. Chamley

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

Clerk: Mrs. H. Cook

Also Present Cllr. Chillingworth and three members of the public

\*\*\*\*\*

18/174	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u></p> <p>Cllr Chamley opened the meeting at 7.30pm and welcomed everyone to the September Parish Council meeting. It was noted that a burglary had been carried out and damage to a local farm had taken place that morning.</p>
18/175	<p><u>DECLARATION OF INTERESTS</u></p> <p>No Councillors declared an interest.</p>
18/176	<p><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></p> <p>Cllr Chamley read out Standing Orders 2A.</p> <p>No resident wished to speak.</p>
18/177	<p><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></p> <p><i>WARD COUNCILLOR PETER CHILLINGWORTH / NIGEL CHAPMAN / COUNTY COUNCILLOR ANNE BROWN</i></p> <p>Cllr Chillingworth spoke briefly on the following:</p> <ul style="list-style-type: none"> <li>❖ The Inspector for the Local Plan part 1 has given the Councils involved three options in order to proceed. Option 1, remove part 1 and continue to part 2 and then include part 1 in 2-3 years' time. Option 2, answer all the questions that the Inspector has raised. Option 3, withdraw the plan and resubmit. The Local Plan Committee is due to meet on the 13<sup>th</sup> September. If the plan is withdrawn the new Government formula would show that more houses are required than are currently in the plan.</li> <li>❖ The list of buildings of interest is to be revised to include the whole borough.</li> <li>❖ New student accommodation at First Site is being discussed.</li> </ul>
18/178	<p><u>CONFIRMATION OF MINUTES</u></p> <p><i>18068</i></p> <p><b>RESOLVED</b> that the minutes of the meeting held on Monday 9<sup>th</sup> July 2018 were a true record of the meeting.</p> <p><b>Proposed:</b> Cllr. Dent. <b>Seconded:</b> Cllr. Cox. <b>For:</b> All</p>
18/179	<p><u>DATA PROTECTION</u></p> <ol style="list-style-type: none"> <li>1) The Clerk confirmed that the following policies would be circulated and brought back to the October meeting: Data Audit, Data Breach Policy.</li> <li>2) The Clerk confirmed she was waiting for quotes on email addresses and would bring this back in October.</li> <li>3) The Village Hall Committee would not allow the Parish Council to have a postal box on site, but would allow the Parish Council to use the Village Hall address if the Village Shop would hold the post.</li> </ol> <p><i>18069</i></p> <p><b>RESOLVED</b> that the Parish Council write to the Village Shop confirming that they are willing to hold the Parish Council post for collection using the Village Hall address.</p>

	<b>Proposed: Cllr. Chamley. Seconded: Cllr. Knights. For: All</b>
18/180	<p><b><u>PLANNING APPLICATIONS:</u></b></p> <p><b>1) PLANNING APPLICATION APPEAL: 181804/181805.</b> 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><b>18070</b> <b>RESOLVED that the Parish Council makes no comments on this application.</b>  <b>Proposed: Cllr. Neubauer. Seconded: Cllr. Dent. For: All.</b></p>
18/181	<p><b><u>UPDATE ON PLANNING APPLICATIONS:</u></b></p> <p><b>1) PLANNING APPLICATION APPEAL: A1530/W/18/3193074.</b> LAND OPPOSITE KNIGHTS FARM, SWAN STREET, CHAPPEL.</p> <p>Cllr Chamley confirmed the application had been dismissed by the Planning Inspector.</p> <p><b>2) PLANNING APPLICATION 171396.</b> DIRECT MEATS, KNIGHTS FARM, SWAN STREET, CHAPPEL.</p> <p>Cllr Chamley confirmed that the Planning Officer had informed the Parish Council that further information had been received by the applicants agent and a formal 14 day notification period would now apply. The committee report would follow as the application would be going before the Planning Committee regardless of the recommendation. It was hoped it would be ready for the 18<sup>th</sup> October meeting.</p> <p><b>3) PLANNING APPLICATION: 181944.</b> VIADUCT FARM, THE STREET, CHAPPEL, CO6 2DD. WORKS TO TREES IN CONSERVATION AREA.</p> <p>Cllr Chamley confirmed the application had received approval.</p> <p><b>4) PLANNING APPLICATION: 181770.</b> SOUTHBORNE, COLCHESTER ROAD, CHAPPEL, COLCHESTER, CO6 2DQ.</p> <p>Cllr Chamley confirmed that this application had been withdrawn.</p>
18/182	<p><b><u>SPEED WATCH</u></b></p> <p>Cllr Dent confirmed that he had sent round to Cllrs an update on Speed Watch. Cllr Neubauer questioned the number of training courses that Essex Police ran in July. Cllr Dent confirmed that volunteer numbers were down to 5 and more volunteers were required.</p> <p>The Clerk confirmed that she had followed up the idea of purchasing a Body Cam for the Speed Watch Team and had looked into funding. The most appropriate fund would be the Community Safety Development Fund however the Community Speed Watch Co-ordinator had confirmed that they were currently looking at a number of options for bodycams and no decision had yet been made. It was agreed to contact her in a couple of months to see if any decisions had been reached.</p>
18/183 18071	<p><b><u>LOCAL HIGHWAY PANEL</u></b></p> <p><b>RESOLVED that Chappel Parish Council ask the Local Highway Panel to continue to consider Vehicle Activated Signs for the A1124 as well as clearer signage and linage with SLOW carriageway markings.</b>  <b>Proposed: Cllr. Dent. Seconded: Cllr. Cox. For: All.</b></p> <p>It was agreed to bring the application for the school footpath back to the October meeting to discuss further.</p>

18/184	<u>PARKING SWAN GROVE</u>  The Clerk confirmed that no update had yet been received. Cllr Chapman was chasing this issue and would report this week.
18/185	<u>PLAY AREA</u>  <b>18072</b> <b>RESOLVED to suspend Standing Order 7(a). To revisit 18/164 item 3, in relation to the quote received from Proludic regarding repairs to the play equipment.</b> <b>Proposed: Cllr. Dent. Seconded: Cllr. Langley. For: All.</b>  Cllr. Ingram confirmed that he had carried out a site visit of the play equipment and confirmed that the slide and platform was secure and did not currently need to be replaced.
18073	<b>RESOLVED to purchase the replacement bolts, caps and stoppers which Cllr Ingram would fit.</b> <b>Proposed: Cllr. Ingram. Seconded: Cllr. Chamley. For: All.</b>  It was confirmed that the edging around the monkey bars had been moved to comply with the fall area raised by ROSPA.
18/186	<u>WAR MEMORIAL</u>  <b>18074</b> <b>RESOLVED to purchase a wreath up to the price of £25 to be laid at the Chappel War Memorial.</b> <b>Proposed: Cllr. Neubauer. Seconded: Cllr. Langley. For: All.</b>  <b>18075</b> <b>RESOLVED to write to the Vicar for 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.</b> <b>Proposed: Cllr. Knights. Seconded: Cllr. Ingram. For: All.</b>
18/187	<u>POPPY TRAIL</u>  Cllr Knights spoke about a poppy trail round the village taking in areas of interest like the war memorial, church, WWII trail, orchard field, Millennium Green and boardwalk. The trail would require several boards, leaflets being printed and ceramic poppies to find on the trail. Quotes had been circulated to Councillors, the shop, pub and railway museum had agreed to house leaflets.  <b>18076</b> <b>RESOLVED to purchase poppies, leaflets and noticeboards at a cost of no more than £1,842.00</b> <b>Proposed: Cllr. Neubauer. Seconded: Cllr. Cox. For: All.</b>
18/188	<u>LOCALITY BUDGET</u>  <b>18077</b> <b>RESOLVED to write to Cllr Chillingworth requesting a grant of £500 in order to be put towards the Poppy Trail.</b> <b>Proposed: Cllr. Chamley. Seconded: Cllr. Cox. For: All.</b>
18/189	<u>VILLAGE HALL EVENT - WWI LUNCH</u>  Cllr Langley confirmed that a menu of soup, cottage pie and rice pudding had been agreed upon. Leaflets would be delivered to all houses in Wakes Colne and Chappel in mid-October. It would be open to up to 60 residents.
18/190	<u>VILLAGE HALL</u>  <b>18078</b> <b>RESOLVED to sign the new Village Hall Hire Agreement.</b> <b>Proposed: Cllr. Knights. Seconded: Cllr. Cox. For: All.</b>
18/191	<u>ESSEX POLICE VISIT TO THE VILLAGE</u>  Cllrs discussed the possibility of Essex Police holding coffee mornings in the Village Hall. Many different engagement options had taken place over the years and it was agreed to invite them to Parish Council meetings by sending them an agenda each month.
18/192	<u>SPORTS FIELD</u>  <b>18079</b> <b>RESOLVED to not currently pursue the hiring out the Sports Field due to the lack of parking.</b>

	<b>Proposed: Cllr. Knights. Seconded: Cllr. Chamley. For: All.</b>																																																																																								
<b>18/193</b>	<p><b><u>GRANTS</u></b></p> <p>The Clerk confirmed that the current advice received from EALC and NALC was that Parish Councils were not able to offer a grant to the Church. The Council agreed to adhere to the advice given at the present time.</p>																																																																																								
<b>18/194</b>	<p><b><u>TRACK</u></b></p> <p><b>18080</b> <b>RESOLVED to accept the quote of £500 + VAT for the repairs to the track, this would be shared with the Millennium Green.</b>  <b>Proposed: Cllr. Knights. Seconded: Cllr. Cox. For: All.</b></p>																																																																																								
<b>18/195</b>	<p><b><u>ORCHARD</u></b></p> <p><b>18081</b> <b>RESOLVED that Cllr Chamley and Knights would carry out the orchard survey for the Orchard East Project.</b>  <b>Proposed: Cllr. Chamley. Seconded: Cllr. Knights. For: All.</b></p>																																																																																								
<b>18/196</b>	<p><b><u>WEBSITE</u></b></p> <p><b>18082</b> <b>RESOLVED that the option 2 design be chosen.</b>  <b>Proposed: Cllr. Chamley. Seconded: Cllr. Cox. For: All.</b></p>																																																																																								
<b>18/197</b>	<p><b><u>FINANCIAL MATTERS</u></b></p> <p><b>1) FINANCIAL STATEMENT.</b></p> <p>The eleven 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></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>A &amp; J Lighting</b></td> <td><b>Lighting Maintenance</b></td> <td><b>DD</b></td> <td><b>£ 77.72</b></td> <td><b>£ 15.45</b></td> <td><b>£ 92.72</b></td> </tr> <tr> <td><b>Employee</b></td> <td><b>Salary</b></td> <td><b>SO</b></td> <td><b>£ 410.22</b></td> <td><b>£ -</b></td> <td><b>£ 410.22</b></td> </tr> <tr> <td><b>Essex Pension Fund</b></td> <td><b>Pension</b></td> <td><b>SO</b></td> <td><b>£ 109.20</b></td> <td><b>£ -</b></td> <td><b>£ 109.20</b></td> </tr> <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 July &amp; August</td> <td>701587</td> <td>£ 11.10</td> <td>£ -</td> <td>£ 11.10</td> </tr> <tr> <td>Pale September</td> <td>New Website Deposit</td> <td>701588</td> <td>£ 38.00</td> <td>£ -</td> <td>£ 38.00</td> </tr> <tr> <td>PKF Littlejohn LLP</td> <td>External Audit</td> <td>701589</td> <td>£ 200.00</td> <td>£ 40.00</td> <td>£ 240.00</td> </tr> <tr> <td>Anglian Water Business Ltd (National)</td> <td>Allotment Water</td> <td>701590</td> <td>£ 11.31</td> <td>£ -</td> <td>£ 11.31</td> </tr> <tr> <td>Information Commissioner</td> <td>Data Protection Fee</td> <td>701591</td> <td>£ 40.00</td> <td>£ -</td> <td>£ 40.00</td> </tr> <tr> <td>Hughes &amp; Co Design Ltd</td> <td>Website Hosting</td> <td>701592</td> <td>£ 60.00</td> <td>£ 12.00</td> <td>£ 72.00</td> </tr> <tr> <td colspan="2"></td><td></td><td><b>£ 1,476.97</b></td><td><b>£ 67.45</b></td><td><b>£ 1,543.97</b></td></tr> <tr> <td><b>18083</b></td><td><b>RESOLVED that after further consideration the eleven payments detailed on the schedule be authorised for payment.</b>  <b>Proposed: Cllr. Dent. Seconded: Cllr. Cox. For: All.</b></td></tr> <tr> <td colspan="2"> <p><b>2) MONTHLY BUDGET INFORMATION</b></p> <p>The Clerk had circulated this prior to the meeting no questions were asked. The Clerk confirmed that the External Audit paperwork had been returned. It was noted that due to the bank holiday the Clerk Salary and Pension for March would need to be put in the 2018/19 figures. The notice would be put on the website and on the noticeboard.</p> </td></tr> </tbody></table>	Payee	Description	Chq Number	Net	VAT	Gross							<b>A &amp; J Lighting</b>	<b>Lighting Maintenance</b>	<b>DD</b>	<b>£ 77.72</b>	<b>£ 15.45</b>	<b>£ 92.72</b>	<b>Employee</b>	<b>Salary</b>	<b>SO</b>	<b>£ 410.22</b>	<b>£ -</b>	<b>£ 410.22</b>	<b>Essex Pension Fund</b>	<b>Pension</b>	<b>SO</b>	<b>£ 109.20</b>	<b>£ -</b>	<b>£ 109.20</b>	Employee	Salary	SO	£ 410.22	£ -	£ 410.22	Essex Pension Fund	Pension	SO	£ 109.20	£ -	£ 109.20	Employee	Expenses for July & August	701587	£ 11.10	£ -	£ 11.10	Pale September	New Website Deposit	701588	£ 38.00	£ -	£ 38.00	PKF Littlejohn LLP	External Audit	701589	£ 200.00	£ 40.00	£ 240.00	Anglian Water Business Ltd (National)	Allotment Water	701590	£ 11.31	£ -	£ 11.31	Information Commissioner	Data Protection Fee	701591	£ 40.00	£ -	£ 40.00	Hughes & Co Design Ltd	Website Hosting	701592	£ 60.00	£ 12.00	£ 72.00				<b>£ 1,476.97</b>	<b>£ 67.45</b>	<b>£ 1,543.97</b>	<b>18083</b>	<b>RESOLVED that after further consideration the eleven payments detailed on the schedule be authorised for payment.</b> <b>Proposed: Cllr. Dent. Seconded: Cllr. Cox. For: All.</b>	<p><b>2) MONTHLY BUDGET INFORMATION</b></p> <p>The Clerk had circulated this prior to the meeting no questions were asked. The Clerk confirmed that the External Audit paperwork had been returned. It was noted that due to the bank holiday the Clerk Salary and Pension for March would need to be put in the 2018/19 figures. The notice would be put on the website and on the noticeboard.</p>	
Payee	Description	Chq Number	Net	VAT	Gross																																																																																				
<b>A &amp; J Lighting</b>	<b>Lighting Maintenance</b>	<b>DD</b>	<b>£ 77.72</b>	<b>£ 15.45</b>	<b>£ 92.72</b>																																																																																				
<b>Employee</b>	<b>Salary</b>	<b>SO</b>	<b>£ 410.22</b>	<b>£ -</b>	<b>£ 410.22</b>																																																																																				
<b>Essex Pension Fund</b>	<b>Pension</b>	<b>SO</b>	<b>£ 109.20</b>	<b>£ -</b>	<b>£ 109.20</b>																																																																																				
Employee	Salary	SO	£ 410.22	£ -	£ 410.22																																																																																				
Essex Pension Fund	Pension	SO	£ 109.20	£ -	£ 109.20																																																																																				
Employee	Expenses for July & August	701587	£ 11.10	£ -	£ 11.10																																																																																				
Pale September	New Website Deposit	701588	£ 38.00	£ -	£ 38.00																																																																																				
PKF Littlejohn LLP	External Audit	701589	£ 200.00	£ 40.00	£ 240.00																																																																																				
Anglian Water Business Ltd (National)	Allotment Water	701590	£ 11.31	£ -	£ 11.31																																																																																				
Information Commissioner	Data Protection Fee	701591	£ 40.00	£ -	£ 40.00																																																																																				
Hughes & Co Design Ltd	Website Hosting	701592	£ 60.00	£ 12.00	£ 72.00																																																																																				
			<b>£ 1,476.97</b>	<b>£ 67.45</b>	<b>£ 1,543.97</b>																																																																																				
<b>18083</b>	<b>RESOLVED that after further consideration the eleven payments detailed on the schedule be authorised for payment.</b> <b>Proposed: Cllr. Dent. Seconded: Cllr. Cox. For: All.</b>																																																																																								
<p><b>2) MONTHLY BUDGET INFORMATION</b></p> <p>The Clerk had circulated this prior to the meeting no questions were asked. The Clerk confirmed that the External Audit paperwork had been returned. It was noted that due to the bank holiday the Clerk Salary and Pension for March would need to be put in the 2018/19 figures. The notice would be put on the website and on the noticeboard.</p>																																																																																									

<b>18/198</b>	<b><u>CORRESPONDENCE RECEIVED</u></b>  All correspondence had been circulated throughout the month. No questions were raised.
<b>18/199</b>	<b><u>CHAIRMAN &amp; CLERK'S REPORT</u></b>  The Clerk confirmed that elections would be held on the 2 <sup>nd</sup> May 2019. If the elections were uncontested this would cost £62.41, however if the elections were contested there would be a charge of £450.00.  The Clerk was asked to report to Highways: <ul style="list-style-type: none"><li>• 30mph sign on Chappel Hill still had not been reinstated.</li><li>• The signs by the salt bin on Popes lane/junction of Swan Street have been knocked over.</li><li>• The 30mph signs coming into the village from Colchester are covered in foliage and need cutting back.</li></ul>
<b>18/200</b>	<b><u>FUTURE AGENDA ITEMS</u></b>  Speed Watch Footpath at the back of the school Glass Bottle Collection Point War Memorial Poppy Trail Data Protection Cllrs Emails VAS Parking at Swan Grove Broadband Millennium Green Quarterly report  Cllr Chamley thanked everyone for attending and closed the meeting at 9.06pm. The date of the next meeting is Monday 8 <sup>th</sup> October 2018.  Signed:.....

MRS HELEN COOK  
CLERK TO CHAPPEL PARISH COUNCIL  
E-MAIL: [parishclerk@chappel.org](mailto:parishclerk@chappel.org)