

# CHAPPEL PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING FOLLOWED BY THE PARISH COUNCIL MEETING HELD ON TUESDAY 4<sup>TH</sup> MAY 2021 VIRTUALLY VIA ZOOM DUE TO COVID-19, AT 7.30 P.M.

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

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21/097	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b> The Chairman opened the meeting at 7.32pm. Cllrs Cox and Knights had sent their apologies due to family commitments. Cllrs Chillingworth & Barber would be late to the meeting due to attending other Parish Council meetings.
21/098  21050	<b><u>ELECTION OF CHAIRMAN 2021/22</u></b> The Chairman asked for nominations for the Chairman. Cllr Chamley was nominated by Cllr Neubauer and seconded by Cllr Dent. There being no further nominations Cllr Chamley was elected as Chairman. <b>RESOLVED that Cllr Chamley be elected Chairman of Chappel Parish Council, to hold office until the next Annual Meeting of the Council. Cllr Chamley took the Chair and would sign the acceptance papers outside the meeting due to COVID restrictions.</b>
21/099  21051	<b><u>ELECTION OF VICE-CHAIRMAN 2021/22</u></b> The Chairman asked for nominations for the Vice-Chairman. Cllr Neubauer was nominated by Cllr Dent and seconded by Cllr Chamley. There being no further nominations Cllr Neubauer was elected as Vice-Chairman. <b>RESOLVED that Cllr Neubauer be elected Vice-Chairman of Chappel Parish Council, to hold office until the next Annual Meeting of the Council. Cllr Neubauer would sign the acceptance papers outside the meeting due to COVID restrictions.</b>
21/100	<b><u>DECLARATION OF INTERESTS</u></b> No interests were declared. All Cllrs present checked their declaration of interest form for Colchester Borough Council. The Clerk agreed to send out forms for those Cllrs who wished to update their current form.
21/101	<b><u>CONSENT FORMS</u></b> All Councillors present confirmed that they were stilling willing to receive the Council Summons and agenda electronically.
21/102  21052	<b><u>REPRESENTATIVES 2021/22</u></b> Colchester Association of Local Councils – Cllr Chamley Essex Association of Local Councils – All Councillors Planning Liaison – Cllrs Neubauer, Langley, Chamley Allotments – Cllr Langley Orchard & Parish Field – Cllr Langley Website – Clerk Nominated Director of Chappel Millennium Green Trust – Cllr Ingram Play Area Inspection – Cllr Ingram Speed Watch Coordinator – Cllr Dent Personnel Committee – Cllrs Chamley, Neubauer, Langley <b>RESOLVED that the members named above act as representatives for the various organisations on behalf of Chappel Parish Council.</b>
21/103	<b><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES 2021/22</u></b> Standing Orders

Chairman's Signature

Approved Minutes – Full Council May 4<sup>th</sup> 2021

21053	<p>Financial Regulations Risk Assessment Risk Assessment for Strimmer Risk Assessment for Litter Picking Risk Assessment for Tree Planting COVID Risk Assessment for the Play Area Asset Register Training Policy Social Media Policy Complaints Policy Co-Option Policy Code of Conduct Freedom of Information Publication Scheme Retention &amp; Disposal Policy Privacy Notice COVID Risk Assessment with regards to in-person meetings</p> <p><b>RESOLVED that the above documents and policies are adopted for 2021/22.</b></p>
21/104  21054	<p><b><u>RESPONSIBLE FINANCIAL OFFICER</u></b></p> <p><b>RESOLVED that Mrs Helen Cook the Parish Clerk acts as the Responsible Financial Officer to Chappel Parish Council.</b></p>
21/105  21055	<p><b><u>MEMBERSHIP RENEWALS</u></b></p> <p><b>RESOLVED that the memberships for EALC/NALC and also CALC are renewed for 2021/22.</b></p>
21/106  21056	<p><b><u>INSURANCE</u></b></p> <p><b>RESOLVED that the Insurance is renewed at a cost of £737.19.</b></p>
	<p>The Annual Meeting was concluded at 7.43pm</p>
	<p><b><u>PARISH COUNCIL MEETING</u></b></p>
21/107	<p><b><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></b></p> <p>A member of the public raised a question regarding the speed camera sign outside the Public House. Cllrs thought that this went up when the school speed signs were put in place by Essex County Council.</p>
21/108	<p><b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b></p> <p><b><i>WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN</i></b></p> <p>This item would be brought back once Cllr Chillingworth arrived.</p>
21/109  21057	<p><b><u>CONFIRMATION OF MINUTES</u></b></p> <p>EALC sent advice on the 13<sup>th</sup> April confirming that due to the ‘mourning period’, the notification of items on the agenda may not be legal as the ‘mourning period’ is not a clear day. As Chappel Parish Council had already held their meeting, they advised the Council to reconfirm all decision from the 12<sup>th</sup> April meeting.</p> <p><b>RESOLVED that the minutes and the resolutions from 21035 to 21049 of the meeting held on Monday 12<sup>th</sup> April 2021 via Zoom were a true record of the meeting. The Chairman would sign these outside the meeting.</b></p>
21/110	<p><b><u>PLANNING APPLICATIONS:</u></b></p> <p><b>1) PLANNING APPLICATION 210995. VIADUCT FARM, THE STREET, CHAPPEL, CO6 2DD. AGRICULTURAL DETERMINATION, APPLICATION FOR PRIOR NOTIFICATION OF AGRICULTURAL OR</b></p>

	<b>FORESTRY DEVELOPMENT – PROPOSED BUILDING</b>
<b>21058</b>	<b>RESOLVED</b> that Cllrs supported application 210995 but would ask Colchester Borough Council to work with the applicant in order to reduce the visual impact on the surrounding area.
<b>21/111</b>	<p><b><u>UPDATE ON PLANNING APPLICATIONS:</u></b></p> <p>1) <b>PLANNING APPLICATION 210558. GREENACRES FARM, VERNONS ROAD, CHAPPEL, CO6 2DL.</b> The Chairman confirmed that conditional approval had been granted.</p> <p>2) <b>PLANNING APPLICATION 210504. THE BIRCHES, LAMBERTS LANE, GREAT TEY, CO6 2LE.</b> The Chairman confirmed that conditional approval had been granted.</p> <p>3) <b>PLANNING APPLICATION: 210696. KNIGHTS FARM, SWAN STREET, CHAPPEL, CO6 2EE.</b> The Chairman confirmed that no decision had been made.</p> <p>4) <b>PLANNING APPLICATION 210515. BRIDGEWICK HALL, THE STREET, CHAPPEL, CO6 2DD.</b> The Chairman confirmed that no decision had been made.</p> <p>5) <b>PLANNING APPLICATION 210875. 1 PONTISBRIGHT COTTAGES, SPRING GARDENS ROAD, CHAPPEL, COLCHESTER, CO6 2DN.</b> The Chairman confirmed that no decision had been made.</p> <p>6) <b>PLANNING APPLICATION 210865. GLENNELG, SWAN STREET, CHAPPEL, COLCHESTER, CO6 2ED.</b> The Chairman confirmed that no decision had been made.</p> <p>7) <b>PLANNING APPLICATION 202314/202315. THE WING, VERNONS, VERNONS ROAD, CHAPPEL, COLCHESTER, CO6 2AG.</b> The Chairman confirmed that conditional approval had been granted. Cllr Chillingworth arrived at 7.55pm. Cllr Barber arrived at 8.00pm.</p>
<b>21/108</b>	<p><b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b></p> <p><b><i>WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN</i></b></p> <p>Cllr Chillingworth spoke briefly on the following:</p> <ul style="list-style-type: none"> <li>❖ The difficulties that the Borough Council and Parishes would have once virtual meetings were not allowed to be held.</li> <li>❖ The Local Plan - waiting to hear after the virtual consideration which was held by the Inspector.</li> </ul>
<b>21/112</b>	<p><b><u>FLOODING</u></b></p> <p>Cllr Chillingworth confirmed that he was still waiting to hear back from the Environment Agency regarding a meeting.</p>
<b>21/113</b>	<p><b><u>A1124</u></b></p> <p>The Clerk had circulated a draft LHP application in order to request a speed survey on the A1124 in order to request Vehicle Activated Signs to be installed. It was agreed to add the latest speed watch data and then submit the application.</p>
<b>21059</b>	<b>RESOLVED</b> to submit the application to the Local Highway Panel for Vehicle Activated Signs to be placed on the A1124 in order to assist with speed reduction.
<b>21/114</b>	<p><b><u>DOG POO BINS</u></b></p> <p>This item would be brought back to the June meeting.</p>

[illegible]

21062	RESOLVED that the Clerks Salary and Pension be paid by Standing Order and A & J Lighting and Goldstar Networks be paid by Direct Debit.
21063	4) TO CONFIRM SIGNATORIES FOR THE BANK ACCOUNTS FOR 2021/22 RESOLVED that the signatories for the bank accounts for 2021/22 remain as Cllrs Chamley, Neubauer & Langley.
21/123	<b><u>FINANCIAL MATTERS 2020/21</u></b> 1) VAT CLAIM 2020/21 RESOLVED that the VAT Claim for 2020/21 is £1,329.78. 2) INTERNAL AUDIT REPORT The Clean Internal Audit had been circulated to Councillors, no questions were raised. 3) CERTIFICATE OF EXEMPTION 21064 RESOLVED that Chappel Parish Council meet the Financial Requirements in order to be exempt from a basic review. 4) APPROVAL OF THE GOVERNANCE STATEMENTS FOR 2020/21. 21065 RESOLVED that the Governance Statement is completed and approved. This will be signed by the Chairman and Clerk outside the meeting. 5) APPROVAL OF ANNUAL RETURN FOR 2020/21 21066 RESOLVED that the Annual Return is approved and signed by the Chairman and Clerk outside the meeting. 6) CONFIRMATION OF NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN. 21067 RESOLVED that the notice be placed on the website and noticeboard. The period of notice will be from the 14 <sup>th</sup> June 2021 till 23 <sup>rd</sup> July 2021.
21/124	<b><u>CORRESPONDENCE RECEIVED</u></b> All correspondence had been circulated to Councillors prior to the meeting. No matters were raised.
21/125	<b><u>CHAIRMAN &amp; CLERK'S REPORT</u></b> Cllr Chamley had circulated the Chairman's report for 2020/21. This would appear in the Village Reporter and on the Parish Council website. Cllrs queried when the Public House fence and the sign stating "no glass beyond this point" would be replaced. Cllr Chamley would ask Cllr Knights if he had an update for the Council. Cllr Dent asked that the owner of the village shop be kept updated with regards to the flooding item 21/111.
21/126	<b><u>ITEMS FOR FUTURE MEETINGS</u></b> July Meeting Flooding A1124 Asset of Community Value Post & Rail Fence Broadband Speed Watch Drain on A1124

	<p>Dog Poo Bins Chain link fence near the river. Grass cutting schedule Cllr Chamley thanked everyone for attending and closed the meeting at 8.42pm. The next meeting is due to be held on the Monday 14<sup>th</sup> June at 7.30pm in the Village Hall Carpark.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council</p>	Date: 14 <sup>th</sup> June 2021.
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MRS HELEN COOK  
CLERK TO CHAPPEL PARISH COUNCIL  
C/O CHAPPEL & WAKES COLNE VILLAGE HALL  
COLCHESTER ROAD  
CHAPPEL  
E-MAIL: [parishclerk@chappel.org](mailto:parishclerk@chappel.org)  
TELEPHONE: 01206 589095