## **CHAPPEL PARISH COUNCIL**

Minutes Of The Annual Parish Council Meeting followed by the Parish Council Meeting Held On Tuesday  ${\bf 4}^{\text{TH}}$  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: Clirs. P. Dent, N. Ingram, A. Langley, P. Neubauer

Clerk: Mrs. H. Cook

21/097	WELCOME AND APOLOGIES FOR ABSENCE		
	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	ELECTION OF CHAIRMAN 2021/22		
22,030	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.		
21050	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.		
21/099	ELECTION OF VICE-CHAIRMAN 2021/22		
21051	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.  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.		
21/100	DECLARATION OF INTERESTS		
	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	CONSENT FORMS		
	All Councillors present confirmed that they were stilling willing to receive the Council Summons and agenda electronically.		
21/102	REPRESENTATIVES 2021/22		
	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		
21052	RESOLVED that the members named above act as representatives for the various organisations on behalf of Chappel Parish Council.		
21/103	REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES 2021/22		
	Standing Orders		

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	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 & Disposal Policy		
	Privacy Notice		
	COVID Risk Assessment with regards to in-person meetings		
21053	RESOLVED that the above documents and policies are adopted for 2021/22.		
21/104	RESPONSIBLE FINANCIAL OFFICER		
21054	RESOLVED that Mrs Helen Cook the Parish Clerk acts as the Responsible Financial Officer to Chappel Parish Council.		
21/105	Membership Renewals		
22, 200	WENDERSHI NEITEWAS		
21055	RESOLVED that the memberships for EALC/NALC and also CALC are renewed for 2021/22.		
21/106	INSURANCE		
21056	RESOLVED that the Insurance is renewed at a cost of £737.19.		
	The Annual Meeting was concluded at 7.43pm		
	PARISH COUNCIL MEETING		
21/107	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL		
	INTEREST		
	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.		
21/108	WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT		
	WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN		
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	This item would be brought back once Cllr Chillingworth arrived.		
21/109	CONFIRMATION OF MINUTES		
	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.		
21057	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		
21/110	meeting.		
,	PLANNING APPLICATIONS:		
	1) PLANNING APPLICATION 210995. VIADUCT FARM, THE STREET, CHAPPEL, CO6 2DD.		
	AGRICULTURAL DETERMINATION, APPLICATION FOR PRIOR NOTIFICATION OF AGRICULTURAL OR		
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	FORESTRY DEVELOPMENT — PROPOSED BUILDING			
21058	RESOLVED 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.			
21/111	UPDATE ON PLANNING APPLICATIONS:			
	1) PLANNING APPLICATION 210558. GREENACRES FARM, VERNONS ROAD, CHAPPEL, CO6 2DL. The Chairman confirmed that conditional approval had been granted.			
	2) PLANNING APPLICATION 210504. THE BIRCHES, LAMBERTS LANE, GREAT TEY, CO6 2LE. The Chairman confirmed that conditional approval had been granted.			
	3) PLANNING APPLICATION: 210696. KNIGHTS FARM, SWAN STREET, CHAPPEL, CO6 2EE. The Chairman confirmed that no decision had been made.			
	4) PLANNING APPLICATION 210515. BRIDGEWICK HALL, THE STREET, CHAPPEL, CO6 2DD. The Chairman confirmed that no decision had been made.			
	5) PLANNING APPLICATION 210875. 1 PONTISBRIGHT COTTAGES, SPRING GARDENS ROAD, CHAPPEL, COLCHESTER, CO6 2DN.  The Chairman confirmed that no decision had been made.			
	The Chairman confirmed that no decision had been made.			
	6) PLANNING APPLICATION 210865. GLENNELG, SWAN STREET, CHAPPEL, COLCHESTER, CO6 2ED.  The Chairman confirmed that no decision had been made.			
	7) PLANNING APPLICATION 202314/202315. THE WING, VERNONS, VERNONS ROAD, CHAPPEL, COLCHESTER, CO6 2AG.			
	The Chairman confirmed that conditional approval had been granted.			
	Cllr Chillingworth arrived at 7.55pm.			
	Cllr Barber arrived at 8.00pm.			
21/108	WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT			
	WARD COUNCILLOR PETER CHILLINGWORTH / COUNTY COUNCILLOR ANNE BROWN			
	Cllr Chillingworth spoke briefly on the following:			
	The difficulties that the Borough Council and Parishes would have once virtual meetings were not allowed to be held.			
24/442	The Local Plan - waiting to hear after the virtual consideration which was held by the Inspector.			
21/112	FLOODING  Cllr Chillingworth confirmed that he was still waiting to hear back from the Environment Agency regarding a meeting.			
21/113	<u>A1124</u>			
	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.			
21059	RESOLVED 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.			
21/114	Dog Poo Bins			
	This item would be brought back to the June meeting.			
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21/115	ASSETS OF COMMUNITY VALUE				
	The Clerk confirmed that the letter had been sent to the owners of the Swan Public House, confirming the intention of the Parish Council to complete an ACV application. No response had yet been received. Cllr Knights would circulate a draft copy of the application, prior to the June meeting.				
21/116	SPEED WATCH				
	Cllr Dent had circulated a report to Councillors confirming that sessions were allowed to restart. He also confirmed that he attended the Essex Police meet and greet session at the village hall which was well attended and where also concern of speed of traffic was raised.				
21/117	DRAIN ON THE A1124				
	The Clerk confirmed that photographs had been sent to Cllr Brown, no response had been received despite chasing for an update several times. This would be brought back to the June meeting.				
21/118	BROADBAND .				
	The Clerk confirmed that County Broadband had 30 more properties in Chappel to connect and over half were booked in over the next few weeks.				
21/119	PARISH COUNCIL MEETING				
21060	RESOLVED to hold the 14 <sup>th</sup> June meeting in the Village Hall Carpark. The Risk Assessment has been agreed and the meeting would be kept to the bare minimum.				
21/120	PLAY AREA				
	Cllr Knights would look at some re	pairs to the entrance of the play area be	efore the winter.		
21/121	VILLAGE GREEN				
	The quote for the post and rail fen	ce would be finalised at the June meeti	ng.		
	Cllrs confirmed that the "no parking" signs have been removed as parking was taking place on the track which				
	was causing difficulties for residents who live just off the green. It was agreed that while the weather was dry, little damage was being done to the village green. The situation would be monitored and the signs would be put back up again for winter and if there was a period of wet weather.				
21/122	F				
	1) FINANCIAL STATEMENT.				
	The ten invoices including the Clerks' Salary and Pension were circulated to all Councillors to vet and agree. Cllr Ingram confirmed that cheque 701754 from last month could be released.				
	Supplier	Description	Total		
	H Cook	Salary	£412.66		
	Essex Pension Fund	Pension	f133.82		
	H Cook	Expenses	£36.81		
	Stour Valley Tree Services Ltd	Bark – Play Area	£50.00		
	Nick Ingram	Strimmer Service – Reimbursement	£88.80		
	EALC	Membership 21/22	£165.98		
	Zurich Municipal	Insurance	£737.19		
	Stour Valley Tree Services Ltd	Bark – Play Area	£100.00		
	Mrs J Stobart	Internal Audit	£185.00		
	Goldstar	Telephone	£12.42		
21061	RESOLVED that after further consideration the ten payments detailed on the schedule be au payment.				
	2) MONTHLY BUDGET INFORMATION				
	No items were raised.				
1	2) TO CONFIDM STANDING OPPO	ERS AND DIRECT DEBITS FOR 2021/22.			

21062	RESOLVED that the Clerks Salary and Pension be paid by Standing Order and A & J Lighting and Goldstan Networks be paid by Direct Debit.		
	4) To Confirm signatories for the bank accounts for 2021/22		
21063	RESOLVED that the signatories for the bank accounts for 2021/22 remain as Cllrs Chamley, Neubauer & Langley.		
21/123	FINANCIAL MATTERS 2020/21		
	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	CORRESPONDENCE RECEIVED		
	All correspondence had been circulated to Councillors prior to the meeting. No matters were raised.		
21/125	CHAIRMAN & CLERK'S REPORT		
	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	ITEMS FOR FUTURE MEETINGS		
	July Meeting		
	Flooding		
	A1124 Asset of Community Value		
	Post & Rail Fence		
	Broadband Spand Wester		
	Speed Watch Drain on A1124		
	DIGIN ON ALLET		

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 b			
held on the Monday 14 <sup>th</sup> June at 7.30pm in the Village Hall Carpark.			
Signed:			
Chairperson of the Parish Council	Date: 14 <sup>th</sup> June 2021.		

MRS HELEN COOK
CLERK TO CHAPPEL PARISH COUNCIL
C/O CHAPPEL & WAKES COLNE VILLAGE HALL
COLCHESTER ROAD
CHAPPEL

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