

CHAPPEL PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, FOLLOWED BY THE PARISH COUNCIL MEETING HELD ON MONDAY 15TH MAY 2023 AT CHAPPEL & WAKES COLNE VILLAGE HALL, AT 7.30 P.M.

In the Chair: Cllr. S. Chamley
 Present: Cllrs. A. Cox, P. Dent, N. Ingram, P. Neubauer
 Clerk: Mrs. H. Cook
 Also Present: One member of the public

Annual Parish Council Meeting

23/082	<u>WELCOME AND APOLOGIES FOR ABSENCE</u> The Chairman opened the meeting at 7.33pm.
23/083 23052	<u>COMPLETION OF DECLARATION OF OFFICE</u> RESOLVED that all Councillors sign the Declaration of Office and is witnessed by the Clerk.
23/084 23053	<u>ELECTION OF CHAIRMAN 2023/24</u> The Chairman asked for nominations for the Chairman. Cllr Chamley was nominated by Cllr Dent and seconded by Cllr Cox. There being no further nominations Cllr Chamley was elected as Chairman. RESOLVED that Cllr Chamley be elected Chairman of Chappel Parish Council, to hold office until the next Annual Parish Council meeting of the Council. Cllr Chamley took the Chair and signed the acceptance papers.
23/085 23054	<u>ELECTION OF VICE CHAIRMAN 2023/24</u> The Chairman asked for nominations for the Vice-Chairman. Cllr Neubauer was nominated by Cllr Dent and seconded by Cllr Cox. 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 Parish Council meeting of the Council. Cllr Neubauer signed the acceptance papers.
23/086	<u>DECLARATION OF INTERESTS</u> The Clerk reminded all Councillors that they must complete the declaration of interest form and send this to the monitoring officer at Colchester City Council. No declaration of interest were raised.
23/087 23055	<u>CONSENT FORM</u> RESOLVED to receive the Council Summons and Agenda electronically.
23/088 23056	<u>REPRESENTATIVE 2023/24</u> Colchester Association of Local Councils – Cllr Chamley Essex Association of Local Councils – Cllr Chamley Planning Liaison – Cllrs Chamley, Neubauer, Ingram Allotments – Cllr Chamley Orchard and Parish Field – Cllrs Chamley, Neubauer & Ingram Website - Helen Play Area Inspection – Cllr Ingram Speed Watch – Cllr Dent Personnel Committee – Cllrs Chamley, Cox, Neubauer Appointment of Nominated Director of Chappel Millennium Green Ltd – Cllrs Neubauer & Ingram Finance – Cllr Cox RESOLVED that the members named above act as representatives for various organisations on behalf of Chappel Parish Council.
23/089	<u>REVIEW & RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES</u>

Chairman's Signature

Approved Minutes – Full Council May 15th 2023

<p>23057</p> <p>23058</p>	<p>Standing Orders Financial Regulations, including On-Line Banking Policy Risk Assessment Risk Assessment for Strimmer Risk Assessment for Litter Picking Risk Assessment for Tree Planting Asset Register Training Policy Social Media Policy Complaints Policy Co-Option Policy – Change to include attending two meetings prior to applying and the item being at the end of the meeting. Code of Conduct Freedom of Information Publication Scheme Retention & Disposal Policy Privacy Notice</p> <p>RESOLVED that the Co-Option Policy include the requirement for applicants to have attended two prior Parish Council meetings. The Co-Option will also now take place at the end of the meeting rather than at the beginning.</p> <p>RESOLVED that the above documents and policies are adopted for 2023/24.</p>
<p>23/090</p> <p>23059</p>	<p><u>DELEGATION OF POWER</u></p> <p>RESOLVED to delegate Powers to the Parish Clerk and adopt the Delegation of Power Policy.</p>
<p>23/091</p> <p>23060</p>	<p><u>RESPONSIBLE FINANCIAL OFFICER</u></p> <p>RESOLVED that Mrs Helen Cook the Parish Clerk act as the Responsible Financial Officer to Chappel Parish Council.</p>
<p>23/092</p> <p>23061</p>	<p><u>MEMBERSHIP RENEWALS</u></p> <p>RESOLVED that the membership for EALC, NALC, CALC & SLCC are renewed for 2023/24.</p>
<p>23/093</p> <p>23062</p>	<p><u>INSURANCE</u></p> <p>RESOLVED that the insurance is renewed under a 3 year deal with Zurich for a cost of £678.08.</p>
<p>23/094</p> <p>23063</p> <p>23064</p> <p>23065</p>	<p><u>FINANCIAL</u></p> <p>RESOLVED that the Clerk's Salary & Clerk's Pension continue as a Standing Order for 2023/24.</p> <p>RESOLVED that A & J Lighting, Goldstar & the Information Commissioner continue as Direct Debits for 2023/24.</p> <p>RESOLVED that the signatories for 2023/24 will be Cllrs Chamley, Neubauer and Dent.</p> <p>The Annual Parish Council meeting concluded at 7.54pm.</p>
	<p><u>Parish Council Meeting</u></p>
<p>23/095</p>	<p><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></p> <p>A member of the public commented on the increased articulated lorries travelling in front of the Primary School. Cllr Chamley agreed to have a chat with Direct Meats, although at this stage there was no evidence that these vehicle were travelling to this business.</p>

	A member of the public raised the issue of cars parking on The Street to the Chairman outside the meeting. Cllrs discussed this matter, but there are no restrictions on this section of road. Cllrs also commented that the parked cars slowed down the traffic.
23/096	<u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u> <i>WARD COUNCILLOR WILLIAM SUNNUCKS / COUNTY COUNCILLOR LEWIS BARBER</i> No Councillors were present.
23/097 23066	<u>CONFIRMATION OF MINUTES</u> RESOLVED that the minutes of the meeting held on Monday 17 th April were a true record of the meeting. Cllr Ingram abstained as he was not present at the meeting. The Chairman signed the minutes.
23/098 23067	<u>CO-OPTION</u> RESOLVED to advertise the two vacancies on Facebook, the website, village reporter and via the school. The deadline for applications would be the 7 th June in order to discuss at the June meeting.
23/099	<u>UPDATE ON PLANNING APPLICATIONS:</u> PLANNING APPEAL APP/A1530/C/22/3306915. GREENACRES FARM, VERNONS ROAD, CHAPPEL. NO DECISION. Two further planning applications (231058 & 230986) had been received after the agenda was set. The Clerk has asked for an extension of time in order for both applications to be discussed at the June meeting. If this is not granted the Clerk would use the delegated powers in liaison with Cllrs to respond in a timely fashion to Colchester City Council. The response would be reported at the June meeting.
23/100	<u>SPEED WATCH UPDATE</u> Cllr Dent had circulated an update to all Councillors. No questions were raised.
23/101	<u>A120 TO BURES</u> No update had been received from Cllr Barber – this item would be brought back to the June meeting.
23/102	<u>PARISH FIELD HEDGE DAMAGE</u> Cllrs discussed the damage made to the field hedge due to a car fire on the 8 th May. It was agreed to see if the hedge would recover naturally. The item would be brought back to a future meeting if a replacement was needed.
23/103	<u>FENCE AND FENCE POSTS</u> Cllr Chamley & Ingram would meet on site to look at the condition of the fence between the Village Green and the Play Area. This would then be brought back to the June meeting if needed. The Clerk confirmed that she had contacted Network Rail with regard to the fence posts and the condition of the pond that runs between the village green and Swan Grove (the Dobby). A site visit would be carried out as soon as possible.
23/104 23068	<u>PLAY AREA SIGNS</u> RESOLVED to purchase three signs reminding dog owners to keep their dog on a lead while around the play area. Cllr Ingram would purchase and install the signs.
23/105	<u>BENCH</u> Cllr Ingram asked the approved contractor to stop work as it was not being carried out as requested. Payment would be made on the work carried out so far. Cllrs asked the Clerk to contact other contractors for quotes.
23/106 23069 23070	<u>INTERNAL AUDIT</u> RESOLVED after discussion to remain with Barclays Bank as Councillors are satisfied with the processes in place with regard to the level of authorisation. RESOLVED after discussion to ask the Clerk to continue processing the payroll and pension as they were satisfied with the level of processes in place.
23/107	<u>FINANCIAL MATTERS</u>

1) FINANCIAL STATEMENT.

The thirteen invoices including the Clerks' Salary and Pension were circulated to vet and agree

Supplier	Description	Total
Goldstar Networks Ltd	Telephone	£12.48
Graham King	Jubilee Bench installation	£230.00
JPB Landscapes Ltd	Grass Cutting	£361.77
Essex Association of Local Council	Membership	£167.65 (Credit Used)
SB Handyman Services	Restoring Benches	£575.00
J Stobart	Internal Audit	£210.00
Chappel & Wakes Colne Village Hall	Meeting Hall Hire	£48.00
Chappel & Wakes Colne Village Hall	S137 Grant	£1000.00
Zurich Municipal	Insurance	£678.08
Employee	Expenses	£28.78
Information Commissioner	Data Protection	£35.00
Employee	Salary	£457.05
Essex Pension Fund	Pension	£148.68

RESOLVED that after further consideration the thirteen payments detailed on the schedule be authorised for payment.

2) MONTHLY BUDGET INFORMATION

No items raised.

3) MANDATE CHANGES.

Cllr Dent confirmed that he had registered his identification with Barclays. The Parish Council were just waiting for official notification.

23/108**CORRESPONDENCE RECEIVED**

All correspondence had been circulated to Councillors prior to the meeting.

23/109**CHAIRMAN & CLERK'S REPORT**

Cllr Chamley asked Cllrs if they had any objection to the Parish Council logo being used with regard to the Energy project. No objections were raised.

The Environment Agency had requested access to the river via the play area, it was agreed to pass on Mr Forrest details, as this would be a better access point.

Cllr Neubauer had met the residents interested in keeping bees on the Parish Field, the proposed location would be the flower meadow away from the path. This item would be brought back to the June meeting.

23/110**ITEMS FOR FUTURE MEETINGS**

Collapsed Drain
Bee hives
Co-option
Fence between Village Green & Play Area

Cllr Chamley thanked everyone for attending and closed the meeting at 8.38pm. The next meeting is due to be held on the Monday 12th June at 7.30pm in the Village Hall.

Signed:.....

Chairman of the Parish Council

Date: 12th June 2023.

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