

CHAPPEL PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING AND MAY PARISH COUNCIL MEETING HELD ON MONDAY 13TH APRIL 2024 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 & Cllr Sunnucks

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| 24/194 | <u>WELCOME AND APOLOGIES FOR ABSENCE</u> The Chairman opened the meeting at 7.31pm. |
| 24/195 24049 | <u>ELECTION OF CHAIRMAN 2024/25</u> The Chairman asked for nominations for the Chairman. Cllr Chamley was nominated by Cllr Neubauer 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. |
| 24/196 24050 | <u>ELECTION OF VICE CHAIRMAN 2024/25</u> The Chairman asked for nominations for the Vice-Chairman. Cllr Neubauer was nominated by Cllr Chamley 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. |
| 24/197 | <u>DECLARATION OF INTERESTS</u> Cllr Chamley declared a non-pecuniary interest in item 24/219 Laptop. Cllr Neubauer declared a non-pecuniary interest in item 24/216 Allotment being a close neighbour. Cllr Cox declared a pecuniary interest in item 24/209 Call for sites, having submitted a site in the process and would leave the meeting while this item was discussed. |
| 24/198 24051 | <u>CONSENT FORM</u> RESOLVED that all Councillors give consent to receive the Council Summons and Agendas electronically. |
| 24/199 24052 | <u>REPRESENTATIVE 2023/24</u> Colchester Association of Local Councils – Cllr Chamley Essex Association of Local Councils – Cllr Chamley Planning Liaison – Cllrs Chamley, Neubauer Allotments – Cllrs Chamley, Neubauer & Ingram Orchard and Parish Field – Cllrs Chamley, Neubauer & Ingram Website – Mrs Cook Play Area Inspection – Cllrs Ingram & Cox Speed Watch – Cllr Dent Personnel Committee – Cllrs Chamley, Cox, Neubauer Chappel Millennium Green – Cllr Chamley Finance – Cllrs Cox & Dent Vehicle Activated Sign – Cllrs Dent & Chamley RESOLVED that the members named above act as representatives for various organisations on behalf of Chappel Parish Council. |
| 24/200 | <u>REVIEW & RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES</u> Standing Orders Financial Regulations |

Chairman's Signature

Approved Minutes – Full Council May 13th 2024

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| 24053 | <p>Risk Assessment Risk Assessment for Strimmer Risk Assessment for Litter Picking Risk Assessment for Tree Planting Risk Assessment for accessing the data from the VAS Training Policy Social Media Policy Complaints Policy Co-Option Policy Code of Conduct Freedom of Information Publication Scheme Retention & Disposal Policy Privacy Notice Biodiversity Delegation of Power</p> <p>RESOLVED that the above documents and policies are adopted for 2024/25.</p> <p>The Asset Register would be brought back to the June meeting.</p> |
| 24/201 24054 | <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> |
| 24/202 24055 | <p><u>INSURANCE</u></p> <p>RESOLVED that the insurance is renewed under the current 3 year deal with Zurich for a cost of £766.65.</p> |
| 24/203 24056 24057 24058 | <p><u>FINANCIAL</u></p> <p>RESOLVED that the Clerk's Salary & Clerk's Pension continue as a Standing Order for 2024/25.</p> <p>RESOLVED that A & J Lighting, Goldstar & the Information Commissioner continue as Direct Debits for 2024/25.</p> <p>RESOLVED that the signatories for 2024/25 will be Cllrs Chamley, Neubauer and Dent.</p> |
| 24/204 24059 | <p><u>MEETING DATES</u></p> <p>RESOLVED that the meeting dates remain as the second Monday in the month other than April 2025 which will be moved to Wednesday 2nd April. No meeting will be planned for August.</p> <p>The Annual Parish Council meeting concluded at 7.43pm</p> |
| <u>PARISH COUNCIL MEETING</u> | |
| 24/205 | <p><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></p> <p>A resident brought to the attention of the Parish Council a letter which they had received from Colchester City Council Planning Department confirming that the following changes would be taking place:</p> <ul style="list-style-type: none"> ❖ Officers will no longer respond to general enquiries about applications by email or phone ❖ Applications will be determined on the information submitted, there will not be an opportunity to submit additional information and/or plans. ❖ Amendments will not be permitted unless they are at the request of the officer and are of a minor nature that do not require re-consultation. <p>It was confirmed that the Parish Council had not received any notification of the changes.</p> <p>Cllr Sunnucks confirmed that he had been in contact with Colchester City Council and had raised concerns</p> |

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| | <p>about the new process and also concern over the current pre-application process. He would keep the resident informed.</p> <p>Cllrs asked the Clerk to raise the concern at the next Clerk's Forum.</p> |
| 24/206 | <p><u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></p> <p><i>WARD COUNCILLOR WILLIAM SUNNUCKS / COUNTY COUNCILLOR LEWIS BARBER</i></p> <p>Cllr Sunnucks spoke briefly on the following:</p> <ul style="list-style-type: none"> ❖ Update after the recent Colchester City Council Elections. ❖ Pylon consultation – Briefing taking place in Langham on the 16th May from 2pm-7pm |
| 24/207 24060 | <p><u>CONFIRMATION OF MINUTES</u></p> <p>RESOLVED that the minutes from Monday 15th April 2024 were a true record of the meeting. The Chairman signed the minutes.</p> |
| 24/208 | <p><u>UPDATE ON PLANNING APPLICATIONS:</u></p> <ol style="list-style-type: none"> 1) PLANNING APPLICATION: 240679. LAND NORTH OF OAK FARM, OAK ROAD, CHAPPEL, CO6 2EJ. APPLICATION FOR PRIOR NOTIFICATION OF AGRICULTURAL OR FORESTRY DEVELOPMENT – APPROVED 2) PLANNING APPLICATION: 240535. WORKS TO TREES IN CONSERVATION AREA. BRIDGEWICK HALL, THE STREET, CHAPPEL, CO6 2DD. (MARCH 2024) – NO DECISION. 3) PLANNING APPLICATION: 230986. PADDOCK ADJ TO ELM COTTAGE, SPRING GARDENS ROAD, CHAPPEL, CO6 2DW. APPLICATION (JUNE 2023) - NO DECISION. 4) PLANNING APPEAL APP/A1530/C/22/3306915. GREENACRES FARM, VERNONS ROAD, CHAPPEL. APPLICATION (NOVEMBER 2022) - NO DECISION. |
| 24/209 | <p><u>CALL FOR SITES</u></p> <p>Cllr Cox left the room at 8.04pm</p> <p>The meeting with Colchester City Council Planning Team to discuss the current call for sites will take place on the 23rd May with Cllrs Chamley & Neubauer the Clerk will also attend. An update will be discussed at the June meeting.</p> <p>The profile currently submitted to Chappel Parish Council was discussed. Items that should be mentioned to the Planning Team are:</p> <ul style="list-style-type: none"> ❖ A1124 is extremely busy, often with speeding traffic. ❖ Severance of the Community of Wakes Colne and Chappel by the A1124. ❖ Lack of footpaths ❖ Lack of footpath from the train station. ❖ It should be noted that the Village Hall is South-West of the Train Station rather than North. ❖ The closest Doctors surgery is Earls Colne rather than Tollgate. <p>This item would be brought back to the June meeting so that a full response could be discussed and agreed upon.</p> <p>Cllr Cox re-joined the meeting at 8.16pm</p> |
| 24/210 24061 | <p><u>PYLON CONSULTATION</u></p> <p>RESOLVED that the previous comments from Chappel Parish Council be sent to National Grid in regards to the latest Pylon Consultation which are:</p> <p>The Parish of Chappel is located in the heart of the Colne Valley which enjoys a regional reputation for being</p> |

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| | <p>a ‘ribbon’ of outstanding natural beauty. The valley is of course shared with our neighbouring parishes of Wakes Colne, White Colne, Aldham and Eight Ash Green. The A1124 is the main artery through the above villages from the A12 and Essex County Council Highways had previously designated this as ‘The scenic route through the Colne Valley’ with appropriate highway signage at the A12 junction.</p> <p>The ‘graduated swathe’ which indicates the proposed high voltage route, appears to cross The Colne Valley with 40-50 metre high pylons carrying high voltage cables. This proposal would have a devastating visual and economic impact to the communities located in The Colne Valley as detailed above.</p> <p>We understand that underground transmission cables will be used to cross the Dedham Vale in order to reduce any landscape and visual effects. We also understand that in the very near future, an existing high voltage route transmitted on pylons will be lowered underground and across the Stour Valley in the area of Little Cornard.</p> <p>We therefore respectfully request a fuller and more transparent appraisal of all possible options including off-shore to mitigate against the devastating impact your current proposals will have in The Colne Valley.</p> <p>Cllr Chamley confirmed that she was waiting for a response from Aldham Parish Council and it was agreed that any additional comments to add to this statement on their request would be circulated and added as they were a neighbouring Parish who would be badly affected by the current proposed route.</p> |
| 24/211 | <p><u>SPEED WATCH UPDATE</u></p> <p>Cllr Dent gave an update to Cllrs. It was noted that three volunteers were now required to run a shift. Cllrs thanked Cllr Dent and his team.</p> |
| 24/212 | <p><u>HIGHWAY BRIEFING</u></p> <p>Cllr Neubauer confirmed that the next meeting would be in June.</p> |
| 24/213 | <p><u>LOCAL HIGHWAY PANEL</u></p> <p>The Clerk gave the following updates on the following schemes that had been put forward by the Parish Council.</p> <p>Broom House Corner – The location has been raised with the Essex County Council Asset team with a view for it to be considered for surfacing improvements, outside the remit of the LHP. Accident blackspot signs are not a prescribed sign under the TSRGD and cannot be considered. Also an extension of the 30mph would not meet the Essex Speed Management Strategy. This item will now be removed from the LHP list. The Clerk would follow up on the possible surfacing improvements.</p> <p>Swan Street - Gateway improvements – Two options now open to the Local Highway Panel when funding allows - Option 1 New Gateway signs £18,500, Option 2 replace damage signage at southern end only £5,500.</p> <p>Great Tey Road/Brook Road/Chappel Road/Swan Street/Chappel Hill, Marks Tey/Great Tey/Chappel - 30mph – Currently still in Validation.</p> <p>Bacon's Lane/Swan Street, Chappel – Salt Bin – Currently still in Validation.</p> |
| 24/214 24062 | <p><u>FOOTBALL FIELD</u></p> <p>RESOLVED to accept the quote of £64.46 per cut of no more than 8 per year for 1 year, after this time it can be added to the mower cut.</p> <p>Cllr Chamley confirmed that the posts would be installed shortly.</p> |
| 24/215 | <p><u>BINS</u></p> <p>The Clerk had circulated some options to Cllrs, quotes would be brought to the June meeting.</p> |
| 24/216 24063 | <p><u>ALLOTMENT</u></p> <p>Cllr Neubauer had corresponded with the resident neighbouring the allotment plot boundary regarding the ivy growth. The Clerk was asked to consult with the Insurance company prior to any work being carried out.</p> <p>RESOLVED to sever the ivy at a cost of £450. The contractor will trim to expose all ivy stems on the</p> |

| | allotment side of the wall. All stems will then be severed as low as possible with a second cut at least 150mm above creating a clear and visible break in the ivy stems. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 24/217 | <u>PARISH FIELD</u> Quotes for a pathway to be cut across the Parish Field will be obtained and brought back to the next Parish Council meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/218 24064 | <u>GRANT</u> RESOLVED to award a grant of £500 for 2024/25 to St Barnabas Church to support the cost of grass and hedge cutting in the Churchyard. As this was not budgeted for it will come from reserves. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/219 24065 | <u>LAPTOP</u> RESOLVED to purchase the Chairman role with a laptop, quotes would be obtained. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/189 24066 24067 24068 24069 | <u>FINANCIAL MATTERS 2023/24</u> 1) INTERNAL AUDIT REPORT The Internal Audit letter was read out, no questions were raised. Thanks were given to the Clerk for her excellent organised presentation of the information required to undertake the internal audit. 2) CERTIFICATE OF EXEMPTION. RESOLVED that Chappel Parish Council meet the Financial Requirements in order to be exempt from a basic review. 3) APPROVAL OF THE GOVERNANCE STATEMENTS FOR 2023/24 PRIOR TO SUBMISSION TO THE AUDIT COMMISSION. RESOLVED that the Governance Statement is completed and approved. This was then signed by the Chairman and Clerk. 4) APPROVAL OF ANNUAL RETURN (FINAL ACCOUNTS) FOR 2023/24 PRIOR TO SUBMISSION TO THE AUDIT COMMISSION. RESOLVED that the Annual Return is approved and signed by the Chairman and the Clerk. 5) CONFIRMATION OF NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN. RESOLVED that the notice be placed on the website and noticeboard. The period of notice will be from the 10th June till 19th July 2024. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/221 | <u>FINANCIAL MATTERS</u> 1) FINANCIAL STATEMENT. The eleven invoices including the Clerks’ Salary and Pension were circulated to vet and agree <table><tr><th>Supplier</th><th>Description</th><th>Total</th></tr><tr><td>Mrs J Stobart</td><td>Internal Audit</td><td>£230.00</td></tr><tr><td>Colchester City Council</td><td>Street Light – Electricity</td><td>£308.98</td></tr><tr><td>Chappel & Wakes Colne Village Hall</td><td>Room Hire</td><td>£32.00</td></tr><tr><td>JPB Landscapes Ltd</td><td>Grass Cutting</td><td>£414.00</td></tr><tr><td>TBS Hygiene Ltd</td><td>Bin Emptying</td><td>£43.20</td></tr><tr><td>Zurich Insurance</td><td>Insurance</td><td>£766.65</td></tr><tr><td>Stour Valley Tree Services Ltd</td><td>Tree work as per survey</td><td>£750.00</td></tr><tr><td>Employee</td><td>Expenses</td><td>£92.02</td></tr><tr><td>A & J Lighting</td><td>Street Lighting – parts</td><td>£249.12</td></tr><tr><td>Employee</td><td>Salary</td><td>£489.81</td></tr></table> | Supplier | Description | Total | Mrs J Stobart | Internal Audit | £230.00 | Colchester City Council | Street Light – Electricity | £308.98 | Chappel & Wakes Colne Village Hall | Room Hire | £32.00 | JPB Landscapes Ltd | Grass Cutting | £414.00 | TBS Hygiene Ltd | Bin Emptying | £43.20 | Zurich Insurance | Insurance | £766.65 | Stour Valley Tree Services Ltd | Tree work as per survey | £750.00 | Employee | Expenses | £92.02 | A & J Lighting | Street Lighting – parts | £249.12 | Employee | Salary | £489.81 |
| Supplier | Description | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mrs J Stobart | Internal Audit | £230.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Colchester City Council | Street Light – Electricity | £308.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chappel & Wakes Colne Village Hall | Room Hire | £32.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JPB Landscapes Ltd | Grass Cutting | £414.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBS Hygiene Ltd | Bin Emptying | £43.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Zurich Insurance | Insurance | £766.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Employee | Expenses | £92.02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A & J Lighting | Street Lighting – parts | £249.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee | Salary | £489.81 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 24070 | Essex Pension Fund | Pension | £159.33 |
| | RESOLVED that after further consideration the eleven payments detailed on the schedule be authorised for payment. | | |
| | 2) MONTHLY BUDGET INFORMATION No items raised. | | |
| 24/222 | <u>CORRESPONDENCE RECEIVED</u> All correspondence had been circulated to Councillors prior to the meeting. | | |
| 24/223 | <u>CHAIRMAN & CLERK'S REPORT</u> The Annual Parish Assembly Meeting will be held on Thursday at 7pm. | | |
| 24/224 | <u>ITEMS FOR FUTURE MEETINGS</u> Quote on new bins Highway Briefing Parish Field pathways Laptop quotes Asset Register Call for Sites | | |
| 24/225 | <u>CO-OPTION</u> The Clerk confirmed that no applications had been received. Two vacancies remained. | | |
| | Cllr Chamley thanked everyone for attending and closed the meeting at 9.05pm. The next meeting is due to be held on the Monday 10 th June 2024 at 7.30pm in the Village Hall. Signed:..... <div> Chairman of the Parish Council <div>Date: 10th June 2024.</div> </div> | | |

MRS HELEN COOK

CLERK TO CHAPPEL PARISH COUNCIL

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