

CHAPPEL PARISH COUNCIL

www.chappel.org

5TH MAY 2026

DEAR COUNCILLOR,

MEMBERS OF THE COUNCIL ARE SUMMONED TO PARTICIPATE IN THE FORTHCOMING ANNUAL PARISH COUNCIL MEETING AND THE MAY PARISH COUNCIL MEETING AT 7.00PM ON MONDAY 11TH MAY 2026, TO TRANSACT THE BUSINESS SHOWN IN THE AGENDA AT CHAPPEL & WAKES COLNE VILLAGE HALL.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND.

Helen Cook

HELEN COOK, CLERK

ANNUAL PARISH COUNCIL MEETING

ITEM	PRESENTER	MATTERS FOR DECISION	STATUS
25/092	CHAIRMAN	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	INFORMATION & DECISION
25/093	ALL COUNCILLORS	<u>DECLARATION OF INTERESTS</u> <i>To receive any 'Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests' relating to items on the agenda.</i> COUNCILLORS TO NOTE THEIR CURRENT DECLARATION OF INTEREST, ANY CHANGES TO BE SENT TO COLCHESTER CITY COUNCIL.	INFORMATION & DECISION
25/094	ALL COUNCILLORS	<u>ELECTION OF CHAIRMAN 2026/27</u> DECLARATION OF OFFICE TO BE SIGNED.	INFORMATION & DECISION
25/095	ALL COUNCILLORS	<u>ELECTION OF VICE CHAIRMAN 2026/27</u> DECLARATION OF OFFICE TO BE SIGNED.	INFORMATION & DECISION
25/096	ALL COUNCILLORS	<u>CONSENT FORM</u> TO CONFIRM THAT ALL COUNCILLORS ARE WILLING TO RECEIVE COUNCIL SUMMONS AND AGENDAS ELECTRONICALLY.	INFORMATION & DECISION
25/097	ALL COUNCILLORS	<u>REPRESENTATIVE 2026/27</u> 1) COLCHESTER ASSOCIATION OF LOCAL COUNCILS 2) ESSEX ASSOCIATION OF LOCAL COUNCILS 3) PLANNING 4) ALLOTMENTS 5) ORCHARD AND PARISH FIELD 6) WEBSITE 7) PLAY AREA 8) SPEED WATCH 9) PERSONNEL COMMITTEE 10) CHAPPEL MILLENNIUM GREEN 11) VILLAGE HALL 12) FINANCE	INFORMATION & DECISION

		13) VEHICLE ACTIVATE SIGN	
25/098	ALL COUNCILLORS	<p><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES</u></p> <p>1) STANDING ORDERS 2) FINANCIAL REGULATIONS 3) RISK ASSESSMENT 4) RISK ASSESSMENT FOR STRIMMER 5) RISK ASSESSMENT FOR LITTER PICKING 6) RISK ASSESSMENT FOR TREE PLANTING 7) RISK ASSESSMENT FOR THE VEHICLE ACTIVATED SIGN 8) RISK ASSESSMENT FOR BEE KEEPING 9) ASSET REGISTER 10) TRAINING POLICY 11) SOCIAL MEDIA POLICY 12) COMPLAINTS POLICY 13) CO-OPTION POLICY 14) CODE OF CONDUCT 15) FREEDOM OF INFORMATION PUBLICATION SCHEME 16) RETENTION & DISPOSAL POLICY 17) PRIVACY NOTICE 18) DATA PROTECTION 19) ON-LINE BANKING 20) BIODIVERSITY 21) DELEGATION OF POWER 22) IT POLICY 23) ACCESSIBILITY STATEMENT</p>	INFORMATION & DECISION
25/099	ALL COUNCILLORS	<p><u>RESPONSIBLE FINANCIAL OFFICER</u></p> <p>CONFIRMATION OF CLERK TO ACT AS RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL.</p>	INFORMATION & DECISION
25/100	ALL COUNCILLORS	<p><u>INSURANCE</u></p> <p>TO DISCUSS RENEWING THE PARISH COUNCIL INSURANCE POLICY.</p>	INFORMATION & DECISION
25/101	ALL COUNCILLORS	<p><u>FINANCIAL</u></p> <p>1) TO CONFIRM STANDING ORDERS FOR 2026/27. 2) TO CONFIRM DIRECT DEBITS FOR 2026/27. 3) TO CONFIRM SIGNATORIES FOR THE BANK ACCOUNT.</p>	INFORMATION & DECISION
25/102	ALL COUNCILLORS	<p><u>MEETING DATES</u></p> <p>TO AGREE MEETING DATES UP UNTIL THE NEXT ANNUAL PARISH COUNCIL MEETING.</p>	INFORMATION & DECISION

MAY PARISH COUNCIL MEETING

ITEM	PRESENTER	MATTERS FOR DECISION	STATUS
26/103	CHAIRMAN	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	INFORMATION & DECISION
26/104	ALL COUNCILLORS	<p><u>DECLARATION OF INTERESTS</u></p> <p><i>To receive any 'Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests' relating to items on the agenda.</i></p>	INFORMATION & DECISION
26/105	CHAIRMAN	<p><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></p> <p><i>The maximum time allowed for the public to participate as per Chappel Parish Councils Standing Orders is 15 minutes with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate.</i></p>	INFORMATION & DECISION

26/106	CHAIRMAN	<u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT OR BY EMAILED REPORT</u> <i>WARD COUNCILLOR TBC / COUNTY COUNCILLOR TBC</i>	INFORMATION
26/107	ALL COUNCILLORS	<u>CONFIRMATION OF MINUTES</u> MEETING HELD ON MONDAY 13 TH APRIL 2026.	INFORMATION & DECISION
26/108	ALL COUNCILLORS	<u>PLANNING APPLICATIONS:</u> <i>TO DISCUSS THE FOLLOWING APPLICATIONS PRIOR TO SENDING COMMENTS TO COLCHESTER CITY COUNCIL:</i> PLANNING APPLICATION: 260657. LAND AT EARLS COLNE ROAD, GREAT TEY. OUTLINE PLANNING APPLICATION FOR UP TO 150 NO. RESIDENTIAL DWELLINGS, PUBLIC OPEN SPACE, LANDSCAPING, A NEW VEHICULAR ACCESS AND ALL OTHER ASSOCIATED WORKS.	INFORMATION & DECISION
26/109	ALL COUNCILLORS	<u>UPDATE ON PLANNING APPLICATIONS:</u> <i>TO CONFIRM ANY DECISIONS RECEIVED BY COLCHESTER CITY COUNCIL REGARDING:</i> PLANNING APPLICATION: 252401. LAND EAST OF, CHAPPEL HILL, CHAPPEL COLCHESTER. (DECEMBER 2025). NO DECISION. EXTENSION OF TIME X 2.	INFORMATION & DECISION
26/110	ALL COUNCILLORS	<u>COLNE VALLEY PARISHES MEETING</u> UPDATE FROM CLLRS DENT & LIPPIATT AFTER ATTENDING THE JOINT MEETING HELD ON THE 14 TH APRIL.	INFORMATION & DECISION
26/111	ALL COUNCILLORS	<u>VEHICLE SPEED THROUGH THE VILLAGE</u> 1) UPDATE FROM THE SPEED WATCH TEAM. 2) TO DISCUSS THE LATEST DATA FROM THE VEHICLE ACTIVATED SIGN ON SWAN STREET.	INFORMATION & DECISION
26/112	ALL COUNCILLORS	<u>WATER ON THE A1124</u> UPDATE ON THE WATER ON THE A1124 NEAR THE ALLOTMENTS.	INFORMATION & DECISION
26/113	ALL COUNCILLORS	<u>PLAY AREA</u> 1) UPDATE ON FUNDING AND CONTRACTS TO SIGN. 2) TO DISCUSS FURTHER MAINTENANCE WORK AND QUOTES. 3) TO DISCUSS ROSPA REPORT IF AVAILABLE.	INFORMATION & DECISION
26/114	ALL COUNCILLORS	<u>TRACK</u> TO DISCUSS THE QUOTE FOR THE TRACK IF AVAILABLE.	INFORMATION & DECISION
26/115	CLERK & ALL COUNCILLORS	<u>FINANCIAL MATTERS</u> 1) FINANCIAL STATEMENT. (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE). 2) MONTHLY BUDGET INFORMATION. CLERK TO PRESENT THE BUDGET SO FAR.	INFORMATION & DECISION
26/116	CLERK	<u>CORRESPONDENCE RECEIVED</u>	INFORMATION
26/117	CHAIRMAN & CLERK	<u>CHAIRMAN & CLERK'S REPORT</u>	INFORMATION
26/118	ALL COUNCILLORS	<u>ITEMS FOR FUTURE MEETING</u>	INFORMATION
26/119	ALL COUNCILLORS	<u>CO-OPTION</u> TO NOTE ONE COUNCILLOR VACANCY – ANY INTEREST SHOULD BE SENT TO THE	INFORMATION

		CLERK.	
26/120	ALL COUNCILLORS	<p><u>MOTION</u></p> <p>TO CONSIDER AND IF THOUGHT FIT, APPROVE THE FOLLOWING MOTION:</p> <p>IN VIEW OF DISCUSSING PERSONAL DATA IN ITEM 26/121, IT IS ADVISABLE THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED FROM THE MEETING.</p>	INFORMATION & DECISION
26/121	ALL COUNCILLORS	<p><u>ALLOTMENT PLOT</u></p> <p>TO DISCUSS CURRENT CONDITION OF PLOTS AND UPDATES FROM PLOT HOLDERS.</p>	INFORMATION & DECISION

MRS HELEN COOK, CLERK TO CHAPPEL PARISH COUNCIL.
E-MAIL: parishclerk@chappel.org