



	<ul style="list-style-type: none"> <li>5) Risk Assessment for Litter Picking</li> <li>6) Risk Assessment for Tree Planting</li> <li>7) Risk Assessment for the VAS</li> <li>8) Risk Assessment for Bee Keeping</li> <li>9) Asset Register</li> <li>10) Training Policy</li> <li>11) Social Media Policy</li> <li>12) Complaints Policy</li> <li>13) Co-Option Policy</li> <li>14) Code of Conduct</li> <li>15) Freedom of Information Publication Scheme</li> <li>16) Retention &amp; Disposal Policy</li> <li>17) Privacy Notice</li> <li>18) Data Protection</li> <li>19) On-Line Banking</li> <li>20) Biodiversity</li> <li>21) Delegation of Power</li> <li>22) IT Policy</li> <li>23) Accessibility Statement</li> </ul>
26046	<b>RESOLVED that the above documents and policies are adopted for 2026/27.</b>
<b>26/099</b>	<b><u>RESPONSIBLE FINANCIAL OFFICER</u></b>
26047	<b>RESOLVED that Mrs Helen Cook the Parish Clerk act as the Responsible Financial Officer to Chappel Parish Council.</b>
<b>26/100</b>	<b><u>INSURANCE</u></b>
	Cllrs discussed the two quotes. Cllr Lippiatt was concerned with going with another provider due to a potential claim. The Clerk confirmed that no claim had yet been received by Zurich.
26048	<b>RESOLVED that the insurance policy is taken for a 3-year deal with Clear Council for a cost of £855.90. For 4 Against 1 – motion passed.</b>
<b>26/101</b>	<b><u>FINANCIAL</u></b>
26049	<b>RESOLVED that the Clerk’s Salary &amp; Clerk’s Pension continue as a Standing Order for 2026/27.</b>
26050	<b>RESOLVED that A &amp; J Lighting, Goldstar (SCG), HMRC &amp; the Information Commissioner continue as Direct Debits for 2026/27.</b>
26051	<b>RESOLVED that the signatories for 2026/27 will be Cllrs Chamley, Neubauer and Dent.</b>
<b>26/102</b>	<b><u>MEETING DATES</u></b>
26052	<b>RESOLVED that the meeting dates remain as the second Monday in the month until the next Annual Parish Meeting.</b>
	The Annual Parish Council meeting concluded at 7.18pm

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 11<sup>TH</sup> MAY 2026 AT CHAPPEL & WAKES  
COLNE VILLAGE HALL, AT 7.20 P.M.**

\*\*\*\*\*

**In the Chair:** Cllr. P. Neubauer  
**Present:** Cllrs. A. Cox, P. Dent, N. Ingram, N. Lippiatt  
**Clerk:** Mrs. H. Cook  
**Also Present** Four members of the public

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26/103	<p><b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b></p> <p>The Vice Chair opened the meeting at 7.20pm. Apologies were received from Cllr Chamley due to family commitments.</p>
26/104	<p><b><u>DECLARATION OF INTERESTS</u></b></p> <p>No declarations of interest were declared.</p>
26/105	<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 resident spoke about the proposed development in Great Tey.</p> <p>The Vice-Chair of Wakes Colne spoke about the bus shelter being repainted.</p> <p>The Chair of the Village Hall, confirmed that an on-line calendar of events were now on the Village Hall website, to aid with bookings.</p>
26/106	<p><b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b></p> <p><b><i>WARD COUNCILLOR WILLIAM SUNNUCKS / COUNTY COUNCILLOR SARA NAYLOR</i></b></p> <p>Cllrs Sunnucks and Naylor were not present.</p>
26/107  26053	<p><b><u>CONFIRMATION OF MINUTES</u></b></p> <p><b>RESOLVED that the minutes from Monday 13<sup>th</sup> April 2026 were a true record of the meeting.</b> The Vice-Chairman signed the minutes.</p>
26/108  26054	<p><b><u>PLANNING APPLICATIONS</u></b></p> <p><b>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.</b></p> <p>Cllrs discussed this planning application and the impacts to Chappel residents. It was noted that this was another speculative application prior to the next Local Plan being adopted. Cllrs discussed a response from the Seven Parishes Group holding more weight.</p> <p><b>RESOLVED that the Seven Parishes Group respond to the planning application 260657.</b></p>
26/109	<p><b><u>UPDATE ON PLANNING APPLICATIONS</u></b></p> <p><b>PLANNING APPLICATION: 252401. LAND EAST OF CHAPPEL HILL, CHAPPEL, COLCHESTER. (DECEMBER 2025) – EXTENSION OF TIME X 2 - NO DECISION.</b></p>
26/110	<p><b><u>COLNE VALLEY PARISHES MEETING</u></b></p> <p>Cllr Dent &amp; Cllr Lippiatt attended the meeting on the 14<sup>th</sup> April and gave an update on the following that was discussed:</p> <ul style="list-style-type: none"> <li>❖ Concern over the Braintree Local Plan, with no linked approach with Colchester.</li> <li>❖ Impact on the Colne Valley area.</li> <li>❖ Impact on the whole area, more collaboration needed.</li> </ul>

Chairman’s Signature

Approved Minutes – Full Council 11<sup>th</sup> May 2026

26055	<ul style="list-style-type: none"> <li>❖ Group response and individual responses from each Parish Council agreed for the Braintree Local Plan Consultation.</li> <li>❖ Concern over roads, drainage, water, infrastructure, rural landscapes, community impact.</li> </ul> <p>Cllr Neubauer asked Cllrs to review item 26/108.</p> <p><b>RESOLVED to revisit item 26/108.</b></p>
26/108	<p><b><u>PLANNING APPLICATIONS</u></b></p> <p><b>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.</b></p> <p>26056 <b>RESOLVED to object to planning application 260657 as an individual Parish Council as well as a group.</b></p>
26/111	<p><b><u>VEHICLE SPEED THROUGH THE VILLAGE</u></b></p> <ol style="list-style-type: none"> <li>1) Cllr Dent confirmed that he had circulated his report. An article was being prepared for the village reporter to include details of 20's plenty. A meeting with Adam Pipe would now take place in June.</li> <li>2) The data from the SID on Swan Street had been circulated and put on the website.</li> </ol>
26/112	<p><b><u>WATER ON THE A1124</u></b></p> <p>Cllr Neubauer gave an update on the water flowing across the A1124. It looks on inspections that the pipes from the chamber on the Parish Field towards the chamber on the verge has very limited flow due to tree roots. Highways will be called out to inspect and Cllr Sara Naylor will be asked for assistance. Cllrs confirmed that they would be happy to meet highways on site.</p>
26/113	<p><b><u>PLAY AREA</u></b></p> <ol style="list-style-type: none"> <li>1) The Clerk confirmed that the Enovert funding contract had been received and circulated.</li> </ol> <p>26057 <b>RESOLVED to agree to the Enovert Contract and approve the signage by the Chairman and Clerk.</b></p> <p>26058 <b>RESOLVED to pay the 10% 3rd party contribution to Enovert once the Agreement has been signed and processed.</b></p> <p>26059 <b>RESOLVED to order the play equipment from Kompan at a cost of 19,884.36 once the funding contracts are in place.</b></p> <ol style="list-style-type: none"> <li>2) Further maintenance work and quotes were discussed.</li> </ol> <p>26060 <b>RESOLVED to purchase the galvanised plates at a cost of £582 plus VAT.</b></p> <p>26061 <b>RESOLVED to agree to the works quoted by Proludic at a cost of £2,951.58 plus VAT.</b></p> <ol style="list-style-type: none"> <li>3) No ROSPA report had yet been received this will be discussed at the June meeting.</li> </ol>
26/114	<p><b><u>TRACK</u></b></p> <p>This item was not needed due to work carried out by the Millenium Green.</p>
26/115	<p><b><u>FINANCIAL MATTERS</u></b></p> <ol style="list-style-type: none"> <li>1) <b>FINANCIAL STATEMENT.</b></li> </ol> <p>The fourteen invoices including the Clerks' Salary and Pension were circulated to vet and agree. As per appendix A.</p> <p>26062 <b>RESOLVED that after further consideration the fourteen payments detailed on the schedule be authorised for</b></p>

	<p><b>payment.</b></p> <p>2) <b>MONTHLY BUDGET INFORMATION</b></p> <p>No items raised.</p>
<b>26/116</b>	<p><b><u>CORRESPONDENCE RECEIVED</u></b></p> <p>All correspondence had been circulated to Councillors prior to the meeting including the Street Lighting Report. Cllr Cox noted concern of contractor vans parking around Rose Green, this would be monitored.</p>
<b>26/117</b>	<p><b><u>CHAIRMAN &amp; CLERK’S REPORT</u></b></p> <p>No items raised.</p>
<b>26/118</b>	<p><b><u>ITEMS FOR FUTURE MEETINGS</u></b></p> <p>Grass cutting Allotments Play Area Water on the A1124</p>
<b>26/119</b>	<p><b><u>CO-OPTION</u></b></p> <p>It was noted that one vacancy remains, no applications have been received.</p>
<b>26/120</b>  26063	<p><b><u>MOTION</u></b></p> <p><b>RESOLVED to exclude the public and press due to discussing personal data in item 26/121.</b></p>
<b>26/121</b>  26064	<p><b><u>ALLOTMENT PLOT</u></b></p> <p>Discussions took place upon receiving a response from the tenant of plot 9 &amp; 10. The email of appeal was discussed in detail. Cllr Ingram had visited the site on the 11<sup>th</sup> May and gave Cllrs an overview of the current condition of the plots and what items were visible.</p> <p><b>RESOLVED to write to the tenant of plot 9 &amp; 10 confirming that the Parish Council upholds the decision and the plots must be vacated by the deadline of 14<sup>th</sup> May 2026.</b></p> <p>It was agreed to discuss the allotment plots at the next meeting, including contracts, plot conditions, charges and any additional policies.</p>
	<p>Cllr Neubauer thanked everyone for attending and closed the meeting at 8.40pm.</p> <p>The next meeting will be on Monday 8<sup>th</sup> June 2026, at 7.00pm in the Village Hall.</p> <p>Signed:.....</p> <p>Chairman of the Parish Council <span style="float: right;">Date: 8<sup>th</sup> June 2026.</span></p>

MRS HELEN COOK  
CLERK TO CHAPPEL PARISH COUNCIL  
E-MAIL: [parishclerk@chappel.org](mailto:parishclerk@chappel.org)

## Appendix A

Date	Payee	Description	Chq Number	Net	VAT	Gross
23/04/2026	HMRC	PAYE month 11, 12 & 1	DD	£ 63.21	£ -	£ 63.21
01/05/2026	A & J Lighting	Annual Light visit and work	DD	£ 389.00	£ 77.80	£ 466.80
11/05/2026	EALC	Membership	BACS	£ 190.90	£ -	£ 190.90
11/05/2026	JPB Landscapes	Grass Cutting	BACS	£ 192.24	£ 38.45	£ 230.69
11/05/2026	G & J Barron Farms	1/2 track repair cost	BACS	£ 75.00	£ 15.00	£ 90.00
11/05/2026	TBS Hygiene	Bin Emptying	BACS	£ 48.00	£ 9.60	£ 57.60
11/05/2026	Proludic	Play Area Repairs	BACS	£ 3,491.96	£ 698.40	£ 4,190.36
11/05/2026	Chappel & Wakes Colne Village Hall	Room Hire	BACS	£ 49.50	£ -	£ 49.50
11/05/2026	Employee	Expenses	BACS	£ 44.17	£ -	£ 44.17
11/05/2026	Clear Council	Insurance	BACS	£ 855.90		£ 855.90
11/05/2026	Goldstar	Telephone	DD	£ 16.03	£ 3.21	£ 19.24
22/05/2026	Information Commissioner Office	Data Protection	DD	£ 47.00	£ -	£ 47.00
30/04/2025	Employee	Salary	Standing Order	£ 526.83	£ -	£ 526.83
30/04/2025	Essex Pension Fund	Pension	Standing Order	£ 163.34	£ -	£ 163.34