

**Minutes of the Annual Meeting of Earls Colne Parish Council held in the
Council Chamber on Wednesday 18th May 2011**

PRESENT:

Councillors: Mrs. M. Barrett, Mr. J Bendall, Mr. R. Curtis, Mrs. R. Hall, Mrs. D. Howorth, Mr. C. Hazell, Mr. I. Sparks, Mr. R. van Dulken and Mr. F. Williams

Mrs. P. Herbert was also present in her capacity as Clerk.

1 ELECTION OF CHAIRMAN

Cllr. Bendall called for nominations for the position of Chairman. Cllr. Bendall was proposed by Cllr. Williams, seconded by Cllr. Hazell, and this was carried unanimously.

2. ELECTION OF VICE-CHAIRMAN

The Chairman called for nominations for the position of Vice-Chairman. Cllr. van Dulken was nominated by Mrs. Howorth, seconded by Cllr. Curtis, and this was carried unanimously.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Shipp, Cllr. Siddall and Cllr. Spray.

4. DECLARATIONS OF INTEREST

All members had completed a new Register of Interests.

No declarations of interest were made.

5. PUBLIC PARTICIPATION SESSION

There were no members of the public present.

6. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

The Minutes of the last meeting, held on 20th April 2011, were approved and signed.

7. PARISH COUNCIL ELECTION AND CO-OPTION OF NEW MEMBER

The Clerk advised that, as there had been only ten nominations for eleven vacancies on the Parish Council, all those nominated had been elected as parish councillors for Earls Colne. This left one vacancy on the Council which must be filled by co-option by 24th June. It was agreed that the vacancy should be advertised on the noticeboards, the website and in Neighbourhood News, and applications would be considered at the Parish Council meeting on 15th June.

8. CLERK'S REPORT:

- a) **Centenary Award:** The Clerk reported that a letter of thanks had been received from the E.C. Cricket Club for their grant of £400 for clothing for the Youth Team with PC logo. A member of the Parish Council was invited to attend a Cricket Tournament on 13th May to present the Award at the start of the Tournament and Cllr. van Dulken had attended this event.

- b) **Allotments:** Members noted that Anglian Water had been due to connect the water to the allotments on 4th May, but unfortunately when the gang turned up to commence work they had decided that a road closure was required, even though it had previously been thought that this would not be necessary. Anglian Water had put in a request for an `early entry` which would take 6 – 8 weeks rather than the usual 3 months required for a road closure application. The Allotment Association had been advised of the delay.
- c) **Meeting Dates:** A schedule of meetings for 2011/12 had been sent to members and the Clerk pointed out that the December meeting would be on the 2nd Wednesday of the month as 3rd Wednesday (21st) would be too close to Christmas. Members confirmed this action.
- d) **Royal Wedding Street Party:** The Clerk reported that a letter had been received from Steve George thanking the Parish Council for their support and use of the Village Hall, which had been a key part of the day. On the day they had given 70 bags, containing a hat, flag, pad, pencil and whistle blower, to the children attending, and whilst originally it had been planned to sell the bags, it was decided that they should be given away instead. The Constitutional Club had already provided £400 towards expenses on the day and had asked whether the Parish Council would fund the bags given to the children at a cost of £96. Members who had attended the event said that it had been well attended and been a successful event. It was agreed to fund the cost of the children`s bags for £96 as requested.

9. PLANNING:

a) Decisions reached:

11/00190/FUL – Erection of single storey rear extension, loft conversion with Rear dormer window and detached garden shed – 6 Queens Cottages Withdrawn

11/00360/FUL – Erection of single storey rear extension, internal alterations to Kitchen – Elm House, 14 Upper Holt Street Withdrawn

11/00057/TPOCON – Work to trees – 12 Upper Holt Street Granted

11/00272/FUL – Erection of veranda/raised decking attached to rear of property, leading to new ground level decking area – The Ark, 18 Park Lane Granted

b) Current applications: Mrs. Barrett reported on the following planning application:

11/00539/FUL – Erection of single storey front and rear extension, two storey rear extension and minor internal and external alterations – 2 Park Lane.

Members had no objections to this application.

Mr. Curtis reported on the following tree application:

11/00094/TPO – Reduce 1 pine tree – 29 Coggeshall Road

Members had no objections to this application.

- c) **Colne Valley Golf Club:** The Clerk advised that the Golf Club had requested an informal meeting with the Council to discuss some ideas that they had for a small starter course on land off Station Road. Members agreed to meet with the Golf Club and suggested that the Club put forward a convenient date.

10. MEMBERS` REPORTS:

- a) **Allocation of Committees and Responsibilities:** The following were agreed:

Airfield Liaison Committee	I. Sparks
Annual Report/Newsletter	D. Howorth/M. Barrett
Braintree Association of Local Councils	J. Bendall
Christmas Carol Service/Trees	F. Williams/R.Hall/D Howorth/I. Sparks
Community Worker	R. Curtis/ C. Hazell
Earls Colne Recreational Trust	J. Bendall/(C. Hazell)
Earls Colne Twinning Association	R. van Dulken
Earls Colne Heritage Museum	J. Bendall/F. Williams
Earls Colne Society	F. Williams
Earls Colne Web Site	K. Shipp
Emergency Planning	C. Hazell/New Member
Footpath Representative	R. Curtis/M. Barrett/R. van Dulken
Halstead & Earls Colne Educational Trust	F. Williams
Halstead Traffic Management Liaison Committee	R. Curtis
Highways	I. Sparks/J. Bendall
Millennium Green Trust	R. van Dulken
Planning	Rota
Play Area	C. Hazell
Police Liaison	I. Sparks/M. Barrett
Transport	I. Sparks/R. Curtis
Tree Warden	R. Curtis
Village Environment	All Members
Village Hall	R. Hall/F. Williams/K. Shipp
War Memorial	I. Sparks
Youth	All Members

- b) **Passenger Transport Representatives Meeting:** Cllr. Curtis reported on this meeting which he had attended on 10th May.

11. **ESSEX COUNTY COUNCIL**

- a) **Parish Paths Partnership:** Members noted that discussion with the County Council, regarding the use of the Parish Council's contractor for footpath cutting, were ongoing.

12. **BRAINTREE DISTRICT COUNCIL**

- a) **Public Car Park and Toilets:** Members were reminded that a meeting with Braintree District Council to discuss the public car park, toilets and allotments would take place 11 a.m. on Thursday 26th May.
- b) **Heart and Sole Health Walks Scheme:** Members noted that the first walk in Earls Colne would take place on the following day.

13. **REVIEW OF ANNUAL PARISH MEETING**

Members discussed the Annual Parish Meeting which had taken place on 27th April. It was agreed that the following matters should be followed up:

- A letter to be sent to the Highways Department re the question raised as to what would happen if Queens Road were to become impassable due to an emergency, as several roads used Queens Road to exit onto the High Street.
- Contact St. Andrew's Church re a request for 'cycling prohibited' signs to be put up in the Churchyard.

14. **REVIEW OF INSURANCE**

Members considered the proposed level of insurance cover for the year commencing 1st June. These were found to be satisfactory and payment of the premium of £4,257.51 was approved.

15. **GREENFIELDS COMMUNITY HOUSING – NEIGHBOURHOODS RESTRUCTURE**

Members noted that with effect from 3rd May the way in which Greenfields Community Housing provided its services had changed. The new structure would have one named contact for each area who would look after all services. The officer who would cover Earls Colne, Colne Engaine, White Colne and Coggeshall was Kelly Scott.

A new proposal for residents' parking in Dudley Road was considered, to which members had no objection.

The Clerk reported that the Chairman of the Greenfields Halstead Forum, David Sharp, had telephoned to discuss getting involved with the Village Carol Service. It was agreed that Cllrs. Bendall and Williams and the Clerk would initially meet with Mr. Sharp to hear his proposals.

**16. QUEEN`S DIAMOND JUBILEE
CENTENARY OF THE OPENING OF E.C. VILLAGE HALL**

It was agreed that Cllrs. Barrett, Hazell and Howorth, and the Clerk, should form a Working Group to look at ways of marking these events.

17. QUARTERLY VILLAGE INSPECTION

Members discussed the report of the Village Inspection carried out by Cllrs. Shipp and Sparks on 14th April. It was agreed that in future the bus shelters should be cleaned quarterly by the Community Worker rather than by a contractor.

18. VILLAGE HALL

There was nothing to report

19. FINANCE

- a) **Payment of Accounts:** For schedule of payments see Appendix 1
- b) **Accounts 2010/11:** The Annual Return was approved and signed by the Chairman and Clerk.
- c) **Internal Audit:** The Internal Auditor had carried out an inspection of the Council`s accounts for the period 1st January 2011 to 31st March 2011. The accounts were found to be satisfactory with no matters requiring further attention.

There being no further business, the meeting closed at 9.40 p.m.

Date

.....
CHAIRMAN