

Minutes of Meeting of Earls Colne Parish Council
held in the Council Chamber on Wednesday 15th July 2020

PRESENT: Cllrs. Mrs. M. Barrett, Mr. J. Bendall, Mr. T. Calton, Mr. R. Curtis, Mr. N. McKean, Mrs. J. Parish, Mr. I. Sparks, Mrs. N. Spelling, Mr. H. Street and Mr. M. Tracey; District Cllr. G. Spray; Essex County Cllr. J. Beavis; A. Emerson (Clerk)

1. **APOLOGIES FOR ABSENCE:** Mrs. J. Meleschko, District Cllr. G. Courtauld
2. **DECLARATIONS OF INTEREST:** Cllrs. N. McKean (20/01015/HH) and R. Curtis (20/00177/TPO) in respect of agenda item 7b.
3. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:**
 - One member of the public attended the meeting to observe
4. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETING:** The minutes of the Parish Council Meeting of 17th June 2020 were approved as a true record, with agreement that the minute book be signed at a later point once the council reconvenes in person.
5. **CLERK'S VACANCY:** Members noted the process and timetable for the vacancy.
6. **CLERK'S REPORT:** Report provided, detailing status of previous resolutions.
 Clerk provided an update on the following:-
 - S106 funding for play equipment in relation to Monks Road and the Bellways Home site – this is earmarked for the Rec Club play area but there is a possibility that some of this may be diverted to De Vere Road play area.
 - Plans underway to get the public toilets and village hall reopened.
 - The Community Special scheme which is progressing on the basis that Earls Colne and Colne Engaine will fund a resource.
 - Damage to the mower.
 - Plans for a community run garden on the green at Homefield Way, managed via Eastlight Community Homes.
 - The extension to the 40mph speed limit on Station Road by Bellway Homes is now in force. A BDC consultation is underway on removing BT phone boxes. Members agreed that the box outside Drapers should be retained.

7. PLANNING:

a) Decisions reached by Braintree District Council as follows: -

Application No.	Location	Description	BDC Decision Minutes
20/00061/HH	37 Coggeshall Road	Demolition of an existing car port, garage and link building and the erection of a new two storey extension and detached car port.	Application Permitted
20/00110/TPO	19 Kemsley Road	Notice of intent to carry out works to tree protected by Tree Preservation Order - 41/00 - Cut back lower south facing limbs 2- 2.5 metres	Part Granted, Part Refused

b) Current Applications were reviewed by the Parish Council as follows: -

Application No.	Location	Description	Application No.
20/01015/HH	16 Park Lane	Single storey front porch	No objections
20/01010/LBC & 20/01009/HH	River House, Lower Holt Street	Erection of first-floor external oak frame balcony with glass balustrade to rear elevation	No objections
20/00177/TPO	5 Monks Road	Notice of intent to carry out works to tree protected by Tree Preservation Order 64/00	Objection – see below
20/00928/LBC & 20/00927/HH	41 Tey Road	Demolition and removal of existing modern single-storey additions, and detached garage; and the erection of single-storey rear extensions, and the erection of a replacement detached single-storey garage; together with internal and external works.	No objections
20/00152/TPOCON	39 York Road	Notice of intent to carry out works to trees in a Conservation Area	No objections
20/00907/DAC	Land West Of Station Road	Application for approval of details reserved by condition 16 of approved application 18/00121/OUT	Information Only
20/00892/FUL	Land Adjacent Stonebridge House, Halstead Road	Erection of barn, with internal mezzanine floor, to be used for agricultural purposes.	No objections
20/00897/HH	The Old Red House, 52 Park Lane	Conservation Area Consent for the demolition of an open-sided brick shed.	No objections
20/00885/HH	36 Tey Road	Single-storey rear extension.	No objections – observation to be noted – see below
20/00003/S106A	Colne Valley Golf Club, Station Road	Discharge of Planning Obligation under s106 to permission 05/01226/FUL - Removal of limiting occupancy of Golf Club Managers House, to enable the property to be occupied/sold/leased on the open market	No objections – observation to be noted – see below

20/00177/TPO – Members agreed to object to this application on the following basis:-

- An identical application 00/00365/TPO was refused in March 2000 and no new up to date evidence for removal has been presented.

20/00885/HH - Members did not object to this application but agreed that the following caveat be proposed to BDC:-

- It is unclear from the plans what the intended purpose of the room will be.

20/00003/S106A - Members did not object to this application but agreed that the following caveat be proposed to BDC:-

- We would not wish to see any future application for a club manager's house on the site.

c) Public Open Space on CALA site: -

Members reviewed two maps in relation to the CALA site: the approved map on the BDC website and a map provided by CALA for the transfer of the public open space. This latter has an additional area to the north-east corner of the site. Members agreed that the approved BDC map contained the land that the council was interested in taking on. Clerk to discuss with Planning Officer.

8. MEMBERS REPORTS:

Members reviewed reports on the progress of the MUGA at the Recreation Club, a recent meeting of the Cycleway Committee and the Braintree District Highways Panel.

9. ISSUES WITH AMENITY VEHICLE:

Members noted the recent issues at De Vere Road relating to the Amenity Vehicle on 20th June. Rubbish was left the full length of the road rather than at the collection point. It was agreed that a letter be sent to all homeowners in the area reminding them of the conditions of use prior to the next vehicle in September.

10. VILLAGE HALL RECOMMENDATIONS:

Cllr. Bendall provided a status update on the Village Hall Energy Efficiency project. We are currently obtaining a cost breakdown but it is likely that we will look to fund the project via a loan.

11. ANNUAL REVIEW OF POLICIES AND PROCEDURES:

Members approved the following policies:

Existing policies with no material changes:-

- Complaints Procedure
- Information and Data Protection Policy
- Freedom of Information Policy
- General Privacy Notice
- Privacy Notice – for staff, councillors and role holders
- Publication Scheme
- Press and Media Policy
- Disciplinary Policy
- Grievance Policy
- Health & Safety Policy

Existing policies with an additional item included on Pensions:-

- Data Retention Policy

New policy:-

- Social Media Policy

It was noted that additional employment policies are currently being drafted. A consultation period of one month will be held where staff and councillors can provide feedback.

12. FINANCE:

- a) Payment of Invoices – Members reviewed the list of payments for July 2020 and approved all expenditure. Members noted that the Bank Reconciliation for June had been completed by Cllr. M. Barrett.
- b) Members reviewed the Quarterly financial report detailing Actuals, Budget and Forecast figures. It was noted that our income is estimated to be £13k down as a result of Covid 19 and in light of this, it was agreed that the following expenditure be deferred:-
- Litter Bins – CALA £200
 - Seating/Bench – CALA £500
 - Dog Bin – CALA £200
 - Water Pump £300
 - Church Clock £250
 - Grants to Local Organisations £2,000
 - Planting (reduction in overall budget) £1,000
 - Training £420
 - Annual Report £500

Planned expenditure from Earmarked Reserves was reviewed and the following was agreed:-

- Bar Refit would be rolled into the Village Hall Energy Efficient Project
- Museum work would only be undertaken if funding was received
- The Church Clock renovation would only take place if we were able to get a grant for 50% of the project
- Bus Shelter work would be deferred this year

Meeting closed at 8.36 pm

Chairman

Date