

Minutes of Meeting of Earls Colne Parish Council
held in the Council Chamber on Wednesday 15th May 2019

PRESENT: Cllrs. Mrs. M. Barrett, Mr. J. Bendall, Mrs. J. Meleschko, Mrs. J. Parish and Mr. I. Sparks.

Mrs. A. Emerson was present (Clerk), together with District Cllrs. G. Spray and G. Courtauld.

1. **ELECTION OF CHAIRMAN:** Cllr. J. Bendall was elected as Chair. Acceptance of Office completed.
2. **ELECTION OF VICE CHAIR:** Cllr. I. Sparks was elected as Vice-Chair. Acceptance of Office completed.
3. **APOLOGIES FOR ABSENCE:** Cllrs. Mr. P. Clarry, Mrs. N. Spelling, Mr. H. Street and Mr. T. Calton, County Cllr. J. Beavis.
4. **DECLARATIONS OF INTEREST:** Interests were noted in respect of agenda item 9b: Cllr. J. Parish re 19/00750/FUL.
5. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:** No members of public in attendance. Cllr. J. Bendall invited Cllrs. G. Spray and G. Courtauld to comment during the meeting as appropriate.
6. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETING:** The minutes of the Parish Council Meeting of 17th April 2019 were approved and signed as a true record.
7. **CASUAL VACANCIES:** Two applications received. Richard Curtis and Mick Tracey co-opted onto the Parish Council. Richard Curtis signed Acceptance of Office and joined meeting. Clerk to notify Mick Tracey of appointment. Clerk to circulate copies of the Good Councillors Guide to all members.
8. **CLERK'S REPORT:** Report provided detailing status of previous resolutions. No matters raised.
9. **PLANNING:**
 - a) Decisions reached by Braintree District Council as follows:-

Application No.	Location	Description	Decision
19/00436/HH	Moonraker, Coggeshall Road	Construction of single storey garage/workshop/cart lodge to replace existing garage	Application Permitted
19/00067/TPO	Claystones, The Croft	Notice of intent to carry out works to trees protected by TPO 42/00	Part Granted, Part Refused
19/00394/PLD	1 Oxford Court	Lawful Development Certificate for a proposed loft conversion comprising insertion of roof lights to the front and rear roof slopes	Application Permitted
19/00353/HH	33 Queens Road	Erection of single storey side and rear extension	Application Permitted
19/00317/HH	Eden House 12 Upper Holt Street	Erection of single storey rear extension and associated alterations	Application Permitted
19/00316/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 Refused
19/00221/HH	10 Hillie Bunnies	Replacement of existing conservatory with proposed single storey rear extension. New front porch	Application Permitted
19/00129/DAC	Nightingale Hall,	Application for approval of details reserved by	Application

	Nightingale Hall Road	conditions 1, 3, 4, 5, 6 and 7 of approved application 18/00610/FUL and 18/00611/LBC	Permitted
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b) Current Applications were reviewed by the Parish Council as follows:-

- Tree related applications – Richard Curtis

Application No.	Location	Description	Parish Council Decision
19/00090/TPOC ON	Eden House 12 Upper Holt Street	Notice of intent to carry out tree works to trees in a conservation area	No objections

- Other applications – Ian Sparks

Application No.	Location	Description	Parish Council Decision
19/00745/DAC	Land West of Station Road	Application for approval of details reserved by condition 6a of approval 18/00121/OUT.	Information Only
19/00750/FUL	Blackwells Yard, Coggeshall Road	Extension of previously approved open storage area for storage of vehicles and containers including removal of existing trees.	No objections
19/00692/FUL	72 High Street	Retrospective application for change of use from post office (class A2) to residential (class C3).	No objections
19/00652/HH	36 Halstead Road	Single storey rear extension.	No objections
19/00812/DAC	Land Adjacent to Meadowcroft, Station Road	Application for approval of details reserved by conditions 3 and 7 approved application 18/01168/VAR	Information Only

c) Request to Members to review 19/00802/REM which relates to reserved matters on the Bellway Homes site off Station Road. This will be considered in detail at next Parish Council meeting.

d) Cllr. G. Spray gave an update on her responsibilities following the Election. Cllr. Spray will be staying on the Planning Committee but stepping down as Vice Chair. The cabinet portfolio for Planning & Housing has been split and Cllr. Spray will be taking on responsibility for Planning.

10. **REVIEW OF ANNUAL PARISH MEETING:** Members discussed the areas raised during the annual meeting by members of public. Councillors with responsibility for the Community Workers to discuss further those matters raised in relation to planting and the cemetery by Mr. Atkinson. Clerk has confirmed in writing Parish Council role in relation to new churchyard to Mr. Tuffen. Members discussed the format of the evening and it was suggested that next year the meeting should be held on the basis that the Annual Report has been read in advance, and instead follow a question/answer format. Residents to introduce themselves when asking questions.

11. **REVIEW ELIGIBILITY TO EXERCISE GENERAL POWER OF COMPETENCE:** General Power of Competence dependent on Clerk qualification.

12. **REVIEW OF POLICIES:**

- Standing Orders – Members agreed to adopt proposed changes
- Code of Conduct – Members agreed to adopt NALC model code of conduct
- Financial Regulations – Members agreed to adopt proposed changes. This included an additional change to 5.5 (c)

- d) Financial Risk Assessment – Members approved the Financial Risk Assessment for 2019/20
13. **REVIEW OF STANDING COMMITTEES:** Members reviewed the Personnel Committee and its Terms of Reference. Cllrs. J. Bendall, I. Sparks and M. Barrett will form the Personnel Committee for 2019/20. No further standing committees were identified as required.
14. **REVIEW OF COUNCIL'S REPRESENTATIVES ON OUTSIDE BODIES:** Members reviewed and approved the council's representatives. Passenger Transport Liaison added as an additional outside body. Clerk to add S106, Allotments and Library to the list of Roles and Responsibilities to be discussed at the next meeting.
15. **MEMBERS MEETINGS 2019/20:** Members noted dates for 2019/20
16. **PLANNING ROTAT 2019/20:** Members noted dates and councillor responsible for 2019/20. Newly co-opted councillors to be assigned planning responsibilities as follows: Richard Curtis March 2020 and Mick Tracey April 2020.
17. **UPDATE ON NEIGHBOURHOOD PLAN:** No update reported.
18. **ESSEX COUNTY COUNCIL MATTERS:** No matters reported.
19. **BRAINTREE DISTRICT COUNCIL MATTERS:** No matters reported.
- 20. FINANCE:**
- a) Annual Internal Audit Report 2018/19 – members noted report from EMA2
- b) Approval of Annual Governance Statement 2018/19 – members reviewed and approved the annual governance statement which was then signed by the Clerk and the Chairman.
- c) Approval of Accounting Statements 2018/19 - Members reviewed and approved the Accounting Statements and S137 expenditure for 2018/19. The Accounting Statement was signed by the Chairman.
- d) Appointment of Internal Auditor 2019/20 – Members agreed to approach EMA2 re our internal audit for this financial year.
- e) Payment of Invoices – members reviewed the list of payments for May 2019. Member's attention was drawn to the payments over £500 and the fact that the Annual Report budget had been exceeded this year. Clerk to clarify with A and J Lighting which lights are on continuous and which are dusk to dawn.
- f) Bank Reconciliation April 2019 - Members noted that Bank Reconciliation completed by the Clerk and verified by Cllr. M. Barrett for April.

Meeting closed at 9.40 pm

Chairman

Date