

**Minutes of Meeting of Earls Colne Parish Council held in the Council Chamber  
on Wednesday 15th November 2017**

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**PRESENT:** Cllrs: Mrs. M. Barrett, Mr. J. Bendall, Mr. P. Clarry, Mr. R. Curtis, Mrs. G. McCubbine, , Mrs. J. Parish, Mr. I. Sparks and Mr. F. Williams.

Mrs. V. Holmes was present in her capacity as Clerk, together with District Cllr. Gabrielle Spray..

**1. APOLOGIES FOR ABSENCE:** Cllrs. Mr. I. Morton-Smith, District Cllr. Chris Siddall.

**2. DECLARATIONS OF INTEREST:** None.

**3. PUBLIC PARTICIPATION SESSION:** No members of the public in attendance.

District Cllr. Spray was invited to respond as matters arose.

**4. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:** The Minutes of the Parish Council meeting held on 18th October 2017 were approved and signed as a true record.

**5. CASUAL VACANCY:**

Members unanimously agreed to formally co-op Mr. Hugh Street to fill the Casual Vacancy. Members also noted the resignation of Mrs. Carol Dennison with immediate effect. Braintree District Council had been notified and the process begun to fill the vacancy.

**6. CLERK'S REPORT:** No matters to report.

**7. PLANNING:**

a) **Decisions reached:**

17/01190/LBC Installation of extractor devices in first floor bathroom, first floor en-suite bathroom, timber sole plate renovation, insertion of chemical damp course and consequential building works to interior – 41 Tey Road – Granted.

17/01311/LBC Painting of exterior – 80 High Street – Granted.

17/01150/FUL Conversion of barn to a separate dwelling house and cartlodge, with replacement cartlodge for Moorlands Farmhouse – Moorlands Farmhouse, Burnthouse Road – Granted.

17/00280/TPO Notice of intent to carry out works to tree protected by TPO – Nightingale Hall Farm House – Granted.

b) **Current applications:**

**Cllr. Clarry reported on the following planning applications:**

17/00758/FUL Conversion of existing barn to 1 no. one bedroom single storey dwelling – Barn south of Oxford House, Upper Holt Street. Objection as follows and in agreement with comments made by the Historic Buildings Consultant:-

- *The outbuilding served as an ancillary function to the listed building and is therefore considered to be curtilage listed. A listed building application should also therefore have been submitted.*
- *The outbuilding was proposed, within the 2014 approved scheme, to act as an ancillary structure to serve the converted listed building – it is referenced on the block plan as cycle storage. The conversion to a residential use would not only blur the understanding of the historic relationship between the two buildings, but it would also increase the physical presence of the ancillary building thereby creating a more cramped environment.*
- *For the reasons set out above, the proposal would identify harm to the significance of both the listed building and curtilage listed building.*

17/01779/FUL & 17/01780/LBC Alterations to remove existing C20 flat roof additions and replace with pitched roof – Rede Cottage, Curds Road – no objections.

17/01690/FUL Conversion of first floor into 2 no. one bedroom apartments – 52A High Street – no objections.

17/01892/FUL *Erection of stable block with associated hard standing, fencing, vehicular access and access track – Land west of Station Road – no objections.*

17/01946/FUL *Rebuild of existing front porch – 91 High Street – no objections.*

- c) 17/01534/FUL *Erection of single storey garden and fitness room extension – 12 The Croft – Application Refused by Planning Committee 7<sup>th</sup> November.*
- d) 17/01769/OUT *Land at Morleys Road – S106 - Chair reported on meeting with Planning Officer at Braintree District Council on 26<sup>th</sup> October to discuss possible future allocation of S106 funding.*
- e) 17/00970/FUL *Replacement windows – 73 High Street – Appeal lodged with Secretary of State following Refusal.*

**Cllr. Curtis reported on the following tree applications:**

17/00336/TPOCON *Work on trees affected by the Conservation Area – 11 Swallow Field – no objections.*

17/0339/TPOCON *Work on trees affected by the Conservation Area – The Cottage, Shut Lane – no objections.*

17/00364/TPOCON *Work on trees affected by the Conservation Area – 40 Park Lane – no objections.*

**8. MEMBERS' REPORTS:**

- a) **Remembrance Day, 11<sup>th</sup> November** – Review of Service held at St. Andrew's Church and at the War Memorial following the service. Cllr. Sparks reported a very good attendance at the Service and a fitting time of remembrance following. A wreath was laid by the Chairman on behalf of residents of Earls Colne and thanks were noted for the attendance of the Bugler again this year.
- b) **Stansted and the Local Community:** Cllrs. Bendall and Morton-Smith had attended an information evening at the Colne Valley Golf Club on Thursday, 26<sup>th</sup> October and notes of the event had been circulated to all members. Keynote speaker - Paul Willis, Transformation Director, Manchester Airport Group. This evening had provided an opportunity to hear first-hand about potential growth at Stansted Airport and the effects it may have on local businesses and communities.
- c) **Airfield Liaison:** Cllr. Parish reported on a meeting of the Airfield Liaison Committee held on Wednesday, 1<sup>st</sup> November. It was noted that there had been an increase in Air Ambulance flights. All complaints were taken seriously and dealt with promptly. Cllr. Peter Schwier introduced Kevin Barber to the Group who had taken over from Mr. Manders at the Airfield.

**9. VILLAGE CAROL SERVICE AND OPEN SHOPPING EVENING:**

Notes of a meeting of the Christmas Committee held on 7<sup>th</sup> November was circulated to all members. The Carol Service would be held on Tuesday, 12<sup>th</sup> December, starting at St. Andrew's Church at 6.30 p.m., followed by a procession to the Baptist Church and refreshments in the Village Hall following.

**10. COMMUNITY WORKER:** No matters to report.

**11. ANNUAL TREE SURVEY:** Deferred pending meeting with tree surgeon.

**12. ESSEX COUNTY COUNCIL MATTERS:**

- a) **Parking – Massingham Drive -** Following complaints from local residents concerning parking in Massingham Drive the Chair and Vice Chair had visited RDS (Retail Design Solutions) in Foundry Lane and spoken to their representative. It was noted that RDS were aware of the problems and were managing their staff parking satisfactorily. Following discussion, members agreed that a letter be sent from the Parish Council to the businesses in the Atlas Works to ask for their help in managing their allotted parking spaces in order to alleviate the congestion in Massingham Drive.
- b) **Highways –**
  - the Chairman noted attendance at a Local Highways Panel Training Event on Thursday, 26<sup>th</sup> October.
  - The Chairman confirmed a meeting had been arranged with County Councillor Jo Beavis on 16<sup>th</sup> November to discuss outstanding Highways matters.
  - Members noted an update on the closure of Dungeon Bridge and a request from Highways for the Parish Council to send in any comments within 14 days. Members unanimously agreed that a

letter should be sent to the residents of Nightingale Hall Road asking for their views before a Parish Council response was submitted.

**13. CAR PARK & PUBLIC CONVENIENCES:** Members noted there had been issues relating to plumbing in the public conveniences and the Clerk was awaiting a quotation from S. Beck Plumbing and Heating. In addition, there had been a need to replace the water heater and members agreed to this expenditure of approx. £500.00.

**14. BRAINTREE DISTRICT COUNCIL:** No matters to report.

**15. VILLAGE HALL:**

- a) Premises Licence – The Clerk confirmed that she had received verbal confirmation from BDC that the changes to the Premises Licence to remove the Designated Premises Supervisor had been approved and that receipt of the new Premises Licence was awaited.
- b) Service of Fire Alarms – The Clerk reported that the service had been carried out by E&J Fire and that they had noted that the Smoke Detectors (7 no.) would need to be replaced before the next annual inspection. Members agreed unanimously to E&J Fire replacing 3 and then 4 during their next two visits at a cost of £43.00 per unit.
- c) Earls Colne Scouts – members noted an email from E.C. Scouts about possible hire of the hall during refurbishment works at the Scout Hut. Members asked the Clerk to liaise with the Scouts to ascertain how long the hall may be required and hall availability before considering the request.
- d) Drains – Members noted that Dyno Rod had cleared the drains and gulleys to the rear car park of the Village Hall and a full report on the findings of the CCTV footage with any recommendations was awaited.

**16. HEALTH & SAFETY:** No matters to report.

**17. PERSONNEL:**

- a) **Recruitment of Parish Clerk** - It was confirmed that interviews for the Parish Clerk vacancy would take place on Wednesday, 22<sup>nd</sup> November in the Council Chamber.
- b) **Disciplinary and Grievance Procedure** – A review of the procedure was carried out and members agreed to adopt for a further year. Cllr. Barrett requested clarification on Para. 3, Bullet Point 4 and the Clerk would take advice from the EALC.

**18. FINANCE:**

- a) Payment of Invoices: Schedule of payments approved by members.
- b) Internal Audit Report: Stewart Burle, internal auditor, had carried out audit for the period July-September 2017 and found the records to be satisfactory.

There being no other business, the meeting closed at 9.25 p.m.

Date .....

Chairman .....