

**Minutes of Meeting of Earls Colne Parish Council**  
**held in the Village Hall 15<sup>th</sup> September 2021.**

**PRESENT:** Cllrs., Mrs. M. Barrett, Mr. J. Bendall (Chair), Mr. R. Cook, Mr. R. Curtis, Mr. N. McKean, Mrs. J. Parish, Mr. I. Sparks, Mrs. N. Spelling, Mr. H Street; County Cllr. C.Siddall; and District Cllr. G. Spray; Spike Townsend - Community Special; and D. Hayns (Clerk)

- 1. CONFIRMATION OF CLEAR TESTS FOR ATTENDEES:**
- 2. TO RECEIVE APOLOGIES FOR ABSENCE:** Cllr. Mr. T. Calton; District Cllr. G. Courtauld
- 3. TO RECEIVE DECLARATIONS OF INTEREST:** Cllr. N. McKean 8(a)1; Cllr. N. Spelling 8(a)4; Cllr. I. Sparks 8a (6)
- 4. TO APPROVE THE MINUTES OF THE FOLLOWING MEETING - PARISH COUNCIL MEETING 18<sup>th</sup> August 2021:** Minutes approved
- 5. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:**  
Mr J Steadman, Item 16
- 6. TO RECEIVE THE CLERK'S REPORT:** Report provided, detailing status of previous resolutions.  
Clerk provided an update on the following: -
  - Community Workers – We are nearly back on track with Village Works. The longer litter picking/rubbish collection routes on Mondays, Tuesdays and Wednesdays mean that the Community Worker is doing up to 6.5 miles in 2-3 hours.
  - New Classes at Village Hall going well and good response from neighbours to ongoing plans. We are looking to hold a New Year event.
  - Church Clock – back and chiming. The movement had to be taken apart to fix the face and, as this had not been done for over 50 years, it did need a bit more adjustment.
  - CALA site update from meeting with BDC given.
  - Footpath from Hillie Bunnies across Golf Course has become overgrown. Clerk to Liaise with landowner.
- 7. TO RECEIVE THE COMMUNITY SPECIALS REPORT:**
  - 46 hours spent around the Village.
  - Feedback on speeding issues within the Village. Cllr. Siddall to let us have the outstanding Highways List so that we can offer feedback on issues. Clerk to Action.
  - Cllr. Siddall to clarify the guidelines for use of portable VAS within the Village.

## 8. PLANNING:

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

Application No.	Location	Description	BDC Decision Minutes
21/02230/TPOCON	The Old Red House	Notice of intent to carry out works to tree in a Conservation Area – Fell Hollies along boundary of meadow to clear view of Oak	Application Permitted
21/02186/TPO	20 Morleys Road Earls Colne Essex CO6 2NT	5Notice of intent to carry out works to trees protected by Tree Preservation Order 40/00 - Reduce Oak by 3 meters, building inspector has said the tree is growing too close to the chimney and buildings, if left to grow much bigger it cause issues	Application Permitted
21/02252/FUL	Olivers Plants Broomfield Farm Nurseries  CO6 2JX	Retention of air source heat pump	Application Permitted
21/01948/FUL	Unit 11 The Airfield Earls Colne Essex CO6 2NS	Erection of warehouse canopy extension	Application Permitted
21/01234/FUL	Land Adj 7 Curds Road Earls Colne Essex CO6 2JS	Construction of 40m x 20m manege for private use	Application Permitted
21/01522/FUL	Meadow Croft Station Road CO6 2ER	Re-Consultation – revised plans	Application Permitted

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

Application No.	Location	Description	Parish Council Decision
21/02692/HH	The Cart Lodge Peartree Hall Coggeshall Road CO6 2JS	Conversion and enlargement of stable block to create a residential annexe.	No Objections – with the suggestion that there is a Caveat that the dwelling stays connected to the main residence and is not offered as a separate dwelling for sale or rental.
21/02668/TPOCON	River House Lower Holt CO6 2PH	Notice of intent to carry out works to tree in a Conservation Area - Fell Holly tree, its growing too large and leaning over the neighbour's garden steam train track. We would like to remove and plant something smaller.	No Objections
21/02624/LBC	Blackberry Barn Burnthouse Road CO6 1AS	Alterations and erection of a two-storey extension of residential barn	No Objections
21/02608/HH	Sunset High Street	Demolition of existing conservatory and erection of front extension	No Objections
21/02567/LBC	Colne Place 97 High Street CO6 2RB	Change of Use of Care Home (Class C2) and conversion building to residential use (Class C3) consisting of 1 x 1 bed, 4 x 2 bed and 4 x 3 bed (total 9 residential units) v external alterations/demolition, new internal service drive and car parking layout.	No Objections – but there are concerns that the current parking provided in the application, due to the location of the property and current surrounding

			buildings is not adequate.
21/02547/HH	14 The Croft Earls Colne Essex CO6 2NH	Two storey front and rear extension, replacement single storey rear extension and single storey outbuilding.	No Objection
21/02537/HH	Magnolia View Colne Green Farm Halstead Road CO6 2NG	Installation of a single storey detached garden outbuilding	No Objection

- Feedback from the Planning Committee on 14<sup>th</sup> September 2021 to be provided by Cllr. Spray. Clerk to Action.

**9. TO RECEIVE COUNCILLOR RESIGNATION AND REVIEW PROCESS FOR THE CASUAL VACANCY:**

Final date for receipt of requests is 20<sup>th</sup> September 2021.

**10. TO AMEND ROLES AND RESPONSIBILITIES FOLLOWING COUNCILLOR RESIGNATION:**

- Overhaul of Roles and Responsibilities to be undertaken before appointment of new Councillor.
- New areas and change in Councillor teams to be considered. Clerk to Action.
- Committees and responsibilities will have a designated lead going forwards.
- Call out contacts and procedure for Stores to be updated. Clerk to Action.
- Planning items can be forwarded on by the Clerk when received/a weekly check of the BDC site to be undertaken and Councillors will take it in turn to coordinate replies. Clerk to Action.

**11. REQUEST FOR PURCHASE OF SCRIBE SOFTWARE:**

- Vote taken and approval for the purchase given. Clerk to Action

**12. COUNCILLORS FEEDBACK ON VILLAGE OPEN MEETING/FOUR COLNES SHOW:**

- The more informal format proved popular, and we should look to undertake more of these through the year.
- There should be a team looking at different ways of engagement during these sorts of events.

**13. REQUEST FOR STREAMLINING THE AGENDA:**

- Suggestions to be taken on board and order to be changed.
- Meetings to be kept to 2 hours if possible.
- Ongoing with changes to be tried and monitored. Clerk and Cllr. Spelling to Action.
- Minutes to be sent out in draft to full PC. Clerk to Action.

**14. REQUEST FOR CLOSURE OF ONLINE PARISH MEDIA ACCOUNTS:**

- Facebook and Web Site to be kept as main portals.
- NALC contact to be engaged for a health check on any accounts that may be laying fallow. Clerk to Action.
- BDC Training on Media usage good practice to be looked into. Clerk to Action.

**15. REQUEST FOR DUTY COUNCILLOR/DROP IN SURGERY SYSTEM:**

- Monthly 1 or 2 sessions confirmed Cllr. McKean and Clerk to Action

**16. TO RECEIVE A REPORT ON EARLS COLNE HERITAGE MUSEUM:**

- Works to move the building on in readiment for opening in hand.
- Volunteers required, Clerk to liaise with Mr. J. Steadman for sharing of contacts.

**17. VILLAGE HALL – FEEDBACK FROM CARETAKER MEETING:**

- Caretaker was complimented for his works to getting the Village Hall up to a very impressive level.
- Caretaker requested further works to move the Hall forward and these will be taken in hand.
- Christmas 2021 – Clerk to approach St Andrews team and confirm their plans, look to setting up a meeting so that details for this year’s festivities can be initiated.

**18. SECTION 106 FEEDBACK:**

- We have the new form from BDC, and we are the first to use it.
- Section 106 Team members to be narrowed down from initial group and the team will then facilitate the finalising of schemes for S106 expenditure.

**19. TO CONSIDER COMMUNITY FRIDGE FUNDING SCHEME:**

- Halstead scheme cited as good example. This is a scheme predominantly hoping to end waste.
- Cllr McKean and Clerk to try to move forward before 20<sup>th</sup> September.

**20. CENTENARY AWARDS:**

- Discussion of review teams findings.
- Decisions made and Clerk to confirm with successful applications.

**21. FINANCE:**

a) To approve the payment of August invoices

- Members reviewed the list of payments for September 2021 and approved all expenditure Cllr. Barrett to look over.

b) To acknowledge completion of the bank reconciliation for August 2021

- Members noted that the Bank Reconciliation will be completed by Cllr. M. Barrett.

Meeting ended 9.50pm.

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Chairman

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Date