

**Minutes of Meeting of Earls Colne Parish Council**  
**held in the Council Chamber on Wednesday 16<sup>th</sup> May 2018**

**PRESENT:** Cllrs. Mrs. M. Barrett, Mr. J. Bendall, Mr. T. Calton, Mr. P. Clarry, Mr. R. Curtis, Mr. I. Morton-Smith, Mrs. J. Parish, Mr. I. Sparks, Mr. H. Street and Mr. F. Williams.

Mrs. A. Emerson was present in her capacity as Clerk, together with District Cllr. G. Spray.

1. **ELECTION OF CHAIRMAN:** Cllr. J. Bendall was nominated by Cllr. I. Morton-Smith, seconded by Cllr. R. Curtis and carried unanimously.
2. **ELECTION OF VICE CHAIRMAN:** Cllr. I. Sparks was nominated by Cllr. P. Clarry, seconded by Cllr. F. Williams and carried unanimously.
3. **APOLOGIES FOR ABSENCE:** Cllr. G. McCubbine, District Cllr. C. Siddall, County Cllr. J. Beavis.
4. **DECLARATIONS OF INTEREST:** Cllr. F. Williams declared an interest for item 8b, 1 Coggeshall Road.
5. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:** No matters raised by the member of the public present.
6. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:** The minutes of the Parish Council Meeting of 18<sup>th</sup> April 2018 were approved and signed as a true record.
7. **CLERK'S REPORT:** Members reminded to attend the Rural Safety Information Day on Monday 21<sup>st</sup> May in the Village Hall. Clerk updated members on replacement fencing between Village Hall and 24 York Road and advised members of new request for direct access to garden. Clerk to set up a meeting with Crest Nicholson now that work is underway on Monks Road site. Clerk reported that a resident had expressed interest in the 'In Bloom' scheme. Members confirmed that whilst supportive of any 'In Bloom' initiative in the village, the Parish Council would be unable to co-ordinate activities. Clerk provided members of BDC response relating to previous discussion on Compensating Parishes for Loss of Income due to Local Council Tax Support Schemes.
8. **PLANNING:**
  - a) No decisions reached
  - b) 18/00610/FUL – Internal and external alterations including new in ground swimming pool, pool house and landscaping – Nightingale Hall, Nightingale Hall Road - no objection, supported on basis of enhancements in keeping with existing structure  
18/00634/FUL – erection of a double garage – 1 Coggeshall Road - no comment on application  
18/00724/FUL – erection of replacement barn – 1 Church Hill - no objection
  - c) Members noted letter received from Planning Committee relating to attendance at Public Meetings. Cllr. G. Spray advised that standing orders do not allow for a right of response during the debate on an application.
  - d) Members reviewed letter received from Holmes & Hills relating to transfer of open public space re Land North East of Station Road. Members agreed that Cllrs. J. Bendall, I. Sparks, R. Curtis and I. Morton-Smith review content and liaise with solicitor/CALA on behalf of the Council.
  - e) Cllr. H. Street to take responsibility for planning responsibilities for June.
9. **MEMBER'S REPORTS:** Cllr. H. Street provided members with an update on the recent Earls Colne Twinning Association activities during the Nonancourt visit over the May Bank Holiday weekend. Cllr. J. Parish informed members of items raised during the Patient Participation Group which met on 15<sup>th</sup> May concerning resourcing and patient base. Cllr. P. Clarry confirmed that Superfast Broadband had now been installed throughout the village with the last box being enabled on 8<sup>th</sup> May.

10. **REVIEW OF ANNUAL PARISH MEETING:** Members noted limited attendance at the Annual Parish Meeting by members of the public. A number of improvements were suggested to the format of the meeting and it was agreed that these should be implemented for next year's meeting.
11. **NEIGHBOURHOOD PLAN:** Members discussed the merits and challenges of preparing a Neighbourhood Plan for the village. Cllr. G. Spray advised that the neighbourhood plan could be used to shape what happens in the village but that it must be aligned to BDC strategy and should not be viewed as a mechanism to block further development. Members noted the significant commitment required to prepare a plan and were advised that typical timeframe to get a plan in place is 4-5 years. Cllr. G. Spray confirmed that the neighbourhood plan is applicable for the life of the Local Plan which, once approved, will be valid until 2033. Members agreed that there would need to be active participation and commitment from residents in the preparation of any plan. Cllr. I. Morton-Smith to prepare draft communication for distribution in hard copy format to all homes within the village. Decision to be made on whether to progress Neighbourhood Plan based upon the strength of feedback from residents and the time/resource that residents are prepared to commit to developing the plan.
12. **MODEL STANDING ORDERS:** Deferred to next Parish Council Meeting to give members an opportunity to review content further.
13. **LIGHTING SCHEMES:** Members advised that all Parish Council managed lighting in the village has now been switched to LED.
14. **WORLD WAR 1 END OF HOSTILITIES:** Cllr. I. Sparks advised members of initial thoughts on hosting an indoor street party in keeping with 1918 to mark the end of the war. Cllr. I. Sparks confirmed that there are also plans to light a beacon on the airfield.
15. **COMMUNITY WORKER:** Members asked to submit to the Clerk details of any areas that they would like the Community Worker to focus on over the coming months. Cllr. I. Sparks to follow up with Highways/Landowner on standing water draining from field down Coggeshall Road.
16. **ESSEX COUNTY COUNCIL MATTERS:**
  - a) Four residents have come forward as volunteers for Speed watch within the village. Cllr. I. Sparks to discuss with Community Speed Watch team who are due to attend the Rural Safety Information Day on Monday 21<sup>st</sup> May in the Village Hall.
  - b) Two residents logged complaints re parking in Massingham Drive and it was suggested that parking restrictions be considered at junction of Nonancourt Way and Massingham Drive. Clerk to contact the management group on the estate to establish action taken to date on this matter.
17. **CAR PARK AND PUBLIC CONVENIENCES:** No matters reported.
18. **BRAINTREE DISTRICT COUNCIL MATTERS:** No matters reported.
19. **VILLAGE HALL:** Clerk to investigate further how we ensure all staff are adequately covered in the event of a fire at the village hall.
20. **HEALTH AND SAFETY:** No matters reported.
21. **FINANCE:**
  - a) Clerk advised that Q4 2017/18 internal audit now completed and Annual Internal Audit Report 2017/18 completed by our Internal Auditor.
  - b) Members approved the Annual Governance Statement 2017/18.
  - c) Members approved the Accounting Statements 2017/18.
  - d) Members approved the payment of invoices for May and reviewed the Actual/Forecast figures for the year, noting those items that are currently forecast to exceed budget for the year.