

Minutes of Meeting of Earls Colne Parish Council
held in the Council Chamber on Wednesday 17th June 2020

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

1. **APOLOGIES FOR ABSENCE:** Mr. N. McKean
2. **DECLARATIONS OF INTEREST:** Cllrs. J. Meleschko and I. Sparks expressed an interest in agenda item 6 – 20/00103/TPOCON (JM & IS) and 20/00110/TPO (IS)
3. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:**
 - Richard Ramsey provided an overview of the plans to create a cycle route linking Earls Colne and Coggeshall to Marks Hall. It is hoped that the project will attract more visitors to Marks Hall, create greater connectivity to the villages and bring additional revenue to our local businesses. Costs are likely to be in the region of 200 – 250k and funding for this initiative will be through grants and an increase in parking charges. The cycle path has the added benefit of enabling local residents to access work at the Business Park without using cars.
4. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETING:** The minutes of the Parish Council Meeting of 20th May 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 REPORT:** Report provided, detailing status of previous resolutions.
 Clerk provided an update on the following:-
 - Footpath 16 work now completed.
 - Church Hill yellow lines now installed.
 - Reopening of shops on the High Street and plans to reopen our public toilets at the Car Park.
 - Trial of new food and drink carton recycling bins at select recycling centres. Clerk to contact BDC to suggest we are included in this pilot.
 - Clerk to follow up with Neil Jones re Hunts Trust (action item 94).
6. **PLANNING:**
 - a) Decisions reached by Braintree District Council as follows: -

Application No.	Location	Description	BDC Decision Minutes
19/01808/DAC	Land Monks Road	Application for approval of details reserved by conditions 5, 24 and 35 of approved application 16/01475/FUL	Part Granted, part refused

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

Application No.	Location	Description	Application No.
20/00137/TPOCON	15 Burrows Road	Notice of intent to carry out works to tree in a Conservation Area	No objections
20/00130/TPOCON	20 Lower Holt Street	Notice of intent to carry out works to trees in a Conservation Area	No objections
20/00131/TPOCON	River House Lower Holt Street	Notice of intent to carry out works to trees in a Conservation Area	No objections
20/00806/DAC	Land Rear Of Tey Road	Application for approval of details reserved by condition 19 (b) of approved application 18/00214/OUT	No objections but caveat – see below
20/00110/TPO	19 Kemsley Road	Notice of intent to carry out works to tree protected by Tree Preservation Order - 41/00	No objections
20/00103/TPOCON	Greenhills Place Halstead Road	Notice of intent to carry out works to trees in a Conservation Area	No objections

20/00806/DAC – Members did not object to this application but agreed that the following caveat be proposed to BDC:-

- No additional security / flood lighting be installed without permission.
- During the build and marketing phases of the development all lighting should be turned off when properties are uninhabited.

20/00061/HH – 37 Coggeshall Road – This application is to go before the Planning Committee on 23/3/20 - Members agreed that there was no further action required by the Parish Council.

An appeal has been logged for the The Bird in Hand application – Members agreed that no further action was required.

7. **VILLAGE HALL ENERGY EFFICIENCY REPORT:**

Cllr. J. Bendall provided an overview of the RCCE energy efficiency report that had been recently commissioned, condensing it into a number of potential projects for consideration:

- Ceiling and roof space insulation & ceiling lighting
- Wall Insulation
- Lighting upgrade
- Alternative technologies
- Upgrade of toilets and kitchen

It was agreed that a subcommittee be convened to determine next steps. Cllrs J. Bendall, M. Barrett, J. Parish, N. Spelling and M. Tracey agreed to join this subcommittee.

8. **APPLICATION FOR COMMUNITY INITIATIVE FUND:**

Members reviewed the list of projects that could be considered for the CIF and agreed to progress with the Village Hall. Clerk to submit Expression of Interest.

9. ANNUAL REVIEW OF POLICIES AND PROCEDURES:

a) Review of delegation arrangements to committees and staff

Members reviewed and approved the delegation responsibilities for the Personnel Committee and the Neighbourhood Plan Committee.

b) Review of Terms of Reference for committees

Members reviewed and approved the Terms of Reference for the Personnel Committee and the Neighbourhood Plan Committee. No changes were made to last year's documentation.

c) Review and adoption of appropriate Standing Orders and Financial Regulations

Members reviewed and approved the Standing Orders and Financial Regulations. No changes were made to last year's documentation.

d) Review of arrangements with other local authorities, not-for-profit bodies and businesses

Members reviewed the following arrangements:-

- Grass Cutting contracts
- Litter Collection
- Allotments
- Play Areas
- Museum
- Village Hall Bar
- Street Lighting
- Utilities & Maintenance
- Equipment
- Trees

Clerk to provide breakdown of costs/revenues for grass cutting at Millennium Green and the open cemetery at St. Andrews.

e) Review of representation on, or work with, external bodies and arrangements for reporting back

Members agreed to continue in their roles as follows. A summary of all meetings is to be reported to the parish council in the following month:-

- Airfield Liaison Committee – Jackie Parish
- Braintree Association of Local Councils – John Bendall
- Earls Colne Heritage Museum – John Bendall
- Earls Colne Recreation Club – Trustee – Jayne Meleschko
- Earls Colne Twinning Association – Hugh Street
- Halstead and Earls Colne Educational Trust – Jackie Parish
- Millennium Green Trust – Richard Curtis
- Passenger Transport Liaison – Richard Curtis
- Patient Participation Group – Jackie Parish

f) Review of council's S137 expenditure

Members reviewed the expenditure for 2019/20 - £1,370.38

g) Review of time and place of ordinary meetings of the Council

Members reviewed and approved the proposed dates for ordinary meetings. This will continue to be the third Wednesday of each month at 7pm, with the Annual Parish Meeting

being held on Wednesday 12th May 2021 at 7.30pm. Members were reminded that their attendance is required for all meetings included on the annual calendar.

h) Review of inventory of land and other assets

Members reviewed the Fixed Asset schedule, with no changes proposed.

i) Confirmation of arrangements for insurance cover in respect of all insurable risks

Members reviewed insurance values for fixed assets along with public liability, employer's liability, hirer's liability, fidelity guarantee and personal accident. No changes were proposed.

j) Confirmation of the Council's and/or staff subscriptions to other bodies

Members reviewed subscriptions to council associations, RCCE and council publications. No changes were proposed.

10. HIGHWAY MATTERS:

a) Update on Highway Schemes

Reduction in speed limit on Newhouse Road / Hayhouse Road

Members noted the status of this application. Clerk to send letter to Marks Hall in support of their grant application for the cycleway. Cllrs. J. Bendall, J. Meleschko and J. Parish to review the results of the speed review performed by ECC and determine if it would be beneficial to undertake additional speed testing.

Grass Verge at Pump Green

Members noted that this application has now been approved and is awaiting prioritisation by the Braintree District Highways panel.

Extension of Footway on Station Road

Members noted Highways response in relation to this application and agreed that letters should be sent to the homeowners on Station Road to determine if they have any objections to a footway being installed.

b) Resident complaint re heavy goods vehicles accessing Newhouse Road

Clerk to request that nursery remind lorries of the correct route to their site.

11. BRAINTREE DISTRICT COUNCIL MATTERS:

Cllr. J. Parish noted that weed killer was used indiscriminately last year on uncut verges to tackle long grass around signage. With BDCs announcement that they would be piloting one verge cut a year on some roads, members agreed that a request should be logged with BDC to ask that no weed killer be used this year for this purpose. Clerk to send letter.

12. FINANCE:

- a) Payment of Invoices – Members reviewed the list of payments for June 2020 and approved all expenditure. Members noted that the Bank Reconciliation for May had been completed by Cllr. M. Barrett.
- b) Members approved expenditure for the website redesign. Decision to be made on insurance renewals once revised premiums are available following the replacement value exercise for our fixed assets.
- c) AGAR for FY 2019/20 was approved.

Meeting closed at 9.20 pm

Chairman

Date