

Minutes of Meeting of Earls Colne Parish Council
held in the Council Chamber on Wednesday 17th October 2018

PRESENT: Cllrs. Mrs. M. Barrett, Mr. J. Bendall, Mr. Mr. T. Calton, Mr. R. Curtis, Mrs. J. Parish, Mr. I. Sparks and Mr. H. Street.

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

1. **APOLOGIES FOR ABSENCE:** Cllrs. Mr. P. Clarry, Mr. I. Morton-Smith and District Cllr. C. Siddall.
2. **DECLARATIONS OF INTEREST:** None declared.
3. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:**
 - 1 resident attended the meeting re item 8b) and provided feedback on proposed ring bellling activities. 1 resident attended to observe the meeting.
4. **TO APPROVE THE MINUTES TOF THE FOLLOWING MEETING:** The minutes of the Parish Council Meeting of 19th September 2018 were approved and signed as a true record.
5. **CLERK'S REPORT:** Report provided.
 - Clerk confirmed that changes to Constitution for the Earls Colne Recreation Ground were approved at their EGM. Revised wording 'Earls Colne Parish Council shall be entitled to nominate one trustee'.
 - Chairman to attend the Highways Briefing on 7th November.
 - Tentative date of Wednesday 14th November set for Planning training at the Council Office. Invite to be extended to Cllrs. C. Siddall and G. Spray.
 - Millennium Green noticeboards may be interested in the Tesco's Bag of Help scheme. Clerk to follow up.
 - Clerk reported that the site manager for Monks Road development had been contacted re saturated footpath adjacent to golf course.
 - Clerk to review execution of Fire Drill and follow up on any actions as required.
 - S106 allotment use to be discussed by Cllr. R. Curtis and J. Bendall.
6. **CASUAL VACANCY:** No applications received to date. Members agreed that matter of Casual Vacancies should be raised at Neighbourhood Plan Meeting to see if there are any interested parties. If no applicants come forward, Members discussed the possibility of targeting specific groups. Cllr. I. Sparks proposed a time limit of end of January to fill the vacancies.

7. PLANNING:

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

Application No.	Description	Location	Decision
17/00140/VAR	Application for a non-material amendment following grant of planning permission 17/00140/VAR - to amend wording of condition 1 to allow implementation of approved access detail	Land Adjacent To Colne House Station Road	Application Permitted
18/00208/TPO	Notice of intent to carry out works to tree protected by Tree Preservation Order 43/01 - Conifer (T2) - Fell to ground level	The Ark 18 Park Lane	Application Refused
18/00199/TPOCON	Notice of intent to carry out works to tree in a Conservation Area - Fell a Magnolia tree	1 High Street	Application Permitted
18/01312/FUL	Single storey rear extension and conversion of outbuilding	15 Park Lane	Application Permitted
18/01314/PLD	Application for a proposed lawful development certificate - Detached single storey outbuilding	Turnip Cottage 2 Curds Road	Application Permitted
18/01232/DAC	Application for approval of details reserved by condition no. 7 of approved application 09/00548/FUL.	Essex Air Ambulance HQ The Airfield	Application Permitted
18/00858/FUL	Demolition of an existing office/workshop/pig sty and erection of a detached single storey annexe.	Peartree Hall Coggeshall Road	Application Permitted

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

Application No.	Description	Location	Parish Council Decision
18/00254/TPOCON	Notice of intent to carry out works to tree in a Conservation Area - Beech (T1) - Reduce crown by 3-4 metres to all aspects and crown thin by 10%. The tree has a large fruiting body believed to be Ganoderma australe which has caused hollowness within the main stem, revealed by a recent PiCUS Sonic Tomography survey.	Earls Colne Primary School, Park Lane	No objection
18/01699/FUL	Change of use of grassed area to storage of vehicles and containers on permeable paving.	Blackwells Yard Coggeshall Road	No objection
18/01791/FUL	Erection of agricultural building- (Revised scheme)	Land Adjacent Stonebridge House, Halstead Road	No objection

- c) Cllr. J. Parish will be responsible for planning matters to be presented at next Parish Council Meeting.
- d) Cllr. G. Spray updated Members on discussion with Chris Paggi re quality of planning documentation. BDC have advised that they are unable to standardise documentation due to variation in applications.
- e) Cllr. G. Spray provided an update on the impact of the new housing methodology that the Ministry of Housing, Communities & Local Government issued during the summer. Under this method approved housing that is unlikely to be delivered is to be removed from calculations, although their approval as planning applications still stands. The methodology is currently under review by the Ministry following a number of challenges encountered when applying it. BDC Planning Team has taken legal advice on its application and it has been advised that it does not impact the Local Plan. It is unclear whether the new method will impact Appeals.

8. MEMBER'S REPORTS:

- a) Cllr. I. Sparks reported on the BDC Commemorative Tree Planting at Halstead, attended by himself and Cllr. J. Parish.
- b) Cllr. I. Sparks updated members on the plan for Remembrance Day. As the Women's Institute are unable to assist with catering due to other commitments, refreshments will be available at the Con Club where tea/coffee/cakes/biscuits will be served alongside the Con Club curry. Members asked to provide a cake for this event. Flight Timber will be providing wood for the Beacon at the Airfield.

An update was provided on muffled bells and the logistics of this on Remembrance Sunday. It was agreed that muffled bells would not be rung. Clerk to contact Church Clock team to see if incorrect chime could be resolved when clock accuracy checked for Remembrance Sunday.

- 9. **CHRISTMAS CAROL EVENT:** Members encouraged to attend the planning meeting on Tuesday 6th November at 7pm. Reminder to all that the Christmas event is on Tuesday 11th December this year.
- 10. **NEIGHBOURHOOD PLAN:** Cllr. T. Calton provided an update on the NP. Meeting held with Jan Stobart who has been commissioned by BDC to assist parishes in preparing their plans. Feedback from Jan was that a NP takes between 18-24months to develop. Format of public meeting on 24th October discussed and objectives reviewed. It was agreed that attendees would be asked to sign up on the night for the steering committee and various task groups. Cllrs. H. Street and M. Barrett volunteered to assist Cllrs T. Calton and I. Morton-Smith with parish council responsibilities as they relate to the NP.
- 11. **COMMUNITY INITIATIVE FUND:** Cllr. I. Morton-Smith met with Wicksteed to discuss various options re the playground at the Recreation Club and at Reuben's Walk. Unfortunately the Parish Council are unable to pursue the Community Initiative Fund this year as still waiting for feedback from Wicksteed.
- 12. **ELECTRIC CAR CHARGING POINTS:** Cllr. H. Street provided an update on electric car charging points. Members discussed the possibility of issuing a questionnaire to residents to canvas views on electric cars. After discussion, it was agreed by Members to defer action until later in the year as our current priority is to engage residents about the NP. Questionnaire may be included as part of Annual Report distribution. In the meantime, Cllr. Street will follow up with companies to get a no obligation survey conducted to establish installation is viable in the village.

13. REVIEW OF GENERAL POLICIES:

- a) Complaints Policy - Members agreed to adopt the Complaints Policy for one further year. Next review to be conducted October 2019.
- b) Disciplinary and Grievance Policy – Members agreed to adopt the Disciplinary and Grievance Policy for one further year. Next review to be conducted October 2019.

14. **COMMUNITY WORKER:** No matters reported.

15. **PUBLIC DISTURBANCE OUTSIDE DRAPERS:** Members discussed recent correspondence and Cllr. G. Spray updated all on action taken by Police and Licensing teams.

16. **FUNDING FOR WI MEMORIAL GARDEN:** Members agreed to provide £200 to cover Memorial Garden planting costs until March 2019, with this being considered as part of annual budget process going forward. Members happy to accept historical invoices if available. All claims to be supported by invoices and reimbursed on submission of relevant paperwork.

17. **APPOINTMENT OF TRUSTEE TO EARLS COLNE AND HALSTEAD EDUCATIONAL CHARITY:** Cllr. J. Parish to represent Parish Council.

18. ESSEX COUNTY COUNCIL MATTERS:

a) Report on Highway Cluster Meeting - Cllr. J. Beavis provided an overview of the first Highway Cluster Meeting which was well attended. Each County Councillor has been assigned a support officer for Highways specifically. Cllr. J. Beavis also touched on the Highways Panel. Beginning to see savings filter through as a result of the increased use of Highway Gangs. Priorities are clearer and the agenda is prepared in line with those priorities. Chairman reported that he has advised the Clerk to use the Highways Rangers to cover jobs that our staff are unable to action.

b) Correspondence re Highways from ECC to BDC – Chairman summarised content of letters sent recently to ECC and BDC on highways issues along with the responses that the Parish Council had received. Members agreed that no response would be sent to ECC or BDC. Cllrs. H. Street, I. Sparks and J. Bendall will meet to discuss response to Overview & Scrutiny Committee.

c) Pilot Devolution Scheme – Parish Council have expressed their interest in joining the pilot scheme.

19. **CAR PARK AND PUBLIC CONVENIENCES:** No matters reported.

20. **BRAINTREE DISTRICT COUNCIL MATTERS:** No matters reported.

21. VILLAGE HALL:

a) Risk Assessment - Members reviewed the Village Hall Risk Assessment and approved actions.

b) Fire Policy - Members agreed to adopt the Fire Policy for a further year. Next review to be held October 2019.

c) Conditions of Hire - Members agreed to adopt the Conditions of Hire for a further year. Next review to be held October 2019.

d) Licence - It was agreed to continue existing Licence with bar service outsourced to Bruce Pasco. Next review to be held October 2019.

e) Hire Charges 2019/20 - Members agreed to freeze hire charges for a further year. Next review to be held October 2019.

22. **HEALTH AND SAFETY:** Members agreed to adopt proposed Health & Safety Policy for a further year. The Chairman approved the policy. Next review to be held October 2019.

23. FINANCE:

a) Members approved the payment of invoices for October and reviewed the Actual/Forecast figures for the year.

Meeting closed at 9.55pm

Chairman

Date