

**Minutes of Meeting of Earls Colne Parish Council held in the Council Chamber  
on Wednesday 18<sup>th</sup> April 2018**

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**PRESENT:** Cllrs: Mrs. M. Barrett, Mr. J. Bendall, Mr. T. Calton, Mr. P. Clarry, Mr. R. Curtis, Mrs. G. McCubbine, 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 Cllrs. Gabrielle Spray and Chris Siddall.

**1. APOLOGIES FOR ABSENCE:** County Cllr. Jo Beavis.

**2. DECLARATIONS OF INTEREST:**

- a) Cllr. I. Sparks declared an interest for item 6b, The Croft.
- b) Cllr. R. Curtis declared an interest for item 6b, Tillwicks Court.

**3. PUBLIC PARTICIPATION SESSION:**

- a) Residents representing the Tey Road Core Group provided an update on their objection to the planning application for Land Rear of Tey Road. Their spokesperson gave an overview of the groups meetings to date, their key areas of focus and the actions they are taking to prepare for the public meeting at Braintree.
- b) A resident raised concerns about the volume of plastic bottles and cans strewn over the hedgerows and lanes of Earls Colne. Request that the Parish Council 1) ask BDC to clear these areas, 2) support a local group event to engage residents to litter pick 3) support signage to discourage litter and publicise event. Parish Council confirmed that they would be happy to assist with the points raised and requested that the resident liaise with the Clerk on details.

**4. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:** The Minutes of the Parish Council meeting held on 21<sup>st</sup> March 2018 were approved and signed as a true record.

**5. CLERK'S REPORT:**

- a) Members reviewed the report provided by the Clerk. It was agreed that Cllr. I. Morton-Smith would review the revised Model Standing Orders before they are submitted for Members approval at the next meeting. Work will commence on the Data Audit in preparation for GDPR and a Data Retention Policy with Member involvement in line with their Roles and Responsibilities.
- b) The Planning Officers have asked for clarification on whether the Without Prejudice comments submitted by the Parish Council in relation to Land North West of Station Road and Land Rear of Tey Road can be added to the Portal. Members agreed to request these comments are not made public at this time.
- c) Request received from resident to repair the garden fence which runs alongside the Village Hall drive. Clerk to review paperwork to establish the responsibility of the Parish Council.
- d) Cllr. H. Street provided Members with welcome address in French for the Twinning Association Event on 4<sup>th</sup> May.
- e) Clerk to forward copy of letter re Compensating Parishes for Loss of Income due to Local Council Tax Support Schemes to District Cllrs. C. Siddall and G. Spray for follow up.

**6. PLANNING:**

a) **Decisions reached:** none

b) **Current applications:**

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

- 18/00099/TPOCON – Notice of intent to carry out works to trees in a Conservation Area - Cut all branches up to approx 6ft from the ground - Meadow Adj 1-5 Ashwells Meadow - Further clarification required.
- 18/00094/TPOCON – Notice of intent to carry out works to tree in a Conservation Area - Reduce crown of an Oak tree by up to 3 to 4 metres and reshape – 31 Upper Holt Street

– Further clarification required.

- 18/00085/TPO – Notice of intent to carry out works to tree protected by Tree Preservation Order - Lime (T1) - Reduce tree by removing approx. 4 metres off the height and between 2-3 metres from the width – 26 Josselin Close – No objections.
- 18/00079/TPOCON – Notice of intent to carry out works to tree in a Conservation Area - Robinia (T1) - Fell to ground level – The Ark, 18 Park Lane – No objections.
- 18/00080/TPOCON - Notice of intent to carry out works to trees in a Conservation Area – Carry out a structural pollard reduction of approx. 3 metres in height and balance sides to shape the tree, Fell small leaning fruit tree and Fell Chestnut tree – No objections.

**Cllr. I. Sparks reported on the following applications:**

- 18/00605/HHPA – Erection of rear single storey family room extension linked to existing extension. Extension will extend beyond rear wall of the original house by 6.000m, with a maximum height of 3.667m and 2.819m to the eaves of the extension and 18/00571/PLD – Conversion and extension of existing garage to form fitness room, garden room and store – 12 The Croft – Parish Council agreed that these applications should be reviewed together – Objection based on over development of site.
  - 17/02158/FUL – Proposed internal alterations and cart lodge – Colne Green Farm, Halstead Road – No objections.
- c) Transfer of Public Open Space re Land North East of Station Road – Chairman provided an update on recent site visit to review boundary and advised Members of areas of concern. It was agreed that Holmes & Hill be engaged to provide legal guidance on the transfer. Clerk to advise CALA that this will delay our response. Clerk to send tree surveys to Cllr. R. Curtis for review. Cllrs. I. Morton-Smith, R. Curtis and J. Bendall to take matter forward on behalf of Members.
- d) Name of new road re Land East of Monks Road – Members agreed to name new road Holden Way.
- e) Update on Planning Committee Dates – District Cllr. G. Spray to advise once available.
- f) Monthly Planning Responsibility - Cllr. T. Calton to take responsibility for May.

**7. MEMBERS' REPORTS:** Cllr. R. Curtis reported on the Millennium Green Committee Meeting held on 4<sup>th</sup> April. Clerk to add details of the Millennium Green AGM to the Parish Council website. Members discussed request to reduce grass cutting charge to reflect disposal of cuttings at far end of the green and it was confirmed that this is already factored into the Parish Council charges.

**8. ESSEX VILLAGE OF THE YEAR 2018 COMPETITION:** Cllr. G. McCubbine provided a draft of the text to be included in the council's application and invited Members views and it was agreed that proposed changes be incorporated. Cllr. G. McCubbine to circulate list of other items of interest so that Members may consider how best to highlight these areas in the next phase if successful.

**9. CALENDAR OF MEMBERS MEETINGS 2018/19:** Members provided with dates.

**10. CALENDAR OF PLANNING RESPONSIBILITIES 2018/19:** Members provided with dates. Clerk to be advised if changes to calendar required.

**11. CENTENARY AWARD:** Members reviewed this year's applications and agreed the following awards:- Earls Colne WI £150, Earls Colne Twinning Association £500, Ashwell's Amenity & Pleasure Ground Trust £300, Earls Colne Recreation Club £500 and Heart of the Valley Community Responders £500. It was agreed by Members that funding for the Heart of the Valley Community Responders be included in Budget discussion for 2019/20.

**12. DESIGNATING COLNE VALLEY AS AREA OF OUTSTANDING BEAUTY:** Members reviewed request from White Colne Parish Council and agreed to support this initiative.

**13. ANNUAL PARISH MEETING:** Chairman reminded Members that Annual Parish Meeting will be held on 9<sup>th</sup> May and where possible, Members should present reports on their respective areas. Clerk to invite Special Constable Rhyse Crooks to attend. The distribution schedule for the Annual Report was discussed and Members were provided with copies of the report for their village zones. Reports to be distributed no later than 6<sup>th</sup> May.

**14. COMMUNITY WORKER:** Members reviewed items reported by Community Worker. Clerk to contact Special Constable to request anti-social behaviour in the Village be monitored.

**15. ESSEX COUNTY COUNCIL MATTERS:**

- a) Cllr. J. Bendall to submit a scheme request for the green at the corner of Coggeshall Road / Church Hill.
- b) Members reviewed residents' concerns re speeding in Queen's Road and agreed that no action to be taken by Parish Council. Clerk to advise resident that they may wish to consider referring the matter to ECC.
- c) Members agreed to proceed with installation of LED lighting to the 4 columns on Atlas Road and 5 columns on De Vere Road using earmarked reserves.

**16. CAR PARK & PUBLIC CONVENIENCES:** No matters to report.

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

**18. VILLAGE HALL:** Members reviewed Village Hall report.

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

**20. FINANCE:**

- a) Payment of Invoices: Schedule of payments approved by members. Budget / Actuals reviewed and over budget expenditure re line 72 approved.
- b) Finance Meeting Report: Members reviewed report and advised that a new Internal Auditor needs to be identified. Clerk to discuss with White Colne Clerk and Cllr. J. Parish to follow up with potential candidate.

There being no other business, the meeting closed at 10.00 p.m.

Date .....

Chairman .....