

**Minutes of Meeting of Earls Colne Parish Council held in the Council Chamber
on Wednesday 18th October 2017**

PRESENT: Cllrs: Mrs. M. Barrett, Mr. J. Bendall, Mr. P. Clarry, Mr. R. Curtis, Mrs. G. McCubbine, Mr. I. Morton-Smith, Mrs. J. Parish and Mr. I. Sparks

Mrs. V. Holmes was present in her capacity as Clerk, together with District Cllrs. Gabrielle Spray and Chris Siddall.

1. **APOLOGIES FOR ABSENCE:** Cllrs. Carol Dennison, Frank Williams and County Cllr. Jo Beavis.
2. **DECLARATIONS OF INTEREST:** Cllr. Sparks (Item 6b 17/01769/OUT) non pecuniary interest.
3. **PUBLIC PARTICIPATION SESSION:** No members of the public in attendance.

District Cllrs. Siddall and Spray were invited to respond as matters arose.

4. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:** The Minutes of the Parish Council meeting held on 20th September 2017 were approved and signed as a true record.

5. CASUAL VACANCY:

The Clerk updated members on the current situation regarding the Casual Vacancy.

6. CLERK'S REPORT:

- a) Stansted Airport – Growth & Impact on Your Community – presentation at Colne Valley Golf Club on 26th October at 7.30 p.m. Members to inform Clerk if they wished to attend.
- b) A New Community Garden for Earls Colne – situated behind the Library. Members noted an invitation to attend The Earls Colne Big Garden Do on Saturday 4th November at 2.00 p.m.
- c) Members noted correspondence from a concerned resident about parking in Massingham Drive. Cllrs. Bendall and Sparks agreed to visit local businesses to discuss parking arrangements and report back to next meeting.
- d) The Clerk confirmed that Swan Housing had agreed to carry out repairs to faulty barrier on the pathway between Foundry Lane and Reuben Walk following a complaint from a member of the public.
- e) Braintree District Council Planning Officers had carried out local research into historic buildings related to the Courtauld family and had listed The Crepe Factory, Foundry Lane as an Historic Asset based on Age and Integrity and Historic Associations and Social Value.
- f) Notification had been received from Braintree District Council that remedial tree works would take place in the closed Churchyard of St. Andrew's Church during half term (w/c 23rd October).

7. PLANNING:

a) **Decisions reached:**

17/00255/TPO Works to trees protected by Tree Preservation Order – 91 High Street –GRANTED
17/00970/FUL Replacement windows – 73 High Street - REFUSED

b) **Current applications:**

Cllr. Curtis reported on the following planning applications:

17/01769/OUT Outline planning application to include up to 20 dwellings(C3), vehicular access from Morleys Road, public open space and associated landscaping, drainage, infrastructure and ancillary works. Detailed approval is sought for access arrangements from Morleys Road, with all other matters reserved. Land East of Morleys Road – no objections.

17/01734/FUL Erection of single storey front extension – 66 Hunt Road – no objections.

17/00327/TPOCON Works to trees affected by the Conservation Area – 14 Halstead Road – no objections but would wish to see a more suitable species of tree planted elsewhere on the site.

- c) 17/01157/OUT Outline Planning Application – Land at The Airfield. Members had all received correspondence relating to the above application and agreed a response.
- d) Notice of Submission of the Braintree District Local Plan – members noted that on 9th October BDC submitted the BDC Local Plan to the Secretary of State for consideration under regulation 22 of the Town & Country Planning (Local Planning) (England) Regulation 2012. All documents could be viewed on the website at www.braintree.gov.uk/LPexamination
- e) Planning Rota – a review of the current year's Planning Rota was agreed.

8. MEMBERS' REPORTS:

- a) North Essex Garden Community Briefing – Cllr. Sparks reported on the briefing held at Marks Tey Village Hall on 28th September.
- b) Remembrance Day – Cllr. Sparks reminded members that the date of the Service to be held at St. Andrew's Church was Sunday, 12th November and it was agreed that the Chairman would lay a wreath on behalf of the Parish Council.

9. CHRISTMAS:

Village Carol Service and Open Shopping Evening Members noted the date of the 2017 event as Tuesday, 12th December, starting at 6.30 p.m., and agreed to the following expenditure: Glowsticks £130.00; Lanterns £200.00; Decorations £100.00
It was agreed to purchase 20 LED lanterns and the Clerk would endeavour to find the most competitive price.

A meeting of the Christmas Committee, to discuss the arrangements, would take place on 7th November at 7.00 p.m. in the Council Chamber.

10. COMMUNITY WORKER:

- a) Weekend Community Worker : Bill Kemp had continued to cover the vacancy on a temporary basis and had informed the Clerk that he would wish to be considered for the post. Members unanimously agreed to Bill Kemp continuing as Weekend Community Worker on a permanent basis. There had been no interest in the vacancy which had been advertised for several months.

11. ESSEX COUNTY COUNCIL MATTERS:

- a) Essex Highways – the Chairman confirmed that County Councillor Jo Beavis had agreed to meet with members to discuss outstanding Highways matters and concerns about liaison between Highways and the Parish Council. Members agreed that the Chair and Vice Chair would meet with Jo Beavis on Thursday, 16th November and report back to members.
- b) Local Highways Panel – the Chairman reported on a meeting of the Local Highways Panel held on 21st September.

12. BRAINTREE DISTRICT COUNCIL: No matters to report.

13. VILLAGE HALL:

- a) Risk Assessment – following a review, the Risk Assessment was approved and adopted for one further year.
- b) Fire Policy – following a review, the Fire Policy was approved, with one amendment, and adopted for one further year.
- c) Conditions of Hire – following a review, the Conditions of Hire were approved, with one amendment, and adopted for one further year.
- d) Premises Licence – members noted that an application had been submitted to Braintree District Council for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a Premises Licence to be disappled.

14. COMPLAINTS POLICY: Following a review, the Complaints Policy was approved and adopted for one further year.

15. HEALTH & SAFETY:

- a) Health & Safety Policy: Following a review, the Health & Safety Policy was approved and adopted for one further year.

16. PERSONNEL: Recruitment of Parish Clerk

Members noted that advertisements had been placed for the Parish Clerk vacancy, with a closing date of 6th November.

17. FINANCE:

- a) Payment of Invoices: Schedule of payments approved by members.
- b) Litter Bins: Members approved the replacement of one further litter bin at Green Court due to damage at a cost of £159.95.
- c) Annual Tree Survey – Members approved the Tree Survey by Treetop Services at a cost of £150.00 and urgent remedial work identified at a cost of a further £180.00. Identification of some further works was noted and the Clerk would liaise with Cllr. Curtis and the tree surgeon on a programme of works.
- d) Members were reminded that the Budget Meeting would take place on Wednesday, 6th December and were asked to submit any items for inclusion in the 2018/19 Budget to the Clerk at the earliest opportunity.

There being no other business, the meeting closed at 9.35 p.m.

Date

Chairman