

**Minutes of Meeting of Earls Colne Parish Council held in the Council Chamber  
on Wednesday 21<sup>th</sup> March 2018**

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**PRESENT:** Cllrs: Mrs. M. Barrett, Mr. J. Bendall, Mr. T. Calton, Mr. R. Curtis, Mr. P. Clarry, Mrs. G. McCubbine, Mr. I. Morton-Smith, 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:** Cllrs. Mrs. J. Parish and County Cllr. Jo Beavis.
2. **DECLARATIONS OF INTEREST:** Cllr. G. McCubbine declared an interest for item 6d.
3. **PUBLIC PARTICIPATION SESSION:** No members of the public in attendance.
4. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:** The Minutes of the Parish Council meeting held on 21<sup>st</sup> February 2017 were approved and signed as a true record.

**5. CLERK'S REPORT:**

- a) The Clerk reported on the status of the Local Services Fund Pre Application and members were reminded of the Operation Varsity Commemoration on Saturday 24<sup>th</sup> March.
- b) WI request received re change of planters and additional pea shingle for the Memorial Garden. Meeting to be arranged with Cllr. I. Sparks for further discussion.
- c) A resident had contacted the office to ensure the Council were aware of a private business, 'Mities', being run out of the garages at De Vere Road. Greenfields have confirmed that Mities are their decorating contractor and they have been granted permission to use the site as their compound for the foreseeable future.
- d) Correspondence was received from Crest Nicholson regarding the new road that will be constructed off Monks Road. Crest Nicholson proposed two road names Aubrey and Ulwin. A number of alternate names were gathered through discussion with two residents who have an interest in local history. Parish Councillors suggested Holden Close as the preferred name for the road as consistent with theme of other road names in the area. Failing that, Aubrey Close would be acceptable.
- e) Request received from Colne Valley Golf Club to clear and repair the kissing gate and fence on the alley between Hillie Bunnies and the Golf course. Cllr. R. Curtis to conduct a survey.

**6. PLANNING:**

- a) **Decisions reached:** none
- b) **Current applications:**

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

- 18/00063/TPOCON – Reduce Sycamore, Yew and 2 Plum trees – 2 Burrows Road – No Objection.
- 18/00078/TPOCON – Removal of Magnolia Tree – 22 Park Lane – No objection.

**Cllr. F. Williams reported on the following applications:**

- 18/00372/DAC and 18/00371/REM – Land North East of Station Road - reserved matters – 2 letters of objection from Mr. Warner raising concerns re impact of turning space on eastern side of site and its impact on wildlife. No objections.
  - 18/00260/FUL – Proposed rear single storey extension linking to existing double garage and conversion of existing double garage. Construction of timber frame cart lodge. Replacement of all existing sash windows with double glazed sash windows – 15-17 Upper Holt Street – No objection.
  - Chairman J. Bendall advised members to review the BDC portal for planning applications which dealt with reserved matters as there is a large number of associated documents.
- c) Land East of Station Road – The Chairman summarised the meeting with CALA Homes on 9<sup>th</sup> March and confirmed the extent of the Parish Council responsibilities for this site. Cllr. I. Sparks advised that CALA have indicated that the Site Foreman/Agent will meet with members of the Parish Council once work is started on the site.

- d) Land West of Station Road – The Chairman referred members to the minutes of the meeting held with Gladman, Robin Waters and David Brown on 9<sup>th</sup> March.
- e) Monthly Planning Responsibility - Cllr. I. Sparks to take responsibility for April and Cllr. T. Calton for May. Clerk to prepare rota for June 18–May 19.
- f) Cllr. G. Spray to advise dates for the planning committees for ‘Land Rear of Tey Road’ and ‘Land West of Station Road’ and for when the respective Officer’s Reports will be available.
- 7. MEMBERS’ REPORTS:** Cllr. R. Curtis reported on the latest Passenger Transport Meeting held on 12<sup>th</sup> March which provides an overview of public transport for the area.
- 8. LOCAL PLAN REVIEW AND HISTORIC S106 ALLOCATION:** Members discussed current plan and agreed changes to be submitted to BDC for the 2019 plan. It was agreed to investigate the following further 1) layout and costings for new playground scheme for 3-6 year olds at Reuben Walk and suggestions for enhancements to Recreation Playground provision, 2) costings for renovations to Village Sign, 3) costings and site identification for additional village noticeboard, 4) quote for playground fence at Recreation Club, 5) introduction of noticeboard/signage detailing history of village and 6) quote for complete weed, feed and reseed of village greens.
- 9. CHURCH HILL PARKING:** Members discussed issues caused by cars parking on Church Hill during school pick up and drop off times – 2 residents had raised concerns and a petition had been received from residents of Church Hill. Cllr. G. Spray summarised correspondence that had been received from a further resident on speeding in the village and parking on Church Hill. Cllr. I. Sparks advised Members of action taken to date raising the issues to Essex Police. Cllr. I. Sparks to request face to face meeting with Police as response to date has been unsatisfactory. Members agreed that preventative action will move problem elsewhere and any resolution will be the responsibility of Highways.
- 10. MAY BANK HOLIDAY TWINNING AND HIGH STREET EVENT:** Chairman confirmed that Parish Council members should make themselves available on Friday 4<sup>th</sup> May to greet our French visitors and requested if any member would like to deliver a short welcome in French to advise the Clerk. Members confirmed that they were pleased to support the proposed High Street event on that weekend.
- 11. ANNUAL REPORT:** Cllr. P. Clarry suggested that we continue with previous year’s format. Members to be contacted with specific requirements for the report. Cllr. I. Morton-Smith to assist with editing content. Cllr. I. Sparks reminded members that they will need to report on their areas of responsibility at the Annual Parish Meeting.
- 12. DATA PROTECTION OFFICER:** Discussed requirement to appoint a Data Protection Officer as part of the new regulations which take effect 25<sup>th</sup> May. Clerk to discuss appointment of DPO and training with Colne Engaine, White Colne and Halstead Town Clerks.
- 13. ESSEX VILLAGE OF THE YEAR:** Members agreed to enter the competition again this year.
- 14. ‘THE BATTLES OVER’ BELL RINGING:** Members discussed ‘The Battles Over’ and agreed that they would be happy for the bells to be rung on the evening of 11<sup>th</sup> November.
- 15. REPORT ON MEETING WITH JAMES CLEVERLY MP:** Chairman noted key observations from meeting held with James Cleverly MP on 2<sup>nd</sup> March.
- 16. COMMUNITY WORKER:**
- a) Members reviewed items reported by Community Worker. Cllrs. J. Bendall and I. Sparks to discuss provision of additional salt bins further and report back to council. Cllr. J. Bendall to raise issue with condition of green at mini roundabout with Highways. Clerk to cost purchasing a litter bin for Millennium green, to arrange for locks to be installed/repared on the telephone box on the green and at the public conveniences and to follow up with Community Worker on maintenance of Oliver’s sponsored flower bed.
- b) Members reviewed training requirements for our new Part Time Community Worker and approved costings.

**17. ESSEX COUNTY COUNCIL MATTERS:** Cllr. J. Bendall advised that the Essex County Highways Panel will be meeting next week, although he is unable to attend this time.

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

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

**20. VILLAGE HALL:** Members reviewed the Village Hall report. Water heater in Bar Store to be included in discussions for next year's budget. Fire Alarm test to be conducted in Village Hall to identify further actions that may be required to ensure all staff members are kept safe whilst on the premises.

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

**22. FINANCE:**

- a) Payment of Invoices: Schedule of payments approved by members. Members requested that a formal letter be issued in respect of non-payment of Village Hall invoice relating to December 17. Clerk to explore option of changing the energy supplier for the Village Hall.
- b) Internal Audit Report: Members were informed of confirmation from our internal auditor that a satisfactory audit of Q3 financials had been conducted.
- c) Financial Risk Assessment: Members approved Risk Assessment for this year, agreeing minor changes to the content of the document. Members agreed to defer discussion on setting up an additional account with another provider until current banking arrangement expires. Clerk to set up internet banking. Cllr. M. Barrett to be added as an authorised signatory for the account.

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

Date .....

Chairman .....