

Minutes of Meeting of Earls Colne Parish Council
held remotely via Zoom on Wednesday 21st October 2020

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

1. **TO RECEIVE APOLOGIES FOR ABSENCE:** None
2. **TO RECEIVE DECLARATIONS OF INTEREST:** Cllr. I. Sparks re 2 agenda items: 10b, 20/01582/FUL, Hangar 1 The Airfield and 17 re quote from Rob Harrison for museum works
3. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:**
 - One member of public present to observe meeting
4. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETING - PARISH COUNCIL MEETING 16TH SEPTEMBER 2020:** An action assigned to Cllr N. Spelling re the Village Hall Project was amended and the minutes were then approved as a true record, with agreement that the minute book be signed at a later point once the council reconvenes in person.
5. **TO APPROVE AMENDMENTS TO SIGNED MINUTES FROM 20TH MAY TO 19TH AUGUST 2020 RE LOCATION OF MEETING:** Members approved an amendment to the minutes for the above dates to reflect that they did not take place in the village hall but were held remotely via Zoom.
6. **TO RECEIVE COUNCILLOR RESIGNATION AND REVIEW PROCESS FOR THE CASUAL VACANCY:** Members noted that Jayne Meleschko resigned from the council on 17th September 2020. Posters have been placed on noticeboards and social media, advertising the vacancy for co-option.
7. **TO ACKNOWLEDGE THE PARISH CLERK RESIGNATION AND REVIEW APPOINTMENT OF NEW CLERK:** Members were informed that Grahame Walkingshaw decided not to continue in our employment on 22nd September 2020. A new clerk, Deborah Hayns, has now been appointed and a start date will be confirmed in due course. Angela Emerson will now leave at the end of December.
8. **TO REVIEW PLANS TO PROVIDE COVER FOR STAFF MEMBERS AND TO ADVERTISE WEEKEND COMMUNITY WORKER ROLE:** Members reviewed proposals for staff cover. Clerk to investigate employing an adhoc cleaner to cover for the village hall caretaker and potentially assist with cleaning at the public conveniences during covid/providing holiday cover. It was agreed that we would advertise the post of weekend community worker with the possibility of including adhoc cover for Lee in the role.
9. **TO RECEIVE THE CLERK'S REPORT:** Report provided, detailing status of previous resolutions. Clerk provided an update on the following: -
 - Emergency Plan – Updates submitted to BDC.
 - New Mower – John Deere 1570 received and insurance updated.
 - Community Special – due to delays with training, it is unlikely that the community special will be in post before the end of the year.
 - Amenity Vehicle – Two vehicles were needed again on 19th September due to the volume of materials at the De Vere site. Clerk to distribute letters to residents of De Vere Road reminding them of terms and condition of hire, specifically stating that we have instructed the BDC team to make no kerbside collections.

- Damage to Memorial Garden wall – a section of the wall has been knocked over and an insurance claim has been raised.
- Recycling Point for Food and Drinks Cartons – this has now been installed at the rear of the village hall.
- Footpath 19 and 20 Closure – footpath will be closed whilst work undertaken on The Avenue during 24/10 and 24/12/20.

10. PLANNING:

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

Application No.	Location	Description	BDC Decision Minutes
20/00241/TPO	Greenhills Place Halstead Road	Notice of intent to carry out works to tree protected by Tree Preservation Order 5/02 - Reduce height of (T7) a Mature Birch tree by a third, the tree is approx. 25 metres in height	Application Refused
19/02257/OUT	Land North East Station Road	Outline planning permission with all matters reserved except for Access, for up to 53 residential dwellings, associated landscaping, public open space, SuDS, and formation of new vehicle access off Station Road.	Application Refused
20/00222/TPOCON	31 Upper Holt Street	Notice of intent to carry out works to trees in a Conservation Area - Carry out works to trees as detailed on the application form	Application Permitted
20/00468/NMA	Land Rear of Tey Road	Non-Material Amendment to permission 18/00214/OUT granted 20.05.2019 for: Erect 23 No. Detached and Semi-Detached, 1,2,3,4 and 5 Bedroom Dwellings and Associated Garages, Lay Out Parking, Amenity Areas, Public Open Space, Estate Roads, Private Drives, Drainage Infrastructure and Landscaping. Amendment would allow: - the relocation of garages relating to dwellings 1, 3, 6, 7, 8, 12, 15 and 22; - removal of garage to dwelling 11; and - additional garage to dwelling 23.	Application Permitted
20/00550/HH	5 The Kennels	Two-storey side and rear extension	Application Permitted
20/00615/HH	Bramble House Halstead Road	Erection of a single-storey garage and storage outbuilding to be attached to existing cartlodge	Application Permitted
20/00892/FUL	Land Adjacent Stonebridge House Halstead Road	Erection of barn, with internal mezzanine floor, to be used for agricultural purposes.	Application Permitted

Application No.	Location	Description	BDC Decision Minutes
20/00928/LBC & 20/00927/HH	41 Tey Road	Demolition and removal of existing modern single-storey additions, and detached garage; and the erection of single-storey rear extensions, and the erection of a replacement detached single-storey garage; together with internal and external works.	Application Permitted
20/01009/HH & 20/01010/LBC	River House Lower Holt Street	Erection of first-floor balcony to rear elevation	Application Permitted
20/01015/HH	16 Park Lane	Single-storey front porch.	Application Permitted
20/01075/FUL	Land Adjacent to Keepers Cottage Station Road	Erection of 2 x 3 bedroom two-storey detached dwellinghouses with single-storey detached garages, and new access road to golf club	Application Permitted
20/01145/DAC	Hydewell Halstead Road	Application for approval of details reserved by condition 7 of approved application 19/02217/FUL	Application Permitted
20/01166/HH	54 Coggeshall Road	Erection of single-storey 2 bay cart-lodge and alterations to the driveway entrance with new gate, walls, and brick piers.	Application Permitted
20/01178/LBC	5 High Street	Remove and replace existing render and lath to front of the property and re paint the outside. Repair and repaint the front door and sash windows to the front of the property.	Application Permitted
20/01291/DAC	15 Burrows Road	Application for approval of details reserved by condition 3 (Samples) of approval 19/02054/HH	Application Permitted
20/01372/DAC	16 Park Lane	Application for approval of details reserved by condition 3 of approved application 20/01015/HH	Application Permitted

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

Application No.	Location	Description	Application No.
20/00305/TPOCON	Chandlers, 28 Upper Holt Street	Notice of intent to carry out works to tree in a Conservation Area	No objections raised
20/00317/TPOCON	29 Burrows Road	Notice of intent to carry out works to trees in a Conservation Area	No objections raised
20/01472/HH & 20/01473/LBC	124 High Street	Single-storey rear extension	No objections raised
20/01518/ELD	52A High Street	Application for a Lawful Development Certificate for an existing use - To establish that application planning application 17/01690/FUL was not implemented and the property remains in use as one dwelling.	No objections raised
20/01582/FUL	Hanger 1, The Airfield	Insertion of 3 external windows within existing Aircraft Hanger.	No objections raised
20/01620/DAC	The Farm, Colne Green Farm, Halstead Road	Application for approval of details as reserved by conditions 4 & 5 of approved application 18/00871/FUL	No objections raised

- c) To report on meeting with CALA Homes re transfer of Public Open Space 15/00934/OUT: -
- Members reviewed details of meeting with CALA Homes on 1st October and subsequent correspondence from CALA on 9th October.
 - Status as follows:
 - The current layout out of bollards on site is consistent with the layout approved by BDC. CALA have agreed to install up to 5 additional bollards which the Parish Council feel is still insufficient to provide the required protection against unauthorised vehicular access to the green.
 - CALA have agreed to provide an updated tree report prior to handover but will not undertake any clearing of undergrowth or removal of offshoots as this did not form part of the original agreement with BDC.
 - The Parish Council do not wish to take on the north eastern corner of the site as they do not feel that this is 'usable' open space. Services exist on this section of land.
 - Damage to the green from security fencing will be made good by CALA prior to transfer.
 - CALA confirmed that they will not install any fence and rail boundary on site.
 - Members agreed that it was not acceptable to take on the land in its current state and that they could not sign off on the agreement until there was an understanding of whether the additional work could be undertaken via the management fee.
 - Clerk to set up meeting with Planning Officer for Members to discuss the above.
- d) To receive proposal for the management of the CALA Public Open Space: -
- Item deferred until it was confirmed that the Parish Council would take the land on.
- e) To report on meeting with Neil Jones (BDC) re S106: -
- Members reviewed details of meeting with Neil Jones on 30th September.
 - Key points discussed:
 - Planning team at BDC to define process that the Parish Council will need to adhere to for accessing S106 funds by end of October – this may then need to be reviewed further internally before being distributed to us.
 - Neil to feed back to Planning Team that S106 should be discussed with Parish Council prior to agreement being signed for all future developments.
 - Neil to follow up on how BDC could incorporate funding towards community assets as part of S106.
 - Frustration of Parish Council that S106 is agreed between landowner, ECC and BDC.
 - Cllr. Spray noted the following:-
 - Parish Councils can talk to planning officers, developers and land owners about S106 at the early stages of an application.
 - A proposal to revise the Scheme of Delegation for planning applications will be distributed shortly for a three week consultation period. One of the changes proposed is that a members forum be established which includes representation from the planning committee, ward councillors and the parish council.
 - Neil has put forward a suggestion that in addition to open space, S106 could be considered for community halls for significant improvements/ enhancements. This is being considered.

- f) To report on meeting with Persimmon Homes re 15/001580/OUT & 17/01769/OUT: -
- Members reviewed details of meeting with Persimmon Homes on 24th September where the site plan was considered.
 - Parish Council have concerns around the distribution of open space, the lack of linkage between the play area on site and the existing play area on Nonancourt Way, the lack of eco features incorporated into the design, linkage to the Surgery site and the junction at Halstead Road.
 - Clerk to set up meeting with Planning Officer and Persimmon Homes for Members to discuss concerns.
11. **TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN:**
- Cllr. T. Calton updated Members on progress which has been slow due to the current covid situation and attrition amongst task group members.
12. **TO RECEIVE AN UPDATE ON COVID 19 ACTIVITIES:**
- Members reviewed the current status for the Village Hall, the Public Conveniences and general support within the Village and received an update of the impact of moving to Tier Two.
13. **TO CONSIDER THE FEASIBILITY OF MANAGING THE VILLAGE HALL AS A TRUST:**
- Members received a report from Cllr. N. Spelling on managing the Village Hall as a trust.
 - Members agreed to continue to manage the hall as is, via the Parish Council.
 - Clerk to investigate joining Community Matters to access information on grants that can be pursued.
 - Clerk to arrange meeting for the Village Hall Project group to discuss refurbishment plans further.
14. **TO REVIEW PLANS FOR REMEMBRANCE SUNDAY:**
- Cllr. I. Sparks provided a report on current plans for Remembrance Sunday.
 - The Memorial Service will go ahead with social distancing measures in place.
 - Details will be circulated to members of the public via website, noticeboards and social media.
15. **TO REVIEW PLANS FOR PLANTING IN THE VILLAGE THIS AUTUMN/WINTER:**
- Members reviewed plans for planters and wildflower areas.
 - Planting to commence at start of November.
 - Full details to be provided to Lee on care of plants.
16. **TO ACKNOWLEDGE RESIDENT LETTER RE TREES ON SHRUBBERY:**
- Members reviewed letter received from a resident who lives adjacent to the shrubbery which reminded the Parish Council that they have a responsibility to maintain all trees and vegetation that is over three metres tall and within seven metres of their property.
 - Clerk to add letter to risk register.
 - Clerk to ensure Richard Fordham is aware of this letter prior to commencing annual tree survey this year.
17. **TO APPROVE PLANS FOR INTERNAL & EXTERNAL DECORATION OF MUSEUM:**
- Members approved quote from Rob Harrison for external decoration of museum for £9,084.00. Clerk to confirm work to commence in spring.

- Members agreed that Community Worker should undertake internal decoration during winter season when he has capacity to do so.
- 18. TO APPROVE REPAIRS TO FENCE AT QUEENS ROAD CAR PARK:**
- Members approved quote from Tarmec & Croft to replace 3 posts with concrete spurs along north side of car park fence for £60 per post.
- 19. TO APPOINT NEW PARISH COUNCIL TRUSTEE FOR THE RECREATION CLUB:**
- Cllr. N. McKean was appointed as the Parish Council representative following Jayne Meleschko's resignation.
- 20. TO AMEND ROLES & RESPONSIBILITIES FOLLOWING COUNCILLOR RESIGNATION:**
- Cllr. N. Spelling will take on responsibility for the Annual Report and Cllr. I. Sparks will assume responsibility for Emergency Planning following Jayne Meleschko's resignation.
- 21. FINANCE:**
- a) To approve the payment of October invoices and amendments to previously approved payments in August and September 2020
- Members reviewed the list of payments for October 2020 and approved all expenditure.
 - Members approved changes to Tuckwells payment in August which was subsequently waived.
 - Members approved changes to staff costs in September arising from the new clerk's resignation.
- b) To acknowledge completion of the bank reconciliation for September 2020
- Members noted that the Bank Reconciliation had been completed by Cllr. M. Barrett.
- c) To approve changes to the Co-operative and Cambridge & Counties Bank mandates
- Removal of Angela Emerson and addition of Deborah Hayns for cooperative bank account 65130533 (Community Account and Business Select Account).
 - Removal of Grahame Walkingshaw and addition of Deborah Hayns for Cambridge & Counties Bank 15013684 – 5 Year Fixed Rate Bond Issue 6.
 - Addition of Mick Tracey for Cambridge & Counties Bank 15013684 – 5 Year Fixed Rate Bond Issue 6.
 - Cllr. M. Barrett to approve timeline for actioning changes.
- d) To review plans for the budget process 2021/22
- Members noted the timetable for this year's budget process.
- e) To review the Financial Risk Assessment and Internal Controls
- Members approved the FRA with the following amendments:-
 - To maintain a Risk Register.
 - To include employee disputes.
- f) To review external audit findings for 2019/20 AGAR
- Members noted findings from PKF Littlejohn.
- g) To appoint an internal auditor for 2020/21
- Members agreed to appoint Mr. Halam Rashid as Internal Auditor.

Cllr. J. Bendall asked that the following be recorded in respect of Angela Emerson:-

I wish to put on record the sincere thanks from myself, the Parish Council and the Community of Earls Colne for the tremendous and dedicated work that our Clerk, Angela Emerson, has done during her time as Parish Clerk.

More especially during the last 9 months which have been extremely stressful not only with issues raised by the Covid19 pandemic but also the numerous other unexpected matters that occurred and could have disrupted the normal smooth running of the Council's business.

Angela's approach to the above has meant that a seamless handover to our newly appointed Clerk will take place during the coming weeks.

I wish Angela good health and all the very best for the future.

Meeting closed at 21.54 pm

Chairman

Date