

**Minutes of Parish Council Meeting**

**held at 7pm on Wednesday 16<sup>th</sup> August 2023**

**Council Chamber, Village Hall, York Road, Earls Colne.**

**PRESENT:** Cllrs., Mrs. Spelling (Chair), Mr T Calton (Vice Chair) Mr. R Ranns, Mr. N. McKean, Mrs. J. Parish, Mrs K Kerslake, Mr J Happs & Ms D Ellison ( Parish Clerk & minute taker)

**To receive notification of absence** –County Cllr. Chris Siddall, District Cllr. G. Spray, District Cllr. G. Courtauld and Cllr H Street.

**1. To receive declarations of interest** – None

**2. Public Participation Session with Respect to items on the agenda.**

- a. 3 residents in attendance for interest in Neighbourhood Plan
- b. 1 resident in attendance as presenter from the Earls Colne Museum.

It was agreed by all to bring forward the Neighbourhood Plan session of the meeting to enable visitors to leave after the session of interest to them.

**3. Public Participation Presentation:** The future of Earls Colne Museum by Gordon Brown.

Slides were presented that detailed:

- I. Lease expires November 2024
- II. Purpose and Objectives of the Museum, as driven by the 12 volunteers.
- III. Request for the ECPC as to the plan for the Museum's artefacts and provision of a museum in the village.

**Resolution:** Unanimous agreement to discuss "in Committee" at a later date, and advise as to the findings and decisions.

**4. To approve the minutes of the following meeting:** Parish Council Meeting 19<sup>th</sup> July 2023 - Members confirmed minutes were an accurate record.

**5. Update on Neighbourhood Plan.**

Presentation provided with clear guidance on the three stages proposed in order to meet deadlines.

- 1. To approve commencement of Stage 1 of the proposed programme.
- 2. To approve in principle the proposal for an open day event (exact date to be agreed)
- 3. To approve the submission of an application for further funding

Proposed by Cllr Calton, Seconded by Cllr Spelling. Unanimous agreement by all Cllrs.

Questions & Responses were:

- Q) Who supports the process for formal response?
  - A) BDC and our appointed Consultant
- Q) Can we combine ECPC neighbourhood plan open day with the ECPC AGM?
  - A) Yes
- Q) Who supports ensuring all residents comments are responded to?
  - A) Planning Committee and ECPC
- Q) If ECPC Neighbourhood needs a revision is the cost covered by the Consultants fee?
  - A) Yes.

**Resolution:** Clerk to organise AGM and an additional meeting on 6<sup>th</sup> Sept 2023.

**6. Briefing from the Chair:**

- a. Welcome to Jonathan Happs

- b. Resignations from Cllr Street. He will maintain his role until Oct 2023 to enable the Electric Charging Point project to be completed
- c. Resignation, with immediate effect from Cllr P Kerslake.
- d. Formal Thank you to Angela Emmerson for her invaluable support over the past months in the absence of a Parish Clerk.

**Resolution:** Chair to formally write a letter of thanks to Angela, and arrange an evening meal with all from ECPC as a thank you.

#### **7. Clerks report:**

- a) Broadband supplier and installation:

Proposed use of County broadband by Chair, Seconded by Cllr Parish

**Resolution:** Clerk to organise installation.

- b) Locksmith (Lockrite)

Proposed change of supplier and changeover of locks by Chair, Seconded by Cllr Parish

**Resolution:** Clerk to organise change of locks and new process for hirers accessing the Village Hall.

#### **8. Finance.**

- a. Payment of invoices provided and approved
- b. Bank reconciliation provided and approved

#### **9. Essex County Council Matters**

Apologies of absence from Cllr Siddall

#### **10. Braintree District Council Matters**

Apologies of absence from Cllr G Spray and Cllr G Courtauld

#### **11. Planning:**

**Acknowledgement and apologies given that content presented within agenda was incomplete. Please note revised table below.**

- a. Decisions Reached
- b. Current Applications – applications received between the date of this notice and the meeting may also be considered.

Responses raised:

- a. 33 Tey Road: Concerns regarding close proximity to neighbours property
- b. The Bird in Hand: is there facility to have large lorries turnaround within the development to avoid vehicles reversing onto America Road?
- c. Land rear of Colne Place: Limited visitor parking and pedestrian access causes some concerns.

**Resolution:** Clerk to lodge comments within the planning portal.

Chair and Cllr Ranns reported to the group the decision reached at the Planning Committee meeting at BDC on the 15<sup>th</sup> August in relation to the Castle Pub, High Street, Earls Colne, was to reject the current planning application. The recording of the meeting is available on You Tube.

Application No.	Location	Details
Ref. No: 23/02062/PLD	50 Queens Road Earls Colne Essex CO6 2RS	Application for Certificate of Lawfulness for a proposed development - Proposed loft conversion with rear roof dormer and 2No front roof lights
Ref. No: 23/02012/TPOCON	Greenhills Place Halstead Road Earls Colne Essex CO6 2NG	Notice of intent to carry out works to trees in a Conservation Area - Please see the schedule of works
Ref. No: 23/01982/TPOCON	Eden House 12 Upper Holt Street Earls Colne Essex CO6 2PG	Notice of intent to carry out works to trees in a Conservation Area: T1 Oak - Section fell to ground level T2 & T3 Yew - Crown reduce by up to 1.5m
Ref. No: 23/01947/FUL	Land Rear Of Colne Place High Street Earls Colne Essex	Section of 4 No. Residential Units, associated works, including car park and bin store
Ref. No: 23/01958/PLD	10 Tey Road Earls Colne Essex CO6 2LG	Application for Certificate of Lawfulness for a proposed development - Conversion of existing single storey garage
Ref. No: 23/01957/HHPA	10 Tey Road Earls Colne Essex CO6 2LG	Single storey rear extension. Extension will extend beyond rear wall of the original house by 7.95m, with a maximum height of 3.80m and 3.00m to the eaves of the extension.
Ref. No: 23/01902/FUL	The Bird In Hand Coggeshall Road Earls Colne Essex CO6 2JX	Proposed additional access to provide dedicated arrangement for refuse collection and access for treatment plant servicing.
Ref. No: 23/01845/TPO	Sesame House 21 Coggeshall Road Earls Colne Essex CO6 2JP	Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - TPO 19/00 - G7 Works to Ash tree as described in the report
Ref. No: 23/01837/VAR	Land West Of Station Road Earls Colne Essex	Variation of Condition 1 (Approved Plans) of approved application 19/00802/REM granted 03/05/2023 for: Application for approval of reserved matters following outline approval 18/00121/OUT - Relating to the development of the site to provide 90 residential dwellings (Use Class C3) and associated infrastructure works. Variation would allow :- Condition Number(s): This application seeks to add a compliance condition to the reserved matters consent which specifies the correct drainage strategy drawings. Conditions(s) Removal: Due to the constructed SuDS basin differing from that approved by the reserved matters permission, we seek to add a compliance condition to the permission which includes the correct drainage drawings.
Ref. No: 23/01820/TPOCON	Baptist Church Halstead Road Earls Colne Essex CO6 2LR	Notice of intent to carry out works to trees in a Conservation Area:- Crown reduction by 7metres of 1 No. Beech tree
Ref. No: 23/01705/HH	33 Tey Road Earls Colne Essex CO6 2LG	Section of two storey side/rear extension, single storey rear extension, enlargement of existing rear dormer, replacement porch roof.

## 12. Four Colnes Show/Remembrance Day/Christmas Plans

Logistics for the Four Colnes Show agreed

Remembrance Day will be led by Cllr Parish, supported by Clerk

Christmas Shopping day. 2<sup>nd</sup> December will be led by Chair Spelling. Use of the Village hall given to support the local businesses plans for the day.

## 13. Annual Report

Note for the diary that the AGM is on October 16<sup>th</sup>

**Resolution:** Clerk to issue calendar reminders 3 and 6 week intervals prior to the actual meeting



**14. EV Charging Point Update**

No update in the absence of Cllr Street

**15. Village environment**

- a. Grass cutting schedule completed.
- b. Refuse Bin location map completed.

**Resolution:** At a date to be agreed both schedules to be reviewed for seasonal suitability and to demonstrate ROI.

**16. Village Hall Strategy Day**

2<sup>nd</sup> Sept 2023 9.30am start. Lunch at an external venue at 1pm. All PC's encouraged to attend

**17. Decarbonisation Grant**

Chair discussed the principles of the grant and agreed a working party is required.

**18. Actions taken since last PC meeting**

**Resolution:** All Councillors to review the actions relating to themselves and update progress and achievement dates for the next Parish Council meeting.

**19. Question from resident in attendance**

Q) Is there a Parish Councillor responsible for footpaths?

Chair responded; No due to limited numbers of active Parish Councillors. The area comes under the Village Environment team.

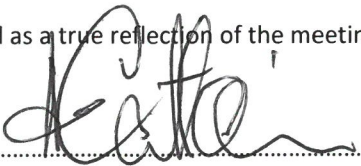
**R) Items for discussion at next Parish Council meeting**

- a) Policies for review
- b) Section 106 funds for High Street planters
- c) Museum
- d) Vote on Neighbourhood Plan

Meeting closed at 9.45pm.

Signed as a true reflection of the meeting:

Chair .....



Date: 20.09.23.



**EARLS COLNE PARISH COUNCIL PAYMENT LIST**
**Aug-23**
**FOR APPROVAL AT 16th August 2023 PARISH COUNCIL MEETING**
**Payments made prior to meeting - Aug 23**

Payee	Details of Payment	Gross Amount	Payment Type	CASH BOOK
British Gas	Village Hall	£ 19.22	DD	Aug-23
British Gas	Public convenience	£ 269.88	DD	Aug-23
Datapartners	Mailbox 1/8 - 31/8/23	£ 74.60	BACS	Aug-23
Southern Electric	Umetered St Lights VH	£ 112.50	DD	Aug-23
Southern Electric	Umetered St Lights VH	£ 12.29	DD	Aug-23
Southern Electric	Umetered St Lights VH	£ 100.21	DD	Aug-23
Wave	Museum	£ 51.00	DD	Aug-23
Wave	Village Hall	£ 137.80	DD	Aug-23
Wave	Public Toilets	£ 528.41	DD	Aug-23
Daisy Partners		£ 48.35	DD	Aug-23
Initial	Washroom Hygiene	£ 79.92	DD	Aug-23
Jamie Moore	WI Border sleepers	£ 200.00	BACS	Aug-23
		<b>£ 1,634.18</b>		

**Payments to be made after the meeting**

Payee	Details of Payment	Gross Amount	Payment Type	CASH BOOK
A&J Lighting	Monthly Maintenance	£ 42.60	BACS	Aug-23
Wistshoes UK	Paul Southgate safety footwear	£ 24.99	BACS	Aug-23
Forkandles	Maintenance	£ 57.90	BACS	Aug-23
Havendene Ltd	Office Loro supplies- blue paper	£ 16.08	BACS	Aug-23
Havendene Ltd	Office Loro supplies- stationary	£ 160.84	BACS	Aug-23
Amazon	Light bulbs for VH	£ 8.49	BACS	Aug-23
Smart Office Solutions	Printer	£ 105.20	BACS	Aug-23
The Computer Centre	IT support	£ 42.00	BACS	Aug-23
Mia Amerio	Contractors	£ 855.00	BACS	Aug-23
Mia Amerio	Contractors	£ 697.50	BACS	Aug-23
Amazon	Face protectors	£ 57.38	BACS	Aug-23
Holme & Hills	Grant for lease of Allego Chargir	£ 4,200.00	BACS	Aug-23
Staff Salaries		£ 3,757.90	BACS	Aug-23
Essex Pension Fund	Pension - June 23 - Cudmore, D	£ 274.60	BACS	Aug-23
<b>Aug expenditure</b>		<b>£ 10,300.48</b>		