



EARLS COLNE PARISH COUNCIL

Minutes of Parish Council Meeting
7pm on Wednesday 15th January 2025

in the Parish Chamber, Village Hall, York Road, Earls Colne, CO6 2RN

Present: Cllr N Spelling (Chair), Cllr T Calton, Cllr J Happs, Cllr S Newberry, Cllr R Ranns, County Cllr C Siddall. Mr P Southgate (Community Worker team leader)

Parish Clerk: D Ellison (minute taker)

Members of the Public: Ms V Doubleday, Mr Barton, Ms E Cook, Mr R Cook, Mr P Wall, Mr G Brown

Absence: District Cllr G Courtauld, District Cllr G Spray, Cllr J Jemmett, Cllr L Bauckham-Leys,

1. To receive apologies for absence:
 - a. Notification of resignations: Apprentice Jude Henry
 - b. Notification of appointments: None
2. To receive declarations of interest – None.
3. Public participation session with respect to items on the agenda
 - a. Ms V Doubleday shared her concerns and objections regarding the parking space request on the Village Green. She shared communications of consent given to Land Registry by herself and details for her signing of the document, which in summary was of support providing; the land was not sold, leased, built on, reduced in size and maintained by ECPC. It is understood that another 7 residents in the village also responded in the same vein. Ms Doubleday asked how many people will be consulted on the request, and gave the Queens Road allotment change to carpark as an example of consultation. Chair explained the background to the request, and that it was understood that the original allocated space had been reported as encroached upon by the green through lack of maintenance. Chair confirmed that no decision had been made as of this meeting and further discussions would be taking place to endeavour to find a solution that supported the residents in ensuring safe access was available to the house most challenged by the current situation.

Following emails from Ms V Doubleday after version 1 of the minutes had been released, the council agreed that the following points were permitted to be added:

Email content

I have concerns with the minutes relating to my comments on the proposal for the village green and would very much appreciate these being amended to include the following points as raised during the meeting;

- i. The applicant had previously stated that parking in the area was not an issue when he applied to convert a garage to an annexe. Therefore why is it an issue now?
- ii. The applicant in this planning application showed parking for 6 cars. Safe access is possible within the present area.
- iii. I asked why the residents of the village appear to remain unaware of this proposal and how this would be conveyed to village residents before a decision was made, as according to the minutes of October 24, not posted until December 24 a decision was imminent.
- iv. The applicant has said that his proposals for the village green was to prevent delivery drivers reversing out on the road, they do not. They park on the road.
- v. I also made the point that residents purchase properties fully aware of parking arrangements (Queens Cottages as an example) and when the residents of the Alms houses towards the end of the village applied to improve their of road parking arrangements this was refused.



- b. Mr G Brown, on behalf of the ECHM shared his thanks for the grant payment paid and contribution to the War memorial, and asked for confirmation when the balancing £300 would be made? Clerk confirmed by the end of this financial year. Mr Brown shared that ECHM had applied to the National Lottery Fund for funds to support the purchase of the building, and requested the letter of support from ECPC be forwarded to him. **Action: Clerk to send.**
- c. Mr P Wall was advised that Mr Southgate was in attendance to share the feedback to Mr Walls comments and questions from December council meeting. A written response was available for reading to the attendees but discussions took place, whereby Mr Wall and Mr R Cook shared their views on the suitability of tasks being undertaken by the team were questionable namely leaf blowing at the extremity of the village boundary being a waste of resource, and appropriate high viz clothing (vest) when working on some tasks. Mr Wall shared that he had been asked by BDC to provide a written report on what he had deemed as breaches of regulations. Mr Wall shared that he had not done so, and chose to bring these to the Councillors attention to be addressed. Mr Wall also requested evidence of 12 months equipment check lists, a process he had introduced when a Parish Councillor. Mr Southgate advised that the process had been further developed to check lists being completed by every user at every point of use, rather than only at the beginning of the day for the EV, and that the zero turn lawn mower had been returned to the supplier as unsuitable for the needs of the team. He also advised that other power equipment in daily use was new and under warranty therefore standard visual checks were in place for hand held items. Mr Cook shared his frustration at having to wait more than 28days for a response. Clerk reiterated that it was agreed at the December meeting that the report would be provided for at the January Parish Council meeting. **Action: Clerk to email written response to Mr Wall and Mr Cook.**

4. To approve the minutes of the following meeting:

- a. **20th November 2024 V 1 - Approved.**
- b. **18th Dec 2024 -Approved**

5. To receive updates from ECC Councillor:

- Cllr Siddall gave a detailed insight into the election system changes, and shared that ECC was an early adopter and had put themselves forward for consideration for one of the ten unity authorities.
- Confirmed that footpath on Station Road was scheduled for repair on 21st January 2025
- Requested Clerk resubmit application for £1500 towards the sound system for the Village Hall
- Confirmed balance of funds allocated to the allotments should be spent in full.

Chair raised to his attention the dangerous parking enforcement post in the high street opposite the dog grooming parlour. It has been reported many times previously. **Action: Clerk to forward W3W and post details.**

6. To receive updates from BDC Councillors

- Report from Cllr G Spray had been issued and read by all. Content included updates on the NPPF reforms, Waste Collection Consultation and Devolution. Details are all being briefed out via BDC.

7. Councillor Reports:

7a) Finance

1. To approve Dec 2024 bank reconciliation
 - a. **Approved**
2. To approve Financial Reports for Dec 2024
 - a. **Approved**
 - b. **Invoices awaiting payment – approved**
 - c. **Transfer of funds across bank accounts- approved. Action: Chair and Cllr Calton to make the transfer payments.**
3. Precept submitted and acknowledge complete by BDC
4. Request for the appointment of EMA Squared to be appointed the Internal Auditor – **Approved**



7b) Compliance and communication: Cllr L B-Leys absent. No report provided or discussions held.

7c) Planning:

Refer to Reports and content provided by Cllr T Calton

Updates on items reported after his report being issued, included updates on the junction of Station Road starting and the request for change to planning as a result on SEND providers' success at supporting this educational need. **Request was unanimously supported.**

Action:

- **Clerk to place communications as we receive them on the Parish notice boards regarding road closures/changes.**
- **Clerk to send letter of support to the SEND provider.**

7d) Neighbourhood Plan:

ECPC website has now been updated to include the independent examiners reports and documentation. Please ensure that the residents are sign posted to these for review, rather than ECPC make comment.

7e) Village Environment

- Land at Village Green Parking request discussed earlier. Unfortunately resident raising the request was unable to attend due to flight delays.
- **Allego Charging points:**
 - **Action: Clerk to add Sign post to User guide to ECPC website**
 - **Action: Cllr Happs to advise Allego of memorial wording for Mr H Street**
- **Church Clock:** Mr B Cook advised that oil was leaking from it and requested it to be serviced
 - **Action: Approved spend on service earlier than budgeted for.**
 - **Action: Mr R Cook to contact Hawards on behalf of ECPC to organise and facilitate access for the service**
- The Library, William Hunt Reading Room, High Street, Earls Colne- Clerk advised that her application to re-register it as a Community Asset was approved and will be re-included in BDC's Assets of Community Value for a period of a further 5 years.
- **Tillwicks Close Bungalows:** Clerk reported that following notification from the Management Company and the issuing of a copy of the deeds, that the maintenance of the communal areas are the responsibility of Tillwicks Close Management Company Ltd. We have been notified that wooden posts that are rotten are being replaced. Additional reflectors being added for safety reasons. It is also noted and agreed that ECPC will not be involved in the maintenance of these posts going forward (an activity undertaken in the past)

7f) Village Hall

Refer to Reports and content provided by Cllr R Ranns.

In addition to the report Cllr Ranns updated all on the progress being made on the utilisation of two grants that required BDC planning and heritage teams approval. Currently awaiting definition and cost of the replacement windows that will meet the council requirements.

7g) Museum

Cllr L B-Leys absent. No report provided.

Following request from previous month, Clerk provided to Mr G Brown ,copies of letters found in the safe that made reference to documents issued "1978 ERO" Mr Brown advised that the minutes books that are not stored within ECPC Chambers were not referenced within the documents, but that he would refer to these letters when discussing with the Essex Records Office. He also asked that past Clerks be contacted to establish any recollections as to who they may have been loaned to.

Action: Clerk to reach out to past parish clerks.



7. Clerks report

All items requested for discussion were covered within the areas above.

Meeting closed at 8.10pm

W Spelling
7th April 2025.

Earls Colne Parish Council

Prepared by: 
Name and Role (Clerk/RFO etc)

Date: 7/4/2025

Approved by: 
Name and Role (RFO/Chair of Finance etc)

Date: 7/4/2025

	Bank Reconciliation at 31/01/2025		
	Cash in Hand 01/04/2024		106,612.90
	ADD Receipts 01/04/2024 - 31/01/2025		220,310.56
			326,923.46
	SUBTRACT Payments 01/04/2024 - 31/01/2025		179,079.51
A	Cash in Hand 31/01/2025 (per Cash Book)		147,843.95
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2025	50.00
	Coop - Community Direct Plus	31/01/2025	55,524.60
	Coop - Savings	31/01/2025	45,541.47
	Cambridge & Counties	31/01/2025	10,607.88
	Lloyds Bank	31/01/2025	37,300.00
	Unity Trust	18/02/2025	0.00
			149,023.95
	Less unrepresented payments		1,180.00
			147,843.95
	Plus unrepresented receipts		
B	Adjusted Bank Balance		147,843.95
	A = B Checks out OK		

Earls Colne Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Car Park & Conveniences		35.00	35.00 (3500%)	9,476.00	4,280.61	5,195.39 (54%)	5,230.39
General Administration	176,735.00	177,548.25	813.25 (0%)	66,671.00	71,368.10	-4,697.10 (-7%)	-3,883.85
Museum			0.00 (N/A)	5,073.00	4,793.29	279.71 (5%)	279.71
Projects		1,500.00	1,500.00 (15000%)		5,734.24	-5,734.24 (-5734%)	-4,234.24
Village Environment	4,950.00	4,451.08	-498.92 (-10%)	52,104.00	39,152.08	12,951.92 (24%)	12,453.00
Village Hall	24,000.00	22,906.07	-1,093.93 (-4%)	84,292.00	41,872.45	42,419.55 (50%)	41,325.62
NET TOTAL	205,685.00	206,440.40	755.40 (0%)	217,616.00	167,200.77	50,415.23 (23%)	51,170.63

Total for ALL Cost Centres	206,440.40	167,200.77
V.A.T.	13,870.16	11,878.74
GROSS TOTAL	220,310.56	179,079.51

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WSS

Earls Colne Parish Council
BANK ACCOUNTS

Coop - Community Direct Plus	£54,344.60
Coop - Savings	£45,541.47
Cambridge & Counties	£10,607.88
Lloyds Bank	£37,300.00
Unity Trust	
Total in Banks	147,793.95
Cash	50.00
GRAND TOTAL (Banks and Cash)	£147,843.95

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Voucher Code	Date	Bank	Description	Supplier	Net	VAT	Total
431 Cleaning/Cloakroom Supplies	29/01/2025	Coop - Community Direct Plus	Cleaning	Amazon.co.uk	9.12	1.83	10.95
431 Cleaning/Cloakroom Supplies	29/01/2025	Coop - Community Direct Plus	Cleaning	Amazon.co.uk	9.15	1.83	10.98
425 Warm Welcome - EALC	16/01/2025	Coop - Community Direct Plus	Community Event	Sainsburys	48.26	0.00	48.26
418 VH Rates	02/01/2025	Coop - Community Direct Plus	Council Tax	Braintree District Council	150.00	0.00	150.00
416 CP Rates	02/01/2025	Coop - Community Direct Plus	Council Tax	Braintree District Council	73.00	0.00	73.00
417 CP Rates	02/01/2025	Coop - Community Direct Plus	Council Tax	Braintree District Council	120.00	0.00	120.00
415 CP Electricity	02/01/2025	Coop - Community Direct Plus	Electricity	British Gas Conveniences	133.01	6.65	139.66
435 CP Electricity	30/01/2025	Coop - Community Direct Plus	Electricity	British Gas Conveniences	103.77	5.19	108.96
413 VH Electricity	02/01/2025	Coop - Community Direct Plus	Electricity	British Gas VH Electricity	386.80	77.36	464.16
421 District Councillor Project	08/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	75.30	15.06	90.36
422 District Councillor Project	08/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	74.17	14.83	89.00
422 District Councillor Project	08/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	3.57	0.72	4.29
422 District Councillor Project	08/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	11.66	2.33	13.99
420 Cleaning/Cloakroom Supplies	08/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	20.82	4.17	24.99
420 Cleaning/Cloakroom Supplies	08/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	23.46	4.69	28.15
428 Equipment	22/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	21.62	4.32	25.94
429 District Councillor Project	22/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	61.75	12.35	74.10
430 Stationery Misc	27/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	21.67	4.34	26.01
430 Stationery Misc	27/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	11.66	2.33	13.99
430 Stationery Misc	27/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	7.25	1.45	8.70
430 Equipment	27/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	6.66	1.33	7.99
430 Sundries	27/01/2025	Coop - Community Direct Plus	Equipment	Amazon.co.uk	42.47	8.50	50.97
395 Sundries	21/01/2025	Coop - Community Direct Plus	Equipment	Halstead Electrical Wholesale	11.12	2.22	13.34
433 VH Maintenance	29/01/2025	Coop - Community Direct Plus	Equipment	Vernon Smith	14.50	0.00	14.50
432 Gas	29/01/2025	Coop - Community Direct Plus	Gas	British Gas VH Gas	1,566.17	313.23	1,879.40
394 Legals	06/01/2025	Coop - Community Direct Plus	Legal Fees	Holmes and Hills	950.00	190.00	1,140.00
396 Stationery Misc	21/01/2025	Coop - Community Direct Plus	Marketing	Wisdom Design	350.00	70.00	420.00
434 PAYE	23/01/2025	Coop - Community Direct Plus	PAYE	HMRC (PAYE, NI, Superann.)	5,966.37	0.00	5,966.37
427 Photocopier	17/01/2025	Coop - Community Direct Plus	Photocopier	Siemens Financial Services	656.85	131.37	788.22
441 Wages/NI/Super Ann	31/01/2025	Coop - Community Direct Plus	Staff Salaries	Siemens Financial Services	6,893.36	0.00	6,893.36
414 Street Lighting Maintenance	02/01/2025	Coop - Community Direct Plus	Street Lighting	A & J Lighting	35.50	7.10	42.60
424 Street Lighting Maintenance	15/01/2025	Coop - Community Direct Plus	Street Lighting	A & J Lighting	426.00	85.20	511.20
436 Street lighting Energy	31/01/2025	Coop - Community Direct Plus	Street Lighting	SSE	19.26	3.85	23.11
436 Street lighting Energy	31/01/2025	Coop - Community Direct Plus	Street Lighting	SSE	0.29	0.06	0.35
436 Street lighting Energy	31/01/2025	Coop - Community Direct Plus	Street Lighting	SSE	169.93	8.50	178.43
426 Communications	16/01/2025	Coop - Community Direct Plus	Telephones	Daisy Communications Ltd	46.10	9.22	55.32
412 Trees	21/01/2025	Coop - Community Direct Plus	Tree Survey	Blake Tree Care Ltd	1,050.00	210.00	1,260.00
419 Website	06/01/2025	Coop - Community Direct Plus	Website	Datapartners	62.17	12.43	74.60
Total	19,632.79	1,212.46			19,632.79	1,212.46	20,845.25

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