

Minutes of Meeting of Earls Colne Parish Council
held in the Village Hall 16th February 2022.

1. **PRESENT:** Cllrs., Mr. J. Bendall (Chair), Mr. T. Calton, Mr R Curtis, Mr. N. McKean, Mrs. J. Parish, Mr. R Ranns, Mrs. N. Spelling, Cllr Wall; District Cllr. G. Courtauld, District Cllr. G. Spray, County Cllr. C. Siddall; Spike Townsend - Community Special and D. Hayns (Clerk)
2. **CONFIRMATION OF CLEAR TESTS FOR ATTENDEES:**
3. **Welcome of new Councillors Cllr Ranns and Cllr Wall and confirmation that necessary paperwork had been returned.**
4. **TO RECEIVE APOLOGIES FOR ABSENCE:** Cllr. H. Street
5. **TO RECEIVE DECLARATIONS OF INTEREST:** Cllr. Curtis – in item 13, Cllr. McKean in item 12 b) 5&6
6. **Presentation from Kingsley Health Care about Colne House Care Home, Station Road.**
 - Presentation of Plans provided
 - Confirmation that engagement scheme with near neighbours will be undertaken over the next few weeks.
7. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETING - PARISH COUNCIL MEETING 19th January 2022:** Minutes approved
8. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:** Mr. M Alexander, in regard to item 13;
9. **TO RECEIVE THE COMMUNITY SPECIALS REPORT:**
 - Confirmation that Cllr. McKean would undertake role of liaison.
 - Appointment made for 12pm 23rd February for training/update with Community Workers
10. **FINANCE:**
 - a) To approve the payment of February invoices -
 - b) To acknowledge completion of the bank reconciliation for January 2022.
 - c) Confirmation of Precept and signing of form.
 - Members noted that the Bank Reconciliation for January was now being completed on Scribe software
11. **TO RECEIVE THE CLERK'S REPORT:** Report provided, detailing status of previous resolutions. Clerk provided an update on the following: -
 - Annual leave for the Clerk and the Weekend Community Worker had not been taken in full in the last year due to increased issues and lack of cover. Agreed that leave can be paid or taken

forward as this has been an exceptional situation and that cover by Cllrs and other means can be considered and organised for next year.

- New Hirer at Village Hall – Seated Exercise class has started
- Colne Philharmonic have booked extra sessions.
- St Andrews have started booking fund raising events.

12. PLANNING:

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

None shown on site

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

Application No.	Location	Description	Parish Council Decision
22/00077/FUL	Land to rear of Curds Road	Erection of steel-framed, timber-clad agricultural building within curtilage of agricultural land. Agricultural Land To Rear Of Curds Road Property, Curds Road, Earls Colne	No Objections
22/00136/NMA	Colne Valley Golf Club Station Road CO6 2ER	Non-Material Amendment to permission 21/01804/FUL granted 09.08.2021 for: Erection of first-floor extension, front porch and adjoining double garage to existing staff accommodation, along with internal alterations and replacement of existing ground floor windows. Erection of ground-floor terrace to side elevation. Amendment would allow for: - Omission of front porch and rear balcony - Changes to existing windows - First floor extension to be clad	No Objections
22/00092/FUL	Becklands Farm, America Road Earls Colne	Installation of hardstanding and track from existing field access. Becklands Farm, America Road, Earls Colne	No Objections
22/00182/TPO	Old Pond House Halstead Road Earls Colne	Notice of intent to carry out works to trees protected by Tree Preservation Order 5/02 - Trim 2 Yew trees on sides adjacent to the pond by 3 feet	No Objections
22/00152/HH	124 High Street Earls Colne	Single-storey rear extension	No Objections
22/00281/LBC	75 High Street Earls Colne	Renovation of front facing elevation including: - Change to existing signage - Renovations/decoration of road facing elements - Installation of hanging sign	No Objections
22/00301/ADV	75 High Street Earls Colne	Installation of 1 non-illuminated fascia sign and 1 non-illuminated hanging sign.	No Objections

13. Discussion on Drive Way at 6 Halstead Road

- Request that the driveway behind the Village Green next to the Baptist Church be extended so that it is 2 cars wide to give delivery drivers and residents the opportunity to turn around and drive off of the drive rather than reversing.
- Cllr. Curtis confirmed that one of the properties involved is his.
- Applicant happy to pay for any costs. Council confirmed that this could be taken forward with solicitors and discussion on the best way to take this forward after reviewing outline plans and after the resident had contacted BDC and ECC Highways to satisfy their requirements.(Clerk to Action)

14. To discuss Applications for Co-option and confirm advertisement for Co-option

- Confirmation of Co-option of Mr M Jackson.
- Confirmation that a further Co-option Vacancy was now available – it was agreed that we can look to advertise this in a different way, Clerk to liaise with Communications Group to move this forward.
- Agreement that an informal meeting needs to be arranged of the full PC to organise repopulation of Working Groups and Village Areas Responsibilities (Clerk to Action)

15. Update on Highways

- Email sent after last Councillors Surgery shared by Cllr Spelling.
- Cllr. Siddall advised again that any issues with driving/near misses in the Village should be reported through police avenues.
- Cllr Siddall advised that he has organised for the Cabinet Member to visit the Village at a peak time, so that the walk from the Tey Road end of the Village to the Primary School can be taken and the issues seen first hand.
- Cllr Siddall confirmed that it has been agreed that in 4-6 weeks the works to the lights and re-lining the zebra crossing will be undertaken.

16. Update and Discussion on Community Workers

- It was agreed that the updated list of PPE and uniform for the CW team be adopted and provided where needed.
- It was agreed that the new system of checklists for ongoing Health and Safety and equipment performance be adopted.
- Cllr Wall was thanked for his thoroughness and agreed to take on the role of Community Worker Working Group leader and to look for assistance as needed.
- Weekly meetings with Community Worker Team and Cllr. Wall and Clerk to be diarised going forward.

17. Actions taken since the last Parish Meeting that were not on the Agenda

- Fire safety risk assessor has advised that we can look to changing the frequency of these from yearly to biannual or every 5 years.
- While touching base with insurer Clerk advised that there has been a flag that the insured values of the Parish buildings are not correct. Confirmation given that this can be investigated and necessary actions and costs undertaken.

18. Update and Discussion on Communications Policy and Website

- Confirmation that earlscolne.gov.uk domain name be taken on, with provision of emails for Cllrs through this domain. (Clerk to Action)

- Confirmation that the existing web site provider could be engaged to take the website forward with the Communications Working Group pulling together urgent pages and further content to be added as agreed. (Communications Working Group)
- Confirmation that the NALC suggested team can be engaged to provide a communications policy for the PC across all platforms and engagement possibilities.
- A councillor surgery to be arranged in March (Clerk to Action) Cllr Spelling and Cllr Wall happy to engage.
- Cllr Wall happy to undertake “Councillor Coffee Mornings” at the Village Hall to engage residents. (Clerk to Liaise)

19. Update on Neighbourhood Plan

- Cllr Calton shared an update document. It was agreed:-
- Duration of the Neighbourhood Plan (NP) extended to 2038
- Allocation of future sites for the period 2034 to 2038 to be considered which may require a call for sites and/or discussion with local land owners.
- A “future project” to investigate the feasibility of a community led development (funding can be achieved to enable a detailed feasibility study) can be included within the NP to “keep place” and look to the possibility of undertaking this scheme.
- It was agreed that it was the case that Earls Colne has provided above and beyond its expected quota for houses and that all schemes would be looked at with a detailed study.

20. Update on Platinum Jubilee Plans

- Con Club and Rec Club well in advance for their plans. Request put out for additional hands from the PC (Cllr Ranns and Cllr Spelling happy to help)
- Diary of events to be shared again with confirmed bullet points by Cllr Parish.
- Engagement with volunteers and helpful contacts within the Village to move the project forward approved.(Clerk and Cllr McKean)

21. Update on Village Hall and Scope Clothing Recycling Bin

- Works on Main Hall Floor to be undertaken w/c 28th February 2022 hopefully.
- Confirmation that the Scope bin can be taken forward, with the understanding that it is closely monitored for emptying and management.(Clerk to Action)

22. Update on Section 106 and Open Spaces Plan

- Cllr Spray advised that it had been confirmed that some of the applications for the Open Space plan had not been accepted as they mentioned the Village Hall – Cllr McKean pointed out the notes on the guidance for application forms, and asked for clarification again as to how it can be listed in one document that relates to

applying for S.106 funds that certain works could be covered and in another that they could not. Cllr Spray to look again at the guidance.

Meeting ended at 9.50pm

Chairman

Date