

**Minutes of Meeting of Earls Colne Parish Council**  
**held in the Council Chamber, Village Hall 18th January 2023.**

1. **PRESENT:** Cllrs., Mr. T. Calton; Mr. M. Jackson; Mr. P. Kerslake; Mr. N. McKean; Mrs. J. Parish; Mr. R. Ranns; Mr. H. Street; Mrs. N. Spelling (Chair); Mr. P. Wall; Ms. E. Wilkin; District Cllr. G. Spray; County Cllr. C. Siddall and D. Hayns (Clerk)
2. **TO RECEIVE APOLOGIES FOR ABSENCE:** District Cllr G. Courtauld; Cllr Mrs. K. Kerslake
3. **TO RECEIVE DECLARATIONS OF INTEREST:**
4. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:** Mr Steve Gibbons in relation to the Neighbourhood Plan. Clarification made on the response to the suggested solving of the issues with village traffic.
5. **Neighbourhood Plan** - Agenda Item moved forward to share update.
  - Follow up communication for website, notice boards and social media to be drafted. Comms Team to assist. (TC&EW)
  - Steering Team Meetings will be taken forward and responses to all those who left questions (though many did not have direct email addresses) Shall be put together and made available in hard copy and electronically.
6. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETING - PARISH COUNCIL MEETING 21<sup>st</sup> December 2022**
7. **FINANCE:**
  - a) To approve the payment of January invoices.
  - b) To acknowledge completion of the bank reconciliation for December 2022.
8. **TO RECEIVE THE CLERK'S REPORT:** Report provided, detailing status of previous resolutions. Clerk provided an update on the following: -
  - Confirmation that Museum Team may use the small hall for a weekend of cataloguing 24<sup>th</sup> - 26<sup>th</sup> February 2023
  - Confirmation that Contact Details for Councillors for notice board and internal use are acceptable.
  - Request from resident about Tey Road issues with gravel and stones from driveways. Cllr Wall to take forward with visits as within his Zone.
  - Queens Road car park toilets being vandalised (rubbish and toilet roll being placed around) and for the moment dead locked every evening, this is much more labour intensive. Community Special aware. Agreement that a facebook request be put out to make people aware and hopefully deter the perpetrators.
  - Issues with potholes and road surfacing flagged again by many residents. Clerk to share with Cllr Siddall.
  - 20's Plenty for Essex Campaign shared. How do we take this forward? To be reviewed and looked at with the Communications Team.

- Traffic report from Luke Cox and his Team shared. Cllr Siddall confirmed that this has been accepted by the Essex Highways Team and requested specific changes/items to the data. Clerk to Liaise.
- Cala site meeting with Fordhams and the Village Environment Team – positive review on the site and the extent of the works needed from the area that may be adopted. Cllr Wall and Cllr Jackson to review the Village Tree Survey being undertaken this week and – further reports and contacts with the trees outside of our potential ownership that are causing issues for residents to be requested and Cllr Spray confirmed that this would be best to take through to Landscape Services. Clerk to Action with VE Team when further information available to back up issues.
- Vote on “Do you feel that the bus service through the village has suffered since covid” at the COOP 78 No and 366 Yes. Investigation on how we can take this forward. Clerk to carry forward to next meeting.
- S.106 and Open Spaces Plan – it was confirmed that there would be a meeting on the 25<sup>th</sup> January for the S.106 Team to bring forward the Open Spaces updates. Meeting with BDC Planning Team shared. Next quarterly meeting to be on the 24<sup>th</sup> February 2023.
- Safer Essex Roads Partnership – Extra Eyes Scheme. Shared information. Communication Team to look to take forward with sharing into the village.
- Contacts for review of approach on training for pedestrians and car drivers sent on to Cllrs. Carried forward to next meeting to consider how we take this forward.
- Litter and waste – flags for issues again through the village – contacts for posters and campaigns passed on. Carried forward to next meeting to consider how we take this forward. Cllr Siddall advised that BDC do have a fining scheme which can be used. Clerk actioned to contact Street Scenes and look into.
- Holmes and Hills our solicitors have asked if we would act as a referee for their Commercial Property Department for the Legal 500. It was agreed that this would be possible.
- The Rural Crime Open Day on March 10<sup>th</sup>. 1pm Layer Marney Tower was shared.

#### **9. TO RECEIVE ANY UPDATES FROM OUR ECC COUNCILLOR.**

- VAS at Church Hill – This has been taken forward by a contact at the Local Highways Panel to replace the battery as this would be the suggested issue with the unit. Once this is replaced and reviewed it would have to be taken forward.
- The drain at Station Road – No further feedback as yet.
- Potholes – still 18 that can be taken forward. Tey Road and Foundry Lane potholes accepted but still no date on them as yet.
- Queens Road, issues with the camber. This was to be taken forward with the Village Environment and Highways Teams to look at a way forward. This has been adopted as a scheme by the Local Highways Panel and they will have a date going forward.
- Pavement issues to be looked at and possibility of match funding/prioritising within the Parish.

- De Vere Grove drains and impact on Halstead Road and High Street drains. Further issues with the drain by Fork 'Andles and by the Rec have been flagged. Clerk to share photos with Cllr Siddall.
- LED halos around the Zebra crossings were mentioned again. This is still being chased.
- S.278 – both Cllr Siddall and Cllr Spray were asked for soundbites as to what the scheme was so that this could be put out to residents who attended the Community Circle.
- Cllr Street flagged issues raised by Mr Mascall from Coggeshall Road in regard to building works. It was confirmed by both Cllr Siddall and Cllr Spray that they are happy that the works are being carried out within guidelines and that they are looking to be finished in May/June with surface improvements.
- Bourne Bridge works are due to start at the end of January/early February.

#### **10. TO RECEIVE ANY UPDATE FROM OUR BDC COUNCILLORS.**

- De Vere Grove -The finalised layout of the road in front of the site? Cllr. Spray is taking forward with her team.
- Access to the Surgery from the site – clarification needed on the ownership of the rectangle of land and whether this can be moved forward. Awaiting details of ownership.
- Issues with residents neighbouring have been flagged but it was confirmed that these should be worked through before the site team leave. Cllr Spray to share the details of the new position which looks into development sites and makes sure all actions are being undertaken. Clerk to share feedback from residents received on the issues still outstanding on the CALA site once this contact is confirmed.
- Reuben Walk refurbishment has been confirmed and will be funded by S.106 monies. S.106 Team to discuss at their meeting on 25<sup>h</sup> January.
- A presentation on the Rural England Prosperity Fund was given at BDC with grants from £10,000 to £50,000 available and that can be passed on
- Brickwall Court, Foundry Lane, the damaged wall to the area has now been taken forward under S.77 of the Building Act 1984 and the owner has 21 days to respond to BDC.

#### **11. PLANNING:**

- a) Decisions reached were shared

Notice of intent to carry out works to trees in a Conservation Area: - T1 - Ash Tree - Remove to ground level. There is root heave, compacted soil in area.

3 Foundry Lane Earls Colne Essex CO6 2SB

Ref. No: 22/03334/TPOCON | Received: Wed 07 Dec 2022 | Validated: Mon 12 Dec 2022 | Status: Application Permitted

Notice of intent to carry out works to trees in a Conservation Area: - 1. Fell & Stump Grind Sycamore Tree 2. Fully remove small Self Sown Sycamore 3. Reduce height of Sycamore by 30% to 26ft 4. Reduce height of Sycamore by 30% to 30ft & shape.

67 - 69 High Street Earls Colne Essex CO6 2QX

Ref. No: 22/03300/TPOCON | Received: Mon 05 Dec 2022 | Validated: Tue 06 Dec 2022 | Status: Application Permitted

Notice of intent to carry out works to trees protected by Tree Preservation Order - Sycamore tree - Fell tree

5 Oxford Court Earls Colne Essex CO6 2SH

Ref. No: 22/03120/TPO | Received: Mon 14 Nov 2022 | Validated: Fri 18 Nov 2022 | Status: Part Granted Part Refused

Erection of cartlodge to rear of property and external masonry walls to front entrance drive.

Nightingale Hall Barn Nightingale Hall Road Earls Colne Essex CO6 2NR

Ref. No: 22/03088/HH | Received: Fri 11 Nov 2022 | Validated: Fri 11 Nov 2022 | Status: Application Permitted

Changes to fenestration to shop/flat frontage

90/90A High Street Table Coffee Shop/Flat 3 Earls Colne Essex CO6 2QX

Ref. No: 21/01570/FUL | Received: Wed 14 Apr 2021 | Validated: Wed 12 May 2021 | Status: Application Permitted

Change of Use of land to be used as a Haulage Yard (Sui Generis) with associated works, security fencing, access and landscaping with the erection of a two-storey building to be used as ancillary office space.

Land At The Airfield Earls Colne Essex

Ref. No: 21/00411/FUL | Received: Fri 05 Feb 2021 | Validated: Fri 19 Feb 2021 | Status: Application Permitted

- b) Current Applications It was discussed and confirmed that new Cllrs would meet with Planning Team before next meeting to review next months applications. It was confirmed that, where objections/clarifications were requested the Planning Team would keep track of the applications and keep the PC abreast of the current situation. (I.E. Granted/Pending/Refused. Current applications were reviewed by the Parish Council as follows: -

Application No.	Location	Description	Response
22/03414/TPOCON	2 Burrows Road, Earls Colne, Essex	Notice of intent to carry out works to trees in a Conservation Area -  Sycamore (T1) - To reduce to previous points, on boundary to Burrows Road.  Fir (T2) - To reduce christmas tree, on boundary to Burrows Road, by 2 - 3 metres at the top; thin out and reshape  lower branches on garden side  2 Burrows Road, Earls Colne, Essex	No Objection
22/03430/FUL	Broomfield Farm Nurseries , Coggesh Road, Earls Colne	Improvements to existing access to provide dedicated	No Objection

		Entance for UK power Networks to new sub-station	
22/03341/L BC	122 High Street, Earls Colne, Essex	Replace 4 No. rear windows with Georgian style wooden double glazed units	No Objection

## 11. ACTIONS TAKEN SINCE LAST PARISH COUNCIL MEETING THAT WERE NOT ON THE AGENDA

- Actions Confirmed from Meeting on the 4<sup>th</sup> January 2023.
- Responsibilities and Roles. Accepted and Voted

<u>Current Working Group/Activity</u>	<u>Assigned to Key Activity Area</u>		<u>Leader</u>	<u>Deputy</u>
Finance	1			
Section 106	1	<b>Key Activity Area</b>		
Annual Report	2	1 Financial & Asset Management	RR	PK
Car Park & Public Conveniences	2	2 Communication	KK	EW
Christmas Carol Service	2	3 Village Hall	JP	NM
Church Clock	2	4 Village Environment	PW	MJ
Earls Colne Heritage Museum	2	5 Neighbourhood Plan & Planning Applications	TC	HS
Electric Charging Points	2			
Junior Parish Council	2	<b>Representation on other Bodies</b>		
Newsletter & Welcome Pack	2	<b>Organisation / Body</b>	<b>PC Rep</b>	
Website	2	Airfield Liaison Committee	JP	
Village Hall	3	Anti Loan Shark Charter	N/A	
Village Hall Refurb	3	Braintree Association of Local Councils	RR/MJ	
Allotments	4	Cycleways	HS/PW	
Community Worker	4	Earls Colne Recreational Trust	NM	
Play Areas	4	Earls Colne Twinning Association	HS	
Tree Warden	4	Halstead and Earls Colne Educational Trust	JP	
Village Environment	4	Library	NS	
War Memorial	4	Millennium Green Trust	RR	
Village Waste Issues	4	Primary Parking Partnership	NM	
Wilding	4	Passenger Transport Liaison	MJ	
Neighbourhood Plan	5	Patient Participation Group	NS	
Planning	5	Police Liaison	NM	
Personnel		Chair/Vice		
Highways		HS/PW		
Climate Change		To be agreed		
Village Emergency Plan		RR/NS/PW		
Coronation		To be agreed		
Youth		NM/JP/NS		

- Village Zones Accepted and voted as approved.

## **Village Zones**

### Zone 1: Nick McKean

Halstead Road from The Croft / Great Pitchers to end of village, Morleys Road estate including The Spinney

### Zone 2: Hugh Street

Station Road from Atlas Road to village end including Bourne Brook View on the Bellway's estate, Atlas Road estate including De Vere & Dudley Roads

### Zone 3: Katy Kerslake & Paul Kerslake

Station Road from Atlas Road to Halstead Road including golf course & Aubrey Close & Hobbs Way on the CALA site, Halstead Road from 29 Halstead Road / The Recreation Club to High Street, High Street from Halstead Road to Queens Road / York Road

### Zone 4: Tony Calton

Burrows Road, Homefield Way, Sims Close, Priory Street, Hillie Bunnies

### Zone 5: Nikki Spelling

Queens Road, High Street from Queens Road to Church Hill Corner including The Grove, Oxford Place, Squires Court, Temperance Yard and Tapestry Court

### Zone 6: Ray Ranns

Monks Road and Holden Way, Josselin Close, Ernalds Close, Oxford Court

### Zone 7: Emma Wilkin

Foundry Lane including Coombe Lodge, Willow Tree Way, Thomas Bell Road, Hayhouse Road to Airfield

### Zone 8: Martyn Jackson

Park Lane, Park Lane Close, York Road, Swallow Fields, Ashwells Meadow, Shut Lane

### Zone 9: Jackie Parish

Church Hill, Coggeshall Road, Curds Road, Upper Holt Street

### Zone 10: Phil Wall

Lower Holt Street, Tey Road, Tey Road Close, Lowefields

### Zone 11: Katy and Paul Kerslake

Massingham Drive, Atlas Works Estate including Nonancourt Way

As at 4<sup>th</sup> Jan 2023

- Warm Hubs- the Hall on Thursdays seems to have had more attendance than any other offering in the Village. Calendars for Cllrs to volunteer for dates on the doors of the PC Chamber.

## **12. EV Charge Point Progress Report**

- Positive meeting on site with UKPN and Allego on the 5<sup>th</sup> January last.
- In order for UKPN to undertake the upgrade of the sub station at Queens Road and add additional support to the main pole the car park will have to be closed for a period.
- Village Environment Team to look as to whether other works could be scheduled for the area at this time?
- Communications Team to look to assist on the information going to residents well in advance of any closure through our website; social media and notices.

## **13. MS Office 365 Progress Report**

- Aims to provide better email service and future capabilities across the Cllrs and Clerks office.
- Create a system that requires minimal support to be reliable and useable.
- Cost effective and scalable service.

- Implementation plan shared (Cllr Ranns/Clerk)

#### **14. Communications Team Update**

- Meeting with Cllr K Kerslake and Cllr Wilkin to take forward roles confirmed. (Clerk/Cllr Ranns)
- Weather Emergency Plan and grit and salting feedback documents shared and confirmed to be placed online. Confirmation that all Cllrs are happy with these documents. Voted and approved.

#### **15. Finance and Asset Management Team Update**

- Meeting with the new team – taking forward on 26<sup>th</sup> January next.

#### **16. Village Environment Update**

- Report shared – Issues raised; Resolution of CALA agreement Jan update – awaiting progress with BDC with developer to move this forward.
- Rebuilding of Flowerbed at War Memorial – Cllr Wall to take forward.
- Decisions required: Adoption of initial stretch of footpath from York Road to its boundary with Willow Tree Way footpath has been requested by residents by either the PC or the Local Highways Panel. It was discussed with full PC and BDC & ECC Cllrs and confirmed that due to the nature of the area it would not be taken forward by the LHP due to the cost and issues around obtaining ownership. Cllrs voted and agreed not to be taken forward unanimously.

#### **17. Village Hall Team Update**

- Vote on sign above the bar area advertising “Function Bar For Hire” To draw attention. It was voted unanimously not to take this forward. But leaflets and a sign for Amerios can be placed next to the Bar area advertising the bar.
- New bins ordered for the Village Hall areas
- New rubber feet added to chairs and tables – thanks to Cllr Wall for measuring. Damage that had been flagged to vinyl floors caused by chairs/tables wearing through their floor protectors.

Meeting ended at 9.04 pm

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Chair

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Date