

Minutes of Meeting of Earls Colne Parish Council
held in the Council Chamber, Village Hall 15th February 2023.

1. **PRESENT:** Cllrs., Mr. T. Calton; Cllr Mrs. K. Kerslake; Mr. P. Kerslake; Mr. N. McKean; Mrs. J. Parish; Mr. R. Ranns;; Mrs. N. Spelling (Chair); Mr. P. Wall; Ms. E. Wilkin; District Cllr G. Courtauld and D. Hayns (Clerk)
2. **TO RECEIVE APOLOGIES FOR ABSENCE::** Mr. M. Jackson; Mr. H. Street; District Cllr. G. Spray; County Cllr. C. Siddall
3. **TO RECEIVE DECLARATIONS OF INTEREST: None**
4. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA** Mr James Astley member of the Green Party to listen to issues; Mr B Lynham regarding Village Hall and Caretaker role.
5. **TO APPROVE THE MINUTES OF THE FOLLOWING MEETING - PARISH COUNCIL MEETING 18th January 2023**
6. **FINANCE:**
 - a) To approve the payment of February invoices.
 - b) To acknowledge completion of the bank reconciliation for January 2023.
7. **TO RECEIVE THE CLERK'S REPORT:** Report provided, detailing status of previous resolutions. Clerk provided an update on the following: -
 - Confirmation that Museum Team cancelled use of small hall.
 - Last months request from resident about Tey Road issues with gravel and stones from driveways has been actioned and Cllr Wall has visited as part of his Zone review.
 - Update on last month Queens Road car park toilets being vandalised still for the moment dead locked every evening, but facebook request seems to have helped.
 - Defibrillator (defib) – many calls and requests have been made to put the code into the public domain. Clerk confirmed process again:-
 - We belong to The Circuit and log in monthly to confirm the defib is available and also receive notifications to check the machine when it has been used, we then have to make the unit “live” again.
 - The code should not be made public as any user has to ring through to the ambulance service to be made aware which of the defibs in the area are working and available. If this process is not followed then we will have issues where there is a risk to life due to machines being accessed incorrectly or left unusable.
 - Requests forwarded to Ambulance service defibs@eastamb.nhs.uk so that they can confirm the
 - 20's Plenty for Essex Campaign shared. How do we take this forward? To be reviewed and looked at with the Communications Team. Carried forward.
 - Traffic report from Luke Cox and his Team shared. Clerk confirmed that information had been shared and accepted.

- Works on Village Tree Survey were taken forward. Chased on update for trees around Cala we did not own. Clerk and VE Team to action.
- 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. Currently the box has not been put back into the Coop as the refit is imminent. To look at replacing, maybe in a more prominent place now we have evidence to be taken forward by the Comms Team and Clerk.
- S.106 and Open Spaces Plan – it was confirmed that there would be a meeting on the 25th 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 24th February 2023.
- Safer Essex Roads Partnership – Extra Eyes Scheme. Carried forward. 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.
- Litter and waste – flags for issues again through the village – contacts for posters and campaigns passed on. BDC have been contacted and process and contacts for using this scheme passed on to Community Workers and VE Team.
- S.106 Meeting on the 24th January by the team confirmed
 - Earls Colne Tennis Club - New Practice Wall Area; Lighting to whole area to enable extended play and safety while using the facilities; Tennis pavilion for use during sessions to be added. Voted through unanimously
 - Scout Group – Additional facilities to Scout Hut including a climbing wall. Voted through unanimously.
 - Reuben Walk Playground – BDC have requested the use of S.106 funds to improve the playground. Scheme shared and a budget of around £10,000 - £12,000 is being looked at. Voted and approved unanimously.

8. TO RECEIVE ANY UPDATES FROM OUR ECC COUNCILLOR.

- Unfortunately Cllr Siddall was unable to attend.

9. TO RECEIVE ANY UPDATE FROM OUR BDC COUNCILLORS.

- Cllr Courtauld took forward an outstanding action from September – Item 20, to chase the process for ensuring the disabled access across the footpaths in the area from Cllr Wall.

10. PLANNING:

- a) Decisions reached were shared

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 CO6 2RZ
Ref. No: 22/03414/TPOCON | Validated: Mon 19 Dec 2022 | Status: Application Permitted

Notice of intent to carry out works to trees in a Conservation Area: - Removal of 5 Oak and 5 Silver Birch trees in woodland as per plan to allow remaining ones the space they require. Trees circled in red are to be removed Some of the selected trees are showing damage The coppiced willow needs at least one trunk removing. It is damaged and leaning at a dangerous angle There is a legend identifying each tree species 22 Park Lane Earls Colne Essex CO6 2RJ
Ref. No: 22/03360/TPOCON | Validated: Mon 12 Dec 2022 | Status: Application Permitted

Replace 4 No. rear windows with Georgian style wooden double glazed units. 122 High Street Earls Colne Essex CO6 2QX
Ref. No: 22/03341/LBC | Validated: Thu 22 Dec 2022 | Status: Application Permitted

Notice of intent to carry out works to trees protected by Tree Preservation Order: Sycamore (T1)- Remove 2 metres of regrowth on all aspects of the crown. All branches to be cut back to growth points as close to the previous pruning points as possible. 22 Josselin Close Earls Colne Essex CO6 2SE

Ref. No: 22/03321/TPO | Validated: Tue 06 Dec 2022 | Status: Application Permitted

Painting of all internal walls and windowsills. Replacement of damaged internal wall skirting. 2 Lower Holt Street Earls Colne Essex CO6 2PH

Ref. No: 22/03101/LBC | Validated: Thu 24 Nov 2022 | Status: Application Permitted

Provision of community garden including disabled access, raised beds and secure storage. Land Adjacent To 12 Park Lane Close Earls Colne Essex

Ref. No: 22/02688/FUL | Validated: Tue 11 Oct 2022 | Status: Application Permitted

b) Current Applications

| Application No | Location | Details | Parish Council Decision |
|----------------|---|--|-------------------------|
| 21/01570/FUL | 90/90A High Street Table Coffee Shop/Flat 3 Earls Colne Essex | Changes to fenestration to shop/flat frontage I refer to your representation(s) which was received in connection with the above numbered application, the contents of which were taken into account when determining the application. I write to inform you that after due consideration the decision is "Application GRANTED". Please note that only the applicant has the right of appeal against the decision. | For information only |
| 23/00069/VAR | The Cart Lodge, Peartree Hall, Coggeshall Road | Variation of condition 2 'Approved Plans' of permission 18/02142/FUL granted on 11/02/2019 for: Erection of stable block comprising 2 stables | No Objection |

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| | | <p>and hay store with integral ta room, erection of a 3 bay cart lodge style garage and the change of use of 1.3 acres of agricultural land to be used for equestrian purposes.</p> <p>Variation would allow: Change location of cartlodge</p> | |
| 22/03323/HDG | Colne Valley Golf Club, Station Road, Earls Colne | <p>Notice of intent to remove a hedgerow –</p> <p>Hedgerow and trees have disease as per survey</p> | <p>As a general principle we feel that existing hedgerows should not be removed unless they are diseased.</p> <p>In this particular incidence we would point out that a previous report on this hedgerow, included within an application for the adjacent land (19/02257), described the condition of this hedge as poor but not diseased.</p> |
| 23/00108/TPOCON | 31 Willow Tree Way, Earls Colne, Essex | <p>Notice of intent to carry out works to trees in a Conservation Area:</p> <p>Hornbeam tree - Crown reduction taking height from 10.668 meters down to 8.23 meters width will be taken from 7.62 meters to meters 4.658</p> | No Objection |
| 23/00226/LBC | East Of England Cooperative Society Ltd, High Street, Earls Colne | <p>Installation of:</p> <p>Fascia sign 1 - Externally illuminated</p> <p>Fascia sign 2 - Externally illuminated</p> <p>Projecting sign - Externally illuminated</p> | <p>No objections, there seems to be no indication that the lighting would be on timer, or only illuminated during opening hours.</p> <p>We would make comment that, due to light pollution and energy consumption, it would seem that some form of timeframe should be agreed for the signs to be illuminated.</p> |
| 23/00156/ADV | East Of England Cooperative Society Ltd, High Street, Earls Colne | <p>Installation of:</p> <p>Fascia sign 1 - Externally illuminated</p> <p>Fascia sign 2 - Externally illuminated</p> <p>Projecting sign - Externally illuminated</p> | <p>No objections, there seems to be no indication that the lighting would be on timer, or only illuminated during opening hours.</p> <p>We would make comment that, due to light pollution and energy consumption, it would seem that some form of timeframe should be agreed for the signs to be illuminated.</p> |

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| 23/00284/NMA | 47 Lowefields Earls Colne Essex | <p>Non-Material Amendment to permission 22/02565/HH granted 23.11.2022 for:</p> <p>Single-storey rear extension a side porch. Amendment would allow change of roof tile finishes.</p> <p>In respect to the above application, I write to inform you that we have received an application for a Non-Material Amendment to a previously approved application. Details of the application are displayed on the Council's website.</p> <p>Please note that this is for information only and due to the type of application we don't seek your comments.</p> | For information only |
| 22/03239/FUL | Land Rear Of 9, Coggeshall Road, Earls Colne | <p>Existing manege to be extended by 20 x20 meters.</p> <p>Erection of mobile lights and arena mirrors.</p> | <p>No objections to the above application per se, but that resident comments were noted and the Parish Council would support the views that consideration is needed to the hours of use on the lighting.</p> <p>Could we confirm that the planning notices have been sent to the houses on the new development at Lowefields and the rear of Road? They do share a boundary with this area.</p> |

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

- **2nd Tetracycle bin – due to overflow of the recycling we have managed to get another bin for the Village Hall Car Park free of charge – we are awaiting the update on the livery.**
- **Issues of rubbish bins at the rear of the village hall being deemed as a Health and Safety Risk for the BDC operatives bringing them round. Meeting arranged and looking at other options.**
- **Details for speedwatch passed on from Community Special and existing team covering here and possible linking with Coggeshall team? It was decided that at the moment we could not set up an email address for the scheme due to the transition of our emails within the Council. Cllr Wilkin will facilitate the reach out to residents as part of the Comms Team and liaise with volunteers and scheme authorities.**
- **EV points – lease has been forwarded to Holmes and Hills solicitors. Clarification needed on plans which have again been provided showing the village hall – it was agreed that we would not move this forward until the correct plan was received. It was confirmed that the cost of the legal expenses will be around £2,875. It was voted and confirmed that the PC were still happy that this was taken forward.**

- Holmes and Hills have contacted about moving the ownership of the village greens forward. It was agreed that this can be taken forward and Cllr Parish and Cllr Wall are happy to provide statutory declarations as long standing village residents.
- Community Hub has been reaching as high as 10-12 on a Thursday. White Colnes offer seems to be being used on Mondays and affecting the number. It was voted and confirmed that Monday Hubs will cease from March.
- Offer of home cooked food suggested at Community Hub and BDC have been approached as to how we would take this forward. It was confirmed that to comply with the FSA we can only offer/cook our own food here up to 4 times per year. Otherwise we need to get all members of the Community Hub team cooking at home trained and certified, or the hall certificated and make sure that cooking is done here.
- Footpath 16 from Bellways development to the Millenium Green has been clarified – they are running behind on the scheme and they have instructed contractors to take forward the works on the footpath but they have no firm timescale as yet – probably by spring. They have already put in a kissing gate by No.52 on the site as the entrance to the footpath. It was agreed that things seem to be moving forward but it is to be monitored.

12. Strategy Day/Acceptance of new policies/Coronation

- Request that we move forward on the Strategy Day and a date is approved as soon as possible. The Chair is to forward on a date.
- Emergency Plan shared by Cllr Ranns and voted through unanimously
- Disciplinary Policy shared by Cllr K Keslake and voted through unanimously
- Coronation Team to be led by Cllr N Spelling – Cllr R Ranns and Cllr J Parish happy to assist.
- Clerk shared current plans

13. Communications Team Update

- Communications Team Strategy Shared and agreed to be taken forward
- Communications Team request permission to post anything that is non-contentious straight to the social media sites without full approval. Voted and unanimous.

14. Finance and Asset Management Team Update

- Closure of earlier financial year (in Scribe) needs urgent attention.
- AGAR report?
- CCR non-electrical works quote needs to be agreed and actioned.

15. Village Environment Update

- Gate at Allotment at Newhouse Road has been replaced with a new galvanised gate by Hull Fencing and the both the allotment team and VE Team are happy with installation now and approve payment of £582.00. The S.106 Team at BDC had reviewed the quotes and confirmed they were happy with this going forward.

- New Community Worker has started. 1st of February 2023. We welcome Paul Southgate to the Team.
- Rebuilding of Flowerbed at War Memorial costing has been sought for sleepers – scheme to be approved with the WI – currently looking at around £250 for hard landscaping, works to be done by Community Workers.
- Russel Haythorpe – cover for Community Worker leave before full team in place £350. Voted and approved unanimously.
- Details on possible cost and installation of CCTV within the Queens Road Car Park shared and it was agreed that the team should take this forward and look into it further.
- New Slow signage for the Electric Vehicle was shared and approved. Cost of £60 + VAT. Voted and approved unanimously.

16. Village Hall Team Update

- Render at the front of the hall is still an issue – initial quote received. Action taken by the VH Team to request further quotes.
- Pothole at the front of the hall worsening. Village Hall Team to liaise with the Village Environment Team on solving in house.
- Decoration to foyer ongoing – Village Hall Team to liaise with the Village Environment Team on using Community Workers
- Glass to the foyer and the Chamber office again flagged as needing replacement by safety glass
- Youth Team had approached us about running classes on cyber bullying and online grooming from the village hall with Essex Youth Services assisting. Approved Clerk to confirm.
- Move to waterless urinals suggested as we have issues with current system. Agreed this should be looked into for full background.
- Mr Lynham attended to go over the current Caretaker offer at Village Hall. The suggestion was made that:-
 - There should be an Admin Role who should:-
 - take forward the running of the booking system
 - Encouraging hirers
 - Engaging contractors for works
 - Actioning the maintenance and health and safety checks
 - The caretakers role should be :-
 - Cleaning
 - Meet and Greet with hirers/open and close before/after use
 - It would be a good idea to share the role as covering 7 days is just not viable for one team. This would assist to share the load and to cover holidays and sickness.
- Barsandannic – cover for the caretakers role while on leave voted unanimously

- TNT Guttering – confirmation that clearance of the guttering should be taken forward for the hall annually.

17. Neighbourhood Plan and Planning Team

- Decisions Navigus Inception Meeting and Support £966.60 payment to be made out of grant. Voted Unanimously
- Essex Wildlife Trust to be engaged to assist with the Section 10 Enhancing Wildlife section of the NP. £2000 from budget and £500 from reserves to be used for the report. Voted unanimously

Meeting ended at 10.20 pm
