

Minutes of Parish Council Meeting

held at 7pm on Wednesday 19th July 2023

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

PRESENT: Cllrs., Mrs. Spelling (Chair), Mr. R Ranns, Mr. H Street, Mr. N. McKean, Mrs. J. Parish, Mrs K Kerslake, Mr P Kerslake and District Cllr. G. Spray, District Cllr. G. Courtauld.
Ms D Ellison (Parish Clerk & minute taker)

1. **To receive notification of absence** – Cllr T Calton, and County Cllr. Chris Siddall.
2. **To receive declarations of interest** – None
3. **Public Participation Session with Respect to items on the agenda**
 - a. 1 resident in attendance for general interest
 - b. 2 residents in attendance as an awareness to the role and purpose of Parish Councillor.
4. **To approve the minutes of the following meeting:** Parish Council Meeting 21st June 2023 –Members confirmed minutes were an accurate record.
5. Vote on the appointment of Denise Ellison as Parish Clerk
 - a. Unanimous approval and welcome noted.
6. **Clerk's Report:** Report provided, content and resolutions detailed below.

Village Hall

- Ticket office requires re-organising. It is prime location for communicating along with the parish notice board and yet look untidy and more of a storage area.
 - *Resolution agreed to discuss at strategy day*
- Glass cabinet in foyer is a hazard and should be removed.
 - *Resolution agreed to relocate under Parish Clerks guidance*
- Replace security lock to main hall. It is neither safe or practical to "lodge" the door open for a comfort break.
 - *Resolution agreed to replace with Yale lock*
- Notice Board by Chamber door is required:
 - Poor visibility through the glass window
 - Chamber opening hours sign needs removing, details added to the notice board
 - Good location for key information for anyone visiting the Chamber
 - *Resolution agreed to discuss at strategy day*
- Review of service level agreements /contracts held by Lorraine Meighan required to mitigate IR35 and employment contract issue. No formal agreement is in place.
 - *Resolution agreed that Cllr K Kerslake to review and feedback.*
- Review of service level agreements/contract held by Mia Amerio required to mitigate IR35 and employment contract issue. No formal agreement is in place.
 - *Resolution agreed that Cllr K Kerslake to review and feedback.*
- Door/Cupboard key audit required.
 - *Resolution agreed Parish Councillors to advise Parish Clerk as to keys in their possession*
 - Process for updating posters etc?
 - *Resolution agreed to discuss at strategy day*
- Details of when "poo bags" and recycling bags will be distributed/sold from shops in the high street.
 - *Resolution was agreed to provide stock to E Colnes Refillery for them to sell on the behalf of the Parish Council.*
- **Overall Resolution was agreed to hold a strategy day whereby all aspects of the VH requirements and purpose to be held. Proposed by Chair Cllr N Spelling, Seconded by Cllr R Ranns and approved by all.**

Parish Chambers

- Office chair required for Clerk
- Small fridge required
- Plan for tidying and storage review – date to be agreed
- Open times are questionable relating to footfall I have experienced in 2 weeks.

Hall Hire

- Service Level agreements are not in place.
 - What thoughts on:
 - circumstances when hirers set up 30mins - 3 hours before their session takes place?
 - Time when its not in use has been given free.
 - Inventory of keys issued/in the possession of hirers

Village environment

- Contract for lighting maintenance with A&J Lighting due to expire on 13th August. New contract issued for authorising with no increases, fixed for 5 years.
- *Resolution agreed to reissue contract to A&J Lighting*
- Storage/outlet for green waste (vegetation from CW) to be sourced/ agreed.
- Winter services and schedule to be planned.

Community Workers

- Summer PPE required to include t-shirts x 3 per person, trousers x 1 per person, suitable footwear for general use x 1pr per person.
- PPE will be ECPC branded to enhance the residents awareness of the great work the team do.
- Contracts to be reviewed, including salary payment process and timings
 - Consultation has started to review paying monthly salary with adjustments +/- in the following month, as opposed to mixed timings of timesheet submissions
 - CW have asked for their hours to be reviewed (reduced not increased). Agreement needed as to the total hours the ECPC need versus hours the CW want to work.
- Cost and SLA for services the team provide on a commercial agreement to be formalised.
- *Agreed to review and make purchases as authorised.*

Communication

- When vandalism occurs how do we appeal to the residents to support?
 - If toilets continue to be vandalised when/if should we close them?
- Communication required to the residents regarding grass cutting, litter pick areas and schedules for these taking place.
- Recruitment plans for more Parish Councillors and the process involved.

7. Essex County Council Matters

Chair represented Cllr C Sidall in sharing his communication regarding the successful improvements to the zebra crossing sharing his email message... "I am obviously delighted we were able to bring about the improvements, these should be completed soon:-

1. You will have seen the new surface and lining which is part of the upgrade.
2. A new non slip surface will also be added between the lines, I believe later this month.
3. Finally the globes will be replaced with new ones which incorporate a ring on LEDs which is also covered by a shroud which is not only be better for local residents but will make them much more visible from a distance and in sunlight etc , these and the installation of the same are now being procured.

It has taken a lot of work to get this through and I want to thank all involved for their hard work."

8. Braintree District Council Matters

- Cllr G Spray updated the meeting on developments regarding:
The Castle Car Park
Wethersfield Asylum Seeker Site
Garden Waste Charge.

Full report submitted to Clerk

- Cllr G Courtauld updated the meeting on:
Single verge cutting strategy. Advising the PC to notify BDC of any issues or where dangerous junctions are affected and cutting will occur within one week of notification.

9. Finance:

- Payments of invoices approved
- Bank reconciliation noted and accepted.

10. **Planning:** Presented by Cllr Ranns in Cllr T Calton absence.

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

Application No.	Location	Description
23/01532/FUL	Becklands Farm America Road Earls Colne Essex CO6 2LB	Retention of a lean-to extension to an existing agricultural building as a spray filling area
23/01583/PLD	32 Upper Holt Street Earls Colne Essex CO6 2PG	<u>Application for Certificate of Lawfulness for a proposed development - 1. Replace old double glazing units at the front and back of the property. 2. Install Solar PV panels on the south facing pitched main roof. 3. Install 4 roof windows and insulate the solid roof garden room at the back of the house.</u>
23/01455/FUL	Padleys Farm America Road Earls Colne Essex CO6 2LB	Retrospective installation of gable fans
23/01445/LBC	74 High Street Earls Colne Essex CO6 2QX	Proposed fascia sign
23/01294/HH	34 Homefield Way Earls Colne Essex CO6 2SP	Single storey rear extension

No questions or objections raised.

11. Assign responsibility for annual review of Policies & Procedures relating to:

- Employment Policies - Resolution agreed that Cllr K Kerslake will review by next meeting
- Complaints Procedure- Resolution agreed that Cllr N Spelling will review by next meeting
- Press & Media Policy- Resolution agreed that Cllr K Kerslake will review by next meeting
- Freedom of Information & Data Protection Policies- Resolution agreed that Cllr N Spelling & Cllr R Ranns will review by next meeting.

12. Acceptance of Annual inspection of Earls Colne Play Area

- *Accepted by All.*

13. Review quotations for Village Hall Replacement Boiler

- *Resolution agreed to discuss at strategy day. Proposed by Chair Cllr N Spelling, Seconded by Cllr N McKean and approved by all.*

14. Warm Hub planning

- *I was greed to discuss during a working party meeting Friday 21st July 2023*

15. Four Colne's Show

- *It was agreed to represent the Parish Council at the show. Ideas for stand required.*

16. Dates for Strategy day

- *Date to be agreed via Doodle software invite issued by the Clerk*

17. New Parish Councillor applicant

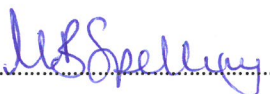
- *Two applicants in attendance, both voted to be offered to be Co-Opted onto the Council*
- **Proposed by Chair Cllr N Spelling, Seconded by Cllr K Kerslake and approved by all.**

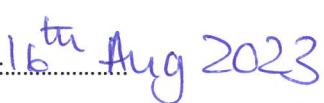
18. Update on Neighbourhood Plan

- *No update in the absence of Cllr T Calton*

Meeting closed at 9pm.

Signed as a true reflection of the meeting:

Chair 

Date: 

EARLS COLNE PARISH COUNCIL PAYMENT LIST
JULY 23
FOR APPROVAL AT 19th July 2023 PARISH COUNCIL MEETING
Payments made prior to meeting - July 23

Payee	Details of Payment	Gross Amount	Payment Type	CASH BOOK
Southern Electric	Street Lighting	£ 102.97	DD	Jun-23
Southern Electric	Street Lighting	£ 12.52	DD	Jun-23
Shaw & Sons	Minute book	£ 207.60	BACS	Jun-23
Holmes & Hills	Registration of Village Green	£ 600.00	BACS	Jul-23
TOTAL		£ 923.09		

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	Jul-23
Daisy Communication	Telecoms	£ 48.35	DD	Jul-23
Riverside Plumbing	Boiler breakdown	£ 270.00	BACS	Jul-23
Sibley Electrical	Emergency repair for Public toilets	£ 286.76	BACS	Jul-23
Southern Electric	Continuous energy supply to VH	£ 13.20	DD	Jul-23
Southern Electric	Dusk til Dawn	£ 108.48	DD	Jul-23
Southern Electric	Street Lights	£ 121.68	DD	Jul-23
Tarmac & Croft	Sleepers	£ 163.80	BACS	Jul-23
Amazon	Cables for Clerks office (R Ranns to be reimbursed)	£ 8.49	BACS	Jul-23
Amazon	Keyboard & mouse Clerks office (R Ranns to be reimbursed)	£ 22.99	BACS	Jul-23
Essex Ecology	Bio diversity audit	£ 3,000.00	BACS	Jul-23
Letchwood	AGAR audit	£ 500.00	BACS	Jul-23
Fork andles	keys	£ 62.46	BACS	Jul-23
Shine window cleaner	VH window clean	£ 100.00	BACS	Jul-23
MFG	Petrol for CW	£ 51.53	DC	Jul-23
Zoom	web platform	£ 12.99	DC	Jul-23
Earls Colne Rec Ground	Four Colnes Show (order form/invoice)	£ 20.00	BACS	Jul-23
Initial	Washroom Hygiene	£ 79.92	DD	Jul-23
Workwear express	CW summer PPE	£ 283.30	BACS	Jul-23
Mia Amerrio	VH Cleaning	£ 937.50	BACS	Jul-23
Lorraine Meighan	VH Booking	£ 641.25	BACS	Jul-23
Staff Salaries		£ 4,178.25	BACS	Jul-23
Essex Pension Fund	Pension - June 23 - Cudmore, D	£ 274.60	BACS	Jul-23
TOTAL		£ 10,953.55		
JULY expenditure		£ 11,876.64		