

# WHITE COLNE PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council and the Parish Council Meeting held at  
The Village Hall, Bures Road, White Colne on Tuesday 16<sup>th</sup> May 2017 at 7.30 pm.

Present: Cllr Paxton, Cllr Sagers, Cllr Taylor (Chairman), Cllr Tanous, Cllr Woolmore

Also Present: Clerk D Williams and 3 members of the public attended.

## ANNUAL GENERAL MEETING

### 933. ELECTION OF CHAIRMAN

Cllr Taylor was proposed as chairman by Cllr Paxton and seconded by Cllr Sagers. There were no further proposals, Cllr Taylor was duly elected chairman and she took the chair.

### 934. APOLOGIES FOR ABSENCE

Cllr Bond, Cllr Brace, Braintree District Council (BDC) Cllr Siddall, BDC Cllr Spray, Essex County Councillor (ECC) Cllr Beavis

### 935. ELECTION OF VICE CHAIRMAN

Cllr Brace was proposed as vice chairman by Cllr Taylor and seconded by Cllr Paxton. There were no further proposals and Cllr Brace was duly elected vice chairman.

### 936. ELECTION OF COMMITTEES

Cllr Taylor proposed that the following sub committee is elected and all members approved this:-

Village Hall Management Committee – Cllr Paxton, Cllr Tanous and Cllr Taylor. These join 1 non councillor committee member, and a second non councillor committee member is required.

There being no further business the Annual General Meeting was closed at 7.34pm.

## PARISH COUNCIL MEETING

Opened at 7.35pm.

### 937. APOLOGIES FOR ABSENCE

Cllr Bond, Cllr Brace, Braintree District Council (BDC) Cllr Siddall, BDC Cllr Spray, Essex County Councillor (ECC) Cllr Beavis

**938. DECLARATION OF INTERESTS** – Cllr Sagers declared an interest in minute 942(a) regarding the planning application for 36 Colneford Hill as he is a neighbour of the applicant. He will remain in the meeting but will not take part in this item and will not vote.

**939. CONFIRMATION OF MINUTES OF LAST MEETING** – The minutes of the last parish council meetings of 21<sup>st</sup> March 2017 and 25<sup>th</sup> April 2017 which had been previously circulated were agreed as a true record and signed by the Chairman.

**940. MATTERS ARISING** - None

## PUBLIC QUESTIONS AND STATEMENTS

The meeting was suspended for public questions and statements.

(i) The pavement at the top of Colneford Hill needs repairing as it will be dangerous.

(ii) The signs on the Meadows need cleaning.

(iii) I have the parish sprayer for use by the handyman.

The meeting was resumed.

## 941. RESPONSE TO PUBLIC QUESTIONS AND STATEMENTS

Cllr Taylor said that the state of the pavement had been reported to ECC several times but they consider that a repair is not essential. The signs will be attended to by the handyman, and he will take over the sprayer.

## 942. PLANNING MATTERS

(a) Applications

17/00455/FUL Morelands Farm, Bures Road - Retention of garage & garden store – the revised comments are:- We object to this development as:- 1. It is outside the village envelope; 2. The White Colne Village Design Statement, page 33 item 6.4 states that all developments should be contained in the village envelope; 3. The village survey in February 2016 said that the majority response was for no development outside the village envelope. We informed BDC of this unauthorised build in these paddocks last September ( whilst in construction ) and are therefore disappointed to see some seven months later, the use of a retrospective planning application.

17/00531/NMA Crafty Fox Cottage, Colchester Road - Application for a non-material amendment after planning permission

16/01854/FUL - amend position and style of chimney stack, to gable end elevations etc. – No comment is required as this application has been superseded.

17/00814/FUL & 17/00815/LBC – 36 Colneford Hill - Demolition of existing extension and erection of two storey extension –

Cllr Sagers did not take part in this item - No comment.

(b) Advice of Planning Applications approved by Braintree District Council (BDC)

16/02124/OUT Land On The South Side Of Colchester Road - Outline planning application for the erection of up to 8no. dwellings and associated garages

17/00245/LBC 24 Colneford Hill - Removal of gas imitation burner, replacement with log burner and new chimney liner

**(c) Advice of Planning Applications refused by Braintree District Council (BDC)**

17/00531/NMA Crafty Fox Cottage, Colchester Road - Application for a non-material amendment after planning permission 16/01854/FUL- amend position and style of chimney stack, to gable end elevations etc.

(d) Cllr Taylor said that the two containers on site on the land at Colne Park Road had been reported to the Planning Enforcement Officer at BDC as no work to construct the stable block is underway. The officer has been advised that the development has not yet been started but will be looked at this year. The officer will monitor the situation.

(e) Cllr Taylor said that the Planning Enforcement Officer at BDC had been advised that the log cabin on the old pits near the lake at Chalkney Mill Lane had been lived in all winter. The officer has reported that a breach of a condition from a planning decision notice dated in 1989, has occurred. The owner has been given a verbal warning and has been reminded of the existence of the applicable condition.

**943. CONSIDERATION OF A REPORT ON THE HEADS OF AGREEMENT FOR THE TRANSFER OF WCPC LAND TO ESSEX CC IN RETURN FOR THE TRANSFER OF THE VILLAGE HALL AND LAND TO WCPC.**

Cllr Taylor referred to the sale of the land behind the village hall and said that there is nothing further to report.

**944. COMMUNITY LIAISON**

Cllr Taylor said that there was good attendance at the Annual Parish Meeting. County Broadband are to test the Village Hall for their internet service following their completion of a new mast in Earls Colne. In view of this the clerk was asked not to chase ECC regarding the request for a cash payment of £350 under their funding scheme which was to enable the installation of a BT internet service to proceed.

**945. WHITE COLNE MEADOWS**

Cllr Taylor said that a request had been received from a parishioner to use the Meadows pavilion and the equipment for a private function. This was agreed subject to a donation of £10 and if in the evening, no music to be played after 11pm.

**946. VILLAGE HALL**

Cllr Taylor asked members to consider the access to land at the rear of the village hall, and after discussion the clerk was asked to write to ECC saying that in view of considerable delays in the sale of the land at the rear of the village hall, ask what arrangements ECC are making to secure their land from unauthorised occupation. It was agreed that our agent, Mr David Smith, is asked to advise us which department of ECC this communication should be sent to.

Cllr Paxton said that as the clerk is taking over as village hall treasurer a second non parish councillor member is required to join the hall committee. He said that the question of a contractor to undertake small repair jobs for the hall was being considered. There may be a candidate for the position of caretaker, and this will be considered further. The funds in White Colne 50 Club were considered. This is for the support of village projects with the main focus being the village hall, and this should be discussed by the 50 Club Committee.

**947. FINANCIAL MATTERS**

(a).The clerk reported that since the last meeting, the following payments are to be made. These were authorised :-

Cheque	Payee Details	Amount £	VAT incl
1717	P Norris – newsletter April -ink and paper	£ 15.99	£ 2.67
1718	E.ON – seasonal lighting on village green	£ 21.29	£ 1.01
1719	Hole Service Earthworks – standpiupe in allotments & disposal water tank	£ 300.00	£ 50.00
1720	Braintree District Council – copying charges for planning applications	£ 20.76	
1721	Essex Association of Local Councils – subscription	£ 142.26	
1722	Mortimer Contracts Ltd -grasscuts,Meadows £189,V Hall £102,V Green £192	£ 579.60	£ 96.60
1723	D Williams-clerk sal Apl & May £939.59 less PAYE, less £1.78 adj	£ 562.21	
1724	H M Revenue & Customs – PAYE for clerk salary May	£ 188.80	
1725	Aon UK Limited – annual insurance policy	£ 743.61	
1726	White Colne PCC – donation for churchyard grasscuts	£ 600.00	
1727	Braintree Association of Local Councils – subscription	£ 10.00	
1728	H M Revenue & Customs-PAYE for clerk salary June	£ 186.80	
1729	Leo Print Ltd - newsletter (amount to be advised)	£	
D/D	Anglian Water – village hall chargeback £ 223.81, allotments water £35	£ 258.81	
D/D	Scottish Power – village hall chargeback - electricity	£ 14.00	
D/D	Scottish Power – village hall chargeback gas	£ 39.00	
D/D	Scottish Power – village hall chargeback - electricity	£ 13.00	
D/D	Scottish Power – village hall chargeback gas	£ 39.00	
	<b>TOTAL PAYMENTS</b>	<b>£3,735.13</b>	

(b) Since the last financial report, the following funds have been received:-

Braintree District Council – first half of annual precept	£5,075.00
Braintree District Council – annual parish grant	£1,150.00
H M Revenue & Customs, VAT reclaimed	£1,411.81
Carols on the Green	£ 92.00
Allotment rentals	£ 67.00
Village Hall Chargebacks	£1,454.69
Newsletter advert	£ 37.50
Braintree District Council – Street Scene payment	£ 891.05
Nat West Bank – interest	£ 0.17
<b>TOTAL RECEIPTS</b>	<b>£10,179.22</b>

(c). Financial statement & Bank Reconciliation

Following the above transactions there is a credit balance on current account of		£ 9,143.04
	on reserve account of	£10,199.56
		<u>£ 19,342.60</u>
Of which the balance held in reserve - Heritage Fund		£ Nil
And the balance held in reserve - Village Hall maintenance & works is		£ Nil
	Total of allocated funds	£ Nil
	Thus the balance of unallocated funds is	£ 19,342.60

Bank Balances 21.03.17	£ 12,898.51
Add Receipts	£ 10,179.22
Sub Total	£ 23,077.73
Less Total Payments	£ 3,735.13
Bank Balances 16.05.17	<u>£ 19,342.60</u>

(d) The insurance policy with Allianz is due for renewal through the brokers Aon. The premium quoted is £743.61 which has increased only due to inflation. This is the third year of a three year long term agreement and members agreed to renew the policy.

(e) The clerk presented the annual accounts for the year ended 31<sup>st</sup> March 2017. These accounts included the village hall figures, recognising that the village hall management committee is a subcommittee of the parish council. These accounts showed total income of £ 20,887.51; total payments of £ 23,033.69; net expenditure of £ 2,146.18 and bank balances and petty cash of £ 18,734.95; and total assets of £ 126,431.56. Members asked the clerk to obtain the internal auditor’s views on the value and depreciation of the fixed assets, and it was agreed that the assets and their value would be reviewed over the forthcoming year. It was agreed that the accounts be accepted, and the accounts were signed by the chairman and clerk.

(f) The Annual Return was then considered, and Section 1 being the Annual Governance Statement was then approved by the Council with all questions replied ‘yes’, and the chairman and the clerk were authorised to sign this Section 1.

(g) Section 2 being the Accounting Statement was then considered and approved by the Council and the chairman and clerk were authorised to sign this Section 2. It was agreed that the internal auditor is asked to audit these accounts and complete the Annual Return before being submitted to the external auditor.

**948. HIGHWAYS**

Cllr Taylor referred to the minutes of the recent Braintree Local Highways Panel meeting and said that the proposed works to the Village Green had been discussed. The minutes stated that ECC Highways had determined the status of the village green, that the Secretary of State would not allow the work to the village green, and that they are looking at other ways of dealing with this. Members agreed that the clerk is asked to write to the chairman of the Local Highways Panel, express the parish council’s disappointment with the continual delays having read the minutes of the recent meeting. The Parish Council has exercised its right to maintain the Village Green for over 30 years and therefore ask if the funds in the budget could be granted to the Parish Council who would then act in partnership with ECC to their specification in having this work completed. Cllr Taylor said that concern had been expressed by a parishioner regarding parking on the lower part of Bures Road, potentially causing a road accident. Members considered the complaint and noted that there are no road markings so no action can be taken. It was also considered that the parked vehicle gave a measure of traffic calming in relation to cars speeding down the hill. Cllr Paxton said that Anglian Water will repair the water leak on the main road shortly.

**949. ALLOTMENTS**

The clerk said that one of the three plots earmarked as a sensory garden had been allocated to a plotholder, and there were now two vacancies.

There being no further business the parish council meeting was closed at 9.26 pm.

Chairperson..... Date.....