

# WHITE COLNE PARISH COUNCIL

Minutes of the Parish Council Meeting held at

The Village Hall, Bures Road, White Colne on Tuesday 20<sup>th</sup> March 2018 at 7.30 pm.

Present: Cllr Taylor (Chairman), Cllr Paxton

Also Present: Clerk D Williams, Essex County Councillor (ECC) Cllr Beavis (later), Braintree District Council (BDC) Cllr Spray and 3 members of the public.

## 28. APOLOGIES FOR ABSENCE

Cllr Bond, Cllr Tanous, BDC Cllr Siddall.

## 29. RESIGNATION OF PARISH COUNCILLORS

Cllr Taylor advised that resignations have been received from Cllr Woolmore and Cllr Brace. She thanked them for their involvement in parish council affairs. The vacancies will be advertised by Braintree District Council and if there are no applications, then the parish council can co-opt new councillors.

Cllr Taylor said that parish council business cannot be authorised at this meeting as three councillors are required for a quorum, and that some items considered in this meeting will need to be confirmed at a future meeting.

## 30. DECLARATION OF INTERESTS – None

**31. CONFIRMATION OF MINUTES OF LAST MEETING** – The minutes of the last parish council meeting of 16<sup>th</sup> January 2018 which had been previously circulated, were agreed as a true record and signed by the Chairman.

## 32. MATTERS ARISING

Cllr Taylor asked that the war memorial is considered as an agenda item at the next meeting.

## PUBLIC QUESTIONS AND STATEMENTS

The meeting was suspended for public questions and statements.

(i). A parishioner referred to the land at the rear of the village hall and asked if there were any details concerning the proposed auction of the land.

(ii). A parishioner said that litter picking is difficult as 6 bags can be collected in 30 minutes, and suggested that the parish organises a litter pick, and also organises ongoing rubbish sacks and ongoing collection of these rubbish bags.

The meeting was resumed.

## 33. RESPONSE TO PUBLIC QUESTIONS AND STATEMENTS

Cllr Taylor said that both these questions will be answered later in the meeting.

## 34. REPORT FROM BRAINTREE DISTRICT COUNCILLOR

BDC Cllr Spray said that the BDC annual budget has been approved, and council tax and car park charges have been increased. She said that the Local Development Plan is being considered by the Inspector and a decision is possible before the end of the year. BDC Cllr Spray said that the parish council's application for £750 to the Councillors' Community Grant scheme for the upgrade to the speed indicator device is being passed forward.

## 35. PLANNING MATTERS

(a) Applications

18/00148/FUL Little Whites Bures Road- Demolition of existing single storey rear extension and erection of two storey rear extension, internal alterations and detached garage/carport – no comment.

18/00163/LBC 40 Colneford Hill-Removal of panelling in dining room – no comment.

18/00103/PLD Morelands Farm, Bures Road - Application for a proposed lawful development certificate - Proposed erection of garage/carport block including associated ground works – For information only, no response required.

18/00120/AGR Land at Chalkney Meadows, Colchester Road - Prior notification of agricultural or forestry development – Erection of lambing shed and implement store for materials/plant – For information only, no response required.

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

17/01608/VAR Land On The South Side Of Colchester Road White Colne (related to 16/02124/OUT -- 17/01211/REM )

## 36. 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 said that together with Cllr Bond and the parish council agent, they met with the ECC agent to discuss the development of the site behind the village hall. They were advised that ECC is to auction the site in May and the village hall is being transferred to the Parish Council as a Community Asset, aiming for completion by the end of March. However she said that the parish council solicitors have not received any communication from ECC solicitors regarding this. There are no details of the auction.

## 37. REPORT FROM ESSEX COUNTY COUNCILLOR

ECC Cllr Beavis joined the meeting and advised that the White Colne highways projects are still outstanding on the Local Highways Panel projects. ECC are now scrutinising projects and the White Colne projects will not be taken off the list.

ECC Cllr Beavis and 1 member of the public left the meeting.

### 38. COMMUNITY LIAISON

Clr Taylor said that the Newsletter will be published after Easter. Clr Paxton said that there is an issue regarding the distribution of Newsletters and Clr Taylor said that this will be advertised on Next Door and the web site.

Clr Taylor said that the web site has been updated.

Clr Taylor said that equipment is required for a litter pick, together with special litter rubbish bags, and a location identified for their pick up by BDC. The clerk was asked to enquire accordingly from BDC.

Clr Taylor said that there had been 1 comment supporting the proposal to put forward the Colne Valley as an area of outstanding beauty. It was agreed to ask the clerk to write to the local parish councils at Wakes Colne, Chappel, Earls Colne, Colne Engaine, Halstead, Halstead Rural and Great Yeldham to ask for their views regarding this, whether they consider approaching their parishioners to be appropriate, and sending the guidance already received.

### 39. WHITE COLNE MEADOWS

Clr Taylor said that through a contact with the WI Sarah Adlem had managed to secure three replacement apple trees free of charge for our community orchard. Sarah would arrange the planting of these as soon as weather allowed.

Clr Taylor referred to the possibility of starting the Friends of the Meadows and said that she would advertise this in Next Door and on the web site.

### 40. FINANCIAL MATTERS

(a)1. The clerk reported that since the last meeting, the following payments had been or are to be made from the general account. These were authorized:-

Cheque	Payee Details	Amount £	VAT incl
1766	Alphaprint Ltd – newsletter printing January	£ 105.00	
1767	J Bond – transport of highway speed indicator device (SID)	£ 31.17	
1768	White Colne Parish Council –transfer to Business account to keep a/c active	£ 10.00	
1769	J Taylor – Carols on Green costs	£ 66.50	
1770	Traffic Technology Ltd – upgrade of SID (to be funded by BDC grant)	£ 900.00	£ 150.00
1771	Mortimer Contracts Ltd – brambles clearance at sewage works car park	£ 144.00	£ 24.00
1772	E & J Fire and Security Ltd – annual fire extinguisher inspection	£ 159.83	£ 26.64
1773	S Beck Plumbing & Heating Ltd – village hall boiler callout	£ 66.00	£ 11.00
1774	W Paxton – costs re emergency lights for village hall	£ 37.62	£ 6.27
1775	D Williams-clerk sal Feb/Mar £561.40,ink,post exp £105.13,office use £26	£ 692.53	£ 10.00
1776	H M Revenue & Customs – PAYE for clerk salary March	£ 186.80	
1777	H M Revenue & Customs-PAYE for clerk salary April	£ 186.80	
D/D	GoCardless Ltd – County Broadband WiFi at hall monthly charge	£ 29.00	
D/D	GoCardless Ltd – County Broadband WiFi at hall monthly charge	£ 29.00	
D/D	Scottish Power – village hall electricity	£ 25.00	
D/D	Scottish Power – village hall electricity	£ 25.00	
D/D	Scottish Power – village hall gas	£ 45.76	
	<b>TOTAL PAYMENTS</b>	<b>£ 2,740.01</b>	

#### 2. Funds Received

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

Carols on Green donations	£ 110.00
Wayleave – Power Networks	£ 57.60
Allotments rentals	£ 192.50
Braintree District Council – Street Cleaning Scene	£ 908.87
White Colne PC c/a – transfer error by Nat West (should be to Business a/c)	£ 10.00
Nat West Bank – interest	£ 0.85
<b>TOTAL RECEIPTS</b>	<b>£ 1,279.82</b>

#### 3. Financial statement & Bank Reconciliation

Following the above transactions there is a credit balance on current account of £ 6,682.52  
on reserve account of £10,201.69  
£16,884.21

Balance held in reserve – Village projects from White Colne 50 Club £ 3,165.73

Balance held in reserve - Village Hall Roofing Fund is £5,000.00

Total of allocated funds is £ 8,165.73

Thus the balance of unallocated funds is £ 8,718.48

Bank Balances 16.01.18 £ 18,344.40

Add Receipts £ 1,279.82

Sub Total £ 19,624.22

Less Total Payments £ 2,740.01

Bank Balances 20.03.18 £ 16,884.21

The Clerk reported that since the last meeting, the following payments had been or are to be made from the village hall account:-

Cheque	Payee Details	Amount £	VAT incl
587	PRS for Music – licence	£ 117.60	
588	S Parker – hall booking secretary – January	£ 89.50	
589	E Ketteringham – hall cleaning – January £93.75, materials £5.08	£ 98.83	
590	J Taylor – reimbursement for window cleaning	£ 14.00	
591	S Parker – hall booking secretary – February	£ 59.50	
592	E Ketteringham – hall cleaning – February £82.50, materials £6.18	£ 88.68	
	<b>TOTAL PAYMENTS</b>	<b>£ 468.11</b>	

2. Funds Received

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

Village hall hires	£ 1,549.50
<b>TOTAL RECEIPTS</b>	<b>£ 1,549.50</b>

3. Financial statement & Bank Reconciliation

Following the above transactions there is a credit balance on current account of £ 4,311.61

Bank Balances 16.01.18	£ 3,230.22
Add Receipts	£ 1,549.50
Sub Total	£ 4,779.72
Less Total Payments	£ 468.11
Bank Balance 20.03.18	<u>£ 4,311.61</u>

- (b) The annual review of Standing Orders of the parish council was conducted and agreed.
- (c) The annual review of the Financial Regulations of the parish council was conducted and agreed.
- (d) The annual review of the Risk Assessment of the parish council was conducted, amended where necessary, and agreed.
- (e) The outstanding issue regarding the review of the asset register was discussed. It was noted that this was not completed due to the clerk's ill health, and Cllr Taylor said that she would try to review the asset register.
- (e) The appointment of the internal auditor is reviewed on an annual basis, and members agreed to ask Ms N Powell Davies to undertake the internal audit for the parish council again this year.
- (g) The clerk advised that the BDC council tax demand for the village hall shows a nil figure after discretionary relief.
- (h) The clerk said that the electronic banking facilities offered by Nat West under the Bankline Lite arrangements have been withdrawn, and the similar service offered costs £20 per month. After investigating the electronic banking service offered by all the banks, and after circulating all parishes in the County, it appears that Unity Bank is most recommended as it offers the service required at a cost of £6 per month. This enables the clerk to view accounts and input payments but not send them, and two councillors view balances and authorize payments jointly. It was agreed to open two accounts with Unity Bank and documentation completed to authorize any two councillors from Cllr Bond, Cllr Paxton and Cllr Taylor to operate the accounts. Further councillors can be added later. 2 cheques for £500 were signed to open the accounts. These are not included in the above figures.

**41. VILLAGE HALL**

Cllr Paxton said that the check on emergency lighting showed that batteries required replacement, and this has been done. The back door has been repaired. He said that the picket fence at the front of the hall has disappeared, and Cllr Taylor said that she would make enquiries.

Cllr Taylor said that a new hirer has started another two weekly pilates classes. She said that she would speak to the handyman regarding the grill in the front of the hall that requires replacement.

**42. EMERGENCY PLAN**

Members confirmed the emergency plan recently completed by Cllr Bond.

**43. ALLOTMENTS**

The clerk confirmed that there are 4 plots vacant, and these will be advertised in the next Newsletter.

**44. OTHER MATTERS**

The Annual Electors Meeting was arranged for 17<sup>th</sup> April at 7.30pm.

Members confirmed an application to Essex Association of Local Councils to fund the complete cost of a laptop computer, software and a printer to enable the legal information necessary under the transparency requirements to be applied to the web site.

There being no further business the parish council meeting was closed at 9.00 pm.

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