

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 15th May 2018 at 7.30 pm.

Present: Cllr Taylor (Chairman), Cllr Bond (later), Cllr Paxton, Cllr Saggars, Cllr Joscelin Watt (later).

Also Present: Clerk D Williams, Braintree District Council (BDC) Cllr Siddall and 4 members of the public.

ANNUAL GENERAL MEETING

45. ELECTION OF CHAIRMAN

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

46. APOLOGIES FOR ABSENCE

Cllr Bond, Cllr Tanous, Essex County Councillor (ECC) Cllr Beavis, BDC Cllr Spray.

47. ELECTION OF VICE CHAIRMAN

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

48. 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. Two non councillor committee members are required, and these positions are vacant at present. The committee meet and report at parish council meetings.

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

PARISH COUNCIL MEETING

Opened at 7.35pm.

49. APOLOGIES FOR ABSENCE

Cllr Tanous, ECC Cllr Beavis, BDC Cllr Spray. Cllr Bond will attend later.

50. DECLARATION OF INTERESTS – None

51. CONFIRMATION OF MINUTES OF LAST MEETING – The minutes of the last parish council meeting of 20th March 2018 which had been previously circulated, were agreed as a true record and signed by the Chairman. Members authorised the parish council business at the meeting which did not have a quorum.

52. MATTERS ARISING

Cllr Taylor said that the war memorial will be discussed later.

53. PARISH COUNCILLOR VACANCIES

Cllr Taylor said that BDC have advised that there had been no request for an election following the advertisement of the two parish councillor vacancies, and the parish council can therefore co-opt two new members. Cllr Taylor proposed that Joscelin Watt is co-opted, Cllr Saggars seconded, and all were in favour. Cllr Watt was therefore co-opted and took her place at the table, having signed the declaration of acceptance of office.

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 what is happening.

The meeting was resumed.

54. RESPONSE TO PUBLIC QUESTIONS AND STATEMENTS

Cllr Taylor said that the land had not been sold and this matter will be discussed later in the meeting.

Cllr Bond joined the meeting.

55. PLANNING MATTERS

(a) Applications

18/00782/FUL – Little Whites, Bures Road – demolition of existing single storey rear extension and erection of two storey/single storey rear extension, internal alterations and detached garage/carport. Response – no comment.

The following applications are all for information only and no responses are required

17/01608/VAR - Land On The South Side Of Colchester Road - Application for removal or variation of conditions following grant of planning permission 16/02124/OUT

18/00434/DAC - 112 Colchester Road - Application for approval of details reserved by condition nos. 3, 4, 5, 6, 7 and 10 of approved application 16/02187/FUL

18/00587/PLD - 41 Colchester Road - Application for a proposed lawful development certificate - Change of use of existing dwelling house (C3 use) and its associated plot to a residential children's home (C3 Use). There are to be no internal or external works or alterations to the building as a result of the change of use.

18/00667/PLD - Morelands Farm Bures Road - Application for a proposed lawful development certificate -erection of garden store/gazebo

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

18/00103/PLD - Morelands Farm, Bures Road - Application for a proposed lawful development certificate - Proposed erection of garage/carport block including associated ground works

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

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

(d) Cllr Taylor said that application 16/00899/OUT for the erection of a detached bungalow to the rear of 41 Colchester Road which had been refused by BDC is the subject of an appeal to the Secretary of State. No further comments are needed.

56. 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 the land at the rear of the village hall did not sell at the recent auction as the reserve of £300,000 was not met, the highest bidder being at £295,000.ECC are discussing the sale with interested parties. Cllr Taylor and Cllr Bond together with our agent are to arrange a meeting with ECC to arrange an agreement for the transfer of the village hall to the parish council.

57. COMMUNITY LIAISON

Cllr Taylor said that the war memorial is in very poor repair but no one will accept ownership. She said that an article will be published in the newsletter asking for comments.

Cllr Bond said that the Earls Colne doctors' surgery is hoping to recruit a part time GP which will help the backlog of appointments. He said that there are no plans to build a big surgery in Halstead to cover Earls Colne.

Cllr Bond said that there are 3 people trained to monitor the defibrillator.

58.WHITE COLNE MEADOWS

Cllr Bond reported that there had been tyre tracks on the Meadows near the play equipment, and asked whether a gate should be put there.

The meeting was suspended.

A parishioner said that allotment holders would not be happy with a gate when they wish to put compost onto their allotment plot. He suggested that dog walkers who do not pick up dog mess should be controlled.

The meeting continued.

Cllr Saggars suggested that we keep a watching brief. Cllr Taylor said that a note would be placed in the newsletter. Cllr Bond said that the BDC dog warden said that the dog mess on the Meadows is not a problem.

59. 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 |
|--------|---------------------------------------------------------------------------|----------|----------|
| 1778 | White Colne Parish Council – Unity Bank account application | £ 500.00 | |
| 1779 | Essex Association of Local Councils – annual subscription | £ 147.55 | |
| 1780 | E.On – electricity for Village Green at Christmas | £ 23.29 | £ 1.11 |
| 1781 | Alphaprint Ltd – newsletter printing April | £ 105.00 | |
| 1782 | Mortimer Contracts Ltd-4 grasscuts Green£256,Hall£140,Meadows£256,bins£9 | £ 793.20 | £ 132.20 |
| 1783 | W Paxton – costs re floodlight for village hall | £ 26.96 | £ 6.27 |
| 1784 | White Colne Parochial Church Council – donation for churchyard grass cuts | £ 600.00 | |
| 1785 | BHIB Ltd – annual insurance renewal | £ 642.15 | |
| 1786 | TV Licensing – village hall licence | £ 150.50 | |
| 1787 | D Williams-clerk sal April/May £952 less PAYE | £ 568.00 | |
| 1788 | H M Revenue & Customs – PAYE for clerk salary May | £ 193.60 | |
| 1789 | H M Revenue & Customs-PAYE for clerk salary June | £ 190.40 | |
| 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 | |

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|-----------------------------------------------------|-------------------|
| D/D Scottish Power – village hall electricity | £ 29.00 |
| D/D Scottish Power – village hall gas | £ 45.76 |
| D/D Scottish Power – village hall gas | £ 45.76 |
| D/D Anglian Water – village hall water (refund due) | £ 251.01 |
| TOTAL PAYMENTS | £ 4,395.18 |

2. Funds Received

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

| | |
|-------------------------------------------------------------------------|-------------------|
| HM Revenue & Customs – VAT refund | £ 1,292.42 |
| Allotments rentals | £ 31.00 |
| Braintree District Council – Precept and grant | £ 6,036.00 |
| Braintree District Council – District Councillor’s grant re SID upgrade | £ 750.00 |
| Credit to be identified when auditor returns books | £ 592.68 |
| Nat West Bank – interest | £ 0.86 |
| TOTAL RECEIPTS | £ 8,702.96 |

(b). Financial statement & Bank Reconciliation

| | |
|----------------------------------------------------------------------------------|--------------------|
| Following the above transactions there is a credit balance on current account of | £ 10,989.44 |
| on reserve account of | £ 10,202.55 |
| | <u>£ 21,191.99</u> |

| | |
|---------------------------------------------------------------------|-------------------|
| 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 | £13,026.26 |

| | |
|------------------------|-------------|
| Bank Balances 20.03.18 | £ 16,884.21 |
| Add Receipts | £ 8,702.96 |
| Sub Total | £ 25,587.17 |
| Less Total Payments | £ 4,395.18 |
| Bank Balances 15.05.18 | £ 21,191.99 |

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 |
|--------|---------------------------------------------------------------------|-------------------|----------|
| 593 | White Colne Parish Council – Unity Bank account application | £ 500.00 | |
| 594 | S Parker – hall booking secretary – March | £ 82.00 | |
| 595 | E Ketteringham – hall cleaning – March | £ 93.75 | |
| 596 | BDJ Mapes – caretaker January – March | £ 230.00 | |
| 597 | S Parker – hall booking secretary – April | £ 36.50 | |
| 598 | E Ketteringham – hall cleaning – April | £ 86.25 | |
| 599 | Allied Westminster (Insurance Services) Ltd – hall annual insurance | £ 344.54 | |
| | TOTAL PAYMENTS | £ 1,373.04 | |

2. Funds Received

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

| | |
|-----------------------|-------------------|
| Village hall hires | £ 1,244.00 |
| TOTAL RECEIPTS | £ 1,244.00 |

3. Financial statement & Bank Reconciliation

Following the above transactions there is a credit balance on current account of £ 4,182.57

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|------------------------|-------------------|
| Bank Balances 20.03.18 | £ 4,311.61 |
| Add Receipts | £ 1,244.00 |
| Sub Total | £ 5,555.61 |
| Less Total Payments | £ 1,373.04 |
| Bank Balance 15.05.18 | <u>£ 4,182.57</u> |

(c) The clerk advised that the annual insurance policy was now administered by a different insurance broker BHIB, and the premium £642.15 is a reduction on last year’s premium of £743.61. The cover remains the same apart from inflation increases and members agreed to this renewal.

(d) The clerk presented the annual accounts for the year ended 31st March 2018. 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 £ 24,381.49; total payments of £ 20,052.76; net income of £ 4,328.73 and bank balances of £23,063.68.

It was agreed that the internal auditor, Ms N Powell Davies, audits these accounts within the external auditor’s timescale.

(e). The Annual Governance and Accountability Return (AGAR) is now submitted online if the turnover is below £25,000, and can be completed before the internal auditor’s report is received, and then submitted once the report is received. Accordingly Section 1 of the AGAR 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 Section 1.

(f). Section 2 of the AGAR, being the Accounting Statements, signed by the clerk, was then considered and approved by the Council and the chairman was authorised to sign the Accounting Statement. The clerk was instructed to forward the AGAR to the external auditor once the internal auditor’s report was received, and report back at the next meeting.

(f) The clerk advised that approval had been received to the application to Essex Association of Local Councils (EALC) to fund a new laptop, printer and software to enable the council to meet the new transparency requirements on the web site, and funds of £545.68 have been received.

60. VILLAGE HALL

Cllr Paxton said that the water meter cover in the road outside the hall is broken and the clerk was asked to report this to Anglian Water. Cllr Paxton said that the floodlight had been replaced. A new security number for the door key safe is required and a new key safe is probably needed, and he will investigate this.

It was reported that the solar street light outside the hall is not working properly, probably because the battery has failed. The clerk was asked to establish how the solar light was funded when installed.

Cllr Taylor said that boxes of local history had been moved into the village hall, and she is seeking a quotation for the installation of bookcases in the corner of the hall to accommodate this.

61. HIGHWAYS

Members agreed to propose the name of Mill Field for the road serving the new development at the south of Colchester Road. Cllr Taylor said that the field was known as Old Chalkney Mill Field back in the 1800's but the name Chalkney has been over used in the village.

Cllr Bond asked the clerk to obtain the quotation for the replacement of the posts at the side of the village green that was sent last year. Cllr Bond that the details regarding speeding vehicles caught by the Speed Indicator Device (SID) have been received, and the police are taking some action.

62. ALLOTMENTS

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

63. DATA PROTECTION BILL

The clerk referred to the forthcoming change in the requirements to hold data information, and advised that there is now no legal requirement to appoint a Data Protection Officer. The clerk was asked to draw up a privacy policy using a draft provided. It will be necessary to write to the allotment holders, newsletter advertisers, village hall regular users, parish councillors, the handyman, the village hall booking secretary, the village hall cleaner and the clerk to seek their agreement to continue to hold personal data. The clerk was also instructed to ask the village hall booking secretary to change the booking agreement

64. PROPOSED DESIGNATION OF COLNE VALLEY AS AN AREA OF OUTSTANDING BEAUTY.

Cllr Taylor referred to emails sent to the local parish councils at Wakes Colne, Chappel, Earls Colne, Colne Engaine, Halstead, Halstead Rural and Great Yeldham asking for their views regarding this proposal, and whether they considered approaching their parishioners to be appropriate. Some responses have been received, but more are required, and the clerk was asked to follow up for more responses. Members were asked to consider a map of the proposed area.

44. OTHER MATTERS

Cllr Taylor said that positive responses had been received from all the local parish councils who had been approached regarding a cost saving partnership. Members were asked to consider agenda areas where savings could be made, and then arrange a date for a meeting.

There being no further business the parish council meeting was closed at 9.01 pm.

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