

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 21st May 2019 at 7.30 pm.

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

Also Present: Clerk D Williams and 6 members of the public.

ANNUAL GENERAL MEETING

145. ELECTION OF CHAIRMAN

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

146. APOLOGIES FOR ABSENCE

Cllr Bolton, Cllr Saggars, Essex County Councillor (ECC) Cllr Beavis, Braintree District Council (BDC) Cllr Courtauld, BDC Cllr Spray

147. 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.

148. 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 Taylor and Cllr Watt. 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 7.32pm.

PARISH COUNCIL MEETING

Opened at 7.35pm.

149. APOLOGIES FOR ABSENCE

Cllr Saggars, Essex County Councillor (ECC) Cllr Beavis, Braintree District Council (BDC) Cllr Courtauld, BDC Cllr Spray. Cllr Bolton will attend later.

150. DECLARATION OF INTERESTS - None

151. CONFIRMATION OF MINUTES OF LAST MEETING – The minutes of the last parish council meeting of 19th March 2019 which had been previously circulated, were agreed as a true record and signed by the Chairperson.

152. MATTERS ARISING – None

153. PARISH COUNCILLOR VACANCY

Following the recent non contested parish council elections, six members have been elected, leaving one vacancy. BDC have confirmed that the parish council can co-opt a new parish councillor without the need for advertising the vacancy in view of the recent advertised elections. Accordingly Cllr Taylor proposed that Mr Paul Blatchford is co-opted as a parish councillor, Cllr Bond seconded the proposal and all members agreed. Cllr Blatchford duly attended the table and signed the declaration of acceptance of office.

PUBLIC QUESTIONS AND STATEMENTS

The meeting was suspended for public questions and statements.

(i).A parishioner said that he lived at Colneford Hill where a manhole cover in the road was cleaned in January, and since then it has made a loud clanking noise when vehicles drive over it. He has, together with other neighbours, complained to Anglian Water but they have not repaired it. Please arrange for Anglian Water to repair this as soon as possible.

(ii).A parishioner said that the storm drains are still blocked on Colchester Road, and the hedge on Colchester Road is overhanging and restricting pedestrians from using the pavement.

(iii).A parishioner said that the speed limit is being ignored by vehicles on Bures Road, so is it possible to have a police speed check on Bures Road.

(iv).A parishioner said that trees cut down in The Chase has left a mess, I believe that it was done to clear the electric power cables. In addition the gate post has been broken.

The meeting was resumed.

154. RESPONSE TO PUBLIC QUESTIONS AND STATEMENTS

(i).Cllr Bond said that he is in email contact with Anglian Water who said that they would correct it yesterday, but it was not done. The clerk was asked to chase Anglian Water and give them a time limit to complete the job.

(ii). The clerk was asked to write to the occupants of the relevant properties and ask them to arrange to cut the hedge.

(iii). Cllr Bond said that the statistics for both Bures Road and Colne Park Road show excess speed. We are trying to get average speed cameras on Colchester Road in line with other local parish councils.

(iv). The clerk was asked to write to UK Power Networks and advise them that we were not consulted before they did work on our land, the site was not left tidy and the gate post was broken, and that we ask that the site is tidied up, the gate post replaced and that we are advised of works in future.

155. PLANNING MATTERS

(a) Applications

19/00645/FUL Land adjacent 35 Colne Park Road – proposed domestic equestrian arena – We support this application subject to conditions on exterior lighting and a limit to domestic use only.

19/00085/TPOCON 19 Colne Park Road – tree works – No comment.

19/00092/TPOCON Newton Barn, Colne Park Road – tree works – No comment

(b) Applications refused by Braintree District Council

17/01877/OUT Land South of 30 Colne Park Road – application for outline planning permission for erection of 3 residential units with associated garages and alteration to existing vehicular access

156. 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 there is no progress to report.

157. COMMUNITY LIAISON

Cllr Taylor said that there has been no response to the parish council's request for a meeting between two members of the White Colne Parochial Church Council (PCC) and two members of the parish council to discuss ownership of the war memorial so that repairs can be considered further. She therefore proposed that the PCC are advised that the parish council are withdrawing from the discussions, and that a memorial bench and plaque are purchased and placed on the village green. The cost including installation is in excess of £1,500, and funds in village projects could be used for this. Members agreed in principle to obtain more details and then seek the views of parishioners.

Cllr Taylor said that the lighting of the beacon for D Day Anniversary Commemorations should be considered further.

158. WHITE COLNE MEADOWS

Cllr Taylor referred to the recent inspection reports from ROSPA on the play areas, and the clerk was asked to send the report to Mortimer Contracts and ask them to note the comments regarding grass strimming near equipment, and also to ask them to quote for the repair to the swing highlighted in the report. The handyman is to be asked to attend to the further deficiencies in the report. Cllr Bond said that the quotations for the signs requested in the report are for £15 each and these were agreed. These included one sign which states 'kite flying at your own risk'. All members agreed to this.

It was noted that the dog waste bin at the end of The Chase is broken and the clerk was asked to approach the BDC dog warden and request a replacement.

A contractor is to provide a quotation to cut the wild flower area.

159. FINANCIAL MATTERS

1. Payments:- The Clerk reported that since the last meeting, the following payments had been or are to be made:-

(a). From Nat West account:-

Cheque	Payee Details	Amount £	VAT inc
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	£ 29.00	
D/D	Scottish Power – village hall electricity	£ 20.00	
D/D	Scottish Power – village hall gas	£ 58.00	
D/D	Scottish Power – village hall gas	£ 58.00	
D/D	Anglian Water – village hall £134.67, allotments £35	£ 169.67	
	TOTAL NAT WEST PAYMENTS	£ 392.67	

(b). By electronic payments from Unity Bank account:-

S Mason – hall booking secretary – March PAID	£ 54.50	
S Mason – hall cleaning £55, cleaning supplies £6.53– March PAID	£ 61.53	
D Williams – printer/scanner paid by EALC grant – PAID	£ 99.64	£ 16.60
E Ketteringham – hall cleaning – March PAID	£ 56.25	
BDJ Mapes – caretaker £210, handyman £7 -PAID	£ 217.00	
E & J Fire Security Ltd – hall fire extinguisher service PAID	£ 118.42	£ 19.74
Unity Bank charges – PAID	£ 18.00	
W Paxton – cost of key box PAID	£ 8.99	£ 1.50
G Allen – hall window cleaning - May PAID	£ 14.00	
S Mason – hall booking secretary – April PAID	£ 57.00	
S Mason – hall cleaning -April PAID	£ 47.50	
J Heathcote – hall cleaning April – PAID	£ 45.00	
D Williams-clerk salary April/May £972.66 less PAYE £ 388.80	£ 583.86	

H M Revenue & Customs – PAYE for clerk salary adj for April (was £190.40)	£	4.00		
H M Revenue & Customs – PAYE for clerk salary May	£	194.40		
BHIB Ltd – annual parish insurance premium	repair at	£	665.91	
Mortimer C Ltd-grasscuts Meadows £325, VGreen&hall £510, playarea £80	£1,098.00	£	183.00	
Play Safety Ltd – ROSPA reports	£	164.40	£	27.40
J Bond – cost of battery for SID	£	81.50	£	13.58
D Williams – cost of TV Licence for village hall	£	154.50		
Essex Association of Local Councils – subscription	£	150.22		
H M Revenue & Customs – PAYE for clerk salary June	£	194.40		
TOTAL UNITY BANK PAYMENTS		£	4,089.02	

2. Funds Received Since the last report, the following funds have been or will be received into Nat West :-

Village hall hire fees	£	338.00
HM Revenue & Customs – VAT refund	£	660.14
TOTAL NAT WEST RECEIPTS	£	998.14

Into Unity Bank

Braintree District Council – precept & grant	£	5,781.00
Village hall hire fees	£	1,246.50
TOTAL UNITY BANK RECEIPTS	£	7,027.50

3. Financial statement & Bank Reconciliation

Following the above transactions- There is a credit balance on Nat West current a/c of	£	2,959.18
There is a credit balance on Unity Bank account of	£	27,576.75
TOTAL BANK BALANCES	£	30,535.93

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	£	22,370.20

NAT WEST BANK

Bank Balances 19.03.19	£	2,353.71
Add Receipts	£	998.14
Sub Total	£	3,351.85
Less Total Payments	£	392.67
Bank Balances 21.05.19	£	2,959.18

UNITY BANK

Bank Balances 19.03.19	£	24,638.27
Add Receipts	£	7,027.50
Sub Total	£	31,665.77
Less Total Payments	£	4,089.02
Bank Balances 21.05.19	£	27,576.75

(c) The clerk advised that the annual insurance policies for both the parish council and for the village hall are due for review on 1st June. As the hall is now administered by the village hall management committee which consists of three parish councillors and no public members, it is likely that the policies can be merged with a saving in premium. It was agreed that the hall policy details are sent to BHIB to see if the policies can be merged and to seek cover for the booking secretary's responsibilities. The payment to BHIB is to be withheld until this matter is clarified before 1st June, and the clerk will report back.

(d) The clerk presented the annual accounts for the year ended 31st March 2019. 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 £ 22,927.27; total payments of £ 18,316.91; net income of £ 4,6109.36 and bank balances of £27,674.04. The accounts were formally accepted and signed by the chairman and clerk.

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.

(g) The clerk was asked to write to ECC and ask for an update on the transfer of the village hall to the parish council, and also to obtain confirmation that the property is insured as we have not been able to obtain this confirmation in the past.

(h) The asset statement is to be amended to remove the gate to ECC area value £348.41 in the year 2019/2020.

(i) It was agreed to allocate a further £2,000 into the Village Hall Roofing Fund for the year 2019/2020.

160. VILLAGE HALL

Cllr Paxton said that there are still issues with the outside lighting. Cllr Bond said that he was no further forward in finding Victorian coach lights for the front of the hall, but had found a solar operated light at a cost of £450 plus fitting onto the existing light post. Members agreed to this.

The clerk pointed out that the electrical test which is a requirement of the insurance company is still to be done, and he will arrange this with the caretaker and the electrician.

161. HIGHWAYS

Cllr Bond said that he attended a recent Chappel Parish Council (Chappel PC) meeting by invitation to discuss a request for an average speed camera on A1124. Chappel PC agreed to join in the request, and they are approaching Wakes Colne, Aldham and Eight Ash Green Parish Councils to seek their support. Cllr Bond said that perhaps we could then re-approach Earls Colne Parish Council. Cllr Bond said that the bus stop flag had not yet been moved on Colchester Road.

Cllr Bond said that the new battery for the SID (Speed Indicator Device) had been received.

162. OTHER MATTERS

Cllr Taylor said that invitations had been received to events at the Colne and Stour Association and the University of Essex, should any member wish to attend.

There being no further business the parish council meeting was closed at 9.20 pm.

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