

WHITE COLNE PARISH COUNCIL

Minutes of the Parish Council Meeting held at Remotely by Zoom
on Tuesday 22nd September 2020 at 7.30pm.

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

Also Present: Clerk D Williams, Essex County Council (ECC) Cllr Beavis. No members of the public attended after usual advertising.

221. APOLOGIES FOR ABSENCE

Braintree District Council (BDC) Cllr Courtauld, BDC Cllr Spray.

222. DECLARATION OF INTERESTS

Cllr Bond declared an interest in the planning application for 15 Colneford Hill in Minute 230 as he is a neighbour.

223. CONFIRMATION OF MINUTES OF LAST MEETING

The minutes of the last parish council meeting of 28th January 2020 which had been previously circulated, were agreed as a true record and signed by the Chairman.

224. CONFIRMATION OF ACTIONS RECORDED IN SUMMARY OF ITEMS

The actions recorded in the summary of items agreed by email from 17th-31st March 2020 which had been previously circulated, were approved. This summary will be included in the minutes of this meeting.

225. CONFIRMATION OF ACTIONS RECORDED IN SUMMARY OF ITEMS

The actions recorded in the summary of items agreed by email from 22nd-28th May 2020 which had been previously circulated, were approved. This summary will be included in the minutes of this meeting.

226. CONFIRMATION OF ACTIONS RECORDED IN SUMMARY OF ITEMS

The actions recorded in the summary of items agreed by email from 28th July 2020 which had been previously circulated, were approved. This summary will be included in the minutes of this meeting.

227. MATTERS ARISING FROM THE MINUTES NOT DEALT WITH ELSEWHERE - None

PUBLIC QUESTIONS AND STATEMENTS – None

228. REPORT FROM ESSEX COUNTY COUNCILLOR

ECC Cllr Beavis said that she attended a remote meeting with our parish council chairman and ECC members. They are committed to finding a solution to the situation regarding the land at the rear of the village hall. The highways scheme for the village green will be left by ECC until this can be discussed with the parish council. We are to have a new ECC Highways Officer. ECC Cllr Beavis said that she is collecting the details of the 50 worst potholes in the area for ECC Highways, and will include the footpath on Colneford Hill. An ECC grant scheme has £1,000 to £1,500 allocation available and this is left with the parish council to decide and then apply. The main concern of ECC at present is around the economy and the wish to support local jobs in the county.

Cllr Taylor referred to the grant scheme of up to £1,500 and said that ECC will cover all our professional fees regarding the land at the rear of the village hall. However she had previously proposed that a footpath or pavement from Chalkney Garage to Cammacks, and also a footpath or pavement from Cammacks to Wakes Colne are considered, the latter enabling parishioners to walk to the village shop at Chappel. ECC Cllr Beavis asked for precise locations and the clerk was asked to email details accordingly.

229. REPORT FROM BRAINTREE DISTRICT COUNCILLOR – None

230. PLANNING MATTERS

(a) Applications

20/01296/HH - 56 Colchester Road - first-floor extension over the existing dwelling and two-storey rear extension – No comment subject to neighbours' views:

20/01196/OUT - Land To The South Of 100 Colchester Road - Outline planning application with all matters reserved for the erection of 1no. Dwelling - We object to this development as it is outside the village envelope. There is no detail about where on the land the building will be positioned so we suggest that it could also be considered to be back land development as it would still be behind Mill Field. It would have a detrimental effect on the visual amenity of the ancient Chalkney Mill which is Grade 2 listed. Building on this land will not enhance the landscape and will give an urban feel to an historic single horse cart lane which is also used extensively as a public footpath.

20/00227/TPOCON - 1 Colne Park Road – Tree works - The parish tree warden has reviewed these proposed works with the owner who is in agreement with his report. This recommends that an approximate one third reduction in the blue spruce, reducing or removing the three tallest firs, but nothing other than cosmetic tidying up of the front fir on the right hand side as viewed from the road. This work should be done after a good amount of rain.

20/01241/COUPA – Broome Farm, Colne Park Road - Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Change of use to 1no. residential dwelling - No comment

20/01244/COUPA – Broome Farm, Colne Park Road - Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Change of use to 1no. residential dwelling – No comment

20/01538/HH – 15 Colneford Hill – part single part two storey rear and side extension – No comment subject to neighbours' views.

(b) Applications approved by Braintree District Council - None

231. 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 WCP

Cllr Taylor said that she has attended two meetings with ECC members, one remote and one at the village hall. The parish council had required a bond to cover the road construction down the side of the hall. ECC said that they will enter into a legal agreement but then we will have to wait until the sale of the land at the rear of the hall is completed before the Community Transfer of the hall ownership to the parish council is completed. If no legal agreement is completed then the Community Transfer can be completed now. Cllr Taylor said that we have a concern that the proposed developers wanted to use the narrow strip of land leading to the abutment for a garden after we had a verbal agreement that this narrow strip of land would not be used. This was because we wanted the strip of land to be used as a cycle path, as there is funding for cycle paths.

232. COMMUNITY LIAISON

Cllr Taylor said that a memorial service when the bench is installed on the green will be delayed, and probably not to be held this year. We will probably not be able to hold the carols on the green at Christmas time, but will wait for a while. Cllr Taylor commended the community support shown by our parishioners during the pandemic.

233. WHITE COLNE MEADOWS

Cllr Bond said that the pavilion had been painted and the decking is complete. Two new benches are in place and the third is being installed tomorrow. Cllr Bond said that we need a cut of the wildflower area, and the clerk was instructed to ask Mr Hadley to top the Meadows as before and collect the grass. Members agreed that the clerk asks Mortimers to quote for a cut of the side only of the hedge on the left hand side, that is the Colne Park Road side. Cllr Batchford said the picnic tables are broken and need removing.

234. FINANCIAL MATTERS

(a) Payments.

The clerk reported that since the last meeting, the following payments had been or are to be made:-

From Nat West account:-

<u>Cheque</u>	<u>Payee Details</u>	<u>Amount £</u>	<u>VAT inc</u>
D/D	GoCardless Ltd – County Broadband WiFi at hall monthly charge 2x£29	£ 58.00	
D/D	Scottish Power – village hall electricity 2x£20	£ 40.00	
D/D	Scottish Power – village hall gas 2x £78.00	£ 156.00	
	TOTAL NAT WEST PAYMENTS	£ 254.00	

By electronic payments from Unity Bank account:-

	G Allen – hall window cleaning 12.08 PAID	£ 14.00	
	Mortimer Contracts-grasscuts-Meadows£130Green £132, &Hall £72 PAID	£ 400.80	£ 66.80
	N Powell Davies – internal auditor fee PAID	£ 190.00	
	Apogee Print –signs- no kite, no disposable BBQ,clean bags – Meadows	£ 39.60	£ 6.60
	J Bond – reimbursement - decking for pavilion - Meadows	£ 87.50	
	J Bond – reimbursement for Zoom virtual meeting	£ 14.39	
	Mortimer Contracts-grasscuts-Meadows£135Green £132, &Hall £72	£ 406.80	£ 67.80
	H M Revenue & Customs – PAYE for clerk salary September	£ 194.40	
	D Williams-clerk sal Aug/Sept £972.66 less PAYE £ 388.80,home/office£26	£ 609.86	
	H M Revenue & Customs – PAYE for clerk salary October	£ 194.40	
	TOTAL UNITY BANK PAYMENTS	£ 2,151.75	

Funds Received Since the last report, the following funds have been received into Nat West :-

	TOTAL NAT WEST RECEIPTS	£ NIL	
Into Unity Bank			
	Braintree District Council – grant for memorial bench on village green	£ 580.00	
	TOTAL UNITY BANK RECEIPTS	£ 580.00	

(b) Financial statement & Bank Reconciliation

Following the above transactions- There is a credit balance on Nat West account	£ 6,063.37
There is a credit balance on Unity Bank account	£24,367.87
TOTAL BANK BALANCES	£30,431.24

Balance held in reserve – Village projects from White Colne 50 Club	£ 2,185.73
Balance held in reserve - Village Hall Roofing Fund is	£11,000.00
Balance held in reserve – allotments	£ 32.00

Total of allocated funds is £13,217.73
Thus the balance of unallocated funds is £17,213.51

NAT WEST BANK		UNITY BANK	
Bank Balances 28.07.20	£ 6,317.37	Bank Balances 28.07.20	£ 25,939.62
Add Receipts	£ 0.00	Add Receipts	£ 580.00
Sub Total	£ 6,317.37	Sub Total	£ 26,519.62
Less Total Payments	£ 254.00	Less Total Payments	£ 2,151.75
TOTAL BALANCES 22.09.20	£ 6,063.37	TOTAL BALANCES 22.09.20	£ 24,367.87

(c) The clerk advised that the internal audit for the Annual Accounts for the year ended 31 March 2020 had been completed and the report dated 10th August 2020 from the internal auditor had been circulated to all members. The opinion of the report was that:- The financial affairs of the council are well maintained. The Council should continue to work with the Clerk and Responsible Finance Officer to address the issues raised. The recommendations of the report were that:-

1. Care should be taken to cover all the items listed in section 5j of Standing Orders at future annual meetings. Alternatively, Standing Orders may be revised to allow for a timetable to be agreed for when some of the items, eg review of policies, may be deferred to.
2. When setting next year's budget and precept the Council may wish to consider planning to reduce the level of general reserves. Members agreed that the Standing Orders will be revised, and that the level of general reserves will probably be reduced with the reduction in village hall income due to the coronavirus pandemic.

The clerk reported that the internal auditor had said that she would not be available to audit the accounts should she be invited to do so. He said that Essex Association of Local Councils (EALC) has a bank of internal auditors and members agreed that the clerk approaches EALC regarding this in January.

(d) The clerk presented a six month update of income and expenditure. This estimated that if there is no income to the village hall for the rest of the financial year and we continue to pay village hall running costs, then income will be £15,000 and expenditure £19,500, a shortfall of £4,500. This can be met from reserves for this financial year, but next year's budget will have to be done in the light of the pandemic restrictions in place then. The clerk was asked to obtain an update from the village hall manager regarding present hirers, and dependent on that members can consider whether or not to stop the wi fi service, turn down the heating and take electricity and gas readings.

(e) The clerk's annual salary was reviewed. At the meeting in January the annual review of the clerk's salary was agreed to increase the salary by the amount of the national salary increase to be advised by EALC, the amount expected was 2%. The national agreement has now been advised by EALC and set at 2.75%. This means an increase in the budgeted salary from £5,952 to £5,998 with effect from 1 April 2020 and is top of scale for the job in view of his years of service. Members agreed to this.

235. VILLAGE HALL

Cllr Taylor said that the hall booking secretary had tendered her resignation because of other commitments. Members thanked her for her involvement at a time when the hall bookings had increased substantially. Members agreed to extend the job of the cleaner to include the booking secretary responsibilities. She has agreed and will continue on a self employed basis at a rate of £10 per hour with effect from 1st October. The hours as required to complete her duties. The clerk was asked to confirm this in writing and to ask her to arrange public liability insurance for which the parish council will cover the cost.

Cllr Bond asked members whether we should purchase a Christmas tree for the front of the village hall. Cllr Taylor said that it may be in the way of the proposed development at the rear of the village hall. Cllr Saggars said that there was no need for a Christmas tree as there will probably be no carols on the green or at the hall. Cllr Bond said that he would obtain a quotation to illuminate three trees on the village green.

Cllr Taylor referred to the proposed ECC grant of £1,500 and suggested that the parish council applies for this to fund a solar light and a front picket fence. The fence will cost £600 and the quote for the solar light has been previously received, and when details are to hand an application is to be made to ECC Cllr Beavis.

Cllr Paxton said that new toilet hinges are required, and members agreed to this, and that the handyman is asked to fit them.

Cllr Bond said that he had installed a QR code at the hall front door in line with the coronavirus regulations.

236. VILLAGE GREEN

Cllr Bond said that a quotation had been received for the installation of a base for the memorial bench for the village green, and that a second quotation is required. The handyman has offered to provide a quotation, and will contact the clerk for details required.

237. HIGHWAYS

Cllr Bond referred to the arrangements with other local parish councils for a joint application to ECC for an average speed camera on A1124. The Speed Indicator Device (SID) is to be loaned to each parish council for two weeks so that additional data can be included in the application. He said that the SID is being kept within our village at present as he is not happy to travel, but will do so when circumstances improve, and so the situation is on hold. There is a problem with the SD card in addition.

Cllr Saggars said that the handrail on the permissive path from Colne Park Road along the line of the old railway was broken. Members agreed that the clerk asks Flitch Rangers and ECC Highways to arrange repair.

Cllr Batchford said that he had received complaints from parishioners regarding unauthorised parking on Colchester Road near number 102 which impinges the sight lines to properties. He will give details to the clerk who has been asked to report this to our community police officer Craig Wheeler.

238. ALLOTMENTS

Cllr Bond said that he has asked a local plumber to give a quotation for the installation of a water meter for the allotments.

Cllr Bond said that he has obtained a quotation for the fencing around the allotments, as there will come a time when it will have to be replaced. Cllr Taylor said that we cannot consider this at present.

The clerk said that invoices for plot rentals will be sent out next month.

239. COUNCILLOR RESIGNATION

Cllr Taylor said that she had received the resignation of Cllr Bolton. He was thanked for his contribution to the parish council activities during his period of tenure. The clerk was asked to advise BDC to arrange the relevant advertisement and if there is no candidate then the parish council can co opt.

240. CLERK RESIGNATION

Cllr Taylor said that the clerk has offered his resignation as he wishes to retire after 16 years in post. He stated that he will remain until a replacement is appointed. He was asked to arrange an advertisement for the vacancy with Essex Association of Local Councils, which will then be circulated to all the parish councils in the county.

241. CORRESPONDENCE RECEIVED

The clerk reported that requests for donations have been received and members said that due to budgetary constraints these could not be considered.

242. ANY OTHER MATTERS

Cllr Bond said that replacement defibrillator pads were needed, and members agreed that these should be purchased.

Cllr Bond said that a leaflet for new entrants to the village had been prepared.

The clerk was asked to follow up the tree works which had previously been authorised.

There being no further business the parish council meeting was closed at 9.40 pm.

Chairman..... Date.....

WHITE COLNE PARISH COUNCIL

Items Discussed and Agreed by Email

from 17th March 2020 to 31 March 2020

1. APOLOGIES FOR ABSENCE – None, all parish councilors responded

2. DECLARATION OF INTERESTS BY MEMBERS ON ITEMS SHOWN ON THIS AGENDA – None

3. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 28TH JANUARY 2020 – Approved

PUBLIC QUESTION TIME

Cllr Taylor said that a parishioner has raised a complaint against 41a Colchester Road, the children's home. Members agreed to reply -We are sorry that you have been disturbed in this way but as yet we have not received any other complaints from neighbours. We ask therefore that if any further incidents occur you could keep a diary note in order for us to progress your complaint with the relevant agencies.

4. PLANNING MATTERS

(a) Applications

20/00051/TPOCON – The Green, Colneford Hill – tree works – The parish council cannot comment as we are the applicants.

20/00070/TPOCON – 44 Colneford Hill – tree works – Members agreed to support the tree warden's comments when received.

5. TO RECEIVE A REPORT AND CONSIDER FURTHER ACTION REGARDING THE HEADS OF AGREEMENT FOR THE TRANSFER OF WCPC LAND TO ECC IN RETURN FOR THE TRANSFER OF THE VILLAGE HALL LAND TO THE WCPC

Cllr Taylor reported that Essex County Council (ECC) Cllr Beavis has met with the cabinet member at ECC regarding the development behind the hall. They have decided to call a formal meeting with the officer. We have asked if we can be included in that meeting, but we do not know when that will be held.

6. COMMUNITY LIAISON

Members agreed to proceed with the purchase of the memorial bench in the Village Green at a cost of £1,019.50. Braintree District Council (BDC) Cllr Courtauld has confirmed a grant of £580 towards this cost.

(b) Cllr Taylor referred to the VE Day celebration with the dedication service for the bench. Although the bench can still be positioned the event will need to be postponed. She said that we celebrated 60th anniversary of VE Day in September so there is

no problem with it being similar. She will liaise again with the vicar who had already booked the date for the short service on the Green.

7. WHITE COLNE MEADOWS

CLlr Taylor said that she has received a verbal quote for dredging the pond in excess of £3,000. This is a high figure due to the need of a long arm digger and access issues. Members agreed to let nature take its course and leave the pond area to become a boggy habitat with the stream still running through.

Our litter and environmental champion has been in discussion with officers from Essex Wildlife Trust who can advise us and had planned to visit, but this may now be delayed.

8. FINANCIAL MATTERS

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

From Nat West account:-

<u>Cheque</u>	<u>Payee Details</u>	<u>Amount £</u>	<u>VAT inc</u>
D/D	GoCardless Ltd – County Broadband WiFi at hall monthly charge 2x£29	£ 58.00	
D/D	Scottish Power – village hall electricity2x£20	£ 40.00	
D/D	Scottish Power – village hall gas 2x £78.00	£ 156.00	
D/D	Anglian Water – village hall water	£ 79.16	
	TOTAL NAT WEST PAYMENTS	£ 333.16	

By electronic payments from Unity Bank account:-

J Heathcote – hall cleaning – January PAID	£ 125.00	
J Heathcote – hall cleaning materials – January PAID	£ 0.95	
G Allen – hall window cleaning - 17 February PAID	£ 14.00	
S Mason – booking secretary January PAID	£ 131.50	
D Williams-clerk sal Feb/Mar £583.86,workathome £26,exps,inks etc£77.95	£ 687.81	£ 11.84
H M Revenue & Customs – PAYE for clerk salary March	£ 194.40	
J Heathcote – hall cleaning February	£ 120.00	
J Heathcote – hall cleaning materials – February	£ 17.99	
S Mason – booking secretary February	£ 109.00	
S Mason – booking secretary – public liability insurance	£ 75.81	
H M Revenue & Customs – PAYE for clerk salary April	£ 194.40	
Mortimer Contracts Ltd – cut & clear hedge on grassy area near river	£ 216.00	£ 36.00
E & J Fire and Security Ltd – fire extinguisher inspection	£ 125.64	£ 20.95
Essexio Ltd – portable appliance testing for village hall	£ 59.00	
J Taylor – expenses for carols on the green	£ 62.00	
TOTAL UNITY BANK PAYMENTS	£ 2,133.50	

Funds Received: Since the last report, the following funds have been received into Nat West :-

Village hall occasional hire fees	£ 555.00
Allotment rentals	£ 170.00
Wayleaves- UK Power Network	£ 58.09
Village Hall regular hire fee	£ 240.00
Braintree District Council Street Scene grant	£ 949.67
TOTAL NAT WEST RECEIPTS	£ 1,972.76

Into Unity Bank

Village hall regular hire fees	£ 1,498.25
TOTAL UNITY BANK RECEIPTS	£ 1,498.25

(b).Financial statement & Bank Reconciliation

Following the above transactions- There is a credit balance on Nat West current a/c of £ 4,826.83

There is a credit balance on Unity Bank account of £27,227.69

TOTAL BANK BALANCES £ 32,054.52

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

Balance held in reserve - Village Hall Roofing Fund is £7,000.00

Total of allocated funds is £ 10,165.73

Thus the balance of unallocated funds is £ 21,888.79

NAT WEST BANK		UNITY BANK	
Bank Balances 28.01.20	£ 3,187.23	Bank Balances 28.01.20	£ 27,862.94
Add Receipts	£ 1,972.76	Add Receipts	£ 1,498.25
Sub Total	£ 5,159.99	Sub Total	£ 29,361.19
Less Total Payments	£ 333.16	Less Total Payments	£ 2,133.50
Bank Balances 17.03.20	£ 4,826.83	Bank Balances 17.03.20	£ 27,227.69

(c). Members agreed the annual review of standing orders and financial regulations, the standing orders having been updated with a new model provided by Essex Association of Local Councils (EALC).

(d).Members agreed the annual risk assessment review after updating some items.

(e). Members agreed to the reappointment of N Powell Davies as internal auditor,

9. VILLAGE HALL

Cllr Paxton said that a log needs to be arranged for essential health and safety and legal inspections for the hall. He said that 3 toilet seats in the hall are damaged, and he will source replacements, expecting a cost of approximately £25 each.

10. HIGHWAYS

Cllr Bond gave an update on the joint application for speed cameras to control speeding vehicles. He said that The SID has been deployed in Wakes Colne but due to wind blowing it "off course" it stopped working. The planned rota for siting it is now one week behind.

11. ANNUAL ELECTORS MEETING The clerk reported that EALC have advised that this meeting can be postponed beyond April due to the coronavirus epidemic. END

WHITE COLNE PARISH COUNCIL

Items Discussed and Agreed by Email

from 22nd May 2020 to 28th May 2020

1. APOLOGIES FOR ABSENCE – None, all parish councilors responded

2. DECLARATION OF INTERESTS BY MEMBERS ON ITEMS SHOWN ON THIS AGENDA – None

3. MEETINGS

Members confirmed the delay of the Annual General Meeting and Annual Parish Meeting, and to continue with email correspondence to continue essential parish council business until face to face meetings resume.

4. PLANNING MATTERS

(a) Applications

20/00682/HH 89 Colchester Road - Two-storey side extension - No comments subject to neighbours' views.

20/00665/HH 15 Colneford Hill - Two-storey rear and side extension and front porch -No comments subject to neighbours' views.

20/00070/TPOCON - 44 Colneford Hill - Tree works – No objections subject to neighbours' views

20/00078/TPOCON - 11 Colneford Hill - Tree works - No objections subject to neighbours' views

20/00051/TPOCON – The Green, Colneford Hill – Tree works – The parish council is unable to comment as it is the applicant.

(b) Applications approved by Braintree District Council

18/01570/FUL Land at Chalkney Meadows, Colchester Road - New agricultural building for lambing and implement store. – Approved.

5. FINANCIAL MATTERS

(a) The Clerk reported that since the last report , the following payments had been or are to be made:-

From Nat West account:-

<u>Cheque</u>	<u>Payee Details</u>	<u>Amount £</u>	<u>VAT inc</u>
D/D	GoCardless Ltd – County Broadband WiFi at hall monthly charge 2x£29	£ 58.00	
D/D	Scottish Power – village hall electricity 2x£20	£ 40.00	
D/D	Scottish Power – village hall gas 2x £78.00	£ 156.00	
	TOTAL NAT WEST PAYMENTS	£ 254.00	

By electronic payments from Unity Bank account:-

	Unity Bank charges PAID	£ 18.00	
	White Colne PCVC – donation re churchyard grasscuts PAID	£ 600.00	
	G Allen – hall window cleaning 30.03.20 PAID	£ 14.00	
	BDJ Mapes – hall caretaker - Dec- March PAID	£ 350.00	
	J Heathcote – hall cleaning – March PAID	£ 75.00	
	S Mason – booking secretary -March PAID	£ 62.50	
	Apogee Print – signs for play area & Meadows PAID	£ 36.00	£ 6.00
	Mortimer Contracts-grasscuts-Meadows £195,VGreen&Hall £306 PAID	£ 601.20	£ 100.20
	EALC – annual subscription -PAID	£ 156.84	
	H M Revenue & Customs – PAYE for clerk salary May	£ 194.40	
	G Allen – hall window cleaning - 12 May	£ 14.00	
	D Williams-clerk sal April/May £972.66 less PAYE £ 388.80	£ 583.86	
	BHIB Ltd – annual parish council insurance	£ 695.47	
	D Williams – reimbursement for TV Licence paid for hall	£ 157.50	
	Mortimer Contracts-grasscuts-Meadows £1309,VGreen&Hall £204	£ 400.80	£ 66.80
	H M Revenue & Customs – PAYE for clerk salary June	£ 194.40	
	TOTAL UNITY BANK PAYMENTS	£ 4,153.97	

(b). Funds Received Since the last report, the following funds have been received into Nat West :-

Village hall occasional hire fees	£ 184.00
HM Revenue & Customs – VAT refund	£ 878.68
TOTAL NAT WEST RECEIPTS	£1,062.68

Into Unity Bank

Village hall regular hire fees	£ 877.50
Braintree District Council – first half precept and grant	£6,164.00
TOTAL UNITY BANK RECEIPTS	£7,041.50

(c). Financial statement & Bank Reconciliation

Following the above transactions- There is a credit balance on Nat West current a/c	£ 5,635.51
There is a credit balance on Unity Bank account of	£30,115.22
TOTAL BANK BALANCES	£35,750.73

Balance held in reserve – Village projects from White Colne 50 Club	£ 3,165.73
Balance held in reserve - Village Hall Roofing Fund is	£9,000.00
Balance held in reserve – allotments	£ 32.00
Total of allocated funds is	£ 12,197.73
Thus the balance of unallocated funds is	£ 23,553.00

NAT WEST BANK

Bank Balances 17.03.20	£ 4,826.83
Add Receipts	£ 1,062.68
Sub Total	£ 5,889.51
Less Total Payments	£ 254.00
Bank Balances 22.05.20	£ 5,635.51

UNITY BANK

Bank Balances 17.03.20	£ 27,227.69
Add Receipts	£ 7,041.50
Sub Total	£ 34,269.19
Less Total Payments	£ 4,153.97
Bank Balances 22.05.20	£ 30,115.22

(d) Members confirmed renewal of the annual Parish Council Insurance Policy

(d) To consider completion of the Annual Governance and Accountability Return (AGAR)

(e) To consider approval of the Annual Accounts for the year to 31 March 2020

6. VILLAGE HALL

(a) Cllr Taylor said that the Streetlink team have been advised of the rough sleepers behind the village hall

7. HIGHWAYS

Cllr Taylor said that the Ramblers are working on a new system with Essex Highways to improve reporting of problems with footpaths. To this end they are asking Rambler members to become the representative for their own parish and agree to walk the paths once a year. She will discuss this with our footpath representative and report back.

Cllr Taylor said that the government are putting extra money into improving facilities for walking and cycling. We have no pavement between Chalkney garage and Fox and Pheasant Centre / Cammacks - both centres of employment for our village. She has noted many more residents walking Boley Road and then dicing with death along the A1124 and asked if this is the time to ask for a pavement. Members agreed.

Cllr Taylor said that despite a brand new pavement outside the Wakes Colne Park development there is no pavement down Tyburn Hill. Providing a pavement there too would link our village to Wakes Colne/Chappel, allow pedestrians access to the station, their village post office stores and the Wakes Colne business centre. For our residents who live on the eastern end of the village near Chalkney garage this village shop would be nearer than any in Earls Colne. Members agreed that we write to Wakes Colne and Chappel Parish Councils to ask if they would consider putting forward this request.

8. CORRESPONDENCE RECEIVED

Email correspondence from a parishioner complaining of noise at a property in Colchester Road – reply sent stating that we had not received any other complaints and asking that he keep a diary note should any further incidents occur. He has asked that this complaint is considered when face to face meetings resume.

END

WHITE COLNE PARISH COUNCIL

Items Discussed and Agreed by Email

28th July 2020

1. APOLOGIES FOR ABSENCE – None

2. DECLARATION OF INTERESTS BY MEMBERS ON ITEMS SHOWN ON AGENDA

Cllr Siggers declared an interest in minute 4(a) for the planning application for Colneford House as he is the applicant. He will not comment on the application.

3. MEETINGS

Cllr Taylor proposed that a virtual meeting is arranged through Zoom for the September meeting. There is a small cost for an extended meeting, Members agreed.

4. PLANNING MATTERS

(a) Applications Received

20/00201/TPOCON – Colneford House, 40 Colneford Hill – tree works – no objections subject to neighbours' views.

20/00682/HH – 89 Colchester Road – two storey side extension – no objections subject to neighbours' views.

(b) Applications approved by Braintree District Council - None

5. TO RECEIVE A REPORT AND CONSIDER FURTHER ACTION REGARDING THE HEADS OF AGREEMENT FOR THE TRANSFER OF WCPC LAND TO ECC IN RETURN FOR THE TRANSFER OF THE VILLAGE HALL LAND TO THE WCPC

Cllr Taylor reported that a remote meeting with ourselves, Jo Beavis, our agent and the ECC cabinet member and officers has been agreed. The date will be sometime in August and we are awaiting information.. Our agent is unhappy with a remote meeting and considers that we should insist that we meet in the hall car park if not in the hall. Cllr Taylor said that she considered that it was inappropriate at this time to meet face to face and a remote meeting will make no difference to the outcome. Members agreed.

6. COMMUNITY LIAISON

Cllr Bond said that the memorial bench has been delivered and is awaiting the base. He believes we have two quotes. Cllr Paxton said that the location was agreed but who is arranging the concrete base.

Cllr Bond said that perhaps we should agree a Christmas tree to plant outside the village hall and proposed the cost of a tree 2 metres high at £150.

7. WHITE COLNE MEADOWS

Cllr Taylor said that we have agreed that the pavilion should be painted and repaired by the handyman and I see we have a bill for the paint. Cllr Bond said that the pavilion has had one coat and the second is on the way. The decking and the handrail are being replaced as they are unsafe.

Cllr Taylor said that we have agreed to ask the contractors to cut an extra path to the gateway in the top right hand corner of the upper field. Cllr Bond said that we need another cut of the wild area and cutting to the trees and hedge. There is evidence of wild flowers beginning to get a stronger hold.

Cllr Bond said that the Meadows benches are erected but are missing bolts. We are awaiting these and they will be moved to the Meadows.

8. FINANCIAL MATTERS

The Clerk reported that since the last report, the following payments had been or are to be made:-

From Nat West account:-

<u>Cheque</u>	<u>Payee Details</u>	<u>Amount £</u>	<u>VAT inc</u>
D/D	GoCardless Ltd – County Broadband WiFi at hall monthly charge 2x£29	£ 58.00	
D/D	Scottish Power – village hall electricity 2x£20	£ 40.00	
D/D	Scottish Power – village hall gas 2x £78.00	£ 156.00	
D/D	Anglian Water – village hall water	£ 26.68	
D/D	Colne & Stour Association – subscription	£ 5.00	
	TOTAL NAT WEST PAYMENTS	£ 285.68	

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

Unity Bank charges PAID	£ 18.00	
Rural Community Council of Essex – annual subscription PAID	£ 52.80	£ 8.80
G Allen – hall window cleaning 22.06 PAID	£ 14.00	
Apogee Print – parking sign village hall PAID	£ 18.00	£ 3.00
The Sign Shed – No parking & uneven surface sign hall drive PAID	£ 59.88	£ 9.98
J Bond – reimbursement fence pins for hall fence PAID	£ 20.98	£ 3.50
Playsafety Ltd – ROSPA annual reports for play areas PAID	£ 164.40	£27.40
Window Film Centre Ltd – solar film for defib box PAID	£ 230.40	£38.40
D Williams – reimbursement for web site domain renewal PAID	£ 14.39	£ 2.40
No Butts Bin Company Ltd - 3 picnic tables Meadows PAID		
FROM VILLAGE PROJECTS	£1,176.00	£196.00
Apogee Print – signs for playground	£ 25.20	£ 4.20
Mortimer Contracts-grasscuts-Meadows£130Green £132, &Hall £72	£ 400.80	£ 66.80
H M Revenue & Customs – PAYE for clerk salary July	£ 194.40	
D Williams-clerk sal June/July £972.66 less PAYE £ 388.80	£ 583.86	
J Bond -barrier tape for village hall drive	£ 9.99	
J Bond – paint for Meadows pavilion	£ 36.00	£ 6.00
David Ogilvie Engineering Ltd – memorial bench-BDC GRANT OF £580		

	TO BE APPLIED FOR	£1,212.60	£202.10
H M Revenue & Customs – PAYE for clerk salary August		£ 194.40	
	TOTAL UNITY BANK PAYMENTS	£4,426.10	
2. Funds Received Since the last report, the following funds have been received into Nat West :-			
Braintree District Council – Street scene grant		£ 967.54	
	TOTAL NAT WEST RECEIPTS	£ 967.54	
Into Unity Bank			
Village hall regular hire fees		£ 250.50	
	TOTAL UNITY BANK RECEIPTS	£ 250.50	
3. Financial statement & Bank Reconciliation			
Following the above transactions- There is a credit balance on Nat West account		£ 6,317.37	
There is a credit balance on Unity Bank account		£25,939.62	
	TOTAL BANK BALANCES	£33,256.99	
Balance held in reserve – Village projects from White Colne 50 Club		£ 2,185.73	
Balance held in reserve - Village Hall Roofing Fund is		£9,000.00	
Balance held in reserve – allotments		£ 32.00	
	Total of allocated funds is	£11,217.73	
	Thus the balance of unallocated funds is	£22,039.26	

NAT WEST BANK		UNITY BANK	
Bank Balance 22.05.20	£ 5,635.51	Bank Balances 22.05.20	£ 30,115.22
Add Receipts	£ 967.54	Add Receipts	£ 250.50
Sub Total	£ 6,603.05	Sub Total	£ 30,365.72
Less Total Payments	£ 285.68	Less Total Payments	£ 4,426.10
BALANCE 28.07.20	£ 6,317.37	BALANCE 28.07.20	£ 25,939.62

Cllr Saggars suggested that in the near future we should review the financial situation against budget and reassure ourselves that we are taking any necessary measures. Cllr Taylor said that this is done after six months and asked the clerk to compare actual against budgeted expenditure at the September meeting.

9. VILLAGE HALL

Cllr Bond said that whatever happens at the next meeting with Essex County Council we have agreed that the light should be replaced and we need to get on with it. John Watt has helped remove the old lamp and we will need to hire a cherry picker if we are to install our own one. A free source has already been unsuccessfully explored. Cllr Paxton said that if a solution to the Development really is in sight, he believes that we should not spend on a new light, as we have rubbed along for many years without one. But against the possibility of no resolution for some years (again) he is pursuing what else the Chinese company could offer.

Cllr Taylor said that Sam has undertaken the task of getting the hall Covid secure. She has supplied us with completed paperwork and risk assessment and this has now been circulated. A set of her questions have been answered and circulated by Jim and we have agreed.

We have also agreed to delay increasing hall hire fees for at least 3 months although our costs will increase as a deep clean will need to be undertaken after each hiring plus hand sanitizer etc. Bill has suggested we need to replace the upholstered chairs with those more easily cleaned. This has to be carefully considered as the shape of the present chairs has always been a problem. Due to social distancing how many chairs can we use at one time in the hall anyway? Do we already have enough plastic chairs? Cllr Paxton said that Sam worked out that a maximum of 12 Pilates could be in the Hall plus leader providing she stays by the bar counter, so about 12 chairs could be sufficient.

Cllr Paxton said that there has been some problem with the key safe which Mike King resolved.

10. ROSPA REPORTS ON THE PLAY AREAS

Cllr Bond said that he had done a spreadsheet of the work to be done and the handyman is working through it.

11. WHITE COLNE VILLAGE GREEN

Cllr Bond said that if we can afford them, then fresh daffodil bulbs would be welcomed.

12. HIGHWAYS

Cllr Bond said that the SID continues to show significant increased speeds but he cannot download the statistics at present. It will move to Colchester Road next week. The handrail on the permissive path on old railway line is still not repaired.

13. ALLOTMENTS

Cllr Taylor said that the fence is becoming more of a problem. Cllr Bond said that he has one fencing quote for the allotments and the front of hall and another imminent. He will update.

14. ANY OTHER MATTERS

Cllr Taylor said that following complaints of noise received from neighbours of the Children's Home at 41 Colchester Road, members agreed that the parish council should write to the Children's Home. We wrote advising that we have been made aware of concerns and complaints from nearby residents of significant disturbance from residents at the home. Examples of the complaints were given. We also advised that there has been some research undertaken of police crime statistics by a neighbour (published on nextdoor.co.uk) which are being used to imply the sudden rise in recorded crimes may be linked to your premises.

We then said that this is not an issue that the Parish Council has any power to deal with and those who have complained have been advised to either take the issue up with yourselves or to contact environmental health services at Braintree District Council. We concluded by saying that as a council we welcome everyone to our village and do not wish to discriminate in any way but hope that a way forward can be achieved where everyone can enjoy living happily as neighbours.

The clerk advised that no reply has been received.

CLlr Bond said that he understood that the home offered to meet a complainant who declined.

END