

WHITE COLNE PARISH COUNCIL

Minutes of the Parish Council Meeting held at White Colne Village Hall
on Tuesday 18 January 2022 at 7.30pm

Present: Cllr Batchford, Cllr Bond, Cllr Taylor (Chairman), Cllr Wada, Cllr Watt. Also present: Clerk P Palfreyman, Essex County Council (ECC) Cllr Siddall, Braintree District Council, Cllr Spray (BDC) and 2 members of the public

366. APOLOGIES FOR ABSENCE Cllr Courtauld

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

368. CONFIRMATION OF MINUTES OF LAST MEETING

The minutes of the last parish council meeting on 16 November 2021, which had previously been circulated, were agreed as a true record.

369. MATTERS ARISING FROM THE MINUTES NOT DEALT WITH ELSEWHERE

There were no matters arising from the minutes.

370. TO RECEIVE REPORTS FROM ESSEX COUNTY COUNCILLOR AND BRAINTREE DISTRICT COUNCILLORS

Cllr Siddall

In the weekly meeting from the cabinet member for Health, it was advised the Covid numbers are decreasing. People are still being admitted to hospital, but the numbers are lower. The percentage of unvaccinated people is now in single figures and the strong message is to get the vaccine and booster. There is a new £500000 fund for climate change, available until 2023. There is also an Arts & Cultural fund of £1 million, over 5 years to support the creative sector. The budget increase is 4.4% which includes an increase of 2.99% for adult social care. The Band D ECC element is £60.21 per year/£1.16 per week. Cllr Siddall is pushing for the Village Hall/land transfer. Until the land is owned by the Council, they cannot instal solar panels and EV charging points. The Highways Officer for the Village Green scheme will visit on 19th January 2022 to look at all the schemes. There is also a visit planned by the cabinet member for Highways in the near future.

Cllr Spray

Cllr Spray advised that she was elected in 2003 and the transfer of the VH Land was on the agenda then. The final budget proposal will go to full Council in February 2022. Income has fallen for parking revenue and planning applications (hence fees) and Covid has been expensive for the Council with the support it has provided. The BDC Council Tax element will be a 2.68% increase for a Band D household which is less than 10p per week. There will be some cuts, but not to front line services. Some fees and charges may increase. There was a debate about the Councillor Locality budget continuing, which is currently £1500 per councillor. It will continue this year, but the amount may be reduced. There has been much talk about the Wethersfield Prison project but so far, no planning application from the MOD. Some of the information on social media is incorrect but if it does go ahead, it will be the biggest planning application BDC have had to deal with. The traveller's site in the village has until the end of February 2022 to move off the site and reinstate it too how it was. If not, there will be heavy fines imposed.

371. PUBLIC QUESTIONS AND STATEMENTS

The meeting was suspended for public questions and statements

The Council were advised that the minutes of the last meeting were not on the website. Cllr Taylor advised this was an oversight. The Council were asked if those on the allotment waiting list have been asked if they still would like a plot.

The meeting was resumed

372. PLANNING MATTERS

(a) Applications: None

(b) Applications approved by Braintree District Council

21/03232/VAR Little Catleys Farm Catley Road White Colne
Essex CO6 2QQ Variation of Condition 2 (Approved Plans) of
permission 20/01880/FUL granted 12.11.2020 for: Demolition of existing
agricultural building and erection of 1 x 5 bedroom two-storey
dwellinghouse. Variation would allow for: Alterations to the external
elevations and internal layout of the dwelling. Application GRANTED

373. COMMUNITY LIASON

(a) To discuss and agree early arrangements for the Queens Platinum Jubilee celebrations.

The event will be held on Thursday 2nd June on The Meadows using the marquees the Council already own. Music and a caterer have been booked and the Council can run their own bar. The event can start at 6pm with the Beacon lighting at 9.15pm. If the weather is wet, the celebrations can be moved to the Village Hall. The Council are not eligible for a grant as we will be applying for an Awards for All grant for the play equipment and only one grant is available per year from this fund.

(b) To discuss and agree a response to the public consultation on the. Regional Transport Strategy.

The Council agree the Clerk should respond to the survey and point out that communication is poor when roadworks affect the bus service and concerns were raised how this might affect the statistics which show how well used the buses are.

374. WHITE COLNE MEADOWS

(a) To confirm a response to the BDC Open Spaces Action Plan
The Council agreed that no changes were needed to the Open Spaces Action Plan.

(b) To confirm annual price increases from Mortimer Contracts for grass cutting service.

The Council agreed the price increases proposed by Mortimers.

(c) To receive an update about the grant for play equipment
Cllr Taylor advised that she is still obtaining quotes for the play area before a grant can be applied for.

(d) To receive an update about the ENOVERT grant for the Blossom Orchard.

The outcome of the grant application will be advised very soon. The funder asked for more information about the ecological value of the trees chosen, if they were native, and their value to wildlife.

375. FINANCIAL MATTERS

(a) Payment of accounts since the last meeting

WHITE COLNE PARISH COUNCIL

FINANCIAL MATTERS 18TH JANUARY 2022

1. PAYMENTS

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

UNITY TRUST ACCOUNT			£	
METHOD	PAYEE			
DD	Scottish Power - Village Hall electricity 29 Nov		20.00	
DD	Scottish Power - Village Hall gas 29 Nov		50.30	
DD	Anglian Water - 30 Nov		78.18	
DD	GoCardless - County Broadband WiFi at hall 10 Dec		29.00	
DD	Scottish Power - Village Hall electricity 29 Dec		20.00	
DD	Scottish Power - Village Hall gas 29 Dec		50.30	
DD	Go Cardless - County Broadband 12 Jan		29.00	
TOTAL UNITY TRUST DIRECT DEBITS			276.78	
UNITY TRUST BANK ACCOUNT (ELECTRONIC PAYMENTS)				VAT
	Sarah Louise Music - deposit for Christmas lights switch on (PAID)		40.00	
	Gary Allen - village hall window cleaning (PAID)		14.00	
	J Taylor - coffee morning set up costs and TEN for Christmas lights up (PAID)		350.73	
	J Bond - cement mixer hire & delivery (PAID)		38.12	
	P Palfreyman - clerks overtime payment Nov (PAID)		230.72	
	P Palfreyman - stamps (PAID)		7.92	
	J Bond - postcrete for Wave shelter (PAID)		24.75	
	Bill Mapes - caretaker/handyman (PAID)		615.00	
	Sarah Louise Music - for Christmas lights switch on (PAID)		160.00	
	Pal Gleed - village hall hire deposit refund (PAID)		50.00	
	J Heathcote - November village hall bookings and cleaning (PAID)		307.00	
	EALC - Climate Crisis Conference J Taylor (PAID)		60.00	10.00
	J Taylor - padlock for shed, coffee morning costs (PAID)		66.51	
	AMP Electrical - Village Green lights (PAID)		1851.48	308.58
	J Bond - lock for notice board (PAID)		15.99	
	JPB Landscapes - clearing Heritage Orchard (PAID)		354.00	59.00
	Sarah Louise Music - deposit for Jubilee celebrations (PAID)		90.00	
	P Palfreyman - December wages (PAID)		499.83	
	Unity Trust Bank - service charge (PAID)		18.00	
	J Bond - podtcrete for Wave shelter (PAID)		101.04	
	Page Computers - Microsoft 365 renewal (PAID)		60.00	10.00
	J Heathcote - December village hall bookings and cleaning (PAID)		259.17	
	Mortimer Contracts - playground inspections (PAID)		48.00	
	J Taylor - Coffee morning costs (PAID)		31.00	
	NBB Outdoors - balance of Wave canopy village hall (PAID)		5323.16	887.19
TOTAL UNITY TRUST ELECTRONIC PAYMENTS			10616.42	
	Torsbeanie Catering - deposit for Jubilee event		100.00	
	P Palfreyman - printer paper		9.99	
TOTAL DIRECT DEBITS AND PAYMENTS FROM UNITY TRUST			10893.20	

2. FUNDS RECEIVED						
Since the last report, the following funds have been received in to:						
UNITY BANK						
Wayleave						59.67
Village Hall hire						63.00
Village Hall hire						399.75
Village Hall hire						22.50
Village Hall hire						159.75
RCCE Grant						15000.00
Sum Up credits - VH hire deposits/café receipts						169.19
Village Hall hire						70.00
Sum Up credits - VH hire deposit/£60 VH hire/café						167.11
Sum Up credit - café receipts						8.02
Village Hall hire & sale of surplus VH items						347.00
Sum Up credit - café receipts						65.85
Village Hall hire						70.00
Village Hall hire						27.00
Village Hall hire						193.50
Sum Up credit - no details available*						22.03
Sum Up credit - no details available*						53.22
Village Hall hire						99.00
Village Hall hire						267.75
Sum Up credits - no details available*						32.71
Allotment income						13.00
					TOTAL UNITY BANK RECEIPTS	17310.05
* statement not received for Jan 2022						
3. FINANCIAL STATEMENTS AND BANK RECONCILIATION						
Following the above transactions, the credit balances on the bank accounts are:						
UNITY TRUST as at 17 JANUARY2022						43071.41
TOTAL BANK BALANCES						43071.41
Balance held in reserve						
Village projects from White Colne 50 Club						1260.73
Village Hall reserves (£11000 prev VH roof fund)			Total of alloc fund			14000.00
Allotments			Bal of unalloc fund			32.00
						15292.73
						15292.73
						27778.68
UNITY TRUST BANK RECONCILIATION						
BALANCE at 20.09.21						37154.39
Less payment not cleared from Nov finance statement						499.83
						36654.56
Add Receipts						17310.05
						53964.61
Less Total Payments made						10893.20
BALANCE at 14.10.21						43071.41

(b) Financial statement

The clerk advised the report has been previously circulated and there were no questions.

(c) To review the budget for 2021/2022

The clerk advised the budget income and expenditure was considerably over budget due to the grants received and expenditure made because of the grants.

(d) To agree the clerks annual pay rise

The clerks annual pay rise was agreed in line with the NALC April 2020 pay scales at SCP26.

(e) To finalise the budget for 2022/2023

The budget was agreed to include a sum for clerks' overtime, the café, playground inspections and the new booking system.

(f) To agree the precept for 2022/2023

The Council discussed increasing the precept for 2022/23 and agreed that due to the reserves held, the precept could remain the same at £12243, with any surplus being met from reserves. The Band D equivalent will be £56.68.

(g) To agree to appoint Jan Stobart as the Internal Auditor for 2021/2022 at a cost of £210.00.

The Council agreed to appoint the Internal Auditor.

376. VILLAGE HALL

(a) To receive an update about the appointment of a new cleaner

The cleaner and bookings clerk resigned in December 2021 and a new cleaner has been appointed. After a handover next week, she will carry out 2 or 3 deep cleans per week. The high touch cleans will be discontinued.

(b) To discuss and agree a new online booking system for Village Hall bookings

Cllr Taylor and the clerk have been looking in to using an online system called Hallmaster. The cost is £180 per year and includes automatic invoicing and can be included on the website. Cllr Taylor is carrying out a 3-month free trial with hirers adding their own bookings online and times booked out for cleaning. Sum Up has not worked well with hirings and bookings and the Council agreed to use a PayPal account which links

to Hallmaster. Cllr Taylor will manage the trial after which a bookings clerk will be considered.

(c) To receive an update on the RCCE grant for the canopy and associated works

The canopy is now going up but has had some challenges as the track bed is still in place and there has been a lot of water, plus water pipes and power cables to avoid. Completion should be in time for the next café in a couple of weeks' time. The chairs and trolley have arrived which will be stored in the shed for use under the canopy. Eventually a new surface might need to be put down.

(d) To receive a report about the village hall hirings

Some bookings were lost due to Covid and recently two regular hirers have left due to lack of support for their classes, but hope to return to different time slots in due course. The hall is popular for parties.

377. WHITE COLNE VILLAGE GREEN

(a) To discuss replacement and extra bollards around the Village Green
Following discussion of the quotes, it was agreed to replace 4 of the bollards at the bottom of Colne Park Road.

(b) To discuss and agree costs to check, install and remove the Christmas lights in 2022, costing £250 + VAT for installation and £150 + VAT to remove them.

Following discussion, it was agreed to accept this quote and instruct the electricians

(c) To consider whether any further lights should be installed

Cllr Bond suggested that more lights on the small group of trees on the left-hand side of the Village Green, would balance up the display. The Council agreed to consider quotes for additional lights.

378. To discuss and agree registration with the Information Commissioners Office at a cost of £40 per year

Following discussion, it was agreed that the Council should be registered with ICO.

379. TO DISCUSS AND AGREE THE COUNCILS COMPLAINEE REQUIREMENTS FOR THE PUBLICATION OF AGENDAS, SUPPORTING PAPERS AND MINUTES.

The Clerk confirmed that the Council are complying by publishing the agenda on the website and noticeboards, 3 clear days before a meeting

and the minutes within 30 days. There is no requirement to publish the supporting papers.

380. TO CONSIDER AND ADOPT A DATA BREACH POLICY

The Data Breach Policy, previously circulated was agreed by the Council.

381. TO CONSIDER AND ADOPT PRIVACY POLICIES FOR ALLOTMENTS, VILLAGE HALL AND CUSTOMER SERVICES.

The policies, previously circulated were agreed by the Council.

382. ITEMS TO BE CONSIDERED FOR THE NEXT AGENDA

Cllr Bond will obtain a quote for the extra lights on the Village Green.

383. Chairman to MOVE that the press and public be excluded during the transaction of the following items on the grounds that publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

389. TO DISCUSS NON-PAYMENTS OF THE VILLAGE HALL HIRE FEES AND AGREE THE NEXT ACTION.

The Council advised the Clerk the next actions to be taken.

LATE INFORMATION

Cllr Taylor advised that she had received a resignation from Nick Saggars. All resignations take immediate effect. Cllr Taylor thanked Nick for his work with the Council.

There being no further business the parish council meeting closed at 9.10pm