

# WHITE COLNE PARISH COUNCIL

Minutes of the **Annual Parish Council** Meeting held at White Colne Village Hall on **Tuesday 16 MAY 2023 at 7.30pm**

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

## **521.ELECTION OF CHAIRMAN**

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

## **522.APOLOGIES FOR ABSENCE**

None

## **523.ELECTION OF VICE CHAIRMAN**

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

## **524.DECLARATION OF INTERESTS BY MEMBERS ON ITEMS SHOWN ON THIS AGENDA.**

None

## **525. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 14 MARCH 2023 AND 13 APRIL 2023**

The minutes of the last parish council meetings on 14 March 2023 and 13 April 2023, which had previously been circulated, were agreed as a true record.

## **526. MATTERS ARISING FROM THE MINUTES NOT DEALT WITH ELSEWHERE**

Cllr Bond advised that the last minutes should include a note advising that the old defibrillator will be destroyed.

## **527. TO RECEIVE REPORTS FROM ESSEX COUNTY COUNCILLOR AND BRAINTREE DISTRICT COUNCILLORS**

**Cllr Spray** – There is little to report in the period after elections due to the restrictions of the pre-election period. Cllr Spray confirmed that she will still be on the cabinet for infrastructure and planning.

**Cllr Siddall** – now has the LHP responsibility for pavement repairs. Lesley Wagner the portfolio holder for ECC property has been contacted about the asset value of the land behind the village hall. Ride London will be on 26 May. A map is available of the route and the ride has been running for two years with only a few complaints. Roads on the routes will all be repaired for the cycle race.

**528.PUBLIC QUESTION TIME** – members of the public may ask questions or make a statement about items on the agenda or other matters of local concern. A working party to deal with the weeds around the village hall was requested. The Council will ask the handyman to deal with the weeds.

### **529.PLANNING MATTERS**

(a)Applications:

**FOR INFORMATION ONLY** – consultation dates expired

23/00850/TPOCON 11 Colneford Hill White Colne Essex CO6 2PJ Notice of intent to carry out works to trees in a Conservation Area:

2x Sycamores - remove 4 x lower branches and lift canopy, cut back over hanging branches and Ivy at rear of garden to boundary approx. 1.5 meters

23/00579/TPOCON 40 Colneford Hill White Colne Essex CO6 2PJ Notice of intent to carry out works to trees in a Conservation Area:

Leylandii and holly hedge - Removal (No.5 in the plan provided)

23/00653/T56 Sewage Works Colneford Hill White Colne Essex Installation of smart metering equipment to a total height of 13.83m, consisting of: 1no. 12.0m steelwork pole, 1no. omni antenna, 1no. GPS module, 1no. 3G omni antenna and smart metering equipment enclosure to be installed on a root foundation.

### **TO DISCUSS**

23/00883/HH Mannings Farm Dawes Hall Road White Colne Essex CO6 2QH Erection of part single-storey, part two-storey front extension. Expiry date: 10 May 2023 Extension to comment approved.

No objection but would like to see a biodiversity report.

23/00908/HH 40 Colneford Hill White Colne Essex CO6 2PJ Erection of garden wall and installation of air source heat pump for swimming pool. Expiry date: 16 May 2023 Extension to comment approved.

Support as air source heat pump being installed.

23/00986/HH Fox And Pheasant Cottage 120 Colchester Road White Colne Essex CO6 2PP Two storey side & single storey rear extension. Expiry date: 30 May 2023 Extension to comment requested.

No objection but at the time of meeting the biodiversity report was not available.

23/00769/FUL The Bungalow 47 Colchester Road White Colne Essex CO6 2PW Change of use of office accommodation used in conjunction with Care Home (Class E) to 1 No. independent 3 bed dwelling with new driveway from existing access road (Class C3). Expiry date: 30 May 2023 Extension to comment requested. Objection. Comments submitted on BDC planning portal.

(a) Applications approved by Braintree District Council

23/00271/FUL Land South Of Parish Hall Bures Road White Colne Essex Erection of garage/storage building to be used ancillary to 36 Colneford Hill. Decision: Granted

23/00291/VAR Land Adjacent 35 Colne Park Road White Colne Essex Variation of Condition 3 (User of site) of permission 12/01330/FUL granted 23/11/2012 for: Erection of 2 no. stables and feed room. Variation would allow the wording to read as follows' The building(s) hereby permitted shall be used solely for the stabling of horses and storage of associated equipment and foodstuffs, for domestic use only. No commercial uses including livery or as a riding school or industrial or other storage use shall take place whatsoever.' Decision: Refused

23/00292/VAR Land Adjacent 35 Colne Park Road White Colne Essex Variation of Condition 3 (No commercial use) of permission 19/00645/FUL granted 14/08/2019 for: Proposed domestic equestrian arena. Variation would allow the wording to read as follows' The equestrian arena hereby approved shall be used solely for the exercising of horses and associated equestrian activities for domestic use only. No commercial users, including livery or a riding school, shall take place whatsoever.' Decision: Refused

### **530.COMMUNITY LIASON**

(a) To consider a request for a donation towards the upkeep of the churchyard at St Andrews Church, White Colne. The Council considered the request but agreed Council costs continue to increase and cannot support a

donation. The Church will be offered free use of the Village Hall for meetings, subject to availability.

(b) To receive an update about the Colne Valley Community Energy project. The project now includes Earls Colne and Colne Engaine. The fund of £5000, payable in two instalments will be managed by White Colne Parish Council. The clerk will keep a separate spreadsheet to account for this. An Earls Colne resident has been nominated as the community champion and will be paid to deal with all the media and advertising etc by invoicing the Parish Council, and paid from the grant. Geospatial figures are now available for everyone that has signed up for the project.

**Other community information** – over 100 people attended the coronation celebrations.

The Applause Theatre Co will visit again on February 3<sup>rd</sup> 2024.

A midsummer party will be held on June 24 to celebrate the completion of The Meadows improvements. It was agreed that £250 from the funds raised by previous events could be used to pay for live music.

The clerk will look at having a pop up page on the website for information, such as Council meeting dates.

### **531. WHITE COLNE MEADOWS**

(a) To consider works needed to the dipping platform at the pond on The Meadows – Cllr Bond will check the structure of the platform and obtain quotes to repair it.

(b) Any other matters raised by members – The pond safety sign costs and wording were agreed. The Council agreed to advise the contractor about No Mow May and to request no further cuts this month. Cllr Taylor requested the approval of kitchen equipment for the pavilion at The Meadows. Costs will be emailed to councillors for agreement.

### **532. FINANCIAL MATTERS**

(a) To approve payment of accounts since the last meeting – the payments listed were approved.

(b) Financial statement – the financial statement was agreed.

# WHITE COLNE PARISH COUNCIL

## FINANCIAL MATTERS 30 APRIL 2023

### 1. PAYMENTS

The Clerk advised that since the last report, the following payments have been made:

#### UNITY TRUST ACCOUNT

METHOD	PAYEE	£
DD	Go Cardless - County Broadband - 10.03.23	29.00
DD	Scottish Power - Village Hall electricity - 28.03.23	1.00
DD	Scottish Power - Village Hall gas - 28.03.23	50.30
DD	Go Cardless - County Broadband - 14.04.23	29.00
DD	Everflow - Water - 18.04.23	4.28
DD	Scottish Power - Village Hall electricity - 28.04.23	1.00
DD	Scottish Power - Village Hall gas - 28.04.23	50.30

**TOTAL UNITY TRUST DIRECT DEBITS 164.88**

#### UNITY TRUST BANK ACCOUNT (ELECTRONIC PAYMENTS MADE)

			VAT
03.03.23	Jane Taylor - café & hub costs	122.43	
03.03.23	C Still - VH deposit refund	50.00	
03.03.23	Jade Lock - VH cleaner	208.00	
03.03.23	P A Chillingworth - VH deposit refund	50.00	
03.03.23	Mortimer Contracts - basketball board, inspections and maintenace	996.00	166.00
03.03.23	Anglian Electrical Services - taking down Xmas lights	180.00	30.00
03.03.23	G C Breary - VH deposit refund	50.00	
13.03.23	J Taylor -microphone & hub costs	161.97	14.26
16.03.23	J M Watt - handyman	530.70	
16.03.23	J Taylor - café & hub costs	132.25	
16.03.23	20's Plenty For Us - stickers and banner	295.00	
17.03.23	Barlow Tyrie - bench for Blossom Avenue at The Meadows	2188.80	364.80
17.03.23	J Bond - VH plants	28.80	
17.03.23	Hallmaster - Annual subscription	265.20	44.20
17.03.23	A Deptford - new defibrillator	1290.00	215.00
30.03.23	P Palfreyman - march wages & office allc	658.80	
31.03.23	Unity Trust Bank - service charge	18.00	
14.04.23	E & J Fire Security - VH fire extinguisher service	170.83	28.47
14.04.23	Mortimer Contracts - grass cutting and bins	218.40	36.40
14.04.23	Jade Lock - VH cleaner	214.40	
14.04.23	EALC - annual subscription	178.87	
14.04.23	J Taylor -café, hub, comm meeting & VH cleaning mats costs & VH hire deposit	386.88	
14.04.23	Suffolk Cloud - domain and email addresses	385.00	
14.04.23	Barlow Tyrie - bench brace for Blossom Avenue at The Meadows	15.00	2.50
18.04.23	Multipay bank card - set up fee	50.00	
20.04.23	S Wild - VH deposit refund	50.00	
20.04.23	A Adlem - VH deposit refund	50.00	

**TOTAL UNITY TRUST ELECTRONIC PAYMENTS 8945.33**

**TOTAL DIRECT DEBITS AND PAYMENTS FROM UNITY TRUST 9110.21**

### 2. FUNDS RECEIVED

Since the last report, the following funds have been received in to:

#### UNITY BANK

01.03.23	Fleetwood	80.00
06.03.23	C Upward	126.00
08.03.23	J OConnell	54.00
13.03.23	Sum Up	49.65
15.03.23	Sum Up	8.85
21.03.23	A P Davey	92.00
28.03.23	Sum Up	67.32
28.03.23	Postu Pilates	72.00
03.04.23	C Upward	157.50
05.04.23	ECC Locaility Budget Grant	295.00
17.04.23	Postu Pilates	96.00
17.04.23	Sum Up	85.24
18.04.23	D Bellingham	50.00
20.04.23	F Stuhldreher	68.00
20.04.23	F Stuhldreher	36.00
24.04.23	Multicoach Ltd	18.00
26.04.23	M Alexander	110.00
27.04.23	Braintree District Council	6122.00

**TOTAL UNITY BANK RECEIPTS 7587.56**

### 3. FINANCIAL STATEMENTS AND BANK RECONCILIATION

Following the above transactions, the credit balances on the bank accounts are:

<b>UNITY TRUST</b> as at 30 April 2023 2023	37092.76
<b>TOTAL BANK BALANCES</b>	<b>37092.76</b>

#### Balance held in reserve

Fund raising	1260.73
Village Hall reserves (£11000 prev VH roof fund)	14000.00
Allotments	32.00
	<b>Balance of alloc fund 15292.73</b>
	<b>Balance of unalloc funds 21800.03</b>

#### UNITY TRUST BANK RECONCILIATION

<b>BALANCE at 28 February 2023</b>	38615.41
Add Receipts	7587.56
	46202.97
Less Total Payments made	9110.21
<b>BALANCE at 30 April 2023</b>	<b>37092.76</b>

(c) To agree insurance renewal for the coming year. Costs of ££798.01 were agreed. This is the 3<sup>rd</sup> year of a 3 year deal.

(d) To note the street cleaning agreement payment of £1006.39 with Braintree District Council, for 2023/24. The street cleaning agreement was agreed.

(e) To receive an update about the end of year accounts and Annual Return and agree a date for an Extraordinary General Meeting to approve the account and return. The clerk advised that the end of year accounts and Annual Return had been submitted to the Internal Auditor for review.

An EGM to confirm the documents will be arranged for 8 June 2023.

**Other financial matters** - the Multipay credit card has now been received with a £500 credit limit. The Council will need to agree a two-weekly limit for café expenses for Cllr Taylor. The clerk will send an email to confirm this. All other expenses will still need to be agreed in advance.

The bank signatories should be sorted out this week.

### **533.HIGHWAYS**

(a) To discuss any action for WCPC to take regarding the parking issues on Colchester Road. The Council agreed that there no longer seemed to be an issue in this area and no further action would be needed.

Cllr Taylor advised that she was making enquiries for the price of granite boulders for the village green as the problems with the traffic taking the edges off, are still happening. The Colneford Hill pavement scheme suggested by the Local Highways Panel was rejected as the Council do not want to lose part of the village green.

### **534.POLICIES AND DOCUMENTS**

(a) To reconfirm the following polices and documents:

- Standing Orders
- Financial Regulations
- Annual Risk Assessment
- Safeguarding policy
- Village Design Statement

All documents and policies were agreed.

(b) To adopt the new Model Councillor/Officer Protocol – adopted and Agreed.

### **535. VILLAGE HALL**

(a) To receive an update about the land to the rear of the village hall. Cllr Taylor met with Harry Bryer, ECC Forest Initiative officer, a project where

ECC have committed to plant £1M worth of trees over 5 years. ECC are looking for pockets of land to do this and although the land is contaminated for building purposes, it would make a good area for trees, wildlife and to get the community involved in the space. The outcome will depend on Lesley Wagland, portfolio holder for ECC assets.

(b)To discuss resurfacing the village hall car park. The Council agreed that the £14000 reserves for the village hall roof could be used to resurface the village hall car park and access road. Quotes will be obtained for the work. The village hall roof is currently in a good state of repair.

**536.DATE OF NEXT MEETING** - Extraordinary General Meeting Thursday 8<sup>th</sup> June 2023

There being no further business the parish council meeting closed at 8.40pm