



GREAT HORKESLEY PARISH COUNCIL

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MINUTES

**Minutes of the Minutes of Great Horkesley Parish Council
Held at 7:30pm on Wednesday 22 September 2021
Members Present: Councillors Mead (Chairman) Baker, Ewing,
Duckworth, Taverner, Wescomb-Cross and Williams.**

1. Chairman's Welcome and Announcements

The Chairman welcomed all members to the meeting.

2. Apologies and Reasons for Absence

An apology was received from Cllr Arnold and on advice from the Chairman, it was agreed to approve the absence.

3. Declarations of Interest

No declarations of interest, whether registered or not, in respect of any item of business on the agenda.

4. Public Open Forum Public Open Forum (Have Your say)

No Members of the public in attendance.

5. Minutes of the last Meeting

It was agreed to approve the minutes of the Parish Council meeting held on the 21 July 2021 as a true and accurate record.

6. Governance and Policy Documents Review:

- a. The updates were agreed upon in the Procedure for Public Speaking
- b. The updates were agreed upon in the Freedom of Information Policy.
- c. The updates were agreed upon in the Grants Policy document.
- d. The updates were agreed upon in the Privacy Notice for Staff Councillors and Role Models
- e. The updates were agreed upon in the Policy for documents retention or disposal.

The Parish Clerk arrived late to the meeting due to a vehicle breakdown, and was updated by the Chairman.

7. Queens Jubilee Celebrations

a. It was agreed that we would ask residents for ideas on how the village should celebrate the jubilee on the 2 – 5 June 2022. It was agreed Cllr Duckworth will put the information onto the community and parish council Facebook pages and the clerk will put the information onto the website asking for residents' suggestions.

8. Defibrillator

a. Cllr Wescomb-Cross reported to the meeting that currently there were not grants available to assist in purchasing a defibrillator. The defibrillator will be sited outside the village hall and will be available for community use 24/7.

9. Village Hall

a. It was agreed to charge retainers for all one-off hirers, Cllr Ewing suggested we should have the retainer to encourage hirers to look after the hall during their hire and to clean up to a good standard afterwards, as the hall is a valuable community asset.

b. The amount of retainer was discussed, and it was agreed £50 is to be charged as the retainer for one off hirers in the hall. There are other retainers already in place for hires where alcohol is consumed and for weddings and certain aged parties. All this information is included in the Conditions of Hire which is sent to all prospective hirers.

10. Flooding

a. The Clerk informed the meeting that she had reported the flooding in the driveway of a property on the Causeway agents had been contacted and photos sent so they could see the seriousness of the situation and reported to the agent that it could be a fractured water pipe which required action and repair as soon as possible.

11. Financial Matters

a. It was agreed to note payments authorised at the last meeting and those made under the Clerk's delegated powers since the last meeting and the receipts and payments as set out in **Appendix B.**

b. To consider and approve for payment of invoices in respect of goods or services not covered under delegated powers

c. It was agreed to note the Village Hall financial payments and receipts as set out in **Appendix C** (available for download from the GHPC website).

d. The Clerk informed the meeting that the invoice for the Software Licence from for the Village News had been paid as the due date for payment was the 21 September 2021. The Clerk reported the amount of £322.44 had been allowed for in this year's budget.

12. Planning

a. No planning applications to discuss within their consultation expiry period.

b. No planning applications to discuss within their consultation expiry period.

13. Highways

a. No new highway problems were discussed.

b. No further safety suggestions were put forward regarding the Tile House Lane/Ivy Lodge Road roundabout.

c. Members discussed the action necessary regarding the overgrown vegetation on the A134 encroaching the footpath.

Cllr Wescomb-Cross informed the meeting she would contact a person regarding clearing the footway to obtain information as to the process that could be used to complete the work required.

14. No Reports and updates from officers of other authorities:

Cllr Baker reported that he had contacted Essex County Council, regarding the Registration of the Footpath between Barnfield Road and Green Lane to receive an update as to when the registration will be completed, he was advised due to Covid and the back log to be worked through no date had been given for completion.

Cllr Williams reported that a memorial bench for our former Councillor Robin Rennie is to be sited on the grass area at the village hall, the Clerk advised not to site the bench too near the hedge as every year in April Brown Tailed moth appear and need to be

sprayed they are also an irritant to the skin, and a memorial bench for a previous Parish Clerk Sean Groom is to be sited near the village sign in Keelers Way. Both benches have been organised and purchased by their family and have been sourced from wood in the village. The Clerk advised that both memorial benches should be cemented in.

15. Colchester Borough Council Woodland Project Tree Planting.

- a. It was agreed that Cllr Duckworth would put information regarding the Woodland Project tree planting on the Jubilee Field/Open Space in January 2022, onto the Facebook pages, the Clerk is to put the information onto the parish council website.

16. Clerk's Report.

The report was noted. The report can be downloaded from the website.

17. Village Warden's Report.

The report was noted. The report can be downloaded from the website.

18. Future meetings and business.

- a. It was confirmed the date and time of the next meeting as Wednesday 20 October 2021 starting at 7:30pm in the new village hall.

19. It was agreed to make a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public from the meeting, for reasons of contract confidentiality, in order to discuss the matters below:

Confidential matters were discussed Items a-d.

Appendix B: Financial Payments & Receipts

Accounting Dates: 14 July 2021 – 14 September 2021				
ID	TO/FROM	DETAILS	REF:	PAYMENTS RECEIPTS
31	Google	Email Storage	DC	£1.59
32	VCS Websites Ltd	Website Hosting	Bacs	£67.50
33	Essex Pension Fund	Contributions	Bacs	£660.37
34	EE Ltd	Mobile Phone	DD	£14.35
35	RCCE	Annual Membership	Bacs	£72.60
36	Tesco	Stationery	DC	£7.00
37	HMRC	Tax & NI Contributions	Bacs	£562.18
38	Essex Pension Fund	Contributions	Bacs	£660.37
39	Contractor	Village Warden	Bacs	£765.00
40	Clerk	Salary & Expenses	Bacs	Left Blank
41	HP Ink Ltd	Printing	DC	£9.99
42	Google	Email Storage	DC	£1.59
43	Colchester Borough Council	S106 Money Car Park Resurfacing		£28,708.20

44	EE Ltd	Mobile Phone	DD	£14.35
45	Contractor	Village Warden	Bacs	£828.00
46	Clerk	Salary & Expenses	Bacs	Left Blank
47	HP Ink Ltd	Printing	DC	£9.99
48	Rialtas Accounting System	Annual Maintenance	Bacs	£148.80
49	Colchester Borough Council	Lights Electricity	Bacs	£153.77
50	PKF Littlejohn Ac- counting	External Audit	Bacs	£360.00
51	HMRC	Tax & NI Contributions	Bacs	£562.38
52	Essex Pension Fund	Contributions	Bacs	£660.37
53	Google	Email Storage	DC	£1.59

Duly signed at the parish council meeting held on the 20 October 2021

Chairman's signature.....