



GREAT HORKESELEY PARISH COUNCIL

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Minutes

Minutes of the virtual meeting on Zoom of Great Horkesley Parish Council

Held at 7:30pm on Wednesday 22 July 2020

Members Present: Councillors Mead (Chairman)

Baker, Duckworth, Taverner, Wescomb-Cross and Williams.

1 Public

1. Chairman's Welcome and Announcements

The Chairman welcomed members to the meeting, the last meeting before the August break.

2. Apologies and Reasons for Absence

Apologies were received from Councillors Arnold and Ewing and on advice from the Chairman, the parish council approved these absences.

Ward Councillor Nigel Chapman sent his apologies.

3. Declarations of Interest

No declarations of interest were declared.

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

One member of the public present but did not wish to speak.

5. Minutes of the last Meeting

The published minutes of the parish council meeting held on the 10 June 2020 were agreed unanimously as a true record.

6. Planning

a. The agreed comments in respect of applications within the consultation periods are shown below in **Appendix A. The comments will also be shown on the Colchester Borough Council website planning application numbers as shown below.**

b. No further applications lodged prior to the meeting.

7. Highways

a. No updates.

b. It was agreed that Cllr Baker is to write a letter and escalate the complaint to Essex County Highways regarding the narrow width of the footway along the A134. The Clerk reported that she had sent numerous emails to Cllr Anne Brown informing her that the footway is so narrow it is very dangerous for residents to use, and also suggested that while they were resurfacing the road in August work could be completed to widen the footway along the A134 the Clerk was informed that ECC will not cut back the vegetation and that letters will be sent.

8. Reports and updates from parish council members and officers of other authorities:

CBC Rural North: Cllrs **Arnold, Chapman & Chillingworth**

ECC Constable Division: Cllr **Anne Brown**

None present at the meeting.

9. S106 monies.

a. Councillors Duckworth and Wescomb-Cross conducted an online survey regarding resident's suggestions on improving the village the main suggestion was more equipment for the play area for the under 5's and also equipment such as a skate park for the older children, residents had a number of different suggestions, which have been noted by the parish council.

It was suggested the older residents of the village should be consulted as they may not have access to the internet to take part. The Clerk suggested a leaflet drop to every household in the village would be the most efficient way to gather views of all the residents in the village.

b. The Clerk provided a quotation of £51,485.48 for the re-surfacing of the car park, a previous quotation of £19,344 was provided at the meeting held in June.

The parish Clerk has been asked to provide another quotation bringing the total to three, for the next meeting.

10. Village Hall

a. To discuss the financial and the safety implications regarding re-opening of the village hall.

b. A discussion was held regarding the Bishop William Ward School parents using the village hall car park to drop off and collect their children from the school beginning 3 September 2020, due to Covid-19 the school are going to use different entrances and stagger the intake for the different years, for the children to access and exit the school safely, including using the entrance at the back of the school, off the open space near to the village hall. A review will be held after three months.

11. Clerk's Report:

- I contacted Essex County Council regarding the missing bollard on the footway adjacent to the BWW School that continues from Braeburn Road, this was reported on the 18 December 2019, this has been inspected but there is no work date committed for the replacement.
- Reported a large tree to ECC that was leaning onto another tree which I considered dangerous as it could fall onto the Causeway/A134, this has been inspected and will be felled.
- Reported the anti-social behaviour on the open space, to the police. and information was put onto the GHPC Facebook page to encourage residents to report crimes online these are then collated, when there are numerous crimes reported in the same area the police will then attend. I met with two Police Constables on the 16 July 20 regarding the anti-social behaviour, on the open space.

- The Audit Accounts for the year ended 31 March 2020 Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return will go out onto the Noticeboards from the 23 July 2020 with notice commencing on the 24 July 2020 until the 3rd September 2020.
- We have received a Grant from Colchester Borough Council for £10,000.00 as shown in the Village Hall Financial Document Appendix D.
- I am attending webinar with HMRC on the 20 July 20 regarding Furlough and the forthcoming government changes.
- I have been put forward by Community 360 to attend an online meeting on the 31 July 2020 for people who helped their community during Covid-19, this is with the Colchester Borough Council Covid-19 Community Response Team.
- A resident provided me with photos of the damaged and missing wooden posts on the boundary to the open space I have sent these to Colchester Borough Council Neighbourhood services for their information and attention.

12. Financial Matters

- c. It was decided to agree on the payments authorised at the last meeting, those made under the Clerk's delegated powers since the last meeting and any receipts, as set out in **Appendix B.**
- d. No payment of invoices in respect of goods or services not covered under the Clerk's delegated powers
- e. It was agreed to note the Village Hall financial payments and receipts as set out in **Appendix D** (available for download from the GHPC website).
- f. It was agreed to approve the Annual Governance Statement for the 2019-2020 financial year.
- g. It was agreed to approve the Annual Accounting statements for the 2019-2020 financial year
- h. It was agreed to approve the Bank reconciliation for the 2019-2020 financial year.
- i. The internal auditors report was noted, that was completed on the 26 June 2020, and the Clerk was thanked for all her work.
- j. It was agreed to adopt the Annual Report for 2019 – 2020, it was acknowledged by the parish council that the Internal Auditor had commented on the Report which she found was very comprehensive information.
- k. It was agreed to approve the Village Hall capital budget for 2020-2021 as £28,410.00 rounded.
- l. It was agreed not to subscribe to the parish council membership of the RCCE for 2020 -2021.

m. It was agreed to subscribe for membership of the RCCE for the village hall, as information is regularly received, included updated information regarding the re-opening of the village hall.

n. It was agreed to defer the 1st Quarter Budgetary Control to the next meeting, due to changing the accounting system for 2020 – 2021.

o. It was agreed to change the parish council accounting system, to RBS the Rialtas Suite Financial Management Software. The Clerk is to input information beginning from the new accounting year from the 1st April 2020, to obtain continuation throughout the financial year. The parish council agreed the cost of £625 + VAT and a Annual payment of £124 for the first three years, the first year is included in the price amount agreed. The Clerk had spoken with the Internal Auditor regarding the accounting system, she was informed this system is used by other parish councils. Although the internal auditor found the current system efficient, as the parish council and their responsibilities have grown over past years, the new accounting system would be efficient for the current requirements.
The Clerk is to action.

13. NALC Model Members Code of Conduct Consultation.

It was agreed the Clerk is to complete the survey which closes on the 17 August 20.

14. Future meetings and business

a. To confirm the date and time of the next parish council meeting as Wednesday 16 September 2020 at 7:30pm.

b. It was agreed to defer on a date to hold the Village Hall Committee Meeting.

Appendix A: Planning Applications

Application No:	Details	Consultation Expiry Date
201299	Lessur House, 53 Coach Road, Great Horkesley CO6 4AX Conversion of roof space to form habitable rooms involving 3 No. dormer windows and 2 no. skylights.	22/07/20
<u>Comment</u>	Observation The builders are parking their vans outside the property on Coach Road causing vehicles wanting to pass having to drive onto the other side of the road with a risk of vehicles coming in the opposite direction.	
201122 CHANGE OF USE	8 Blackbrook Road, Great Horkesley Colchester CO6 4TL Change of use to allow conversion of double garage into a News Agents and Convenience Store.	06/08/20
<u>Comment</u>	Strongly Object:	

	<p>The parish council agreed unanimously to object to the planning application:</p> <p>Traffic would substantially increase causing air pollution, and noise, there is no provision for parking safely at the property, which is sited on a bend, this would have a detrimental impact on all residents. The estate has one road for vehicles to enter and exit, as this is not a through road this would lead to vehicles having to turn round to exit, which then leads out onto the busy A134.</p> <p>Noise levels would increase from early morning with deliveries and collection of newspapers, and goods which could be ongoing throughout the day into the evening, thus causing further traffic, noise and parking issues.</p> <p>The village has a very established shop which sells and delivers newspapers, comprehensive grocery supplies and a post office, there is also a garage on The Causeway that has a shop, a further shop is planned on the Chesterwell Development, there is also a Co-op on Mile End Road. The village does not require further shop provision.</p> <p>This planning application would have a significant detrimental effect on all the resident's lives as this is a very quiet residential area the parish council would like this to remain.</p>	
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Appendix B: Parish Council Financial Payments & Receipts

Account Dates: 26 May 2020 – 7 July 2020				
ID	TO/FROM	DETAILS	REF:	PAYMENTS/ RECEIPTS
16	EE Ltd	Mobile Phone	DD	£16.26
17	SLCC	Annual Subscription	Bacs	£202.00
18	HP Inc UK Ltd	Printing	Bacs	£7.99
19	Business Account	Interest		£15.65
20	Amazon	Files	DC	£20.32
21	Essex Pension Fund	Contributions	Bacs	£495.39

22	Amazon	Stationary	DC	£4.83
23	Amazon	Paper	DC	£20.45
24	HMRC	Tax & NI Contributions	Bacs	343.45
25	EE Ltd	Mobile Phone	DD	20.54
26	Contractor	Village Warden	Bacs	387.00
27	Clerk	Salary & Expenses	Bacs	Left Blank
28	Colchester Borough Council	Electricity for Parish Lights	Bacs	158.05
29	Jan Stobart	Internal Audit	Bacs	£180.00
30	HMRC	Tax & NI Contribution	Bacs	£343.25
31	Essex Pension Fund	Contributions	Bacs	£495.39
32	Great Horkesley Parochial Church Council	Grant from GHPC	Bacs	£700.00
33	HMRC	VAT Reclaim 2019-2020		£2366.02
34	Great & Little Horkesley Friendship Club	Grant from GHPC	Bacs	£240.00
35	HP Inc UK Ltd	Printing	DC	£7.99

Duly approved at the parish council meeting held on the 23 September 2020

Chairman's signature.....