



**GREAT HORKESLEY PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**HELD ON TUESDAY 9<sup>TH</sup> MAY 2023**  
**IN ST. JOHN'S CHURCH AT 7.30PM**

**Those present:**

Cllr C Arnold (Chairman)	Cllr G Baker
Cllr M Sudbery (Vice- Chairman)	Cllr A Banks
	Cllr J Burns-Langton
	Cllr M Mead
	Cllr L Williams
	City Cllr L Barber
	+ 1 member of the public

**23/001 Election of Chairman for the Council Year 2023/24**

The outgoing Chairman welcomed everyone to the meeting and called for nominations for the position of Chairman. Cllr Baker nominated Cllr Arnold and with there being no other nominations for the position, Cllr Arnold was duly elected as Chairman and signed the Declaration of Acceptance of Office.

**23/002 Apologies and Reasons for Absence**

All Councillors were present.

**23/003 Declarations of Acceptance of Office & Register of Interest Forms**

All Councillors signed a Declaration of Acceptance of Office and were asked to complete and send a Register of Interest form to the Clerk if they had not already done so.

**23/004 Co-Option of Councillors**

(a) **It was unanimously agreed** (proposed Cllr Arnold) to co-opt Mr Michael Mead onto the Council.

Cllr Arnold explained that Mrs Anna Banks had met with himself and Cllr Mead prior to the meeting and in their view, she would be a good member of Great Horkesley Parish Council. Mrs Banks clarified that she would like to be a Councillor to represent the young families in the parish.

**It was unanimously agreed** (proposed Cllr Arnold) to co-opt Mrs Anna Banks onto the Council.

The Declaration of Acceptance of Office was duly signed by the new members.

(b) It was agreed that the process for filling the remaining vacancies on the Council be deferred until a future meeting.

**23/005 Declaration of Interests**

Cllr Arnold declared a pecuniary interest in item 23/012 (e).

### **23/006 Minutes of Previous Meetings**

The minutes of the Ordinary Meeting of the Council held on Monday 24<sup>th</sup> April 2023 were approved and signed as a true and accurate record.

### **23/007 Have Your Say – Public Open Forum**

One member of the public asked whether a resident is required to have lived in the parish for 12 months prior to co-option onto the Council. The Clerk will clarify this. The member of the public also enquired as to whether the speed limit on the A134 between Great Horkesley and Chesterwell (currently 60mph) will be lowered as many children will be using the route to get to and from the new Trinity School from September. Cllr Arnold advised that the Council had requested a change to the speed limit on many occasions in the past, and he believed Myland Community Council is currently pursuing the change with the support of County Cllrs David King and Lewis Barber. Other changes were being pursued within the context of the Manor land planning negotiations.

### **23/008 Election of Vice-Chairman for the Council Year 2023/24**

The Chairman called for nominations for the position of Vice-Chairman. Cllr Arnold nominated Cllr Sudbery and with there being no other nominations for the position, Cllr Sudbery was duly elected as Vice-Chairman.

### **23/009 Establishment of Committees**

- (a) **It was resolved** to appoint Cllrs Arnold, Baker, Mead and Sudbery to the Finance Committee.
- (b) **It was resolved** to appoint Cllrs Baker, Banks and Williams to the Personnel Committee.
- (c) **It was resolved** to appoint Cllrs Banks, Burns-Langton, Mead and Williams to the Village Hall Management Committee.
- (d) Cllr Sudbery suggested establishing a Planning & Highways Committee. The Clerk will draft term of reference for discussion and decision at the next meeting.

*Essex County Cllr Barber joined the meeting.*

### **23/010 Appointments to Outside Bodies**

- (a) **It was resolved** to appoint Cllr Mead as a representative to the Colchester Association of Local Councils (CALC).
- (b) **It was resolved** to appoint Cllr Mead as a representative to the Colchester and Tendring Parish Transport meetings.
- (c) **It was resolved** to appoint Cllr Mead as a trustee of the Old Village Hall Management Committee.
- (d) **It was resolved** that Cllr Arnold should continue to act as lead member on highway matters until a Planning & Highways Committee was established.
- (e) **It was resolved** to appoint Cllrs Arnold and Williams as members to liaise with the Neighbourhood Plan Steering Group by attending their meetings.

### 23/011 Reports from Members and Officers of Other Authorities

City Cllr Barber reported:

- After the consultation on parking in Keelers Way there was not sufficient support to impose any restrictions so it will not be taken further.
- He is recommending The Causeway be prioritised for footway repairs.
- Highways is starting the process again for a new cycleway and footway between Great Horkesley and Chesterwell with the new applicant for the Manor development.

Cllr Arnold circulated a document to members and Cllr Barber, detailing all the current highways issues in Great Horkesley.

Cllr Sudbery reported potholes, footway and sightline issues on the A134 between the Post Office Stores and London Road. She advised that the Five Estuaries consultation regarding the pylons through Great Horkesley closes on Friday 12<sup>th</sup> May. The Clerk will work with Cllr Sudbery to reinforce the Council's view on the matter. Cllr Baker reported that the application to make the footpath between Barnfield Road and Brick Kiln Lane a public footpath is now being processed by the County Council.

### 23/012 Finance

- (a) **It was resolved** (proposed Cllr Baker, seconded Cllr Mead) to appoint the Clerk as the Responsible Financial Officer for the municipal year.
- (b) Noting the Statement of Accounts as at 30<sup>th</sup> April was deferred to next meeting.
- (c) Approving payments for April 2023 in accordance with the 2023/24 Budget was deferred to the next meeting.
- (d) Councillors discussed the insurance quotes provided and **it was unanimously agreed** (proposed Cllr Baker, seconded Cllr Mead) to accept the cheapest quote and proceed with renewing the Council's insurance with Zurich for a period of three years from 1<sup>st</sup> June 2023.

*Cllr Arnold left the meeting.*

- (e) **It was unanimously agreed** (proposed Cllr Baker, seconded Cllr Mead) to pay the Chairman an allowance of £250 to cover expenses during the municipal year.

*Cllr Arnold returned to the meeting.*

- (f) **It was unanimously agreed** (proposed Cllr Baker, seconded Cllr Sudbery) to appoint Jan Stobart as the internal auditor for the 2023/24 financial year.
- (g) Councillors discussed the quotes received for the revaluation of the Village Hall and **it was unanimously agreed** (proposed Cllr Sudbery, seconded Cllr Baker) to accept the cheapest quote and engage Norris & Fisher to provide an online building valuation for the Village Hall.
- (h) **It was unanimously agreed** (proposed Cllr Baker, seconded Cllr Arnold) to delegate power to the Parish Clerk to instruct the installation of the noticeboard outside the Bishop William Ward School subject to a maximum cost of £250.

*Essex County Cllr Barber left the meeting.*

### 23/013 Council Documents

**It was unanimously agreed** (proposed Cllr Arnold) to adopt the updated Standing Orders for the Council that were circulated by the Clerk prior to the meeting.

### **23/014 Planning Applications**

- (a) The following application was considered and no comments are to be made to the Planning Authority:  
**231021 Revdor, 51 Coach Road (expires 18/05/2023)**  
*Proposed extensions and detached garage (resubmission of 222816)*
- (b) One application was received after publication of this Agenda, which the Clerk will forward to Councillors for discussion at an extraordinary meeting if needed.

### **23/015 Public Spaces**

- (a) **It was unanimously agreed** (proposed Cllr Arnold, seconded Cllr Sudbery) to purchase a horse chestnut tree up to a cost of £200 to be planted on the Village Green to commemorate Queen Elizabeth II.
- (b) Cllr Williams advised that a group of residents has raised £550 and would like to purchase a bench to be placed near to the village sign. There is no decision to be made by the Council but the Clerk would investigate whether planning consent should be obtained.
- (c) The Clerk advised that there had been complaints of someone driving across the village green on a motorbike. The Police have been notified and will undertake additional patrols of the area.

### **23/016 Highways**

There were no new highway matters for discussion.

### **23/017 Clerk's Report**

- (a) The Clerk's report for April 2023 including a list of resolutions agreed at earlier Parish Council meetings and any progress to date was noted.
- (b) **It was unanimously agreed** (proposed Cllr Arnold) to pay the Clerk for 12 hours overtime worked between 15<sup>th</sup> and 30<sup>th</sup> April 2023.

### **23/018 Dates of Meetings for the Municipal Year 2023/24**

Dates of full council meetings for the municipal year will be as follows:

June (TBC)  
Tuesday 18<sup>th</sup> July 2023  
Tuesday 19<sup>th</sup> September 2023  
Tuesday 17<sup>th</sup> October 2023  
Tuesday 21<sup>st</sup> November 2023  
Tuesday 5<sup>th</sup> December 2023  
Tuesday 16<sup>th</sup> January 2024  
Tuesday 6<sup>th</sup> February 2024  
Tuesday 19<sup>th</sup> March 2024  
Tuesday 23<sup>rd</sup> April 2024

Suggestions for items to include on the next agenda:

- List of projects for S106 funding
- Defibrillator
- Appoint Cllr Sudbery as lead member for the pylons proposals
- Planning & Highways Committee