



GREAT HORKESLEY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
HELD ON TUESDAY 18TH JULY 2023
IN GREAT HORKESLEY NEW VILLAGE HALL AT 7.30PM

Those present:

Cllr C Arnold (Chairman)	Cllr G Baker
Cllr M Sudbery (Vice- Chairman) (arrived later)	Cllr A Banks
	Cllr J Burns-Langton
	Cllr M Mead
	Cllr P Tempest (co-opted at the meeting)
	+ 3 members of the public in attendance

23/041 Chairman's Welcome

The Chairman advised that the Clerk had received Mr Williams' resignation as Councillor and asked for his contribution to the Council and the village of Great Horkesley to be on the agenda for formal recognition at the next meeting.

23/042 Apologies and Reasons for Absence

Cllr Sudbery advised that she would arrive late, and all other members were present.

23/043 Co-Option of Councillors

It was resolved (proposed Cllr Arnold, seconded Cllr Burns-Langton) to co-opt Mr Paul Tempest onto the Council, following which the Declaration of Acceptance of Office was duly signed by the new member.

23/044 Declaration of Interests

No member declared an interest with respect to any item on the agenda.

23/045 Minutes of Previous Meetings

The minutes of the Ordinary Parish Council Meeting held on Wednesday 21st June 2023 were approved and signed as a true and accurate record.

23/046 Have Your Say – Public Open Forum

One member of the public who had previously expressed interest in joining the Council would like to be considered for co-option. The Clerk will send a questionnaire for completion.

Mr Brian Drury, former Chairman of the Parish Council and its most recent appointee as a trustee of the ancient Guyon & Love Charity, reported that the Charity Commissioners had finally accepted that it no longer served a purpose and should be closed. It had been agreed that the balance accrued in the charity's account before its closure, £816.09, should be donated to the Great Horkesley All Saints Church Restoration Fund. He presented a cheque for this amount to Cllr Baker, a member of Great Horkesley Parochial Church Council, who on their behalf thanked Mr Drury for his diligence and stamina as the charity's sole surviving trustee.

One member of the public left the meeting.

23/047 Reports from Members and Officers of Other Authorities

Cllr Arnold reported that the Neighbourhood Plan Steering Group had met the previous evening to discuss the draft report of the Housing Needs Survey.

Cllr Mead reported that he had attended the recent CALC meeting, and the draft minutes had been circulated to all Councillors. Cllr Mead also reported that he had attended 'Stroll with a Patrol' with a few other residents, and they had walked to the Ivy Lodge Road mini roundabout to discuss highways issues. The Village Warden would be asked to cut back the overgrown hedge there to improve visibility.

23/048 Manor Land Development (Planning Application 230625)

The Council reviewed the amendments to the outline planning application for 100 houses. Cllr Arnold circulated a draft response to members prior to the meeting (as appended to these minutes).

Cllr Sudbery joined the meeting at 8.04pm

Cllr Baker asked whether proposals for the outdoor gym were mentioned.

It was unanimously agreed (proposed Cllr Arnold) to comment on the application with the drafted response once it also emphasised the need of the outdoor gym.

23/049 Finance

- (a) The Statement of Accounts as at 30th June 2023 was noted.
- (b) Payments for June 2023 were approved in accordance with the 2023/24 Budget.
- (c) Minutes of the Finance Committee meeting held Friday 14th July 2023 were noted.
- (d) **It was unanimously agreed** (proposed Cllr Baker) that the power to transfer money from reserves or make virements between budget headings to cover any deficits during the financial year, be added to the Terms of Reference for the Finance Committee.

It was unanimously agreed (proposed Cllr Baker) that the following monies should be moved to cover current overspends in this year's budget:

Amount	Move From	Move To Cost Centre / Account Code	Reason
£732	Village Hall (200) / Salary (4000) (<i>Virement</i>)	Village Hall (200) / HMRC (4005)	Tax costs
£192	General Reserves	Village Hall (200) / Licences (4310)	PPL PRS invoice more than expected
£676	General Reserves	Village Hall (200) / Gen Maint. (4320)	Bins, PAT test, EICR inspection, key cut
£239	General Reserves	Village Hall (200) / Ground Maint. (4325)	Caterpillar treatment for the hedge

It was unanimously agreed (proposed Cllr Arnold) that when running payroll for the six months of July to December 2023, the figure entered for the Clerk's salary should be based on the actual number of hours worked each month, of which a diary will be kept and made available to support the claim. In January, members will look at the hours worked to decide whether contracted hours should be changed and agree how much should be transferred from balances to cover the unbudgeted payments both retrospectively and for the remainder of the financial year. Cllr Sudbery confirmed with the Clerk that express consent was given to make this contract amendment.

- (e) **It was unanimously agreed** (proposed Cllr Arnold) to renew the Parish Council's membership with RCCE for 2023/24 at a cost of £72.60.

23/050 Planning

- (a) The following planning applications were considered:
- 231338 Westwood Home Farm, London Rd**
Application to determine if prior approval is required for a proposed change of use of agricultural buildings to create 5 dwelling houses
- 231517 Greenbanks, Boxted Church Road**
Application for a Lawful Development Certificate for existing occupation of dwelling in breach of the agricultural occupancy condition
- (b) No representation is to be made to the Planning Authority in respect of any applications above.
- (c) It was noted that the following application was received, but no comments were made on behalf of Great Horkesley Parish Council.
- 231515 South Lodge, Nayland Road**
New cartlodge (following demolition of existing cartlodge)
- (d) It was noted that decisions have been made for the following applications:
- 231280 The Bungalow, London Road** **Approve Conditional**
Rear extension, resubmission of 230011
- (e) One application was received in the hours prior to the meeting, which the Clerk will forward to members and an Extraordinary Meeting will be called to discuss it if required.
- (f) Cllr Sudbery updated members on the National Grid Consultation (Norwich to Tilbury) and circulated a draft response prior to the meeting (as appended to these minutes). **It was unanimously agreed** (proposed Cllr Sudbery) to respond to the consultation with these comments, making it clear that although the cables will now run underground through Great Horkesley due to the proximity to the AONB, the Council has not changed its position and would still like to see an offshore proposal.

23/051 Public Spaces

- (a) Cllr Banks and the Clerk had met with a focus group of children at Bishop William Ward Primary School to ask their opinions on whether to renovate the sandpit on the village green or replace it with new equipment. One child wished to keep it, eleven children want it replaced with a wooden boat or car play frame or similar piece of equipment. **It was unanimously agreed** (proposed Cllr Banks) to support the children's majority decision and write to Colchester City Council to confirm this.
- (b) There is no further progress to report on arrangements for planting a commemorative horse chestnut tree on the Jubilee Green.
- (c) **It was unanimously agreed** (proposed Cllr Arnold) to form an Open Spaces & Facilities Working Group to enable newer members to develop their proposals, including drawing on recent ideas from local schoolchildren and the Housing Needs Survey, with a view to submitting a draft plan for consideration by full Council and the Neighbourhood Plan Steering Group.

23/052 Highways

- (a) Cllr Arnold reported that himself, Cllr Barber and the Headteachers of Bishop William Ward Primary School and the new Trinity School are going to meet with Cllr Scott, the ECC Cabinet Member for Highways, to persuade Essex County Council to introduce

temporary measures on the A134 to reduce risks for children travelling between Trinity School and the village from September.

- (b) Prior to the meeting, Cllr Barber advised that ECC are proposing to build a new bus shelter at the north end of the village. ECC will fund the initial costs, but the Parish Council need to apply for the licence to have the shelter erected and will have the long-term liability of maintaining it.

23/053 Village Hall

- (a) **It was unanimously agreed** (proposed Cllr Sudbery) to delegate to the Clerk the power to accept one of the quotes received from Air Options Ltd or Essex Mechanical Services, for the servicing of the air exchange units at the Village Hall.
- (b) The Clerk advised that the company originally chosen to carry out the fire extinguisher service at the Village Hall had not responded to communications. As this was now overdue and considered an emergency in terms of insurance cover, in consultation with the Chairman, the Clerk engaged Safe IS Ltd to carry out the service, which was then completed on 17th July 2023.
- (c) When the EICR inspection was carried out at the Village Hall, there were many items that required improvement to pass the inspection satisfactorily. In consultation with the Chairman, the Clerk engaged BH Electrical to carry out the works required in order to achieve a satisfactory report.

23/054 Councillors

- (a) It was noted that Cllr Burns-Langton will attend New Councillor Training in November.
- (b) Cllr Burns-Langton showed an interest in undertaking the Introduction to Planning Training at EALC on Thursday 12th October.
- (c) **It was unanimously agreed** (proposed Cllr Arnold) to delegate to the Clerk, in consultation with the Chairman, the power to book Councillors onto recognised training courses when required.
- (d) **It was unanimously agreed** (proposed Cllr Arnold) to delegate to the Clerk, in consultation with the Chairman, the power to transfer funds from general balances to cover the cost of recognised training courses.
- (e) The list of Councillor Responsibilities was considered.
It was unanimously agreed to add the Village Warden as the person responsible for public furniture, and Cllr Banks as the person responsible for liaising with Youth Community Groups.

23/055 Clerk's Report

- (a) The Clerk's report for June 2023 including progress for a list of resolutions agreed at earlier Parish Council meetings was noted.
- (b) **It was unanimously agreed** (proposed Cllr Arnold) to pay the Clerk for 14 hours overtime worked in June 2023.

23/056 Village Warden

The Village Warden's report to the end of June 2023 was noted.

23/057 Date of Next Meeting

The next meeting of the Parish Council will be on Tuesday 19th September 2023 at 7.30pm in Great Horkesley New Village Hall.