



GREAT HORKESLEY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 21ST JUNE 2023
IN GREAT HORKESLEY NEW VILLAGE HALL AT 8.00PM

Those present:

Cllr C Arnold (Chairman)	Cllr G Baker
Cllr M Sudbery (Vice- Chairman)	Cllr A Banks (arrived late)
	Cllr M Mead
	+ 1 member of the public

23/025 Chairman's Welcome

The Chairman welcomed everyone to the meeting.

23/026 Apologies and Reasons for Absence

Apologies were received from Cllr Burns-Langton (work) and Cllr Williams (personal). Due to this meeting being a different day of the week to normal monthly meetings, on recommendation from the Chairman it was agreed to accept these apologies.

23/027 Declaration of Interests

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

23/028 Minutes of Previous Meetings

- (a) The minutes of the Annual Parish Council Meeting held on Tuesday 9th May 2023 were approved and signed as a true and accurate record.
- (b) The minutes of the Extraordinary Meeting of the Council held on Wednesday 24th May 2023 were approved and signed as a true and accurate record.
- (c) The minutes of the Annual Parish Meeting held on Wednesday 24th May 2023 were noted.

23/029 Have Your Say – Public Open Forum

The member of the public did not wish to speak.

23/030 Reports from Members and Officers of Other Authorities

Cllr Arnold reminded members that after discussions at the previous meeting (item 23/022) he undertook to engage with Colchester City Council over the ownership and management of the Village Green. He had spoken to the Head of Neighbourhood Services, who now understands the Council's position and will come back to Cllr Arnold with more details.

As the member responsible for Highways matters, Cllr Arnold reported that he had been contacted by a member of the public regarding reinstating the A134 footway which ran between London Road and Blue Owl. He had advised that they should

contact Cllr Barber and that they would be likely to receive support from the Parish Council should they pursue this further.

In response to a separate email from Cllr Barber regarding the purchase of a SID (speed indicator display) for Ivy Lodge Road Cllr Arnold recommended that, in the first instance, methods such as changing the road markings, putting SLOW markings on the carriageway and signage to show that the road narrows and pedestrians may be in the carriageway, would be more justifiable. **It was unanimously agreed** that this approach should be taken.

As the member responsible for planning matters, Cllr Arnold reported that the Council has once again been contacted by Bloor Homes about a new development, asking to meet. **It was unanimously agreed** to advise Bloor Homes that the Council will be guided by the Neighbourhood Plan and does not deem it necessary to meet with them at the moment as there are two other developments currently in progress.

Cllr Banks reported that she and the Clerk are hoping to hold a focus group with children at the school regarding the sand pit in the play area on the village green, the results of which will be brought to the July meeting.

23/031 Audit of the Council for Financial Year 2022/23

- (a) The Annual Internal Audit Report 2022/23 as completed by Jan Stobart on 12th June 2023 was received and noted, and it was agreed to thank the Clerk for all her hard work in completing the accounts required.
- (b) The Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) was considered, approved and signed.
- (c) The Accounting Statements (Section 2) of the Annual Governance and Accountability Return (AGAR) was considered, approved and signed.
- (d) The bank reconciliation for 2022/23 was considered, approved and signed.
- (e) The explanations of any significant year on year variances in the accounting statements were considered, approved and signed.
- (f) It was noted that the period for the exercise of public rights will be for 30 days (including the first 10 working days of July) and will commence on Monday 26th June 2023 and end on Friday 4th August 2023. Under the Accounts and Audit Regulations 2015, this information will be published on the Great Horkesley Parish Council website along with Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR).

23/032 Finance

- (a) The Statement of Accounts as at 31st May 2023 was noted. Cllr Sudbery checked that the balances on the Statement of Accounts produced by the Clerk reconciled with those shown on the most recent bank statements and signed to confirm this.
- (b) The payments for April & May 2023 were approved in accordance with the 2023/24 Budget. Members that are authorisers on the bank accounts asked if the Village Hall Booking Manager could email them all with further details when each retainer refund is entered onto the system, including the amount paid, on which date and by whom. This will make it easier for them to cross check with retainers received when authorising the refunds.

- (c) It was noted that the Public Sector Deposit Fund with CCLA has been opened and funds from the Barclays Savings Account have been moved to it. The Clerk will now proceed with closing the remaining account with Barclays.

23/033 Planning

- (a) **It was unanimously agreed** that no comment should be made in respect of the following planning applications received:

231379 **Ridgnalls, Boxted Church Road** **(expires 06/07/2023)**
Proposed wildlife lake, tennis court and PV panels mounted on ground

231373 **Ridgnalls, Boxted Church Road** **(expires 05/07/2023)**
Proposed wildlife lake, tennis court and PV panels mounted on ground

231421 **Pitchbury Farmhouse, Coach Road** **(expires 04/07/2023)**
Erection of two storey side extension and double garage store

- (b) **It was unanimously agreed** to make representation to the Planning Authority as per below in respect of the following applications:

223183 **Anglian Water Pipeline**

The Clerk will write a formal response in consultation with Cllrs Arnold and Sudbery, commenting on obtrusive lighting, removal of hedgerows and construction taking place over weekends.

231292 **2 Barnfield Road** **(expires 26/06/2023)**
Proposed single/double storey side extension and alterations

“The Parish Council believes there is a significant water main pipe running under the site specified in the application, and checks need to be made as to whether this is correct, before the application is approved.”

- (c) It was noted that the Clerk commented on the following planning applications under delegated powers, after consulting with Councillors:

231236 **Land to South of, Ivy Lodge Road**
Two new build houses with ancillary outbuildings and shared highway access

231007 **1 & 3 Keelers Way**
Change the use of no 3 Keelers Way from residential to commercial

- (d) It was noted that the following application was received, but no comments were made under Clerk’s delegated powers:

231280 **The Bungalow, London Road**
Rear extension, resubmission of planning application 230011

- (e) It was noted that decisions have been made for the following applications:

230818 **South Lodge, Nayland Road** **Approve Conditional**
Application for variation of conditions 2 & 3 following application 223167

230591 **Bear House, London Road** **Approve Conditional**
Single storey extension

230187 **Covenys, Boxted Church Road** **Approve Conditional**
Replacement of existing window and door

230841 **Blacksmiths Cottage, Ivy Lodge Rd** **Approve Conditional**
Lightweight tiled roofed porch

211035	The Cedars, The Causeway	Approve Conditional
	<i>Proposed change of use from stables to medical clinic</i>	
230366	Preen View, Holly Lane	Approve Conditional
	<i>Demolition of existing dwelling and construction of a single family dwelling</i>	

- (f) No new applications were received after publication of this Agenda but prior to meeting.
- (g) Cllr Sudbery advised that the North Falls consultation concerning the pylons proposal is currently running. **It was unanimously agreed** (proposed Cllr Arnold, seconded Cllr Sudbery) to comment on the consultation as follows:
 “Great Horkesley Parish Council is pleased to learn that an offshore route is now to be considered and formally compared with the virtually-intrusive overland route, which it continues to oppose.”
- (h) A document presented by Andrew Ransome from ADP Ltd regarding Planning Application 230625 (Manor Land Development Proposal) was circulated to all Councillors prior to the meeting. Cllr Arnold reported that he had met with Mr Ransome and the Clerk on 7th June 2023, where Mr Ransome said that he has engaged with a member of the Urban Design Team at Colchester City Council and they had so far failed to reach agreement over the master plan, provided as part of the current planning application. Mr Ransome suggested that the master plan be removed from the document list, and instead this list of Development Principles be submitted.

Cllr Banks joined the meeting.

Members discussed the document in detail, and **it was unanimously agreed** to support Principles 1, 2, 4, and 12, and strongly support Principles 6, 9, 10 and 11. Members suggest that Principle 14 should state that separation distances set out in the Essex Design Guide should be used as the absolute minimum distances on the development. The remaining principles were read as being too general to require formal support. Members also strongly suggest the opening paragraph be altered to emphasise the need for the consultation to take place with the Parish Council and local residents first, then the design framework be drawn up. Councillors recalled that there had been strong support for locating the new Scout HQ and allotments close to the A134 during the public exhibition of the draft 80-house proposal for the site. Given the need to encourage walking between these new facilities and the established residential areas, **it was unanimously agreed** that the council would continue to support this position.

- (i) The draft report detailing the results of the Housing Needs Survey conducted by the Neighbourhood Plan Steering Group has now been received. Agreeing a list of projects to be considered for S106 funding was deferred to the next meeting, once the report findings have been passed on to Councillors.

23/034 Public Spaces

Members considered a letter received by the Parish Council from pupils in Year 2 at Bishop William Ward Primary School. The Chairman will visit the school and talk to the pupils about their proposals, and report back to members at the July meeting.

23/035 Highways

- (a) **It was unanimously agreed** (proposed Cllr Arnold, seconded Cllr Sudbery) to encourage Cllr Barber and Essex Highways to consider the previous proposition of providing extra signage at the Ivy Lodge Road roundabouts.
- (b) As member of the Parish Council responsible for Highways matters, Cllr Arnold reported that he had recently confirmed the Council's unchanging position on the dangerous footpath along the A134 north of the Geantree entrance to Cllr Barber, sending more photographs and stating that the Council does not agree with the comments given to Cllr Barber by officers of Essex Highways. The Clerk will forward the response to all members.

23/036 Village Hall

- (a) The minutes of the Village Hall Committee meeting held on 6th June 2023 were noted.
- (b) **It was unanimously agreed** (proposed Cllr Baker, seconded Cllr Sudbery) for the Clerk to ask the remaining two companies on the list to come out and quote for the servicing of the air exchange units at the Village Hall. All quotes received will then be brought back for members to discuss and agree at the next meeting.
- (c) **It was agreed** (proposed Cllr Baker, seconded Cllr Sudbery, one Councillor disagreed) to engage Protect & Detect to undertake the annual service of the fire extinguishers.
- (d) The Clerk advised that the company originally asked to carry out the EICR inspection of the Village Hall did not complete the works. As this was long overdue and considered an emergency in terms of insurance cover, in consultation with the Chairman, the Clerk engaged BH Electrical to carry out the EICR inspection, which was then completed on 15th June 2023.
- (e) Members reviewed and discussed the quotes received for the upgrade of the alarm & entry system and CCTV equipment at the Village Hall.
It was unanimously agreed (proposed Cllr Baker, seconded Cllr Sudbery) to accept the quotation provided by TTSS and to cover the expenditure from Village Hall reserves as it had not been budgeted as expenditure in the current year.
- (f) **It was unanimously agreed** (proposed Cllr Arnold, seconded Cllr Baker) to delegate to the Parish Clerk the power to spend money on the following items, subject to the maximum costs below, and the expenditure for items that had not been budgeted for in the current financial year to be taken from Village Hall reserves:
 - Annual PAT testing - £60
 - Deep clean of the kitchen - £110 (whole building £200)
 - New toilet brushes and air fresheners for toilets - £100
 - Replacement defibrillator pads and batteries - £100
 - Paint and equipment for internal redecoration - £400
- (g) The Clerk reported that the hedge surrounding the Village Hall was badly infested with caterpillars that cause irritant reactions to humans. As this was considered an emergency issue, on consultation with the Chairman, the Clerk had instructed

pest controllers to treat the hedge. They repeated the treatment free of charge a week later due to the infestation being so bad and advised that the only way to combat the ongoing problem would be to remove and replace the hedge. The Clerk will check whether this is covered by the Council's insurance and investigate replacement options.

It was unanimously agreed (proposed Cllr Arnold, seconded Cllr Banks) that the hedge be removed.

23/037 Councillor Training

- (a) It was noted that Cllr Banks is booked to attend New Councillor Training in July 2023.
- (b) The Clerk will gather information on training courses available to Councillors (particularly regarding planning) with EALC and Colchester City Council and will forward details to all members. Cllr Arnold remarked that if a Planning and Highways committee were to be formed, he would expect its members to have completed a course on planning offered either by EALC or CCC.

23/038 Clerk's Report

- (a) The Clerk's report for May 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, seconded Cllr Sudbery) to pay the Clerk for 7 hours overtime worked in May 2023.

23/039 Village Warden

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

23/040 Date of Next Meeting

The next meeting of the Parish Council will be on Tuesday 18th July 2023 at 7.30pm in Great Horkesley New Village Hall.

The next Finance Committee meeting will be on Friday 14th July 2023 at 10.30am in Great Horkesley New Village Hall.

The Chairman asked the Clerk to send a list of all agreed meeting dates to all Councillors, asking them to identify any which they would not be able to attend. This was to ensure as far as possible that future meetings would be quorate.

The Chairman closed the meeting at 10.03pm.