



GREAT HORKESLEY PARISH COUNCIL

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Minutes

**Minutes of the meeting of Great Horkesley Parish Council
held at 7:30pm on Tuesday 17 September 2019
Members Present: Councillors Arnold (Chairman)
Baker, Harris, Mead & Williams
Two members of the public**

1. Chairman's opening remarks

Cllr Arnold welcomed those present to the meeting. He announced that towards the end of the meeting he would be relinquishing the chairmanship of the Council to enable him to devote more time to pressing family matters. He would be nominating the vice-chairman Cllr Mead to succeed him.

2. Apologies and reasons for absence.

All members were present.

3. Declarations for interest

No councillors declared an interest in respect of any item on the agenda.

4. Public open forum

The residents attending the meeting asked about the likelihood of residential development taking place on the fields on the north side of Coach Road to the west of the Tile House Farm development; they had seen various activities on the land that led them to believe this was imminent.

Cllr Arnold explained that while Colchester Borough Council, the planning authority, had rejected a proposal to schedule the land for housing, it was still open to the landowner or a potential developer to submit a planning application. Whilst it was likely that CBC would refuse permission because the site was not identified for development in the draft Local Plan, it was also likely that the applicant would then lodge an appeal with the Planning Inspectorate, citing a failure by CBC to identify sufficient housing land in the Borough to meet demand over the next five years. This had already happened on many sites in the countryside around Colchester and so far, all the appeals had been rejected.

The residents also reported that in the small hours of the morning youngsters were racing cars on the section of Coach Road north of the Woodhouse bend. It was agreed that this information would be passed on to the police.

5. Minutes of the last meeting

The minutes of the meeting on 16th July 2019 were approved.

6. A134

a. Resurfacing issues. The Chairman reported that he and County Councillor Anne Brown were continuing to press senior highways staff on the various aspects of the resurfacing that residents found unsatisfactory. County Councillor Kevin Bentley, the relevant County Cabinet member was being kept in the loop. Screen captures of residents' comments on social media were being forwarded.

b. Drainage south of A12 bridge. This had been inspected by a highways drainage specialist who had agreed with the Chairman's view that the water was emerging through the carriageway because the drains installed when the A12 bridge was constructed were now at the end of their useful life. They would need to be replaced, work that could not be funded as routine maintenance. This meant bidding for funds from the capital programme for a future year; Highways England, responsible for the A12, would be asked to make a contribution. The Chairman confirmed that he had made clear that the condition of the road in the winter when the water turned to slush or ice was highly dangerous, especially for cyclists and motorcyclists, so urgent action was needed.

c. Nayland Road LHP bid. The Chairman reported that documents on the County website indicated that the work had been allocated a budget of £16k and should be completed by the end of the year. He had been unable to contact the highways officer responsible to obtain more detailed information. However, he noted a fresh batch of markings in white paint at the mini-roundabouts concerned, Blackbrook Road, Ivy Lodge Road and Tile House Lane.

d. Causeway LHP bid. The Chairman reported that he had once again written to Councillor Brown and a highway officer about the need to address residents' concerns that the 40 mph section of the road was unsafe. He had sent, again, images of the accident in March in which a car finished up on its roof.

7. Planning applications

192079: 2 North View Cottages, Coach Road

The Council decided that no representation need be made.

190021: Oak Tree Cottage, Woodhouse Lane

The Council decided that no representation need be made.

8. Councillor reports;

Cllr Mead reported that former parish councillor Karen Brown was continuing to liaise with Arriva on behalf of parents of children who needed to get to school by bus a meeting was held on the 12 September 2019 in the village hall. As a result, it would be possible for them to obtain a discount on fares.

Arriva agreed to supply double decker for the school children as the current single decker are overcrowded, and children are having to wait for the next bus especially at home time. This will be in place until the end of October when they

will complete a review of passenger numbers. The parish council thank Karen for her work.

9. Co-option of new members

Discussions were continuing with possible candidates for adoption and there were reasons to be optimistic of filling vacancies in the near future. It was agreed that this item should be kept on the agenda indefinitely so that no opportunity to co-opt would be missed.

10. Coffee with the cops

Councillor Mead reported that 24 people had attended the session on 14th August. It was attended by a PCSO who had reported back that as a result of concerns raised by residents at the previous meeting about antisocial behaviour by the occupants of cars parked in the village hall car park late at night, an investigation had taken place but had been inconclusive. Police would continue to visit the site. Cllr Harris pointed out that at the beginning of the year she had reported registration marks of several such cars to the police but had had no feedback. **It was agreed** that a check should be made to ensure that the more recent investigation had drawn on the information provided by Cllr Harris.

11. Emergency planning

It was agreed that all members' contact details should be lodged with the CBC Emergency Planning Officer so that the village hall could be made available at short notice to provide accommodation for people who have to leave their homes during an emergency.

12. Clerk's Report;

The parish Council have now received the Notice of Conclusion of Audit from the external auditors for the financial year 2018-19, once again we have a clean bill of health.

I reported the light in Millers Close to ECC which is not working due to a power problem.

I requested that the CBC Zone Wardens cut back the nettles and vegetation which are encroaching in the walk through from Barnfield Road to Brick Kiln Lane.

The Noticeboard near to the village hall has been replaced which is a lot better than the original, I would like to thank Alan for all his work.

I reported to CBC Parks Manager that the roundabout in the play area is jammed and not spinning round.

This month I have begun a training course updating my IT skills and qualifications.

SLCC Training Seminar 4 September 2019

I found the seminar very informative with a varied range of speakers attending.

Cyber Insurance

Cyber and data risks insurance, also known as cyber liability insurance, is designed to support and protect your business/parish council, if it experiences a data breach or malicious attack.

You may need cyber risk cover if:

You hold customer, supplier or employee information, like names, addresses, bank details or email addresses

You use a computer

You have a website

Website accessibility

New laws come into force 23 September 2020, as the parish council will have to set up a new website this can be incorporated at the same time, for example colours and font that are used to make the website user friendly for everyone with specific accessibility standards.

13. Financial matters

- a. **The Council noted** without comment payments authorised at the last meeting, those made under the Clerk's delegated powers since the last meeting and any receipts, all as set out in Appendix A to the agenda.
- b. There were no invoices in respect of goods or services not covered under delegated powers to consider.
- c. **The Council approved** refunds of hall hire retainers falling due before the next meeting, as set out in appendix C to the agenda (*sent to members only*);
- d. **It was agreed** to defer payment of an annual subscription to the Rural Community Council of Essex pending clarification being obtained from that organisation of whether there was any difference between the benefit to GHPC of being a member as a parish council to the benefit obtained of being a member as the owner of a village hall.
- e. **It was agreed not** to extend the warranty for the new Lenovo Laptop.
- f. **The Council noted** without comment the schedule of Village Hall financial payments and receipts as set out in Appendix D to the agenda.
- g. The clerk reported that the current website provider would withdraw the service on 31st March 2020. Boxted Parish Council had identified an individual who was offering to set up new sites on a new server.
It was agreed to defer a decision on this matter until Mr Flores could report to GHPC on the similar work he had offered to carry out.
- h. **It was agreed** to defer consideration of repair work required to the Noticeboards until the Village Warden was appointed and could inspect them.
- i. **It was agreed** that the Council would meet the cost of the annual licence for the software used to produce Village News magazine.
- j. **It was agreed** to renew the village hall Hallmaster Booking System subscription.

14. Village Hall

Prior to the meeting Cllr Harris had distributed her technical drawings of the gate and fixings for the gate which the Council had already agreed should replace the chain across the car park entrance. She had also supplied the names of four local companies whom she believed could undertake the work.

It was agreed that the clerk should contact the companies concerned to obtain estimates for the work.

At this point, Cllr Harris announced that she would be standing down from the Council at the end of the meeting. The Chairman thanked her for her contribution to the Council's work during her membership; her ability to bring her professional skills to matters relating to the village hall had been of great benefit to the village.

15. Future business

a. Village Hall. It was agreed that members of the village hall committee would meet as a working group on Wednesday 2nd October.

b. It was confirmed that the next meeting of the council would take place on Tuesday 15th October as previously agreed.

16. Election of Chairman

Cllr Arnold having relinquished the chair, it was unanimously agreed that Cllr Mead be appointed Chairman of Great Horkesley Parish Council. Cllr Baker moved that Cllr Arnold be appointed Vice-chairman; this was also agreed unanimously.

17. Exclusion of the public

All members of the public having left the meeting, this item was withdrawn.

18. Village Warden

The Chairman (Cllr Mead) reported on the interviews he and the clerk had conducted with the two candidates for the post of village warden.

It was agreed that the post be offered to Mike Basham.

19. Village Hall (non-payment of balance of hire fee)

The clerk reported that owing to near-simultaneous faults on the old laptop and Barclays online banking, a hirer of the village hall from Ipswich had been admitted to and used the hall without paying the full hire fee. She had not responded to subsequent requests to pay the balance fee.

It was agreed that in consultation with the Chairman, the clerk should take all reasonable measures to recover the money owed.

Appendix A: Planning applications

Application No:	Details	Consultation Expiry Date
192079	2 North View Cottages, Coach Road, Great Horkesley CO6 4AT Side extension and replacement porch	19/09/19
190021	Oak Tree Cottage, Woodhouse Lane, Great Horkesley Colchester CO6 4BB Construction of garage and carport with space over for office/playroom	02/10/2019

Appendix B: Financial Payments & Receipts

Account Dates: 16 July 2019 – 09 September 2019				
ID	TO/FROM	DETAILS	REF:	PAYMENTS/ RECEIPTS
38	Contractor	Bus Shelter Maintenance	2537	£20.00
39	Alan Stewart	Noticeboard Polycarbonate	2535	£35.58
40	Alan Stewart	Noticeboard Cork	2536	£58.26
41	Alan Stewart	Noticeboard Locks	2540	£28.48
42	VAT	Reclaim		£1,626.84
43	Viking	Refund	Cheque	£24.92
44	EE	Mobile phone	DD	£28.87
45	Clerk	Salary & Expenses	Bacs	Left Blank
46	Essex Pension Fund	Contributions	Bacs	£463.14
47	Laptops Direct	Lenovo Laptop	DC	£659.92
48	HMRC	Tax & NI Contributions	Bacs	£355.00
49	Colchester Borough Council	Uncontested Election (May 2019)	Bacs	£62.41
50	Clerk	Salary & Expenses	Bacs	Left Blank
51	EE	Mobile Phone	DD	£14.44
52	Business Account	Interest		£32.26

53	ACL	Clerk Training	DC	£56.25
54	Colchester Borough Council	Precept		£10,358.90
55	PKF Littlejohn	External Audit 2018-2019	Bacs	£360.00

Appendix C: Confidential material distributed separately to members of the Council.

Duly approved at the parish council meeting held on the 15 October 2019

Chairman's signature.....