



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 December 2019
Members Present: Councillors Mead (Chairman)
Arnold, Baker, Taverner and Wescomb-Cross**

1. Chairman's opening remarks

Cllr Mead welcomed those present to the meeting, including those present who had applied to be co-opted onto the Council.

2. Apologies and reasons for absence.

Cllrs Duckworth, Ewing, Flores and Williams were unable to attend the meeting and had sent apologies.

3. Declarations for interest

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

4. Public open forum

No members of the public were present.

5. Minutes of the last meeting

The minutes of the meeting on 19th November 2019 were approved.

6. Review of A-Z list of councillor responsibilities

The responsibilities allocated to councillors were discussed and reallocated but as there were a number of Councillors not present it was agreed to defer completion to the next meeting. It was agreed that former Cllr Rennie would be asked whether he could continue to manage the village Speed Watch initiative and provide reports to Council meetings.

7. Planning applications

a. 192805: 20 Keelers Way, Great Horkesley

The Council decided that no representation need be made.

8. Councillor reports

Cllr Arnold reported that following the grant of outline approval for the development of land around Great Horkesley Manor, he would be pushing for the County Council to agree formally that the cycle link between Chesterwell and Green Lane – the section that would **not** be provided by the developer – should be provided from public funds. He and Cllr Brown had been urging ECC

officers to provide an estimate of the cost of the works, the essential first step towards creating the link. The goal was to have the link built before the new secondary school in Chesterwell opened in September 2021.

In response to a request from Myland Parish Council, it was agreed that they should be represented at the first stakeholders' meeting in the new year rather than there being a meeting solely at parish council level.

9. Village Warden

- a. The Clerk confirmed that she had submitted the bid for equipment for the warden to Cllr Chapman for payment from the CBC Locality Budget for Rural North.
- b. Members reviewed the report of work undertaken by the warden and agreed that he was already having a significant and beneficial impact on the village.

10. GHPC Policies and Procedures

The new **Health and Safety** and **Lone Worker** policies were considered and adopted. It was agreed to defer consideration of the existing **Public Speaking** and **Complaint** procedures and the **Code of Conduct** until new members had had a chance to study them; it was also felt that all members should be present to discuss the Code of Conduct. However, Cllr Arnold's suggestion that the need to stand when speaking should be removed from the Public Speaking procedure, on the grounds that members themselves did not do so, was agreed.

11. Clerk's report

The Clerk reported that she had been advised by Essex Highways that they would not be repairing the "village gate" sign at the southern end of the village in the near future because it was not considered to be an urgent matter. Members took the view that the response was a standard one and did not give confidence that a site visit had taken place. It was agreed that photographs be taken and the matter referred to County Cllr Brown.

The Clerk reported that she had attended the training in MS Excel and had passed the examination; she was duly congratulated by members.

The Clerk would be attending the CBC Clerk's Forum on 9th January.

14. 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 B 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. **The Council noted** without comment the schedule of Village Hall financial payments and receipts as set out in Appendix D to the agenda.
- e. In the absence of Cllr Flores it was agreed to defer consideration of the cost implications of setting up a new GHPC website.
- f. Members considered an email from Sara Ward of RCCE setting out the benefits of the Council belonging to the RCCE. It was apparent that these included the village hall advice which would be duplicated if the Council also subscribed as a village hall owner and manager. **It was agreed** that in future the village hall membership would not be renewed.
- g. Given that at the time of the meeting CBC had been unable to supply all the information needed by GHPC to agree the 2020-21 precept, that new members had not had a chance to set out their goals for the year ahead and that the finance working group felt that more time was needed for likely cost of new work to be confirmed, it was agreed that no decisions on the GHPC budget would be taken until the January 2020 meeting.

16. Training

The clerk reported that she had been able to obtain a credit from EALC in respect of the fee paid for an Employment Procedures course that Cllr Arnold had been unable to attend because of an urgent hospital visit. Cllr Arnold suggested that one of the new members might care to attend in his place because while it was important that a member of Council should have some expertise in personnel matters he felt he was already covering enough topics and duties should be more evenly spread.

New members were encouraged to avail themselves of the courses for new councillors run by the EALC.

17. Future business

New members were reminded that in order for the Council to make decisions about any matter, the intention to do so must appear on the meeting agenda which had to be published at least three clear working days before the relevant meeting.

It was confirmed that the next meeting of the council would take place on Tuesday 21st January 2020 as previously agreed.

It was also confirmed that a more informal gathering of councillors and the Council's employees would take place before the January meeting to give the five new members an opportunity to "bed in".

Appendix A: Planning Application

Application No:	Details	Consultation Expiry Date
<u>192805</u>	20 Keelers Way, Great Horkesley Colchester CO6 4EE First floor extension and roof lift	31/12/19

Appendix B: Financial Payments & Receipts

Account Dates: 15 October 2019 – 11 November 2019				
ID	TO/FROM	DETAILS	REF:	PAYMENTS/
79	Objenix	Website Domain Name	Bacs	£60.00
80	EALC	Employment Training Course	Bacs	£132.00
81	HMRC	Tax & NI Contributions	Bacs	£354.00
82	Essex pension Fund	Contributions	Bacs	£468.17
83	Cllr Mead	Remembrance Wreath	2555	£20.00
84	Contractor	Bus Shelters	2554	£15.00
85	Microsoft	Office 365	DC	£79.99
86	EE	Mobile Phone	DD	£14.57
87	Village Warden	Work Completed	Bacs	£909.00
88	Clerk	Salary & Expenses	Bacs	Left Blank

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

Duly approved at the parish council meeting held on the 21 January 2020

**Chairman's
signature.....**