



GREAT HORKESLEY PARISH COUNCIL

www.greathorkesley-pc.gov.uk

Minutes

Minutes of the meeting of Great Horkesley Parish Council

held at 7:30pm on Tuesday 21st January 2020

Members Present: Councillors Mead (Chairman)

Arnold, Baker, Duckworth, Ewing, Taverner, Wescomb-Cross and Williams

2 members of the public

1. Chairman's opening remarks

The Chairman welcomed those present to the meeting.

2. Apologies

Cllr Flores was unable to attend the meeting.

3. Declarations of interest

During the discussion on the budget (item 6) interests were declared as follows:

Cllr Mead in respect of the Friendship Club and Village Funraisers.

Cllr Arnold in respect of the Dedham Vale and Stour Valley Partnership.

Cllr Baker in respect of the Parochial Church Council.

4. Public Open Forum

Two residents – mother and son – reported a growing belief in the village that it was large enough to support a skateboard park; there was a Facebook page and a petition on change.org. In discussion members were generally supportive and suggested that the public open space that would become available with the Manor development would be a suitable location. It was felt that grants should be readily available to pay for the equipment, especially if the youngsters led the project themselves, as had happened some years ago in Marks Tey. However, the §106 community contribution from the development had been fully earmarked when outline consent was granted in November 2019 so there was unlikely to be funding from that source.

5. Minutes of the last meeting

The published draft minutes of the meeting on Tuesday 17th December 2019 were adopted without amendment.

6. 2021 Precept and Budget

Cllr Arnold reported on the meeting of finance working group (FWG) as follows:

a. Cllr Mead had reported to the FWG that he had reviewed the village hall income and expenditure accounts since the last increase in hire fees and was satisfied that general running costs were being met from letting income. It should therefore be possible to set a

budget for the parish council which neither subsidised nor drew income from the village hall operation.

b. The FWG had reviewed the grant applications from village organisations as follows

PCC: £700 in respect of All Saints' churchyard maintenance

Friendship Club: £240 in respect of transport costs

Dedham Vale and Stour Valley AONB Partnership: £100 contribution to running costs

Great Horkesley Guides: £700 in respect of equipment storage costs.

It was pointed out that the contribution to the DVSV AONB Partnership would be used to help persuade those parishes not yet contributing to do so, whilst the support for the guides would cease to be necessary once the new HQ had been secured as part of the Manor development. It was recommended that the grants be awarded in full.

c. The FWG had worked through the Council's accounts for 2019-20 and used the anticipated end-year outturn in each category as the basis for forecasting the draft budget for 2020-21. A new line had been added for the cost of the Village Warden. Though this cost would substantially increase expenditure and therefore the precept, it was agreed that no use of reserves could be recommended because they had been falling steadily as village hall capital costs had risen. This draft budget had been distributed to members and published on the parish council website.

It was agreed that the recommendations set out in (a) and (b) above be accepted, though with a rider that generally it was preferable that charges for using the village hall should increase each year because letting costs were rising steadily.

The draft budget was discussed line by line and various changes made, resulting in a forecast that the council would spend £37692.45 during the financial year 2021 against income of £2616.41, a shortfall of £35076.03 which would need to be raised by precept. Colchester BC had informed the Clerk that each £1 precepted at Band D by GHPC would raise £1049.20, so it would be necessary to impose a precept of £33.43 at Band D to cover the shortfall. Whilst this was a 56.59% increase on the 2019-20 precept, it was pointed out that this was largely the result of engaging the village warden whose work benefitted all residents; if the direct cost of the Warden was excluded from the budget, the increase would be 8.37%.

It was agreed that the budget set out in Appendix A to these minutes be adopted and that Colchester Borough Council should be informed that the Great Horkesley precept for 2020-21 should be based on a band D equivalent of £33.43.

7. A – Z of Councillor Responsibilities

It was agreed that the list of responsibilities set out as Appendix B to these minutes would be published on the Council website with the proviso that the responsibility for the village Speedwatch could be changed once former councillor Robin Rennie had been consulted.

8. Planning applications

No applications had been notified to the clerk prior to the publication of the agenda.

9. A134

a. The council considered a request from a resident that the parish council should hold a public meeting to enable residents to express concerns about the botched re-surfacing to highway authority officers and contractors directly. The highway authority had initially resisted this on the grounds that some remarks from residents received via email and social media had been abusive and there were concerns that a public meeting would provide a further opportunity for such abuse. It was now understood that whilst it was accepted that

the road needed further work, no decision would be taken about what this would comprise until it was known how the new surface had stood up to winter weather. It was also felt that now the council had a full slate of nine members, it should be the council's role to make representations on behalf of residents.

It was agreed that the resident's request would not be supported at the present time and that the matter would be revisited once the summer arrived.

b. Cllr Arnold reported that he had sent a request directly to the highway engineer who had inspected the water running down the eastern side of the A134 south of the A12 bridge so that she would be aware that the problem now extended to both the carriageway and footway on the western side. Photographs had been sent and an urgent repair of the long rut requested.

c. The clerk reported that she was continuing to press for the replacement of the rusted poles supporting the southern 'village gate' signs, one of which was swinging in the wind. **It was agreed** that Cllr Brown (not present) should be asked to assist.

d. Cllr Arnold reported that he had established that the LHP-approved work to adjust the layout and signage of the double mini-roundabout at the Ivy Lodge Road and Tile House Lane junctions had been deferred and would be carried out after the road surface though those junctions had been replaced in April 2020.

e. The cause of the March 2018 accident at junction of Bosted Road and The Causeway was still unknown despite numerous requests to the highway authority. A Freedom of Information request would be submitted.

f. It was agreed that Cllr Arnold would respond to a request from Myland Council for a meeting to discuss the proposal for cycling facilities between Green Lane and Chesterwell; the reply would set out the current position and reassure Myland Council that when the time came for a stakeholder meeting, they would be invited to send a representative.

10. Reports from council members and officers of other authorities

Cllr Baker reported that he had been unable to make progress on the application to register the Barnfield Road - Brick Kiln Lane link as a public right of way owing to the reluctance of residents to make the necessary declaration of support. Two members of the Council then volunteered to do so.

11. 75th Anniversary of VE Day

Cllr Baker reported a view of residents that the Council should support an event to mark the 75th Anniversary of VE Day in 1945. **It was agreed** that the village hall and its grounds would be made available though it was pointed out that the budget agreed earlier in the evening did not provide for the event, so any cost would need to be met from reserves.

12. Village Warden

a. The Council noted with approval the schedule of work carried out by the village warden since the last meeting.

b. **It was agreed** that the warden could be paid to work for up to 10 hours per week. **It was also agreed** that the warden should undertake training so as to be able to treat nettles with weedkiller once they started into growth in the spring; the A134 footway between Green Lane and Chesterwell and the Barnfield Road - Brick Kiln Lane link were identified as likely locations for this.

13. Youth facilities

The proposal for a skateboard park discussed earlier in the meeting was revisited and it was formally **agreed** that the Council would support it in principal, though finding a suitable location might present problems. If it were to be close to the new Scout and Guide HQ on the Manor site it would probably be far enough from housing that users did not cause a nuisance to residents. It was pointed out that at the public consultation run by the landowner's agent residents had requested an outdoor gym in this location.

14. Great Horkesley Parish Council procedures

It was agreed to adopt the Complaints procedure, the Member Code of Conduct and the Public Speaking procedure as circulated with the meeting papers and published on the Council website without amendment except that members of the public would not be required to stand when addressing the Council.

15. Clerks Report

The council noted the Clerk's report, as circulated with the meeting papers.

16. Financial matters

- a. The Council noted without debate the transactions set out in appendix B to the meeting agenda.
- b. No approvals were sought for matters not covered under the Clerk's delegated powers.
- c. The Council approved repayments of hall hire retainers as set out in confidential appendix C to the meeting agenda.
- d. The Council noted without debate the transactions relating to the village hall which were set out in appendix D to the meeting agenda as published on the GHPC website.
- e. Consideration of the cost of setting up a new website was deferred to the February meeting.
- f. Approval of the 2019-20 3rd quarter budgetary control document was deferred to the February meeting to enable the clerk to resolve a discrepancy relating to the CBC grant.

17. Village Hall

Cllr Mead reported that there had been an inspection of the car park by a representative of Renzland Wrought Iron who would be providing the new gates that were being bought by the Village Funraisers.

18. Training

19. Future meetings and business

- a. **It was agreed** that to avoid absences due to half term holidays, the next meeting would take place on 25th February rather than the 18th.
- b. There was an inconclusive discussion about the dates for the 2020 Annual Parish meeting and the Annual Parish Council meeting. The clerk would provide a list of possible dates to be considered at the February meeting.
- c. Other than as set out above, no items for inclusion on agendas for future meetings were identified.

Appendix A: Planning Application

| Application No: | Details | Consultation Expiry Date |
|------------------------|--|--------------------------|
| 200203 | <p>Neighbourhood Centre, North Colchester Urban Ext, Mile End Road, Colchester</p> <p>Application to vary condition 7 of planning permission 121272 to amend drawing 'Residential Density' to allow up to 75 dwellings in the Neighbourhood Centre.</p> | 06/03/20 |
| 200270 | <p>Dental Surgery 1 Keelers Way Great Horkelesley CO6 4EE Illuminated Sign</p> | 09/03/20 |

Appendix B: Financial Payments & Receipts

| Account Dates: 17 January 2020 – 12 February 2020 | | | | |
|---|--------------------|---------------------------------------|------|-----------------------|
| ID | TO/FROM | DETAILS | REF: | PAYMENTS/ RECEIPTS |
| 102 | HMRC | Tax & NI | Bacs | £354.00 |
| 103 | Essex pension Fund | Contributions | Bacs | £468.17 |
| 104 | Post Office | 12 X Second Class Stamps | Bacs | £7.32 |
| 105 | Amazon | Refund 4 x Ink Cartridges | | £95.00 |
| 106 | Aspli | Traffic Cone Direction Sign | Bacs | £26.79 |
| 107 | EE | Mobile Phone | Bacs | £13.88 |
| 108 | Clerk | Salary & Expenses | Bacs | Left Blank |
| 109 | Village Warden | Work Completed | Bacs | £981.00 |
| 110 | Amazon | Litter Picker | DC | £18.99 |
| 111 | Amazon | Litter bag Holder | DC | £14.99 |
| 112 | Writtle College | Pesticide application Training PA1 VW | DC | £210.00 |
| 113 | Arco | Hi - Vis Personalised Coat | DC | £69.47 |
| 114 | HMRC | Tax & NI Contributions | Bacs | £354.00 |
| 115 | Essex pension Fund | Essex Pension Fund | Bacs | £468.17 |

Great Horkesley Parish Council Budget 2020-21

Payments

| | | |
|----------------------------|------------------|--|
| Admin (40% of costs) | 430.00 | |
| Members' Expenses | 200.00 | |
| Sundry | | |
| Street Furniture | 200.00 | |
| Mobile Phone (Clerk 50%) | 100.00 | |
| Elections | 0.00 | |
| Publications | 150.00 | |
| Village News | 450.00 | |
| External Audit (50%) | 150.00 | |
| Internal Audit (50%) | 100.00 | |
| Insurance | 400.00 | |
| Grants | 1,740.00 | |
| IT Expenses (50%) | 300.00 | |
| Chair | 250.00 | |
| Clerk's Salary (60%) | 13,612.00 | |
| LGPS 60% of cost | 3,438.00 | |
| Lights Power | 600.00 | |
| Lights Maintenance | 900.00 | |
| Subscriptions (see list) | 842.45 | |
| Conf/Training | 1,000.00 | |
| Village Warden (revised) | 10,800.00 | |
| Vat Paid | 1,700.00 | |
| Hall Rental (Internal Adj) | 330.00 | |
| | <hr/> | |
| TOTAL Payments | 37,692.45 | |

Income

| | | |
|-----------------------------|-----------------|------------------------|
| VAT reclaim | 1,662.41 | |
| Bank interest | 90.00 | |
| CBC RS grant | 864.00 | |
| Other grants/donations | | |
| | <hr/> | |
| TOTAL Income | 2,616.41 | -2,616.41 |
| | | 35,076.03 |
| transfer to/from balances | | 0.00 |
| | | <hr/> |
| | | 35,076.03 |
| divide by Band D equivalent | | 1,049.20 |
| | | <hr/> |
| 2020-21 Band D precept | | £33.43 per year |
| | | <hr/> |

percentage increase over 2019-20 precept of £21.35 56.59 %
 (8.37% without village warden)

Duly approved at the parish council meeting held on the 25 February 2020

Chairman's Signature.....