Colne Engaine Parish Council

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MINUTES OF THE MONTHLY COLNE ENGAINE PARISH COUNCIL MEETING INCLUDING THE ANNUAL MEETING OF THE COUNCIL HELD ON THURSDAY 27TH MAY 2021

PRESENT: **CLLRS: A BARNARD, L ORROW, T EVERITT, P TAYLOR**

COUNTY CLLR SIDDALL, DISTRICT CLLR COURTAULD.

CLERK: T ROOTSEY

1. ELECTION OF CHAIRMAN 2021/22

The Clerk opened the meeting and asked for nominations for the Chairman for the next 12 months. Cllr Orrow was nominated and no other nominations received.

RESOLVED: By a unanimous show of hands Cllr Orrow was duly elected Chair for the next 12 months.

Cllr Orrow took the chair.

2. ELECTION OF VICE CHAIRMAN 2019/20

Cllr Everitt was nominated. There were no other nominations.

RESOLVED: By a unanimous show of hands Cllr Everitt was duly elected Vice Chairman for the next 12 months.

3. WELCOME AND APOLOGIES FOR ABSENCE.

Cllr Orrow welcomed the attendees. Apologies received from Cllr Messenger and Cllr Warwick.

4. DECLARATION OF INTERESTS

None declared.

5. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

No members of the public attended.

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Signed……

6. **UPDATE REPORT FROM COMMUNITY SPECIAL CONSTABLE TOWNSEND** - FOR INFORMATION.

Constable Townsend advised that he had logged 19.5 hours since our last meeting and assured the members that the PC will only be billed for the time he was patrolling. From the 6th – 14th June he will not be available as he will deployed to Cornwall for the G7 conference. Cllr Orrow suggested that item 25 be brought forward

25. **DISCUSS WHETHER ANY ACTION REQUIRED FOLLOWING REPORT BY RESIDENT OF POSSIBLE ANTI SOCIAL BEHAVIOUR IN THE RECREATION GROUND CAR PARK.** DECISION REQUIRED.

The various options mentioned in Constable Townsend report were discussed. Cllr Orrow said that she was not in favour of false CCTV cameras. Cllr Everitt felt that we did not have the resources to monitor operational CCTV. Cllr Barnard stated that his preferred option was to continue to monitor the situation.

RESOLVED: continue to monitor the situation taking into account any feedback from the police.
PROPOSED: Cllr Orrow Seconded Cllr Everitt Unanimous.

7. **DISTRICT & COUNTY COUNCILLORS, IF PRESENT TO ADDRESS THE MEETING.**

Cllr Courtauld had sent a report to the members which had been read and appreciated. He reported verbally that the vast majority of his complaints had been regarding pot holes with some rage about planning. He had had some distressing contacts with some rural businesses that had gone bust as they did not qualify for Govt help. Council officers would have loved to help but were unable to as they did not qualify. He went on to say that he was very impressed with Council officers who were very diligent and keen to please. He finished by saying that he was proud to be a district councillor.

Cllr Siddall had nothing to report as he had only been elected two weeks ago. He said he would be a strong voice. The County Council had a massive budget of around £2billion which was dominated by £700m on adult and social care. The leader of the Council has changed, and Kevin Bentley will fulfil the role and he has ambitious plans including equality, ambition and retraining. ECC is to work closer with District Councils.

8. **CONSIDER APPLICATION FOR THE CASUAL VACANCY ON THE PARISH** COUNCIL – DECISION REQUIRED.

The Members discussed the application and impressive CV from Sarah Dignasse and it was

RESOLVED: to co-opt her onto the Parish Council

PROPOSED: Cllr Orrow SECONDED: Cllr Everitt Unanimous.

Signed…….

9. **CONFIRMATION OF FULL COUNCIL MEETING MINUTES OF MEETING HELD ON 8TH APRIL 2021 (a) AND EXTRAORDINARY MEETING HELD ON 4TH MAY 2021**

RESOLVED: the minutes of both meetings were a true reflection of those meetings

PROPOSED (a) Cllr Everitt SECONDED Cllr Taylor unanimous

PROPOSED (b) Cllr Orrow SECONDED Cllr Taylor unanimous.

10. **SELECT WINNER OF UNSUNG HERO AWARD.** - DECISION REQUIRED.

This was year 5 of the award and received the most nominations so far. Cllr Orrow read out the various nominations and the reasons stated for them. The nominations were overwhelmingly for Darraline (Darran and Caroline Lingley) the Members felt that was deserved and it was therefore;

RESOLVED: present the award to Darran & Caroline.

PROPOSED: Cllr Orrow SECONDED: Cllr Everitt Unanimous.

11. ELECTION OF REPRESENTATIVES 2019/20

It was decided to defer this item to the next meeting

12. **RE-ADOPTION OF STANDING ORDERS** – *DECISION REQUIRED*

13. **RE-ADOPTION OF FINANCIAL REGULATIONS** – *DECISION REQUIRED*

14. **RE-ADOPTION OF FINANCIAL RISK ASSESSMENT**. – DECISION REQUIRED

15. RE-ADOPTION OF HEALTH & SAFETY POLICY- *DECISION REQUIRED*

16. REVIEW AND CONFIRM ASSET REGISTER

17. REVIEW AND CONFIRM INSURANCE COVER

18. ESTABLISH A COUNCIL COMPLAINTS PROCEDURE

Signed…….

19. ESTABLISH PROCEDURES FOR HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

20. ESTABLISH POLICY FOR DEALING WITH PRESS/MEDIA

RESOLVED: Items 12 and 15-20 acceptable and adopted. Amendments required to 13 & 14 to be reconsidered at next meeting.

PROPOSED: Cllr Orrow SECONDED: Cllr Everitt Unanimous.

21. SET THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR AHEAD.

Duly noted although date for October meeting needs to be amended due to Village Hall not being available.

22. CONFIRM LIST OF DUE PAYMENTS WHICH ARISE ON A REGULAR BASIS AS A RESULT OF A CONTINUING CONTRACT

RESOLVED: list correct and acceptable.

PROPOSED: Cllr Everitt SECONDED: Cllr Orrow unanimous

23. **CONFIRMATION OF CLERK TO ACT AS RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL** - *DECISION REQUIRED*

RESOLVED: Confirmed

PROPOSED: Cllr Taylor SECONDED: Cllr Everitt unanimous

24. **CONSIDER REQUEST TO ALLOW HALSTEAD UNDER 8'S FOOTBALL TEAM TO TRAIN ON LOWER RECREATION GROUND AT 6.15PM FOR ONE HOUR ON EITHER A TUESDAY, WEDNESDAY OR THURSDAY** - *DECISION REQUIRED.*

RESOLVED: Agree to request to be reviewed in September and subject to them providing details of their insurance and health & safety policy. To remind them that they will not have exclusive use of the field.
PROPOSED: Cllr Barnard SECONDED: Cllr Orrow unanimous

Signed…….

26. **CONSIDER REQUEST FROM PCC TO HOLD THEIR FIREWORKS NIGHT ON THE LOWER RECREATION GROUND ON 6TH NOVEMBER. THE GROUND WILL BE REQUIRED FOR THE WHOLE DAY FOR PREPARATION AND THE DISPLAY** - *DECISION REQUIRED*

RESOLVED: Agree to request subject to their confirmation that they will adhere to Covid Regulations in place at that time and the Council receiving advance notice of their parking plan.

PROPOSED: Cllr Barnard Seconded Cllr Orrow unanimous

***27.* DISCUSS PROTECTED LANES STATUS WITHIN THE VILLAGE -** *DECISION REQUIRED*

Councillors Siddall & Courtauld will make enquiries and come back with further information.

28. FINANCIAL MATTERS – *DECISION REQUIRED*

a) Financial statements for April 2021

b) Items per April 2021 payment schedule to be approved and paid online.

c) Budget information as at 30TH April 2021 as prepared by Clerk.

d) Review Earmarked Reserves.

e) Agree which Cllr to approve payments on-line.

RESOLVED: Items a) to d) are correct and payments can be made on line.

PROPOSED: Cllr Orrow seconded Cllr Everitt unanimous

a) Cllr Barnard will authorise payments on line.

29. PERSONNEL MATTERS – ***FOR INFORMATION***

a.) VILLAGE MAINTENANCE MAN: MR C RACZI – UPDATE Mr Raczi continues to do a good job that is appreciated by villagers, he received a nomination for this years unsung hero award.

CLERK: MR T ROOTSEY – UPDATE Mr Rootsey reported that his time is still fully occupied

Signed…….

30. HIGHWAYS – ***FOR INFORMATION AND DECISION IF APPROPRIATE***

Consider any matters that need attention.

Cllr Orrow reported that the leak at the top of Station Road has reappeared and that she will report it again. The verge at jubilee Corner has completely eroded and there is now a drop at the edge of the road, she will look at it in more detail.
Cllr Barnard reported that 7 years after it was first reported the drains in Mill Lane have been cleared.

31. **TO RECEIVE CHAIRMANS BRIEFING, CLERKS REPORT & COUNCILLOR'S REPORTS -** ***FOR INFORMATION*** **(The clerks report has been circulated prior to the meeting for all members to read.) The Clerk, Chairman and Councillors will deliver progress report if applicable at the meeting.**

The Clerk ran through his report.

Cllr Orrow reported that she had attended the inaugural meeting of the Braintree Association of Local Councils. A committee has been set up with 8 members. There were about 18 people on the Zoom call. They are proposing a one-off fee of £30 a year to be reviewed. It is proposed to have 4 meetings a year on specific subjects such as highways and planning. Should we have anything on which we need wider support they will consider taking it on.

Cllr Everitt said that he'd had some conversations with the church regarding the possibility of our using the Mill Lane phone box as a book exchange and it transpires that the church plan to continue their book exchange on which the make a small profit and would prefer that we didn't duplicate that.

Cllr Barnard reported that he had got the paint in readiness to refurbish the phone box. Adrian Gasser has still to come back to him regarding the use of the box to house a defibrillator. He'd had a very useful meeting with David Smith regarding the football club lease.

Cllr Taylor advised that a neighbour had sprayed the land next to the pond and requested that the subject of the pond be added to the next agenda.

32. **FUTURE AGENDA ITEMS –** *FOR INFORMATION*

Complete election of representatives.
Readoption of Financial risk assessment and financial regulations.
Pond
Tree planting
Football club lease
Hold fast credit union loan shark charter.

33. **DATE FOR NEXT MEETING –** 10th June 2021

Councillor Orrow thanked everyone for attending and the meeting closed at 21.20.

Signed……
Chair of the Parish Council Date:10th June 2021