Colne Engaine Parish Council

Minutes of Colne Engaine Parish Council meeting held on Thursday 12th May 2022 at 8.00 p.m. in the Elizabeth Courtauld Memorial Village Hall, Colne Engaine

Present: Cllr Lucy Orrow (Chair), Cllr Tim Everitt (Vice Chairman), Cllr Sarah Dignasse, Cllr Ian Messenger, ECC Chris Siddall, BDC George Courtauld, BDC Gabrielle Spray and the Clerk, Mr. G. Walkingshaw and no residents.

22/23 Election of Chairman (sign Declaration of Acceptance of Office*)*
Cllr Tim Everitt proposed Lucy Orrow for the chairman's position.
Proposed: Cllr Tim Everitt Seconded: Cllr Ian Messenger
Agreed by all.
The Chairman Lucy Orrow signed the declaration of acceptance of office.

22/24 Welcome and apologies for absence
Apologies were received from Cllr Pat Taylor, Cllr Alan Barnard & Cllr Nigel Warwick

22/25 Declaration of Members interests
Cllr Tim Everitt declared an interest in 22/45 (Football Club Report)

22/26 Election of Vice Chairman
Cllr Lucy Orrow proposed Cllr Tim Everitt for the position of vice-chairman
Proposed: Cllr Lucy Orrow Seconded: Cllr Sarah Dignasse
Agreed by all.

22/27 Election of Councillors for sub-committees
This item was deferred to the June meeting.

22/28 To review the effectiveness of the system of internal control (Internal Audit)
The Internal Audit for 2022/2023 was agreed by all.
Proposed: Cllr Ian Messenger Seconded: Cllr Lucy Orrow
Agreed by all.

22/29 To review Standing Orders
The Standing Orders were reviewed and approved for 2022/2023.
Proposed: Cllr Tim Everitt Seconded: Cllr Sarah Dignasse
Agreed by all.

22/30 To review Financial Regulations
The Financial Regulations were reviewed and approved for 2022/2023.
Proposed: Cllr Ian Messenger Seconded: Cllr Lucy Orrow
Agreed by all.

22/31 To Review Financial Risk Assessment
The Financial Risk Assessment was reviewed and approved for 2022/2023.
Proposed: Cllr Tim Everitt Seconded: Cllr Ian Messenger
Agreed by all.

22/32 Insurance 2022/2023
Cllr Lucy Orrow proposed accepting the Insurance Renewal from Zurich Municipal for £1, 111.89
Proposed: Cllr Lucy Orrow Seconded: Cllr Ian Messenger
Agreed by all.

22/33 **Internal Audit 2022/2023**

Cllr Lucy Orrow proposed to approve Jan Stobart as Internal Auditor for 2022/2023
Proposed: Cllr Lucy Orrow Seconded: Cllr Sarah Dignasse
Agreed by all.

22/34 **Public Open Forum** (Maximum 15 minutes)

None

22/35 **To approve the minutes of the last meeting** (14th April 2022)

The minutes of the last meeting were approved.
Proposed: Cllr Lucy Orrow Seconded: Cllr Tim Everitt
Agreed by All

22/36 **Report from Community Special Constable Townsend**

None

22/37 **Visitors Report** (ECC Chris Siddall/BDC George Courtauld/BDC Gabrielle Spray)

ECC Chris Siddall reported that he attended the opening of the Rivenhall Waste Management Facility. He informed the meeting that the facility will process 600,000 tonnes of waste yearly producing enough energy for 60,000 homes.
BDC George Courtauld reported that there had been an increase in litter on rural verges and that BDC had received an increase in the number of complaints regarding this.
BDC Gabrielle Spray informed the meeting that there is a meeting for Parish and Town Clerks at BDC; 15 people attended the last one on 25th April 2022. BDC would like to encourage clerks who have not participated before to attend and have changed the day of the meeting and the time to try and accommodate this. The last meeting discussed the Queen's Jubilee, Rural Verge Cutting, Policing, Community 360 and Homes for Ukraine. The feedback from these meetings has been good. BDC Gabrielle Spray will send details to the Parish Clerk.

22/38 **Clerk's Report**

A resident had enquired whether they would be able to use the Recreation Ground for a Boot Camp for local people. The Parish Council would be happy to support this and requested that insurance (public liability) be sent to the clerk and a 6-month trial to begin with.
Proposed: Cllr Sarah Dignasse Seconded: Cllr Lucy Orrow
Agreed by all

22/39 **Finance**

To approve payments in accordance with the Budget
Payments for May 2022

May

Parish Clerk Salary	£551.40
Mileage Expenses	£9.00
Handyman Salary	£192.00
HMRC Paye/Tax	£185.80
Mobile Phone	£19.40
Mortimer Contracts	£144.00
Mortimer Contracts	£288.00
Village Hall Rental	£19.20
BALC Subscription 2022/2023	£40.00
Zurich Insurance Policy	£1,111.89

PCSO	£111.88
Internal Audit 2022/2023	£210.00
Village Hall Rental	£26.40
A&J Lighting	£57.89
Defibrillator	£1,609.20
Total	£4,576.06

The payments for May were approved.
Proposed: Cllr Lucy Orrow Seconded: Cllr Ian Messenger
Agreed by all.

22/40 Planning/Housing

40.1 Applications for discussion at meeting
22/00906/HH - 13 Oddcroft Colne Engaine Essex CO6 2ET - proposed single storey rear extension and internal alterations
Comments: No objections

22/01014/HH – 13 Church Street, Colne Engaine, CO6 2EX – Two-storey side extension and part two-storey, part single-storey rear extension with associated internal alterations
Comments: No objection subject to plans for construction vehicles.

40.2 Planning Applications – Observations conveyed under delegated authority since last meeting
None

40.3 Planning Applications – Decisions received since last meeting
21/02672/HH – Erection of single-storey outbuilding – An appeal has been made to the secretary of state

22/41 Refuse Collection – Recreation Ground
Deferred to June meeting

22/42 Training/Events
42.1 Reports on attended events - None

42.2 Nominations for new events - None

22/43 Information Exchange/Items for next agenda
Cllr Ian Messenger actioned the Parish Clerk to obtain a quote for a disabled swing for the Play Park
Cllr Lucy Orrow requested that future use of Recreation Ground to be added to the next agenda
Cllr Lucy Orrow requested that the Queen's Jubilee Tree be added to the next agenda.

22/44 To confirm date and time of next meeting
Date of next meeting: Thursday 9th June 2022 at 8.00 p.m.
Meeting finished at 9.01 p.m.

Signed…….. Chair

Date……..

Part Two Agenda Items
Matters taken in the absence of Press and Public (Public (Admissions to Meetings) Act 1960) as the item contains exempt information as defined by the Local Government Act 1972 Sch. 12a Pt (1).

22/45 Football Club Report