Colne Engaine Parish Council

Minutes of Colne Engaine Parish Council meeting held on Thursday 11th May 2023 at 8.00 p.m. in the Elizabeth Courtauld Memorial Village Hall, Colne Engaine

Present: Cllr Alan Barnard, Cllr Sarah Dignasse, Cllr Helen Biscoe-Davies, Cllr Ian Messenger, Cllr Nigel Warwick, Cllr Pat Taylor, ECC Chris Siddall, and the Clerk, Mr. G. Walkingshaw and 3 residents.

23/01 Election of Chairman (sign Declaration of Acceptance of Office*)*

Cllr Sarah Dignasse proposed Alan Barnard for the chairman's position.
Proposed: Cllr Sarah Dignasse Seconded: Cllr Ian Messenger
Agreed by all.
The Chairman Alan Barnard signed the declaration of acceptance of office.
All councillors signed Declaration of Acceptance of office and consent on electronic e-mail.

23/02 Welcome and apologies for absence

Apologies were received from BDC George Courtauld, BDC Gabrielle Spray and Cllr Terry Floyd.

23/03 Declaration of Members interests

Sarah Dignasse declared an interest in 23/20 & 23/21

23/04 Election of Vice Chairman

Cllr Pat Taylor proposed Cllr Sarah Dignasse for the position of vice-chairman
Proposed: Cllr Pat Taylor Seconded: Cllr Nigel Warwick
Agreed by all.

23/05 Election of Councillors for sub-committees/job allocation:

Finance Committee:	Cllr Ian Messenger & Cllr Nigel Warwick
BALC Representative:	Cllr Alan Barnard
EALC Representative:	Cllr Pat Taylor
Burches Meadow Liaison:	Cllr Alan Barnard & Cllr Nigel Warwick
Tree Warden:	Cllr Pat Taylor & Cllr Terry Floyd
Footpaths:	Cllr Terry Floyd
Funding for Village Projects:	Cllr Alan Barnard & Cllr Ian Messenger
Village Hall Liaison:	Cllr Sarah Dignasse
Village School:	Cllr Sarah Dignasse
Recreation Ground:	Cllr Sarah Dignasse
Festival liaison:	Cllr Nigel Warwick
Townlands Trust:	Cllr Alan Barnard & Cllr Terry Floyd
Sexton's Field Trustee:	Cllr Alan Barnard & Cllr Terry Floyd
Website, IT & Archive Liaison:	Cllr Ian Messenger
Community Engagement:	Cllr Helen Biscoe-Davies
Defibrillator Warden:	Cllr Alan Barnard

23/06 To review the effectiveness of the system of internal control (Internal Audit)

The Internal Audit for 2023/2024 was agreed by all.
Proposed: Cllr Alan Barnard Seconded: Cllr Ian Messenger
Agreed by all.

23/07 **To review Standing Orders**
The Standing Orders were reviewed and approved for 2023/2024.
Proposed: Cllr Ian Messenger Seconded: Cllr Nigel Warwick
Agreed by all.

23/08 **To review Financial Regulations**
The Financial Regulations were reviewed and approved for 2023/2024.
Proposed: Cllr Ian Messenger Seconded: Cllr Nigel Warwick
Agreed by all.

23/09 **To Review Financial Risk Assessment**
The Financial Risk Assessment was reviewed and approved for 2023/2024.
Proposed: Cllr Ian Messenger Seconded: Cllr Nigel Warwick
Agreed by all.

23/10 **Insurance 2023/2024**
To discuss accepting Insurance Renewal from Zurich Municipal for £1,332.16.
Proposed: Cllr Nigel Warwick Seconded: Cllr Sarah Dignasse
Agreed by all.

23/11 **Internal Audit 2023/2024**
Cllr Ian Messenger proposed to approve Jan Stobart as Internal Auditor for 2023/2024
Proposed: Cllr Ian Messenger Seconded: Cllr Pat Taylor
Agreed by all.

23/12 **Public Open Forum** (Maximum 15 minutes)
Cherri McKean & Jill Bruce informed the meeting of the Colne Valley Community Energy Project, which is backed by EEC. It is a project based on use of solar power. A meeting will be held in Earls Colne on the 26th June 2023. Jill Bruce requested the support for this project from Colne Engaine Parish Council.
Cllr Ian Messenger proposed that we support this project.
Proposed: Cllr Ian Messenger Seconded: Cllr Nigel Warwick

A resident informed the meeting that he was seeking the permission of the Parochial Church Council to enter into a 5-year lease with the Parish Council for a project on the former football ground at Burches Meadow.

23/13 **To approve the minutes of the last meeting** (9th March 2023)
Proposed: Cllr Sarah Dignasse Seconded: Cllr Ian Messenger
Agreed by all.

23/14 **Report from Community Special Constable Townsend**
None

23/15 **Visitors Report** (Chris Siddall)
ECC Chris Siddall informed the meeting that he has become part of the Transformation Board. He further informed the meeting that he had been able to obtain funding for retractable screen in the local primary school.

23/16 **Clerk's Report**
None

23/17 Finance

To approve payments for May in accordance with the 2023/2024 Budget

Parish Clerk Salary	£583.40
Handyman Salary	£176.00
Mileage Expenses	£9.00
HMRC	£189.80
Mobile Phone	£19.40
Postage Stamps	£7.40
Insurance 2023/2024	£1,332.16
Umbellicious	£347.50
Mortimer Contracts	£300.00
Internal Audit	£230.00
A&J Lighting	£57.89
Google	£37.55
SSE	£113.55
Total	£3,403.65

Proposed: Cllr Sarah Dignasse Seconded: Ian Messenger

23/18 Planning/Housing

18 .1 Applications for discussion at meeting

18 .2 Planning Applications – Observations conveyed under delegated authority since last meeting

23/00752/PLD – 4 Green Farm Road, Colne Engaine, CO6 2HA – Application for a Certificate of Lawfulness for a proposed development – Loft conversion including rear facing dormer.
Comments:
No comments required.

23/00820/NMA – Burtons Barn, Pebmarsh Road, Colne Engaine CO6 2HH – Non-material amendment to permission 19/01511/FUL granted 21/03/19 for: change of use of barn 1 No. dwelling replacement of an associated outbuilding and provision of a garden. Amendment would allow the change of roof material from corridges cement sheets to slate tiles.
Comments:
No comments required.

23/00849/NMA – Brook Farm, Station Road, Colne Engaine, CO6 2ES – Non-Material amendment to approved application 21/02003/FUL granted 01/12/21 for: conversion of agricultural barn into 1 x 2-bedroom bungalow. Amendment would allow for: increase in size of plant room and bin store, alteration to façade.
Comments:
No comments required.

18 .3 Planning Applications – Decisions received since last meeting

23/19 Permission to use the Village Green for Open Garden Event

It was proposed by Cllr Ian Messenger to give permission for the Open Garden Event to use the Village Green
Proposed: Cllr Ian Messenger Seconded: Cllr Nigel Warwick
Agreed by all

23/20 Closure of Pre-School in Village Hall

Cllr Sarah Dignasse informed the meeting that The Barn will taking over the pre-school booking from September 2023.

23/21 Designated Parking Spaces on the Recreation Ground

Cllr Sarah Dignasse proposed that 1 designated parking space be made available to the tenant of the village hall for a temporary period of 12 months.
Proposed: Cllr Sarah Dignasse Seconded: Cllr Pat Taylor
Agreed by all

23/22 Training/Events

22.1 Reports on attended events

22.2 Nominations for new events – Cllr Helen Biscoe Davies - new councillor course

23/23 Information Exchange/Items for next agenda

Cllr Sarah Dignasse informed the meeting that she was in the process of getting signs with "dogs must be kept on a short lead" for the playground area.
Cllr Sarah Dignasse informed the meeting that Jane Lambert had received her unsung hero award and had sent a letter to the Parish Council to thank them.
Cllr Sarah Dignasse reported a light out of action on the junction of Church Street & Mill Lane.
Cllr Nigel Warwick reported that the festival had been a success and raised over £1,100 towards youth activities in the village.

Cllr Ian Messenger wanted to thank everyone on the Festival Committee for hosting such a successful event this year.
Cllr Ian Messenger reported that he has been working on the local pond to make improvements to the edges. The chairman thanked Ian for his efforts on behalf of the Parish Council.
Cllr Alan Barnard raised the issue of signage at Mill Lane and actioned the Parish clerk to write a letter to ECC Chris Siddall (Local Highways Panel Chairman) to see if Highways could put signage in that area.

23/24 To confirm date and time of next meeting

Date of next meeting: Thursday 13th July 2022 at 8.00 p.m.
Meeting Closed at 10.05 p.m.