Colne Engaine Parish Council

Minutes of Colne Engaine Parish Council meeting held on Thursday 9th May 2024 at 8.00 p.m. in the Elizabeth Courtauld Memorial Village Hall, Colne Engaine

Present: Cllr Sarah Dignasse (Vice-Chairman), Cllr Helen Biscoe-Davis, Cllr Ian Messenger, Cllr Pat Taylor, Cllr Nigel Warwick & and the Clerk, Mr. G. Walkingshaw and no residents.

24/13 Election of Chairman (sign Declaration of Acceptance of Office*)*

Cllr Alan Barnard was proposed as Chairman.
Proposed: Cllr Sarah Dignasse **Seconded:** Cllr Nigel Warwick
Agreed by All
The declaration of Acceptance of Office will be signed at the next meeting on 11th July 2024 and will be signed by the Proper Officer.

24/14 Welcome and apologies for absence

Apologies were received from Cllr Alan Barnard (Chairman), Cllr Terry Floyd, BDC Gabrielle Spray, BDC George Courtauld & ECC Chris Siddall

24/15 Declaration of Members interests

None

24/16 Election of Vice Chairman

Cllr Sarah Dignasse was proposed as Vice-Chairman.
Proposed: Cllr Pat Taylor **Seconded:** Cllr Ian Messenger
Agreed by All

24/17 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-Davis
Defibrillator Warden:	Cllr Alan Barnard

Cllr Ian Messenger proposed to accept the list as it is with no changes.
Proposed: Cllr Ian Messenger Seconded: Cllr Nigel Warwick
Agreed by all.

24/18 To review the effectiveness of the system of internal control (Internal Audit)

The Finance committee was actioned to look at the internal audit report and make recommendations.

Proposed: Cllr Helen Biscoe-Davies **Seconded:** Cllr Ian Messenger
Agreed by All

24/19 To review Standing Orders
Proposal to accept the Standing Orders.
Proposed: Cllr Sarah Dignasse **Seconded:** Nigel Warwick
Agreed by All

24/20 To review Financial Regulations
Proposal to accept the Financial Regulations.
Proposed: Cllr Sarah Dignasse **Seconded:** Nigel Warwick
Agreed by All

24/21 To Review Financial Risk Assessment
Proposal to accept the Financial Risk Assessment.
Proposed: Cllr Ian Messenger **Seconded:** Cllr Helen Biscoe-Davies
Agreed by All

24/22 Insurance 2024/2025
To agree to a delegated authority decision for a three-year deal with insurance company, Zurich Municipal was £1,332.16 last year -3 Year Deal at £1,206.25 per year starting 1st June 2024.
Proposed: Cllr Sarah Dignasse **Seconded:** Cllr Ian Messenger
Agreed by All

24/23 Internal Audit 2024/2025
To approve Jan Stobart as Internal Auditor for 2024/2025
Vice Chairman to sign the AGAR
To review and approve the AGAR
Proposed: Cllr Sarah Dignasse **Seconded:** Cllr Helen Biscoe-Davies
Agreed by All

24/24 To approve the Code of Conduct 2024
Proposal to accept the Code of Conduct.
Proposed: Cllr Ian Messenger **Seconded:** Cllr Pat Taylor
Agreed by All

24/25 Public Open Forum (Maximum 15 minutes)
None

24/26 To approve the minutes of the last meeting (11th April 2024)
Amendments to surname should read "Warwick" not "Walker" (2 amendments)
Proposed: Cllr Sarah Dignasse **Seconded:** Cllr Pat Taylor
Agreed by all.

24/27 Visitors Report (BDC Gabrielle Spray Report)
REPORT FOR COLNE ENGAINE PARISH COUNCIL- MAY 2024

A short report this time as the Council year has only just got underway.

A reminder that Braintree Council's adopted Local Plan is currently being reviewed with the aim of submitting an updated Local Plan to the Planning Inspectorate by end of June 2025. This is a tight timescale, given the amount of

work involved. A 'Call for Sites' is the first step and provides an opportunity for the community to propose sites that could be considered suitable for development. This includes new buildings, homes, open spaces as well as employment, leisure, community facilities, or land they would like to see protected.
The easiest way for suggestions to be submitted is through the Council's online public consultation portal at www.braintree.gov.uk/localplanreview
The deadline for submissions is 5pm on Friday 24th May 2024.
Braintree Council has started a 'Fit for the Future' programme which will look at different ways of working, including shared services with neighbouring authorities to cut costs and improve efficiencies. This is an ongoing project that involves all departments at the Council with regular updates provided to District Councillors.
Following the Council's AGM, my Cabinet role has changed slightly in that I still have responsibility for Planning, and all Planning related matters, but no longer have Infrastructure in my Portfolio e.g. A12 and A120 improvements, transport across the region, Cycling Strategy. I will be extra busy with the Local Plan review over the next twelve months, so Infrastructure has been delegated to one of my Cabinet colleagues.

Braintree District Council – Call for Sites
Cllr Ian Messenger was actioned to circulate to parish councillors information on the Call for Sites and to submit to Braintree District Council once agreed.

24/28 Clerk's Report

The Parish Clerk informed the meeting that a Vat Refund for £3,236.03 had been received on the 22nd April 2024.
The Parish Clerk informed the meeting that the first Precept payment had also been received on the 25th May 2024 for £12,500.

24/29 Finance

To approve payments for May in accordance with the 2024 Budget

May Payments:

PC Salary	£615.40
Handyman Salary	£176.00
HMRC	£197.80
Mileage Expenses	£9.00
Handyman Expenses	£34.85
Zurich	£1,206.25
BALC	£48.00
Stationery	£30.73
Village Hall	£20.00
APM Expenses	£176.87
Jan Stobart – Internal Audit	£245.00
DKC Landscapes	£590.00
Lawn to Leaves	£179.16
SSE Electricity	£22.64
A&J Lighting (Direct Debit)	£57.89
Google (Direct Debit)	£54.00
Total	£3,663.59

Proposed: Cllr Ian Messenger **Seconded:** Cllr Pat Taylor
Agreed by all

24/30 Planning/Housing

30 .1 Applications for discussion at meeting
None

30 .2 Planning Applications – Observations conveyed under delegated authority since last meeting
24/00727/HH – 6 Greenway, Colne Engaine – proposed two storey side extension, single storey front and rear, proposed widening of vehicle access and installation of solar panels.
PC Comments: No Comment

30 .3 Planning Applications – Decisions received since last meeting
None

24/31 Festival Committee Traffic Management Plan

It was proposed that the Parish Council pay the cost of hiring cones for the Festival (£110.00) on the condition that if any cones go missing, that the Festive Committee pay for these at £15 per missing cone.
Proposed: Cllr Sarah Dignasse **Seconded:** Cllr Helen Biscoe-Davies
Agreed by all

24/32 SSE

The Parish Clerk was actioned to contact SSE by email in regards to the standing charges.

24/33 Community Farm

Cllr Nigel Warwick informed the meeting that the plans for a community farm were proving to be too ambitious for the Parish Church and would need to be scaled back. Further discussion would be necessary to discuss smaller scale plans. No action at present.

24/34 Parish Council Notice Board

Cllr Sarah Dignasse was actioned to make contact with a resident to see if they would be prepared to refurbish the current notice board. Cllr Ian Messenger would be happy to re-furbish the notice board if the resident was not able to and costs would be sent to the Parish Clerk for payment.

24/35 Tree Preservation Orders (Trees on Village Green)

Cllr Pat Taylor was actioned to liaise with the Parish Clerk to identify trees for TPO's. This list would be sent to Braintree District Council (contact given) under planning applications.
Cllr Ian Messenger explained that the Chestnut Trees that are overgrown cannot be touched at present but remedial work could be done in the Autumn. Cllr Helen Biscoe-Davies would send a letter to the resident explaining the situation. Copy to be sent to the Parish Clerk.

24/36 Training/Events

36.1 Reports on attended events - None

36.2 Nominations for new events - None

24/37 Information Exchange/Items for next agenda

Cllr Helen Biscoe-Davies asked for an update on the reported footpaths that required work or clearance from fallen trees. Cllr Sarah Dignasse will walk these footpaths and report back whether the action has been completed or not.

Cllr Ian Messenger informed the meeting of the partial closure of footpath 31 for reconstruction work on a bridge along the footpath.
Cllr Helen Biscoe-Davies enquired whether any action had been taken in regards to the reported flooding issue. The Parish Clerk was actioned to chase this up with EDC Chris Siddall.
Cllr Nigel Warwick reported that a dog training centre had enquired about possible use of Burches Meadow.

24/38 **To confirm date and time of next meeting**

Date of next meeting: Thursday 11th July 2024 at 8.00 p.m.
The meeting closed at 9.40 p.m.

Signature: _____

Date: _____