

21LHPC06b

# Little Horkesley Parish Council

## MINUTES

of the meeting of the Parish Council held on Monday 21<sup>st</sup> June 2021

Present: Maria Oats (Chair)  
Chris Jacobs  
Susie Goldring  
Jo Petersen (Clerk)  
Cllr Darius Laws (CBC Rural North)

### **Apologies**

There were apologies from Chris Exley  
Hannah Taylor  
Cllr Lewis Barber

There were no declarations of pecuniary or non-pecuniary interests

### **1. Minutes**

The minutes of the meeting held on 17<sup>th</sup> May 2021 were agreed as an accurate record and signed by the Chair

### **2. Public Questions**

No members of the public were present.

### **3. Parish Councillor**

- a) Maria Oats (Chair) gave notice that she would stand down as a councillor and from the position of Chair in April 2022.  
The Parish Council need to begin the process of recruiting a new councillor.  
The clerk had circulated the process for co-option to all councillors prior to the meeting.  
It was agreed that the clerk would draft an advert for the Facebook page, the website and the village notice board. It was agreed to wait until September before advertising the vacancy.

### **4. County Broadband**

- a) Chris Jacobs noted that little progress has been made on discovering which parts of Little Horkesley would be covered by the Gigaclear broadband rollout. Chris Jacobs and Jonathan Goldring (Little Horkesley Broadband Champion) have been in correspondence with both Gigaclear and County Broadband. It was agreed that they will chase up the Superfast Essex promise to ask for contact from Gigaclear's Community Engagement Manager.
- b) County Broadband have proposed to host a webinar for members of the Parish on July 8<sup>th</sup> 2021. The time of the webinar has not been confirmed. Councillors noted that it would be advantageous for County Broadband to leaflet the village to publicise the webinar.

## 5. Playground

- a) It was noted that Adrian Jacobs has offered his resignation as Playground Inspector. The clerk will approach a couple of residents to see if they would be happy to take on the responsibility of inspecting the play equipment on a weekly basis. Maria Oats offered her thanks to Mr Jacobs for his work over the past couple of years.

The following repairs were highlighted by the ROSPA report:

- a. Decayed timber on the fencing
- b. Wear on one of the bushes on the junior swing
- c. Unintended weeds in the bark

Mr Jacobs also noted movement on the frame of the junior swing.

The clerk will liaise with Mortimer Contracts to arrange repairs.

- b) The clerk confirmed that the new picnic bench and memorial bench have been ordered from Glasdon at a cost of £1,914.43. This has been funded by a National Lottery Grant. Delivery time is approximately 6-8 weeks
- c) The clerk confirmed that she is still waiting to hear from Michael Devine (Estates Manager Colchester Amphora Trading) regarding renewal of the playing field lease. Darius Laws offered to chase the issue.
- d) Prior to the meeting, the clerk circulated details of the £350k Essex Community Initiative Fund (CIF) which had been brought to the Council's attention by Lewis Barber. Councillors discussed the possibility of applying for a grant to replace the current play equipment. Darius Laws suggested that we might consider also applying for a grant to install outdoor gym equipment in order to benefit all residents of the Parish. The clerk will contact the EALC about the pre-application deadline and also draft a "3 hour sample poll" for residents to see if there is an appetite for rejuvenation of the village green space.

## 6. Potholes

- a) Two issues in the parish were reported by Joy Pallent

- Fishponds Hill (ref 2722750) Pothole 10.06.21  
Awaiting inspection
- Fishponds Hill (ref 2722751) Drainage of ditches 18.06.21

It was noted that the large potholes on School Road have been filled, although those at the entrance to the village are yet to be completed.

## **7. Footpaths**

- a) This item was deferred until July as Hannah Taylor was not present

## **8. Bus Shelter**

- a) The clerk has purchased the paint for the renovation of the noticeboard in the bus shelter

## **9. Website / Social Media**

- a) The clerk confirmed that the Accessibility Statement has been uploaded to the website, both on the “home” page and the “policies” page
- b) It was agreed that the clerk would purchase two Sandisk 128g memory sticks at £11.49 each for document backup.

## **10. Affordable Housing**

- a) This item was deferred until July as Chris Exley was not present

## **11. Emergency Assistance Plan**

- a) It was agreed that Chris Jacobs would make a minor amendment to the current Emergency Assistance Plan and circulate to all Councillors.
- b) The Chair and the clerk will review the Vulnerable Persons form.  
The clerk will draft an advert for the Parish Magazine as a follow up to ask for feedback on how the Parish Council responded to the Covid 19 pandemic and to offer the opportunity for residents to be added to the Vulnerable Persons list.

## **12. Policy Review**

- a) The following policies were reviewed and updated versions will be added to the website:
  - Training & Development
  - Homeworking
  - Disciplinary
  - Grievance
  - Social Media

The Equality policy will be reviewed in July

It was noted that the Sickness, Privacy and Document Retention policies and the Complaints Procedures are missing from the website. The Chair will forward these to the clerk and will allocate them for review at the July meeting.

**13. Finance**

- a) The clerk will contact the internal auditor for an update on the AGAR documents

***Invoice Approval***

The following invoices were approved: none

**14. Correspondence**

None

**14. Items for the Next Agenda**

- Review outstanding policies
- Footpaths
- Affordable Homes
- Emergency Assistance Plan
- Planning Application 211650

..... (Maria Oats - Chair)

..... (Date)

**Date of the next Parish Council Meeting Monday 26<sup>th</sup> July 2021 (Little Horkesley Village Hall)**