

21LHPC011b

Little Horkesley Parish Council

MINUTES

of the meeting of the Parish Council held on Monday 15th November 2021

Present: Chris Exley (Vice Chair)
Hannah Taylor
Chris Jacobs
Susie Goldring
Jo Petersen (Clerk)

Apologies

Maria Oats (Chair)

Darius Laws

Lewis Barber

There were no declarations of Pecuniary or Non-pecuniary interests.

1. Minutes

The minutes of the meeting held on 18th October 2021 were agreed as an accurate record and signed by the Vice Chair

2. Public Questions

Tracy Le Grys was present.

3. Parish Council

- a) Two members of the parish have expressed an interest in the role of Parish Councillor after seeing the advert in the Parish Magazine.

Tracy Le Grys attended the meeting to get an idea of the issues the Parish Council deals with and to see how the meetings are run.

- b) The legal feedback from Amanda Brown at the EALC explained that if a new chair is not selected then the vice-chair will have to take on the role of chairing the meetings but is not duty bound to act for all the Chair's duties. The Parish Council is not constituted without a chairman. If we find ourselves in a situation where no councillor is prepared to step forward

as Chair then we will need to inform the Borough Council who would put a Borough Councillor in place as Chair.

4. Broadband

- a) Chris Jacobs confirmed that there had been no further developments.

5. Playground

- a) The clerk confirmed that the fence has been repaired by Mortimer Contracts
- b) Mortimer Contracts noted that the fence around the play area has a number of areas which need further repair and suggested that it would be best to replace the whole thing.

They quoted:

£4495 + vat – replace with like

£3225 + vat – replace with 3ft picket fence

It was agreed that the clerk would investigate applying for a grant to cover the cost.

The Parish council also discussed whether it might be feasible to halve the size of the play area now that the large climbing frame has been removed. This would decrease the cost of the fencing as well as the cost of replacement bark (which, according to Mortimer Contracts will need to be topped up soon.)

Mortimer Contracts also provided a quote for the repair of the Junior Swing post of £120 + vat.

It was suggested that if the Parish Council agreed to reduce the size of the play area, the Junior Swing could be relocated when it is repaired.

The clerk will contact Mortimer Contracts for quotes on the above works.

- c) The clerk confirmed that she is waiting to hear back from Sarah Dagba at Colchester Borough Council Legal department regarding the renewal of the playing field lease.
- d) The clerk emailed Michael Devine at Amphora on 3rd November regarding the fence at the rear of 8 Orchard Cottages and is awaiting a response.

6. Footpaths

- a) It was noted that the footpath sign behind Little Horkesley Hall is missing. Footpath 12 was reported, and Essex County Council were asked to check footpaths 15 and 16.

7. Roads & Verges

- a) Chris Jacobs reported that black bin bags had been fly tipped on School Road. The clerk will report this to Colchester Borough Council.

Potholes reported as follows:

- Fishponds Hill (ref 2745436) No action but will be monitored.
- Fishponds Hill (ref 2680532) Scheduling works.
- Fishponds Hill (ref 2745691) Made safe.

It was noted that potholes and surface defects have been marked with paint on Water Lane and Fishponds Hill.

8. Planning

- a) Chris Exley noted that as the Parish Council could see no issue with planning application 212837 they have not left a comment.

9. Bus Shelter

- a) The clerk has given the cork and glue for the notice board to Chris Jacobs and she will install when the weather permits.

10. Affordable Housing

- a) Chris Exley noted that there is no further news from Colchester Borough Council.

11. Emergency Assistance Plan

- a) All Councillors agreed that the updated plan was an improvement on the previous version. It was agreed that Tracy Le Grys will be added under the Additional Assistance Local Contacts section as a First Responder. It was agreed that the Parish Council would wait for the Chair to review the Plan before uploading it to the website.
- b) The simplified consent form for the Vulnerable Persons List was approved by all Councillors. It was suggested that perhaps email addresses should also be requested on the form. This will be discussed with the Chair at the next meeting.
- c) The Vulnerable Persons list was last reviewed about 7 years ago. It was agreed that the process for monitoring the list will be reviewed at the next meeting when the Chair is present.

12. Remembrance Day

- a) Chris Jacobs attended the Remembrance Day service at the Church and laid a wreath on behalf of the Parish Council. She thought the service was fabulous and especially enjoyed the Piper who piped all the way from the church to the war memorial.

Thanks were given to Hannah Taylor for completing the weeding at the war memorial that had been started by Chris Jacobs.

13. Meeting Dates

a) The meeting dates for 2022 were agreed as follows:

January 17 th	July 18 th
February 21 st	September 19 th
March 21 st	October 17 th
April 18 th	November 21 st
May 16 th	December 19 th
June 20 th	

The clerk will ensure these dates are added to the website

14. Finance

a) The first draft of the 2022/23 budget was reviewed. The following comments were made:

Training	This will be increased due to new councillors. The cost of 6 courses will be added to the budget
Insurance	Are we expecting another large increase? Probably best to anticipate another large increase.
Website Hosting	The Clerk will investigate the cost and frequency of invoicing
Playground Inspection	Are we able to pay Councillors to perform the weekly inspections? Do we need to inspect weekly? Is there a sign saying "Play at your own risk"?
Playground Maintenance	The Parish Council is aware of work that needs to be done and so should increase the budget this year
Grass Cutting	The clerk will ensure there is a contract with Danny Page
Computer Maintenance	This will be removed as the Parish Council does not own a computer now
Royal Wedding	It was agreed that this line should be changed to "Events" to cover future national celebrations eg the Jubilee. A budget of £100 was suggested.
Affordable Housing	This line will be removed as the Parish Council are unlikely to incur further costs unless CBC Housing require another survey.

The clerk will make amendments and prepare the precept discussions for the December meeting.

15. Correspondence

- a) It was agreed that for future agendas, the clerk will add a list of important emails that have been forwarded to Councillors during the previous week in order that they can be discussed here.

16. Items for the Next Agenda

- To review and approve the Emergency Assistance Plan
- To review and approve the Vulnerable Persons Form
- To discuss Vulnerable Persons advert for the Parish Magazine
- Budget for 2022/23

..... (Maria Oats - Chair)

..... (Date)

Date of the next Parish Council Meeting Monday 20th December 2021 (Little Horkesley Village Hall)