

Little Horkesley Parish Council

meeting held in the Village Hall on Wednesday 21 February 2018

Present: Maria Oats (Chair)
Chris Exley
Hannah Taylor
Roger Drury (Clerk)

With Chris Jacobs and her daughter and Michael Scales.

Apologies were received from Steve Clarke and Cllr Nigel Chapman (CBC Rural North)

No Pecuniary or Non-pecuniary interests were declared.

1. Minutes

The minutes of the meeting held on 17 January were accepted as an accurate record.

2. Royal Wedding 19 May

The following steps were agreed:

- To form a Committee, under the Chairmanship of Chris Jacobs. It was suggested that Ellen Macbeth, who organised the Diamond Jubilee Party, be invited to join the Committee and that Tracey Clarke should be the conduit to approach her.
- The Committee should liaise with Steve Clarke, the Master of the BBQ over supplies for the BBQ.
- The Parish Council would provide a £250 donation.
- The Clerk would discuss with Hazel Thain, the Beehive, whether they wished to run a bar and whether their car park could be used on the day. If the Beehive didn't wish to run a bar alternative methods of providing alcohol should be investigated.
- It was agreed to promote the event initially in the April Parish Magazine – the deadline for copy would be 17 March i.e. before the Committee next meets the Parish Council and the Clerk would co-ordinate this.
Additionally a "flyer" would be distributed throughout the village at a date to be decided – there are 160 people on the Electoral Role living in 78 properties.
- The Clerk would liaise with Julia Orme on the booking of the Village Hall and the insurance cover held on the Village Hall.
- The Clerk would also inform the Parish Council insurers and investigate the public liability cover held.
- The Committee would be required to carry out a Risk Assessment for the event – Steve Clarke and Bill Watson can advise on this.
- The Clerk/Steve Clarke would liaise with the Police over the closure of School Lane.

The general programme as set out looked fairly attractive and was supported – a final version of the programme could be agreed at the next meeting with the Parish Council on 21 March.

3. Clerk's Report

a. Playing Field

It was noted that CBC Zone Team 2 would spray, decompact the bark and lay a further 6 tons of bark before the Spring and the expenditure of £797 for this work approved. Additionally they had been requested to do a further spraying later in the Spring.

The necessary tree trimming had been carried out by Paul Cutler.

The necessity to inspect the playground equipment weekly and to retain those records for 25 years to meet insurance requirements were discussed. It was proposed to invite "Jake" Jacobs in view of his previous experience to conduct these weekly checks to the Check List provided by Bill Watson for a nominal fee of £20/month.

It was agreed that a weekly report by email that the checks had been carried out and defects found reported, if retained by the Clerk would meet the 25 year retention requirement

c. Roads/ Verges

The roads were generally in a good condition although the verges were in their normal “damaged” at this time of year but would recover in the Spring.

It was noted that the War Memorial posts had been replaced.

d. Data protection

Maria Oats presented the draft Retention of Documents and Records Management policy which could not be finally approved until parallel documents on Privacy and Complaints Policies were completed – guidance on these documents were expected from NALC/EALC shortly.

She also reported that the Clerk’s filing system was compliant with the new regulations.

It was noted that the Clerk only retained correspondence where it could have long term usefulness.

However, it was important that Parish Council documents were periodically back up for security reasons and Chris Exley committed to purchasing necessary equipment and training the Clerk as necessary.

e. Affordable Housing

For the benefit of the public present, Chris Exley outlined the procedure conducted with RCCE to identify potential Affordable Housing Needs in Little Horkesley.

The questionnaires would be received on 19 March for distribution with spare copies where more than one was needed for a household.

f. Litter in the Village

The insert in the Parish magazine was noted and thanks rendered to Kate Charlton-Jones in particular.

g. Footpaths

The plan to inspect all PRoW in the Parish was welcomed and the results would be acted upon where necessary.

All landowners had been informed of the inspection programme.

h. Colour Palette

The briefing note produced by the Clerk was noted but it was agreed that the exercise was unlikely to impact on planning without enforcement legislation.

To note that Cllr Nigel Chapman has advised that in looking at the Dedham Vale AONB more focus will be on the colour palette for Villages.

i. Parish Council Website

The website was fully updated for 2017 and Lorraine Brook’s invoice for updating to 31 March (see Item 4) was regarded as being very reasonable.

3. Planning

a. Broadacres, London Road, Great Horkesley

The application to vary conditions to the original application were not regarded as material.

b. Application No: 160906 Greenhouses Site, London Road, Great Horkesley

It was noted that final approval had been given to this application and it was assumed that the S106 negotiations had been completed and building would start shortly. However, it was believed that work would not commence before November 2018 – it is rumoured that this is because of the complexity of removing asbestos from the site.

4. Finance

a. The following expenditure was approved:

- Paul Cutler £1,250 – cutting back trees in the Playing Field,
- J R Drury £30 –Local Councils Advisory Service Data Protection Documents,
- Lorraine Brooks – Updating the Parish Council Website,
- Little Horkesley PCC £100 – donation to Parish Magazine,
- Little Horkesley Village Hall Committee £99 – Hire of Village Hall,
- EALC £45 – Data Protection Course.

b. The financial state of the parish funds as of 21 February were regarded as satisfactory.

5. Correspondence

The following correspondence was noted:

- DV & SV Tree Planting Volunteers,
- RCCE Essex Warbler,
- DV & SV AONB Update – January.

6. Items for Next Agenda

The following funerals were noted:

- Ian Ramsey old Joscelyns–2.30pm 7 March, Little Horkesley;
- Jeremey Cohen Wiston Mill – 2.30pm 10 March, Nayland.

..... (Steve Clarke – Chair)

..... (Date)

The next Parish Council Meeting will be held at 1930 on Wednesday 21 March