



## EARLS COLNE PARISH COUNCIL

Minutes of Parish Council Meeting  
**7pm on Wednesday 15<sup>th</sup> January 2025**  
in the Parish Chamber, Village Hall, York Road, Earls Colne, CO6 2RN

**Present:** Cllr N Spelling (Chair), Cllr T Calton, Cllr J Happs, Cllr S Newberry, Cllr R Ranns, County Cllr C Siddall. Mr P Southgate (Community Worker team leader)

Parish Clerk: D Ellison (minute taker)

**Members of the Public:** Ms V Doubleday, Mr Barton, Ms E Cook, Mr R Cook, Mr P Wall, Mr G Brown

**Absence:** District Cllr G Courtauld, District Cllr G Spray, Cllr J Jemmett, Cllr L Bauckham-Leys,

1. To receive apologies for absence:
  - a. Notification of resignations: Apprentice Jude Henry
  - b. Notification of appointments: None
2. To receive declarations of interest – None.
3. Public participation session with respect to items on the agenda
  - a. Ms V Doubleday shared her concerns and objections regarding the parking space request on the Village Green. She shared communications of consent given to Land Registry by herself and details for her signing of the document, which in summary was of support providing; the land was not sold, leased, built on, reduced in size and maintained by ECPC. It is understood that another 7 residents in the village also responded in the same vein. Ms Doubleday asked how many people will be consulted on the request, and gave the Queens Road allotment change to carpark as an example of consultation. Chair explained the background to the request, and that it was understood that the original allocated space had been reported as encroached upon by the green through lack of maintenance. Chair confirmed that no decision had been made as of this meeting and further discussions would be taking place to endeavour to find a solution that supported the residents in ensuring safe access was available to the house most challenged by the current situation.

Following emails from Ms V Doubleday after version 1 of the minutes had been released, the council agreed that the following points were permitted to be added:

**Email content**

I have concerns with the minutes relating to my comments on the proposal for the village green and would very much appreciate these being amended to include the following points as raised during the meeting;

- i. The applicant had previously stated that parking in the area was not an issue when he applied to convert a garage to an annexe. Therefore why is it an issue now?
- ii. The applicant in this planning application showed parking for 6 cars. Safe access is possible within the present area.
- iii. I asked why the residents of the village appear to remain unaware of this proposal and how this would be conveyed to village residents before a decision was made, as according to the minutes of October 24, not posted until December 24 a decision was imminent.
- iv. The applicant has said that his proposals for the village green was to prevent delivery drivers reversing out on the road, they do not. They park on the road.
- v. I also made the point that residents purchase properties fully aware of parking arrangements (Queens Cottages as an example) and when the residents of the Alms houses towards the end of the village applied to improve their of road parking arrangements this was refused.

- b. Mr G Brown, on behalf of the ECHM shared his thanks for the grant payment paid and contribution to the War memorial, and asked for confirmation when the balancing £300 would be made? Clerk confirmed by the end of this financial year. Mr Brown shared that ECHM had applied to the National Lottery Fund for funds to support the purchase of the building, and requested the letter of support from ECPC be forwarded to him. **Action: Clerk to send.**
- c. Mr P Wall was advised that Mr Southgate was in attendance to share the feedback to Mr Walls comments and questions from December council meeting. A written response was available for reading to the attendees but discussions took place, whereby Mr Wall and Mr R Cook shared their views on the suitability of tasks being undertaken by the team were questionable namely leaf blowing at the extremity of the village boundary being a waste of resource, and appropriate high viz clothing (vest) when working on some tasks. Mr Wall shared that he had been asked by BDC to provide a written report on what he had deemed as breaches of regulations. Mr Wall shared that he had not done so, and chose to bring these to the Councillors attention to be addressed. Mr Wall also requested evidence of 12 months equipment check lists, a process he had introduced when a Parish Councillor. Mr Southgate advised that the process had been further developed to check lists being completed by every user at every point of use, rather than only at the beginning of the day for the EV, and that the zero turn lawn mower had been returned to the supplier as unsuitable for the needs of the team. He also advised that other power equipment in daily use was new and under warranty therefore standard visual checks were in place for hand held items. Mr Cook shared his frustration at having to wait more than 28days for a response. Clerk reiterated that it was agreed at the December meeting that the report would be provided for at the January Parish Council meeting. **Action: Clerk to email written response to Mr Wall and Mr Cook.**
4. To approve the minutes of the following meeting:
- 20<sup>th</sup> November 2024 V 1 - Approved.**
  - 18<sup>th</sup> Dec 2024 -Approved**
5. To receive updates from ECC Councillor:
- Cllr Siddall gave a detailed insight into the election system changes, and shared that ECC was an early adopter and had put themselves forward for consideration for one of the ten unity authorities.
  - Confirmed that footpath on Station Road was scheduled for repair on 21<sup>st</sup> January 2025
  - Requested Clerk resubmit application for £1500 towards the sound system for the Village Hall
  - Confirmed balance of funds allocated to the allotments should be spent in full.
- Chair raised to his attention the dangerous parking enforcement post in the high street opposite the dog grooming parlour. It has been reported many times previously. **Action: Clerk to forward W3W and post details.**
6. To receive updates from BDC Councillors
- Report from Cllr G Spray had been issued and read by all. Content included updates on the NPPF reforms, Waste Collection Consultation and Devolution. Details are all being briefed out via BDC.
7. Councillor Reports:
- 7a) Finance
- To approve Dec 2024 bank reconciliation
    - Approved**
  - To approve Financial Reports for Dec 2024
    - Approved**
    - Invoices awaiting payment – approved**
    - Transfer of funds across bank accounts- approved. Action: Chair and Cllr Calton to make the transfer payments.**
  - Precept submitted and acknowledge complete by BDC
  - Request for the appointment of EMA Squared to be appointed the Internal Auditor – **Approved**

7b) Compliance and communication: Cllr L B-Leys absent. No report provided or discussions held.

7c) Planning:

**Refer to Reports and content provided by Cllr T Calton**

Updates on items reported after his report being issued, included updates on the junction of Station Road starting and the request for change to planning as a result on SEND providers' success at supporting this educational need. **Request was unanimously supported.**

**Action:**

- **Clerk to place communications as we receive them on the Parish notice boards regarding road closures/changes.**
- **Clerk to send letter of support to the SEND provider.**

7d) Neighbourhood Plan:

ECPC website has now been updated to include the independent examiners reports and documentation. Please ensure that the residents are sign posted to these for review, rather than ECPC make comment.

7e) Village Environment

- Land at Village Green Parking request discussed earlier. Unfortunately resident raising the request was unable to attend due to flight delays.
- Allege Charging points:
  - **Action: Clerk to add Sign post to User guide to ECPC website**
  - **Action: Cllr Happs to advise Allege of memorial wording for Mr H Street**
- Church Clock: Mr B Cook advised that oil was leaking from it and requested it to be serviced
  - **Action: Approved spend on service earlier than budgeted for.**
  - **Action: Mr R Cook to contact Hawards on behalf of ECPC to organise and facilitate access for the service**
- The Library, William Hunt Reading Room, High Street, Earls Colne- Clerk advised that her application to re-register it as a Community Asset was approved and will be re-included in BDC's Assets of Community Value for a period of a further 5 years.
- Tillwicks Close Bungalows: Clerk reported that following notification from the Management Company and the issuing of a copy of the deeds, that the maintenance of the communal areas are the responsibility of Tillwicks Close Management Company Ltd. We have been notified that wooden posts that are rotten are being replaced. Additional reflectors being added for safety reasons. It is also noted and agreed that ECPC will not be involved in the maintenance of these posts going forward ( an activity undertaken in the past)

7f) Village Hall

**Refer to Reports and content provided by Cllr R Ranns.**

In addition to the report Cllr Ranns updated all on the progress being made on the utilisation of two grants that required BDC planning and heritage teams approval. Currently awaiting definition and cost of the replacement windows that will meet the council requirements.

7g) Museum

Cllr L B-Leys absent. No report provided.

Following request from previous month, Clerk provided to Mr G Brown ,copies of letters found in the safe that made reference to documents issued "1978 ERO" Mr Brown advised that the minutes books that are not stored within ECPC Chambers were not referenced within the documents, but that he would refer to these letters when discussing with the Essex Records Office. He also asked that past Clerks be contacted to establish any recollections as to who they may have been loaned to.

**Action: Clerk to reach out to past parish clerks.**



7. Clerks report

All items requested for discussion were covered within the areas above.

**Meeting closed at 8.10pm**

DRAFT V2 - for approval 19/02/2025