



EARLS COLNE PARISH COUNCIL

Minutes of Parish Council Meeting

7pm Wednesday 21st August 2024

in the Parish Chamber, Village Hall, York Road, Earls Colne, CO6 2RN

Present: Cllr N Spelling (Chair), Cllr J Jemmett, Cllr R Ranns, Cllr L Bauckham-Leys, Cllr J Happs,
Cllr G Courtauld, Cllr C Siddall

Parish Clerk D Ellison (minute taker)

Apologies for absence: Cllr T Calton, Cllr G Spray Robert Barton

Members of the public: Donna Goodchild, Colin Canning,

1. To receive apologies for absence:
 1. None
2. Notification of resignations
 1. Cllr N McKean – Chair wished to recognise on behalf of the council his contribution over the years.
3. Notification of appointments
 1. None
4. To receive declarations of interest
 1. Welcome and introduction to the 3 residents who attended the meeting as part of the Co-option process.
5. Public participation session with respect to items on the agenda
 1. Colin Canning in reference to Museum
 2. Donna Goodchild in reference to the repositioning of the trees on the village green
6. To approve the minutes of the following meeting: 17th July 2024
 1. Unanimously approved
5. To receive updates from ECC Councillor
 1. Cllr Siddall requested that he be notified of pavement areas not completed.
 2. To raise awareness that he still had grant funds available
 3. Responded to queries from resident regarding parking issues on pavements at Upper Holt Street. Advising that it was a police matter if no yellow lines in place, and Parking Partnership if lines were in place.
6. To receive updates from BDC Councillors
 1. Cllr G Courtauld confirmed that Cllr Sprays report regarding Call for Sites could be published as it was in the public domain (included with minutes for reference)
 2. Huge upsurge in fly tipping, especially green waste. This is most likely as a result of the charging of green waste bins.
7. Councillor Reports:
 - 7a) Finance
 1. To approve July 2024 bank reconciliation
 - i. Unanimously approved
 2. To approve Financial Reports for July 2024
 - i. Unanimously approved
 - ii. Budget, spend to date and out-turn.
 - iii. Meeting scheduled 23rd October 2024
 3. Outstanding/update actions:
 - i. New banking arrangements have been processed, awaiting Lloyds bank for next steps
 - ii. Scribe bookings platform has been updated with all existing bookings. It will now be utilised going forward. Next action by December is to embed within the website.

N Spelling



- iii. Financial risk assessment still in draft for sign off at September Parish Council meeting
- iv. Direct debit schedule to be reviewed when Lloyds bank is opened.

7b) Compliance and communication –

1. Code of Conduct Policy sign off: Proposed by LBL, Approved by JJ& NS/ RR and JH abstained. Action to review September meeting
2. Policy to review Code of Conduct annually and complete an annual declaration. Proposed by LBL, Approved by JJ& NS/ RR and JH abstained. Action to review September meeting

7c) Planning

1. To be reviewed at September meeting
 - i. This is due to Cllr Calton on annual leave

7d) Neighbourhood Plan

1. To be reviewed at September meeting
 - i. Make comment that this is due to Tony on annual leave
 - ii. Pritti Patel MP due to update and attend a meeting on 20th September

7e) Village Environment

1. Outstanding actions/update
 - i. Donna Goodchild wished to raise the importance of watering and looking after the trees on the Village Green

7f) Village Hall: Cllr Ranns referred to energy saving activity taking place in relation to the successful grant, with payments being made to suppliers in September.

7g) Museum

1. Request/instruction by Gordon Brown of his plan to scan all ECPC minutes books.
 - i. Councillors unanimously agreed that it was a task for the Parish Council to undertake and items to be stored through the archive process with BDC/ECC

8) Clerks report

Some content for in committee session only.

Actions agreed:

- i. Mural for Village Hall to be commissioned by J Townsend subject to co funding/sponsorship secured.
- ii. Old chairs from Chambers to be offered to the Museum before any antique centre
- iii. Old lawn mower to be offered to the church.
- iv. Part exchange zero turn lawnmower for more suitable ride on mower

Meeting concluded at 9.15pm

Earls Colne Parish Council

Prepared by: Deusa
Name and Role (Clerk/RFO etc)

Date: 21/8/2024

Approved by: N. SPELLING
Name and Role (RFO/Chair of Finance etc)

Date: 21/8/2024

| | | | |
|----------|---|-----------|-------------------|
| | Bank Reconciliation at 31/07/2024 | | |
| | Cash in Hand 01/04/2024 | | 106,612.90 |
| | ADD Receipts 01/04/2024 - 31/07/2024 | | 101,004.80 |
| | | | 207,617.70 |
| | SUBTRACT Payments 01/04/2024 - 31/07/2024 | | 65,849.41 |
| A | Cash in Hand 31/07/2024 (per Cash Book) | | 141,768.29 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/07/2024 | 12.35 | |
| | Coop - Community Direct Plus 31/07/2024 | 7,950.25 | |
| | Coop - Savings 31/07/2024 | 77,167.81 | |
| | Cambridge & Counties 31/07/2024 | 56,607.88 | |
| | | | 141,738.29 |
| | Less unrepresented payments | | 40.00 |
| | | | 141,698.29 |
| | Plus unrepresented receipts | | 70.00 |
| B | Adjusted Bank Balance | | 141,768.29 |
| | A = B Checks out OK | | |

Earls Colne Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

| Cost Centre | Receipts | | | Payments | | | Net Position |
|-------------------------|-------------------|------------------|---------------------------|-------------------|------------------|-------------------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| Car Park & Conveniences | | 35.00 | 35.00 (3500%) | 9,476.00 | 1,191.90 | 8,284.10 (87%) | 8,319.10 |
| General Administration | 176,735.00 | 81,594.50 | -95,140.50 (-53%) | 66,671.00 | 27,770.59 | 38,900.41 (58%) | -58,240.09 |
| Museum | | | 0.00 (N/A) | 5,073.00 | 582.78 | 4,490.22 (88%) | 4,490.22 |
| Village Environment | 4,950.00 | 3,218.04 | -1,731.96 (-34%) | 52,104.00 | 14,052.26 | 38,051.74 (73%) | 36,319.78 |
| Village Hall | 24,000.00 | 10,733.68 | -13,266.32 (-55%) | 48,492.00 | 18,465.98 | 30,026.02 (61%) | 16,759.70 |
| NET TOTAL | 205,685.00 | 95,581.22 | -110,103.78 (-53%) | 181,816.00 | 62,063.51 | 119,752.49 (65%) | 9,648.71 |

| | | | | | | |
|-----------------------------------|--|-------------------|--|--|------------------|--|
| Total for ALL Cost Centres | | 95,581.22 | | | 62,063.51 | |
| V.A.T. | | 5,704.23 | | | 3,785.90 | |
| GROSS TOTAL | | 101,285.46 | | | 65,849.41 | |



| Voucher No | Date | Net | VAT | Total | Cashed Date | Description | Payment Ref | Tender |
|------------|------------------|------------|----------|------------|------------------|-------------------|-------------|----------|
| 108 | 28/06/2024 00:00 | £ 4.20 | £ 0.22 | £ 4.42 | 11/07/2024 00:00 | Sundries Tea etc. | | CARD |
| 130 | 01/07/2024 00:00 | £ 357.68 | £ 17.88 | £ 375.56 | 11/07/2024 00:00 | Gas | 503/2 | DIRDEBIT |
| 131 | 01/07/2024 00:00 | £ 189.47 | £ 12.42 | £ 201.89 | 11/07/2024 00:00 | Street Lighting | 503/3 | DIRDEBIT |
| 132 | 01/07/2024 00:00 | £ 35.50 | £ 7.10 | £ 42.60 | 11/07/2024 00:00 | Street Lighting | 503/4 | DIRDEBIT |
| 133 | 01/07/2024 00:00 | £ 73.00 | £ - | £ 73.00 | 11/07/2024 00:00 | Council Tax | 503/5 | DIRDEBIT |
| 134 | 01/07/2024 00:00 | £ 120.00 | £ - | £ 120.00 | 11/07/2024 00:00 | Council Tax | 503/6 | DIRDEBIT |
| 135 | 01/07/2024 00:00 | £ 150.00 | £ - | £ 150.00 | 11/07/2024 00:00 | Council Tax | 503/7 | DIRDEBIT |
| 136 | 01/07/2024 00:00 | £ 45.00 | £ - | £ 45.00 | 11/07/2024 00:00 | Cleaning | 503/8 | ONLINE |
| 137 | 01/07/2024 00:00 | £ 53.32 | £ 10.67 | £ 63.99 | 11/07/2024 00:00 | Equipment | 503/9 | ONLINE |
| 144 | 01/07/2024 00:00 | £ 0.02 | £ - | £ 0.02 | 11/07/2024 00:00 | Sundries Tea etc. | | CARD |
| 138 | 03/07/2024 00:00 | £ 130.60 | £ 26.11 | £ 156.71 | 11/07/2024 00:00 | Equipment | 503/10 | ONLINE |
| 139 | 03/07/2024 00:00 | £ 287.71 | £ 14.39 | £ 302.10 | 11/07/2024 00:00 | Electricity | 503/11 | DIRDEBIT |
| 140 | 04/07/2024 00:00 | £ 62.17 | £ 12.43 | £ 74.60 | 11/07/2024 00:00 | Website | 503/12 | DIRDEBIT |
| 141 | 08/07/2024 00:00 | £ 1.49 | £ - | £ 1.49 | 11/07/2024 00:00 | Sundries Tea etc. | 503/13 | CARD |
| 142 | 09/07/2024 00:00 | £ 155.58 | £ - | £ 155.58 | 11/07/2024 00:00 | Pension | 503/16 | ONLINE |
| 176 | 09/07/2024 00:00 | £ 60.00 | £ - | £ 60.00 | 11/07/2024 00:00 | Maintenance | | ONLINE |
| 143 | 10/07/2024 00:00 | £ 105.62 | £ 5.28 | £ 110.90 | 11/07/2024 00:00 | Electricity | 503/17 | DIRDEBIT |
| 145 | 12/07/2024 00:00 | £ 94.50 | £ 18.90 | £ 113.40 | 25/07/2024 00:00 | Photocopier | 504/1 | DIRDEBIT |
| 146 | 16/07/2024 00:00 | £ 13.32 | £ 2.67 | £ 15.99 | 25/07/2024 00:00 | Equipment | 504/2 | CARD |
| 147 | 16/07/2024 00:00 | £ 34.97 | £ 6.99 | £ 41.96 | 25/07/2024 00:00 | Legal Fees | 504/3 | ONLINE |
| 177 | 16/07/2024 00:00 | £ 100.00 | £ - | £ 100.00 | 25/07/2024 00:00 | Memberships | 504/4 | ONLINE |
| 148 | 17/07/2024 00:00 | £ 25.52 | £ 5.10 | £ 30.62 | 25/07/2024 00:00 | Equipment | 504/5 | CARD |
| 149 | 17/07/2024 00:00 | £ 54.97 | £ 11.00 | £ 65.97 | 25/07/2024 00:00 | Equipment | 504/6 | CARD |
| 150 | 17/07/2024 00:00 | £ 46.10 | £ 9.22 | £ 55.32 | 25/07/2024 00:00 | Telephones | 504/7 | DIRDEBIT |
| 151 | 18/07/2024 00:00 | £ 13.33 | £ 2.67 | £ 16.00 | 25/07/2024 00:00 | Equipment | 504/8 | CARD |
| 152 | 19/07/2024 00:00 | £ 2,083.33 | £ 416.67 | £ 2,500.00 | 25/07/2024 00:00 | Equipment | 504/9 | ONLINE |
| 153 | 23/07/2024 00:00 | £ 3.55 | £ - | £ 3.55 | 25/07/2024 00:00 | Cleaning | 504/10 | CARD |
| 154 | 24/07/2024 00:00 | £ 49.92 | £ 10.00 | £ 59.92 | 25/07/2024 00:00 | Cleaning | 504/11 | ONLINE |
| 155 | 24/07/2024 00:00 | £ 1,327.50 | £ 265.50 | £ 1,593.00 | 25/07/2024 00:00 | Equipment | 504/12 | ONLINE |
| 156 | 25/07/2024 00:00 | £ 767.50 | £ 153.50 | £ 921.00 | 25/07/2024 00:00 | Equipment | | DIRDEBIT |
| 157 | 25/07/2024 00:00 | £ 15.15 | £ 3.03 | £ 18.18 | 25/07/2024 00:00 | Equipment | 504/14 | CARD |
| 158 | 25/07/2024 00:00 | £ 235.00 | £ 47.00 | £ 282.00 | 25/07/2024 00:00 | Waste Collection | 504/15 | CARD |
| 159 | 25/07/2024 00:00 | £ 3,564.95 | £ - | £ 3,564.95 | 25/07/2024 00:00 | PAYE | 504/16 | DIRDEBIT |
| 169 | 26/07/2024 00:00 | £ 423.13 | £ - | £ 423.13 | 31/07/2024 00:00 | Street Lighting | 505/1 | ONLINE |
| 160 | 29/07/2024 00:00 | £ 29.41 | £ 5.88 | £ 35.29 | 31/07/2024 00:00 | Equipment | 505/8 | CARD |
| 161 | 29/07/2024 00:00 | £ 703.34 | £ 140.68 | £ 844.02 | 31/07/2024 00:00 | Exception | 505/10 | CARD |
| 162 | 29/07/2024 00:00 | £ 77.60 | £ 3.88 | £ 81.48 | 31/07/2024 00:00 | Gas | 505/10 | DIRDEBIT |
| 175 | 29/07/2024 00:00 | £ 20.83 | £ 4.17 | £ 25.00 | 31/07/2024 00:00 | Equipment | | CARD |
| 163 | 30/07/2024 00:00 | £ 71.05 | £ 3.55 | £ 74.60 | 31/07/2024 00:00 | Electricity | 505/12 | DIRDEBIT |
| 164 | 31/07/2024 00:00 | £ 1.49 | £ - | £ 1.49 | 31/07/2024 00:00 | Sundries Tea etc. | 505/13 | CARD |
| 165 | 31/07/2024 00:00 | £ 3.96 | £ 0.79 | £ 4.75 | 31/07/2024 00:00 | Equipment | 505/14 | CARD |
| 166 | 31/07/2024 00:00 | £ 58.44 | £ 11.70 | £ 70.14 | 31/07/2024 00:00 | Equipment | 505/15 | CARD |
| 167 | 31/07/2024 00:00 | £ 450.00 | £ - | £ 450.00 | 31/07/2024 00:00 | Training | 505/16 | CARD |
| 168 | 31/07/2024 00:00 | £ 183.31 | £ 12.01 | £ 195.32 | 31/07/2024 00:00 | Street Lighting | 505/ | DIRDEBIT |
| | 26/07/2024 | | | £ 5,491.47 | | Staff Salaries | | ONLINE |