



EARLS COLNE PARISH COUNCIL

Minutes of Parish Council Meeting
7pm on Wednesday 20th November 2024
in the Parish Chamber, Village Hall, York Road, Earls Colne, CO6 2RN

Present: Cllr N Spelling (Chair), Cllr T Calton, Cllr J Jemmett, Cllr L Bauckham-Leys, Cllr J Happs, Cllr S Newberry, County Cllr C Siddall.

Parish Clerk: D Ellison (minute taker)

Members of the Public: Mr & Mrs Tuffen, D Goodchild

1. To receive apologies for absence: Cllr G Courtauld, Cllr G Spray
 - a. Notification of resignations: None
 - b. Notification of appointments: R Ranns has requested consideration to return to council.
Unanimous agreement
2. To receive declarations of interest – None.
 - a. Chair requested to move the Finance section of the agenda to later in the session. **Unanimous agreement**
3. Public participation session with respect to items on the agenda
 - a. Mr & Mrs Tuffen wished to raise their concerns regarding the state of the footpaths and highways in the area of Massingham Drive. With note that the pavements are so badly damaged that a resident nearly was hit by a vehicle, as he had to use his wheelchair on the road. The area also has faulty street lighting. Detailed conversations took place with Mr & Mrs Tuffen by Chair and Cllr Siddall. **Action: All parties to report to Highways using the ECC website.** (Clerk offered to support the residents of Massingham Drive to compile to report and upload).
 - b. Mr & Mrs Tuffen queried missing information regarding Agenda and Minutes on the ECPC website. **Clerk advised that the management of the website was being taken in house and this would be resolved.**
 - c. Mr & Mrs Tuffen also reported that they had not been aware of street cleaning/road sweeping being done. **Clerk to source the timetable and upload link on ECPC website.**
4. To approve the minutes of the following meeting: 16th October 2024
 - a. **Not approved. Amendments on revised version had not been corrected. Review in December meeting.**
5. To receive updates from ECC Councillor
 - a. Pot hole budget still available to spend. Please report through the ECC website. (website has been updated to enable previous reported items to be reported more than once.) Progress on the existing planned works is slow. **Action: Cllr Siddall to share link with Clerk regarding budget available for works**
 - b. General update on County aspects. **Action: Cllr Siddall to share link with Clerk on *What Pharmacies do more" and the agenda to support vulnerable residents.***
6. To receive updates from BDC Councillors
 - a. Report acknowledge from Cllr G Spray.
7. Councillor Reports:
 - 7a) Finance
 1. To approve Oct 2024 bank reconciliation
 - a. Acknowledge reconciled but Cllrs had detailed questions. **Action: Raise these with Clerk, or review Scribe for greater detail. Clerk reported that actual invoices are scanned and uploaded to each reported activity.**
 2. To approve Financial Reports for Oct 2024
 - a. **Action: send queries to Clerk, and she will respond to individual requests**
 3. Budget & Precept proposal.- **Not covered in the meeting**



7b) Compliance and communication: Refer to Reports and content provided by Cllr L Bauckham- Leys.

Policy update

1. ECPC Standing Order Policy v1.1 – unanimously approved
2. ECPC Protocols Guidance Handbook 2024 – unanimously approved
3. ECPC Health & Safety Policy- urgently requires reviewing and updating. **Action: Cllr Happs to provide Clerk with a standard template for review. Cllr C Siddall also advised that BALC can offer model policies.**
4. Outstanding policies detailed within her report (1d) to be completed before annual meeting.

Governance Calendar

1. Cllr L Bauckham-Leys reported that minutes are not being reported for “in committee” sessions.(ref Standing order 11) and that ECPC does not maintain an action tracker. Clerk responded that actions are captured from aspects of meetings that she is involved with. Discussions took place regarding the level of detail/onerous detail required of minutes, and whether Standing Order Policy should be reviewed. **Proposed that In Committee notes be formalised and a record stored on Sharepoint. 5 Cllrs present voted for and one abstained.**

Following the detailed discussions and sharing of views Cllr L Bauckham- Leys and Cllr J Jemmett left the meeting advising the room that they would only return when councillors displayed professionalism and good manners.

Chair apologised to the members of the Public and County Councillor, and sought the agreement to adjourn the meeting as councillors were a quorum. **All agreed**

Meeting closed at 8pm.

Items below were not covered in the meeting.

- 7a) Finance
- 3) Budget & Precept proposal.-
- 7c) Planning: 13/101/2024-14/11/2024 (excl. tree works)

Application No.	Location	Description
Ref. No: 24/02439/LBC	3 High Street Earls Colne Essex CO6 2PA	Replacement windows and doors and repair to front dormer

- 7d) Neighbourhood Plan
- 7e) Village Environment
- 7f) Village Hall
- 7g) Museum
8. Clerks report

Earls Colne Parish Council
BANK ACCOUNTS

Coop - Community Direct Plus	£9,693.44
Coop - Savings	£102,841.47
Cambridge & Counties	£56,607.88
Lloyds Bank	£10,000.00
Total in Banks	179,142.79
Cash	50.00
GRAND TOTAL (Banks and Cash)	£179,192.79

Earls Colne Parish Council

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

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 29/11/2024		
	Cash in Hand 01/04/2024		106,612.90
	ADD Receipts 01/04/2024 - 29/11/2024		211,823.55
			318,436.45
	SUBTRACT Payments 01/04/2024 - 29/11/2024		139,243.66
A	Cash In Hand 29/11/2024 (per Cash Book)		179,192.79
	Cash in hand per Bank Statements		
	Petty Cash	29/11/2024	50.00
	Coop - Community Direct Plus	29/11/2024	9,733.44
	Coop - Savings	29/11/2024	102,841.47
	Cambridge & Counties	29/11/2024	56,607.88
	Lloyds Bank	29/11/2024	10,000.00
			179,232.79
	Less unrepresented payments		40.00
			179,192.79
	Plus unrepresented receipts		
B	Adjusted Bank Balance		179,192.79
	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	3,197.48	6,278.52 (66%)	6,313.52
General Administration	176,735.00	177,322.01	587.01 (0%)	66,671.00	54,401.70	12,269.30 (18%)	12,856.31
Museum			0.00 (N/A)	5,073.00	1,689.19	3,383.81 (66%)	3,383.81
Projects		1,500.00	1,500.00 (150000%)		4,980.98	-4,980.98 (-498098%)	-3,480.98
Village Environment	4,950.00	3,603.52	-1,346.48 (-27%)	52,104.00	30,541.57	21,562.43 (41%)	20,215.95
Village Hall	24,000.00	19,197.93	-4,802.07 (-20%)	84,292.00	35,002.82	49,289.18 (58%)	44,487.11
NET TOTAL	205,685.00	201,658.46	-4,026.54 (-1%)	217,616.00	129,813.74	87,802.26 (40%)	83,775.72
Total for ALL Cost Centres		201,658.46			129,813.74		
V.A.T.		10,185.09			9,429.92		
GROSS TOTAL		211,823.55			139,243.66		

Summary of Monthly Expenditure

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
333	05/11/2024 00:00	£ 630.00	£ 126.00	£ 756.00	Audit	PKF Littlejohn LLP	Coop - Community Direct Plus
340	08/11/2024 00:00	£ 73.27	£ 14.66	£ 87.93	Cleaning	Rentokil Initial	Coop - Community Direct Plus
327	01/11/2024 00:00	£ 150.00	£ -	£ 150.00	Council Tax	Braintree District Council	Coop - Community Direct Plus
326	01/11/2024 00:00	£ 120.00	£ -	£ 120.00	Council Tax	Braintree District Council	Coop - Community Direct Plus
325	01/11/2024 00:00	£ 73.00	£ -	£ 73.00	Council Tax	Braintree District Council	Coop - Community Direct Plus
360	28/11/2024 00:00	£ 110.67	£ 5.53	£ 116.20	Electricity	British Gas VH Electricity	Coop - Community Direct Plus
328	04/11/2024 00:00	£ 323.46	£ 16.17	£ 339.63	Electricity	British Gas VH Electricity	Coop - Community Direct Plus
355	27/11/2024 00:00	£ 13.20	£ -	£ 13.20	Equipment	Braintree District Council	Coop - Community Direct Plus
353	27/11/2024 00:00	£ 237.50	£ 47.50	£ 285.00	Equipment	Grasshopper	Coop - Community Direct Plus
351	27/11/2024 00:00	£ 32.09	£ -	£ 32.09	Equipment	David Newbery	Coop - Community Direct Plus
346	27/11/2024 00:00	£ 27.44	£ 5.49	£ 32.93	Equipment	Workwear Express	Coop - Community Direct Plus
345	21/11/2024 00:00	£ 103.60	£ -	£ 103.60	Equipment	Dunhelm	Coop - Community Direct Plus
344	18/11/2024 00:00	£ 30.00	£ -	£ 30.00	Equipment	Emma Holm	Coop - Community Direct Plus
342	08/11/2024 00:00	£ 670.79	£ 134.16	£ 804.95	Equipment	Tuckwells	Coop - Community Direct Plus
334	05/11/2024 00:00	£ 760.00	£ 152.00	£ 912.00	Equipment	Sibley Electrical Limited	Coop - Community Direct Plus
332	05/11/2024 00:00	£ 426.02	£ 85.21	£ 511.23	Equipment	Workwear Express	Coop - Community Direct Plus
330	05/11/2024 00:00	£ 86.82	£ 17.37	£ 104.19	Equipment	Workwear Express	Coop - Community Direct Plus
359	29/11/2024 00:00	£ 851.12	£ 170.22	£ 1,021.34	Gas	British Gas VH Gas	Coop - Community Direct Plus
349	13/11/2024 00:00	£ 240.00	£ -	£ 240.00	Hall Hire	Grace Smith (ESNEFTNHS)	Coop - Community Direct Plus
348	13/11/2024 00:00	£ 100.00	£ -	£ 100.00	Hall Hire	Rachael Clarke	Coop - Community Direct Plus
347	13/11/2024 00:00	£ 57.00	£ -	£ 57.00	Hall Hire	Grace Smith (ESNEFTNHS)	Coop - Community Direct Plus
300	13/11/2024 00:00	£ 20.00	£ -	£ 20.00	Hall Hire	Donna Goodchild (Bellringers of Earls Colne)	Coop - Community Direct Plus
338	05/11/2024 00:00	£ 20.28	£ 4.06	£ 24.34	Legal Fees	Homes and Hill	Coop - Community Direct Plus
336	05/11/2024 00:00	£ 1,000.00	£ 200.00	£ 1,200.00	Legal Fees	Homes and Hill	Coop - Community Direct Plus
356	28/11/2024 00:00	£ 70.00	£ -	£ 70.00	Licences	Braintree District Council	Coop - Community Direct Plus
354	27/11/2024 00:00	£ 440.60	£ -	£ 440.60	Maintenance	RLH Plumbing services	Coop - Community Direct Plus
352	27/11/2024 00:00	£ 78.46	£ -	£ 78.46	Pension	Essex Heritage Trust	Coop - Community Direct Plus
339	08/11/2024 00:00	£ 128.85	£ 25.77	£ 154.62	Photocopier	DOTS	Coop - Community Direct Plus
341	08/11/2024 00:00	£ 62.50	£ 12.50	£ 75.00	Playground	The Play Inspection Company	Coop - Community Direct Plus
331	05/11/2024 00:00	£ 188.26	£ 37.65	£ 225.91	Poo Bags	JRB Enterprise Ltd	Coop - Community Direct Plus
337	05/11/2024 00:00	£ 4,980.98	£ 996.20	£ 5,977.18	Projects	Sibley Electrical Limited	Coop - Community Direct Plus
324	01/11/2024 00:00	£ 35.50	£ 7.10	£ 42.60	Street Lighting	A & J Lighting	Coop - Community Direct Plus
343	14/11/2024 00:00	£ 46.10	£ 9.22	£ 55.32	Telephones	Daisy Communications Ltd	Coop - Community Direct Plus
350	26/11/2024 00:00	£ 41.90	£ -	£ 41.90	Water	Anglian Water VH	Coop - Community Direct Plus
329	05/11/2024 00:00	£ 62.17	£ 12.43	£ 74.60	Website	Datapartners	Coop - Community Direct Plus
				£ 9,573.86		Staff Salaries	
		£ 12,291.58	£ 2,079.24	£ 23,944.68			