



EARLS COLNE PARISH COUNCIL

Minutes of Parish Council Meeting

7pm Wednesday 16th October 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, District Cllr G Spray, County Cllr C Siddall
Parish Clerk D Ellison (minute taker)

Members of the public: Colin Canning

- 1) To receive apologies for absence:
 - a) Cllr G Courtauld
- 2) Notification of resignations
 - a) Cllr R Ranns – Chair wished to recognise on behalf of the council his contribution over recent years.
- 3) Notification of appointments
 - a) Cllr Shirley Newberry.
- 4) To receive declarations of interest
 - a) None
- 5) Public participation session with respect to items on the agenda
 - a) Colin Canning in reference to Museum
- 6) To approve the minutes of the following meeting: 21st August 2024.
 - a) Unanimously approved
 - b) Note September meeting was cancelled.
- 7) To receive updates from ECC Councillor
 - a) Cllr Siddall advised that £25million has been investment in improving priority roads. With major repairs in Halsted and system improvements in reporting of issues by the public.
 - b) To raise awareness that he still had grant funds available for initiatives on excess of £300. Cllr LBL requested funds to purchase a new PA system. (Clerk to apply in usual format.)
 - c) Cllr Siddall advised of changes to landfill in Essex, with landfill to end in 2025. ECC is trying to move to one style of rubbish collection across the region (there are currently bins and bags of a variety of colours and configurations)
- 8) To receive updates from BDC Councillors
 - a) Please refer to attached report.
 - b) Cllr Spray confirmed a contribution of £200 from her grant allowance towards the mural planned for the large hall. (Clerk to apply in usual format)
 - c) There is a major crisis within the building control dept due to change in legislation, where liability has transferred to the individual officer.
- 9) Councillor Reports:
 - a) Finance
 - i) To approve Sept 2024 bank reconciliation (created by Parish Clerk)
 - (a) Unanimously approved
 - ii) To approve Financial Reports for Sept 2024 (created by Parish Clerk)
 - (a) Unanimously approved
 - iii) Outstanding/update actions:
 - (a) Lloyds banking is accessible by Cllr Spelling, Cllr Calton and Parish Clerk. It currently has opening balance of £10,000.
 - (b) Funds within Co-Operative Bank are being used as the operational account.
 - (c) Funds within Cambridge & Counties to be moved to a better interest bearing account.
Action: Cllr Jemmett to source high interest account options.
 - (d) Scribe bookings platform to be embedded by December within the Parish Council website.
 - (e) Financial risk assessment still in draft for sign off at November Parish Council meeting



- (f) Direct debit schedule to be reviewed when monthly cash accounting is transferred to Lloyds. The Co-Operative bank accounts are still being used for regular payments. Precept will be paid to the Co-Operative bank, but funds transferred across other accounts so that no more than £85k is held in any singular account in consideration to the FSCS limits.

b) Compliance and communication

- i) Code of Conduct Policy sign off: Proposed by Cllr Spelling, Seconded by JJ. **Unanimous agreement.**
- ii) Data Retention Policy: To be presented for sign off by Cllr L B Leys at November meeting.
- iii) Cllr L B Leys submitted reports;
- (a) Central Document register and Communication; including a proposal to commission a bespoke drawing for the header on the website, and wider branding use for the cost of £300. – Unanimous approval. The ECPC Protocol and Guidance Handbook sign off: Proposed by Cllr L B Leys, Seconded by Cllr T Calton. **Unanimous approval**
- (b) Bulletin Register with the request that the task of posting communications and maintaining the register be transferred to the Apprentice during the month of November, after full training, and on the understanding content must be checked and signed off by the Clerk or Cllr before posting. **Unanimous agreement.** Policy updates; **unanimous approval** for those listed with the exception of Data Retention Policy which is deferred to November meeting
- (c) Governance Calendar; explanations shared as to the purpose of the calendar as a check and balance for key actions within the year. Cllr L B Leys will raise pending activity as relevant for the monthly meeting.. **It was noted that there are gaps in allocated areas. Unanimous Agreement.** (it was noted a trustee is required for the Earls Colne Recreation Club.
- (d) Remembrance Day parade requires a PA system. **Action Cllr N Spelling to source one for hire for the event. Cllr N Spelling confirmed attendance as formal representation of ECPC.** It was also requested as to the possibility of closing the road for the parade, the feeling was it was likely to be too late for this years event

c) Planning

- i) Planning applications and updates were presented, with Cllr T Calton proposing no comments were required.
- ii) Questions were raised regarding the state of repair of the Castle Pub. Cllr G Spray confirmed that if the state of repair became too bad BDC would “step in”.

d) Neighbourhood Plan: See attached report

e) Village Environment

- i) Cllr L B Leys provided a summary of her findings of the state of the pavements across Earls Colne village following the survey undertaken at the Four Colnes Show. Cllr C Siddall asked for the report to be forwarded to him(it was confirmed that it had already been sent to him). Cllr C Siddall advised that there is a criteria regarding the selection of the areas that are repaired but he couldn't not confirm progress to the agreed areas. Action: Cllr L B Leys to submit the report to Highways dept and obtain a reference number, and to divert her queries to Cllr Tom Cunningham.
- ii) Resident **MD** submitted her concerns regarding the parking situation at Tey Road, and requested a contact point outside of the council as to who could assist in raising the awareness of the situation.
- iii) Cllr C Siddall recommended the action to revisit the yellow parking lines to ensure they were double and enforceable
- iv) Cllr R Ranns (before his resignation) submitted a report on the costings from UK Power Networks to have power supply on the Village Green. There were aspects of the costs that could be outsourced that may reduce the cost. The Councillors agreed the UKPN cost was too high but if it could be grant funded, or sponsored then it was a great idea



- f) Village Hall: No dedicated Parish Councillor therefore the Clerk reported on items of interest, including reference to a report by Cllr Ranns on Anti Virus and Spyware software, with a proposal that Norton Small Business Premium should be purchased. Proposed by Cllr T Calton, Seconded by Cllr N Spelling. **Unanimous approval.** Camera's for the Chamber and Village Hall. Cllr Ranns had submitted a report raising concerns for the security of the Chamber and vulnerability of the Clerk. His proposal was considered and **unanimously agreed** for the costs to be added to the budget for 2025-26, and installed as soon as possible.
- g) Museum
- i) Report submitted by Cllr L B Leys.
 - ii) 5 Councillors agreed to rescind the previous agreement regarding scanning of documents, and agreed to allow scanning of the minutes books to take place. One councillor objected.
 - iii) Approval for £200 as contribution to the Lancaster Memorial was sought and **agreed unanimously**
 - iv) Approval for the release of the balance of funds from budget be released as a grant to ECHM. **It was agreed that a sum would be paid in the November payments with a small sum held for closing utility bill balances.**
- 10) Clerks report
- i) It was recognised that the two greens are now registered to ECPC. On this basis an application by a resident to re-configure driveways to the properties facing the green was presented for comment. Site drawings and costs were on display. It was agreed that Cllrs would visit the location to fully understand the request in readiness for comment/approval at the November meeting.
 - ii) Cllr J Jemmett offered as a donation a baby grand piano to the Village hall. No decision was reached until the outcome of the grant application from Enovert had been released.
 - iii) S106 updates were reported, including Church Bench Fund

Meeting concluded at 9.20pm

L B Spelling

Earls Colne Parish Council
BANK ACCOUNTS

Coop - Community Direct Plus	£7,423.41
Coop - Savings	£142,167.81
Cambridge & Counties	£56,607.88
Lloyds Bank	
Total in Banks	206,199.10
Cash	50.00
GRAND TOTAL (Banks and Cash)	£206,249.10

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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	1,873.80	7,602.20 (80%)	7,637.20
General Administration	176,735.00	176,623.36	-111.64 (-0%)	66,671.00	37,657.46	29,013.54 (43%)	28,901.90
Museum			0.00 (N/A)	5,073.00	1,751.15	3,321.85 (65%)	3,321.85
Village Environment	4,950.00	3,603.52	-1,346.48 (-27%)	52,104.00	25,390.27	26,713.73 (51%)	25,367.25
Village Hall	24,000.00	14,681.68	-9,318.32 (-38%)	84,292.00	27,418.75	56,873.25 (67%)	47,554.93
NET TOTAL	205,685.00	194,943.56	-10,741.44 (-5%)	217,616.00	94,091.43	123,524.57 (56%)	112,783.13

Total for ALL Cost Centres		194,943.56			94,091.43		
V.A.T.		5,787.11			7,003.04		
GROSS TOTAL		200,730.67			101,094.47		

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Earls Colne Parish Council

8 October 2024 (2024-2025)

PAYMENTS LIST

Vouch #	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
246	Memberships	02/09/2024		Coop - Communit	509/1	Memberships	Amazon.co.uk	E	8.99		8.99
255	Stationery Misc	02/09/2024		Coop - Communit	509/10	Sundries Tea etc.	havendene	S	39.99	8.00	47.99
258	Poo Bags	02/09/2024		Coop - Communit	509/13	Poo Bags	JRB Enterprise Ltd	S	128.34	25.67	154.01
259	Poo Bags	02/09/2024		Coop - Communit	509/14	Poo Bags	JRB Enterprise Ltd	S	128.34	25.67	154.01
260	Wages/NL/Super Ann	02/09/2024		Coop - Communit	509/15	Pension	Essex Pension Fund	E	166.73		166.73
261	Wages/NL/Super Ann	02/09/2024		Coop - Communit	509/16	Pension	Essex Pension Fund	E	243.09		243.09
262	Repairs & Maintenance	02/09/2024		Coop - Communit	509/17	Equipment	Tuckwells	S	555.00	111.00	666.00
249	Street Lighting Maintenance	02/09/2024		Coop - Communit	509/4	Maintenance	A & J Lighting Soluti	S	35.50	7.10	42.60
248	Street lighting Energy	02/09/2024		Coop - Communit	509/3	Electricity	SSE	S	19.64	3.93	23.57
248	Street lighting Energy	02/09/2024		Coop - Communit	509/3	Electricity	SSE	L	169.83	8.49	178.32
251	VH Rates	02/09/2024		Coop - Communit	509/6	Council Tax	Braintree District Cox	E	73.00		73.00
247	VH Electricity	02/09/2024		Coop - Communit	509/2	Electricity	British Gas VH Electr	L	159.04	7.95	166.99
252	VH Rates	02/09/2024		Coop - Communit	509/7	Council Tax	Braintree District Cox	E	120.00		120.00
253	VH Rates	02/09/2024		Coop - Communit	509/8	Council Tax	Braintree District Cox	E	150.00		150.00
263	VH Maintenance	02/09/2024		Coop - Communit	509/18	Maintenance	DAT Car Park Solutio	S	755.00	151.00	906.00
266	Fire Exits/Alarms/Emergen	02/09/2024		Coop - Communit	509/21	Fire Alarms	EBJ Fire Systems Ltd	S	200.00	40.00	240.00
265	Refurbishment	02/09/2024		Coop - Communit	509/20	Maintenance	Colne Valley Window	S	2,552.20	510.44	3,062.64
254	Sundries	02/09/2024		Coop - Communit	509/9	Equipment	Amazon.co.uk	S	12.91	2.58	15.49
256	Window Cleaning	02/09/2024		Coop - Communit	509/11	Window Cleaning	ML James (Shine)	E	80.00		80.00
256	Museum Window Cleaning	02/09/2024		Coop - Communit	509/11	Window Cleaning	ML James (Shine)	E	20.00		20.00
257	Other	02/09/2024		Coop - Communit	509/12	Maintenance	BPS	S	100.00	20.00	120.00
264	Other	02/09/2024		Coop - Communit	509/19	Legal Fees	Holmes and Hills	S	821.80	164.36	986.16
250	CP Electricity	02/09/2024		Coop - Communit	509/5	Electricity	British Gas Convenie	L	87.86	4.39	92.25
229	Sundries	04/09/2024		Coop - Communit	510/1	Sundries Tea etc.	Co Op Food	E	1.49		1.49
230	Website	05/09/2024		Coop - Communit	510/2	Website	Datapartners	S	62.17	12.43	74.60
231	Misc Items	06/09/2024		Coop - Communit	510/3	Maintenance	HUMSGRAY	S	33.92	6.78	40.70
232	VH Maintenance	10/09/2024		Coop - Communit	510/4	Maintenance	Wickes	S	5.33	1.07	6.40
233	VH Maintenance	10/09/2024		Coop - Communit	510/5	Maintenance	Screwfix	S	6.30	1.26	7.56
234	VH Maintenance	10/09/2024		Coop - Communit	510/6	Maintenance	Wickes	S	9.04	1.81	10.85
235	VH Water	10/09/2024		Coop - Communit	510/7	Water	Anglian Water VH	E	7.01		7.01
236	Sundries	11/09/2024		Coop - Communit	510/8	Sundries Tea etc.	Co Op Food	E	1.49		1.49
238	Stationery Misc	12/09/2024		Coop - Communit	510/10	Sundries Tea etc.	Amazon.co.uk	S	7.68	1.54	9.22
238	Stationery Misc	12/09/2024		Coop - Communit	510/10	Sundries Tea etc.	Amazon.co.uk	S	34.99	7.00	41.99
238	Stationery Misc	12/09/2024		Coop - Communit	510/10	Sundries Tea etc.	Amazon.co.uk	S	36.58	7.32	43.90
237	VH Maintenance	12/09/2024		Coop - Communit	510/9	Maintenance	Screwfix	S	39.97	7.99	47.96
241	Communications	16/09/2024		Coop - Communit	510/13	Telephones	Daisy Communication	S	46.10	9.22	55.32
240	Waste Collection	16/09/2024		Coop - Communit	510/12	Waste Collection	Braintree District Cox	E	185.69		185.69
239	Sundries	16/09/2024		Coop - Communit	510/11	Sundries Tea etc.	Co Op Food	E	1.49		1.49
242	Tea/Coffee/Milk	19/09/2024		Coop - Communit	510/14	Sundries Tea etc.	Co Op Food	E	5.19		5.19
243	Stationery Misc	25/09/2024		Coop - Communit	510/15	Sundries Tea etc.	havendene	S	12.99	2.60	15.59
245	Stationery Misc	25/09/2024		Coop - Communit		Exception	blooming girls florist	E	50.00		50.00
268	Stationery Misc	25/09/2024		Coop - Communit		Sundries Tea etc.	havendene	S	69.99	14.00	83.99
275	Audit Fee	25/09/2024		Coop - Communit	511/11	Audit	Oswick Property Prof	S	675.00	135.00	810.00
274	Computing Software	25/09/2024		Coop - Communit	511/10	Computer Software	The Computer Centrs	S	257.20	51.44	308.64
273	Wages/NL/Super Ann	25/09/2024		Coop - Communit	511/9	Pension	Essex Pension Fund	E	290.14		290.14
267	Misc Items	25/09/2024		Coop - Communit	511/1	Sundries Tea etc.	Olivers Plants	S	44.96	8.99	53.95
271	Community Worker Equipm	25/09/2024		Coop - Communit	511/7	Equipment	Dale Hire & Sales	S	151.70	30.34	182.04
269	Grass Cutting	25/09/2024		Coop - Communit	511/4	Grass Cutting	Dale Hire & Sales	S	75.00	15.00	90.00
270	Cleaning/Cloakroom Supplie	25/09/2024		Coop - Communit	511/6	Cleaning	Toni Warrior	E	165.00		165.00
272	Cleaning/Cloakroom Supplie	25/09/2024		Coop - Communit	511/8	Cleaning	Toni Warrior	E	187.50		187.50
244	Cleaning/Cloakroom Supplie	25/09/2024		Coop - Communit	510/16	Sundries Tea etc.	havendene	S	40.20	8.04	48.24
286	Hall Hire Deposit	25/09/2024		Coop - Communit		Hall Hire	Lisa Donovan	E	100.00		100.00
287	Hall Hire Deposit	25/09/2024		Coop - Communit	511/2	Hall Hire	Alice Goodheart	E	70.00		70.00
276	Cleaning/Cloakroom Supplie	26/09/2024		Coop - Communit	511/12	Cleaning	Amazon.co.uk	S	9.98	2.00	11.98
276	Cleaning/Cloakroom Supplie	26/09/2024		Coop - Communit	511/12	Cleaning	Amazon.co.uk	S	12.49	2.50	14.99
276	Cleaning/Cloakroom Supplie	26/09/2024		Coop - Communit	511/12	Cleaning	Amazon.co.uk	S	7.99	1.60	9.59
276	Cleaning/Cloakroom Supplie	26/09/2024		Coop - Communit	511/12	Cleaning	Amazon.co.uk	S	8.32	1.67	9.99
285	Hall Hire Deposit	26/09/2024		Coop - Communit	511/14	Hall Hire	Daryl Hinds	E	100.00		100.00
277	CP Maintenance	26/09/2024		Coop - Communit	511/15	Maintenance	RLH Plumbing servio	E	440.60		440.60
283	Salaries	27/09/2024		Coop - Communit	511/21	PAYE		E	5,843.44		5,843.44
284	Gas	30/09/2024		Coop - Communit	511/22	Electricity	British Gas VH Electr	L	32.24	1.61	33.85
288	CP Electricity	30/09/2024		Coop - Communit	512/1	Electricity	British Gas Convenie	L	80.44	4.02	84.46
								Total	15,836.92	1,425.81	17,262.73

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