

Minutes of Laver de la Haye Parish Council meeting held on Monday 13th May 2019 at 8.00 P.M in Laver de la Haye Village Hall

Present: Cllr Mark Jones (Chairman), Cllr Ian Moore (Vice-Chairman), Cllr Peter Bunting, Cllr Clive Chambers, Cllr Anne Hughes, Cllrs Brian Turner, Cllr Sarah Hughes, & Cllr Mike Strain. CBC Andrew Ellis, the Clerk, Mr G. Walkingshaw and 9 residents.

19/70 Election of Chairman (sign Declaration of Acceptance of Office)

Cllr Mark Jones was Proposed by Cllr Anne Hughes & Seconded by Cllr Sarah Hughes
Cllr Mark Jones was elected as chairman.
Agreed by all

19/71 Welcome and apologies for absence

Apologies received from CBC Kevin Bentley, Cllr Richard Marriage (holiday) & Zone Warden, Tim Pickard.

19/72 Declaration of Members interests

None

19/73 Election of Vice Chairman

Cllr Ian Moore was Proposed by Cllr Mark Jones & Seconded by Cllr Mike Strain
Cllr Ian Moore was elected as vice chairman
Agreed by all

19/74 Election of Councillors for sub-committees for the following year are as follows:

Village Hall Representative	(Ian Moore & Mike Strain, Anne Hughes)
Heatherfields Representative	(Mike Strain & Ian Moore)
Sports Association & Allotments	(Anne Hughes, Ian Moore & Mike Strain)
Colchester Association of Local Councils	(Mark Jones)
Finance – RFO Position	(Richard Marriage)
Emergency Planning	(Clive Chambers)
Essex Wildlife Trust	(Anne Hughes & Sarah Hughes)
Transport Representative	(Mike Strain)
Abberton Public Rights of Way Committee	(Peter Bunting)

19/75 To review the effectiveness of the system of internal control

The Internal Audit Report 2019 was distributed to all members of the Parish Council prior to the meeting. The Internal Audit Report indicated minor changes to the Fixed Asset Register to include a column with a “replacement value” and to amend paragraph 11 1 (h) of the Financial Regulations in line with our Standing orders (Agreed under 19/77 of this meeting).

19/76 To review Standing Orders

Proposed: Cllr Mark Jones Seconded: Cllr Ian Moore
The Standing Orders were reviewed and adopted on 13th May 2019.
Agreed by all

19/77 To review Financial Regulations

Proposed: Cllr Mark Jones Seconded: Cllr Peter Bunting
The Financial Regulations were reviewed with amendments and adopted on 13th May 2019.
Agreed by all.
The following amendments to the Financial Regulations were made:

Financial Regulation July 2018

Amendment to Paragraph 4.1

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £200;
- the council for items over £200; or (Remove from text)
- the Clerk, in conjunction with Chairman of Council, for any items below £500.

Amendment from Paragraph 11.1 (h):

When it is to enter into a contract of less than £2,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £4,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Amendment to Paragraph 11.1 (h):

When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £60,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Amendment recommended by Jan Stobart (Internal Audit Report 2019)

Amendment to Paragraph 4.1

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £200;
- the council for items over £200; or (Remove from text)
- the Clerk, in conjunction with Chairman of Council, for any items below £500.

19/78

To adopt Financial Risk Assessment

Proposed: Cllr Mark Jones Seconded: Cllr Ian Moore

The Financial Risk Assessment was reviewed and adopted on 13th May 2019 with the following amendment:

Agreed by all

Financial and Legal –

Amendment from:

Adoption of financial regulations reviewed bi-annually.

Amendment to

Adoption of financial regulations reviewed annually

19/79 Certificate of exemption (AGAR) form to be signed at meeting
The Chairman signed the Certificate of Exemption at the meeting on 13th May 2019

19/80 Public Open Forum (Maximum 15 minutes)
None

19/81 To approve the minutes of the last meeting
The minutes of the meeting dated 8th April 2019 were approved.
Minutes signed by the Chairman

19/82 County Councillor and Borough Councillors Reports
CBC Andrew Ellis will contact Jan Lewis (Planning Enforcement) to ensure resident has made changes to property in line with planning enforcement notice. Planning officer to check height and screening (vegetation).
CBC Andrew Ellis reported that money was available for Layer de la Haye to use this year, since last year Layer de la Haye had not asked for any money from the Locality Budget.
CBC Andrew Ellis informed the meeting he would seek to make £2,000 funds available to the Parish Council.

19/83 Zone Warden's Report
None

19/84 Clerk's Report
The Clerk reported that the British Cycling Regional Championships would take place on the 2nd June 2019 from 9 a.m. to 4.30 p.m. The village hall would be used as Race Headquarters.
The Clerk further reported that Layer Colts Football Club Training will commence as follows; Tuesday U8's, Wednesday U15 Girls, U10's, U12's U9's Thursday U12 Girls, Friday U10's, U14 Girls

19/85 Finance

85.1 Statement of accounts for April were not circulated due to Richard Marriage being on holiday.

85.2 The following payments were approved in accordance with the 2019/2020 Budget as follows:

British Telecom	£80.16
S. Priestland	£45.00
G. Walkingshaw – Mileage	£4.50
G. Walkingshaw – Salary	£426.17
Zurich Municipal	£840.88
Internal Audit	£175.00
CALC Subscriptions	£35.00
Cartridge Save Ltd	£187.52
Fence Posts for Heatherfields	£39.32
Noble Fund – Heatherfields Rent	£518.93
HMRC (PAYE)	£101.75
Total	<u>£2,560.83</u>

19/86 Planning/Housing

86.1 Applications for discussion at meeting
None

- 86.2 Planning Applications – Observations conveyed under delegated authority since last meeting
190974 – 16 Hawfinch Road, Laver de la Haye, CO2 0LN – To erect a 1.8 metre wooden paneled fence with a gate, concrete posts and gravel boards, along the depth of the back garden, the back garden is situated on Great House Farm road, the front of the house is on Hawfinch Road, the fence will be adjacent to ..

Comments:

"The Parish Council is aware that there has been a long-running issue about this boundary fence. We assume this planning application is in response to discussions with CBC Planners and therefore reflects an agreed solution between the parties. However, the Parish Council would like these points to be noted:

We presume the completed fence height, including any gravel boards or similar, is intended to be 1.8m/6'; there is no elevation drawing of the fence to indicate its composition the drawing and application shows the fence line as 20" from the public footpath edge but it should be noted that the current temporary fence is approximately 36" or more from the public footpath edge the recently planted leylandii hedge will presumably remain. It will probably spread outwards and grow indefinitely unless trimmed. So, in order to avoid future issues about this boundary the Parish Council suggests that CBC Planners make it clear in their response to the application how tall and wide this hedge can grow, given its position adjacent to the public footpath"

191002 – 11 Waterworks Close, Laver de la Haye, CO2 0EP – single storey flat roof extension to rear

Comments: The Parish council have no objections to this application but have concerns over the size and effect on lighting for neighbouring properties.

- 86.3 Planning Applications – Decisions received from since last meeting
190672 - Winston House, 54 High Road, Laver de la Haye, CO2 0DT – covered seating area to rear of existing property
Comments: Approved Conditional

19/87 Local Plan

A meeting has been scheduled with the Tollgate Partnership for Wednesday 15th May 2019 to discuss their latest proposals for The Folley development.

19/88 Insurance 2019/2020

To discuss accepting Insurance Renewal from Zurich Municipal for 2019/2020 at £885.15 Agreed by all.

19/89 Heatherfields

It was agreed that the Parish Council would purchase three signs with aluminum backing. Wording to be discussed further.

19/90 Village Hall Car Park

No updates.

19/91 Laver de la Haye 5 Mile Race 2019

Laver 5 has informed the Parish Council that next year's event would take place on the 5th April 2020. The Laver 5 donated £200 towards the Parish Council for assistance with renewing the Multi-sports Court surface..

19/92 Community Speed Watch

To discuss use of cameras for community speed watch & to discuss speed monitoring strips. The Community Speed Watch Team met last week and no longer want to go ahead with this.

19/93 Training/Events

93.1 Reports on attended events

93.2 Nominations for new events - The Parish Clerk has arranged training for the new volunteers of the Community Speed Watch Team.

19/94 Information Exchange/Items for next agenda

Cllr Mike Strain enquired if Parish Council would be prepared to give a Grant towards the Multi-Sports Facility. The meeting agreed in principle and the Chairman asked for this to be added to the agenda for the next meeting.

Cllr Clive Chambers reported that the village dog bins are not being emptied. The Parish Clerk was actioned to send a letter to Colchester Borough Council.

Chairman Mark Jones reported an increase in the number of events in village taking place within the village. Cllr Brian Turner informed the meeting that we need to be mindful if the number of events grows in future.

Chairman Mark Joins actioned the Parish Clerk to set up a meeting with Playquip to discuss the playground report and repairs.

19/95 To confirm date and time of next meeting

Date of next meeting Monday 10th June 2019 at 8.00 p.m.

The Meeting Closed at 9.09 p.m.

Part Two Agenda Items

Matters taken in the absence of Press and Public (Public (Admissions to Meetings) Act 1960) as the item contains exempt information as defined by the Local Government Act 1972 Sch. 12a Pt (1).

19/96 Tenders, Proposals & Negotiations

Signed.....

Chairman

Date.....