

Fordham Parish Council
Minutes of Parish Council meeting
Held at Village Hall, Fordham, Colchester, Essex
7.30 pm on 25th February 2020

Present: Cllr N Durlacher – Chairman
Cllrs G Branagh (GB), C Alexander (CA) and R Gregory (RG)
Also in attendance: Cllr Nigel Chapman (Colchester Borough Council)
K Cameron (KC) – Clerk
And 5 members of the public

19-20/150 Those present and apologies for absence

Apologies were received from Cllrs R Turner (RT); S Pallent (SP) and L Pfander (LP).
Resolved. That the Council received apologies

19-20/151 To receive any declarations of interest from councillors

Resolved. That no declarations of interest were received

19-20/152 Minutes of the Parish Council meeting held on 14th January 2020

Resolved. That the minutes of Full Council Meeting were accepted as a true record

19-20/153 Public question time

The meeting may be temporarily suspended for up to fifteen minutes if members of the public wish to comment on agenda items or items of interest or concern to the parish

A member of the public noted that he had seen the new website and thanked the Parish Council for making it more user friendly.

19-20/154 Receive report from County and Borough Councillors if in attendance

Cllr N Chapman was in attendance and noted that the Colne countryside project is back up and running, enhancing and maintaining the beauty of the countryside.

Cllr A Brown sent a message in advance of the meeting to advise that the Lucas Avenue petition has been submitted to Essex County Council as she awaits a response.

19-20/155 To discuss planning applications listed below:

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| 155.1 | 200160
<i>Extension sought</i> | Wash Brook Stud, Wash Farm, Halstead Road, Fordham Colchester CO6 3LL | Development of an Equestrian Stud comprising the erection of Stable Building and Sand School and the retrospective siting of a Mobile Home (for a temporary period of 3 years) for an equestrian worker. |
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Resolved. That Fordham Parish Council has no objections to the plans for the permanent structure. The Council would like confirmation that the temporary mobile home will remain temporary for a period of 3 years only as per application.

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| 155.2 | 200197 | Land To West Of, Colchester Skip Hire, Greenacres, Packards Lane, Wormingford Colchester CO6 3AH | Essex County Council consultation ESS/04/20/COL/SPO for: Continuation of waste cycling facility without compliance with Condition 11 of ESS/09/18/COL with amendments to site operating hours and HGV movement times |
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Resolved. That Fordham Parish Council object to the amendments. Submission below

Although the application falls within the bailiwick of Wormingford Council it nevertheless has a negative impact on our village and its resident population, therefore Fordham Parish Council consider it is necessary that the views of our Parish are also taken into the decision making process.

We concur with the opinions/views proffered by our adjoining Wormingford Parish Council, that the noise/disturbance that will be created by this proposed earlier business working hours will impact on the residents as the vehicles traverse the already severely damaged roads through Fordham village. The existing times as they stand should not be changed for the benefit of CSH and the detriment of the residents of Fordham village and we therefore object to this planning application.

155.3 To discuss any applications received between 20th to 25th February 2020

191334 15 Church Road, To note that the appeal has been refused
Fordham, CO6 3NA

Resolved. That the above be noted

19-20/156 To receive an update on the Action List

Resolved. That the action list be reviewed and noted.

19-20/157 Annual Parish Meeting

The format was discussed and agreed that the Council would like to engage with residents at the event and discuss future projects. The meeting will start at 7pm and refreshments will be served. The Clerk will prepare advertising.

Resolved. That the meeting will take place on 26th May 2020 at 7pm in the village hall.

19-20/158 Internal Auditor

Members agreed to appoint a representative from Heelis & Lodge with the request that the meeting take place in Fordham and Cllrs N Durlacher, G Branagh and R Gregory meet with her to conclude the audit.

Resolved. That Heelis & Lodge be appointed.

19-20/159 Planning Committee

Resolved. That members note Cllrs G Branagh, L Pfander and C Alexander be appointed members of the planning committee agreed 10th September 2020 minute 19-20/68

19-20/160 Grant application process

It was agreed that the grant application form and policy will be modified to note that applications are to be received by the end of May and that the organisation will be invited to the June Parish Council meeting where a decision will be made

Resolved. That the current grant application form and policy be modified and adopted as of 25th February 2020.

19-20/161 Road Safety in Fordham

An update on the Parish Council Road Safety project will be received at the March Parish Council meeting

It was agreed that the Speedwatch Community Team will work with Cllrs R Gregory and G Branagh to compile evidence of speeding to assist with applying for speed aware signage for the village and the Clerk will investigate alternative ways to obtain signage.

Resolved. That the above be noted.

19-20/162 Financial regulations

Members reviewed the current approved emergency spend for the Clerk and agreed to increase the expenditure from £500 to £1,000 ensuring that the Clerk shall report any expenditure to the chairman or deputy chairman as soon as possible and to the council as soon as practicable thereafter.

Resolved. That the emergency expenditure be increased to £1,000, that the Financial Regulations be amended and the updated policy be adopted as of 25th February 2020.

- 19-20/163 Repairs to the bus shelter**
Members noted that two companies have been approached to quote for the repairs to the bus shelter. One quote has been received and the other company noted that the job is too specialist and outside their remit.
The Clerk noted that £748.88 will be granted from Section 106 monies for the repairs.
Resolved. That the above be noted and another company be approached to quote before accepting the quote received.
- 19-20/164 Memorial Clock**
Cllr G Branagh reported an update from the working party which recommends the repairs be undertaken at a cost of £350 plus VAT. Members agreed to accept a quote which provides a 12 month guarantee.
Resolved. That the quote for the memorial clock repair be accepted.
- 19-20/165 Replacement of playground equipment**
Councillors received a report from the Clerk outlining the difficulties had to replace the swing seats. The company who installed the equipment no longer exists and replacement parts have been difficult to source. The equipment that was ordered does not fit the current frame and it is unfortunate to note that the Parish Council will make a loss of c. £500. The Clerk is seeking alternative suppliers to replace the seats and will provide an update as soon as possible.
Resolved. That the above information be noted.
- 19-20/166 VE Day Celebrations**
The Clerk reported that CBC have awarded a grant of £200 VE75 Celebrations. The Parish Council is not organising any events and it was agreed that the money will be split and granted to the Village Hall Committee towards the cost of their 40's evening on the 9th May and the Local History Society who are organising a Vintage Tea Party on the 10th May. It was also agreed that the Parish Council support both events and donate £30 each for hampers/raffle prizes.
Resolved. That the grant received from CBC be granted to the Village Hall and Local History Society along with an addition £30 donation each for Parish Council hamper/raffle prize
- 19-20/167 Christmas Tree lights**
Cllr G Branagh noted that the lights have been removed from the trees and have not survived the winter. It was suggested and agreed that a working committee be created to research and provide recommendations for a sustainable approach for future years. Cllr G Branagh agreed to take the lead and the Clerk will prepare advertising and speak with neighbouring villages.
Resolved. That a working party be formed, and the recommendations be reported at the July Parish Council meeting.
- 19-20/168 Village Organisations**
It was agreed that a letter be prepared for councillors to introduce themselves to the village organisations.
Resolved. That a letter be prepared for councillor introductions.
- 19-20/169 To receive Finance reports as of 17th February, 2020**
To note HMRC VAT bank credit of £3,292.44
Resolved. That the reports for January and February 2020 be received and approved.
- 19-20/170 Bank account**
To note that past Councillors have been removed from the bank account and that Cllr G Branagh has electronic authorisation.
Resolved. That the above be noted.

19-20/171 Expenditure**171.1 Change website providers**

To amend the arrangements approved, minute no 19/20-90, that ensure the website adheres to accessibility legislation and, to approve a change of website and email providers.

Cloudnext to host the emails and domain name at a cost of £237.57 for two years

Eyelid productions to build new website at a cost of £720.00

Resolved. That the above amendments be approved to change website providers and hosting company at a total cost of **£957.57**

171.2 Playground equipment

Resolved. To note expenditure of **£342.81** to replace 3 hanging rings as approved in minute 19-20/115.

To note that expenditure of **£136.86** for baby swing chains and shackles will be received in form of credit note (minus delivery fees) as noted in minute 19-20/165

171.3 Shrubs at Lucas Avenue

Resolved. That annual maintenance of **£259.99** at Lucas Avenue/Church Road be approved.

171.4 Parish Magazine

Resolved. That the deficit of **£1088.45** for the Parish magazine (2019-20) be funded by the Parish Council and approved.

171.5 Transfer to Deposit account

Resolved. That the transfer of **£749.55** to deposit account for previous years EMR be approved.

171.6 Invoice for Payment – Appendix A

Payable	Purpose	Amount (* VAT)
ID Mobile	Mobile phone <i>Dec-Jan</i>	£12.77
ID mobile	Mobile Phone <i>Jan-Feb</i>	£12.77
ICO	Data protection register	£35.00
J& M Payroll Services	Payroll Fees <i>January Fees</i>	*£30.00
Eyelid Productions	Website production	£720.00
Cloudnext	Website hosting	£129.57
Cloudnext	.gov domain renewal	£108.00
J&M Payroll Services	February Payroll <i>Including HMRC/Ni/Pension</i>	£771.45
EALC	Councillor training	*£380.52
K Cameron	Expenses <i>Microsoft subscription</i> <i>Mileage to training</i>	£100.69 £79.99 £20.07
Fordham Times	Fordham Times	£1083.45
Fordham Parish Council	Transfer to EMR	£749.55
Chris Cousins	Safety Checks and empty bins	£85.00
	TOTAL	£4223.77

Resolved. That invoices listed in the revised appendix A – total expenditure: **£4223.77** be approved.

171.7 Invoice for Payment – Appendix B

Resolved. That there were no additional invoices submitted after 20th February 2020.

19-20/172 To receive Health and Safety Checks for playground

- To note reports for w/c 1st to 29th January 2020

Resolved. That the reports be received and to note that items reported for attention are being dealt with:

- Baby swing seats need replacing – ongoing.
the Clerk is trying to find suitable parts to replace the seats
- Hanging rings – ongoing.
Additional parts are on order

19-20/173 Welcome Booklet

Members reviewed the welcome booklet and were very pleased with the end result. Members requested their thanks be sent to Brian for not only preparing the booklet but for sourcing a sponsor for the first 20 copies. Councillors made a few comments that will be sent to the editor along with a request to quote for an additional 20 copies.

Resolved. That minor amendments are made to the welcome booklet, 20 copies be printed and a quote for a further 20 copies be obtained.

19-20/174 To receive Councillors reports

Cllr C Alexander noted that there are two very large potholes on Church Road that require assistance.

Cllr R Gregory noted that he had asked a resident to coordinate the next litter pick which will form part of the Great British Spring Clean, 20th March to 13th April and that it had been agreed for Saturday 4h April from 1.30-3.30pm.

Cllrs R Gregory, G Branagh and N Durlacher noted their attendance at a meeting with Essex Police to discuss unauthorised encampment

Cllrs R Gregory and G Branagh noted their attendance at a meeting with RCCE to discuss Neighbourhood Planning

Cllr G Branagh noted that following his meeting with RCCE, a neighbourhood plan will cost in the region of £20,000 and a Village Design Statement in the region of £5-10,000. Both plans will require an increase in the precept for residents. RCCE recommended that he meet with strategic planners at CBC to see what the proposed plan for the Borough looks like. Cllr G Branagh agreed to report back to council after the meeting be held.

19-20/175 To receive Clerks report

The Clerk had nothing further to report.

19-20/176 Items for next meeting on 31st March 2020

To agree any further items for 31st March 2020 agenda

There being no further business the meeting closed at 21.27