



GREAT HORKELESLEY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
HELD ON TUESDAY 6TH FEBRUARY 2024
IN GREAT HORKELESLEY NEW VILLAGE HALL AT 7.30PM

Those present:

Cllr C Arnold (Chairman)	Cllr A Banks
Cllr J Burns-Langton	Cllr S Jarvis
Cllr M Mead	Cllr P Tempest

+ 9 members of the public in attendance

23/120 Chairman's Welcome

The Chairman welcomed everybody to the meeting and introduced the councillors and the clerk to the members of the public in attendance.

23/121 Apologies and Reasons for Absence

Apologies were received and noted from Cllr Baker and Cllr Sudbery.

23/122 Declaration of Interests

Cllr Banks and Cllr Tempest declared an interest in item 23/130 (b) as parents of children that had drawn designs for the new signs.

23/123 Minutes of Previous Meeting

The minutes of the Parish Council Meeting held on Tuesday 16th January 2024 were approved and signed as a true and accurate record.

23/124 Have Your Say – Public Open Forum

Three Year 6 pupils from the School Council at Bishop William Ward Primary School gave a short presentation of ideas that children across the school had come up with for ways that the village of Great Horkelesley could be improved for younger residents. The Chairman thanked the children for the valuable document they had produced, and councillors explained how they would use these ideas as part of future plans for the village.

One resident asked questions regarding Planning Application 230625 and said that the requests for a buffer between houses on Ivy Lodge Road and the new development must not be forgotten. The Chairman advised residents to keep communicating with the City Councillors to ensure this does not happen.

23/125 Reports from Members and Officers of Other Authorities

Cllr Mead read a statement from the editor of the Village News confirming that the publication months will be changing to February, May, August, and November moving forward, and that she will be stepping down from the voluntary role at the end of the summer. The Clerk will add the vacancy to the Parish Council website and Facebook page.

Cllr Arnold reported that he and County Cllr Barber have both reminded the County Cabinet member for Highways about the need to progress with the introduction of a 40mph speed limit on a section of the A134 that he agreed before Christmas.

Cllr Jarvis reported the group organising the Summer Fayre have now sourced an industrial generator so they will no longer need to run cables from the Village Hall for the PA system.

23/126 Finance

- (a) Noting the Statement of Accounts as at 31st January 2024 was deferred to the next meeting.
- (b) Retrospectively approving payments made in January was deferred to the next meeting.

23/127 Planning

- (a) The following Planning Applications were discussed.
It was unanimously agreed to make representations to the Planning Authority as follows:

- | | | |
|---------------|--|-----------------------------|
| 232737 | 33 The Crescent
<i>Retrospective application for granny annex in rear of garden</i>
It appears from the planning application submitted that there will be a loss of three off-street parking spaces. This concerns the Parish Council as it is in an area where available parking is already limited. | (expires 07/02/2024) |
| 240088 | Orchard House, Boxted Road
<i>Minor alterations to previously approved garage</i>
No comment to be made. | (expires 09/02/2024) |
| 240173 | Pantiles, 6 Manor Close
<i>Two storey side extension and replacement single storey rear extension</i>
Cllr Arnold abstained from the discussion. No comment to be made. | (expires 21/02/2024) |

- (b) It was noted that decisions have been made on the following Planning Applications:

- | | | |
|--------------------------------|---|----------------------------|
| 232627 | Ellwood, 59 Coach Road
<i>Ground and first floor rear extensions and alterations</i> | Approve Conditional |
| 232613 | Cambian Fairview, Boxted Road
<i>Application to vary Condition 9</i> | Withdrawn |
| 232206 | Lodge Farm, Boxted Road
<i>Construction of processing, packing and dispatch building</i>
Members were surprised that this application was approved, although are pleased that some of the conditions placed on the application allude to the objections raised by the Council. | Approve Conditional |
| 232727
& 232728 | Terrace Hall, Terrace Hall Chase
<i>Conversion of existing garage to workshop/office</i> | Approve Conditional |
| 232724 | Holly Oaks, The Causeway
<i>Single storey rear extension</i> | Approve Conditional |

- (c) It was noted that an appeal has been made to the Secretary of State in respect of Planning Application 231672 (Blackbrook Stud Farm, Ivy Lodge Road). The Council will be asked for comments on the appeal in due course.
- (d) Planning Application 230625 (Manor Land development) was discussed. Cllr Arnold reported that there is not yet a date for when this application will go to committee, as amongst other things Colchester City Council is currently waiting for comments from the Highway Authority.

It was unanimously agreed (proposed Cllr Arnold) that the following representation be made to the Planning Authority:

Great Horkesley Parish Council strongly supports the provision of the cycleway within the public open space on the east side of the A134, rather than on the west side between Keelers Way and Coach Road and welcomes the saving of the trees.

The Council also strongly supports the continuation of the cycleway and between Green Lane and Chesterwell.

The Council would like to point out that the existing bus shelter is still shown on the plans situated within the zigzags of the new crossing. Members would like to see the bus stop moved further south, perhaps to replace the decrepit seat opposite Brick Kiln Lane; it would then be clear of the crossing. Both the shelter and the seat are the property of the parish council.

- (e) There were no other planning matters to be considered.

23/128 Highways

- (a) Data from the first survey carried out by the Community SpeedWatch Team was circulated prior to the meeting.

It was agreed (proposed Cllr Arnold, one member abstained) to ask Cllr Barber to arrange for a classified count to be carried out near to The Crescent along The Causeway (if data had not already been recently gathered in that area), to obtain more accurate data on whether speeding is a regular occurrence on this stretch of road. This would need to be funded by the Parish Council as the County Council budget has been spent for the current year. The cost would likely be around £2,000.
- (b) **It was unanimously agreed** (proposed Cllr Arnold) to work with Cllr Barber and engage the Highway Authority to explore options to deter HGV traffic from using Boxted Road/Queens Head Road and Ivy Lodge Road/Horkesley Road as far as possible, including putting weight restrictions on the roads, as they are too narrow to accommodate two-way HGV traffic.
- (c) The Clerk will report the dangerous pothole on the A134 south of the A12 bridge under the Highway Authority's urgency procedure.

23/129 Village Hall

- (a) **It was unanimously agreed** (proposed Cllr Arnold) to appoint the local First Responder to register the defibrillator with the emergency services and carry out monthly checks of the equipment.

It was also agreed (proposed Cllr Tempest) to delegate to the Clerk the power to take all decisions to secure funding for another defibrillator from the British Heart Foundation, as applications close prior to the next council meeting.
- (b) The Clerk reported that the change to a new broadband supplier is still in progress.

23/130 Public Spaces

- (a) **It was unanimously agreed** (proposed Cllr Arnold) to approve the Terms of Reference for the Open Spaces & Facilities Working Group, a copy of which is appended to these minutes.

Cllr Banks and Cllr Tempest left the meeting.

- (b) Members considered many posters made by children from Bishop William Ward Primary School, encouraging people to clear up after their dog, and chose four of the designs to be made into signs to be put up around the village. The Clerk will research locations for the signs and obtain a new quote, to be considered at the next meeting.

Cllr Banks and Cllr Tempest returned to the meeting.

- (c) There were no reports of any other urgent matters regarding Public Spaces.

23/131 Policies & Procedures

The draft documents circulated prior to the meeting were reviewed.

- (a) The Publication Scheme was approved.
- (b) The Data Protection Policy was approved after it was agreed to substitute the words “Not retaining personal data on...” for “Not transferring personal data to...” at the start of the final bullet point.
- (c) The Privacy Notice and Privacy Notice (Staff) were approved.
- (d) The Document Retention & Disposal Policy was approved.

23/132 Clerk’s Report

The Clerk’s report to date, including a list of resolutions agreed at earlier Parish Council meetings and any progress to date, was noted.

23/133 Date of Next Meeting

The next meeting of the Parish Council will be on Tuesday 19th March 2024 at 7.30pm in Great Horkesley New Village Hall. Should any urgent matter require a decision by Council before that date, an Extraordinary Meeting will be called.

23/134 Exclusion of Press & Public

There were no members of the public still present, so the resolution was not moved.

23/135 Staff Hours & Salaries

It was unanimously agreed (proposed Cllr Mead) to amend the salary and hours of work for an employee.