

East Donyland Parish Council
Full Parish Council Meeting – 10th December 2015
St Lawrence's School, Rectory Road, Rowhedge starting 7.00pm.
MINUTES

The Chairman opened the meeting at 7pm.

Present: Cllrs Tony Pullon (Chair), Phil George (Vice-Chair), Doug Clay, Nina Crouchman, Richard Helliwell, Gordon Malcolm, Peter Case, Assistant Clerk – Elizabeth Nelson-Hayes and 7 members of the public.

160/15 To receive and accept apologies and to note absences:

Apologies were received from Cllr Rowland & Borough Cllr Mike Lilley

161/15 To minute disclosable, pecuniary & non-pecuniary interests of members:

NR non pecuniary 172 173, RH 172, PG non pecuniary 167, TP non pecuniary 167, PC non-pecuniary 173, DC non-pecuniary 171 173, NC non pecuniary 167

162/15 To approve the minutes of the meeting held on 8th October 2015:

Proposed PG, 2nd DC – all agreed; minutes approved.

163/15 Have your say! The Chairman will close the meeting for a max.15 minutes to ask members of the public to speak on any matters relevant to parish business:

The following points and questions were raised:

- Planning Gain Project; Mr Jones submits a formal application to the Parish Council for them to speak to the previously known section 106 officer at Colchester Borough Council regarding funds and future developments.
- RHT Update – Mr Marlow-Man gave a short update regarding the withdrawn project of the Riverside Centre. The RHT are returning to the core business of heritage activities. The RHT would like to retain the hut and would like a separate organisation to run it with the Council's support.
- BT Phone box & drainage outside the village hall – Mrs Chart asked if there was an update on the now decommissioned phone box. To make the Council aware that every time it rains the ground floods outside the hall on the recreation ground side. To speak to EDCA *Action – The Assistant Clerk*

164/15 To receive and note reports from:

- i) County Councillor, Kevin Bentley: no report.
- ii) CBC Councillor, Mike Lilley: no report.
- iii) The Clerk: report noted.
- iv) Village Bus Representative – Elizabeth Trellis: no report
- v) Latest EDCA meeting – Cllr Clay: no report, unable to attend Monday 14th Dec meeting, NR hopefully will stand in.
- vi) Rowhedge Residents' Association – Trisha Curran: no report, meeting Monday 14th December.

165/15 To agree payments list already checked by Cllrs George & Clay: NR proposed, RH 2nd, all agreed. *Action – the Clerk*. It was noted that the £100 fee to Village Plan was for analysis already started.

166/15 To note the draft minutes (*previously circulated*) from the Maintenance Committee 18th November and any proposals/recommendations as a result: noted.

i) **To consider whether Maintenance Committee meetings should be changed from monthly to bi-monthly in 2016, to meet in February, April, June, August, October & December.**

RH proposed the meetings should be changed, seconded by PC – all agreed.

167/15 To consider the event application and grant application received for the Rowhedge Regatta 2016 (*refer attached*)

TP had previously spoken to the Chairlady who informed him that the Regatta Association may have to cover the cost of policing the event themselves. NR raised the question of how much the Council has

East Donyland Parish Council

Full Parish Council Meeting – 10th December 2015

St Lawrence's School, Rectory Road, Rowhedge starting 7.00pm.

MINUTES

left in the grant budget. NR proposed yes to the date of the event, but to hold off on the finances until there is a clearer picture regarding financing the Police & the Councils budget. RH seconded this. All agreed

168/15 To consider the request for vehicle access to 28 Rectory rd via the Village Hall access road (refer attached). The land is owned by EDPC but there is no current easement for the private vehicular right of way.

Cllrs Helliwell and Clay informed the Council that EDPC do lease the land from CBC as it is on the land registry. The potential owners need to seek permission from CBC, need to re-check ownership. *Action – The Clerk.*

169/15 To consider whether EDPC should nominate any community assets in the parish to be added to the CBC register of Community Assets (refer attached). If any land or buildings on the list come up for sale in the future then the local community has the option of six months to prepare a bid to buy the asset: Everyone agreed that this was an excellent idea, Ye Olde Albion, The Anchor, Rowhedge Social Club, the allotment land, Village Hall, The Football Club, slipway off the High Street & the brick building in the dock area were all suggested. It was suggested to open this up to community groups for their input & that a conversation with the current owners regarding this before any submissions are made. – *Action Clerk*

170/15 To consider and adopt the following revised documents:

- i) **Code of Conduct (attached)**
- ii) **Complaints Procedure (attached)**
- iii) **Use of EDPC land for events (attached)**
- iv) **Publication Scheme & information available (attached)**
- v) **Freedom of Information policy (attached)**
- vi) **Data Protection & Information Security Policy (attached)**
- vii) **Document Retention Policy (attached)**

TP proposed that the draft documents all be accepted with the following amendments i) East Donyland Parish Council to replace Colchester Borough Council on front page. Page 2, repetition of "Member includes co-opted". ii) The Complaints Procedure mentions dealing with complaints about councillors using the code of conduct – which has no mention of complaints procedure in it. The Complaints Committee should already be set up, in case of a complaint. iii) "6 weeks in advance of the event" to be added to the event document. vii) Document Retention Policy; insurance & policies & procedures should be kept for 24 months. PG 2nd, all agreed. *Action – The Clerk*

171/15 To consider a request from the Village Plan Committee for additional funding of £620 to complete the plan. (refer attached email)

A brief synopsis of events so far by PG it was understood by all that the The Village Plan are doing very important work for the community. NR proposed to allow up to a spend of £620 once 3 quotes are in, seconded by PG, all agreed, DCly excluded from the vote.

172/15 To receive a letter from EDCA (attached) regarding their proposal to develop an extension to the village hall for use by the Rowhedge Under 5's:

NR informed the Council of the progress with this project and the support received from the School & the Diocese (as a small amount of land is owned by them) Support from EDPC would be gratefully received. TP proposed a letter to go to EDCA in favour of the plans, attached the criteria document adopted at last months meeting "Draft Heads of Terms for leases and criteria for Applicants" seconded by NR all agreed. RH excluded from all discussion and vote. *Action – The Clerk*

East Donyland Parish Council

Full Parish Council Meeting – 10th December 2015

St Lawrence’s School, Rectory Road, Rowhedge starting 7.00pm.

MINUTES

173/15 To receive a letter from the RHT (previously circulated) regarding their decision to stop work on the Riverside Centre project, and to consider their request for a meeting to discuss the options regarding the future of the existing hut.

Everyone thought it necessary to have a meeting as land owners. PG reminded everyone that a group of Councillors cannot make the decisions for the Council. Any proposals would have to go to Full Council. The results of the village plan would have to be considered, although as there is no exact timescale at the moment for the results. TP proposed and NR seconded a meeting between Councillors & members of RHT at the earliest opportunity, minuted by a Clerk and the notes made public. All agreed.

174/15 To discuss planning applications and note decision papers as listed:

- i) Planning Decision on application 152050; 8 Head Street, proposed first floor side and rear extensions with new porch, conditional approval granted: noted.**

Meeting closed at 7.51pm.

Agreed as a true record.

Signed: Date:

Chairman