**21LHPC03b Little Horkesley Parish Council**

**MINUTES**

of meeting held via Microsoft Teams on Monday 15th March 2020

Present: Maria Oats (Chair)

Chris Exley (Vice Chair)

Hannah Taylor

Chris Jacobs

Susie Goldring

Jo Petersen (Clerk)

Cllr Nigel Chapman (CBC Rural North)

Cllr Lewis Barber (CBC Lexden)

# Apologies

No apologies

Chris Jacobs declared a non-pecuniary interest in item 9 (Correspondence)

**1. Minutes**

The minutes of the meeting held on 18th January were agreed as an accurate record.

**2. Playground**

1. The quotes received from three contractors for installation of the picnic benches exceed what the Parish Council is able to afford.

It was agreed that we should not install the benches without following the supplier’s guidance as this may void the insurance.

The clerk will contact The National Lottery Fund to see if it is possible to change the terms of the grant so that the Parish Council purchases a single picnic bench and uses the extra money to pay for the installation.

1. Hannah Taylor confirmed that she believes there is sufficient bark on the play area.
2. Hannah Taylor confirmed that the play area is in need of weeding. All councillors agreed to help weed the play area in the next couple of weeks.
3. All councillors were happy with the proposed inscription for the memorial bench
4. The clerk confirmed that the ROSPA inspection of the play equipment has been booked for May, although as this is a busy time of year it may take place in June. The new benches, if installed by then would be inspected at no additional charge.
5. The clerk is waiting a response from Michael Devine (Estates Manager at Colchester Amphora) regarding renewal of the playing field lease.

It was noted that the issue regarding the removal of the fence and the access at 7 Orchard Cottages had been referred by Mr Devine to Colchester Borough Council’s litigation department to advise on next steps.

**3. Roads & Verges**

1. The clerk has reported two potholes in the parish and detailed the response from Essex Highways:

* Double Bend on School Road from Wormingford (ref 2705854)

This will be added to future non-urgent works

* At 30 sign on School Road (ref 2707315)

No further action will be taken but it will be monitored regularly.

Hannah Taylor has reported a pothole on Water Lane.

**4. War Memorial**

1. The repairs to the fencing at the war memorial were noted.

**5. Bus Shelter**

1. The clerk has not yet started the renovation of the notice board and will do so once the weather is less inclement.

**6. Website / Social Media**

1. It was noted that the Little Horkesley Parish Council Facebook page is now live.

The clerk will promote the page using social media, the website and a poster in the bus shelter.

1. The clerk is still to work through the Accessibility Statement

**7. Affordable Housing**

1. Chris Exley briefly summarised the situation regarding the “Call for Sites”
2. The Clerk confirmed that she had emailed the article to Suzanne Albert at the Parish Magazine for inclusion in the next issue.

However, the next issued will not be available until 27th April and will not be distributed due to Covid 19 restrictions. The magazine will be available in the porch of the church for collection.

It was decided to amend the article and extend the deadline until the end of May, Chris Exley will rewrite the article and send to the clerk.

**8. Finance**

1. The clerk will phone Gavin White to confirm that he is still happy to be the independent auditor for the Parish Council’s end of year accounts.
2. It was noted that a cheque for £525.00 has been received from the EALC as the bursary repayment for the completion of the CiLCA qualification by the clerk. The clerk will pay this into the Barclays account when circumstances allow.
3. The reasons for the increase in Council Tax were discussed and it was agreed that the increase is mainly due to providing a clerk salary.

***Invoice Approval***

To note expenditure approved by the Chair and the Clerk

* + J Petersen (Salary) £169.35
  + Danny Page (invoice 1123) £360.00
  + Danny Page (invoice 1189) £72.00
  + Get It Done (invoice 2169) £220.00
  + J Petersen (Jan Salary) £174.00
  + J Petersen (Feb Salary) £174.00

**9. Correspondence**

* The letter received from Mr Bird was discussed at Item 2 (Playground).

**10. Items for the Next Agenda**

* Asset Register
* County Broadband
* Dog poo bins
* Sewage issue in Water Lane

**…………………………………………………………………………….. (Maria Oats - Chair)**

# ……………………………………………………………………………… (Date)

**Date of the next Parish Council Meeting Monday 19th April 2021 (location TBC)**