**21LHPC01b Little Horkesley Parish Council**

**MINUTES**

of meeting held via Microsoft Teams on Monday 18th January 2020

Present: Maria Oats (Chair)

 Chris Exley (Vice Chair)

 Hannah Taylor

 Chris Jacobs

 Susie Goldring

 Jo Petersen (Clerk)

Cllr Nigel Chapman (CBC Rural North)

# Apologies

No apologies

No pecuniary or non-pecuniary interests were declared.

**1. Minutes**

The minutes of the meeting held on 21st December were agreed as an accurate record.

**2. Playground**

1. It was agreed that the clerk would find a contractor able to secure the benches using concrete pads and obtain quotes for the work before ordering the benches.

Hannah Taylor suggested contacting the firm who carried out repairs to the swing bracket. It was also suggested that we contact Danny Thurlow.

The Clerk will make enquiries about delivery lead times on the benches.

All Councillors will think about appropriate wording for the commemorative plaque.

1. It was agreed to renew the contract with Danny Page for the grass cutting in 2021. The Clerk will request a formal quote detailing the number of cuts and the cost per cut.

**3. War Memorial**

1. The Clerk disclosed details of a quote from Get It Done to repair the posts at the War Memorial. This was considered reasonable and will be approved once the quote has been circulated to all councillors by the Clerk.

**4. Bus Shelter**

1. The Clerk has not yet renovated the notice board and will wait for the weather to improve before commencing the work.

**5. Website / Social Media**

1. The Clerk shared her screen and was able to walk all Councillors through the Little Horkesley Parish Council page on Facebook. It was agreed that it is a useful tool to enable two way communication between the parish council and local residents.

The clerk will compose a criteria for joining the page and rules to be adhered to when posting information in order to avoid possible conflict. These terms and conditions will be posted on the Facebook page

1. Maria Oats has amendments to the Social Media Policy and will send the clerk.
2. The website needs to be “tested” for accessibility before the Accessibility Statement can be reviewed. The clerk has received details from the EALC on how the perform these tests. This appears to be a time consuming process which the clerk will complete over the next month or so.

**6. Affordable Homes**

1. Laura Atkinson (RCCE), Ruth Newcombe (CBC Affordable Homes Officer – CBC-AH) and Sophie Robinson (Hastoe Housing Association - HHA) joined the meeting to discuss the possible Call For Sites for affordable homes in the village.

CE summarised events to date;

RCCE carried out a survey of parishioners in 2018 which revealed some demand for

affordable homes, leading to the selection of HHA to take forward the scheme. HHA’s

consultants (Barefoot and Gilles) identified eight sites in their Strategic Site Appraisal of

March 2019. Potential sites were discussed with CBC and sites 1, 2 and 7 selected as most closely meeting the Planning policy requirements for ‘exception’ sites i.e adjacent/ adjoining the settlement boundary. The landowners of these three sites were approached but none positively responded or expressed interest in selling or donating land.

1. The PC would like to see if any positive outcomes could still be found, by using a Call For Sites for any suitable land near the centre of the village. Notice would be sent to all parishioners/ landowners using means to be decided (parish magazine, PC website, letters, PC Facebook page?).
2. The Planning policy for exception sites was discussed. Ruth (CBC-AH) advised that she could discuss the Parish’s difficulty with finding suitable land - as there is little land directly adjacent the settlement boundary (a very small area in the village’s core) – with Sandra Scott (CBC-Planning) and advise on acceptability of land not directly touching the settlement boundary. This might determine whether potential sites would be accepted or rejected by the Planning Authority.
3. Laura (RCCE) suggested that her draft Call For Sites could be refined and supplemented by additional guidance to landowners about what was sought, the process, benefits to the parish, etc. Laura advised it would be sensible to provide the Call For Sites to each of the three landowners first approached – their attitude might change.
4. Call For Sites process; LHPC would lead this, using RCCE, CBC-AH and HHA advice. LHPC would carry out the ‘advertising’ of the Call For Sites, so no costs would be incurred by / charged by RCCE, HHA, CBC. This would also emphasise that it is an exercise by the PC for the parishioners. Any responses would be discussed with HHA and any prices for land purchases proposed would be a matter for HHA’s negotiation with the respective landowners. Laura recommended the Call For Sites process be as open as possible so that the parishioners can engage with it if they want to and they will hopefully see it as a community benefit.
5. Ruth noted that Homes England were providing more funding for rural housing – 10% of grant funding to rural housing. This might assist HAs with site purchase costs? HHA noted they will currently only pay agricultural land values.
6. Other sites and options were discussed.
7. Next steps – the PC agreed that CE is to work on the Call For Sites with Laura (RCCE).

**7. Action Plan**

1. It was agreed that the Action Plan would be used as an ongoing document to help plan meeting agendas.
2. It will be reviewed every six months to ensure there are no unnecessary items on the plan.

**8. Finance**

1. The clerk confirmed that she has submitted the precept request to CBC and that it has been received by them.
2. Chris Exley signed the Q3 financial report. The Barclays bank statement will be delivered to him for signature once lockdown restrictions are lifted.
3. The clerk has not been able to close the Cheltenham & Gloucester (TSB) account but will do so once she can visit the Colchester branch.

***Invoice Approval***

 To note expenditure approved by the Chair and the Clerk

* + J Petersen (Salary) £169.35

**12. Correspondence**

* The Barclays statement will be passed to Chris Exley

**13. Items for the Next Agenda**

It was agreed to cancel the February meeting.

* Affordable Housing
* End of Year Accounts

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

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

**Date of the next Parish Council Meeting Monday 15th March 2021 (location TBC)**