**19LHPC06b Little Horkesley Parish Council**

**meeting held in the Village Hall on Wednesday 19 June 2019**

**Present:** Maria Oats (Chair)

Chris Exley

Hannah Taylor

Chris Jacobs

Susie Goldring

Roger Drury (Clerk)

**Apologies** Were received from Nigel Chapman (CBC Rural North)

No Pecuniary or Non-pecuniary Interests were declared in relation to agenda items.

**1. Minutes**

The minutes of the meeting held on 8 May and those of the Annual Parish Meeting of the same date were approved as an accurate record.

**2. Affordable Housing**

CBC’s comments on the eight sites proposed by Hastoe HA were considered and comments made on the various options which Chris Exley will forward prior to any approaches to landowners.

(Details of the discussion are not minuted as they are Commercially Confidential at this point.)

**3. Emergency Assistance Plan**

The Plan was reviewed and amended in detail. It was agreed that Chris Jacobs would provide a fully revised version of the Plan to the Clerk before 3 July when he would attend the Clerk’s Forum which has been called to review these plans across the Borough.

**4. Clerk’s Report**

a. Playing Field

The RoSPA Safety Inspection report was considered. It was agreed that the Clerk would liaise with Stuart Mosley to decide what action was needed and report back to the July Meeting.

The Clerk had authorised an increase in mowing to fortnightly during the current period of vigorous growth and that Colchester Homes had been requested to spray the car park area and cut back the approach hedge.

He also reported that Jerry Munson, the previous contractor for grass cutting, had died.

b. Roads and Verges

The Clerk reported that he had discussed with Cllr Anne Brown, ECC Constable, on the traffic issues on Water Lane and the dangerous mix of pedestrians and “rat race” traffic, but ECC Highways would under no circumstances consider a speed limit unless a road was lined by houses.

This approach was totally different to Suffolk CC who use limits extensively to avoid excess speed.

c. Little Horkesley PC Website

PKF – littlejohns had issued the Notification of Exempt Status 2019 which completes the auditing process and, therefore, the relevant financial documents had been put up on the website. The Notice of the Public’s Right to inspect the audit papers was put up on the Notice Board on 16 June and would remain there for 4 weeks.

d. Intro to Website Accessibility Course

Maria Oats reported on the EALC Website Accessibility Course she had attended and found very useful in defining the issues which should be addressed.

It was agreed that she would identify the issues prior to the July meeting and for subsequent discussion with Lorraine Brooks – the deadline for completing the review was September 2020.

**5. Planning**

a. Application No: 190983 Priory Farm Cottage, School Road, Little Horkesley

The application to convert the garage to an external study room had been approved.

b. Application No: 191430 Ridgecrest, School Road, Little Horkesley

This new application was referred to Chris Exley to decide whether the Council’s previous objection to the raised roof crest height was still valid.

**6. Finance**

a. EALC guidance on converting to online banking had not been forthcoming. However Maria Oats had identified that EALC had produced guidance on councils moving to online banking in early 2016 and the Clerk was asked to follow up on this lead.

The Clerk expressed the view that as all transactions would require prior approval by the Council and this minuted approval is reviewed as part of the auditing process, there was no security risk. However, any change would have to be documented in the Council’s Standing Orders.

b. The following transactions were approved:

* RoSPA £86.40 – Playground Inspection;
* EALC £78.00 – Accessibility Course;
* DAP Landscapes £288.00 – Grass Cutting;
* Information Commissioner’s Office £40.00 – Annual Fee.

**7. Correspondence**

The following correspondence was reviewed/circulated:

* EALC Legal Update May:
* It was agreed that the two new Councillors should be provided with the EALC Induction Packs,
* It was agreed that consideration be given to providing Councillors with a separate email address for council business. It is believed that this could be done through Fasthosts which manages the website.
* DV&SV Update May;
* ECC Highways Focus May;
* Essex Heritage News;
* ECCE Oyster Spring 2019.

**8. Items for the Next Agenda**

The Chair wished to have the subject of Data Protection on the next agenda to refresh everybody on our Data Protection Responsibilities and to implement the Document Destruction Policy with the Clerk.

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

**………………………………………………………………………. (Date)**

**The next Parish Council Meeting will be held on Wednesday 31 July.**