

# Aldham Parish Council

## Minutes of Aldham Parish Council meeting held on Tuesday 5<sup>th</sup> March 2024 at 7:30pm in the Village Hall at Aldham

Present: Cllrs Mike Lambert (Chairman), Adam Scott (Vice Chairman), Brenda Brown, Roger Walker, Andrew d'Angibau. There were also present 6 members of the public.

**018/2024 Apologies for absence** were received from ECC Lewis Barber, CCC Cllr Sara Naylor

**019/2024 To confirm the permanent appointment of Mr. Kevin B. Money as Parish Clerk / RFO as from 12<sup>th</sup>. February 2024**

Cllr A. d'Angibau proposed appointing Mr. Kevin B. Money as permanent Parish Clerk / RFO. Cllr A. Scott seconded. **All Agreed.** The Chairman and Clerk then signed the contract of Employment

**020/2024 Declaration of Members interests**

To declare any Disclosable Pecuniary, Pecuniary or Non-Pecuniary interest relating to items on the agenda. Cllr A. d'Angibau declared an interest in item 027/2024 Wick Farm application

Cllr M. Lambert declared an interest in item 025/2024 (c)

Cllr A. Scott declared an interest in item 031/2024

**021/2024 Co-Option**

The Candidates have completed a short application form and confirmed their eligibility for the position of Councillor within the statutory rules (Local Government Act 1972 section 79). Forms have been returned to the Parish Clerk by the prescribed deadline. The eligible candidates have been invited to attend a meeting with Councillors and speak for a maximum of five minutes.

Cllr M. Lambert proposed accepting Tony Gearey and Jean Jennings onto the Parish Council. Cllr B. Brown seconded. **All Agreed**

Cllr T. Gearey and Cllr J. Jennings then signed their declaration of Acceptance of Office, e-consent form and were handed their Register of Interest forms to be completed, signed and returned to the Clerk ASAP.

**022/2024 To approve the minutes of the last meetings held on Wednesday 31<sup>st</sup>. January and Tuesday 6<sup>th</sup>. February 2024. All Agreed**

**023/2024 Public Open Forum (Maximum 15 minutes)**

- Visit from Colchester Borough Homes scheduled for the footpaths to be cleared in Hardings Close by end of March
- 4 large cones in private estate left over from 6 months ago - Cllr d'Angibau to collect and store
- Tey Road flooding solved but problem now shifted to New Road. Residents liaising with Colchester Borough Homes to clear ditch and trim hedges
- Brook Road has blocked gulley's and surface water drain causing a problem on the highway - awaiting response from ECC highways via Cllr Barber
- Ongoing discussions with National Highways regarding diversions and signage to discourage rat running during A12 closures at J25. APC pressing for diversions onto A1124 via B1024

**024/2024 Visitors Report** (CCC Dennis Willetts / ECC Lewis Barber)

No visitors' reports were supplied

**025/2024 Finance**

**a)** To receive the Bank reconciliations as at 29<sup>th</sup>. February 2024  
Councillors noted the Bank reconciliations as at 29<sup>th</sup>. February 2024

**b)** To receive the comparison of Actual to Budgeted for 2023/24  
Councillors noted the comparison of Actual to Budgeted for 2023/24

**c)** To approve the payment of Accounts for February and March 2024 and to agree a transfer of funds to meet the Parish Council financial requirements. Cllr A. d'Angibau proposed and Cllr A. Scott seconded. **All Agreed**

**026/2024 Great Tey Neighbourhood Plan Submission Consultation**

The Council noted the consultation on the Gt. Tey Neighbourhood Plan and complemented it as a well produced document.

Acknowledged the Design Coding to ensure development blended with surroundings and awaited with interest the way this will be applied to proposal for 30 new homes by Mersea Homes

## **027/2024 Planning Applications**

### **240347 - Wick Farm, New Road, Aldham Colchester CO6 3QY**

Application for prior notification of agricultural or forestry development - form an area of hard standing to the northwest of the current farmyard

**RESOLVED:** No objection to this planning application

### **240239 - 3 Whytes Cottages, Green Lane, Aldham CO6 3RF**

Removal of existing Conservatory and replace with new Double storey side extension and single storey rear extension. Extension to form wrap around

**RESOLVED:** No Objection to this planning application

### **240274 - Hoe Farm Hoe Farmhouse Rectory Road Aldham CO6 3RS**

Proposed Single Storey Lean To Extension

**RESOLVED:** No Objection to this planning application

### **240275 (Listed Building application) Hoe Farm Hoe Farmhouse Rectory Road CO6 3RS**

Proposed Single Storey Lean To Extension

**RESOLVED:** No Objection to this planning application

## **028/2024 Planning Decisions affecting Aldham**

No planning decisions have been made by CCC affecting Aldham.

## **029/2024 Website / Email**

1. A Working Group has been set up to consider creating new web site and email addresses for Clerk and Councillors and to make recommendations to Council.

Cllr A. d'Angibau updated on the progress of the Working Group.

After several meetings and thorough research conducted by Cllr R. Walker and Cllr T. Gearey, proposal and action plan was presented

**The subject of Parish Council communication can be broken down into 3 sections:**

Emails  Website  Social Media

### **Emails**

Each Councillor and the Clerk will need to email on behalf of the APC

e.g.( [councillor@aldhamparishcouncil.gov.uk](mailto:councillor@aldhamparishcouncil.gov.uk) etc. ).

This is a legal must and not be done via personal email accounts.

**Paid for email accounts (e.g. [councillor@aldhamparishcouncil.gov.uk](mailto:councillor@aldhamparishcouncil.gov.uk) etc.)**

### **Pros**

Centrally managed and fully backed up.  Password / access change done by APC not individual.  
 Email account owned by APC.  Email will include APC domain name to show more legitimate (e.g. [clerk@aldhamparishcouncil.gov.uk](mailto:clerk@aldhamparishcouncil.gov.uk) )

### **Cons**

Cost to APC and therefore parish.  Needs members of APC and Clerk to manage the system.  
 Needs to be setup by APC as well as individual.

### **Website**

A new website is required that is fully compliant with all current and future regulations related to public sector websites and ongoing parish council requirements. This includes being fully compliant with the Transparency Code, GDPR (General Data Protection Regulation) and Accessibility Regulations WCAG (Web Content Accessibility Guidelines) – more information available separately if required.

It must...

Be designed for ease of use by Clerk, all Councillors and public.

Have own domain name ([e.g.aldhamparishcouncil.gov.uk](http://e.g.aldhamparishcouncil.gov.uk) )

Have ongoing Training & Support. be easy to add minutes, agendas, councillor details etc.

be an off the shelf rather than custom website on cost grounds, including hosting and support to save on administration. display on any device and browser (PC, Tablet or Mobile) have full backup and service level agreements (SLA) in place.

The group thought going for a company that already has a standard compliant template for parish councils and was able to host and manage both website and email systems would be the best route for the APC.

Likely the Government will be asking all local government websites to have [.gov.uk](https://www.gov.uk) domain names. It makes sense to do this now but there may be a county issue with Aldham in Suffolk. Be good to get in first otherwise might need to add Essex to the domain name (e.g. [aldhamparishcouncil.essex.gov.uk](https://aldhamparishcouncil.essex.gov.uk) or [essexaldhamparishcouncil.gov.uk](https://essexaldhamparishcouncil.gov.uk)).

### **Social Media**

This is not currently a requirement of parish councils. The APC could have accounts across multiple sites (Facebook, Instagram, Twitter etc.) but this would need to be managed by the clerk and councillors.

The Working Group suggest that the Facebook community page setup by the Aldham Grapevine Magazine that most of the parish uses to communicate with each other works well and does not need to be competed with. It is suggested that the APC gets its own Facebook account to allow interaction with those members of the Grapevine Group on behalf of the parish council as a whole rather than individually which they can still do as members of the public rather than on behalf of the APC.

### **Group Communications New Website and Email System Project Stages**

1. Get 3 quotes from companies to fulfil both Website and Email requirements based on above.
2. Choose supplier and choose Domain name for next APC meeting on 5th March.
3. Once approved on 5th March meeting, order new website and email services.
4. Train users in emails and content management of new website.
5. Add content to new website.
6. Go-Live with new email addresses.
7. Go-Live with new website once all Councillors and clerk happy with initial content.
8. Review website at next/all future Parish Council Meeting(s).

The Working Group proposed the following recommendations: -

1. VCS Websites for both new website and email system. Not only is it the most cost effective but also had the ease of use, plus the look and feel we were hoping for. A fully compliant, simple but functional website that can be built on as required. Easy for the Clerk and Councillors to update plus add documents, notices, meeting dates etc.
2. [aldhamparishcouncil.gov.uk](https://aldhamparishcouncil.gov.uk) as the Domain name. This will keep the Parish Council ahead of future regulation which it may be forced into using anyway.
3. Keeping Aldham Grapevine Community Facebook Page as the Social Media hub and use the website for Information only and consider a protocol for an Aldham PC Facebook Account that could be used to post updates and links on Grapevine
4. Plus agree the format of the new email addresses. [cldr.dangibau@aldhamparishcouncil.gov.uk](mailto:cldr.dangibau@aldhamparishcouncil.gov.uk)

### **030/2024 To consider the Landscape Contract for grass cutting for 2024**

Cllr M. Lambert informed the meeting on the various quotations received. Landscape Services was the cheapest but has been unable to make contact.

### **031/2024 To receive a report from Councillor Adam Scott on National Grid's proposals for the Norwich to Tilbury Pylons**

- National Grid is continuing with the survey works and some intrusive works in the area.
- Next thing is the statutory consultation in Spring this year
- Lobbying from MP's is a review of the options being considered. Report to be produced shortly
- Debate in House of Lords regarding structure
- APC meeting with James Ryan from CCC in the village to update him on the lie of the land

### **032/2024 To consider eligibility for the City Council's Rural Prosperity Fund**

CCC has £500,000 available for Capital projects for small Councils and businesses. This is a good fund, but APC does not have any projects that fits the criteria.

**033/2024 To review the location of sites submitted for potential development to the City Council's Call for Sites exercise**

- Review of local plan to be adopted by 2026
- List of sites have put forward by individuals
- The Chairman went through in great detail all the sites in the Aldham area
- Initial consultation at the end of 2024

**034/2024 Speed Indicator Device (SID) and Solar Panels on Brook Rd & Ford St – update from Cllr M. Lambert**

The Clerk to update on when APC can have access to the SID

**035/2024 To consider training opportunities available from EALC**

Cllr M. Lambert to liaise with new Councillors for training

**036/2024 Information Exchange**

Verges are being driven on and bollards are being placed on the verges

Verges in Rectory Road being driven on by HGV's. The road is too small to accommodate HGV's

Annual Resident Meeting to be linked with Aldham Against Pylons

Tey Road ditch from County Broadband was successful

Mill Race signage will be taken down as a result of Enforcement officer from CCC

**037/2024 Items for next agenda**

Website / Email update

New Council photograph

**038/2024 To confirm date and time of next meeting. Tuesday 2<sup>nd</sup>. April 2024 at 7.30pm.**

**039/2024 Closure of the Meeting**

To close the meeting having considered and determined all items of business

The Chairman then closed the meeting at 9.15pm and thanked everyone for attending

Signed

2<sup>nd</sup>. April 2024

Mike Lambert - Chairman