

MINUTES OF LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON ANNUAL PARISH COUNCIL MEETING HELD BY ZOOM TELECONFERENCING SERVICE ON TUESDAY, 4th MAY 2021 AT 8 P.M.

In the chair: Mr. P. J. Gentry

Present: Mrs. K. F. Chapman, Mrs. A. L. Gardiner, Mrs. G. Gray, Mrs. R. K. Marsh, Mr. A. Osmond-Evans, Mr. D. Patient, Mr. P. E. Pawsey and Mrs. M. Pearce.  
Mr. A. Corder-Birch (Clerk)  
Mrs. I. Parker (District Councillor)

1. APOLOGIES FOR ABSENCE

Mr. K. R. Nott (post meeting apologies-illness) and in his absence the chair was taken by the Vice Chairman Mr. P. J. Gentry.

2. TO CO-OPT NEW COUNCILLOR TO FILL CASUAL VACANCY

It was reported that consequent upon the resignation of Miss. T. Kelson a casual vacancy existed for Tilbury Juxta Clare. The time for requesting an election had expired and therefore the Parish Council could exercise its powers of co-optation. Unfortunately no candidates had come forward and it was agreed to defer this item until the next meeting.

3. DECLARATIONS OF INTERESTS

Mr. P. E. Pawsey declared a non-pecuniary interest as a trustee of Belchamp St. Paul Community House in connection with agenda item 21 (minute 22 below). There were no other declarations of interests.

4. ELECTION OF CHAIRMAN

Mr. P. J. Gentry reported that Mr. K. R. Nott had decided to stand down as chairman, but was willing to be elected as vice chairman. It was proposed by Mrs. A. L. Gardiner, seconded by P. E. Pawsey and carried that Mr. P. J. Gentry is elected as Chairman for the ensuing year. The Chairman will sign his Declaration of Acceptance of Office, which will be countersigned by the Clerk, at the earliest opportunity, bearing in mind the pandemic.

5. ELECTION OF VICE CHAIRMAN

It was proposed by Mr. P. J. Gentry, seconded by Mr. D. Patient and carried that Mr. K. R. Nott is elected as Vice Chairman for the ensuing year.

6. ELECTION OF REPRESENTATIVES TO OTHER ORGANISATIONS

The following representatives were elected:

Little Yeldham Village Hall Committee	Mr. P. J. Gentry
Belchamp St. Paul Community House	Mr. P. E. Pawsey
Airfield Joint Action Group and BDC	
Airfield Liaison Group	Mr. P. E. Pawsey
EALC and BALC	Chairman and Vice Chairman
Public Rights of Way: Little Yeldham	Mrs. A. Gardiner and Mrs. R. K. Marsh
Tilbury Juxta Clare	Mr. A. Osmond-Evans
Ovington	Mr. P. E. Pawsey
Tree Wardens: Little Yeldham	Mrs. R. K. Marsh

	Tilbury Juxta Clare	Mr. A. Osmond-Evans
	Ovington	Mr. P. E. Pawsey
Planning:	Little Yeldham	Mr. P. J. Gentry
	Tilbury Juxta Clare	Mr. A. Osmond-Evans
	Ovington	Mr. K. R. Nott
Emergency Planning:	Little Yeldham	Mr. P. J. Gentry
	Tilbury Juxta Clare	Vacant
	Ovington	Mr. K. R. Nott
Highway defects	Little Yeldham	Mr. D. Patient
	Tilbury Juxta Clare	Mr. A. Osmond-Evans
	Ovington	Mr. P. E. Pawsey

#### 7. ELECTION OF DATA CONTROLLER UNDER GDPR

It was proposed by the Chairman, seconded by Mrs. R. K. Marsh and carried that Mr. D. Patient is elected as the Parish Council Data Controller under GDPR.

#### 8. MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the previous Parish Council Meeting held on 9th March 2021, having been circulated, were taken as read, were confirmed and duly signed by the Chairman as a correct record.

#### 10. MATTERS ARISING FROM THOSE MINUTES

There were no matters arising.

#### 11. CORRESPONDENCE

The correspondence received and listed in appendix one was referred to Councillors for information and the contents noted.

#### 12. ACCOUNTS

The Clerk had previously circulated receipts and accounts for payment to councillors, which were detailed in appendix two and below.

The Clerk reported receipt of the following amounts:

Braintree District Council – One half of Precept	£4000.00	
Braintree District Council – Collection Fund Surplus	<u>£128.00</u>	£4128.00

The following accounts were presented for payment:

Essex Association of Local Councils – Affiliation fee for 2021-2022		£182.56
BHIB Limited – Insurance premium		£589.96
Suffolk County Council (Dedham Vale and Stour Valley Project) – annual grant		£25.00
Colne Stour Countryside Association – annual subscription		£10.00
Campaign to Protect Rural England – annual subscription		£36.00
Saffron Accounting Services – Payroll Services 2020-2021		£60.00
Mr. A. Corder-Birch – net salary	£447.00	
petty cash	<u>£75.00</u>	£522.00
HMRC		£120.00
Essex Pension Fund – pension contributions		£175.44
Little Yeldham Village Hall – grant for 2021-2022		£800.00

It was proposed by Mr. P.E. Pawsey, seconded by Mrs. A. L. Gardiner and carried that the above accounts are paid.

13. AUDIT AND APPROVAL OF ACCOUNTS FOR YEAR 2020-2021

The Clerk reported that he had completed and balanced the accounts for the year 2020-2021, which were ready for internal audit. The accounts had previously been circulated to Councillors for inspection as appendix three. It was proposed by Mr. D. Patient, seconded by Mrs. R. K. Marsh and carried that the accounts are approved.

14. ACCOUNTING STATEMENTS ON ANNUAL RETURN FOR 2020-2021

It was proposed by Mrs. R. K. Marsh, seconded by Mr. D. Patient and carried that the accounting statements for 2020-2021 on page 6 of the annual return are approved.

15. COMPLIANCE WITH ANNUAL GOVERNANCE STATEMENT 2020-21

It was proposed by Mr. A. Osmond-Evans, seconded by Mrs. M. Pearce and carried that the Parish Council has fully complied with the annual governance statement for 2020-2021, set out on page 5 of the annual return.

16. EXEMPTION FROM LIMITED ASSURANCE REVIEW OF ACCOUNTS

It was proposed by Mr. D. Patient, seconded by Mrs. M. Pearce and carried that the Parish Council certifies exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The certificate of exemption, accounting statements and annual governance statement, were completed for signature by the Chairman and Clerk. The certificate of exemption will be sent to the external auditor and other necessary documentation displayed on the PC website.

17. REGISTER OF MEMBER'S PERSONAL INTERESTS

The Clerk reminded Councillors to review their Register of Member's Personal Interests forms and send any revisions to the Monitoring Officer at BDC.

18. REPORT OF EXTERNAL FUNDING WEBINAR

Mrs. M. Pearce gave a report of a webinar held on 25<sup>th</sup> March 2021 to help Local Councils secure external funding for large projects. The fees were expensive and therefore it is desirable that the PC makes its own enquiries. Mrs. K. Chapman had helped Mrs. Pearce with a survey of parishioners to ascertain views about the future of Little Yeldham Playing Field. Catalogues had been requested from suppliers of playground equipment and free designs will be requested, which it was hoped to present to the next PC meeting.

19. MEMORIAL FOR MR. PETER CLAYTON

Mrs. K. Chapman reported that she had spoken to Mrs. E. Clayton, but at present her thoughts were uncertain. Mr. P. E. Pawsey considered that expenditure should be met by contributions from councillors and others and not from PC funds. The following projects were put forward for consideration:

- a. Another bench at North End Village Green in addition to the existing one.
- b. Memorial plaque on the former telephone kiosk – now the library.
- c. Plant a tree on North End Village Green – but there may be too many overhead power lines to avoid.
- d. Plant a tree in the proposed Memorial Garden at Little Yeldham Playing Field.
- e. A memorial notice board.
- f. A heavy planter, with plants in Mrs. E. Clayton's garden.
- g. Rename the former telephone kiosk to 'Peter Clayton's Library'.
- h. A bench or something for Little Yeldham Playing Field in the future.

i. A donation to the Friends of St. John the Baptist Church, Little Yeldham. The Clerk advised that the authority for such expenditure was allowed under S137 of the Local Government Act 1972. It was generally agreed that if possible the item chosen should be located at North End rather than at Little Yeldham.

## 20. REPORT OF BALC ZOOM MEETING

The Chairman gave a report of the Braintree Association of Local Councils Zoom meeting, which he had participated in on 15<sup>th</sup> April 2021. Nearly thirty Parish Councils had so far supported the re-establishment of the BALC. Its main purpose will be to raise issues with BDC on matters of general concern to Parish Councils. A Constitution had been adopted, officers elected and Mr. P. J. Gentry had been elected onto the Executive Committee and will attend future meetings.

## 21. GENERAL DATA PROTECTION REGULATIONS

Mr. D. Patient outlined the purpose of GDPR and the protection it provides to Parish Councils and individuals. All data needs to be controlled and any mishandling avoided, which otherwise could cause problems. Two draft documents had previously been circulated to councillors for approval as follows:

- a. The General Data Protection Policy for the Parish Council
- b. The GDPR Security Compliance Checklist (personal to each councillor)

These documents were approved by councillors and the policy document (a) will be added to the PC website. A third draft document relating to the PC Document Retention Policy needs further consideration to avoid the destruction of historically important documents. A sub-committee comprising the Chairman, Vice Chairman, Clerk and GDPR Data Controller will meet to discuss document retention. The Chairman thanked Mr. D. Patient for his work on these documents.

## 22. BELCHAMP ST. PAUL COMMUNITY HOUSE

The Chairman reported that the Trustees of the Community House desire to replace the existing thatched roof with tiles and seek the support of the Parish Council in making representations to BDC. Relevant documentation and photographs had been circulated to councillors. Mr. P. E. Pawsey explained that the existing thatch needs replacing, which would be very expensive as are the insurance premiums, because of the fire risk and the thatch has become a hazard. Although tiles will initially be expensive the long term maintenance costs of the building should be significantly lower, the cost of re-thatching saved and lower insurance premiums. Mr. Pawsey outlined the history of the Community House, which was built circa 1960 so it not an ancient building. It includes a residential flat, previously caretaker's accommodation, which is now let and with a thatched roof is not ideal.

The report from the ECC Place Services Heritage Consultant was carefully considered and how thatch fits into the street scene in the nearby Conservation Area. There are other thatched properties in the vicinity including the Half Moon Public House, which has recently been re-thatched, but many of the nearby dwellings are roofed with tiles or slates. Councillors liked the heritage and tradition of thatch, but if tiled should be tiled sympathetically and with suitable tiles.

Following a long discussion, during which many views were put forward, it was eventually resolved to write to BDC and support the Trustees.

### 23. BLOCKED DRAINS IN HIGHWAYS

During the last few months there had been numerous reports of blocked drains in highways in Ovington, Little Yeldham and North End, which required jetting out by ECC Highways. Although these had all been reported online to ECC Highways, its system was very cumbersome and difficult to use. The failure of ECC Highways to accept reports by email or telephone was deplored, as not all residents are online.

Mr. P. E. Pawsey thanked the Clerk for his persistence in getting ECC Highways to eventually sort out the drainage problem at Blacksmiths Piece in Ovington, but two other blocked drains still awaited clearance. Reports from Little Yeldham and North End had also resulted in mixed responses.

The Clerk explained that a few years ago every drain in the highway was inspected every six months and jetted out where necessary. This had been reduced to an annual inspection to save costs and it now appeared that drains were only jetted out following complaints and there was no longer any regular inspection. Following online reporting it usually took eight weeks for an inspection followed by another eight weeks for the work to be carried out.

Councillors considered that this was not acceptable and following the forthcoming County Council Election, it was agreed that the Clerk should communicate with the new County Councillor to ask for a significant improvement in the online reporting system and to revert to regular inspection and jetting out of drains in highways.

### 24. BRAINTREE DISTRICT COUNCIL REPORT

Mrs. I. Parker reported upon the following:

- a. The Local Plan is proceeding to Public Examination in July.
- b. The housing target is 716 houses a year until 2033, but some houses which have planning permission have not yet been built.
- c. The revised scheme of delegation is now in force, which will enable Mrs. Parker to help more in future.
- d. The BDC Council Tax will remain at the same level as last year, but BDC will continue to provide the same services.
- e. The Councillor Grant scheme will continue for 2021-2022.
- f. Climate change and cycling strategy engagement was reported upon.
- g. Verge cutting will only be carried out once a year in the whole district as a pilot to save wild flowers.
- h. The Bramford – Twinstead Network consultation
- i. County Broadband not completely rolled out in Little Yeldham and in particular in Hyde Wood Road. Co-operation from U. K. Power Networks to use electricity poles along Hyde Wood Road was awaited. The Chairman and Mrs. M. Pearce explained that in connection with Hyde Wood Road, County Broadband had chosen a route, which is undeliverable and that an alternative route was available, courtesy of Mr. R. Gardiner. Unfortunately County Broadband had declined to accept the eminently suitable route offered by Mr. Gardiner. Mrs. Parker agreed to continue to pursue County Broadband to make provision for the scheme to be extended to the whole Hyde Wood Road.
- j. Flooding beyond Tucklands Farm had been reported to ECC Highways, but they had initially got the wrong location.

The Chairman thanked Mrs. Parker for her report.

25. ANY OTHER BUSINESS

a. Cllr. D. Finch

It was proposed by Mr. P. E. Pawsey, seconded and carried that a letter of thanks is sent to Mr. D. Finch to thank him for his services as County Councillor and for representing the three villages so well over many years.

b. Damage to crops

Mr. D. Patient reported that ramblers near his home had been seen trampling over crops, whilst seeking non-existent footpaths. A neighbour had prepared a suitable warning sign, to try and prevent ramblers taking the wrong route, which Mr. Patient had agreed could be erected on his fence.

c. Dog fouling

Mrs. R. Marsh reported upon dog fouling on Little Yeldham Playing Field and the incorrect use of bins. It was agreed that she could place a suitable laminated notice on the dog bin and Mrs. K. Chapman will place an appropriate message on Twitter.

d. The former Ridgewell Airfield

At the request of Mr. A. Osmond-Evans, it was agreed to place issues arising from the former Ridgewell Airfield on the agenda for the next PC Meeting, following an illegal 'Rave', one death, the lack of arrests despite the attendance of the Police who had left the landowner to deal with the problems. It had also been necessary for volunteers to pick up large quantities of litter, which had been left behind.

There was no other business.

There being no further business the meeting closed at 9.45pm

.....  
(Date)

.....  
(Chairman)