

MINUTES OF LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON ANNUAL PARISH COUNCIL MEETING - TUESDAY, 10th MAY 2022 AT 8 P.M

In the chair: Mr. P. J. Gentry  
Present: Mrs. A. L. Gardiner, Mrs. G. Gray, Mrs. R. K. Marsh, Mr. K. R. Nott, Mr. A. Osmond-Evans, Mr. D. Patient, Mr. P. E. Pawsey, Mrs. M. Pearce and Mr. J. H. Russell.  
Mr. A. Corder-Birch (Clerk)  
Mr. P. Schwier (County Councillor)  
Together with three members of the public

PUBLIC COMMENT

Prior to commencement of the meeting the following items were raised:  
Mrs. E. Clayton reported that the stream through North End needs clearing – councillors will inspect and take appropriate action.  
Mrs. Clayton also reported that the editor of the Parish Magazine had missed out two major events in Little Yeldham - Mr. Gentry will raise the omissions by the editor with the Chairman of Great Yeldham Parish Council.  
Mrs. W. Moore asked if Councillors will support action against the proposed Prisons on the former Wethersfield Airfield - see minute 10 below.  
Mrs. Moore reported that large quantities of rubble and old tyres had been dumped on the concrete area near Northwood at North End and asked if the PC can put pressure on the landowner to clear it. Mrs. A.L. Gardiner agreed to speak to the owner.

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1. APOLOGIES FOR ABSENCE

Mrs. K. F. Chapman (working) and Mrs. I. Parker

2. ELECTION OF CHAIRMAN

It was proposed by Mr. K. R. Nott, seconded by Mr. A. Osmond-Evans and carried that Mr. P. J. Gentry is elected as Chairman for the ensuing year.

3. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

The Chairman duly signed his Declaration of Acceptance of Office, which was countersigned by the Clerk.

4. 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.

5. DECLARATIONS OF INTERESTS

There were no declarations of interests.

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	Mr. J. H. Russell
	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 the Vice Chairman 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 8th March 2022, having been circulated, were taken as read, were confirmed and subject to a minor amendment in minute 103 iii to read, 'will be applied for' in place of 'had been applied for' were duly signed by the Chairman as a correct record.

#### 9. MATTERS ARISING FROM THOSE MINUTES

##### a) Community Policing

Mrs. R. Marsh reported that she had enquired with the Special Recruitment Team at Essex Police as to whether any applications had been received for a dedicated Special Constable. No reply had been received and she will send Essex Police a reminder. The Clerk reported that he had recently met a Special Constable appointed to a nearby village, who was a retired Officer from the Met, who was ideal for the position. Mrs. A. Gardiner will speak to another retired Met officer who lives locally.

##### b) Highway issues in Ovington

Mr. P. E. Pawsey reported that the various highway issues, which had been reported in Ovington, had not been dealt with by ECC Highways. It was agreed to forward all relevant emails to Cllr. P. Schwier to take up with the appropriate officers.

There were no other matters arising.

#### 10. CORRESPONDENCE

The correspondence received and listed in appendix one was referred to Councillors for information and the contents noted. The circular from 'Stop Wethersfield Airfield Prisons' (SWAP) was discussed. It was considered that access and traffic could be a problem, but otherwise councillors had no objection to the proposed prisons, which will create employment and otherwise not make much difference to the three villages. As no planning application has been made it was difficult to consider any objections but the position can be reviewed when further information is available. The Chairman reported that the proposed prisons are being kept under review by BALC.

## 11. ACCOUNTS

The Clerk reported receipt of the following amounts:

Braintree District Council – One half of Precept	£3900.00
Braintree District Council – Street cleansing contract	£1314.04

The following accounts were presented for payment:

Essex Association of Local Councils – Affiliation fee for 2022-2023	£180.09	
BHIB Limited – Insurance premium	£651.63	
Suffolk County Council (Dedham Vale and Stour Valley Project) – annual grant	£50.00	
Colne Stour Countryside Association – annual subscription	£10.00	
Campaign to Protect Rural England – annual subscription	£36.00	
Saffron Accounting Services – Payroll Services 2021-2022	£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
Tilbury Juxta Clare P.C.C. – Use of Church for Annual Parish Meeting		£25.00
Braintree Association of Local Councils – Annual subscription		£40.00
Essex & Herts Air Ambulance – Donation – S137 payment		£200.00

It was proposed by Mr. K. R. Nott, seconded by Mr. P. E. Pawsey and carried that the above accounts are paid and that the donation to Essex & Herts Air Ambulance is authorised under S137 of the LGA 1972.

## 12. AUDIT AND APPROVAL OF ACCOUNTS FOR YEAR 2021-2022

The Clerk reported that he had completed and balanced the accounts for the year 2021-2022. The internal audit of the accounts had been completed by Mr. A. Money on 30<sup>th</sup> April 2022. The PC Insurance Policy and cover had been reviewed in the audit process and the PC was adequately covered in all areas particularly in the sums insured for property damage. The accounts had previously been circulated to Councillors for inspection as appendix two. It was proposed by Mr. D. Patient, seconded by Mrs. C. Gray and carried that the accounts are approved.

## 13. ACCOUNTING STATEMENTS ON ANNUAL RETURN FOR 2021-2022

It was proposed by the Chairman, seconded by Mr. D. Patient and carried that the accounting statements for 2021-2022 on page 6 of the annual return are approved.

## 14. COMPLIANCE WITH ANNUAL GOVERNANCE STATEMENT 2021-22

It was proposed by the Chairman, seconded by Mrs. C. Gray and carried that the Parish Council has fully complied with the annual governance statement for 2021-2022, set out on page 5 of the annual return.

## 15. EXEMPTION FROM LIMITED ASSURANCE REVIEW OF ACCOUNTS

It was proposed by the Chairman, seconded by Mr. D. Patient 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.

#### 16. 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.

#### 17. REVIEW OF DOCUMENTATION TO DESTROY UNDER GDPR

Mr. D. Patient as the PC Data Controller reminded Councillors to destroy relevant documentation in accordance with the General Data Protection Regulations (GDPR). He particularly advised that Councillors only need to retain emails for one year and should therefore delete all emails up to May 2021. The Clerk will retain all records required for a longer term and then destroy where appropriate. The GDPR retention policy document appears on the PC website. The GDPR Security Compliance Checklist was circulated to Councillors with the intention of being 'signed off' at the next meeting.

#### 18. TO CONSIDER HIRING AMENIETY VEHICLE AND DRIVER

On behalf of Mrs. K. Chapman, the Chairman reported that last year skips cost £340 net each and in view of problems with miss-use in Little Yeldham and North End, it was suggested that the hire of an Amenity Vehicle and Driver from BDC as a trial is considered. The Clerk had obtained details of costs namely £288 net for four hours and £342.25 net for five hours. Following some discussion it was agreed to order an Amenity Vehicle and Driver from BDC for five hours for North End and Little Yeldham and that skips be hired for Tilbury Juxta Clare and Ovington as usual.

#### 19. REPORT OF LITTLE YELDHAM RECREATION GROUND

Mrs. M. Pearce reported that £624.50 was raised at the Spring Fayre, which was well attended. An encouraging site meeting had been held with a representative from the National Lottery and facilities for disabled were particularly favoured. The application to Essex Community Foundation totalling £9.5k covered the trail for 8-15 year olds, uprights for the basket swing, the gravity bowl and surfacing, which was still being considered and this selection was better use of money by covering more age groups. As the PC is a statutory body, it was unable to make an application to Essex Community Challenge Fund, but Mrs. Pearce had made an application as an individual for £2k towards early year's static equipment. A meeting with a Landscape Contractor had been arranged for 17<sup>th</sup> May to discuss improvements for access. Thereafter an application will be made to Bruce Wake Trust for funding for access and an Orbit Roundabout specifically for disabled. An application to Essex Lottery was accepted on 23<sup>rd</sup> February, but despite chasing a welcome pack is still awaited. An Open Garden on 6<sup>th</sup> May had raised a further £284.50. The Chairman thanked Mrs. Pearce for her report, for the work carried out by the Recreation Ground Group and for the successful fundraising.

#### 20. REPORT UPON ARRANGEMENTS FOR PLATINUM JUBILEE

##### a. Little Yeldham

Mrs. R. Marsh reported that a grant of £250 had been offered by BDC under the Councillors Grant Scheme for games/events and a donation of £50 from St. Anne's Gravel. Various games had been planned and Mrs. I. Parker had applied for a bar licence. It was not intended to make any charges, but people can make donations. Following payment of expenses any surplus will be paid into the Recreation Ground fund. It was hoped that the weather will be fine so that the Recreation Ground can be used, but if not the numbers attending could fit into the Village Hall providing that the

John Gardiner room is also used. The Chairman thanked Mrs. Marsh for her report and for the arrangements which had been made by all supporters.

b. Tilbury Juxta Clare

Mr. A. Osmond-Evans reported that on Saturday 4<sup>th</sup> June, a resident is erecting a marquee in his garden and inviting about sixty residents to attend a Jubilee Party at his home and to share food and drinks. Some bunting is required, which Councillors arranged to supply.

21. BALC REPORT

The Chairman reported that more Parish Councils in the district had joined BALC and that the AGM will be held in Witham on 18<sup>th</sup> May.

22. PROPOSED SHELIVING IN FORMER KIOSK AT TILBURY

Mr. A. Osmond-Evans reported that replacement shelving is required in the former telephone kiosk at Tilbury Juxta Clare. He had consulted Mr. Bailey and requested a quote. When received it was agreed to apply to the BDC Councillor Grant Scheme for funding.

23. REPORT OF SITE MEETING WITH COUNTY BROADBAND

The Chairman reported upon a site meeting at the Village Green, North End, which he had attended with Mrs. K. Chapman and Mr. Ashkettle of County Broadband (CBB). This followed a request by CCB for wayleave consent to erect a new pole on the Village Green. (It had also proposed to erect a pole on the ownerless land adjacent to the bus shelter). It was unacceptable to have two new poles, which would be very unsightly, in this attractive part of North End. Mr. Gentry had consulted UK Power Networks, which considered that CCB could use the existing poles to negate the need for two new poles. Mr. Ashkettle agreed to assess this and consult UK Power Networks. A response from CCB is awaited. At the same time the PC desires to help residents receive improved broadband.

24. ESSEX COUNTY COUNCIL REPORT

Mr. P. Schwier reported upon the following:

- a. Solar Together Essex now closed following overwhelming support.
- b. Update upon Schools and Education
- c. Further tree planting in Essex over the next two years
- d. Help in Essex for Ukrainians
- e. Purdah finished so work of ECC can return to normal

Questions were raised about the repair of potholes and Mr. Schwier advised that they should preferably be reported online and that such reports are checked twice a day.

Mr. Schwier was thanked for his report.

25. BRAINTREE DISTRICT COUNCIL REPORT

The Clerk reported two items on behalf of Mrs. I. Parker as follows:

i. Verge cutting had been extended for three years, but will only be cut once a year in the autumn, except for junctions and bends where visibility is impeded, which should be reported to BDC and may be cut **IF** it receives a request. Mrs. Parker will report locations in her Ward and urges others to do so. (Email: [verges@braintree.gov.uk](mailto:verges@braintree.gov.uk) – 01376-552525) Councillors considered that only cutting verges once a year is dangerous and that this is a safety issue. Mr. Gentry will raise this at the next meeting of BALC.

ii. Following the BDC Planning Committee decision relating to 72 Little Yeldham Road, Mrs. Parker had asked the officers to review the wording relating to former LSA houses in the Local Plan Policies. Although permission had been refused the officers had not quoted the LSA Policy in their report so Councillors did not look at the Policy. Any additional houses on the former LSA estate are not acceptable. The Chairman thanked Mrs. M. Pearce for representing the PC at the Planning Meeting.

26. ANY OTHER BUSINESS

Sewage on Recreation Ground

Mrs. R. Marsh and Mr. D. Patient both reported that the issue of sewage leaking onto the Recreation Ground from the adjacent Anglian Water Sewage Plant had been resolved and the ground is now soft but dry. Councillors were pleased that this serious safety issue had been remedied.

There was no other business.

There being no further business the meeting closed at 9.35pm

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(Date)

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(Chairman)