

MINUTES OF THE LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, LITTLE YELDHAM ON TUESDAY, 8<sup>th</sup> NOVEMBER 2022 AT 8 P.M.

In the chair: Mr. P. J. Gentry

Present: Mrs. A. L. Gardiner, Mrs. R. K. Marsh, Mr. K. R. Nott, Mr. A. Osmond-Evans, Mr. D. Patient and Mrs. M. D. Pearce  
Mr. A. Corder-Birch (Clerk)  
Cllr. Peter Davey (Chairman of the Essex Association of Local Councils)  
Together with three members of the public

PUBLIC COMMENT

There was no public comment.

46) PRESENTATION OF LONG SERVICE AWARDS

The Chairman welcomed Cllr. Peter Davey, Chairman of the Essex Association of Local Councils to the meeting. Cllr. Davey, who is a Councillor with Ingatestone and Fryerning Parish Council, explained that he was also representing the National Association of Local Councils of which he is Vice Chairman of its Finance Committee and he read out a message from NALC. He also sits on the honours panel for Essex with the Lord Lieutenant. He was impressed with the Parish Council website thanks to the hard work of Cllr. Peter Gentry as webmaster. He then presented Long Service Awards to Cllr. Robert Nott who is in his 65<sup>th</sup> year as a Councillor and to Adrian Corder-Birch who is in his 52<sup>nd</sup> year as Clerk.

47) APOLOGIES FOR ABSENCE

Mrs. K. Chapman (Maternity), Mrs. C. M. P. Gray (Attending premiere of The Crown), Mr. P. E. Pawsey (Returning from Nottingham), Mrs. I. Parker and Mr. P. Schwier

48) ABSENT

Mr. J. H. Russell

49) DECLARATIONS OF INTEREST

No interests were declared.

50) TO CONFIRM MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings held on 5<sup>th</sup> July and 13<sup>th</sup> September 2022, having been previously circulated; were taken as read, were confirmed and duly signed by the chairman as a correct record.

51) MATTERS ARISING FROM THE MINUTES

a) Dumping of rubble and old tyres at North End

Mrs. A. Gardiner reported that she had again spoken to the landowner who maintained that he could dump what he liked on his own land.

b) Community Policing

Mrs. Gardiner reported that she had asked a former Met Police Officer living locally if he is interested in Community Policing and being a Special Constable, but he had declined.

d) Shelving in former telephone kiosk at Tilbury Juxta Clare

Mr. A. Osmond-Evans had arranged for Mr. K. Bailey to carry out the shelving work in the former telephone kiosk and his account is awaited.

There were no other matters arising.

52) CORRESPONDENCE

The correspondence received and listed in appendix one was referred to Councillors for information and the contents noted, including the Civility and Respect circulars for the Local Council Sector, which had been referred to by Cllr. Davey.

53) ACCOUNTS

The following payments were received:

BDC – Second half of precept		£3900.00
Proceeds from fund raising events and donations for Little Yeldham Recreation Ground: £50.00 + £50.00 + £35.00	£135.00	
Half share of net proceeds of Village Fete	£325.00	
Bruce Wake Charitable Trust- Grant	<u>£2000.00</u>	£2460.00
UK Power Networks – Wayleave payment		£40.99

The following accounts were presented for payment.

Braintree District Council – hire of 2 Amenity Vehicles & Drivers @ £410.70	£821.40
Bitten & Gibson – electrical work at Community House	£384.00
Mr. Kevin Shears – grass cutting at Tilbury Juxta Clare	£224.00
Gardens Arb Business Limited – grass cutting in Little Yeldham	£1170.00
Mr. John Bright – grass and hedge cutting in Little Yeldham	£368.00
Mr. P. E. Pawsey – grass cutting in Ovington	£312.25
Mr. Adrian Corder-Birch – Clerks half year salary	£447.00
H. M. Revenue & Customs – PAYE	£120.00
Essex Pension Fund – Pension contributions	£175.44
SLCC Enterprises Limited – Local Council Administration	£137.00
Mr. Stephen Morgan – Battery and pads for defibrillator in Little Yeldham (Approved under S. 137 of LGA 1972)	£301.15

It was proposed by Mr. D. Patient, seconded by Mrs. R. K. Marsh and carried that the above accounts are paid.

54) CONSTITUTION OF LT YELDHAM RECREATION GROUND COMMITTEE

The Chairman reported that Little Yeldham Recreation Ground Advisory Group had worked very well since earlier in the year and he thanked all its members for their hard work. He explained the reasons why it was necessary to re-constitute the former Advisory Group as the Little Yeldham Recreation Ground Committee, being a committee of the Parish Council. It was proposed by Mr. D. Patient, seconded by Mrs. R. K. Marsh and carried that approval is given to re-constituting the former Advisory Group as a Parish Council Committee to be known as the Little Yeldham Recreation Ground Committee.

55) TERMS OF REFERENCE OF RECREATION GROUND COMMITTEE

Although draft Terms of Reference, were circulated to all Councillors on 7th September 2022, the Chairman read out the draft, which followed the former Advisory Groups Terms of Reference as far as possible and strengthened the Committee, with additional Councillor representation. Following a brief discussion it was proposed by Mr. D. Patient, seconded by Mrs. A. L. Gardiner and carried that the Terms of Reference are approved. Copy Terms of Reference accompanies these minutes as appendix two.

56) ELECTION OF REPRESENTATIVES TO THE L. Y. R. G. COMMITTEE

In accordance with the Terms of Reference representation should comprise five Councillors to include the Chairman and Vice Chairman and two members of the public. The following were therefore elected: The Chairman and Vice Chairman, Mrs. M. Pearce, Mrs. A. L. Gardiner and Mr. D. Patient (Councillors) together with Mrs. B. Gentry and Mrs. B. Roper (members of the public). The Clerk explained that the Committee will need to be elected in May each year commencing in May 2023.

57) LITTLE YELDHAM RECREATION GROUND REPORT

Mrs. M. Pearce reported upon the following progress since the July meeting:

- a. An application had been made to the ECC CIF fund for a grant and the result was awaited.
- b. The Bruce Wake Trust, which helps disabled people, had made a grant of £2,000.
- c. The sum of £4,284 had been raised to date, which includes £905 expected from Justgiving Crowdfunding, but not yet received.
- d. A decision from the National Lottery is awaited.
- e. The Clerk had provided details of other play equipment grant making bodies, which LYRG Committee will consider making applications to.
- f. The money raised so far will allow improvements to the entrance and the construction of pathways.

Mrs. Pearce was thanked for her report and for the continuing progress.

58) TO REVIEW GDPR SECURITY COMPLIANCE CHECKLIST

Mr. D. Patient read out rules about personal data control, retention dates and to ensure compliance with destruction/deletion of relevant correspondence and emails. In particular Councillors need to delete all emails prior to November 2021. Upon confirmation of compliance the checklist was signed by Mr. D. Patient as the PC Data Controller and countersigned by the Chairman. (Post meeting note: This will be retained by the Clerk until superseded by the next checklist, probably in May 2023)

59) REPORT OF SKIP AND AMENITY VEHICLES

It was reported that the hire of Amenity Vehicles and drivers in Little Yeldham and North End, had been very successful. The Skips in Tilbury Juxta Clare and Ovington, had also been well used. Although the Tilbury Skip had overflowed and some rubbish was left behind no surcharge had been imposed.

60) PROPOSED DEFIBRILLATOR FOR OVINGTON

The Chairman reported that Ovington requires a defibrillator and that Mrs. Debbie Nott was actively raising funds to include the cost of a cabinet. It was proposed to locate it on a wall at Upper Farm and the electrical costs will be met. The following was agreed:

- a. That grant applications could be made in the name of the Parish Council.
- b. The Parish Council's Bank Account could be used for financial transactions.
- c. That the Parish Council will contribute £300 towards the costs of the defibrillator.

Mrs. M. Pearce agreed to help Mrs. Nott with an application to Essex Community Foundation for a grant.

61) DEFIBRILLATOR AT LITTLE YELDHAM

The Chairman reported that a defibrillator had been installed outside Little Yeldham Village Hall a few years ago by a former First Responder, living in the village. It now requires some maintenance work to allow it to continue to be fully operational. The initial costs were £204 for a battery and £97.15 for two sets of pads amounting to £301.15. It was proposed by Mrs. A.L. Gardiner seconded by Mrs. M. Pearce and carried that Mr. Stephen Morgan should be reimbursed with £301.15. (See minute 53 above)

62) FUTURE MAINTENANCE COSTS FOR DEFIBRILLATORS

It was agreed that the Parish Council will pay for future maintenance costs of the defibrillators for both Ovington and Little Yeldham under S137 of the LGA 1972.

63) PROPOSED MEMORIAL FOR H.M QUEEN ELIZABETH II (1926-2022)

Mr. A. Osmond-Evans proposed that a permanent memorial is considered for Queen Elizabeth II, which was supported by Councillors. Mrs. R. K. Marsh suggested it could be located on the Recreation Ground and an application made to the Lottery for funding. Further consideration will be given to the form of a memorial at the next meeting.

64) LITTLE YELDHAM VILLAGE HALL REPORT

The Chairman reported upon changes in the Village Hall Committee of which he was now Chairman. Roles and responsibilities had been agreed and the new team was working well. The committee had met regularly every two months. There was a healthy bank balance, bookings were picking up and events for 2023 were being planned. Improvement work is proposed for the car park, the kitchen and entrance porch. There had been no issues since the removal of the chains and new car park signage is in hand. Mrs. R. K. Marsh asked if more outside lighting could be considered around the hall, which the Chairman agreed to investigate.

65) UPDATE UPON BROADBAND ISSUES IN NORTH END

The Chairman reported that he had met representatives of County Broadband at North End, with Mrs. K. Chapman and had suggested they use existing UK Power Networks poles for which they are in the process of obtaining licenses.

Mr. A. Osmond-Evans reported the inappropriate action by County Broadband at Tilbury Juxta Clare, trying to illicit customers, which was deplored.

66) REPORT OF INSPECTION OF BELCHAMP BROOK IN NORTH END

Mrs. A. L. Gardiner reported that she had spoken to Mr. I. Yeldham who had agreed to clear out the brook passing through his land, including the section opposite the Village Green for the Parish Council. He will need to use a JCB, which will currently cause damage to the surface of the Village Green so it was agreed to defer the work until next spring, when the ground is hard to prevent any damage. With regard to the section of brook behind the bus shelter, a volunteer had offered to dig it out if the PC hires a skip for the debris. It was agreed that the Chairman and Mrs. K. Chapman meet on site to ascertain what the issues are and authority was delegated to them to make appropriate decisions.

67) ESSEX HIGHWAYS USER SURVEY

It was agreed that grass verges in the three villages need to be cut and Mrs. R. K. Marsh was authorized to complete the highways user survey on behalf of the Parish Council.

68) REPORT OF SITE MEETING WITH ECC HIGHWAY OFFICERS

It was reported that Mrs. A. Gardiner, Mr. P. Gentry and Mrs. I. Parker had met ECC Highway Officers at Hall Green Corner, when the request for kerbing had been validated. It was hoped that two other highway schemes namely the deer and horse signage along Belchamp Road will now proceed. The officers had also been shown the site of the flooding problem beyond Tucklands Farm in Gestingthorpe, where action is awaited.

69) OBSTRUCTION AND MAINTENANCE OF HIGHWAY SIGNS

Mr. D. Patient introduced Ms. Nicola Wookey who had been pursuing ECC Highways about dirty signs and signs obstructed by vegetation. The Chairman had asked Mr. Richard Bass of BDC to arrange to clean the signs and remove the vegetation obstructing them, but he had declined to authorize carrying out this work on any roads outside 30 mph limits, without expensive traffic controls. Therefore the work had been carried out voluntarily by Mrs. N. Wookey, Mr. D. and Mrs. M. Patient, who were thanked for their work, which had improved visibility enormously. Speed surveys had shown that there is a speeding issue in Little Yeldham and 30mph roundels need to be painted on the roads at each entrance to the village. Ms. Wookey kindly volunteered her services for Speedwatch.

70) TO CONFIRM MEETING DATES IN 2023

The following dates were agreed for 2023 meetings:

17 <sup>th</sup> January	Parish Council
7 <sup>th</sup> March	Ovington Annual Parish Meeting at Upper Farm
14 <sup>th</sup> March	7.30pm Lt. Yeldham Annual Parish Meeting – 8pm Parish Council
25 <sup>th</sup> April	Tilbury Juxta Clare Annual Parish Meeting at TJC Church
9 <sup>th</sup> May	Annual Parish Council
18 <sup>th</sup> July	Parish Council
19 <sup>th</sup> September	Parish Council
14 <sup>th</sup> November	Parish Council

71) SOCIETY OF LOCAL COUNCIL CLERKS REPORT

The Clerk reported that on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> November 2022 he had attended the Society of Local Council Clerks (SLCC) Golden Jubilee Conference at Hinckley, Leicestershire. In November 1972 he had attended the NALC Conference at Westminster when the Society had been formed. Out of four hundred founder members it was believed that only three survive, two being past service members and that Adrian Corder-Birch is the only founder member who is still a working Clerk. He was therefore invited to join the President to cut the Golden Jubilee cake and was later presented with two National Awards, being a Long Service Award and a Founding Member Award in recognition and gratitude of his service to the SLCC in various capacities over the decades. Councillors congratulated the Clerk upon these achievements.

72) BRAINTREE DISTRICT COUNCIL REPORT

Mrs. I. Parker had kindly sent a written report, which was circulated to Councillors and is attached to these minutes as appendix three.

73) ESSEX COUNTY COUNCIL REPORT

In the absence of Mr. P. Schwier no report was given.

74) ANY OTHER BUSINESS

a) Little picking equipment

Mrs. R. K. Marsh made available the PC litter picking equipment, which will be stored in the garage at the rear of the Village Hall.

b) Footpath signposts

Mrs. A. L. Gardiner reported that she still had signposts available for footpaths when required.

There being no further business the meeting closed at 9.55pm

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(Date)

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(Chairman)