

MINUTES OF LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON ANNUAL PARISH COUNCIL MEETING - TUESDAY, 9th MAY 2023 AT 8 P.M

In the chair: Mr. P. J. Gentry

Present: Mrs. C. M. P. Gray, Mrs. L. Lawrence, Mrs. D. T. Nott, Mr. D. C. Patient, Mrs. M. D. Pearce and Mrs. N. J. Wookey.

Mr. A. Corder-Birch (Clerk) Together with one member of the public

PUBLIC COMMENT - There was no public comment.

1. APOLOGIES FOR ABSENCE

Mrs. K. F. Chapman (maternity leave), Mrs. A. L. Gardiner (holiday), Mrs. S. J. Harris (visiting USA), Mr. A. W. D. Osmond-Evans (broken fibula), Mr. P. Schwier and post meeting apologies from Mrs. I. Parker

2. DECLARATIONS OF ACCEPTANCE OF OFFICE OF ELECTED CLLRS.

All elected Councillors completed and signed their Declarations of Acceptance of Office in the presence of the Clerk who countersigned the Declarations.

3. CO-OPTION OF COUNCILLORS TO FILL VACANCIES

Little Yeldham: Mrs. K. F. Chapman was proposed by the Chairman, seconded by Mrs. M. D. Pearce and carried.

Little Yeldham: Ms. N. J. Wookey was proposed by the Chairman, seconded by Mr. D. C. Patient and carried

Tilbury Juxta Clare: Mrs. C. M. P. Gray was proposed by the Chairman, seconded by Mrs. M. Pearce and carried.

Tilbury Juxta Clare: Mrs. S. J. Harris was proposed by Mrs. L. Lawrence, seconded by Mrs. D. T. Nott and carried.

4. DECLARATION OF ACCEPTANCE OF OFFICE OF CO-OPTED CLLRS.

Ms. N. J. Wookey and Mrs. C. M. P. Gray then completed and signed their Declarations of Acceptance of Office in the presence of the Clerk who countersigned the Declarations. Mrs. K. F. Chapman and Mrs. S. J. Harris were granted an extension of time to complete their Declarations until at or before the next meeting.

5. ELECTION OF CHAIRMAN

It was proposed by Mr. D. C. Patient, seconded by Mrs. M. D. Pearce and carried that Mr. P. J. Gentry is elected as Chairman for the ensuing year.

6. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

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

7. ELECTION OF VICE CHAIRMAN

It was proposed by Mr. P. J. Gentry, seconded by Mrs. M. D. Pearce and carried that Mr. D. C. Patient is elected as Vice Chairman for the ensuing year.

8. DECLARATIONS OF INTERESTS

There were no declarations of interests.

9. 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:	
Tilbury Juxta Clare	Mrs. S. J. Harris
Ovington	Mrs. D. T. Nott
Airfield Joint Action Group and BDC	
Airfield Liaison Group	Mr. S. J. Harris
EALC and BALC	Chairman and Vice Chairman
Public Rights of Way: Little Yeldham	Mrs. A. Gardiner
Tilbury Juxta Clare	Mr. A. W. D. Osmond-Evans
Ovington	Mrs. L. Lawrence
Tree Wardens: Little Yeldham	Mrs. A. L. Gardiner
Tilbury Juxta Clare	Mr. A. W. D. Osmond-Evans
Ovington	Mrs. D. T. Nott
Planning: Little Yeldham	Mr. P. J. Gentry
Tilbury Juxta Clare	Mr. A. W. D. Osmond-Evans
Ovington	Mrs. D. T. Nott
Emergency Planning: Little Yeldham	Mr. P. J. Gentry
Tilbury Juxta Clare	Mrs. C. M. P. Gray
Ovington	Mrs. D. T. Nott
Highway defects Little Yeldham	Mr. D. C. Patient
Tilbury Juxta Clare	Mr. A. W. D. Osmond-Evans
Ovington	Mrs. L. Lawrence

10. ELECTION OF DATA CONTROLLER UNDER GDPR

It was proposed, seconded and carried that Mr. D. C. Patient is elected as the Parish Council Data Controller under GDPR.

11. MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the previous Parish Council Meeting held on 14th March 2023, having been circulated, were taken as read, were confirmed and duly signed by the Chairman as a correct record.

12. MATTERS ARISING FROM THOSE MINUTES

a) Former telephone kiosk at Tilbury Juxta Clare

The Chairman reported that Mr. A. W. D. Osmond-Evans is arranging for the former telephone kiosk at Tilbury Juxta Clare to be re-painted.

b) Skips and Amenity Vehicles

The Chairman reported that an Amenity Vehicle had been booked for Little Yeldham on 5th Aug and North End on 12th Aug. Ovington APM had decided to retain a skip. It was agreed to hire an Amenity Vehicle for Tilbury Juxta Clare.

c) Hedge cutting

The Chairman reported that Mr. D. C. Patient had written an article about responsibilities for hedge cutting along highways for the Four Villages Magazine. There were no other matters arising.

13. CORRESPONDENCE

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

ACCOUNTS

The Clerk reported receipt of the following amounts:

Braintree District Council – One half of Precept		£3958.00
Little Yeldham Recreation Ground:		
National Lottery Grant		£55100.00
Net proceeds of Spring Fayre	£413.23 + £37.50 =	£450.73
Justgiving Crowdfunding		<u>£924.30</u>
		£56,475.03

The Clerk had claimed refund of £5919.24 VAT from 1st January to 31st March 2023.

The following accounts were presented for payment:

Playdale Playgrounds Limited – 40% deposit		£27702.77
Essex Association of Local Councils – Affiliation fee for 2023-2024		£191.34
BHIB Limited – Insurance premium		£670.79
Suffolk County Council (Dedham Vale & Stour Valley Project) annual grant		£50.00
Colne Stour Countryside Association – annual subscription		£10.00
Campaign to Protect Rural England – annual subscription		£36.00
Mr. A. Corder-Birch – net salary	£447.00	
petty cash	<u>£75.00</u>	£522.00
HMRC		£120.00
Essex Pension Fund – pension contributions		£184.44
Essex & Herts Air Ambulance – Donation – S137 payment		£200.00
Playdale Playgrounds Limited – Annual service fee		£312.00

It was proposed by Mr. D. C. Patient, seconded by Mrs. C. M. P. Gray 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.

14. AUDIT AND APPROVAL OF ACCOUNTS FOR YEAR 2022-2023

The Clerk reported that he had completed and balanced the accounts for the year 2022-2023 and the internal audit had been completed by Mr. A. Money on 20th April 2023. The accounts had previously been circulated to Councillors for inspection as appendix two. It was proposed by Mr. D. C. Patient, seconded by Mrs. C. M. P. Gray and carried that the accounts are approved.

15. ACCOUNTING STATEMENTS ON ANNUAL RETURN FOR 2022-2023

It was proposed by the Chairman, seconded by Mrs. M. D. Pearce and carried that the accounting statements for 2022-2023 on page 6 of the annual return are approved.

16. COMPLIANCE WITH ANNUAL GOVERNANCE STATEMENT 2022-23

It was proposed by the Chairman, seconded by Mrs. C. Gray and carried that the PC has complied with the annual governance statement for 2022-2023 set out on page 5.

17. EXEMPTION FROM LIMITED ASSURANCE REVIEW OF ACCOUNTS

It was proposed by Mr. D. C. Patient, seconded by Mrs. C. Gray and carried that the PC certifies exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The certificate of exemption will be sent to the external auditor and necessary documentation displayed on the PC website.

18. TO APPOINT NEW SIGNATORIES ON PARISH COUNCIL ACCOUNTS

Mr. D. C. Patient, as Vice Chairman of the Parish Council, together with Mrs. M. D. Pearce; were appointed as additional signatories on the Parish Council's Bank Accounts with Barclays Bank PLC.

19. REGISTER OF MEMBER'S PERSONAL INTERESTS

The Clerk reminded Councillors to complete their Register of Member's Personal Interests forms, which he will forward to the Monitoring Officer at BDC.

20. REVIEW OF DOCUMENTATION TO DESTROY UNDER GDPR

Mr. D. C. Patient as the Parish Council Data Controller briefly outlined the General Data Protection Regulations and that the PC had set up dedicated councillor emails so that PC emails do not go to and from Councillors personal emails. The Councillor emails for former Councillors will now be removed. He reminded Councillors to destroy relevant documentation in accordance with GDPR. He advised that Councillors only need to retain emails for one year and should therefore delete all emails up to May 2022. The Clerk will retain all records required for a longer term and then destroy when appropriate. The relevant GDPR policy documents appear on the PC website. It is intended that the GDPR Security Compliance Checklist will be 'signed off' at the next meeting.

21. TO REVIEW STANDING ORDERS, FINANCIAL REGULATIONS AND SAFEGUARDING POLICY

Councillors reviewed the Parish Council Standing Orders, Financial Regulations and Safeguarding Policy, but no revisions; were required.

22. REPORT OF LITTLE YELDHAM RECREATION GROUND

Mrs. M. Pearce reported a profit of £413.23 at the Spring Fayre and £924.30 received from Justgiving Crowdfunding. In addition the grant of £55,100.00 has been received from the National Lottery. Deposits of 10% and 40% have been paid to Playdale and the equipment will be delivered and installed from 5th June. Playdale prefer to use the field entrance, which Mrs. A.L. Gardiner will facilitate. Details of all services across the Recreation Ground have been supplied to Playdale and the Clerk will place this documentation and plans with the deeds. Plans for the proposed layout of access paths and entrance will be reviewed after the equipment is installed and when available three quotes will be requested. Mrs. Pearce was thanked for her report and in particular her success with fund raising.

23. TO CONSIDER QUOTES FOR FLOWERING CHERRY TREES

Mrs. Pearce reported that in addition to planting a tree on the Recreation Ground in memory of HM Queen Elizabeth II, it was agreed to plant another tree in memory of the late John Gardiner. Mr. R. W. and Mrs. A. L. Gardiner had offered to plant both trees and an application had been made to the Essex Challenge Fund for funding. It was agreed to defer consideration of quotes for the trees to the September meeting, because the trees will not be planted until November.

24. TO CONSIDER NEW NOTICE BOARD FOR OVINGTON

At the Ovington Annual Parish Meeting, a resident had requested that the PC consider a new notice board. Mrs. L. Lawrence and Mrs. D. T. Nott reported that the current notice board is inside the former telephone kiosk where it is protected from the elements. It was in good condition and recommended that it remains in position.

25. ESSEX COUNTY COUNCIL REPORT

In the absence of Mr. P. Schwier no report was given. The Vice Chairman expressed concern about the lack of attendance, when the former County Councillor had

regularly attended meetings in the past. It was noted that the new County Councillor now disseminates information by email rather than attending meetings.

26. BRAINTREE DISTRICT COUNCIL REPORT

In the absence of Mrs. I. Parker no report was given. It was accepted that County and District Councillors could not always attend PC meetings and at the request of the Chairman, it was agreed to ask them to send a written report if not able to attend.

27. HIGHWAY ISSUES

The following highway issues were raised:

a. Mashey Road, Little Yeldham and Cut Bush Road, Ovington

Ms. N. Wookey reported mud and mess along Mashey Road together with the breaking of the edges of the carriageway. Mrs. L. Lawrence reported similar issues along the road between Cut Bush Farm and Knowl Green. Mr. D. C. Patient agreed to report these issues to ECC Highways online.

b. Damaged bollard on Village Green, Little Yeldham

The Clerk reported that a concrete bollard had been knocked out of the ground at the Village Green, Little Yeldham, by persons unknown. It was agreed to ask Mr. K. Shears to replace it.

c. Speed of traffic through Little Yeldham

Ms. N. Wookey expressed concern about the speed of traffic through Little Yeldham and in particular children crossing the road to the Recreation Ground. Mrs. M. D. Pearce reported that the PC is trying to improve safety at the entrance to the Recreation Ground and that a new and improved entrance, which will also be suitable for disabled users, will be set further back than the existing entrance. Various speed reduction measures had been considered in the past, but not materialised.

28. ANY OTHER BUSINESS

a. Time of future meetings

It was agreed to start future PC meetings at 7pm instead of 8pm, except for the March meeting, which follows the Little Yeldham Annual Parish Meeting.

b. Planning application at Tilbury Juxta Clare

Mrs. C. Gray reported that BDC had granted planning permission for inappropriate work on a listed cottage at Tilbury Hill in the face of significant objection and on behalf of the residents asked if it could be challenged. The Chairman advised that there was no action which the PC could take.

c. Relationship between the three villages

Mrs. D. Nott requested clarification upon the process for considering issues when councillors represent three different villages. The Chairman explained that if an issue arose concerning one village, the councillors representing that village take the lead and usually supported by councillors representing the other two villages.

There was no other business.

There being no further business the meeting closed at 9.25pm

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(Date)

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(Chairman)