

MINUTES OF LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON  
ANNUAL PARISH COUNCIL MEETING - TUESDAY, 21st MAY 2024 AT 8 P.M

In the chair: Mr. P. J. Gentry

Present: Mrs. A. L. Gardiner, Mrs. C. M. P. Gray, Mr. D. S. Jenkins, Mrs. L. Lawrence, Mr. A. W. D. Osmond-Evans, Mr. D. C. Patient and Mrs. M. D. Pearce.  
Mr. A. Corder-Birch (Clerk)  
Mrs. I. Parker (District Councillor)  
Together with two members of the public

PUBLIC COMMENT

Prior to commencement of the meeting Mrs. E. Clayton raised the following:

- a. Thanks to Mrs. K. Chapman and the Parish Council for installing the new good quality demarcation posts at the Village Green, North End.
- b. Report of a broken pane of glass in the former telephone kiosk at North End, which Mr. C. Cheale will kindly replace.
- c. The state of the former telephone kiosk at Ovington, which Mrs. L. Lawrence and Mrs. D. Nott will review and if appropriate liaise with Mr. Cheale.

1. APOLOGIES FOR ABSENCE

Mrs. K. F. Chapman (medical issues), Mrs. S. J. Harris (visiting Wales), Mrs. D. T. Nott (visiting London)

2. CO-OPTION OF NEW COUNCILLOR TO FILL CASUAL VACANCY

The Clerk reported that no electors had requested an election within the requisite time limit and consequently the Parish Council could exercise its powers of co-option and Mr. D. S. Jenkins had applied to fill the vacancy. It was proposed by the Chairman, seconded by Mrs. A. Gardiner and carried that Mr. Jenkins is co-opted.

3. DECLARATION OF ACCEPTANCE OF OFFICE OF NEW CLLR.

Mr. D. S. Jenkins then completed and signed his Declarations of Acceptance of Office form in the presence of the Clerk who countersigned the Declaration.

4. 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 re-elected as Chairman for the ensuing year.

5. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

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

6. ELECTION OF VICE CHAIRMAN

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

7. DECLARATIONS OF INTERESTS

There were no declarations of interests.

#### 8. ELECTION OF LT. YELDHAM RECREATION GROUND COMMITTEE

The following were elected to Little Yeldham Recreation Ground Committee:  
Mr. P. Gentry and Mr. D. Patient (Chairman & Vice Chairman of the Parish Council)  
Mrs. A. Gardiner, Mr. D. Jenkins and Mrs. M. Pearce (Councillors)  
Mrs. B. Gentry and Mrs. B. Roper (Members of the Public)

#### 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                              | Vacant                     |
| 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                   | Mrs. S. J. Harris          |
| 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. L. Lawrence           |
| 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                   | Mrs. S. J. Harris          |
| Ovington                              | Mrs. L. Lawrence           |

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

It was proposed, seconded and carried that Mr. D. C. Patient is re-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 12th March 2024, 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) Demarcation posts on Village Green at North End

The Chairman reported that the demarcation posts had been installed on the Village Green at North End, which were very satisfactory and thanked Mrs. K. Chapman for arranging this.

##### b) Drainage work at North End

The Clerk, on behalf of Mrs. K. Chapman, reported that the order for drainage work was placed in March and a start date is awaited.

c) Dog bins

The Clerk, on behalf of Mrs. S. J. Harris, reported that the review of dog bins by BDC was awaited. This had been outstanding since at least last November and it was therefore agreed to raise this issue with Mrs. I. Parker.

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.

14. ACCOUNTS

The Clerk reported receipt of the following amounts:

|  |          |
|--|----------|
| Braintree District Council – one half of Precept           | £4488.00 |
| Braintree District Council – street cleansing contribution | £1314.04 |
| Little Yeldham Recreation Ground:                          |          |

|                                |                    |         |
|--------------------------------|--------------------|---------|
| Net proceeds of Coffee morning | £300.00 + £37.50 = | £337.50 |
|--------------------------------|--------------------|---------|

The following accounts were presented for payment:

|  |               |         |
|--|---------------|---------|
| Essex Association of Local Councils – affiliation fee for 2024-2025      | £192.17       |         |
| Clear Insurance Management Limited – insurance premium                   | £777.13       |         |
| 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        |         |
| Braintree Association of Local Councils – annual subscription            | £48.00        |         |
| Rural Community Council of Essex – annual subscription                   | £44.10        |         |
| Tilbury Juxta Clare PCC – Use of church for meeting                      | £25.00        |         |
| 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 |
| Skyline Fencing and Landscaping – demarcation posts at North End         |               | £814.36 |
| Essex & Herts Air Ambulance – donation – S137 payment                    |               | £200.00 |

It was proposed by Mrs. C. Gray, seconded by Mrs. M. Pearce 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.

15. APPROVAL OF ACCOUNTS FOR YEAR 2023-2024

The Clerk reported that he had completed and balanced the accounts for the year 2023-2024. The accounts had previously been circulated to Councillors for inspection as appendix two. It was proposed by the Chairman, seconded by Mr. D. Patient and carried that the accounts are approved.

16. AUDIT OF ACCOUNTS FOR YEAR 2023-2024

The Clerk reported that the internal audit of the accounts for 2023-2024 had been completed by Mr. A. Money on 17<sup>th</sup> April 2024. He reported that as the income and expenditure was over £25,000, the Parish Council were not exempt from Limited Assurance Review and therefore the accounts will be sent for external audit.

17. COMPLIANCE WITH ANNUAL GOVERNANCE STATEMENT 2023-24

It was proposed by the Chairman, seconded by Mr. D. Patient and carried that the PC has complied with the annual governance statement for 2023-2024 set out on page 4.

18. ACCOUNTING STATEMENTS ON ANNUAL RETURN FOR 2023-2024

It was proposed by the Chairman, seconded by Mrs. M. D. Pearce and carried that the accounting statements for 2023-2024 on page 5 of the annual return are approved.

19. REGISTER OF MEMBER'S PERSONAL INTERESTS

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

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. He reminded Councillors to delete emails and attachments up to 31<sup>st</sup> May 2023 in accordance with GDPR, which councillors present at the meeting confirmed they had done. It was agreed to grant tolerance to Mrs. M. Pearce to retain relevant emails relating to LYRG grants and work done until phase one is complete, but to delete all other emails. 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, CODE OF CONDUCT AND SAFEGUARDING POLICY

Councillors reviewed the Parish Council Standing Orders, Financial Regulations, Code of Conduct and Safeguarding Policy. It was proposed by Mrs. M. Pearce, seconded by Mrs. C. Gray and carried that no revisions were required.

22. REPORT OF LITTLE YELDHAM RECREATION GROUND

Mrs. M. Pearce had previously circulated a written report, which accompanies these minutes as appendix three. Mrs. Pearce added that since preparing the report she had heard from the Bruce Wake Trust, which had agreed to make a grant of £2,500 towards the 'top' path, which will be suitable for disabled users and make the proposed community garden accessible to everyone. Arising from the report, the chairman was authorised to obtain a quote to treat and anchor the memorial seat, which the Parish Council will pay for and Mrs. Pearce was authorised to order signage from the Sign Shed to be paid from LYRG funds. Mrs. Pearce was thanked for her great achievements with the Recreation Ground.

23. TO CONSIDER OVINGTON JOINING P3

Mrs. L. Lawrence reported that having made enquiries the Ovington councillors had decided not to join the Parish Paths Partnership (P3) with ECC.

24. REPORT OF ZOOM MEETING WITH CLLR. P. SCHWIER

Mrs. L. Lawrence gave a report of the Zoom meeting with Cllr. P. Schwier regarding highway issues, held on 8<sup>th</sup> April 2024, which accompanies these minutes as appendix four. The following items arose from the report:

- a. It was reluctantly accepted that Ovington did not meet the criteria for a speed limit.
- b. Councillors will report overhanging trees, hedges and vegetation, such as the Spencers estate, to ECC Highways.
- c. Some potholes have been filled in, but others remain.

- d. A complaint had been lodged with ECC about the lack of sanding on roads on school bus routes.
- e. An assurance had been given that drains in the highways through Ovington will be cleared.

It was agreed that another Zoom meeting with Cllr. Schwier in the autumn to continue ongoing communications regarding highway issues will be useful.

25. TO CONSIDER A TRAFFIC SURVEY THROUGH OVINGTON

Mrs. L. Lawrence reported that at the Zoom meeting with Cllr. Schwier he had recommended that the Parish Council commissions an independent traffic survey for £325. Although the Construction Traffic Management Plan, which accompanied the planning application for the proposed Solar Farm, was out of date, as it was based on a survey in 2009, it was considered that a new independent traffic survey will not make any difference to the Solar Farm application.

26. TO CONSIDER PROPOSED WEIGHT AND WIDTH RESTRICTION

Mr. D. Patient reported that he had drafted an application to the LHP for a proposed weight and width restriction limit along the road from Great Yeldham to Clare passing through Tilbury Juxta Clare and Ovington. Councillors assisted him with clarifying various points and it was agreed to emphasise the bends in the road, the steep hills, the narrow roads and school bus routes. In addition hedges need cutting back and drainage and land slippage had caused narrowness along the roads. Mrs. Gray stressed that it was crucial to carry out surveys when school buses are using the roads. Mr. Patient will now complete the application to the LHP.

27. ESSEX COUNTY COUNCIL REPORT

In the absence of Mr. P. Schwier no report was given. However it was noted that he now disseminates information by email rather than attending meetings.

28. BRAINTREE DISTRICT COUNCIL REPORT

Mrs. I. Parker gave a BDC report, which accompanies these minutes as appendix five. Arising from the report WFH was questioned, which BDC considered was working well. The Chairman enquired about the review for installation of dog bins, which had been outstanding since at least last November. Mrs. Parker agreed to investigate in the hope that bins can soon be installed in Tilbury Juxta Clare and Ovington. Mrs. Parker was thanked for her report.

29. ANY OTHER BUSINESS

a. Good Councillor's Guide

Mrs. L. Lawrence enquired about obtaining a copy of the 'Good Councillor's Guide' from NALC, which the Clerk agreed to look into.

b. Ecclesiastical issues

Mr. A. Osmond-Evans raised concerns regarding ecclesiastical issues, which the chairman ruled were not matters for the Parish Council.

There being no further business the meeting closed at 8.40pm

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(Date)

.....  
(Chairman)