

MINUTES OF LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON
ANNUAL PARISH COUNCIL MEETING - TUESDAY, 20th MAY 2025 AT 7 P.M

In the chair: Mr. P. J. Gentry
Present: Mrs. A. L. Gardiner, Mrs. S. J. Harris, Mr. D. S. Jenkins,
Mrs. L. Lawrence, Mrs. D. T. Nott and Mrs. M. D. Pearce.
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 (migraine), Mrs. C. M. P. Gray (working away), Mr. D. C. Patient (holiday), Mrs. I. Parker and Mr. P. Schwier

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

The Chairman reported that Mrs. S. J. Harris had applied to fill one of the two vacancies for Tilbury Juxta Clare. It was proposed by Mrs. D. Nott, seconded by Mrs. L. Lawrence and carried that Mrs Harris is co-opted onto the Parish Council.

3. DECLARATION OF ACCEPTANCE OF OFFICE OF NEW CLLR.

Mrs S. J. Harris then completed and signed her Declarations of Acceptance of Office form in the presence of the Clerk who countersigned the Declaration.

4. ELECTION OF CHAIRMAN

It was proposed by Mrs. A. L. Gardiner, seconded by Mr. D. Jenkins 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 Mrs. L. Lawrence, seconded by Mr. D. Jenkins and carried that Mr. D. C. Patient is re-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	Vacant
Ovington	Vacant
Airfield Joint Action Group and BDC	
Airfield Liaison Group	Mrs. D. T. Nott
EALC and BALC	Chairman and Vice Chairman
Public Rights of Way: Little Yeldham	Mrs. A. L. Gardiner
Tilbury Juxta Clare	Mrs. C. M. P. Gray
Ovington	Mrs. L. Lawrence
Tree Wardens: Little Yeldham	Mrs. A. L. Gardiner
Tilbury Juxta Clare	Mrs. C. M. P. Gray
Ovington	Mrs. D. T. Nott
Planning: Little Yeldham	Mr. P. J. Gentry
Tilbury Juxta Clare	Mrs. S. J. Harris
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 11th March 2025, 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) Amenity Vehicle at North End

The Clerk reported that it had not been possible to order an Amenity Vehicle for North End for 30th August because the operatives would be catching up from the Bank Holiday weekend. Therefore, the vehicle had been ordered for 6th September. There were no other matters arising.

13. CORRESPONDENCE

The correspondence received 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	£4764.00
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Little Yeldham Recreation Ground:

Net proceeds of Coffee morning	£283.31 + £36.00 =	£319.31
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Easyfundraising		£22.57
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The following accounts were presented for approval:

Birkett Long - on account of grant for Little Yeldham Village Hall	£360.00
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Essex Association of Local Councils – affiliation fee for 2025-2026	£199.81
Clear Insurance Management Limited – insurance premium	£940.83
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
Rural Community Council of Essex – annual subscription	£61.80
Mr. A. Corder-Birch – net salary	£447.00
petty cash	<u>£75.00</u>
HMRC	£522.00
Essex Pension Fund – pension contributions	£120.00
Society of Local Council Clerks – Conference fee	£184.40
	£27.00

It was proposed by the Chairman, seconded by Mrs. D. Nott and carried that payment of the above accounts are approved.

15. AUDIT OF ACCOUNTS FOR YEAR 2024-2025

The Clerk reported that the internal audit of the accounts for 2024-2025 had been completed by Mr. A. Money on 30th April 2025 and found in order. In view of online payments Mr. Money had suggested that financial regulations are reviewed. (See minute 22 below).

16. APPROVAL OF ACCOUNTS FOR YEAR 2024-2025

The Clerk reported that he had completed and balanced the accounts for the year 2024-2025. The accounts had previously been circulated to Councillors for inspection as appendix two. It was proposed by Mr. D. Jenkins, seconded by Mrs. M. Pearce and carried that the accounts are approved.

17. COMPLIANCE WITH ANNUAL GOVERNANCE STATEMENT 2024-25

It was proposed by Mrs. M. Pearce, seconded by Mrs. D. Nott and carried that the PC has complied with the annual governance statement for 2024-2025 set out on page 5.

18. ACCOUNTING STATEMENTS ON ANNUAL RETURN FOR 2024-2025

It was proposed by Mrs. A. Gardiner, seconded by Mrs. L. Lawrence and carried that the accounting statements for 2024-2025 on page 6 of the annual return are approved.

19. EXEMPTION FROM LIMITED ASSURANCE REVIEW OF ACCOUNTS

It was proposed by Mr. D. Jenkins, seconded by Mrs. M. Pearce and carried that the Parish Council certifies its exemption from a limited assurance review of accounts for the year 2024-2025 under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

20. 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.

21. REVIEW OF DOCUMENTATION TO DESTROY UNDER GDPR

The Chairman on behalf of Mr. D. C. Patient (the Parish Council Data Controller) reminded Councillors to delete emails and attachments up to May 2024 in accordance with GDPR. It is intended that the GDPR Security Compliance Checklist will be 'signed off' at the next meeting.

22. TO REVIEW STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT, HEALTH & SAFETY AND SAFEGUARDING POLICIES

Councillors reviewed the Parish Council Standing Orders, Financial Regulations, Code of Conduct, Health and Safety Policy and Safeguarding Policy. As suggested by the Internal Auditor, in view of the change to online payments, the Clerk had reviewed the Financial Regulations and suggested the following addition:

5.4 Payments made by Online Banking must be authorised by a second signatory.

The addition to the financial regulations was approved and it was agreed that no revisions were required to Standing Orders, Code of Conduct, Health & Safety and Safeguarding policies.

23. TO APPROVE RISK ASSESSMENT FOR VOLUNTEERS

The Clerk reported that he had invoiced BDC for the Street Cleansing contribution on 1st April, but BDC had declined payment until a Risk Assessment for Volunteers had been completed. The Clerk had therefore drafted a Risk Assessment, which was circulated to Councillors and approved. It was noted that volunteers in the villages include John & Jo Bright, Eileen Clayton, Paul & Pamela Last and Chris Turk, who will be supplied with a copy and required to sign the Risk Assessment.

24. REPORT OF LITTLE YELDHAM RECREATION GROUND

Mrs. M. Pearce had previously circulated a written report, which accompanies these minutes as appendix one. Quotations had been obtained to seek funding for a second pathway, seating, bins and a notice board. The annual safety inspection had been carried out by Playdale. Details were given of recent fund-raising events and a forthcoming event on 9th August. Mrs. Pearce was thanked for her report.

25. DOG BINS

Mrs. S. Harris reported that the three dog bins for Tilbury Juxta Clare had been installed. The Chairman reported upon an erroneous item which had appeared on Facebook, which implied that BDC had done a great job with the dog bins in Tilbury Juxta Clare, whereas the reality was that it took eighteen months and the perseverance of the Parish Council to make it happen. Mrs. L. Lawrence reported that two proposed sites in Ovington were still awaiting approval by BDC, having been requested some eighteen months ago. The Clerk agreed to chase BDC yet again.

26. ESSEX COUNTY COUNCIL REPORT

In the absence of Mr. P. Schwier no report was given, but ECC information is usually disseminated by email.

27. BRAINTREE DISTRICT COUNCIL REPORT

A written report from Mrs. I. Parker was circulated to councillors. Arising from the report it was noted that the Local Plan Sub Committee meeting to consider site allocations for housing will be held on 19th June, which the Chairman confirmed he will attend. Contrary to Mrs. Parker's report stating there were no sites in the three villages it was noted that one site listed under Great Yeldham was substantially in Little Yeldham, which will be strenuously opposed. It was also noted that at an earlier stage there were two sites proposed in Ovington. Although the Parish Council made no representations, it was agreed to ascertain the up-to-date position.

28. LOCAL GOVERNMENT RE-ORGANISATION AND DEVOLUTION

Several emails and circulars had been forwarded to councillors. It was noted that the proposed re-organisation will mainly affect County and District Councils, but Parish Council should be left mainly untouched. If functions are devolved to Parish Councils, many do not have sufficient resources. Mr. D. Jenkins considered that the next layer of local government will be more remote than at present.

29. TILBURY JUXTA CLARE ANNUAL PARISH MEETING

It was agreed to hold the Tilbury Juxta Clare Annual Parish Meeting on Thursday, 29th May 2025 at a venue to be arranged by Mrs. Harris.

30. ANY OTHER BUSINESS

a. Hedge cutting in Little Yeldham

The Chairman reported that Mr. J. Bright was unable to continue cutting hedges at Little Yeldham owing to an unrelated injury. Mr. K. Shears was willing to cut the hedges for a similar amount, which was approved.

There being no further business the meeting closed at 8.10pm

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(Date)

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(Chairman)