

MINUTES OF LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON
ANNUAL PARISH COUNCIL MEETING - TUESDAY, 12th MAY 2026 AT 7 P.M

In the chair: Mr. P. J. Gentry (for items 1 & 2)
Mr. D. C. Patient (for item 3 onwards)
Present: Mrs. K. F. Chapman, Mrs. A. L. Gardiner, Mrs. C. M. P. Gray, Mrs. S. J. Harris, Mr. D. S. Jenkins, Mrs. L. Lawrence, Mrs. L. Mathieson, Mrs. D. T. Nott and Mrs. M. D. Pearce.
Mr. A. Corder-Birch (Clerk)
Mr. N. W. J. Robins (County Councillor for the Hedingham Division)
Mr. C. Johnson (County Councillor for the Three Fields with Great Notley Division)
Together with two members of the public

PUBLIC COMMENT

There was no public comment.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence

2. ELECTION OF CHAIRMAN

Mr. P. J. Gentry stated that he had decided to retire as chairman. He proposed that Mr. D. C. Patient is elected as chairman for the ensuing year, which was seconded by Mrs. M. Pearce and carried.

3. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Mr. D. C. Patient duly signed his Declaration of Acceptance of Office, which was countersigned by the Clerk.

4. ELECTION OF VICE CHAIRMAN

Mr. D. C. Patient proposed that Mr. P. J. Gentry is elected as Vice Chairman for the ensuing year, which was seconded by Mrs. L. Lawrence and carried. Mr. Patient thanked Mr. Gentry for his services as chairman during the last few years, which was warmly supported.

5. DECLARATIONS OF INTERESTS

There were no declarations of interests.

6. TO CONSIDER DISSOLUTION OF LITTLE YELDHAM RECREATION
GROUND COMMITTEE

It was reported that Little Yeldham Recreation Ground Committee had completed its objectives, and the committee had recommended that it is dissolved. The chairman supported this view and that a large committee is no longer required. It was proposed by Mr. D. Jenkins, seconded by Mrs. M. D. Pearce and carried unanimously that the committee is dissolved and is replaced with two councillors as Little Yeldham Recreation Ground representatives on the Parish Council.

7. TO ELECT TWO RECREATION GROUND REPRESENTATIVES

The following were elected as Little Yeldham Recreation Ground representatives on the Parish Council: Mrs. M. D. Pearce and Mr. P. J. Gentry

8. 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. L. Mathieson
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

9. 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.

10. MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the previous Parish Council Meeting held on 10th March 2026, having been circulated, were taken as read, were confirmed and duly signed by the Chairman as a correct record.

11. MATTERS ARISING FROM THOSE MINUTES

a) Post near bus shelter at North End

Mrs. K. Chapman reported that the damaged post will be replaced shortly after 24th May.

b) Work on bus shelter at Church Green, Little Yeldham

Mrs. K. Chapman reported that the repair work on the bus shelter will be carried out during the next two or three weeks.

c) Solar Farm near Ovington

Mrs. L. Lawrence reported that the roads around Ovington had been swept, which had revealed damage and potholes caused by the Solar Farm traffic. It was expected that this traffic will be ramped up next month when further construction work takes place. There were no other matters arising.

12. CORRESPONDENCE

The correspondence received was referred to Councillors for information and the contents noted.

13. ACCOUNTS

The Clerk reported receipt of the following amounts:

Year 2025-2026 – Spring event for Recreation Ground	£379.50
Year 2026-2027	

Braintree District Council – one half of Precept	£5003.00
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Braintree District Council – Street cleansing contract	£1394.06
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The following accounts were presented for approval:

Joseph Fairs Limited - on account of grant for Little Yeldham Village Hall	
£18.00 and £180.00	£198.00

Playdale Playgrounds Limited – Annual inspection fee	£312.00
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St. Mary's Church, Ovington – grass cutting in Ovington (for 2025-2026)	£300.00
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Essex Association of Local Councils – affiliation fee for 2026-2027	£206.66
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Clear Insurance Management Limited – insurance premium	£966.96
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Suffolk County Council (Dedham Vale & Stour Valley Project) annual grant	£50.00
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Colne Stour Countryside Association – annual subscription	£10.00
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Campaign to Protect Rural England – annual subscription	£36.00
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Rural Community Council of Essex – annual subscription	£63.60
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Braintree Association of Local Councils	£50.00
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Tilbury Juxta Clare Parochial Church Council – use of Church for meeting	£25.00
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Mr. A. Corder-Birch – net salary for quarter	£240.00
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petty cash	<u>£75.00</u>	£315.00
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HMRC		£60.00
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It was proposed by Mrs. D. Nott, seconded by Mrs. L. Lawrence and carried that payment of the above accounts are approved.

The Clerks salary was reviewed, and it was proposed by Mr. P. Gentry, seconded by Mrs. L. Lawrence and carried that it is increased by £300.00 per annum.

14. AUDIT OF ACCOUNTS FOR YEAR 2025-2026

The Clerk reported that the internal audit of the accounts for 2025-2026 had been completed by Mr. A. Money on 24th April 2026 and found in order. The internal auditors report was circulated, and it was proposed by Mrs. L. Lawrence, seconded by Mrs. M. Pearce and carried that the report on page 3 of the Annual Governance and Accountability Return (AGAR) is accepted. The Clerk reported that as the gross expenditure exceeded £25,000 an external audit will be necessary.

15. APPROVAL OF ACCOUNTS FOR YEAR 2025-2026

The Clerk reported that he had completed and balanced the accounts for the year 2025-2026. The accounts had previously been circulated to Councillors for inspection as appendix one. It was proposed by Mr. D. Jenkins, seconded by Mrs. M. Pearce and carried that the accounts are approved.

16. COMPLIANCE WITH ANNUAL GOVERNANCE STATEMENT 2025-26

It was proposed by Mr. P. Gentry, seconded by Mrs. L. Lawrence and carried that the PC has complied with the annual governance statement for 2025-2026 set out on page 4 of the AGAR 2025-2026.

17. ACCOUNTING STATEMENTS ON ANNUAL RETURN FOR 2025-2026

It was proposed by Mrs. D. Nott, seconded by Mrs. L. Lawrence and carried that the accounting statements for 2025-2026 on page 5 of the AGAR are approved.

18. REGISTER OF MEMBER'S PERSONAL INTERESTS

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

19. REVIEW OF DOCUMENTATION TO DESTROY UNDER GDPR

The Chairman, as the Parish Council Data Controller, reminded Councillors to delete all emails and attachments up to 30th April 2025 in accordance with GDPR. Mrs. L. Lawrence was granted a dispensation to retain essential emails and attachments relating to the Solar Farm and highway issues associated with the Solar Farm. Mrs. K. Chapman was also granted dispensation to retain essential emails and attachments relating to renovations to the thatched pump house at North End. The dispensation previously granted to Mrs. M. Pearce relating to the Recreation Ground will continue. Some discussion took place regarding a centralised data base for contractors, but it was considered that contractors details are already in the public domain. It was confirmed that password protection is sufficient to comply with GDPR. The GDPR Security Compliance Checklist was completed by all councillors and 'signed off' by the Chairman and Data Controller.

20. TO REVIEW STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT, HEALTH & SAFETY POLICY, SAFEGUARDING POLICY AND RISK ASSESSMENT FOR VOLUNTEERS

The Parish Council Standing Orders, Financial Regulations, Code of Conduct, Health and Safety Policy, Safeguarding Policy and Risk Assessment for Volunteers, which all appear on the PC website, were reviewed, and it was agreed that no revisions were required.

21. TO CONSIDER QUOTE FOR MEMORIAL BENCH ON LITTLE YELDHAM RECREATION GROUND

Mrs. M. Pearce reported that LYRGC had recommended the replacement of the bench on Little Yeldham Recreation Ground in memory of Charles Gardiner and a quote had been received for £1320.00 from Colin Ridgewell & Sons. The proposed funding was as follows:

Excess from grants	£163.60
Donation from Mr. Robert Gardiner	£100.00
Parish Council contribution saved (see minute 22 of 21 st May 2024)	£200.00
Contribution from LYRG reserves	<u>£856.40</u>
Total	£1320.00

It was proposed by Mrs. M. Pearce, seconded by Mrs. S. Harris and carried that the quote from Colin Ridgewell & Sons is accepted and that Mrs. A. L. Gardiner could have the old seat.

Regarding the annual playground equipment safety inspection fees (currently £260.00 net), it was proposed by Mrs. A. L. Gardiner, seconded by Mr. P. Gentry and carried that the Parish Council reverts to paying these from 2027 onwards.

22. UPDATE UPON THATCHED PUMP HOUSE AT NORTH END

Mrs. K. Chapman reported that she had requested three quotes for the woodwork on the pump house but had only received one. This had been sent to Essex Heritage Trust, with an amended application, which did not require two further quotes. The application will be considered at a meeting in July 2026 when it was hopeful that the trust will pay the cost for replacement woodwork and thatching (less S106 monies

from BDC). In the meantime, Mrs. Chapman had cordoned off the structure for safety purposes. The Chairman thanked Mrs. Chapman for the good progress made.

23. ESSEX COUNTY COUNCIL REPORT

Mr. Nathan Robins, the newly elected County Councillor for the Hedingham Division (and District Councillor for Coggeshall) and Mr. Carl Johnson the new County Councillor for the Three Fields with Great Notley Division of Essex County Council were welcomed to the meeting. Mr. Robins gave a County Council report and stated that since the election on 7th May a new Leader and Deputy Leader had been elected for Essex County Council who were Mr. Peter Harris and Mr. Russell Quirk respectively. A new cabinet will be elected during the ensuing days. Concern was expressed about the former approach to highways and highway contactors will be reviewed soon with a view to revising arrangements. The government decision regarding Local Government Re-organisation was deplored and a Judicial Review against the Government was being considered, following the success of taking the Government to Court earlier in the year for unlawfully cancelling elections. The main issues with Local Government Re-organisation were too few councillors, councillors having to represent far too many people and planning decisions being made by councillors some 30 miles away. The first full meeting of Essex County Council will be made on 28th May.

Mrs. L. Mathieson and Mrs. S. Harris raised highway issues and that the rumble strips around the bad corners at Tilbury Road need reinstating and coloured red following a recent RTA. Mr. Robins agreed to pursue this and gave his email address: cllr.nathan.robins@essex.gov.uk

The Chairman congratulated Mr. Robins and Mr. Johnson for their success at the elections and thanked them for attending the meeting and Mr. Robins for his report.

24. BRAINTREE DISTRICT COUNCIL REPORT

In the absence of Mrs. I. Parker no report was given.

25. LOCAL GOVERNMENT RE-ORGANISATION AND DEVOLUTION

Mr. P. J. Gentry stated that a link to the latest position was on the PC website. Further elections will take place in 2027 to elect a shadow council

26. ANY OTHER BUSINESS

a. Request for 30 mph roundels at North End, Little Yeldham

Mrs. K. Chapman requested support for 30 mph roundels at North End in view of the speed of traffic, particularly large vehicles, using the road as a rat run. The road is very narrow in places and white lines were also requested. Councillors gave their support and Mrs. Chapman agreed to initially raise these issues on the ECC Highways portal and if necessary, followed by an application to the Local Highways Panel. Mr. Robins supported these requests and stated that when a highways officer inspects the road he will ask for a representative of the Parish Council to be present.

There being no further business the meeting closed at 8.20pm

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(Date)

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(Chairman)