

TENDRING PARISH COUNCIL

Parish Council Meeting AGENDA

17th April 2023

To: All members of Tendring Parish Council

You are summoned to attend the Parish Council Meeting on Monday 24th April 2023. This meeting will be held at 7.30pm in Tendring Village Hall, The Street, Tendring for the purpose of transacting the following business.

Yours sincerely

Rachel Edwards

Clerk to the Council

The press and public are cordially invited to attend.

This meeting will be recorded for the purposes of minute taking.

4.23.01 Declaration of interests

4.23.02 Apologies for absence

4.23.03 Minutes of meeting on Monday 27th March 2023

Council to consider and agree minutes.

4.23.04 Public questions

To receive any statements/questions from members of the public.

Three minutes per person with a maximum time spent of fifteen minutes in total.

4.23.05 County Councillor and District Councillor reports

Neither received at the date of the Agenda.

4.23.06 Action points from previous meeting

| | | |
|----|-------------------------------|---|
| 1 | All councillors | Clean signage throughout the village in spring |
| 2 | Cllr Edwards and Cllr Barker | Meet at Goose Green playpark with Cllr Barker's husband to assess bolts on play equipment, finger traps etc |
| 3 | Cllr Brattan and Cllr Edwards | Organise the Quiz for the Coronation Weekend in May |
| 4 | Cllr Cronin and Cllr Brattan | Organise the Scarecrow Trail for the Coronation weekend in May |
| 5 | Cllr Barker | Organise the Cream Tea for the Coronation weekend in May |
| 6 | Cllr Barker | Contact Alan Black re TDC tree warden hedge planting scheme |
| 7 | Cllr Cauvain | Publicise Coronation Weekend events |
| 8 | Cllr Cauvain | Contact local landowners/farmers re TDC tree warden hedge planting scheme |
| 9 | Cllr Cronin | Write article for village magazine/Facebook re road signage proposal |
| 10 | Cllr Edwards | Make planning comment re 23/00380/FULHH |
| 11 | Cllr Harris | Contact TDC Planning Enforcement regarding tree/hedge line at The Laurels |
| 12 | Cllr Harris | Further investigation of commercial bins at Stones Green Road houses with TDC Planning Dept |
| 13 | Cllr Rippon | Follow up with Cllr Harris re NFU and future planning committee date for Stones Green oak tree |
| 14 | Cllr Rippon | Pursue TPOs for trees likely to be affected by windfarm cable route |
| 15 | Clerk | Produce formal document for Overtime and Training Policies and add to website |
| 16 | Clerk | Purchase the No Dogs Signs for Goose Green |
| 17 | Clerk | Contact company re Goose Green posts contract and purchase reflectors |
| 18 | Clerk | Contact James Fairley re fallen tree |

4.23.07 To discuss the ongoing plans for the Parish Council Coronation Weekend

4.23.08 To discuss and approve documentation updated/reviewed by the Clerk:

- i. Asset Register
- ii. Standing Orders
- iii. Financial Regulations
- iv. Risk Assessments (3)
- v. GDPR Policy (unchanged)
- vi. Complaints Policy (unchanged)
- vii. Internal Financial Control Policy (unchanged)

4.23.09 To discuss and approve a new Code of Conduct

Tendring District Council has asked Councils to approve a new Code of Conduct.

The previous Code of Conduct and the new Code of Conduct sent to Councillors for comparison.

4.23.10 To discuss and approve a revised budget drawn up by the RFO

A revised budget has been circulated. Earmarked reserves have been reduced by virement, amendments made to budgeted spend for some allocated categories.

4.23.11 To discuss and approve the Annual Return for 2022-2023

- i. Discuss the effectiveness of our internal controls and approve the Annual Governance Statement.
- ii. Discuss and approve the Accounting Statements 2022-2023

Following approval, Clerk will send documents to the internal auditor to complete the next stage of the Annual Return.

4.23.12 Council to note the Freedom of Information Act legislation is not being correctly adhered to and to decide on action to be taken.

The Clerk has realised the existing Freedom of Information policy is insufficient and does not meet statutory legislation requirements. Council to discuss action to be taken and timeframe required.

4.23.13 Council to note CGM have added 10% to their costs from the 1st April 2023

This is in line with terms in their contract.

4.23.14 Council to note Belissima Shipping have advised the rent for Goose Green is due for revision from 9th October 2023

4.23.15 Council to discuss the latest incident with the zipwire seat at Goose Green

Following the recent report of a dog being allowed to chew the zipwire seat, the Clerk contacted Playquip to ask about legislation regarding seat heights with a view to raise the seat. Playquip advised the seat should be approximately 400mm from the ground when sat on. They think 150-200mm could be removed from the chain at a cost of £75 +VAT to visit the site and attend to the seat. (A new seat and chain cost £193 +VAT last December). Council to discuss if they wish to approve raising the seat in view of the relatively small amount of height difference.

4.23.16 Council to approve the purchase of a lighter weight length of chain for the posts at Goose Green

Councillor Edwards suggests a budget of approximately £30.

4.23.17 To discuss and approve the Parish Council response to the latest Five Estuaries windfarm consultation

4.23.18 Council to discuss the Emergency Action Plan drafted by Councillor Cauvain

Draft document sent to Councillors with Agenda.

4.23.19 Council to discuss latest Goose Green playground inspection report

Report previously circulated to Councillors.

4.23.20 Payments for approval

| Payable to: | Amount: | Reference: |
|-----------------------|---------|--|
| R Edwards | £492.32 | April salary, March overtime (training) |
| EALC | £61.20 | Councillor Training - Cllrs Cauvain & Cronin |
| EALC | £233.31 | EALC & NALC Affiliation fee |
| Playquip | £234.00 | Inspection Fee |
| Playquip | £114.00 | Emergency Repair |
| Belissima Shipping | £402.85 | Goose Green lease |
| ICO (by Direct Debit) | £35.00 | Data protection fee |

Plus, any invoices received between the date of the Agenda and the date of the meeting, at discretion of the Chair

4.23.21 Council to note previously authorised payments and regular Direct Debits made last month

| Payable to: | Agreed (minute ref): | Paid on: | Amount: |
|-----------------------|----------------------|-----------|---------|
| CGM | 11.22.1839 | 1/3/2023 | £156.00 |
| SLCC | 2.23.18 | 1/3/2023 | £450.00 |
| Tendring Village Hall | 1.23.13 | 8/3/2023 | £117.00 |
| Signs of Cheshire | 1.23.18 | 15/3/2023 | £228.00 |
| H3G | 5.22.1722 | 17/3/2023 | £9.60 |
| Safety Signs 4 Less | 3.23.10 | 29/3/2023 | £73.68 |
| Amazon (reflectors) | 3.23.11 | 30/3/2023 | £103.92 |

4.23.22 Accounts review

Council to review bank account statement/reconciliation and accounts/budget comparison for 2022-2023, forwarded to Councillors earlier in the month.

4.23.23 Clerk and Councillors reports/updates

4.23.24 Planning

Applications received

- i. 23/00445/AGRIC. Prior Approval Application under Part 6, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for erection of new grain store. Wolves Hall, Wolves Hall Lane, Tendring, Clacton On Sea CO16 0DG
- ii. 23/00467/FULHH. S Wright. Proposed part two storey and part single storey rear extensions. Farm View Cottage, Parsonage Lane, Tendring, Clacton On Sea, Essex CO16 0DE
- iii. 23/00507/TELLIC. Proposed removal of 1no. Cabinet to be replaced with 1no. Cabinet, removal and replacement of 9no. ERS's, removal and replacement of 3no. antenna and development ancillary reworks thereto. Telephone Mast Site ESX0184, Green Lane Farm, Off Colchester Road, Weeley, Essex CO16 9AD
- iv. 23/00398/FULHH. Mr Richard King. Proposed flat roof rear extension. Goldacres, Crow Lane, Tendring, Clacton On Sea, Essex CO16 9AW

Applications determined

- i. 22/02045/FUL. Approval - Full, 29.03.2023, Delegated Decision. Mr and Mrs Smith. Retention of existing cart lodge. Bramble Lodge, Heath Road, Tendring, Clacton On Sea, Essex CO16 0BX
- ii. 23/00316/TCA. Approval - Full, 29.03.2023, Delegated Decision. Mrs Penny Barker - Councillor Tendring Parish Council. 1 No. Hawthorn - reduce to new growth. Village Hall Garden, The Street, Tendring, Essex, CO16 0BL
- iii. 22/01591/FUL. Refusal - Full. 03.04.2023. Delegated Decision. Mr Eagles. Proposed change of use and extension of existing stables to a self-build/self-custom residential dwelling. Glebe Farm, The Green, Tendring, Clacton On Sea, Essex CO16 0BU
- iv. 23/00445/AGRIC. Determination prior approval not reqred. 04.04.2023. Delegated Decision. Mr J Fairley - James Fairley and Son (Farms) Ltd. Prior Approval Application under Part 6, Schedule 2 of the Town and

Country Planning (General Permitted Development) (England) Order 2015 (as amended) for erection of new grain store. Wolves Hall, Wolves Hall Lane, Tendring, Clacton On Sea, Essex CO16 0DG

- v. 23/00343/FUL. Approval - Full. 14.04.2023. Delegated Decision. Mr Robert Sykes. Proposed single storey rear extension and garage extension. Claire House, The Green, Tendring, Clacton On Sea, Essex CO16 0BT
- vi. 23/00507/TELLIC. Deemed Consent. 12.04.2023. Delegated Decision. Owen Church - Beacon Comms. Proposed removal of 1no. Cabinet to be replaced with 1no. Cabinet, removal and replacement of 9no. ERS's, removal and replacement of 3no. antenna and development ancillary reworks thereto. Telephone Mast Site ESX0184. Green Lane Farm, Off Colchester Road, Weeley, Essex CO16 9AD

Appeals

Plus, any applications or appeals received between the date of the Agenda and the date of the meeting, at discretion of the Chair.

4.23.25 Additional public questions

Comments to be made ONLY on the items discussed at this meeting. Maximum 3 minutes per person.

4.23.26 Date of next meeting – Monday 22nd May at 7.30pm.

4.23.27 Meeting closes