

TENDRING PARISH COUNCIL

Parish Council Meeting

19th September 2023

AGENDA

To: All members of Tendring Parish Council

You are summoned to attend the Parish Council Meeting on Monday 25th September 2023 at 7.30pm. This meeting will be held at 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.

9.23.01 Apologies for absence

9.23.02 Declaration of interests

9.23.03 Minutes of meeting on Monday 24th July 2023

Council to consider and resolve to agree minutes.

9.23.04 Minutes of meeting on Tuesday 29th August 2023

Council to consider and resolve to agree minutes.

9.23.05 Public and Councillors to engage with a representative from the Corbeau Seats Rally

Questions to be directed at the representative relating to the rally in April 2024.

9.23.06 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.

9.23.07 County Councillor and District Councillor reports

County Councillor Guglielmi's report circulated with the Agenda.

District Councillor Harris' report not received at date of the Agenda.

9.23.08 Action points from July meeting

	Ongoing	
1	Clr Brattan	Discuss events working group with Councillors and residents
2	Clr Harris (and Clr Edwards)	Contact TDC Planning Enforcement regarding tree/hedge line at The Laurels - asked to re-visit this due to prev planning conditions (Clr Edwards to discuss this with Clr Harris)
3	Clr Harris	Chase TDC Planning and Environmental Services about the bins at the houses in Stones Green Road

4	Cllr Harris	Contact the bus company/ECC about possible re-routing for Crow Lane
5	Cllr Rippon	Pursue TPOs for trees likely to be affected by windfarm cable route
	From July	
6	Cllrs Barker, Cronin and Cauvain	Clearance/weeding etc at memorial garden
7	Cllr Barker and Cllr Cronin	Clear the Bicycle triangle as much as currently needed
8	Cllr Barker	Obtain quote re additional posts on Goose Green verge
9	Cllr Cronin	Speak to BGG re bus stop application/admin process
10	Cllr Edwards	Implement a routine check on nest swing at Goose Green
11	Cllr Rippon	Contact owners of Oaktree Manor re funding a bus shelter
12	Clerk	Action quote/work for Goose Green roundabout
13	Clerk	Contact TDC re bench concrete pan and bus shelter at The Heath
14	Clerk	Post about the care home fence on Facebook
15	Clerk	Make the objection on the appeal

9.23.09 Councillors to note the Clerk has made an appointment for the Internal Auditor to audit the 2023-2024 accounts in April 2024

Council to note this has been arranged by the Clerk.

9.23.10 Councillors to resolve to approve the following policies reviewed by the Clerk. No changes have been made.

- i. Anti-bullying and Harassment Policy
- ii. Recording at Meetings Policy
- iii. Reserves Policy
- iv. Vexatious Complaints Policy

9.23.11 Councillors to resolve to approve the updated Asset Register as amended by the Clerk

9.23.12 Councillors to note the Clerk/RFO received confirmation that the External Auditors completed their review and signed off the accounts for 2022-23

Two points to note:

- i. Section 1, Assertion 2 has been incorrectly completed, the budget to support precept agreed in November 2021 was not agreed until May 2022. This is consistent with the Internal Auditor's response to Internal Control Objective D
- ii. Information received from the smaller authority indicates that assets purchased during the prior year have not been included in Section 2, Box 9 for 2022.

9.23.13 Councillors to note the Clerk received information from the External Auditor relating to its email account. Councillors to resolve action required.

Sign off from the External Auditor drew attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023-24 period. 'Every authority should have an email account that belongs to the council and to which the council has access - this should ideally be a .gov.uk or .org.uk address or could be an address linked to the council website.' Unless the Council complies with this requirement, the Annual Governance Statement for 2023-24 cannot be completed with a yes to Assertion 3.

Council to resolve action to be taken.

**9.23.14 Councillors to discuss the proposed budget review for 2023-24 as drafted by the Clerk/RFO
Councillors to resolve to approve or make further suggestions relating to the budget review for 2023-24**

The Clerk/RFO has revised the budget to consider the unexpected spend regarding the clean-up operation following the fire at Goose Green car park.

At the time of planning, general admin costs were expected to remain as budgeted for, as were training, playground refurbishment and repair, Goose Green general spending, Village Hall costs and S106 spend.

No further events were planned therefore the events budget was cut to only include amounts already spent, S137 grants was cut as only one application had been received and Other was cut as not regularly used. Public realm spending has been increased considerably to cover the outlay for the fire and maintenance has increased to cover CGM (grounds maintenance) increasing their costs. This has only been possible by moving £1000 by virement from earmarked funds for Goose Green repairs and £1000 by virement from earmarked funds to cover the increased public realm budget. This revised budget, as proposed by the Clerk/RFO leaves a General Reserve of £7662.07 which is 51.1% of precept which falls within the Council's Reserve Policy.

**9.23.15 Councillors to discuss the proposed budget for 2024-25 as drafted by the Clerk/RFO
Councillors to resolve to approve or make further suggestions relating to the budget review for 2024-25**

The Clerk/RFO has drafted the budget considering expected cost increases for the next financial year. The suggested precept request would be for £17,250.

Earmarked reserves will decrease apart from election costs which rises by £200. Consideration must be made of aging playground equipment with increased risk of failure and more regular repair, together with general price increases, a rise in the cost of the lease for the land at Goose Green and renewal of the Council's insurance. The revised budget, as proposed by the Clerk/RFO leaves a General Reserve of £8762.07 which is 50.8% of the suggested precept of £17,250 which falls within the Council's Reserve Policy.

9.23.16 Councillors to resolve to agree necessary spend to purchase a poppy wreath for Remembrance Day.

9.23.17 Councillors to discuss and resolve whether to make a grant to Tendring First.

The Clerk/RFO suggests that if Councillors are so minded, they consider making a maximum of £100 grant as this both mirrors grants the Council has made previously and is within budget.

9.23.18 Councillor Cronin to discuss the results of his actions to ensure hedges are cut back within the village.

9.23.19 Councillor Rippon to discuss and propose plans for Council support to build a bus shelter on the green space outside Oaktree Manor with consideration of ownership of this piece of land

The Clerk has found Land Registry details showing ownership attributed to Oaktree Manor. Councillor Rippon is investigating this as previously thought to belong to Highways.

9.23.20 Councillors to discuss the Bicycle triangle to form a view on the future of this area with consideration of ownership of this piece of land

The Clerk has been unable to confirm ownership of this area.

9.23.21 Councillors to put forward ideas for the Agenda for the next meeting.

9.23.22 Payments for approval

Payable to:	Amount:	Reference:
R Edwards	£434.40	September salary
R Edwards	£199.47	October final salary to 13th October TO BE PAID IN OCTOBER
R Edwards	£24.41	WFH Expenses & mileage 18/7/23 to 13/10/23
Post Office Counters	£3.10	Postage
J Brattan	£119.04	Training Expenses & mileage
TDC	£65.94	Annual playground inspection
PKF Littlejohn	£252.00	External Auditor fee
Community Heartbeat Trust	£162.00	Annual Support Cost
Land Registry	£12.00	Land searches

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

9.23.23 Council to note previously authorised payments and regular Direct Debits made in July and August

Payable to:	Agreed (minute ref):	Paid on:	Amount:
eBay	6.23.12	11/7/23	£22.11
CGM	11.22.1839	13/7/23	£171.60
H3G DD	5.22.1722	17/7/23	£9.60
R Gwinnell & Sons	2.23.12	27/7/23	£438.00
CGM	11.22.1839	3/8/23	£171.60
H3G DD	5.22.1722	14/8/23	£9.60
Playquip	7.23.08	17/8/23	£790.32

9.23.24 Accounts review

Council to review bank account statement/reconciliation and accounts/budget comparison July and August, forwarded to Councillors in August and September, respectively.

9.23.25 Clerk and Councillors reports/updates including TDALC

9.23.26 Planning (since last full Council meeting)

Applications received

- i. 23/00467/FULHH Proposed part two storey and part single storey rear extensions. Farm View Cottage, Parsonage Lane, Tendring, Clacton On Sea
- ii. 23/00900/FULHH Erection of part two storey and part single storey rear extensions. Farm View Cottage, Parsonage Lane, Tendring, Clacton On Sea
- iii. 23/01103/AGRIC Prior Approval Application under Part 6, Class A/B/E of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for proposed erection of agricultural machinery/vehicles storage (amendment to approved planning 23/00637/AGRIC). Land North West of Lakes, Crown Lane, Tendring, Essex
- iv. 23/01105/WTPO Proposed installation of root barrier. William Hunt Consulting, Acorn Cottage, Stones Green Road, Tendring, Clacton on Sea
- v. 23/01093/LBC Proposed works to repair and refurbish building including: structural remediation including repointing and 'Helifix' crack stitching; Remove redundant fire door and infill brickwork; Remove redundant steel beam across window, repair and reinstate masonry; Internal refurbishment and decoration; Reinstatement of guttering as necessary; Replace existing timber joists at second floor level with matching joist sizes; and other associated works in line with Structural Report including window glazing replacement to repair cracked glazing near the office, and re-surfacing of existing driveway with tarmac. Elysium Healthcare Ltd, Oaktree Manor, Heath Road, Tendring, Clacton On Sea, Essex CO16 0BX
- vi. 23/01260/TCA T1 Lime Tree on roadside boundary - Fell. Mr Grayston - Tendring Parochial Church Council, Church of St Edmund The Street Tendring Essex CO16 0BL

Applications determined

- i. 23/01139/WTREG Approval - Full 08.08.2023 Delegated Decision David Grayston 1no. dead Holly - remove. St Edmunds Church, Tendring, Essex CO16 0BN
- ii. 23/00778/FULHH Approval - Full 16.08.2023 Delegated Decision Mr David Ikeda Erection of single storey rear extension. 4 Hollyview Close, Tendring, Clacton On Sea, Essex CO16 0BY
- iii. 23/01103/AGRIC Determination prior approval not required 15.08.2023 Delegated Decision Mr Stephen Payne - Paynes Turf Prior Approval Application under Part 6, Class A/B/E of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for proposed erection of agricultural machinery/vehicles storage (amendment to approved planning 23/00637/AGRIC). Land North West of Lakes, Crown Lane, Tendring, Essex
- iv. 23/00945/LUPROP Lawful Use Certificate Granted 31.08.2023 Delegated Decision Mr J Peter Murphy Erection of outbuilding comprising of garden store and office/gym associated with existing house. Weetwood, Crow Lane, Tendring, Clacton On Sea, Essex CO16 9A

- v. 22/01761/FUL Approval - Full 13.09.2023 Delegated Decision Mr Carl Richardson Proposed demolition of existing property and erection of 4 bed dwelling and car port. Highland House, Heath Road, Tendring, Clacton On Sea, Essex CO16 0D
- vi. 23/00810/COUNOT Determination prior approval not required 11.09.2023 Delegated Decision Mr Edgar Prior Approval Application under Part 3, Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for conversion and change of use of agricultural building to four dwellings, with alterations. Greentrees Farm, Stones Green Road, Tendring, Clacton On Sea, Essex CO16 0DD
- vii. 23/00912/FUL Application Withdrawn 13.09.2023 Delegated Decision Mr Joe Plunkett - Maud's Property Management Limited Proposed conversion and alteration of coach house into 2 bedroom dwelling. Mauds Court, Long Lane, Tendring, Clacton On Sea, Essex CO16 0BG
- viii. 23/01020/FUL Refusal - Full 13.09.2023 Delegated Decision Mr Neelesh Kumar Erection of 2 metre high metal fence to perimeter of front and side boundary with the highway (retention of). Tendring Meadows Care Home, Heath Road, Tendring, Clacton On Sea, Essex CO16 0BZ
- ix. 23/01105/WTPO Approval - Full 14.09.2023 Delegated Decision Director - William Hunt Consulting Proposed installation of root barrier. Acorn Cottage, Stones Green Road, Tendring, Clacton On Sea, Essex CO16 0DD

Appeals

- i. APP/P1560/W/23/3321071 re 22/01591/FUL Glebe Farm The Green Tendring. Proposed change of use and extension of existing stables to a self-build/self-custom residential dwelling. Mr Eagles

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

9.23.27 Additional public questions

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

9.23.28 Date of next meeting – Monday 23rd October at 7.30pm

9.23.29 Meeting closes