

# TENDRING PARISH COUNCIL

## Parish Council Meeting

### Minutes

**Monday 23<sup>rd</sup> January 2023 at 7.30pm in Tendring Village Hall**

**In attendance: Cllr Edwards, Cllr Brattan, Cllr Barker, Cllr Rippon, Cllr Harris, Cllr Cauvain, Clerk/RFO Rachel Edwards and one member of the public**

#### **1.23.06 Declaration of interests**

Cllr Harris re 1.23.26 (member of TDC Planning Committee)

#### **1.23.07 Apologies for absence**

Cllr Guglielmi - apologies noted, Cllr Cronin - apologies noted.

#### **1.23.08 Minutes of meeting on Monday 28<sup>th</sup> November 2022**

Council to consider and agree minutes.

Agreed by all.

#### **1.23.09 Minutes of meeting on Wednesday 4<sup>th</sup> January 2023**

Council to consider and agree minutes.

Agreed by all.

#### **1.23.10 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.

Request made for someone to look at the pavement from end of Parsonage Lane towards Oaktree Manor as very overgrown. To be referred to Cllr Cronin.

#### **1.23.11 County Councillor and District Councillor reports**

County Councillor's reports for December 2022 and January 2023 distributed with the Agenda.

District Councillor's report received on the day of the meeting.

#### **1.23.12 Action points from previous meeting**

1	All councillors	Clean signage throughout the village in spring
2	Cllr Edwards	Discuss speed signs and safety signs at the end of Lodge Lane with Cllr Guglielmi
3	Cllr Edwards	Contact Essex Highways re drain cover in Crow Lane
4	Cllr Edwards	Object to planning application 22/01761/FUL
5	Cllr Edwards	Object to appeal APP/P1560/W/22/3306779
6	Cllr Edwards and Cllr Barker	meet at Goose Green playpark with Cllr Barker's husband to assess bolts on play equipment, finger traps etc
7	Cllr Cronin and Cllr Harris	Liaise regarding the planning status of trees/hedgerow in Chapel Lane
8	Cllr Cronin, Cllr Barker and Cllr Cauvain	Liaise to provide and position posts and reflectors along the edge of the grass area outside the fence at Goose Green. Clerk to purchase addition reflectors if required.
9	Clerk	Contact TDC re speed limit signs for wheelie bins
10	Clerk	Book Village Hall in relation to Coronation planning and investigate activity costs
11	Clerk	Add Coronation planning to January Agenda
12	Clerk	Book Village Hall for meeting dates for 2023

13	Clerk	Action process for adopting Civility and Respect Pledge
14	Clerk	Contact Playquip re replacement zipwire seat/chain cover
15	Clerk	Contact TDC re Cllr Cronin's road signs proposal
16	Clerk	Contact noticeboard supplier re repairs
17	Clerk	Investigate 'No Dogs' sign for Goose Green
18	Clerk	Confirm contract with CGM for 2023 grounds maintenance
19	Clerk	Contact Tendring Primary School re poster competition in new year

All have been actioned apart from 1, 2, 6 and 19 which are all pending.

**1.23.13 To discuss further plans for a village celebration of the Coronation, announced as May 6<sup>th</sup> 2023 (with a Bank Holiday on May 8<sup>th</sup>)**

A quiz is being held on the evening of Friday May 5<sup>th</sup> and the hall is booked for the afternoon on Sunday May 7<sup>th</sup>. Pottery painting has been booked for Sunday 7<sup>th</sup> as discussed previously.

Further suggestions for the Sunday afternoon include a cream tea and another treasure hunt like the one for the Jubilee.

Cllr Cronin and Cllr Brattan suggest running a Scarecrow Trail with the scarecrows to be in situ from Friday 5<sup>th</sup> as a drive-through the village with a prize from the Parish Council.

Agreed by all - Cllr Cronin and Cllr Brattan to continue to put plans in place.

Cllr Edwards suggests a cream tea for the Sunday afternoon to run alongside the pottery painting. He will make sausage rolls. Cllr Barker will make scones and take the lead organising the cream tea. Clerk to make purchases as requested by Cllr Barker. Cllr Cauvain to run the kitchen on the day.

Clerk to publicise the Coronation weekend events.

Agreed by all.

Council discussed funding/fundraising and possible bar at the quiz. Clerk to investigate whether there will be lottery grants available.

Cllr Harris joined the meeting.

**1.23.14 To discuss the 20's Plenty campaign relating to speed limits in Essex and vote to decide whether to support it**

Chair to update the Council about the details of this campaign. Notes also sent with Agenda.

Chair advised the background and reasons for the 20's Plenty campaign. Councillors discussed how a 20mph limit would apply to our village. Cllr Harris gave a review of aspects of road safety relating to his background in the motor trade. The general feeling was that the majority of our village is not appropriate for 20mph, and that most people will not adhere to it as it's not enforceable - if money needs to be spent on signage, the preference is to spend money on specific signage for our village, rather than general signage to support this campaign. The Council supports speed reduction but feel this particular campaign is unsuitable for our village. Council voted unanimously to support the campaign in principle but not take any further action.

Clerk to update the campaign leaders.

**1.23.15 To discuss and approve payment for two 'No Dog' signs for Goose Green**

Clerk has found signs that would be suitable. Budget needed for two signs is £80.

After discussion the Council wish to debate the no dogs policy next month. Clerk to add to Agenda.

**1.23.16 To discuss and approve payment for Union Jack bunting for the Coronation**

Clerk requests budget is approved of £25 to cover the area around the Village Hall (more needed if bunting required for Goose Green).

Clerk to investigate purchase of better-quality bunting with a budget of £50. Agreed by all.

**1.23.17 To discuss and approve new policies:**

- i. Equality and Diversity Policy
- ii. Customer Care Policy
- iii. Document Retention Policy

New policies discussed - all agreed by all. Clerk to update website.

**1.23.18 To discuss and approve purchase of a new noticeboard for Goose Green**

Clerk requests approval to purchase an almost identical noticeboard to the one recently purchased for the Village Hall. This one would be green not brown. Cost of £260 plus VAT and delivery.

Agreed by all.

**1.23.19 To discuss the memorial plaque for the oak planted in memory of HRH the late Queen Elizabeth II**

Decisions needed about the type of plaque required to enable the Clerk to obtain quotes.

Councillors discussed options available. Stone was favoured. Clerk to investigate options using a local firm if possible.

**1.23.20 To discuss a proposal from Cllr Barker to have the posts for the grass verge on the roadside of Goose Green car park to be fitted by a contractor**

Council approved the purchase of posts/reflectors as needed in November.

Cllr Barker has measured the site - 73.625m - so using the size of a small car to average the distance between the posts, 20 - 21 are needed. Cllr Barker has the posts.

Clerk to obtain reflectors for these posts and quotes from contractors to install the posts.

Agreed by all.

**1.23.21 To discuss a proposal from Cllr Barker to book advance Planning Meetings in August and December**

Cllr Barker suggests this is done rather than wait for applications to come in at that time.

Agreed by all. The third Tuesday in both months will be investigated by the Clerk.

**1.23.22 To discuss and decide on a policy for the death of a Senior Figure**

Clerk suggests a policy is adopted which duplicates the actions taken for Operation London Bridge last year (subject to any instructions received from Buckingham Palace or other)

- i. Clerk to confer with the priest for St Edmund's regarding location and times for access to a Book of Condolence in the church.
- ii. Clerk to purchase a Book of Condolence, flowers, and a picture for a table in the church which will be covered by a black cloth with an artificial candle.
- iii. Condolences can be emailed to the Parish Chair email address or sent to the Parish Council postal address if someone is unable to attend in person.
- iv. Website statement to be written by the Chair – to be mirrored on Facebook and noticeboards.
- v. Parish council flowers to be purchased for the church and memorial garden and removed when appropriate.
- vi. Any Parish Council meetings would be cancelled.
- vii. The Chair would attend church as the official representative of the Parish Council should there be a service.

Council agreed to adopt the policy and purchase a Book of Condolence in readiness.

Clerk to action.

**1.23.23 Payments for approval**

<b>Payable to:</b>	<b>Amount:</b>	<b>Reference:</b>
SLCC	£112	Annual subscription for Clerk
R Edwards	£375	January salary
EALC	£54.00	Clerk training
Tendring Village Hall	£9.00	Booked for additional meeting 4/1/23
Microsoft - DD	£59.99	Microsoft 365 annual payment (due 11/2/2023)

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

Additional payment for approval is to purchase an up-to-date version of Arnold-Baker on Local Council Administration.

Agreed by all.

#### **1.23.24 Accounts review**

Council to review bank account statement/reconciliation and accounts/budget comparison to end of previous two months, forwarded with agenda.

Agreed by all.

#### **1.23.25 Clerk and Councillors reports/updates**

Clerk - Thanks received from Air Ambulance for the recent donation.

Planning query regarding Chrisfield House rectified by Cllr Rippon and Cllr Cronin.

Playquip have been instructed to construct the activity trail at Goose Green following confirmation of S106 funding from TDC.

The height barrier is ongoing with installation date to be informed shortly.

The memorial trees planted at the Memorial Garden and Goose Green have been registered with the Queen's Green Canopy.

A resident has offered to construct village gateway signs so permission is being sought from Essex Highways to be able to accept this offer and install these signs.

Cllr Rippon - Ongoing refurbishment work ongoing at the hospital at The Heath, (Council to be invited to inspect at a later date), CCTV to be installed there and the security guard will be withdrawn and a new hedge to be planted at the site.

A new post box will be installed at The Heath shortly once the final stages of the location process have been formalised.

#### **1.23.26 Planning**

##### **Applications received**

- i. 22/01703/LBC, Mr Nick Irven, Proposed installation of EV charging point on exterior wall of stable block, with the lean-to car port. Bockets Hall, Stones Green Road, Tendring, Clacton On Sea, Essex CO16 0DD
- ii. 22/01924/VOC, Mr Jones - Delta Design Systems Ltd / BGG, Application under Section 73 of the Town and Country Planning Act, to allow a variation of condition 2 (Approved Plans) of 19/00960/FUL to allow changes to design drawings as a result of finding underground high voltage cable out of position. Delta Design Systems Ltd, The Green, Tendring, Clacton On Sea, Essex CO16 0BU
- iii. 22/02025/FULHH, Mr James Fairley, Proposed demolition of existing study and construction of new dining room building and shower room. Wolves Hall, Wolves Hall Lane, Tendring, Clacton On Sea, Essex CO16 0DG
- iv. 22/02113/AGRIC, Mr Mark De Roy, 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 new grain and produce store. Land Behind Drummers, Land at Little Bentley Road, Tendring, Essex CO7 8SJ
- v. 23/00008/TPO, Miss Siani Barkway-Fox - Property Risk Inspection Limited, 1 No. Oak - fell and treat. Acorn Cottage, Stones Green Road, Tendring, Clacton On Sea, Essex CO16 0DD

No comments made on any of these applications.

##### **Applications determined**

- i. 22/01723/TPO, Approval - Full, 30.11.2022, Delegated Decision, Mr Robert Sykes, 3 No. Oak - reduce trees to balance out after damage. Claire House, The Green, Tendring, Clacton On Sea, Essex, CO16 0BT
- ii. 22/01703/LBC, Approval - Listed Building Consent, 05.01.2023, Delegated Decision, Mr Nick Irven, Proposed installation of EV charging point on exterior wall of stable block, within the lean-to car port. Bockets Hall, Stones Green Road, Tendring, Clacton On Sea, Essex CO16 0DD

No comment.

**Appeals** - None

**Plus, any applications or appeals received between the date of the Agenda and the date of the meeting, at discretion of the Chair** - None

Cllr Harris advises a new Head of Enforcement is in place in the Planning Department with more Enforcement Officers being recruited.

**1.23.27 Date of next meeting – Monday 27<sup>th</sup> February 2023 at 7.30pm.**

**1.23.28 Meeting closed 9.07pm**

**1.23.29 Action Points**

<b>1</b>	<b>All councillors</b>	Clean signage throughout the village in spring
<b>2</b>	<b>Cllr Edwards</b>	Discuss speed signs and safety signs at the end of Lodge Lane with Cllr Guglielmi
<b>3</b>	<b>Cllr Edwards and Cllr Barker</b>	Meet at Goose Green playpark with Cllr Barker’s husband to assess bolts on play equipment, finger traps etc
<b>4</b>	<b>Cllr Cronin</b>	Take action regarding the overgrown pavement from the end of Parsonage Lane towards Oaktree Manor (reported at January meeting)
<b>5</b>	<b>Cllr Cronin and Cllr Brattan</b>	Organise the Scarecrow Trail for the Coronation weekend in May
<b>6</b>	<b>Cllr Barker</b>	Organise the PC Cream Tea for the Sunday of the Coronation weekend in May
<b>7</b>	<b>Clerk</b>	Contact Tendring Primary School re poster competition in new year
<b>8</b>	<b>Clerk</b>	Publicise Coronation weekend events
<b>9</b>	<b>Clerk</b>	Investigate lottery funding for Coronation weekend
<b>10</b>	<b>Clerk</b>	Advise 20’s Plenty campaign organisers of the Council’s decision
<b>11</b>	<b>Clerk</b>	Add Dogs Policy for Goose Green to February’s Agenda
<b>12</b>	<b>Clerk</b>	Investigate bunting costs
<b>13</b>	<b>Clerk</b>	Update policies on PC website
<b>14</b>	<b>Clerk</b>	Purchase noticeboard
<b>15</b>	<b>Clerk</b>	Research memorial stone for oak tree planted at Goose Green
<b>16</b>	<b>Clerk</b>	Obtain quotes for posts at Goose Green
<b>17</b>	<b>Clerk</b>	Book meeting dates for August and December
<b>18</b>	<b>Clerk</b>	Senior Figure policy - admin/website and purchase a Book of Condolence
<b>19</b>	<b>Clerk</b>	Purchase new copy of Arnold-Baker on Local Council Administration