

TENDRING PARISH COUNCIL

Parish Council Meeting

Minutes

Monday 27th February 2023 at 7.30pm in Tendring Village Hall

In attendance: Cllr Edwards, Cllr Brattan, Cllr Barker, Cllr Rippon, Cllr Cronin, Cllr Cauvain, Cllr Harris, Clerk/RFO Rachel Edwards and three members of the public

2.23.01 Declaration of interests

Cllr Harris re 2.23.23 (member of TDC Planning Committee)

Cllr Edwards re 2.23.22 (married to Clerk)

2.23.02 Apologies for absence

Cllr Guglielmi

2.23.03 Minutes of meeting on Monday 23rd January 2023

Council to consider and agree minutes.

All in favour apart from Cllr Brattan who mentioned an action point should have been added that Cllr Edwards and herself were preparing the Coronation Quiz.

2.23.04 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.

A member of the public mentioned that the hedge down Chapel Lane is overgrown. Discussion about ownership of hedge and who is responsible for upkeep. Cllr Edwards will raise a case with Essex Highways.

A member of the public asked whether residents will be able to hold a Street Party for the Coronation. Cllr Edwards has received an email about road closures today and will publicise on Facebook and in the Village Magazine.

A member of the public has raised concerns about bonfires on the site of the new bungalows being built at The Laurels in Parsonage Lane. Cllr Cronin detailed their concerns as they were unable to attend. Main issues are the size and spread of the bonfire, particularly in consideration of the Thatched Cottage at the top of Parsonage Lane. Cllr Harris will speak to enforcement at Tendring District Council and advises that residents should phone the fire brigade if they are worried about the bonfires.

2.23.05 County Councillor and District Councillor reports

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

County Councillor's report not received.

2.23.06 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 and Cllr Barker	Meet at Goose Green playpark with Cllr Barker's husband to assess bolts on play equipment, finger traps etc
4	Cllr Cronin	Take action regarding the overgrown pavement from the end of Parsonage Lane towards Oaktree Manor (reported at January meeting)
5	Cllr Cronin and Cllr Brattan	Organise the Scarecrow Trail for the Coronation weekend in May
6	Cllr Barker	Organise the PC Cream Tea for the Sunday of the Coronation weekend in May
7	Clerk	Contact Tendring Primary School re poster competition in new year

8	Clerk	Publicise Coronation weekend events
9	Clerk	Investigate lottery funding for Coronation weekend
10	Clerk	Advise 20's Plenty campaign organisers of the Council's decision
11	Clerk	Add Dogs Policy for Goose Green to February's Agenda
12	Clerk	Investigate bunting costs
13	Clerk	Update policies on PC website
14	Clerk	Purchase noticeboard
15	Clerk	Research memorial stone for oak tree planted at Goose Green
16	Clerk	Obtain quotes for posts at Goose Green
17	Clerk	Book meeting dates for August and December
18	Clerk	Senior Figure policy - admin/website and purchase a Book of Condolence
19	Clerk	Purchase new copy of Arnold-Baker on Local Council Administration

All have been actioned apart from 1 which is being carried forward, 2 and 3 are pending, 5 and 6 are in progress, all the rest are done or passed to Councillors to action. Council have requested the Clerk to action 9 (previously emailed to Councillors to volunteer for)

2.23.07 To discuss and approve costs for the Parish Council Coronation Weekend plans

Costs incurred for the Scarecrow Trail, Quiz, Pottery Painting and Cream Tea.

Quiz costs estimated at £65 plus hall hire - Clerk to print documents supplied by Cllr Edwards/Cllr Brattan.

Scarecrow Trail prizes estimated at £10 plus hall hire plus Amazon vouchers to be used that were left over from the Jubilee £95. Straw bales £45 (10 bales), plus printing costs. Misc costs £5. Raffle ticket books £5.

Pottery costs previously agreed - minimum £300.

Cream tea costs - suggestion that tickets are delivered to houses in the village. An event could be set up on Facebook to see if people mark it as interested/going. Cost of hall hire, plus rough budget set of £200 which covers around 50 people.

All agreed.

2.23.08 To discuss and approve the re-evaluation of the grading for the role of Clerk for Tendring Parish Council in accordance with SLCC and NALC guidelines

Council to discuss re-grading the role to Scale Point 19. Cllr Brattan stated the hourly rate the new grading brings. Cllr Brattan and Cllr Barker recommend that this is accepted.

All agreed.

2.23.09 To discuss and approve an overtime policy for a Clerk working for Tendring Parish Council

Cllr Brattan has three proposals.

1 - Clerk determines amount of overtime.

2 - Clerk is allowed 2 ½ hours of sanctioned overtime not related to training at the discretion of the Clerk.

3 - Clerk must get permission for all overtime.

Cllr Cauvain suggests option 2.

Cllr Harris requested to know set hours for Clerk. Overtime varies from month to month.

Cllr Cronin suggests there has to be an allowance of a new Clerk needing more overtime in year 1. Is overtime expected to be needed every month? Need for overtime should be less as a Clerk becomes more experienced.

Cllr Harris asked about rate of pay and hours - whether overtime attracted any additional rate (e.g. time and a half).

Cllr Cauvain suggested that training is paid for out of training budget. It is to be discussed next meeting.

Cllr Barker asked about costs of training.

Cllr Edwards mentioned that training should be covered as overtime as the Clerk's hours do not necessarily cover the extra time needed and the job role is advertised as supporting training of the Clerk. Training hours will be included in normal working hours if possible, but not expected.

Cllr Harris agrees that training should be supported by the Council.

Cllr Cauvain agreed that training is paid as overtime unless core hours will cover it.

Cllr Harris stated that transparency is needed as a public body and needs a policy that can be justified to the public.

Option 2 agreed by Councillors.

An Agenda item to agree a training policy to be added to the Agenda for next month.

Clerk made a comment relating to the training undertaken last year to state it was recommended by the EALC or SLCC and an experienced Councillor recommended that as much training as possible be undertaken. It was noted on the Agenda every time a course was undertaken for all of 2022 without any Councillor questioning it.

2.23.10 To discuss an idea from a resident about setting up a village litter picking group

The resident wants to make a request to the Parish Council to support more regular litter picks across the village. They feel that it would be good to form a group such as they have in Weeley who pick regularly and have their own pick sticks and labelled fluorescent sleeveless jackets. The suggestion is it could be called something like the 'Tending Tidy Up'ers' and that there are many that already pick up litter who would be happy to join such a group. The resident suggesting this idea does not want to run the group.

Some Councillors feel residents are already undertaking litter picking without a formal group being needed and that having a dedicated group with a name is unnecessary. Cllr Harris suggests litter picking volunteers be noted and brings the community together. Cllr Cauvain suggests peer pressure helps in terms of encouraging others to litter pick. If there was a group members can support each other with collecting equipment etc. Cllr Edwards is unsure the Parish Council should be purchasing equipment on an adhoc basis, however if there was an organised group that asked for an equipment grant/purchase that would be more acceptable. Cllr Cronin is concerned about the safety aspects/training of a litter picking group.

The Council opinion is that someone needs to come to a meeting with a proposal to set a group up and run it and approach the Council for an equipment grant or help to purchase equipment, otherwise, there are already litter picks arranged by Cllr Cauvain.

2.23.11 To discuss and approve the Goose Green policy for dogs at the playground and playing field

Council to decide whether to continue with the no dogs policy.

Cllr Barker, Cllr Brattan, Cllr Cauvain, Cllr Cronin suggest the no dogs policy continues.

Cllr Harris, Cllr Rippon, suggests dogs are allowed on a lead with a responsible owner to encourage family attendance.

Proposal agreed by the majority to keep Goose Green as no dogs allowed.

Signage item to be added to the Agenda for next month.

2.23.12 To discuss and approve purchase of the memorial stone for the oak planted in memory of HRH the late Queen Elizabeth II at Goose Green

Councillor Rippon has obtained quotes. There are currently two quotes, with difficulty in obtaining a third.

Cllr Edwards and Cllr Harris propose the Council agree the quote from the local supplier already obtained unless the third quote Cllr Rippon is waiting for comes in at far less.

Agreed a budget of £400 plus vat.

2.23.13 To discuss the recent playground inspection

Report notes that the nest swing will need significant repair/replacement in the next few years.

Cllr Barker suggests the cracks could be filled with mastic as well as trim the split areas and trim protruding bolts.

Already an action point carried forward for the playground.

2.23.14 To discuss an idea from a member of the public to support their idea for the Goose Green car park to become a 'no idling' zone

Council to consider whether to support this idea, which would involve signage being provided by the member of the public, or for the Council to implement a policy themselves.

Cllr Cauvain thinks this is a good idea as pollution is dangerous to children.

Cllr Harris agrees it is a sensible option but how would it be policed. Sometimes people will need to have their engines idling to clear windscreens etc. Agreed by Cllr Edwards.

Cllr Cronin questions that signage becomes ignored if too prevalent.

Cllr Edwards, this creates a precedent for others to put signage up without asking permission, and they may then suggest other policy ideas the Council has to follow.

Council agree that they support the intent however feel this should be the responsibility of the school to communicate with parents.

2.23.15 To discuss and approve a quote to have the posts for the grass verge on the roadside of Goose Green car park to be fitted by a contractor

Councillor Barker has obtained quotes.

Two quotes still pending. Item to be carried forward to next month. Suggestion that reflectors are put on the existing posts in the car park as well as the new posts.

2.23.16 To discuss a proposal from TDC Street Naming for the access road to the three new bungalows at the back of The Laurels in Parsonage Lane to be called 'Laurel Lane'

Council has until 7th March to respond with comments.

Council do not have an opinion on this.

2.23.17 To discuss and approve the purchase of a fireproof box for Parish archives

Clerk suggests purchase of a fireproof box for the Minutes Book which dates back to 1894, and the Condolence Book would be a prudent measure, alternatively, they can be lodged at Essex Records Office along with all the old papers stored at the village hall.

Purchase of fireproof box agreed. Clerk to purchase.

2.23.18 Payments for approval

Payable to:	Amount:	Reference:
Playquip	£234.00	Playground inspection
R Edwards	£412.50	February salary and January overtime
EALC	£810.00	Clerk training (CiLCA)
Tendring Village Hall	£27.00	Booked for Coronation event prep.(Scarecrow trail)
Tendring Village Hall	£135.00	Booked for monthly meetings in 2023

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

SLCC	£10.80	CiLCA Portfolio document (incl postage)
SLCC	£450.00	CiLCA registration cost

Agreed by all.

2.23.19 Accounts review

Council to review bank account statement/reconciliation and accounts/budget comparison to end of previous month, forwarded to Councillors earlier in the month.

Approved by all.

2.23.20 Council to note the Clerk has had her appraisal.

Noted.

2.23.21 Clerk and Councillors reports/updates

Clerk - bursary payment received for the training courses attended in the second half of 2022, although the pre-election period in Tendring District starts on 13th March, the Annual Parish Meeting will remain as March 27th as it is unlikely to be party to electioneering, and the meeting has already been advertised, the claim for the height barrier from the insurance company has been pursued since the beginning of February and the Clerk has today received a reply from them

Cllr Barker - application has been made to trim a tree in the Memorial Garden

Cllr Cronin - visited DDSL and report submitted to the Council about the works being undertaken (to be attached to minutes), he and Cllr Rippon will be visiting them at regular intervals

Cllr Rippon - new Post Box is finally up at The Heath after a year of pursuing it, the houses at the end of Stones Green Road appear to be occupied in some way, commercial bins are in situ, the situation needs to be monitored, (Cllr Harris to investigate the commercial bins), the oak tree in Stones Green Road has several objections online to it being felled

Cllr Harris - has been able to call the felling of the tree in Stones Green Road into the Planning Committee on March 14th, he will speak against, and two other people are also able to speak against. Cllrs Harris, Edwards and Rippon to confer, Weeley Speedwatch will help bring speedwatch sessions back to the village

Cllr Cauvain - bridge repairs and bulb planting

Exclusion of press and public

In view of the confidential nature of the matter to be discussed in the following item, Council are advised to resolve to exclude the press and public from the meeting for the following item, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960

Council in favour of invoking this.

Cllr Edwards, the Clerk, and members of the public left the meeting.

2.23.22 Council to discuss and approve whether to move the current Clerk to the re-graded role (2.23.08) and timing associated with the move if agreed.

Council agreed to re-grade the current Clerk to SCP19, backdated to January 2023. Confidential minutes of discussion to be kept out of public domain.

Cllr Harris and Cllr Cronin left the meeting.

Cllr Edwards, the Clerk, and members of the public rejoined the meeting.

2.23.23 Planning

Applications received

- i. 23/00091/LUPROP, Christopher O'Nions - Educare Support Ltd, Proposed application for a Lawful Development Certificate re: use of a (C3a) dwelling for a children's home for a maximum of three children, with three carers, with two of whom sleep overnight, working on a rota basis (C2). The Hervey, Stones Green Road, Tendring, Clacton On Sea, Essex CO16 0DD

Cllr Brattan asked where the children would come from, there are no amenities in the village to support the children and the level of staffing seems insufficient for the proposal, suggestion these children would increase the crime rate in the area. Cllr Cauvain agrees there is a lack of facilities in the village for this proposal, agreed by Cllr Barker, Cllr Rippon and Cllr Edwards. Cllr Rippon states the house is in a poor location to house children, no facilities, danger from the road and pond next door. Council agrees to object on these grounds.

- ii. 23/00131/FULHH, Mr D McGloin, Proposed removal of existing garage doors and replace with wider garage door and single swing door. Construction of annex around garage for 2 bedrooms, WC/shower and living space alongside extended driveway and paving. The Laurels, Heath Road, Tendring, Clacton On Sea, Essex CO16 0BX

Application discussed by Cllrs. Council to object on the grounds of backfill (even though the application states it's an annex), separate building, traffic, parking.

- iii. 23/00138/FUL, Mr Brown, Proposed demolition of existing dwelling and outbuildings and erection of replacement dwelling with use of existing outbuilding for domestic garage. As approved on application 20/00069/FUL with retained stables and shed. Gooses Farm, Parsonage Lane, Tendring, Clacton On Sea, Essex CO16 0DE

Cllrs Cauvain, Brattan, Rippon suggest objection for backfill reasons.

Cllr Edwards discussed cases seen recently at TDC Planning Committee.

Majority decide to object and wish to call this into the Planning Committee should the Planning Department be minded to approve the application.

Applications determined

- i. 22/01924/VOC, Approval - Full, 18.01.2023, Delegated Decision, 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
- ii. 22/02113/AGRIC, Determination prior approval not reqred, 18.01.2023, Delegated Decision, 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
- iii. 22/01409/FUL, Refusal - Full, 27.01.2023, Delegated Decision, Mr and Mrs Watson, Proposed one self build dwelling, access and landscaping. Opposite Renmar Nurseries, Land to Crown Lane, Tendring, Clacton On Sea, Essex CO16 0BH

- iv. 22/02025/FULHH, Approval - Full, 31.01.2023, Delegated Decision, 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

Appeals

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

Applications received

- i. CO16 OBL23/00257/FULHH, Mr Benjamin Plunkett - Plunkett Property Limited, Proposed demolition of lean-to and replace with new single storey extension. Old Post Cottage, The Street, Tendring, Clacton On Sea, Essex CO16 OBL
- ii. 23/00258/LBC, Mr Benjamin Plunkett - Plunkett Property Limited, Proposed demolition of lean-to and replace with new single storey extension. Old Post Cottage, The Street, Tendring, Clacton On Sea, Essex CO16 OBL

Council have no opinion on this application.

Applications determined

- i. 22/01286/FUL, Approval - Full, 20.02.2023, Committee Decision Group Captain (Rtd) J.E. Warner OBE and Mrs N. Warner Replacement dwelling following approval (under planning permission 21/01957/FUL) for conversion of office/garage building into a dwelling. The Lodge House, Crow Lane, Tendring, Clacton On Sea, Essex CO16 9AP
- ii. 23/00183/NMA, Approval Non Material Amendment, 23.02.2023, Delegated Decision, Pemberton, Copping and Holben - Maison Investments Ltd, Non Material Amendment to application reference 20/00822/FUL for external materials changes from brickwork to render (Granted on Appeal ref: APP/P1560/W/21/3281960). The Laurels, Parsonage Lane, Tendring, Clacton On Sea, Essex CO16 0DE

2.23.24 Date of next meeting – Monday 27th March 2023 at 7.30pm.

2.23.25 Meeting closed at 9.52pm

2.23.26 Action Points

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 and Cllr Barker	Meet at Goose Green playpark with Cllr Barker's husband to assess bolts on play equipment, finger traps etc
4	Cllr Brattan and Cllr Edwards	Organise the Quiz for the Coronation Weekend in May
5	Cllr Cronin and Cllr Brattan	Organise the Scarecrow Trail for the Coronation weekend in May
6	Cllr Barker	Organise the Cream Tea for the Coronation weekend in May
7	Cllr Barker	Arrange quotes for the posts to be erected at Goose Green
8	Cllr Edwards	Contact Essex Highways re hedging in Chapel Lane
9	Cllr Edwards	Publicise road closure info for Coronation weekend
10	Cllr Cauvain	Publicise Coronation Weekend events
11	Cllr Harris	Contact TDC Planning Enforcement regarding Parsonage Lane bonfire
12	Cllr Harris	Investigate commercial bins at Stones Green Road houses with TDC Planning Dept
13	Cllr Rippon	Research memorial stone for oak tree planted at Goose Green
14	Cllrs Edwards, Harris and Rippon	Confer on statements for Planning Committee relating to the oak tree on Stones Green Road
15	Clerk	Investigate lottery funding for Coronation weekend
16	Clerk	Add Dogs Signs for Goose Green to March's Agenda
17	Clerk	Add Clerk training policy to March's Agenda
18	Clerk	Purchase fireproof box