

TENDRING PARISH COUNCIL

Parish Council Meeting

Minutes

Monday 24th April 2023 at 7.30pm in Tendring Village Hall, The Street, Tendring

In attendance: Cllr Edwards, Cllr Brattan, Cllr Barker, Cllr Rippon, Cllr Cronin, Cllr Cauvain, Cllr Harris, Clerk/RFO Rachel Edwards and 2 members of the public

4.23.01 Declaration of interests

Cllr Edwards re 4.23.24 Planning - Applications received (ii) as he has a personal interest

Cllr Harris re 4.23.24 Planning as he is a member of the Tendring District Council (TDC) planning committee

Cllr Harris declared he is standing for election as District Cllr therefore can only report in a factual manner.

4.23.02 Apologies for absence

Cllr Guglielmi

4.23.03 Minutes of meeting on Monday 27th March 2023

Council to consider and agree minutes.

Council resolved to agree. Proposer VC Seconder PB

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.

Member of the public questioned whether more action could be taken on potholes through the village. Advice given to ring Highways as an emergency report. The size of the roads makes a difference as to the importance placed by Highways. Cllr Harris commented that he uses his position as Ward Councillor to speed repairs if he can; both Essex County Council (ECC) and the Government have reported more funding for road repairs. Highways grade potholes depending on size and danger caused.

Member of the public reported that there is nowhere for local people to spectate at the Corbeau rally, particularly difficult for those in lanes which are closed off. This has been raised by the Parish Council with rally organisers every year without success. There are set-aside spectating areas on the route, however these are chargeable.

Member of the public mentioned the overgrown hedge in Chapel Lane again. Councillor Edwards has raised this with Highways but not heard anything yet.

4.23.05 County Councillor and District Councillor reports

District Councillor report received on the day of the meeting. County Councillor report not received.

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

Points 1, 2, 3, 4, 5, 7, 11, 13, 14, 15 are ongoing. The rest have been actioned.

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

So far: cream tea, roughly 10 people have responded, 6 tables for the quiz, various prizes purchased, paperwork to be finished, 5 families booked for the scarecrow workshop, voting slips to be put on Facebook for the week of the trail, collection boxes possibly at the village hall, Cllr Brattan's and Cllr Cronin's houses, trail map being drawn up by Cllr Cronin. The Clerk has co-ordinated with the lady who runs the pottery painting. Cllr Cauvain will help in the kitchen at the cream tea.

Councillor Harris has a grant of £100 from TDC towards Coronation event costs to be awarded to encourage community involvement.

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

- i. Asset Register
- ii. Standing Orders

Cllr Brattan queried two items on the Standing Orders. One relating to altering the timing of the business of the Council which was discussed with Cllr Brattan being made aware the Agenda is the jurisdiction of the Clerk, and the other relating to the grievance process to include both the Chair and the Vice-Chair, which the Clerk will amend.

- iii. Financial Regulations
- iv. Risk Assessments (3)
- v. GDPR Policy (unchanged)
- vi. Complaints Policy (unchanged)
- vii. Internal Financial Control Policy (unchanged)

Council resolved to approve all documents. Proposer PB Seconder RC

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.

Council resolved to approve the new Code of Conduct. Proposer TE Seconder JB

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.

Council resolved to approve. Proposer NR Seconder VC

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.

Council resolved to approve. Proposer VC Seconder PB

- ii. Discuss and approve the Accounting Statements 2022-2023

Council resolved to approve. Proposer NR Seconder VC

Following approval, the 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.

After a lengthy discussion it was decided the Clerk should spend some time preparing the Model Publication Scheme, which is currently not completed, with a view to putting a temporary document online, in consultation with the Chair. The document will be brought to Council for discussion and full approval at the next Council meeting, if possible.

4.23.13 Council to note CGM (grass maintenance contractors) have added 10% to their costs from the 1st April 2023

This is in line with terms in their contract.

Council noted this increased cost.

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

Council noted the revision date.

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.

Council resolved to continue with the seat height as it is rather than make any amendment.

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.

Council resolved to approve purchase. Proposer TE Seconder PB

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

Several Councillors have been to the recent consultations held locally. A discussion was held.

Comments to be included as part of the Council response:

Better to stay on Beaumont side of Betty Dent's Corner because it avoids the main truck road - Cllr Edwards was advised that a tunnel would be dug at this point.

Need to advise that Stones Green Road is part of the National Cycle Network.

The Council would much prefer the two companies to work together to prevent two separate periods of disturbance.

Need to mention all the oak trees. (Clerk to liaise with Cllr Rippon re locations)

Request a limit on operation be in force - working days/hours

Request B1035 is not used as an alternative route at any time.

Request the impact on agricultural land and farming is kept to an absolute minimum.

Request footpaths are always kept open (with diversions if needed).

Council to contact the local MP to highlight the need to force the two companies to work together.

Council resolved to submit comments. Proposer TE Seconder VC Clerk to complete response.

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

Draft document sent to Councillors with Agenda.

Cllr Cauvain has completed a draft with a view to finalising a plan to be submitted to Tendring District Council.

The plan was discussed. Primary contacts needed - Councillors Brattan, Cronin and Barker volunteered to be contacts. Vulnerable areas in the village discussed. Cllr Cauvain to continue formulating the plan.

4.23.19 Council to discuss latest Goose Green playground inspection report

Report previously circulated to Councillors.

No action to be taken. Comments regarding lifespan of the nest swing noted.

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

Council resolved to approve payments. Proposer NR Secunder VC

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

Council noted payments.

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.

Council resolved to approve the accounts. Proposer TE Secunder PB

4.23.23 Clerk and Councillors reports/updates

Cllr Cauvain - Coronation events being advertised, Emergency Action Plan being drafted.

Cllr Rippon - any update on the lorry park? Cllr Harris gave an update, concern from TDC the company is not meeting the planning concerns quickly enough, extensions have been given, the latest one may be the final one.

Cllr Harris - meeting with ECC re transport/buses etc, Crow Lane mentioned, possibility of moving buses away from Crow Lane, up to ECC. Cllr Harris to pursue.

Cllr Brattan - Manor Field, enforcement team visited, extension of barn allowed as open on 3 sides, 3 military vehicles found, these are allowed. Cllr Brattan states main purpose of the barn is for roadworks. Other barn locked, key holder attended but not asked to unlock the barn. No action from enforcement. Enforcement team asked to return by Councillor Brattan to look at the barn and gain access to it, no response from them yet. Light mentioned, enforcement do not see it as a problem, Cllr Brattan asked them to return at night which they have agreed to do. Cllr Harris will ask enforcement to return.

Cllr Cronin - continuing dialogue with BGG. No noise has been heard from the works there.

Cllr Edwards - went to a bus company consultation meeting and discussed the possibility of re-routing away from Crow Lane

Clerk report - VAT re-claim has already been paid by HMRC, the felt tiles littering footpaths have been collected, a member of the public's comment relating to additional signage referring to assistance dogs at Goose Green was mentioned to Council - no action to be taken unless a problem presents itself in the future. Extra overtime hours will be claimed next month to accommodate additional time spent this month on vastly increased finance work for preparation re audit etc and two training courses relating to Freedom of Information and General Data Protection were mentioned, and with no objection from Councillors, will be attended online asap.

Councillor Harris left the meeting

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

Information only

- 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

Cllr Brattan has visited the site. No objections resolved by Council. Proposed PB Seconded NR

- 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

Information only

- iv. 23/00398/FULHH. Mr Richard King. Proposed flat roof rear extension. Goldacres, Crow Lane, Tendring, Clacton On Sea, Essex CO16 9AW

No objections resolved by Council. Proposed TE Seconded NR

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:

Applications

- i. 23/00257/FULHH. Proposed demolition of lean-to and replace with new single storey extension. Old Post Cottage, The Street, Tendring, Clacton On Sea
- ii. 23/00258/LBC. Proposed demolition of lean-to and replace with new single storey extension. Old Post Cottage, The Street, Tendring, Clacton On Sea

Both relate to same property. No objections resolved by Council. Proposed TE Seconded JB

- iii. 23/00573/TELLIC. Proposed installation of 3x9m poles to replace 3 existing poles following the completion of the diversions. Land at Heath Road, Tendring, Essex CO16 0BX

Information only.

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 closed 9.28pm

4.23.28 Action points

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 Edwards	Send Clerk details of new chain required for Goose Green to make purchase
4	Cllr Edwards	Write to local MP regarding two windfarm companies working together
5	Cllr Cauvain	Continue preparing Emergency Action Plan
6	Cllr Harris	Contact TDC Planning Enforcement regarding tree/hedge line at The Laurels
7	Cllr Harris	Send Clerk the grant awarded from TDC for Coronation celebrations
8	Cllr Rippon	Follow up with Cllr Harris re NFU and future planning committee date for Stones Green oak tree
9	Cllr Rippon	Pursue TPOs for trees likely to be affected by windfarm cable route and advise Clerk of location for consultation response
10	Clerk	Produce formal document for Overtime and Training Policies and add to website
11	Clerk	Amend Standing Orders as discussed and complete necessary actions to renew/replace policies and Code of Conduct approved in files and on website
12	Clerk	Send documentation to internal auditor
13	Clerk and Chair	Prepare Model Publication Scheme
14	Clerk	Advise school re Belissima Shipping/Goose Green review in October 2023
15	Clerk	Complete Five Estuaries consultation response