

TENDRING PARISH COUNCIL

Annual Parish Council Meeting

Minutes

Monday 22nd May 2023 at 7.30pm in Tendring Village Hall, The Street, Tendring

In attendance: Cllr T Edwards, Cllr J Brattan, Cllr P Barker, Cllr N Rippon, Cllr R Cronin, Cllr V Cauvain, Cllr P Harris, Clerk/RFO Rachel Edwards and 2 members of the public

5.23.01 Election of Chair

Council resolved to elect Councillor Jill Brattan
Proposer VC Seconder PB

5.23.02 Declaration of Acceptance of Office for Chair

Councillor Brattan signed the Declaration of Office

5.23.03 Election of Vice-Chair

Council resolved to elect Councillor Nick Rippon
Proposer VC Seconder PB

5.23.04 Declarations of Acceptance as Members of Tendring Parish Council

Council to note Members have signed Declarations of Acceptance before the meeting.
Council to resolve whether to accept late Declarations from Members unable to attend (and not completed a Declaration in advance of this meeting).
Noted by Council. No members were unable to sign their Declaration of Acceptance of Office before this meeting.

5.23.05 Election of Representatives

- i. Planning
Council resolved to elect Councillor Nick Rippon
Proposer JB Seconder TE
- ii. Tree Warden
Council resolved to elect Councillor Penny Barker
Proposer JB Seconder NR
- iii. Footpaths
Council resolved to elect Councillor Richard Cronin
Proposer VC Seconder PH
- iv. TDALC
Council resolved to elect Councillors Jill Brattan & Richard Cronin
Proposer PH Seconder VC
- v. TDC Parish Council Community Resilience
Council resolved to elect Councillor Vicky Cauvain
Proposer RC Seconder TE
- vi. Transport
Council resolved to elect Councillor Peter Harris
Proposer NR Seconder RC
- vii. Open Spaces
Council resolved to elect Councillor Ted Edwards
Proposer JB Seconder PB

5.23.06 Apologies for absence

Cllr Guglielmi

5.23.07 Declaration of interests

Cllr Harris re planning (as he may be re-elected onto TDC Planning Committee when TDC first meet following the recent election).

5.23.08 Minutes of meeting on Monday 24th April 2023

Council to consider and agree minutes.

Council resolved to agree. Proposer VC Seconder PB

5.23.09 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 reported a Highways worker cutting the grass at Horsley Cross roundabout with shears and when exiting Crown Lane, the grass is dangerously high on the reservation between the lanes of the A133.

Cllr Harris will report the lack of visibility to Highways.

Also, Chapel Lane hedges are still overgrown. This has been logged previously with Highways by Councillor Edwards. Councillor Cronin will speak to the residents of Spencer Gardens to see if anyone will take on responsibility for the hedging.

5.23.10 County Councillor and District Councillor reports

Neither received at date of the agenda. The first TDC meeting will be held tomorrow so nothing to report at this time.

5.23.11 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 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

Actioned - 6, 7, 10, 11, 12, 13, 14, 15

Ongoing - 1, 2, 3, 4 (pending the North Falls consultation), Cllr Harris had further details from TDC who are in favour of the routes going under the sea and passed a letter to Cllr Brattan with information, 5, 8, 9

6 - Cllr Harris has taken this up with TDC and no planning conditions have been broken - Cllr Edwards asked Cllr Harris to revisit it as there was an active decision taken that headlights should not be allowed to disturb other residents and with the trees removed this will happen. As the decision to allow the development was made on appeal, there is no grounds to appeal however Cllr Harris will revisit this with the TDC planning department.

8 - Cllr Harris has had no response from the NFU and has already spoken to TDC planning department about the planning committee decision to ask for a further report. Cllr Rippon is meeting with someone from the BBC interested in making a programme about trees.

5.23.12 General Power of Competence

Council to resolve that Tendring Parish Council does not meet the criteria specified in paragraph 2 of the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012, and is therefore ineligible to hold the General Power of Competence.

Council resolved that Tendring Parish Council does not hold the General Power of Competence.

Proposer VC Seconder TE

5.23.13 To note approved documentation on website

Council to note documentation approved last month updated on website (as needed):

Asset Register

Standing Orders

Financial Regulations

Risk Assessments (3)

GDPR Policy

Complaints Policy

Internal Financial Control Policy

Code of Conduct (new version from TDC)

Noted by Council.

5.23.14 To discuss and approve a Model Publication Scheme document

The Clerk has produced a document to meet the requirements of the Freedom of Information Act 2000, as discussed at last month's meeting. Document sent to Councillors prior to the meeting.

Proposer TE Seconder VC, Clerk to add approved documentation to the website.

5.23.15 Council Insurance

Council to note this is the final year of the three-year insurance policy held with BHIB. The renewal is due on the 1st June 2023 with a premium of £586.30.

Noted by Council.

5.23.16 To discuss the Annual Internal Audit Report

Report forwarded to Councillors prior to the meeting. Auditor's comments to be noted at the meeting:

- i. The Council agreed its Precept figure but was not able to agree its budget until May 2022. This means that the Council did not have a proper budgeting process in place, as the Precept should come out of the budget.

The Clerk advised this happened due to a transition period between the previous Clerk being in post and the new Clerk starting. The previous Clerk had not prepared a budget and the Council needed time to discuss the budget drawn up by the incoming Clerk.

- ii. The Council did not review and agree its Asset Register within the year under review. This means that the figure entered onto the AGAR may be incorrect.

The Clerk accepted full responsibility for this. She had mentioned to Council the Asset Register had been reviewed and brought up to date at the March meeting but not put it as an Agenda item. She was waiting for delivery of an item purchased so planned to amend the Asset Register if needed, to ensure it was completely up-to-date, but overlooked that it would not be possible for full Council to agree the revised document before year end. The Clerk advised the figures used for the Annual Return are accurate. They have been evidenced to the Internal Auditor and she will do the same for the External Auditor if needed.

Cllr Harris thanked the Clerk

Proposer VC Seconder PH

5.23.17 The Annual Return for 2022 - 2023

Council to note the following:

- i. Council resolved to approve parts 1 and 2 of the Annual Return last month and 2022/23 year end accounts.
- ii. Following receipt of the Internal Auditor's report and completion of the Annual Internal Audit Report section of the Annual Return, the RFO will forward all necessary paperwork to the External Auditor.
- iii. The RFO will set the dates for the Exercise of Public Rights as commencing on Monday 5th June 2023 and ending on Friday 14th July 2023.

Noted by Council.

5.23.18 To discuss and appoint an Internal Auditor for year end 2023/24

RFO/Clerk suggests the Council continue to use the same Internal Auditor who is thorough and efficient. Proposer TE Secunder RC Clerk to contact the auditor to re-appoint for 2023/24.

5.23.19 To discuss a complaint received about potholes in the Goose Green car park

The Clerk has received a complaint from a member of the public that the potholes are deep and widespread causing problems at school pick-up time as they cannot be avoided when the car park is full. The same person mentioned a separate person lost their balance and fell because of the potholes, but no complaint has been received from them.

Photos of the potholes taken by the Clerk on in early May 2023 have been forwarded to Councillors prior to the meeting.

Cllr Brattan has visited the site as she has also received a complaint about the potholes. The last time it was repaired was 2019. Cllr Edwards will pursue the situation with the school as they are the majority user of the site.

5.23.20 Payments for approval

Payable to:	Amount:	Reference:
R Edwards	£586.44	May salary, April overtime (training and agreed hours)
BHIB insurance renewal	£586.30	Council insurance annual renewal payment
J Brattan	£73.82	Coronation events expenses
T Edwards	£13.70	Coronation events expenses

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

J Brattan	£10.00	Coronation events expenses
P Barker	£47.04	Coronation events expenses
Miss A C Wood	£125.00	Invoice for the Internal Audit

Proposer NR Secunder VC

5.23.21 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	13/4/2023	£171.60
H3G DD	5.22.1722	14/4/2023	£9.60
Sha'ab Owen	3.23.11	17/4/2023	£518.00

Noted by Council.

Cllr Edwards noted that the second post the chain attaches to has not been re-set by Sha'ab. Cllr Barker will contact him.

5.23.22 Accounts review

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

Council resolved to approve the accounts. Proposer PB Secunder VC

5.23.23 Clerk and Councillors reports/updates

Cllr Cronin has been in touch with BGG. No complaints relating to the building works. HGV access being cleared. Work is behind due to recent rainfall.

Cllr Barker - the hedge at Cherry Tree Cottage is blocking visibility. Cllr Cronin will speak to the residents. Neither speed sign is working - they have been reported numerous times to Highways/Cllr Guglielmi. Cllr Harris will pursue it with Cllr Guglielmi again.

Clerk - new noticeboard for Goose Green is being despatched. The Activity Trail will soon be open, currently waiting for parts to arrive.

Cllr Brattan received a complaint relating to the potholes at Goose Green car park and a complaint about the parking on the pavements along The Street. She will mention it in her magazine report.

Cllr Rippon - Tendring Meadows is under new ownership. Trees/hedges have been cut down throughout the site and along the road. Complaint has been made to the local PCSO as they have broken the Wildlife and Countryside Act. Difficult to prove. Ongoing issues relating to hedges/trees with neighbours.

Cllr Harris went to the Heath to look at Tendring Meadows and the bins at the Stones Green houses (previously mentioned by Cllr Rippon). He will chase TDC planning and environmental health about the bins. Will also contact the bus company/ECC to re-route the buses down Crow Lane to other roads, if possible.

Cllr Edwards thanked the Cllrs for work done for the Coronation celebration.

Cllr Cauvain - continuing to work on the resilience plan.

Cllr Harris left the meeting.

5.23.24 Planning

Applications received

- i. 23/00637/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. Land North West of Lakes, Crown Lane, Tendring, Essex

Already approved.

Applications determined

- i. 23/00371/FUL. Approval - Full. 26.04.2023. Delegated Decision. Alison Black. Proposed use of the land as a riding arena/menage. Land Southwest of Grange Farm House, Pilcox Hall Lane, Tendring, Clacton On Sea, Essex CO16 0DJ
- ii. 23/00257/FULHH Approval - Full 10.05.2023. Delegated Decision. 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 0BL
- iii. 23/00258/LBC Approval - Listed Building Consent 10.05.2023. Delegated Decision. 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 0BL
- iv. 23/00398/FULHH Approval - Full 10.05.2023. Delegated Decision. Mr Richard King. Proposed flat roof rear extension. Goldacres, Crow Lane, Tendring, Clacton On Sea, Essex CO16 9AW
- v. 23/00573/TELLIC Deemed Consent 10.05.2023. Delegated Decision. Damian Navarrete - Openreach. Proposed installation of 3x9m poles to replace 3 existing poles following the completion of the diversions. Land at Heath Road, Tendring, Essex CO16 0BX
- vi. 23/00637/AGRIC. Determination prior approval not required 15.05.2023 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. Land North West of Lakes, Crown Lane, Tendring, Essex

All noted by Council.

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:

i. 23/00683/FUL. Erection of bungalow. Land at Bramble Lodge, Heath Road, Tendring
Following a discussion, the Council decided to object on the grounds of backfill, the fact all the previous applications have been rejected by the Planning Inspector, and reasons for the rejections, limited access, outside the current TDC local plan.

Resolved by all to object. Proposed TE Seconded NR

Cllr Edwards requested the Council ask for the application to be brought to the Planning Committee if the Planning Department are minded to approve the application. Proposed TE Seconded PB

ii. 23/00685/LUPROP. Erection of detached outbuilding. The Lodge House, Crow Lane, Tendring, Clacton
Following a discussion, the Council decided to ask where the access would be.

Resolved by all to request details from the Planning Department. Proposed TE Seconded VC

iii. 23/00703/OHL. Proposed alterations to the high voltage (HV) and low voltage (LV) overhead lines.
Overhead Lines at The Firs, Heath Road, Tendring, Clacton On Sea (Information Only)

5.23.25 Additional public questions

Comments to be made ONLY on the items discussed at this meeting. Maximum 3 minutes per person.
None.

5.23.26 Date of next meeting – Monday 26th June at 7.30pm

5.23.27 Meeting closed 9.16pm

5.23.28 Action Points

	Ongoing	
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 and Cllr Brattan	Write to local MP regarding two windfarm companies working together (pending North Falls consultation)
5	Cllr Cauvain	Continue preparing Emergency Action Plan
6	Cllr Harris	Contact TDC Planning Enforcement regarding tree/hedge line at The Laurels - asked to re-visit this due to prev planning conditions
7	Cllr Rippon and Cllr Harris	Pursue the safeguarding of the Stones Green oak tree through contact with the NFU, planning department at TDC, future planning meeting etc.
8	Cllr Rippon	Pursue TPOs for trees likely to be affected by windfarm cable route
	From May	
9	Cllr Brattan	Mention parking in The Street in the magazine
10	Cllr Brattan	Prepare objection to 23/00683/FUL.
11	Cllr Barker	Speak to Sha'ab about the outstanding post to be re-fitted at Goose Green
12	Cllr Cronin	Speak to residents at Cherry Tree Cottage regarding their hedge
13	Cllr Cronin	Speak to residents of Spencer Close regarding hedging in Chapel Lane
14	Cllr Edwards	Speak to Steve Ling about the potholes in the Goose Green car park
15	Cllr Harris	Report lack of visibility on the A133 reservation to Highways
16	Cllr Harris	Pursue faulty speed indicator signs with Cllr Guglielmi
17	Cllr Harris	Chase TDC Planning and Environmental Services about the bins at the houses in Stones Green Road
18	Cllr Harris	Contact the bus company/ECC about possible re-routing for Crow Lane
19	Clerk	Add the Model Publication Scheme to the website
20	Clerk	Contact the Council's internal auditor to re-appoint for 2024
21	Clerk	Add planning comments to TDC Portal once received from Cllr Brattan Ask Cllr Harris to call 23/00683/FUL into the Planning Committee if TDC Planning Department are minded to approve it. Contact planning department regarding access for 23/00685/LUPROP

