

**Tendring Parish Council**  
**Minutes of the meeting of Tendring Parish Council held on**  
**Monday 23<sup>rd</sup> September 2024 at 7:30pm**  
**at the Tendring Village Hall**

<b>Present:</b>	Cllrs Appleby, Cauvain, Conner and Rippon.
<b>In the Chair:</b>	Cllr Brattan
<b>Clerk:</b>	Mrs Marie Snell
<b>Also present:</b>	0 members of the public, 0 member of the press.

- 9.23.01 Welcome and apologies for absence**  
Cllr Cronin, Guglielmi and Harris.
- 9.23.02 Declaration of members' Interests**  
None
- 9.23.03 Minutes of the last meeting**  
Members **RESOLVED** to approve as a correct record the Minutes of the meeting of Tendring Parish Council held on 22<sup>nd</sup> July 2024 (circulated separately).
- 9.23.05 Public Open Forum (Maximum 15 minutes)**  
None
- 9.23.06 Planning (since last Full Council Meeting)**  
**Applications Received**  
 The Council considered a schedule of planning applications for weeks ending 28<sup>th</sup> June, 26<sup>th</sup> July, 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup> August, 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> September 2024.  
**RESOLVED:** To submit comments to Tendring District Council Planning Authority.

<b>Councillor Notification</b> TENOP/5184/24 <i>For Information only</i> Weeley Village Hall	For the provision of regulated entertainment and the sale of alcohol	<i>For Information only</i>
<a href="#">24/01156/WTPO</a> The Old Parsonage The Street Tendring	Works related to Tree Preservation Order (78/00031/TPO) - Removal of dead walnut tree to ground level and removal of stump	<b>No objection</b>
<a href="#">24/01190/TCA</a> <i>For Information only</i> Tendring Hall School Road Tendring	Trees in a Conservation Area Notification - T1 - Ash tree to fell, T2 and T3 - Cypress x2 to fell, T4 - Spruce to fell.	<i>For Information only</i>
<a href="#">24/01246/FUL</a> Tendring Meadows Nursing and Residential Home Heath Road Tendring	Planning Application - Part Retrospective - Erection of a new Timber Fence of 1.7m to be bolted to an existing metal 1.7 metre fence	<b>Members proposed an objection from the stance that the fence already encroaches on the footpath which causes an obstruction to pedestrians together with the height of the fence exceeding a proportionate height. Members referenced the dismissed appeal</b>

		<a href="#">23/01020/FUL</a> and that the fence remains too high and too narrowing of the pavement.
<a href="#">24/01309/FULHH</a> Deers Glade 5 Hollyview Close Tendring	Householder Planning Application - new porch.	<b>No objection</b>
<a href="#">24/01337/TCA</a> 3 Hollyview Close Tendring	Trees in a Conservation Area Notification - T61 and T62 - Reduce to previous points.	<b>No objection</b>
<a href="#">TENOP/5271/24</a> <i>For information Only</i> Tendring Primary School School Road Tendring	For the provision of regulated entertainment and the sale of alcohol.	<i>For information Only</i>

### Applications Determined

Members noted determinations of previously considered planning applications as notified by Tendring District Council:

- Approval full - [24/00861/ROC](#) - Application under Section 73 of the Town and Country Planning Act for Removal of Condition 5 (Care Home Worker Occupancy) of application NE/TEN/323/65 to allow the use of a Care Home to be removed. - Stanley House, Heath Road, Tendring.
- Approval – Discharge of conditions application for 24/00046/LBC -[24/00993/LBDISC](#) - Condition 5 (Detailed Window Drawing) - Church Cottage, The Street, Tendring.
- Approval full - [23/01307/FUL](#) - Proposed replacement dwelling (following partial demolition of the existing property). - Stanley House, Heath Road, Tendring.
- Approval full - [24/01315/WTREX](#) - Exception from the normal requirement, to apply to the local planning authority as set out in Section 14 (1) (a) (i) of the Town and Country Planning (Tree Preservation) (England) Regulations 2012. T4 Silver Birch, T5 Japanese Cherry and T11 Holly, works to fell listed trees to ground level. Tendring Meadows Care Home, Heath Road, Tendring.
- Approval full - [24/01156/WTPO](#) - Works related to Tree Preservation Order (78/00031/TPO) - Removal of dead walnut tree to ground level and removal of stump. - The Old Parsonage, The Street, Tendring.
- Approval full - [24/01190/TCA](#) - Trees in a Conservation Area Notification - T1 - Ash tree to fell, T2 and T3 - Cypress x2 to fell, T4 - Spruce to fell. - Tendring Hall, School Road, Tendring.
- Variation Order - 10/00041/TPO – To remove T5 – Japanese Cherry, T4 – Silver Birch and T11 – Holly - Tendring Meadows Care Home, Heath Road, Tendring.

### Appeals

Members noted appeals of previously considered planning applications as notified by Tendring District Council:

- Dismissed Appeal - [23/01020/FUL](#) - 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.
- Dismissed Appeal - [23/00683/FUL](#) – Erection of a bungalow - Land to Bramble Lodge , Heath Road , Tendring , Essex, CO16 0BX.

### 9.23.06 Tendring District Council Policies

To **note** the following policies:

- [Licensing Enforcement and Inspection Policy 2024-2028](#)
- [Gambling Policy 2025-2028](#)
- [Sex Establishment Policy](#)
- [Pavement Licence Policy](#)

### 9.23.07 Matters Arising from the Minutes of the Last Meeting or of Previous Minutes

	Ongoing	
1	Clerk	<p><b>Min Ref 1.24.08</b> – The clerk presented quotations regarding a .gov.uk domain website and discussed quotations, based on 2022-2023 External Audit advice. Members discussed and agreed this will be something to adopt as and when this is a necessity for public spending. <b>RESOLVED</b> to not adopt this domain at present until there is a legal requirement to do so. <b>FURTHER RESOLVED</b> to review annually.</p> <p><b>Min Ref 7.22.10</b> – The clerk updated members of the invoicing investigations taking place regarding Goose Green grass cutting and area maintenance and will endeavor to provide further update at October meeting. Cllr Conner asked who cuts the grass at the school, and the contract of such future cuts could be outsourced. Clerk to report back at next meeting.</p> <p><b>Min Ref 7.22.15</b> – The clerk advised members of the conclusion of recent Freedom of Information Request received in July.</p>
2	Cllr Cauvain and Conner	Quotations regarding necessary works at the Memorial Garden were discussed and members <b>RESOLVED</b> to agree associated costs of Gold Acre Contracting a the cost of £220 exclusive of VAT.
3	Cllr Appleby	<p>Members discussed Plan for maintenance of Goose Green. Cllr Appleby stated Playquip installed much of the existing equipment and carry out inspections. Annual inspections are also carried out by the District Council which is a requirement. Playquip and Sovereign have both provided quotations for the future maintenance programme for the area. Visual inspections carried out by a TPC member, which was deemed useful to assess any areas for further investigations.</p> <p>Members <b>RESOLVED</b> to appoint Sovereign for 5-year contract for £399 +VAT to include two annual inspections, maintenance reports, repairs as standard. <b>FURTHER RESOLVED</b> for Cllr Appleby to attend a Play Area Inspection course with EALC to be qualified for this area of inspection. Clerk to explore training opportunities and advise Cllr Appleby.</p> <p>Members received multiple quotes and <b>FURTHER FURTHER RESOLVED</b> to contract Sovereign for the replacement of the nest swing at a cost of £4903.23. Clerk to contact TDC regarding S106 monies available and associated requirements to access funds. Cllr Cauvain offered that Tendring Primary School could be asked what sort of extra equipment they would like to see in this area and to be reported at another meeting. Cllr Brattan thanked Cllr Appleby for all her work on this project.</p>
4	Cllr Cronin	Cllr Cronin was not present at the meeting and so the discussion of Bus Stops proposed changes from Essex County Council will be deferred until October.
5	Cllr Rippon	Cllr Rippon provided Bus Shelter update and informed the meeting that the bus shelter is being made off site and is due to be installed in October. Once this has taken place, some consideration may be given to plant some spring bulbs together with bug hotels.
6	Cllr Brattan	<b>Min ref 7.22.14</b> – Cllr Brattan informed members of the date of the village carol service and the Christmas tree light switch on 12 <sup>th</sup> December, at 6.30pm. Members agreed to collaborate with the village church and village hall, Cllr Brattan advised that any monies raised could be considered for donating

		towards the local food bank. Quotations for Christmas lights are still being explored but the clerk advised that solar panelled lights are not a viable option, owing to advise sourced from contractor. Cllr Cauvain explained that a collaborative community and working together is a necessity for a successful event. Clerk and Cllr Brattan to explore battery operated lights for the tree and report back to the next meeting.
7	Cllr Brattan	Cllr Brattan gave thanks to Cllr Cauvain and volunteers for their recent work on litter picking in the village. Members <b>RESOLVED</b> to agree costs for 6 Personal Protective Equipment at £40.00.

### 9.23.08 County and District Councillor reports

Members noted August and September reports from County Councillor Representative, Cllr Guglielmi.

Cllr Brattan advised of Cllr Harris' report in his absence. A new housing bill of new areas include Horsley Cross, Thorpe, Harwich, Jaywick and Weeley to be built on green field sites. A new group 'Protect our Rural Tendring' has been set up in view of this bill and there are reports of a potential shortage of building materials and resources. Concerns raised that if targets are not met, the local plan could be at risk and this should be closely monitored. Cllr Cauvain advised of a government survey link regarding this that has been circulated and encouraged for people to complete. Cllr Cauvain to distribute and Clerk to make this accessible to members of the public on the parish council website. Concerns have been raised regarding the bus stop at Horsley Cross, its close proximity and has made enquiries to Essex Highways. Cllr Brattan made the meeting aware of Cllr Guglielmi's ill health and members wished him well and agreed to send a get-well card.

### 9.23.09 Independent Review of Accounts

Members received report from Cllr Appleby following a routine review of the council's accounts and associated documentation and confirmed all was in order.

### 9.23.10 Internal Audit for the 2024-2025 Financial Year.

Members reviewed two quotations for an Internal Audit and **RESOLVED** to appoint Jan Stobart at the cost of £245 for the annual audit and completion of page 3 of the Annual Return.

### 9.23.11 Council Risk Assessments

Members received and reviewed Council Risk Assessment and agree for 2024-2025. and reviewed Working from Home Risk Assessment and agree for 2024-2025. **RESOLVED** to adopt and review in 2025.

### 9.23.12 Finance

Members **RESOLVED** to approve the following schedule of payments: **NR/VC**

Payable to:	Amount/£	Reference
Clerk Salary – Marie Snell	435.06	September payroll – Includes Work from Home expenses and council printing.
HMRC	100.20	P30 Employer's Pay Slip – September
Clerk Expenses	11.10	Phone case for Council Phone
Belissima	518.79	Goose Green Lease
Play Quip	234.00	Safety Inspection Report

Cllr Cronin Expense	3.05	Postage
Nurture Landscapes Ltd	171.60	Ground Maintenance (August) Goose Green (deferred pending queries)
Dependable Dave	30.00	Goose Green Repair Works
PKF LittleJohn	252.00	AGAR 2023-2024 fee
EALC/NALC	246.84	Affiliation Fee for 2024-2025
Nurture Landscapes	858.00	Goose Green grounds maintenance – Mar – Jul '24 It was reported that this payment remains unpaid owing to queries with the contractor (deferred pending queries).

### 9.23.13 Previous Payments

Members noted previously authorised payments and direct debits paid accordingly:

Payable to	Agreed (minute ref)	Paid on	Amount/£
Cllr Brattan reimbursement	7.22.10	24.7.24	9.55
Sky Mobile	7.22.10	11.7.24 6.8.24	13.00 13.00
Tendring Village Hall	7.22.10	24.7.24	72.00
Tendring District Council	7.22.10	24.7.24	58.00
Unity Bank	7.22.10	24.7.24	10.68
DM Payroll Services	7.22.10	24.7.24	142.50
HMRC	7.22.10	26.7.24 28.8.24	99.00 99.00
Clerk Salary – Marie Snell	7.22.10 7.22.10	26.7.24 28.8.24	429.76 405.10 – note £429.76 was approved at July meeting.

### 9.23.14 Parish Councillor reports

Cllr Conner – Nothing to report

Cllr Cauvain – 12 volunteers attended the recent litter picking event with 22 bags collected. A road closure would be beneficial to make an impact on the area for Crow Lane. Considering areas for spring which will encourage volunteers to take part, together with exploring road closure authorisations. Village Hall update regarding the need for working collaboratively with the community, and in need of volunteers for the Village Hall Committee. Some volunteers have come forward and considerations for booking system online and decreases need for clerical work.

Cllr Rippon – nothing to report

Cllr Appleby – Queried the rules around burning of materials owing to concerns of local businesses. Cllr Brattan advised to report to the District Council as a public health/environmental health concern within the village.

Cllr Brattan – The telephone box containing the books is not seeming to be well kept, asked who is maintaining it owing to complaints of it not being accessible. Liaisons with the school regarding the upcoming fete on Saturday 28<sup>th</sup> September, parking will be taking place in the field opposite and is volunteering for this. Aggregate has been placed on Goose Green car park by the school which makes for a better carpark for users.

**9.23.15 Items for the next agenda**

- Conclusion of Annual Governance and Accountability Return for 2023-2024.
- Goose Green grass cutting – to consider quotations for continuation of works.
- Any necessary policies to be reviewed.

**9.23.16 Date of Next Meeting**

The date of the next meeting is Monday 28<sup>th</sup> October 2024 at 7.30 pm to be held at Tendring Village Hall.

**9.23.17 Exclusion of public and press**

Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting is closed to the press and public for the transaction of the under-mentioned business:

**Clerk's End of Probation Review**

The Chairman closed the public part of the meeting at 8.49pm.

**CHAIRMAN:**

**DATE:**