

**Tendring Parish Council**  
**Minutes of the meeting of Tendring Parish Council held on**  
**Monday 22<sup>nd</sup> July 2024 at 7:30pm**  
**at the Tendring Village Hall**

<b>Present:</b>	Cllrs Appleby, Cauvain, Cronin, Rippon.
<b>In the Chair:</b>	Cllr Brattan
<b>Clerk:</b>	Mrs Marie Snell
<b>Also present:</b>	2 members of the public, 0 member of the press, Neighbourhood Watch Scheme Representative Dave Sexton.

- 7.22.01 Welcome and apologies for absence**  
 Cllrs Harris. Cllrs Conner and Guglielmi were absent
- 7.22.02 Declaration of members' Interests**  
 None
- 7.22.03 Minutes of the last meeting**  
 Members **RESOLVED** to approve as a correct record the Minutes of the meeting of Tendring Parish Council held on 24<sup>th</sup> June 2024 (circulated separately).
- 7.22.04 Neighbourhood Watch Scheme**  
 Members received a brief from the guest speaker Dave Sexton regarding joining the Tendring Neighbourhood Watch Scheme, free of charge with no future costs. Members were informed that an elected coordinator would conduct the watch or have individual members to conduct numerous watches, be in receipt of analysis reports, they would be relied on to report crimes to the local police to deter future crimes. Benefits of this scheme allow for residents to feel safer, the signage of such can also act as a deterrent to potential crimes. Through the discretion of the Chairman, members of the public were invited to ask questions relating to this item and partake in the discussion and it was relayed to the meeting that most residents have expressed for the council to take leadership on this topic. Queries were raised regarding home safety and Dave Sexton advised Essex Police can provide information on this as a service. Cllr Cauvain expressed that Tendring is a large geographical area and that this should be managed accordingly. Cllr Brattan suggested a discussion among the village members to decide whether to adopt a scheme and move on from requests of the council. Chairman to inform members of the public following this brief. Dave Sexton left the meeting following this agenda item at 7.55pm.
- 7.22.05 Public Open Forum (Maximum 15 minutes)**  
 Addressed within agenda item 7.22.04
- 7.22.06 Planning (since last Full Council Meeting)**  
**Applications Received**  
 The Council considered a schedule of planning applications for weeks ending 28<sup>th</sup> June, 5<sup>th</sup> 12<sup>th</sup> and 19<sup>th</sup> July 2024.  
**RESOLVED:** To submit comments to Tendring District Council Planning Authority.

[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, Essex – **No objections**

[24/00993/LBDISC](#) - Discharge of conditions 24/00046/LBC – Condition 5 (Detailed Window Drawing) – Church Cottage, The Street, Tendring, Essex – **No objections**

### Applications Determined

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

**Approval full - 24/00632/FULH** – Householder Planning Application – Single storey side extension – Fairview, Glebe Place, Tendring, Essex

**Approval full – 24/00644/FULHH** – Householder Planning Application rear extension, front porch and increase in roof height to provide accommodation at first floor level, including the provision of roof lights and rear facing dormer – Brambles, The Street, Tendring, Essex

**Approval full – 24/00906/WTPO** – Works related to Tree Preservation Order (93/00017/TPO)-T4 Oak – remove three lower branches and reduce some by 30% - Rowan Lodge, 35 Pilcox Hall Lane, Tendring, Essex.

### Appeals

Cllr Rippon noted that Tendring Meadows Care Home fence planning appeal, the weeds have been removed and climbing plants have been planted.

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

	Ongoing	
1	Cllr M Appleby	Min Ref 6.24.06 - Goose Green works Maintenance programme previously circulated by Cllr Appleby. Cllr Appleby advised of quotations sourced by Sovereign and Playquip in terms of inspection regime. She has investigated TDC's inspection process, with visual checks, incorporating a weekly checklist. A quarterly, more in-depth inspection is carried out and an annual playground inspection. Playquip offered a discount on any works following inspections and Sovereign offered a discounted rate on the 4year contract. The reports carried out on a risk basis shows the highlighted equipment for works needed on the nest swing, with the shackles being welded makes for difficulty of works and associated costs.
2	Clerk	Min Ref 6.24.11/12 – The clerk informed members that the Annual Governance and Accountability Return for 2023-2024 has been submitted to the External Auditor and receipt of such has been confirmed.
3	Cllr V Cauvain	MinRef 6.24.16 – Memorial Garden – Quotes to be sourced in the coming weeks.
4	Cllr N Rippon	Min Ref 6.24.17 – Defibrillator – Monthly checks are now being carried out. Cllr Brattan is the main contact for this equipment. Plans to put defibs in the village else where in the village is possible and this is being explored by Cllr Conner.
5	Cllr S Conner	Essex Village of the Year 2024- Cllr Brattan informed the meeting of the award of Highly Commended in recognition of all the work within the village by community and resident members. Cllr Cronin thanked Cllr Brattan for the submission to the competition.

## 7.22.08 County and District Councillor reports

Members noted Essex County Council July report from Cllr Guglielmi. No report received from Cllr Harris.

### 7.22.09 Independent Review of Accounts

Members received advice from the clerk regarding proper practice of the council to appoint a member of the council (non-signatory) to periodically review the bank reconciliations in accordance with Financial Regulations. **RESOLVED** to appoint Cllr Appleby and report to council following routine reviews.

### 7.22.10 Finance

Members **RESOLVED** to approve payments and invoices in accordance with the Budget and Expenditure for July 2024 and Clerk Salary in August owing to Planning Meeting only.

#### Bank Account and Bank Reconciliation

Payments for Approval

Payable to:	Amount/ £	Reference
Cllr Brattan reimbursement	9.55	Warning Tape for Goose Green
Sky Mobile	13.00	Min ref 6.24.15, £17.99 per month was approved with Tesco Mobile, clerk sourced a more competitive contract with Sky Mobile.
Tendring Village Hall	72.00	Scarecrow Event Hire reallocation of rental fee
Tendring District Council	58.00	Goose Green Annual Inspection
Unity Bank	10.68	Bank charges
DM Payroll Services	142.50	Administration of payroll from June 2024-March 2025, including set up fee
Nurture Landscapes	858.00	Goose Green grounds maintenance – Mar-Jul '24 <b>FURTHER RESOLVED</b> Clerk to delay on this payment following query raised by Cllrs Brattan and Appleby based on cutting schedule clarification. Clerk to update at September meeting.
HMRC	99.00 99.00	P30 Employer's Pay Slip – July P30 Employer's Pay Slip – Aug
Clerk Salary – Marie Snell	429.76 429.76	July payroll – Includes Work from Home expenses and council printing. August Payroll - Includes Work from Home expenses and council printing – Owing to Planning Meeting only in August.

### 7.22.11 Budget Update

Members noted Quarterly Budget Update from Responsible Financial Officer

### 7.22.12 Previous Payments

Members noted previously authorised payments and direct debits paid accordingly

Payable to	Agreed (minute ref)	Paid on	Amount/£
Three	-	15/7/24	10.03
Cllr Brattan expenses	6.24.08	27/6/24	30.98

Cllr Brattan expenses	6.24.08	27/6/24	25.00
Playquip	6.24.08	27/6/24	234.00
Unity Bank	6.24.08	30/6/24	10.68
Ann Wood – Internal Audit	6.24.08	27/6/24	125.00
Cllr Appleby expenses	6.24.08	27/6/24	121.62
HMRC	6.24.08	1/7/24	111.20
Clerk Salary – Marie Snell	6.24.08	27/6/24	479.28
Clerk Expenses – Marie Snell	6.24.08	1/7/24	18.00

### 7.22.13 Precept 2023-2024

The clerk advised members of investigative findings following query on Internal Audit Report 2023-24 of extra funds received and this was distributed by Tendring District Council to parish councils accordingly within the district owing to extra funding.

### 7.22.14 Christmas Tree/Winter Event 2024

Members discussed options for the cost of a Christmas Tree and winter events for the Christmas period within the Tendring Village. Thoughts regarding solar paneled lights or battery operated and Cllr Cronin offered thoughts of contacting local businesses on their plans to contribute to the village for the season. Cllr Brattan stated that the Memorial Garden acts as a focal point of the village, a tree is a large expense for the council. Cllr Cauvain will obtain quotes regarding the trimming of the holly tree to be seasonally decorated. Cllr Brattan will enquire if the village Church are conducting a carol service and the date of a Christmas light switch could coincide with this date

**RESOLVED** to utilise the holly tree in the Memorial Garden as a Christmas tree for 2024 and purchase battery operated lights.

**FURTHER RESOLVED** to use guide wires following Remembrance Sunday from village sign to attach own decorations.

### 7.22.15 Parish Councillor reports

Cllr Cronin	Cllr Cronin provided extensive update regarding bus stop proposed changes within the village. A concept has been circulated by Essex County Council regarding such and is to be discussed further for the council to comment formally.
Cllr Cauvain	Cllr Cauvain provided update regarding litter picking of the Memorial Garden and a plan of such is to be decided.
Cllr Rippon	Reported a new bus shelter is to begin soon and building is to commence in the next few weeks.
Cllr Appleby	Asked if TPC's litter picking rota up and running and Cllr Brattan confirmed that the litter picking Rota is in place for weekly picks and this is an ongoing task for councillors.
Clerk	Advised the meeting that a Freedom of Information request has been received and that due process is being followed under the Freedom of Information Act 2000.
Cllr Brattan	Has received complaints regarding Horsley Cross roadworks, has visited the area and the contractors have retreated from initial plans for traffic lights location. Contacted Essex Highways having approved the plan and is yet to receive an update. Member of Public advised through discretion of chairman that cameras have been installed in the area and traffic seems to be flowing better. TDALC have erected banners regarding the opposing the pylons campaign.

**7.22.16**

**Items for the next agenda**

September Meeting owing to Planning Meeting only in August  
Cllr Cronin - Bus Stops Proposed Changes of Essex County Council comment approval  
Cllr Rippon - Bus Shelter update and agreeing of area usage  
Cllr Appleby - Goose Green Maintenance Programme Approval

**7.22.17**

**Date of Next Meeting**

Wednesday 28<sup>th</sup> August 2024 at 7.30 pm (Planning Meeting only)

The meeting closed at 9.12pm

**CHAIRMAN:**

**DATE:**

DRAFT