

# THORRINGTON PARISH COUNCIL

Agenda for the Parish  
Council meeting held

at

Thorrington Village Hall dated  
Wednesday 6th March

2024

at 7.00pm



# THORRINGTON PARISH COUNCIL



Members of the Council are hereby summoned to attend the Parish Council meeting being held at Thorrington Village Hall, Church Road, Thorrington on Wednesday 6<sup>th</sup> March 2024 at 7.00pm. Members of the press and public are welcome to attend.

## AGENDA

**1. Apologies for absence:**

Council members are required to forward their apologies to the Clerk ahead of the meeting.

**2. Disclosure of Pecuniary Interests:**

Council members to identify any item on the agenda that they have a connection to as introduced through the Localism Act 2011, failure to do this could result in a fine and a ban.

**3. Minutes of previous meeting:**

To approve the minutes of the meeting held on 7<sup>th</sup> February 2024.

**4. Public Questions - 15 minutes time allowed for this item:**

Members of the public in attendance may ask the Parish Council a question. Following this item members of the public are welcome to observe the rest of the meeting but are asked to remain silent. Any question that requires a Council decision must be added to a future agenda.

**5. Report from District Councillor: – 10 minutes time allowed for this item:**

An opportunity for the Parish Council to raise items of interest from the written reports supplied by the District Councillors.

**6. Report from County Councillor: 10 minutes time allowed for this item:**

An opportunity for the Parish Council to raise items of interest from the written reports supplied by the County Councillors ahead of the meeting for further discussion.

- Manhole Cover, Clacton Road - Update

**7. a) Planning applications:**

<a href="#">24/00050/LBC</a> Mr C Aungier	Pear Tree Cottage, Clacton Road <i>Extension to existing summer house to create new annexe accommodation.</i>
<a href="#">24/00051/FULHH</a> Mr C Aungier	Pear Tree Cottage, Clacton Road <i>Extension to existing summer house to create new annexe accommodation.</i>
<a href="#">24/00231/FUL</a>	Rookwood Stables Brightlingsea Road <i>Planning Application - Replacement stables, mobile field shelter on skids and temporary siting of caravan whilst the new dwelling (approved under planning reference 22/01845/FUL) is constructed.</i>
<a href="#">24/00149/FUL</a>	Apple Blossom Paddocks Brightlingsea Road <i>1 new dwelling in lieu of prior approval for 1 dwelling, subject of application 23/01430/COUNOT.</i>

**b) Planning resolutions/determinations:**

<a href="#">23/01670/FUL</a> Approval - Full 15.02.2024 Delegated Decision	Gatehouse Farm, Brightlingsea Road <i>Construction of manege.</i>
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<p><a href="#">23/01460/FUL</a> Refusal – Full 21.02.2024 Delegated Decision</p>	<p>Darmel Lodge, Brightlingsea Road Proposed new chalet bungalow to the rear of Darmel Lodge with new access, and retention of existing bungalow (Darmel Lodge).</p>
<p><a href="#">24/00070/WTPO</a> Approval - Full 21.02.2024 Delegated Decision</p>	<p>Tabarin, Church Road Pollard 2 Oak trees (1 crown) by 50%.</p>

**8. Local Mineral Plan A74 Thorrington Hall Farm:**

Cllrs G & S Parks to seek approval of Thorrington Parish Council reply to Local Mineral Plan to be submitted via email.

**9. Wild Planting: Hazel Close Open Space:**

Agenda item added as per the request of Cllr A Sadler.

**10. Allotment Incinerator/Burning Items:**

Agenda item added as per the request of Cllr A Dewar.

**11. Annual Play Inspection:**

Discuss whether to use Tendring District Council for Play Equipment Inspection.

**12. Internal Audit:**

Discuss Auditors and appoint ahead of Internal Audit .

**13. Email Addresses & Personal Email Use:**

All email communications for the Parish Council MUST be completed via the appointed Gmail email addresses and not from personal email addresses. Should a Subject Access Request be received all email addresses can be accessed and this would include all of your personal data AND includes WhatsApp messages. Parish Clerk is liaising with Microsoft and other councils to research other platforms that are used for cloud storage and easy use.

**14. Expenses:**

Amazon Business Account for purchases of Stationary & Petty cash pot for stamps etc.

**15. Policies & Procedures:**

Review Standing Order, Financial Regulations & Code of Conduct previously set – to be reviewed on an annual basis.

**16. Asset Register:**

Annual inspection of all Assets within Thorrington owned by Thorrington Parish Council & Photos required of each item – Register to be updated.

**17. Risk Management:**

Identify Risk, Analyse Risk, Prioritise Risk, Control & Action – Minimise Risk.

**18. Business Continuity:**

All documents belonging to Parish Council have been backed up and loaded onto external hard drive. Can we purchase an additional external hard drive to keep offsite?

**19. Risk Assessment:**

Assessment to be undertaken for Working from Home.

**20. Finance:**

General Reserves: should be set at 3-12 months of outgoings/expenses.

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Savings:

Emergency Funds:

Elections Reserves: Suggested £4,000

Scheme of Delegation: What can be spent without requesting at Parish Council meeting?

**21. Speed Reduction in Thorrington:**

The Essex County Council (Various Roads, Thorrington) (30mph Speed Limit and 40mph Speed Limit) Order 202\*

**22. Tenpenny Hill Road Sign:**

Discuss the option of implementing a Speed Survey and to liaise with ECC/ PC Owen Griffiths.

**23. Tennis Court:**

Moss Treatment has been purchased by Cllr G Parks. Schedule plan for when treatment is being applied and if help is required.

**24. Dog Waste Bags:**

Dog Poo Bags to be purchased for the year 2024/2025: Total to purchase?

**25. Allotments Tenancy Agreement:**

The allotment tenancy document has been shared to all allotment holders.

**26. Wishlist of Council Assets:**

**27. Biodiversity Act:**

Policy to be considered – How to action/implement a Biodiversity Policy and what you would like to be included within the Policy.

**28. Insurance Policies:**

Check all Insurances include all items suggested within Advance Councillor Training by EALC.

**29. Publish Budget set for 2024/2025:**

Pie Chart to make easy for people to read and to be shared on website.

**30. Long term Budget Forecast:**

1,2, 3, 4, 5, Year Plan: What is the vision of the council and what do you want to achieve? Strategic Plan & Action Plan required to show how Budgets are to be used.

**31. Chapel Lane Hedges:**

- a) 4 Chapel Lane: Further letter to be sent as previous letter has been ignored.
- b) Greenfields, Church Road: No response received
- c) 29 Hazel Close: No response received
- d) Greenstones, Church Road: Hedge has been tended too and a response of thanks has been sent to residents.

**32. Cllr G Krinks Record of Interests Form:**

All Thorrington Parish Councillors to complete and sign forms sent via email dated 30/01/2024 . Hard Copies to be sent to Tendring District Council to be signed. Documents to be uploaded onto website.

**33. Vehicle Activated Sign:**

Cllr A Goggin has stated at present there is no grant available for a further VAS (Vehicle Activated Sign) following the proposal from Cllr A Sadler in February. Add into Budget Plan for 2024/2025.

**34. Thorrington Cross Footpath:**

Maintenance work has been completed by Landscape Services (John Glover) to clear pathways on the footpath from Thorrington Cross to Cross Bungalow on the left hand side of Clacton Road.

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## 35. Grass Maintenance Schedule:

Grass Maintenance tender has been secured with Landscape Services (John Glover) and contract agreed for 3 years: 2024-2027.

## 36. Chelmsford Records Office Historical Documents:

Historical documents and archive documents scheduled for delivery to Chelmsford Record Office.

## 37. Leaflet Drop for Council Chairs vacancies:

Map breakdown for leaflet drop prepared and passed to Councillors to occur in Spring 2024.

## 38. Accounts:

Payments for approval and signatures at meeting on 7<sup>th</sup> February 2024.

## 39. Reports from Amenities Representatives:

Allotments	Councillor Dewar
Playing Field	Councillor A Sadler
Tennis Court	Councillor G Parks
Footpaths	Councillor Krinks
Tree Warden	Councillor S Parks
Hazel Close Open Space	Councillor P Sadler

## 40. Clerk's Report:

Clerk to highlight any business carried out, any relevant communications and upcoming items of note.

## 41. Councillor's Reports:

An opportunity for each Councillor to note any relevant communications with residents or raise any business that needs to be discussed at a future meeting.

**Date of next meeting 3<sup>rd</sup> April 2024**

**Closure**

Lynsey Ritchie-Fagg – Parish Clerk & RFO  
18<sup>th</sup> February 2024