

THORRINGTON PARISH COUNCIL

Minutes of the
Annual Parish Meeting
held at
Thorrington Village Hall
dated
Wednesday 8th May 2024
at 7.15pm



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Minutes

1. Election of Chairman:

Cllr S Parks proposed Cllr P Sadler be elected as Chairman, seconded by Cllr G Krinks. All in favour. The Declaration of Acceptance of Office was signed in the presence of the Clerk.

2. Election of Vice Chairman:

Cllr P Sadler proposed Cllr S Parks be elected as Vice Chairman, seconded by Cllr A Sadler. All in favour. The Declaration of Acceptance of Office was signed in the presence of the Clerk.

3. Co-option of Councillor(s):

Cllr P Sadler proposed that Charlotte Paterson and Linda Morgan be co-opted onto the Council. All in favour. Cllrs C Paterson and L Morgan were welcomed onto the Council.

4. Apologies for absence:

There were none highlighted.

5. Appointment of representatives:

Cllr P Sadler has proposed for all Councillors to keep their current representative roles, whilst the two new co-opted councillors understand their new roles.

To be added to the June agenda.

6. Disclosure of pecuniary interests:

There were none highlighted.

7. Minutes of previous meeting:

The minutes of the meeting held on 3rd April 2024, having been previously circulated, were agreed by those present and signed by the Chairman as a true and accurate record.

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

No public were in attendance.

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

No District Councillors in attendance.

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

- Cllr A Goggin report to be forwarded to Cllrs C Paterson and L Morgan.
- Cllr A Goggin has advised Cllr A Sadler that the complaint sent to Essex Highways has been expedited due to the road sign being dangerous situated on Clacton Road: Reference 2915259.
- Cllr A Goggin has advised Gibbons Farm are arranging to have the drains fixed by Saltwater Brook Cottages.
- Cllr A Goggin has advised that Great Bentley Primary School has the school extension opening in September 2024 and that this will benefit the children of Thorrington whom attend the school. Cllr A Goggin, Great Bentley Parish Council and the school are working together to plan a traffic calming zone near to the school.
- £8.5m from the cancelled HS2 cancellation has been set aside to fund the repair of pot holes, footpaths etc. There is a van that will be going around the local area once per week to complete the repairs.
- Cllr A Goggin has encouraged Thorrington and the other councils he represents to gain new councillors under co-option. None of the councils are currently full and will be a great opportunity for new people to get involved with the community.
- Cllr A Goggin has advised the use of rediscovering the Code of Conduct Policy and to learn about the Nolan Principles.
- Cllr A Goggin has advised there are numerous councils across the UK going into liquidation and that Essex are viewed as a positive council.

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- Cllr G Parks asked Cllr A Goggin of the current situation regarding the Local Mineral Plan: the digital applications received are currently being worked through and the letters received through the post are being processed – this could take 6 months. Thorrington, Arlesford, Brightlingsea and Great Bentley are among the top responders.

11. a) Planning applications: None Received

b) Planning resolutions/determinations: No Objections from Thorrington Parish Council.

24/00231/FUL Approval - Full 17.04.2024 Delegated Decision Mr and Mrs Baker	Rookwood Stables, Brightlingsea Road, Thorrington 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.
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12. Approval of Documents: Council to review the documents and re adopt to realign amended documents from March 2024.

Standing Orders, Financial Regulations, Code of Conduct, Internal Controls, Business Continuity, Asset Register, Risk Assessment. No changes to be made. All in favour.

13. Long term Budget Forecast/ Wishlist of Council Assets:

1 to 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.

To be moved to June 2024 agenda.

14. Bottle Bank:

Parish Clerk has liaised with DC Ann Wiggins and G Scott to enquire as to how we can obtain a bottle bank for Thorrington. The Bottle Bank location has kindly been provided by The Red Lion Pub. Parish Clerk has advised has not received any responses from Tendring District Council.

To be moved to June 2024 agenda.

15. Online Banking:

Cllrs P Sadler, G Parks and G Krinks are now authorised to approve payments via the online Banking Platform for Unity Trust Bank.

16. HSE Risk Assessment: Home Working

Parish Clerk has advised has completed the risk assessment and to update the Council following the completion of the Risk Assessment undertaken during April 2024.

17. Domain & Emails:

- Cllrs C Paterson and L Morgan are to set up email addresses for their Councillor roles and to advise the Parish Clerk once completed.
- Parish Clerk had advised Cloud Next offer a .gov.uk domain name totalling £110.00 plus VAT per two years and Website and Email hosting totalling £99.99 plus VAT per year.
Eyelid Productions offer WordPress replacement websites and will provide the content management system to ensure the streamline transfer of the Parish Website from e-voice. Costs £650.00 plus £100.00 per year for technical support. Cloud Next & Eyelid Productions are recommended by numerous Parishes as they deal with the transfer from previous website. Within the next Financial Year following reports from PFK Little John External Auditors; this will satisfy the External Audit and to be compliant for the 2024-2025 financial year.

Proposed: Cllr A Sadler Seconded: Cllr L Morgan

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18. Training with the EALC:

Thorrington Parish Council have agreed to split the training costs towards the CiLCA Qualification. Training authorised by the full Council to start in September 2024.

19. Code of Conduct Training:

Parish Clerk to liaise with Tendring District Council to ascertain if they offer Code of Conduct Training, as the Council has not had training for over a year in this area. If Tendring District Council does not offer training the Parish Clerk is to liaise with the EALC.

20. Electricity for Street Lights:

Parish Clerk to liaise with SSE to enquire as to whether they are able to take control of two unmetered supplies following advise from other Parishes. If unsuccessful to liaise with N Power to request them to turn off the electricity supply to the lights. A&J Lighting Solutions and the previous clerk have been unable to offer details as to which, lights are unmetered.

21. Dog Waste Bags:

Parish Clerk has advised there is are still 30 outstanding boxes and these will be sent to the Parish Council once the stock has arrived.

22. Internal Audit:

Parish Clerk has advised the Internal Audit documentation has been compiled and completed to the best of their knowledge and understanding. All of the documents will be sent to the Internal Auditor following authorisation signature of the Parish Chairman Cllr P Sadler.

23. Accounts:

Payments for approval and signatures at meeting on 8th May 2024.
See Appendix after the closure of the minutes.

24. Reports from Amenities Representatives :

Allotments	Councillor G Parks: Cllr G Parks has asked the Parish Clerk to forward details regarding the allotments including plot map, plot holder names, email and telephone numbers and has advised he will carry out a plot inspection and report back to the Parish Clerk should any letters be required to be sent to the plot holders.
Playing Field	Councillor A Sadler: Has advised it is very sad the amount of rubbish that is left within the playing field and around the benches.
Tennis Court	Councillor G Parks: Member of the Public has expressed concern regarding the weedkiller used at the Tennis Court being close to the location of the allotments. Cllr G Parks has advised the weedkiller was used at the correct time of year and has caused no issues at the allotment site.
Footpaths	Councillor Krinks: Has thanked the Parish Councillors for their help with the footpath complaints.
Tree Warden	Councillor S Parks: To provide the Parish Clerk the contact email address for Clive Dawson to ascertain whom is responsible for TPO's and tree surveys in the Thorrington Parish.
Hazel Close Open Space	Councillor P Sadler: Wildflower seeds have been sown and a poster/sign has been created by the Parish Clerk to be laminated by Cllr A Sadler to place around the site to warn residents of the seeds.

25. Clerk's Report:

- I am grateful for the agreement for transitioning across to online banking as it will make our payments more transparent to all and highlights who the payments have been made too instead of having a cheque number

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- showing. Cllr G Krinks has completed all of the required paperwork required by Unity Trust and should be approved within the next couple of weeks to authorise payments.
- The Audit paperwork and information required has been complied and will be sent away by the end of next week.
 - EALC have refunded a £500 bursary refund against last year's financial year for the courses I have attended.
 - I have received confirmation into the bank that the VAT Reclaim I had submitted has been successful and the funds are in the bank account totalling £5,975.08. Parish to determine how the funds will be distributed.
 - EALC Allotment Course was interesting and will be helpful when it comes to the renewals in September. All renewals will also be requested by Bank Transfer.
 - Scribe Accounting system has been reviewed and it has been decided to park the idea of the system for the present time, following the completion of the audit everything is reported and I am happy with how the accounts are currently managed.

26. Councillor's Reports:

- Cllr P Sadler has expressed a wish for Cllrs S Parks, G Parks and G Krinks to attend the EALC Councillor Refresher Course dated 30th May 2024 at Great Bentley. Parish Clerk to send details to the Councillors and complete booking forms.
- Parish Clerk to send details of the EALC training courses to the new co-opted Councillors in order, for them to attend the new Councillor courses in Great Dunmow.
- Cllr C Paterson has advised of an SRC Haulage truck in Church Road and has complained to the company as the route was used as a cut through.
- Cllr A Sadler has asked the Parish Clerk to contact Kadel to request a finger post measuring 40 x 40 cm and 2 meters in length. Cllr A Sadler to liaise with John Glover to ascertain costs of installing the new post.
- Cllr A Sadler has advised he will pass the relevant keys to Councillors and the Parish Clerk to update the Key Holder list.
- Cllr C Paterson has agreed to take responsibility of two of the dog bag dispensers to help share the load between the elected councillors.

Date of next meeting 5th June 2024

Closure

Lynsey Ritchie-Fagg – Parish Clerk & RFO
12th May 2024

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Appendix 1: Finance

Cheques

Cheque Number	Payee	Amount	Payment Details
300411	SLCC	£ 150.00	Clerk Joint Salary Appeal Fee
	Total cheque payments	£ 150.00	

Bank Payments

Date to be Paid	Payee	Amount	Payment Details
10/05/2024	Staff	£704.41	Salary
10/05/2024	Staff	£32.33	Expenses
10/05/2024	HMRC Cumbernauld	£269.93	P30 Employer PAYE Ref: 120/FA57429
10/05/2024	Andy Sadler	£82.69	Expenses
10/05/2024	EALC	£192.00	Invoice 17719
10/05/2024	Landscape Services	£720.00	Invoice 2825
10/05/2024	Landscape Services	£360.00	Invoice 2824
10/05/2024	Landscape Services	£360.00	Invoice 2836
10/05/2024	Thorington Village Hall	£220.00	Invoice TPC 2023-2024
10/05/2024	TCVS	£25.00	CVST Invoice 300003513
10/05/2024	Clear Insurance Management Ltd	£1,242.60	Invoice LCO00531
10/05/2024	RCCE	£59.70	Invoice 7836
	Total Bank Payments	£4,268.66	

Direct Debits

Date	Payee	Amount	Payment Details
17/05/2024	N Power	£156.67	Electricity to Street Lights
	Total direct debit payments	£156.67	

BACS

Date	Payee	Amount
25/04/2024	Transaction Stop Fee	£8.00
	Total BACS payments	£8.00

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Receipts

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
05/04/2024	Tendring District Council	£15,142.00
23/04/2024	EALC	£500.00
30/04/24	HMRC VAT Return	£5,975.08
	Total receipts	£21,617.08

Bank Payments

<u>Date to be Paid</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
10/05/2024	Andy Sadler	£68.24	Expenses
	Total Bank Payments	£68.24	

<u>Bank Reconciliation</u>	<u>Total at 31/03/2024</u>	<u>Total at 30/04/2024</u>
Current Account	£1,129.35	£20,845.73
Reserve Account	£26,997.09	£24,997.09
Total	£28,126.44	£45,842.82