

THORRINGTON PARISH COUNCIL

Minutes
of the Parish Council
meeting held at
Thorrington Village Hall
dated
Wednesday 3rd April 2024
at 7.00pm



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Present: Cllrs P Sadler, A Sadler, G Parks, S Parks

Also present: CCllr A Goggin, DCllr A Wiggins, L Ritchie-Fagg (Clerk & RFO)

The meeting was called to order at 7.13pm by Cllr P Sadler - Chairman

1. Apologies for absence:

Cllr G Krinks

2. Disclosure of pecuniary interests:

There were none highlighted.

3. Minutes of previous meeting:

The minutes of the meetings dated 6th & 27th March 2024, having been previously circulated, were agreed by those present and signed by the Chairman as a true and accurate record.

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

There were no members of the public at the meeting.

5. Report from District Councillors : 10 minutes time allowed for this item:

- DCllr A Wiggins has advised the street signs are being replaced at Church Road.
- The Dog Bins within Thorrington have been reported to the Waste Management company to ensure they are emptied regularly.
- The query regarding CCTV being used to capture fly tipping has been forwarded to TDC and there is currently no update regarding how and if this can be implemented.
- The planning website will be off line for two weeks during the middle of April, whilst the site is updated.
- DCllr A Wiggins departed the meeting at 19.36pm.

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

- CCllr A Goggin has advised the Parish Clerk had contacted him regarding the ploughed field at Footpath 13 and that it was discussed to report via Essex County Council.
- The Mineral Plan broadcast via the TV has surprised CCllr A Goggin due to the output that was shared not highlighting all people interviewed.
- CCllr A Goggin has also received reports that there has been a lesser number than thought of responses that have been returned following the announcement of the public consultation, which is due to finish dated 9th April 2024.
- Cllr A Goggin has expressed that he was glad to see a younger resident from Thorrington supporting the objections of the Local Mineral Plan and has advised another young resident residing in Great Bentley has started a petition for all new Mineral Sites to be at least 1000m away from any buildings, residents or commercial properties.
- Cllr A Goggin has advised the VAS reports have been gratefully received and that they are used across the other Parishes also visited. The report highlights 95.5% of drivers are compliant with the 40mph speed limit on the B1027. Cllr A Sadler has advised the battery for the VAS system is not lasting the 3 weeks it should and therefore, will be pulling data from the system every 2.5 weeks. The Parish Clerk has advised will obtain a quote for a new battery.
- CCllr A Goggin departed the meeting at 19.45pm.

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7. a) Planning applications: No Objections from Thorrington Parish Council.

24/00215/FULHH Mr Paul Forrester	<i>The Linnets, Clacton Road Proposed two storey side, part two storey rear, and part single storey rear extensions.</i>
24/00149/FUL Ms Karen Pawsey	<i>Apple Blossom Paddocks, Brightlingsea Road 1 new dwelling in lieu of prior approval for 1 dwelling, subject of application 23/01430/COUNOT.</i>
24/00231/FUL Mr and Mrs Baker	<i>Rookwood Stables, Brightlingsea Road 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>

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

24/00045/FUL Approval - Full 08.03.2024 Delegated Decision	<i>Woodlands Business Park, Tenpenny Hill Erection of temporary storage building (for 3 years) for vehicle servicing and maintenance.</i>
24/00050/LBC Approval - Listed Building Consent 11.03.2024 Delegated Decision	<i>Peartree Cottage, Clacton Road Extension to existing summer house to create new annexe accommodation.</i>
24/00051/FULHH Approval - Full 11.03.2024 Delegated Decision	<i>Peartree Cottage, Clacton Road Extension to existing summer house to create new annexe accommodation.</i>
24/00052/LUPROP Lawful Use Certificate Granted 11.03.2024 Delegated Decision	<i>Peartree Cottage, Clacton Road Application for a proposed lawful development certificate to locate a mobile home within the back garden of a residential property to be used by a family member as ancillary living accommodation.</i>
22/02001/FUL Mr H Gliders - M Gilders Roofing Contracts Limited Appeal Reference: APP/P1560/W/23/3334680	<i>Springfield House, Brightlingsea Road Proposed construction of two storey house following demolition of existing garage.</i>

Cllr A Sadler has advised he was saddened to have learnt that the planning at Apple Blossom Cottage had been turned down before and the Council agreed that the Cottage is set back and any work would not have impacted any residential homes.

8. Local Mineral Plan A74 Thorrington Hall Farm:

Date of Public Consultation has been extended until 9th April 2024 and Cllr P Sadler has advised was surprised regarding Cllr A Goggins response that only hundreds of responses had been received towards the Mineral Plan instead of the expected thousands of responses.

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9. Annual Play Inspection Quote:

Parish Clerk has advised that Tendring District Council has advised the date of the inspection will be sometime during June 2024 at a cost of £58 + VAT. 78 Inspections are undertaken in the Tendring area by TDC. The report will be released once all inspections have been completed.

10. 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.

- Tennis Court to be resurfaced and for new fencing to replace current fencing & for the court to be used for All Weathers. Parish Clerk has suggested a grant could be applied for with the National Lottery & Sports England.
- Allotment: Wishlist to be discussed at the Annual Allotment Holders Meeting.
- The Wishlist will be left open to be added too as and when ideas are presented and all ideas to be notified to the Council for consideration.

11. Online Banking:

Cllr P Sadler to contact Unity Trust Bank to obtain details to access the Online Banking platform and for Cllr A Dewar to be removed from the Bank Account.

12. Domain & Emails:

Parish Clerk reviewing Cloud Next re website Domain and email platforms for quote; recommended by numerous other Parishes as they deal with the transfer from previous website.

Email and Website are to be transferred to either .gov.uk or .org.uk within the next Financial Year as per PFK Little John; this is to satisfy the External Audit and to be compliant for the 2024-2025 financial year. Parish Clerk to advise of quote at May 2024 Meeting.

13. RCCE Renewal Quote:

Total for renewal of membership totals £59.70 for the 2024/2025 financial year. Agreed unanimously by the Full Council.

14. Landscape Services Ltd Quote:

To scrape back the overburden on the foot path nearest to the village sign from the pedestrian access up to the driveway of the house & to gently face the hedge back where needed: £600 + VAT. Agreed unanimously by the Full Council.

15. Training with the EALC:

Allotments Course: Two Sessions 17th April & 24th April Zoom Courses connecting with the National Allotment Society (NAS) Total Cost: £160.00: Unanimously approved by the full Council.

CILCA Qualification: Training to be authorised for September 2024 start date: £450.00:

Moved to May Meeting Agenda.

16. HSE Risk Assessment: Home Working

Parish Clerk to undertake Risk Assessment during the Month of April 2024 and to report back at the Parish Meeting dated 8th May 2024.

17. Insurance Policies:

Parish Clerk to compile a list of all Insurances/Memberships following attendance at the Advance Councillor training provided by EALC and to check what is included within all Insurances, to ensure compliant with suggestions following completion of the course and to report back at the Parish Meeting dated 8th May 2024.

18. Annual Meeting of the Parish in May:

The date of the Annual Meeting of the Parish is 8th May 2024 at 7pm and to be followed by Parish Meeting at 7.30pm. Advertising the Annual Meeting of the Parish will be placed as a "Save the Date" Invitation to be placed onto the Website, Noticeboard and Social Media.

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19. Large Notices for Disposing Rubbish Correctly:

Cllrs G & S Parks have completed a litter picking task and noted litter has been thrown into-the-front-of/into/over the hedge skirting the playing field (on the B1027 just past the shop.) Proposal to purchase several large notices for people to dispose of rubbish correctly. However, due to not being able to attach the notices to the hedge, the Parish Clerk is going to research if there are any other ways to display the notices within the vicinity of the hedge.

20. General Powers of Competence:

Thorrington Parish Council cannot have the GPC due to the Clerk not yet being qualified with the CiLCA qualification. Once CiLCA has been completed we can start the route for the Parish Council to become a Star Council recognised by the EALC.

21. Electricity for Street Lights:

- Parish Clerk has advised no electricity supplier can provide electricity to the two unmetered lighting supplies currently provided by N Power. N Power will no longer supply an unmetered supply to a small business.
- Parish Clerk to liaise with A&J Lighting Solutions to seek details if they can determine which, two street lights have the Supplier Code/MPAN numbers.
- Parish Clerk to liaise with Eon to have the tariff reduced for the street light that is located at Chapel Lane Playing Field.

22. Dog Waste Bags:

Dog Poo Bags - 10 Boxes have been ordered with the remaining 30 boxes being on a waiting list due to no current stock being available. Invoice has been received and a cheque has been authorised and will be sent to JRB Enterprise Ltd.

23. Leaflet Drop for Council Chairs vacancies:

Parish Clerk has advised researched a quote from Royal Mail regarding leaflet distributions and the cost is over £500.00. Following advise at the EALC it has been suggested from various Parish Councils to recruit a responsible young person to help with the distribution of the Parish Councillor Vacancies.

24. Internal Audit:

The Council has unanimously agreed to remunerate the Parish Clerk for the additional workload totalling 15 Hours to prepare documents for Internal Audit.

25. Publish Budget set for 2024/2025:

Parish Clerk is going to prepare a Pie Chart to make it easy for parishioners to read and understand where money is budgeted and to be shared on website.

26. Accounts:

Payments for approval and signatures at meeting on 3rd April 2024.

Payee	Amount	Payment Details
Staff	£953.92	Salary & WFH Allowance, Mileage
Staff	£50.44	Expenses
Landscape Services Ltd	£360.00	Grass Maintenance Invoice 2801
JRB Enterprise Ltd	£292.80	Dispenser Refill Waste Bags Invoice 26669
Landscape Services Ltd	£360.00	Grass Maintenance Invoice 2806
Cllr A Sadler	£18.56	Replacement Tap and Mileage
EALC	£148.50	C Arnold Baker 13th Edition Book Invoice 17694
EALC	£434.81	EALC/NALC Affiliation Fees 2024/2025 Invoice 17630
Total Banking Transaction Payments	£2,619.03	

Balance of accounts with Unity Trust as at 29/02/2024 = £28,060.44

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27. Reports from Amenities Representatives :

Allotments	Councillor G Parks: No Report
Playing Field	Councillor A Sadler: No Report
Tennis Court	Councillor G Parks: The Tennis Court has been treated for Algae and the Net has been placed within the Court to allow play from 1 st April 2024. The key for the Court is located within the Village Shop.
Footpaths	Councillor Krinks: No Report
Tree Warden	Councillor S Parks: No Report
Hazel Close Open Space	Councillor P Sadler: The Wild Flower Patch has been seeded ready for the coming growing season.

28. Clerk's Report:

- a) Pension: Consideration for Clerk to join the Local Government Pension Fund: Would the Parish support this as part of the scheme of being a good employer? I would contribute 5.5% and Council 24.8% of my salary (this is the set percentage.) To be reviewed when the new Precept/Budget is considered in Q3 2024.
- b) Hours for Clerk: Hours for Clerk to be amended to 11 hours per week and to be reviewed again in 3 months following completion of successful probationary period. Unanimously agreed by the Full Council.
- c) I would like to say how grateful I am to Cllr A Dewar for kindly helping me find my feet starting my role at Thorrington Parish Council and I am very sad to have received his email regarding resigning as a Councillor. I have sent a personal email to Cllr A Dewar wishing him and his family all the best and to thank him for his kind and generous help to myself and also the council and Thorrington Community.
- d) Thank you kindly to all of the Parish Councillors for helping with the Extraordinary Meeting dated 24th March 2024 and for approving all the documents ahead of the financial year end. The Policies and Procedures are now all online.
- e) Minutes from the last financial year are all ready and available in redacted forms on the website ahead of the audit.
- f) The donations lists have also been updated on the website.
- g) Banking Reconciliations have been completed and I have reconciled the account balance to nil, ahead of the Internal Audit. The VAT return will be processed during April 2024.
- h) I am grateful for the agreement for transitioning across to online banking: With Cllr A Dewar resigning from the Council I feel we need to urgently have another signatory added to the Bank. The Parish Council have suggested liaising with Cllr G Krinks to become the third signatory.
- i) A Casual Vacancy notice will be placed within the noticeboard to advise of another Councillor space, this now leaves 4 Councillor spaces available and ideally we need to start asking around if anybody would like to joining the Council.
- j) EALC Courses have been very interesting and informative. I have and continue to enjoy the courses and I am grateful that we have secured a £500 bursary refund against the 2023/2024 financial year.

29. Councillor's Reports:

- a) Cllr P Sadler has stated how grateful the Council have been to have worked with Cllr A Dewar and saddened to have received his resignation as a Parish Councillor and thanked Cllr A Dewar for helping the Council.
- b) Cllr A Sadler has requested for the Parish Clerk to purchase new magnetic strips for the Notice Boards via the Amazon Business account that has been created for the Parish Council.
- c) Cllr A Sadler has requested for the Parish Clerk to obtain a quote for the two Goal Posts at the Chapel Lane Playing Field stating: Do not move the Goal Posts.
- d) The Council have discussed, with the resignation from Cllr A Dewar from the Council, that any queries relating to the allotment in the first instance should be directed to the Parish Clerk/RFO, alternatively Cllr G Parks will become the Council's Allotment Representative.
- e) The Council have agreed to highlight within the Annual Allotment meeting whether, there are any items for the Wish List/Long Term Budget, any items that would help the Allotment holders.
- f) The Council have agreed to consider an additional starter plot within the current Allotment Plan and would request a fence to be placed around the new plot to ensure nobody can park their vehicles on the space.
- g) The Council have asked the Parish Clerk to contact all Allotment Plot holders to remind them ahead of the

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new growing season to ensure their plots are kept tidy.

- h) The Council have requested for the Parish Clerk to contact all Allotment Plot holders to advise them to not add any additional compostable items to the current compost heap due to the pile becoming unmanageable. If any waste to be composted to do so on their own plot or to remove from the Allotment site and to not be disposed of within the banks near to the compost heap. If anybody would like to turn over the compost heap and use the compost from the bottom of the pile, they are very welcome to; the pile is to be kept neat.

Date of next meeting: 8th May 2024: 7pm Annual Meeting of the Parish & 7.30pm Parish Meeting

Closure: There being no further business to discuss the chairman closed the meeting at 21.25pm.

Lynsey Ritchie-Fagg – Parish Clerk & RFO
4th April 2024

DRAFT