

THORRINGTON PARISH COUNCIL

Agenda for the Parish Council
meeting held

at

Thorrington Village Hall

dated

Wednesday 4th December

2024

at 7pm



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 4th December 2024 at 7pm. 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. *LGA 1972, s.85(1):* Failure to attend meetings for six consecutive months without valid reason may result in disqualification.
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 so could result in a fine and a ban. *LGA 1972, s.117(2):* Members must declare direct or indirect pecuniary interests.
3. **Minutes of Previous Meeting:** To approve the minutes of the meetings held on 6th November 2024. *LGA 1972, Sch 12, para 41(1):* Minutes must be signed as a true record.
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. *LGA 1972, s.100B(4):* Public questions are permitted but any matter requiring Council decision must be placed on a future agenda.
5. **Report from District Councillor: 10 minutes time allowed for this item.**
6. **Report from County Councillor: 10 minutes time allowed for this item:**
7. **Co-option of Councillor(s):** Council to consider the co-option of the vacant seats currently available on the Parish Council. Parish Clerk to open discussions. *LGA 1972, s.89(3):* Power to co-opt members to fill casual vacancies.
8. **Planning Applications:** *LGA 1972, Sch 1, para 8:* Powers related to town and country planning.
 - a) **Applications:**

Application Number	Applicant	Application Type	Address
24/01677/FULHH	Mr Phil Birch	Householder Planning Application - Construction of treehouse (retrospective application).	Creek Cottage Brightlingsea Road, CO7 8JJ
24/01701/FULHH	Mr and Mrs Pavey	Householder Planning Application - Front porch and replacement front wall.	Fairway Brightlingsea Road, CO7 8JH

- b) **Determinations:** No Applications Received.
9. **Speed Watch in liaison with Brightlingsea Parish Council:** Cllr M Court (Brightlingsea Town Council) to provide details.
10. **Dog Bag Dispenser at the Heathlands:** Cllr A Sadler to open discussion.
11. **Footpath 13:** Escalation to PROW update by Parish Clerk.
12. **Mower, Strimmer and Leaf Blower Service:** Cllr A Sadler to provide an update.
13. **VAS Battery:** Cllr A Sadler to provide an update.
14. **Recycling Bins:** Cllr A Sadler to open discussion.

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15. **Countdown Markers:** Cllr S Parks to open discussion.
16. **Little Acorns, Church Road outside lights on their boundary wall:** Cllr A Sadler to open discussion.
17. **Location of Possible Additional VAS System and Purchase:**
 a) Parish Council to determine the location of an additional portable VAS System
 b) Parish Council to determine the outcome of purchasing an additional portable VAS System.
LGA 1972, s.111: Powers to do anything conducive to carrying out its functions.
18. **Civility & Respect Policy:** Would the Council like to sign up to the Civility and Respect Policy?
19. **TDALC Report: TDALC Report:** Cllr P Sadler to provide an update and answer any questions or comments on the report circulated prior to this meeting.
20. **Local Council Awards:** Would the Council like to start the process of applying for the Bronze Council Awards?
21. **Defibrillators:** Parish Clerk to provide an update, and the Parish Council to determine purchasing a Defibrillator for the Village Hall and additionally at the Thorrington Business Park.
LGA 1972, s.137: Power to spend on the welfare of the community.
22. **Accounts:**
 a) Banking Reconciliation: Signatories to review and authorise the banking reconciliation for November 2024.
 b) Payment Schedule: Signatories to review and authorise the proposed payment schedule for December 2024.
LGA 1972, s.150: Council's authority to approve accounts and financial matters.
23. **Policy Review:** Parish Council to ratify the adoption of all Policies and Procedures:

1. Annual Leave Policy	31. Health and Safety Policy
2. Anti Bullying & Harassment Policy	32. High Consequence Infectious Disease Policy
3. Asset Register	33. Homeworking Policy
4. Biodiversity Policy	34. Information Technology Policy
5. Business Continuity Plan	35. Internal Controls Policy
6. Carers Leave Policy	36. Lone Working Policy
7. Co Option Policy	37. Maternity Leave & Pay Policy
8. Code of Conduct	38. Online Banking Procedure & Policy
9. Communications	39. Paternity Leave & Pay Policy
10. Compassionate Leave Policy	40. Performance Improvement Policy & Procedure
11. Complaints	41. Persistent & Vexatious Complaints Policy
12. Contact Privacy Notice	42. Personal Data
13. Councillors Privacy Notice	43. Press & Media Policy
14. Data Breach Reporting Form	44. Privacy Notice
15. Data Protection Policy	45. Privacy Policy
16. Dignity in the Work Place Policy	46. Privacy Statement
17. Disciplinary Policy	47. Publication Scheme
18. Emergency Dependents Leave Policy	48. Retention of Documents & Records
19. Equality & Dignity Policy	49. Risk Assessment/Risk Management Document
20. Equality & Diversity Policy	50. Scheme of Delegation
21. Expenses Policy	51. Sickness Absence Policy
22. Financial Regulations	52. Social Media Policy
23. Financial Reserves	53. Staff & Role Holder Privacy Notice
24. Flexible Working Policy	54. Standing Orders
25. Freedom of Information Policy	55. Strategic Risk Register
26. General Privacy Notice	56. Subject Access Request Form
27. Grant Application Form	57. Training & Development Policy
28. Grant Funding Policy	58. Transparency Code for Smaller Authorities
29. Grievance Procedure	59. Use of Social Media
30. Health & Safety Allotment Policy	60. Whistleblowing Policy

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24. **Discuss quotes received from contractors to clear the allotment bank:** Parish Clerk to provide updates.

25. **Trees on Station Road:**

- a) Parish Council to determine the quotes received.
- b) Cllr A Sadler to open discussions regarding remaining trees on Station Road.
LGA 1972, s.137: Authority to spend on items for community benefit.

26. **Reports from Amenities Representatives:**

- Allotments - Councillor G Parks
- 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

27. **Clerk's Report:**

- Parish Council .gov.uk Website
- Parish Council .gov.uk Emails
- ILCA to CiLCA Qualification Update: Coursework has been completed and await submission after completion of 5/9 webinars.
- CiLCA Update: Unit 2 and 3 has been completed awaiting response from the SLCC.

28. **Councillor's Reports:** Councillors to highlight any concerns, requests for future agendas/meetings.

Date of next meeting: 8th January 2025

Wishing you all a Very Merry Christmas & a Happy New Year!

Closure

Lynsey Ritchie-Fagg
Parish Clerk & RFO
27th November 2024