

# *Thorrington Parish Council*

Minutes of the  
Parish Council Meeting  
held at  
Thorrington Village Hall  
dated  
Wednesday 4<sup>th</sup>  
December 2024  
at 7pm



# THORRINGTON PARISH COUNCIL

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## MINUTES

**Present:** Cllrs P Sadler, A Sadler, S Parks, G Parks, G Krinks, J Willats.

**Also present:** CCllr A Goggin, DCllr G Scott, L Ritchie-Fagg (Clerk & RFO) and Cllr M Court (Brightlingsea.)

The meeting was called to order at 7.04pm by Chair Cllr P Sadler.

1. **Apologies for Absence:** There were no apologies received. *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:** There were none highlighted. *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:** *LGA 1972, Sch 12, para 41(1): Minutes must be signed as a true record.* The minutes of the meetings held on 6<sup>th</sup> November 2024 were signed by the Chair Cllr P Sadler as a true record. Proposed: Cllr J Willats, Seconded: Cllr S Parks.
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.*
  - Cllr M Court informed the meeting that the Sunshine Greenway Project, as discussed at the TDALC meeting, addresses the current lack of footpaths connecting Tenpenny Hill, Brightlingsea, and Wivenhoe. The primary objective of the project is to create links between Council Districts, thereby enhancing accessibility and promoting inclusivity. This initiative aims to connect Colchester and Tendring, which presently has isolated infrastructure. The project envisions the development of cycling and walking routes to foster active travel tourism. One of its key goals is to provide opportunities for children to cycle to school and for commuters to travel by bicycle to the station.
  - Cllr M Court expressed a desire to request Thorrington Parish Council's support for the project, specifically by asking for permission to use the Council's logo, obtaining a statement of support, and securing a meeting space once per year for the project committee. Additionally, he requested the Council's consideration of providing a microgrant and emphasised the importance of building local knowledge.
  - Cllr J Willats proposed exploring collaboration with local Scout groups and schools as part of the project.
  - Cllr M Court further advised that he would share local maps with the Parish Clerk for distribution to the Parish Council.
  - The Parish Clerk suggested that the project consider linking with the Community Voluntary Services Tendring (CVST.)
  - Cllr J Willats recommended incorporating e-bikes and scooters into the project, noting that the initiative would enable the use of these modes of transport within the wider area.
5. **Report from District Councillor: 10 minutes time allowed for this item:**
  - DCllrs G Scott & A Wiggins have been visiting new residents to the area.
  - DCllr G Scott has received numerous emails regarding speeding within Thorrington.
  - Concerns have been raised regarding recycling within the Thorrington area.
  - Cllr A Sadler has asked if the red/green recycling boxes are available to new residents. DCllr G Scott has advised the box and lid now cost £10.00 per set, however, if they are damaged they can be exchanged. The costs were introduced to stop people taking more than required. DCllr G Scott has advised if there is an excess of recycling an additional box can be used, Cllr A Sadler has advised the additional boxes are never emptied, if they are not red or green, DCllr G Scott advised he will liaise with Adrian Smith regarding Veolia not emptying the boxes.

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

- Cllr A Goggin informed the meeting that new road signs on the B1027 will be installed from 6th January 2025, implementing a reduction in the speed limit from 40mph to 30mph.
- Cllr A Goggin presented a comprehensive report outlining all recent repairs within Thorrington, including pothole fixes, signage updates, and other relevant works. The Parish Clerk will distribute the report to the Full Council.
- A Devolution Planning meeting is scheduled for 18th December 2024. The aim of this meeting is to explore how Essex County Council and Tendring District Council can collaborate more efficiently moving forward.
- Cllr A Goggin referenced a meeting concerning safety improvements at the Thorrington Post Office. One consideration is the installation of bollards outside the Post Office. The Post Office owner has already moved signs closer to the roadside, which has improved parking safety, this is however, not a long term solution. However, there is insufficient space for a pedestrian crossing or a pedestrian island in the vicinity of the Post Office.
- Cllr J Willats raised the issue of the lack of a wheelchair and pushchair accessible path at Thorrington Church. A quote for the work has been provided at £300,000. Cllr A Sadler has informed that he is consulting with Public Rights of Way to explore the possibility of an alternative surface, potentially made of hardcore, to be put on the existing PROW at the edge of the field leading to the church.
- A total of 57 potholes have been repaired along Frating Abbey Farm Road.
- At Lufkins Farm, the current give-way sign may be replaced with a stop sign.
- Cllr G Parks inquired about the possibility of installing a gateway to Thorrington Village and noted that Cllr J Willats had suggested adding white lines at the entrance to the gateway.
- Cllr J Willats emphasised that, in accordance with government legislation, all villages should have a 30mph speed limit and expressed concern that Thorrington, currently considered a "drive-through" village, is not treated as a residential area.
- Cllrs J Willats & A Sadler further highlighted that speeding is negatively impacting the quality of life for residents. With the presence of a church, a school (even though it is an Adult Learning Centre), and residential properties, the village meets the criteria for a 30mph speed limit under government regulations.
- Cllr A Goggin recommended conducting a Speed and Volume Survey to support the Parish's efforts in advocating for changes to speed limits and implementing additional street furniture.
- Cllr G Parks inquired whether there had been any updates regarding the Mineral Plan. No updates are currently available.

7. **Co-option of Councillor:** There were no public participants present for co-option. *Council to advertise for the three 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	Comments
<a href="#">24/01677/FULHH</a>	Mr Phil Birch	Householder Planning Application - Construction of treehouse (retrospective application).	Creek Cottage Brightlingsea Road, CO7 8JJ	No Objections
<a href="#">24/01701/FULHH</a>	Mr and Mrs Pavey	Householder Planning Application - Front porch and replacement front wall.	Fairway Brightlingsea Road, CO7 8JH	No Objections

b) **Determinations:** No Applications Received.

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## 9. Speed Watch in liaison with Brightlingsea Parish Council:

- Cllr M Court (Brightlingsea Town Council) expressed his gratitude to the Parish Council for allowing him to attend the meeting.
- Regarding the Community Speedwatch initiative, it was noted that there has historically been limited community participation. Cllr A Sadler supported this, explaining that those involved in the speed checks often face verbal abuse and offensive gestures from speeding drivers. Additionally, it was pointed out that PCSOs and the Police conduct insufficient speed checks.
- Cllr M Court explained that the Speedwatch project in Brightlingsea was established independently of the Town Council. Social media was used to recruit volunteers, with 20 individuals initially offering to participate, 12 completing the training, but only 3 remaining involved after two years. Ideally, speed checks would be conducted twice a month.
- It was clarified that Speedwatch requires a minimum of three individuals wearing high-visibility jackets, with two speed check signs placed 100 metres in each direction of the speed check.
- Cllr M Court highlighted that recruitment remains a challenge and suggested collaborating with Thorrington. He proposed adding Thorrington as a location to the existing Brightlingsea Speedwatch project.
- Brightlingsea is investing in a data counter that will track different vehicle types, the number of vehicles, and their speeds.
- The Parish Clerk will consult with the Parish Council to determine if they would be interested in establishing a joint initiative with Brightlingsea.

10. **Dog Bag Dispenser at the Heathlands:** Cllr A Sadler has advised there has been an increase in use of Dog Waste Bags and it has been suggested for the bin to be relocated. Proposed: Cllr P Sadler, Seconded: Cllr G Parks.

11. **Footpath 13:** Escalation to PROW resulted with the land tenant rectifying the footpath, albeit not to the suggested standard or width. The Parish Council have agreed to liaise with the Parish Clerk, should it require escalation again.

12. **Mower, Strimmer and Leaf Blower Service:** Cllr A Sadler advised Bellets had kindly dealt with the Service for the Parish Council Maintenance equipment. The service provided has been of an excellent standard and the Full Council are impressed with the efficiency of their work.

13. **VAS Battery:** Cllr A Sadler had advised the faulty battery has been sent for replacement, however, the company are not responding. This has been escalated and currently awaiting response.

14. **Recycling Bins:** Cllr A Sadler has proposed the purchase for a resident who requires support. The Parish Council have discussed and agreed to wait until there are any updates received from DCllr G Scott. It was noted that recycling boxes are still being issued to residents of new build properties.

15. **Countdown Markers:** Cllr S Parks suggested the Parish Council purchasing countdown markers for the Village and to request for the Gateways to be installed at the entrances to the Village, to also have the white lines replaced, as well as the installation of dragons teeth. The Parish Clerk is to liaise with CCllr A Goggin.

16. **Little Acorns, Church Road outside lights on their boundary wall:** Cllr A Sadler has advised the boundary lights located on the wall, look like headlights and have requested the Parish Clerk to write to the residents asking them to change the colour of the bulbs. Agreed by Full Council.

## 17. Location of Possible Additional VAS System and Purchase:

a) Parish Council to determine the location of an additional portable VAS System – this has been agreed and awaiting response from EHW regarding the replacement of street furniture, in order to allow the allocation of the 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.*

*Item moved to January Agenda.*

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- 18. Civility & Respect Policy:** The Parish Clerk has asked if the Parish Council would the Council like to sign up to the Civility and Respect Policy. Proposed: Cllr G Parks, Seconded: Cllr G Krinks.
- 19. TDALC Report:** Cllr P Sadler kindly provided a report following the TDALC meeting dated 27<sup>th</sup> November. Thanks were given for the detailed report and no comments were raised. Report accepted by Full Council.
- 20. Local Council Awards:** The Parish Clerk has suggested for the Council to consider to start the process of applying for the Bronze Council Awards.  
*Item moved to January Agenda.*
- 21. Defibrillators:** The Parish Clerk has advised the Parish Council have received a 50% match fund from the Department of Health and Social Care, for two defibrillators totalling £1,500. The defibrillator costs have been unanimously agreed by the Full Council. Proposed: Cllr J Willats, Seconded: Cllr S Parks. The Parish Clerk will proceed with the purchase of the Defibrillators. *LGA 1972, s.137: Power to spend on the welfare of the community.*  
The Parish Council received a kind donation by Sambeck Caravans, totalling £500.00, towards the defibrillator to be located at the Village Hall, in memory of John Farrow.
- 22. Accounts:**
- a) Banking Reconciliation: Non-Banking Signatories to review and authorise the banking reconciliation for November 2024. Proposed: Cllr S Parks, Seconded: Cllr A Sadler.
- 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.* Proposed: Cllr S Parks, Seconded: Cllr A Sadler.
- 23. Policy Review:** Parish Council to ratify the adoption of all Policies and Procedures: Proposed: Cllr A Sadler, Seconded: Cllr G Krinks.

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.  
*Item moved to January Agenda.*

**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.*  
*Item moved to January Agenda.*

**26. Reports from Amenities Representatives:**

- Allotments - Councillor G Parks: All Payments Received.
- Playing Field - Councillor A Sadler: Reports of an increased amount of litter and there are signs of wear and tear around the football goals.
- Tennis Court - Councillor G Parks: No Reports
- Footpaths - Councillor Krinks: Fallen Tree is still showing on Footpath 2. This has been reported.
- Tree Warden - Councillor S Parks: No reports
- Hazel Close Open Space - Councillor P Sadler: No reports

**27. Clerk's Report:**

- Parish Council .gov.uk Website updates will be continued into 2025 once the Cilca Qualification has been completed.
- Parish Council .gov.uk Emails have been set up. Cllr C Paterson, is still to move across to the new email platform.
- ILCA to CiLCA Qualification Update: Coursework has been completed and await submission after completion of 5/9 webinars.
- CiLCA Update: Unit 2 has been passed and Unit 3 has been completed awaiting response from the SLCC.

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

- Cllr A Sadler has also advised that the Parish Council hold many possible powers, including the creation of By Laws, the Parish Clerk is to formalise a list of available powers the Parish Council have.
- Cllr G Parks has advised there is a car illegally parking at the exit of Hazel Close. Cllr G Parks has been advised to report the vehicle and to liaise with Tendring District Council regarding their parking initiative.
- Cllr J Willats has enquired whether the Parish Council would consider the creation of ID Cards, for use when liaising with Residents and at Parish Council Meetings. Cllr A Sadler advised the Parish Council used to have lanyards, Cllr A Sadler, to enquire and advise update in January.
- Cllr J Willats would like to attend the new Councillor Training at the EALC. The Parish Clerk is to provide updated links to the training available.

**Date of next meeting: 8<sup>th</sup> January 2025**

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

Closure

Lynsey Ritchie-Fagg  
Parish Clerk & RFO  
8<sup>th</sup> December 2024



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## Appendix:

<u>Bank Payments</u>			
Date to be Paid	Payee	Amount	Payment Details
04/12/2024	Staff	£3,679.77	Salary
04/12/2024	Staff	£16.57	Expenses
04/12/2024	HMRC Cumbernauld	£1,889.42	P30
04/12/2024	M J Green	£1,380.00	Invoice 4783
04/12/2024	Landscape Services	£360.00	Invoice 2941
04/12/2024	Bellet Ltd	£436.19	Service for Mower, Strimmer and Leaf Blower
04/12/2024	Muscular Dystrophy	£300.00	Donation
04/12/2024	East of England Ambulance Service Charity	£300.00	Donation
04/12/2024	MacMillan Cancer Support	£300.00	Donation
04/12/2024	Wildlives Thorrington	£300.00	Donation
04/12/2024	Essex & Herts Air Ambulance Trust	£300.00	Donation
	<b>Total Bank Payments</b>	<b>£9,261.95</b>	

<u>Bank Reconciliation</u>	31/10/2024		30/11/2024	
Current Account	£	17,859.44	£	16,875.64
Reserve Account	£	25,343.08	£	25,343.08
<b>Total</b>	<b>£</b>	<b>43,202.52</b>	<b>£</b>	<b>42,218.72</b>