

THORRINGTON PARISH COUNCIL

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



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

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

The meeting was called to order at 7.04pm 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 meeting held on 6th December 2023, having been previously circulated, were agreed by those present and signed by the Chairman as a true and accurate record.

4. Public Questions:

There were none highlighted.

5. Reports from District & County Councillors:

- a) DCllr A Wiggins: Reported complaints had been received from residence regarding mud on Brightlingsea Road.
- b) DCllr A Wiggins has advised DCllr G Scott has received no response regarding mobile cameras from TDC.
- c) Thorington Councillors have raised concerns that DCllr G Scott does not respond to their emails and have asked DCllr A Wiggins to liaise with DCllr G Scott to determine if they are being received.
- d) DCllr A Wiggins to liaise with DCllr G Scott on behalf of Cllr P Sadler due to receiving no email response to her email sent regarding the Pride of Tendring Awards and she would like to know why there is no plus one this year on the invitation. DCllr A Wiggins has stated she understands that other clerks have been asked.
- e) Cllr A Sadler asked CC A Goggin about the lack of communications regarding the hedge at 3 Chapel Lane, member led initiative regarding the three pot holes in Church Road and the Manhole cover in Clacton Road. CCllr A Goggin has advised he would like to review/enquire and respond via email re each point. Cllr G Parks advised he had placed a bollard over the manhole cover in Clacton Road and had watched for 30 minutes and there was no noise as cars avoided the manhole cover. Cllr A Dewar suggested moving the bollard as if there had been an accident the Parish Council would be held liable.
- f) Cllr A Sadler has advised he attended the Great Bromley Parish Council meeting and has asked their clerk how they achieved their 30mph speed limits converted. CCllr A Goggin has advised a speed survey and evidence is required to start an enquiry into achieving the Tenpenny Hill speed reduction. CCllr A Goggin forwarded an email which he understood referenced Tenpenny Hill and Great Bromley Speed/Accidents and fatalities which, the clerk forwarded to all councillors. Cllr A Sadler has advised the email did not reference Tenpenny Hill and was not relevant.
- g) CCllr A Goggin has advised he had visited Chapel Lane and has raised concern that the hedge referenced outside 3 Chapel Lane is also encroaching on the pavement outside numbers 1, 2 and 4 Chapel Lane as well. He has asked what the Parish Council would like

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to be actioned and it has been agreed for Cllr A Goggin to send a letter to 3 Chapel Lane and for the clerk to send letters to numbers 1, 2 and 4 Chapel Lane.

- h) Cllr A Goggin has advised the member led initiative for the pothole scheme is to be dealt with by the end of the financial year and is to be used to ascertain what is dangerous and very dangerous and to prioritise repairs.
- i) Cllr A Goggin has advised the Church Road manhole does not belong to ECC and he has written to ECC to highlight the issue. There have been 6 reports made which, all show the manhole is defective but not dealt with by ECC. Cllr A Goggin has been advised the manhole belongs to the water authority and has advised to call highways as even though it is not dangerous it is causing a nuisance. Cllr A Goggin has advised he will write a letter on behalf of the resident who resides next to the manhole and explain the urgency for the cover to be replaced due to ill health and mental health. Cllr S Parks mentioned when it was damaged years ago the same neighbour's partner was terminally ill and they should not have to go through the same concerns again.
- j) Cllr A Goggin has advised a reference guide for reporting issues includes a website called 'My Road.'
- k) Cllr A Goggin has stated he is disappointed that the Parish Council feel he does not support Thorrington and the issues regarding Tenpenny Hill. Alan has suggested reviewing the Speed Survey and that he will request Police Reports.
- l) Cllr A Goggin has shown a map to the councillors of the work he is trying to get actioned by ECC which, includes Tenpenny Hill and that a meeting is scheduled in a few weeks and that he will advise the outcomes of the meeting.
- m) Cllr A Goggin has suggested writing a policy regarding maintenance of hedges within the Thorrington Parish and that this could be shared with the entire village.

Motion to be moved to the February agenda.

6. a) Planning applications:

23/01430/COUNOT Determination prior approval not required 18.12.2023 Delegated Decision	Apple Blossom Paddocks, Brightlingsea Road Prior Approval Application under Part 3, Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for proposed conversion of building to a residential dwelling.
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b) Planning resolutions/determinations:

23/01417/FULHH	Meadow Barn, Rosemary Lane Proposed extension to form additional living areas (alteration to approved planning 23/00139/FULHH).
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7. Tenpenny Hill Road Sign:

Motion to be moved to the February agenda.

8. Tennis Court Moss Treatment:

Motion to be moved to the February agenda.

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9. Allotments Deposits Policy:

Cllr A Dewar has provided draft wording regarding the ruling for allotment deposits. All councillors in Favour of the change. Clerk to amend wording on allotment tenancy agreement and provide copy for noticeboard and update website wording – clerk to liaise with A Dewar to seek approval.

10. 3 Chapel Lane:

- a) Cllr A Goggin has agreed to support the parish council and write to the owner occupier of 3 Chapel Lane requesting the hedge around the property to be cut back and maintained to allow access to the pavement outside of the property.
- b) Clerk to write letters to property numbers 1, 2 and 4 Chapel Lane explaining they will be held liable and potentially billed if the work is not carried out.

11. Cllr G Krinks to complete Disclosure of Pecuniary Interests.

Clerk has sent the document to Cllr G Krinks for completion and requested to be returned as a hard copy due to requiring signing by Tendring District Council.

Motion to be moved to the February agenda.

12. Clacton Road Man Hole:

Cllr G Parks has advised Cllr A Goggin that he has knocked at the house of the neighbour of the manhole cover and the member of the public has advised he called Essex Highways to report the manhole cover and ECC have stated that if he requests for notes to be added to the current report that the issue would be moved down the list of repairs recorded. The member of the public has advised the issue is causing mental health issues and that they cannot sleep. The member of the public has also advised that the surrounding properties have also reported the issue and the upset it is causing.

13. Cllr A Sadler would like to discuss the Footpath to Thorrington Cross on the lefthand side of the Clacton Road from Thorrington Cross to Cross Bungalow and has advised he will contact John Glover to obtain a quote for the work to clear the paths as he has undertaken other work in the local areas including Frating. Proposed by S Parks and Agreed by G Parks.

14. Grass Maintenance Schedule

- Insurance: Cllr A Sadler has advised the insurance document has been renewed and to diarise for 12 months.
- Maintenance of Equipment: Cllr A Sadler has advised all equipment has been maintained and to diarise for 12 months.
- Servicing for Grass Equipment: Cllr A Sadler has advised all equipment has been serviced and to diarise for 12 months.
- Clerk has been provided the grass maintenance schedule by Cllr A Sadler. Clerk to contact three grass maintenance companies and request quotes- maintenance to occur from March 2024. Clerk to action.

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15. Accounts: Payments for approval and signatures at meeting on 3rd January 2024

Cheque	Payee	Amount	Payment Details
300382	[REDACTED] (£111 & £182.00 Tax Rebate)	£774.26	Clerk wages, accom. & expenses
300383	[REDACTED]	£25.95	Telephone Invoice Payment
300384	John Glover Landscape Services	£120.00	Reduce Hornbeam on Playing Field
300385	SLCC Membership Payment	£120.00	SLCC Membership 2024/2025
300386	SLCC Courses Payment	£432.00	Course Payments

Cheques written	BACS	Direct Debits	Receipts
£1,472.21	£0.00	£343.59	£0.00

Balance of accounts with Unity Trust = £36,970.79

16. Reports from Amenities Representatives:

Allotments	<ul style="list-style-type: none"> a) Councillor A Dewar: Request made for copy of the tenancy plan of allotments to be passed to Cllr A Dewar for 2023/2024. Clerk to action. b) Councillor A Dewar: Request made for the website to be updated with the new tenancy agreement and to provide a copy for the noticeboard. Clerk to action.
Playing Field	Councillor A Sadler: Hornbeam has been cleared by John Glover.
Tennis Court	Councillor G Parks: Not currently in use.
Footpaths	Councillor G Krinks: Absent from Meeting
Tree Warden	Councillor S Parks: S Parks to check local area.
Hazel Close Open Space	Councillor P Sadler: A tree has fallen in the Hazel Close Open Space and has been reported by P Sadler. Clerk to follow up with an email to Open Spaces to ensure is removed.

17. Clerk's Report:

- a) Cllr P Sadler has been invited to Pride of Tendring Awards dated 16th February 2024 – Invitation only for Cllr P Sadler.
- b) Clerk has provided a proof from Impact Signs requested to go on the picnic benches to highlight not to have barbeques on the bench and to remove litter. All in Favour
- c) Clerk to check all councillors are compliant for their Code of Conduct, GDPR, Data Protection Act training and for documents to be signed and dated for audit purposes.
- d) Current Laptop used for Clerk & RFO is very old and the keyboard is not working (having to use separate keyboard for laptop to function) and it is taking up to 30 minutes to turn on.

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- Clr S Parks proposed the purchase of a new laptop. All in Favour.
- e) Clerk has registered for all SLCC & EALC courses to take part in 1st Quarter of 2024.
 - f) Clerk requested agreement for overtime & mileage to be paid for all courses attended in January, February & March. All in Favour.
 - g) Clerk requested agreement for overtime for mileage and hours used to take historic documents to records office in Chelmsford. All in Favour.
 - h) Clerk has advised the laptop purchased from eBay does not turn on – can this be securely disposed of? All in Favour.
 - i) Clerk has suggested a leaflet drop in Spring 2024 to try and fill the 3 empty councillor positions. All in Favour.
 - j) Clerk proposed for public questions to be highlighted via social media channels. All in Favour.
 - k) Clerk proposed to link with Avocet Place community to ensure a combined community link. All in Favour.
 - l) Clerk proposed to use social media to highlight when the Parish Council meeting is scheduled and to highlight minutes and agenda and highlight clearer link for Thorrington Parish Council website. All in Favour.
 - m) Clerk advised that McAfee on the current laptop is due to expire and would like to explore other options and compare costs. All in Favour.
 - n) Clerk highlighted several books that have been purchased by the council are not current. Clerk to check what needs to be updated and provide details to councillors in due course.
 - o) Historic documents including deeds for Playing Field, Allotments and Bus Shelter should be held in a secure temperature-controlled environment. All councillors in Favour for clerk to enquire whether they should go to the Chelmsford Records Office or Brightlingsea Museum where they hold historic books on Thorrington.
 - p) Digital Parish Noticeboard to be updated on Website and remove Thorrington Fun Day details due to age of event not being current.

19. Councillor's Reports:

- Increase in use of Dog Poo Bags over the bank holiday period and the level should reduce following the Christmas and new year period.

Date of next meeting 7th February 2024 at 7pm – Thorrington Village Hall.

Closure: There being no further business to discuss the chairman closed the meeting at 21.14pm.

Lynsey Ritchie-Fagg – Parish Clerk & RFO
7th January 2024

 6- 7.2.24