

# *THORRINGTON PARISH COUNCIL*

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



# THORRINGTON PARISH COUNCIL

Minutes of the Parish Council meeting held at the village hall on Wednesday 3<sup>rd</sup> July 2024 at 7.00pm



## MINUTES

**Present:** Cllrs P Sadler, A Sadler, G Parks, S Parks, L Morgan, C Paterson

**Also present:** CCLlr A Goggin, DCLlr G Scott, L Ritchie-Fagg (Clerk & RFO)

The meeting was called to order at 7.03pm 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 5<sup>th</sup> June 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:** No MOP's present.

5. **Report from District Councillor G Scott:**

- DCLlr G Scott has advised he has contacted Jonathan Hamlet - Waste and Recycling Manager at Tendring District Council regarding the Bottle Bank and has asked the Parish Clerk to liaise re organising the risk assessment for the planned location of the Bottle Bank. Cllr S Parks is also in communications with the owner of the land and has advised they would like to be informed when the assessment is to occur.
- Local Plan Public Consultation has been postponed to August/September 2024 and the consultation will last 6 weeks. DCLlr G Scott has advised he will contact the Parish Clerk to advise when this will occur.
- DCLlr G Scott has advised responding to Cllr S Park regarding an email communication for a request for a dropped kerb. DCLlr G Scott informed the Parish Council the function belongs to Essex County Council. CCLlr A Goggin has advised he will communicate with ECC to ascertain and will liaise with the Parish Clerk.

6. **Report from County Councillor A Goggin:**

- Cllr G Parks discussed Lufkins Farm with CCLlr A Goggin and both are in agreement the junction is dangerous, also unanimously agreed by the full council. CCLlr A Goggin has advised an email will be sent to Frating, Great Bentley and Thorrington Parish Councils to ask for feedback as to how the Parishes wish to improve the junction and limit accidents.
- Regarding No Mow May - Cllr A Goggin has advised he is backing the cutting of verges and hedges where the view is restricted and where a junction is dangerous for signage to be located at the site.
- CCLlr A Goggin has advised a resident opposite the post office in Thorrington has requested the road sweeper be used more frequently due to the mud on the road.
- CCLlr A Goggin has advised the new bus shelter contract is due imminently and has asked for this to be discussed at the next Council meeting.

*Item moved to August agenda.*

7. **Co-option of Councillor(s):** There were none highlighted.

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

<u>24/00855/ADV</u>	Bus Shelter 2512-0058 Tenpenny Hill O/S Woodlands Business Park W/O Brightlingsea Road Application for Advertisement Consent - Double-sided digital displays to replace existing Double-sided Internally Illuminated 6-sheet Bus Shelter advertising displays. Digital displays to portray static advertising images that change every 10 seconds.
<u>24/00627/FULHH</u> Mr Jim Parker - Camulus Builders Ltd	White House Station Road, CO7 8HY Householder Planning Application - conservation works to existing house, extension to existing house, conversion of barn to games room, conversion of second barn to form 2no. one bedroom annexes, and rebuild and extension of existing garage.

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<u>24/00878/FUL</u> Mr Gary Tomlin	Cross Farm Station Road, CO7 8JA Planning Application - Extension of residential curtilage and erection of ancillary domestic development. Retention of outdoor swimming pool, utility and plant rooms.
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**b) Planning resolutions/determinations: No Objections from Thorrington Parish Council.**

<u>24/00409/FULHH</u> Approval - Full 22.05.2024 Delegated Decision Mr and Mrs R Beckwith	35 Avocet Place, Thorrington, CO7 8FH Householder Planning Application - single storey rear extension (replacing existing conservatory).
<u>24/00149/FUL</u> Approval - Full 28.05.2024 Delegated Decision Ms Karen Pawsey	Apple Blossom Paddocks, Brightlingsea Road, CO7 8JL 1 new dwelling in lieu of prior approval for 1 dwelling, subject of application 23/01430/COUNOT.

**9. Approval of Documents: Financial Regulations**

The Parish Council has reviewed the NALC 2024 Financial Regulations document and have adopted the updates. The document has been signed by Cllr P Sadler.

**10. Hazel Close Open Space:**

Cllr A Sadler had advised he met with James Hill from TDC and they have agreed to maintain the concerns raised and has asked for an email to be issued in October, if the maintenance has not occurred. It has been suggested by TDC to expand the wild planting area as well.

**11. Chapel Lane Playing Field Hedge Cutting:**

Cllr A Sadler and the Parish Clerk have liaised regarding contacting contractors for the hedge trimming at Chapel Lane. Cllr A Sadler has advised he is happy to liaise with one to discuss the requirements and that we will liaise with the current grass contractor for a further quote.

*Item moved to August agenda.*

**12. Playground Inspection Review**

Cllr A Sadler had advised any reports suggested for the 2024 Play Ground Inspection are advisory only. It was the same inspector for 2023 as well.

**13. Chapel Lane Playing Field: Usage by Sports Clubs**

Cllr A Sadler and the Parish Clerk have communicated regarding sports clubs using Chapel Lane Playing Field, for the 2025 season, it has been suggested out of courtesy that the teams should contact the Parish Clerk to advise of the training sessions. The sessions must also not be for profit groups or private groups as the space is a local public space.

**14. Allotments: Plot Holder Maintenance**

Cllr G Parks has advised the following:

- Plot 1 has not been maintained and has requested for an email to be sent to the tenant requesting their plot to be cleared and covered within 1 month or to remove everything from the plot and leave the plot clear.
- Plot 16 the tenant has been in contact to advise of the updates to their maintenance and their long term plans. The Council have advised it is nice to hear an update and have asked the Parish Clerk to remind the tenant to take the brambles and weeds on their boundary of their plot back as far as they would like.
- Plot 23: Parish Clerk to email tenant to gently remind them to maintain their plot.

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## 15. Cut through from Heathlands to Clacton Road - Maintenance:

Cllr A Sadler has advised the cut through is impassable and has suggested the Parish Clerk contact John Glover for a quote. Proposed: Cllr A Sadler, Seconded: Cllr P Sadler.

*Item moved to August agenda.*

## 16. Long term Budget Forecast/ Wishlist of Council Assets:

Parish Clerk to post on social media to ask what the local community would like on their Wishlist. 1 to 5 Year Plan: What is the vision of the community and the council and what do you want to achieve? Strategic Plan & Action Plan required to show how Budgets are to be used.

*Item moved to August agenda.*

## 17. Footpaths Numbers 3 & 13:

Cllr G Parks had advised Footpaths 3 & 13 are to be maintained by ECC.

## 18. Hose Reel for Allotment:

Cllr A Sadler has suggested to purchase a Wolf Garten Hose Reel as the one at the Allotments is damaged and broken. Cllr A Sadler to investigate prices.

*Item moved to August agenda.*

## 19. Weed Burner:

Cllr S & G Parks have requested the purchase of a Weed Burner, Regulator and Gas Bottle. Proposed: Cllr A Sadler, Seconded: Cllr L Morgan. Parish Clerk to liaise with Cllr G Parks regarding the purchase.

## 20. Bottle Bank:

DCllr G Scott has advised he has contacted Jonathan Hamlet - Waste and Recycling Manager at Tendring District Council regarding the Bottle Bank and has asked the Parish Clerk to liaise re organising the risk assessment for the planned location of the Bottle Bank. Cllr S Parks is also in communications with the owner of the land and has advised they would like to be informed when the assessment is to occur.

*Item moved to August agenda.*

## 21. Domain & Emails:

Parish Clerk to provide an update regarding Cloud Next and Eyelid Productions: re website Domain and email.

*Item moved to August agenda.*

## 22. Code of Conduct Training:

Parish Clerk to provide an update of when the Council had Code of Conduct Training.

*Item moved to August agenda.*

## 23. Virtual Landline:

Parish Clerk to provide an update.

*Item moved to August agenda.*

## 24. Electricity for Street Lights:

Parish Clerk has advised:

- a) Eon Next Feeder Pillar: Bill has been renewed and fixed into a 3 year fixed term contract.
- b) N Power Unmetered Supply: Awaiting responses from N Power.

## 25. Lufkins Farm : Planning Application (Concrete Batching Plant) : Brett Aggregates Ltd

Parish Clerk to invite Brett Aggregate to the August meeting and liaise to request planning etc prior to meeting, ready for review.

*Item moved to August agenda.*

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## 26. Audit Review:

- a) Parish Clerk had advised all of the documents from the audit have been reviewed by Heelis & Lodge for the Internal Audit and the audit been completed. The documents are available to review on the Parish Website.
- b) Parish Clerk has advised the audit has been sent to the external auditors PFK Littlejohn for review and will advise feedback once, completed.

## 27. Public Rights:

1<sup>st</sup> July to 9<sup>th</sup> August inclusive are the dates that have been selected to be used by members of the public to contact the RFO to discuss accounts and the audit.

## 28. SLCC/NALC Salary Review:

Parish Clerk has liaised with the SLCC whom have advised the review is currently with NALC and will be returned soon.

## 29. Budget Review:

Parish Clerk has provided a review and provide feedback on the Quarter 1 Budget for the 2024-2025 financial year. Refer to Appendix 1.

## 30. Accounts:

- a) Banking Reconciliation: Signatories to review and authorise the banking reconciliation of May & June 2024.
- b) Payment Schedule: Signatories to review and authorise the proposed payment schedule at the meeting dated 5<sup>th</sup> June 2024. Refer to Appendix 2.

## 31. Reports from Amenities Representatives :

Allotments	Councillor G Parks: None Received
Playing Field	Councillor A Sadler: None Received
Tennis Court	Councillor G Parks: None Received.
Footpaths	Council has requested Parish Clerk to write a letter to 2 Ivy Cottages regarding the hedge and brambles.
Tree Warden	Councillor S Parks: None Received.
Hazel Close Open Space	Councillor P Sadler: None Received.

## 32. Clerk's Report:

An email was received from a MOP regarding the Allotment Gate hinges. Parish Clerk to liaise with the MOP to advise the gate is in good working order and for people to just take their time opening and closing the gate, to ensure its longevity.

## 33. Councillor's Reports:

Cllrs S & G Parks have advised Oliver from the Orchards has been in contact regarding Thorrington Cross.

**Date of next meeting 7<sup>th</sup> August 2024**

**Closure**

Lynsey Ritchie-Fagg – Parish Clerk & RFO  
10<sup>th</sup> July 2024

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## Appendix 1 Quarter 1 Budget Review 2024-2025:

		2023/24	2024/25	2024/25 Quarter 1
	Description	Budget	Budget	Budget
<b>1</b>	<b>ALLOTMENTS</b>			
1	Water supply	£500.00	£ 500.00	£0.00
1	Insurance	£150.00	£ 150.00	£0.00
1	Maintenance	£500.00	£ 500.00	£8.16
<b>2</b>	<b>PLAYING FIELD</b>			
2	Annual inspection	£50.00	£ 100.00	£0.00
2	Equipment repairs	£500.00	£ 500.00	£124.68
2	New equipment	£0.00	£ -	£0.00
2	Electricity supply	£500.00	£ 500.00	£112.38
<b>3</b>	<b>STREET LIGHTING</b>			
3	Electricity supply	£1,800.00	£ 1,800.00	£477.54
3	Maintenance	£560.00	£ 560.00	£253.14
3	Repair call out & replacement	£200.00	£ 200.00	£0.00
<b>4</b>	<b>GROUNDS MAINTENANCE</b>			
4	Grass maintenance contract	£3,600.00	£ 4,500.00	£2,520.00
4	Fuel	£400.00	£ 400.00	£127.12
4	Equipment service & maint.	£600.00	£ 1,000.00	£0.00
4	Hedges & trees	£1,000.00	£ 2,500.00	£0.00
5	Thorrington In Bloom	£0.00	£ -	£0.00
<b>5</b>	<b>GENERAL MAINTENANCE</b>			
5	Dog waste clearance	£750.00	£ 1,000.00	£292.80
5	Bus shelter	£0.00	£ -	£0.00
5	Tennis court	£500.00	£ 500.00	£0.00
5	Misc repair costs	£500.00	£ 500.00	£0.00
<b>6</b>	<b>STAFF COSTS</b>			
6	Salaries (Clerk & RFO)	£6,000.00	£ 6,500.00	£2,770.77
6	HMRC	£50.00	£ 100.00	£773.06
6	Payroll service	£150.00	£ 140.00	£0.00
<b>7</b>	<b>GENERAL ADMINISTRATION</b>			
7	Accommodation allowance	£300.00	£ 320.00	£0.00
7	Stationery/Office equipment	£250.00	£ 250.00	£68.24
7	Bank account fee/charges	£100.00	£ 100.00	£26.00
7	Mileage	£500.00	£ 500.00	£0.00
8	Subscriptions	£800.00	£ 850.00	£366.68
8	Training	£1,000.00	£ 1,000.00	£443.31
<b>8</b>	<b>OTHER</b>			
8	Village hall hire	£300.00	£ 300.00	£220.00
8	Insurance Premium	£1,000.00	£ 1,200.00	£1,242.60
8	Information Commissioner	£40.00	£ 40.00	£0.00
8	Donations (s137)	£1,000.00	£ 1,500.00	£0.00
9	Audit fees	£500.00	£ 680.00	£0.00
9	Election cost	£2,000.00	£ -	£0.00
9	Misc	£1,500.00	£ 2,000.00	£24.73
	<b>YEAR TOTAL</b>	<b>£27,600.00</b>	<b>£ 30,690.00</b>	<b>£ 9,851.21</b>
	<b>INCOME</b>			
	Precept	£27,000.00	£ 30,000.00	£15,000.00
	LCTS Grant	£0.00	£ -	£142.00
	Bank Interest	£60.00	£ -	£171.53
	Allotments	£690.00	£ 1,140.00	£0.00
	Misc	£0.00	£ -	£5,975.08
	Other Grants/Donations	£0.00	£ -	£0.00
	<b>YEAR TOTAL</b>	<b>£27,750.00</b>	<b>£ 31,140.00</b>	<b>£21,288.61</b>

		2023/24	2024/25	2024/25
		Budget	Budget	Budget Q1
<b>1</b>	<b>ALLOTMENTS</b>	£1,150.00	£ 1,150.00	£8.16
<b>2</b>	<b>PLAYING FIELD</b>	£1,050.00	£ 1,100.00	£237.06
<b>3</b>	<b>STREET LIGHTING</b>	£2,560.00	£ 2,560.00	£730.68
<b>4</b>	<b>GROUNDS MAINTENANCE</b>	£5,600.00	£ 8,400.00	£2,647.12
<b>5</b>	<b>GENERAL MAINTENANCE</b>	£1,750.00	£ 2,000.00	£292.80
<b>6</b>	<b>STAFF COSTS</b>	£6,200.00	£ 6,740.00	£3,543.83
<b>7</b>	<b>GENERAL ADMINISTRATION</b>	£2,950.00	£ 3,020.00	£904.23
<b>8</b>	<b>OTHER</b>	£6,340.00	£ 5,720.00	£1,487.33
		<b>£27,600.00</b>	<b>£ 30,690.00</b>	<b>£9,851.21</b>

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## Appendix 2 Payment Schedule July 2024:

### Bank Payments

Date to be Paid	Payee	Amount	Payment Details
03/07/2024	Staff	£558.01	Salary
03/07/2024	Staff	£12.19	Expenses
03/07/2024	Councillor	£56.77	Expenses
03/07/2024	Landscape Services	£96.00	Invoice 2862
03/07/2024	Landscape Services	£360.00	Invoice 2858
03/07/2024	Landscape Services	£360.00	Invoice 2854
03/07/2024	JRB Enterprises Ltd	£737.28	Invoice 27043
03/07/2024	Tendring District Council	£69.60	Invoice 722391
03/07/2024	JRB Enterprises Ltd	£65.46	Invoice 27113
03/07/2024	Heelis & Lodge	£260.00	Invoice HLD2348
	<b>Total Bank Payments</b>	<b>£2,575.31</b>	

### Banking Reconciliation

<u>Bank Reconciliation</u>	Total at 30/04/2024	Total at 31/05/2024
Current Account	£ 20,845.73	£ 16,352.16
Reserve Account	£ 24,997.09	£ 24,997.09
<b>Total</b>	<b>£ 45,842.82</b>	<b>£ 41,349.25</b>
<u>Bank Reconciliation</u>	Total at 31/05/2024	Total at 30/06/2024
Current Account	£ 16,352.16	£ 13,494.02
Reserve Account	£ 24,997.09	£ 25,168.62
<b>Total</b>	<b>£ 41,349.25</b>	<b>£ 38,662.64</b>