

# *THORRINGTON PARISH COUNCIL*

Minutes of the  
Parish Council Meeting  
held at  
Thorrington Village Hall  
dated  
Wednesday 5<sup>th</sup> June 2024  
at 7.00pm



# THORRINGTON PARISH COUNCIL



Minutes of the Parish Council meeting held at the village hall on Wednesday 5<sup>th</sup> June 2024 at 7.00pm

## MINUTES

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

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

The meeting was called to order at 7.03pm by Cllr P Sadler - Chairman

1. **Apologies for absence:** There were none highlighted.
2. **Disclosure of pecuniary interests:** There were none highlighted.
3. **Minutes of previous meeting:** The minutes of the meetings dated 8<sup>th</sup> May 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 A Wiggins:**
  - DCllr A Wiggins had sent the Tendring District Report to the Parish Clerk, whom has shared with the Council.
  - DC G Scott is liaising with TDC to have the sign created and erected for the end of Hazel Close.
  - DC A Wiggins is going to liaise with TDC regarding the request for the Bottle Bank at Thorrington and will advise the Parish Clerk in due course of findings.
  - Cllr G Parks has advised DCllr A Wiggins that Veolia are not using the correct sized rubbish bags within the bins at Chapel Lane Playing Field and has asked if TDC can liaise with Veolia. Would TDC replace the bins within the park?
6. **Report from County Councillor A Goggin:**
  - CCLlR A Goggin has sent his report to the Parish Clerk, whom has shared with the Council.
  - Elections are due to take place 4<sup>th</sup> July.
  - There have been four accidents near to Lufkins Farm within 7 days and CCLlR A Goggin has advised there is no reason not to approach the road with caution. CCLlR A Goggin is awaiting the police report and has advised to liaise with Thorrington Residents to be careful when using the road.
  - Cllr G Parks has advised the manhole on Clacton Road has not yet been fixed. CCLlR A Goggin has advised it is still to be repaired and has been reported as high priority on their list of repairs.
  - CCLlR A Goggin has advised the pot holes at Station Lane have been repaired up to the white line owned by the train company.
7. **Co-option of Councillor(s):** There were none highlighted.
- 8.a) **Planning applications: No Objections from Thorrington Parish Council.**

<a href="#">24/00592/FULHH</a> Mr and Mrs T Haywood	The Glen Brightlingsea Road, CO7 8JJ Householder Planning Application - single storey side extension and front porch (following demolition of existing porch and conservatory), alterations to existing front dormer window. Detached garage with car port.
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**b) Planning resolutions/determinations: No Objections from Thorrington Parish Council.**

<a href="#">24/00215/FULHH</a> Approval - Full 30.04.2024 Delegated Decision Mr Paul Forrester	The Linnets, Clacton Road, CO7 8JW <i>Proposed two storey side, part two storey rear, and part single storey rear extensions.</i>
23/01460/FUL Mr Darren Sell Appeal Notification	Darmel Lodge Brightlingsea Road Thorrington <i>Proposed new chalet bungalow to the rear of Darmel Lodge with new access, and retention of existing bungalow (Darmel Lodge).</i>

9. **Approval of Documents: Financial Regulations** Council to review the financial regulations document following the update from NALC.  
*Item moved to July Agenda.*

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## 10. TDALC:

- Cllr P Sadler to take any questions in regards to TDALC report, which was circulated following the meeting being completed on 22<sup>nd</sup> May 2024.
- Thorrington Parish Council have agreed to write a response regarding the National Grid upgrade.
- All meetings for TDALC are held via zoom.

11. **Litter Picking Rota:** Cllr S Parks has arranged a rota for Litter Picking and the Council have agreed for the Council to fund the purchase of Black Sacks for collecting litter and having stickers created stating 'Thorrington Parish Council: Litter Picking'. Proposed: Cllr P Sadler, Seconded Cllr G Krinks. All in Favour.

12. **Hazel Close Open Space:** Cllr A Sadler has advised nobody from TDC has been out to cut the hedge and cleared the undergrowth at Hazel Close Open Space and the bollards, also have not been replaced. Parish Clerk to liaise with the Open Spaces team to enquire as to whether Thorrington Parish Council can take over the control of Hazel Close Open Space, ask TDC if they will replace the bollards and keep control of the play area, what can and can't be done and what costs would be involved?

*Item moved to July Agenda.*

13. **Playing Field Hedge Cutting:** Cllr A Sadler has advised the company who have cut the hedge annually at Chapel Lane Playing Field has retired and that it would be useful to seek quotes from companies to who would be able to keep the shape of the hedge, take away any cuttings and ensure they are cutting without it being flailed. The previous company did a wonderful job and the Council would like the same level of care taken, when appointing a new contractor. This has been done annually in August for years.

*Item moved to July Agenda.*

14. **Allotments: Plot Holder Maintenance:** Cllr C Paterson has advised a lot of the plots at the allotment are not being maintained and it has been agreed for the Parish Clerk to send an email to all plot holders to remind them of the tenancy agreement. Cllr G Parks has advised of two plots that require urgent emails to be sent regarding the poor conditions of the plot.

*Item moved to July Agenda.*

15. **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 resurface & new fencing surrounding the court. Parish Clerk to enquire about grants and funding.
- Bus Shelter to be replaced or renovated. Parish Clerk to enquire about grants and funding.
- Replacement of the Bench at Thorrington Cross. Parish Clerk to enquire about grants and funding.

16. **Bottle Bank:** DC A Wiggins is going to liaise with TDC regarding the request for the Bottle Bank at Thorrington and will advise the Parish Clerk in due course of findings.

17. **Domain & Emails:** Parish Clerk has advised the requests to transfer to a .gov.uk email and website platform have been instigated and should be in place prior to the July 2024 meeting.

*Item moved to July Agenda.*

18. **Training with the EALC:** Bulmer Parish Council have agreed to cover the entire costs of the CiLCA Qualification to start in September 2024 for the Parish Clerk. Study time to be discussed re splitting across 3 Parishes.

*Item moved to July Agenda.*

## 19. Code of Conduct Training:

Parish Clerk is to continue to chase TDC to provide an update of when the Council had Code of Conduct Training.

20. **Mobile Phone & Sim:** Thorrington Parish Council have decided there is no need for the Parish Clerk to have a mobile phone as the calls are limited and to be reviewed in 6 months. Parish Clerk to look into Virtual Landline to ascertain what they can offer.

*Item moved to July Agenda.*

## 21. Electricity for Street Lights:

Parish Clerk has advised has not been able to liaise with N Power to provide details of the unmetered street lights and that it has been decided by the Council to cancel the Direct Debit. Parish Clerk to liaise with SSE to ascertain if they can take over the unmetered street lights. Parish Clerk to liaise with Eon to ascertain having the electricity supplied on a new lower cost tariff.

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22. **Dog Waste Bags:** Parish Clerk and Cllr A Sadler have advised the 30 outstanding boxes of dog waste bags have arrived dated 5<sup>th</sup> June 2024.
23. **Internal Audit:** The Internal Audit was sent to Heelis & Lodge in May following the previous monthly meeting and currently awaiting responses.  
*Item moved to July Agenda.*
24. **Public Rights:** Once the Audit has been returned the Parish Clerk is to advertise the Public Rights dated: 1<sup>st</sup> July to 9<sup>th</sup> August inclusive, whereby members of the public to contact the RFO/Parish Clerk to discuss accounts and the audit.  
*Item moved to July Agenda.*
25. **SLCC/NALC Salary Review:** Parish Clerk has advised the paperwork for the joint salary review has been received, completed and returned to the SLCC/NALC for review.  
*Item moved to July Agenda.*
26. **Budget Review:**  
Parish Clerk to review and provide feedback on Budget Review at July Meeting, following completion of 1<sup>st</sup> Quarter 2024/2025.  
*Item moved to July Agenda.*
27. **Accounts:** Payments for approval and signatures at meeting on 5<sup>th</sup> June 2024. The Payment Schedule and Banking Reconciliation is shown in the appendix after the closure of the minutes.
  - Cllr G Krinks is to chase Unity Trust Bank for Access and Log On details for the Parish Bank Account.

28. **Reports from Amenities Representatives :**

Allotments	Councillor G Parks: Has requested for the Parish Clerk to liaise with the allotment plot holders to adhere to their tenancy agreement.
Playing Field	Councillor A Sadler: Goals have had a new sign attached stating 'Goals not to be moved' and they had been moved within 24 hours. The grass at the Playing Field is being maintained weekly.
Tennis Court	Councillor G Parks: Tennis Court is being regularly used and is a wonderful community asset.
Footpaths	Councillor Krinks: No comments.
Tree Warden	Councillor S Parks: No comments.
Hazel Close Open Space	Councillor P Sadler: No comments.

29. **Clerk's Report:**

- The Audit paperwork and information required has been complied and was sent away just after our last meeting and I have not heard anything back, so taking that as a positive.
- EALC have refunded £500 bursary against last year's financial year for the courses I had attended.
- Great Bentley Primary School have asked if they can place a banner on the road just outside of Brightlingsea near the Bus Shelter on the silver railings for 2 weeks. Event is dated 15<sup>th</sup> June. Parish Clerk to communicate with the PTA.
- Village Hall has been booked for the elections in July.

30. **Councillor's Reports:**

- Cllr A Sadler has advised of a water leak at the meter located near to the allotments. Affinity Water have been out and fixed the leak. Parish Clerk to check regarding the water leakage allowance with Affinity Water/Castle Water to ensure payments are correct.
- Cllr S Parks has suggested for the Parish Council to purchase a weed burner to use on PROW due to EHWs not doing their cuttings. To be added to the July Agenda.
- Parish Clerk to invite PC Owen Griffiths to next Parish Council meeting.
- Cllr A Sadler has reminded the council to only fill up the dog waste bag dispensers once they are down to one strip. The supply needs to last for the entire financial year. The remaining boxes reside in the shed at the allotment.

**Date of next meeting 3<sup>rd</sup> July 2024**

**Closure: Meeting closed at 21.37pm**

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## Payment Schedule June 2024:

Date to be Paid	Payee	Amount	Payment Details
05/06/2024	Staff	£ 1,017.48	Salary
05/06/2024	Staff	£ 12.19	Expenses
05/06/2024	HMRC Cumbernauld	£ 503.13	P30 Employer PAYE Ref: 120/FA57429
05/06/2024	Councillor A Sadler	£ 58.76	Expenses
05/06/2024	EALC	£ 288.00	Invoice 17800
05/06/2024	Landscape Services	£ 360.00	Invoice 2843
05/06/2024	Impact Signs	£ 42.00	Invoice 11330
05/06/2024	Kedel	£ 82.68	Invoice PO43290
05/06/2024	Cloud Next	£ 12.00	Invoice 221876
05/06/2024	Cloud Next	£ 119.98	Invoice 221877
<b>Total Bank Payments</b>		<b>£ 2,496.22</b>	

## Banking Reconciliation June 2024:

### Current Account:

30/04/2024: £20,845.73

31/05/2024: £16,352.16

### Reserve Account:

30/04/2024: £24,997.09

31/05/2024: £24,997.09

Lynsey Ritchie-Fagg – Parish Clerk & RFO

30<sup>th</sup> May 2024