

THORRINGTON PARISH COUNCIL

Minutes
of the Parish Council
meeting held at
Thorrington Village Hall
dated
Wednesday 6th March
2024
at 7.00pm



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

Also present: Cllr A Goggin, DClr G Scott, L Ritchie-Fagg (Clerk & RFO) and 4 members of the public (MOPs)

The meeting was called to order at 7.02pm 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 meeting dated 7th February 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:

- MOP asked what the Parish Council's response to the Mineral Plan contained. Cllr P Sadler advised this was being reviewed in Agenda Item 8 and will be responded to on the website by the Parish Clerk.
- The Quarry Warriors working group are to continue to door knock to remind residents to send in their responses regarding the Quarry before public consultation finishes 19th March 2024.
- Various responses regarding the Local Mineral Plan given to Parish Councillors; most individuals objecting to A74 Thorrington Hall Farm and others are grateful due to building supplies being required.
- MOP has asked Parish to send a message of gratitude to Thorrington Village Hall committee for allowing the use of the Village Hall for free on 2nd March 2024.
- Quarry Warriors to liaise with the residents of The Orchard and local Residential Homes plus Scouts Hall to ensure responses have been sent and if any help is required to understand the A74 Hall Farm Mineral Plan that the time would be given.
- MOP has advised the drop in session dated 2nd March to help residents complete the forms for the public consultation had been greatly received and that there was a good atmosphere for the duration of the afternoon. The Quarry Warriors and helpers feel that they have tried to make a difference.
- MOP has enquired if a forward plan has been considered for trees to be planted to reduce dust. Should the Quarry be successful.
- Parish Clerk to update Website & Social Media reminding people of the help available to complete forms, if required.
- MOP has advised their hedge maintenance has been completed following the receipt of a letter from the Parish Clerk, no response was requested within the letter received. The March 2024 agenda stated no response had been requested; MOP has advised as no response was requested, they did not feel the need to advise that the maintenance had been completed.

5. Report from District Councillor G Scott: 10 minutes time allowed for this item:

- DClr G Scott read out the District Council report sent via email to all Parish Councillors.
- DClrs G Scott & A Wiggins attended the Thorrington drop in session dated 2nd March to help provide details regarding the proposed Quarry Sites across Tendring, specifically Thorrington Hall Farm and both felt had been a successful afternoon.
- DClr G Scott to consider No HGV signs for Clover Drive as he had been contacted by a MOP regarding lorries entering Clover Drive.
- Chapel Lane road sign is missing and DClr G Scott has agreed to liaise with TDC to have the sign replaced.
- Cllr G Parks has asked if any further updates have been received regarding CCTV being used to help deter fly tipping. DClr G Scott has advised other Parishes are also interested, however there is currently no update.
- DClr G Scott left meeting 19.30pm.

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

- Cllr A Goggin has apologised for no report being provided to the Council ahead of the meeting.
- Cllr A Goggin has advised he has received over 150 emails over the past 10 days regarding the Local Mineral Plan and that has been his priority due to the date and time limits for the public consultation finishing 19/03/2024.
- Cllr A Goggin has advised an engineer has revisited the Clacton Road man hole and it has been deemed not dangerous. Cllr A Goggin has proposed once the Member Pot Hole Scheme goes live that the Clacton Road man hole is the first item to be fixed.
- Cllr A Goggin has advised a further budget has been agreed for 2024/2025 for Essex and he is hopeful potholes and road issues will be repaired and also the B1027 Project may go ahead with the additional funds being available.
- Cllr A Goggin has advised the waste booking system is going live in April at the Clacton Waste Management site.

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- Cllr A Goggin has completed a BBC interview dated 5th March regarding the A74 Thorrington Hall Farm Mineral Plan and is to be released 11th March on Look East.
- Cllr A Sadler has asked if Cllr A Goggin would be able to help regarding the top dressing for the pavement near to Thorrington Cross and Cross Bungalow and for it to be repaired/replaced as the pavement is full of pot holes and is dangerous to walk along.
- Cllr A Goggin has advised from April 2024 a Van with 2/3 employees will be heading around Tendring to fix pot holes.
- Cllr A Goggin left meeting at 20.00pm.

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

24/00050/LBC Mr C Aungier	Pear Tree Cottage, Clacton Road <i>Extension to existing summer house to create new annexe accommodation.</i>
24/00051/FULHH Mr C Aungier	Pear Tree Cottage, Clacton Road <i>Extension to existing summer house to create new annexe accommodation.</i>
24/00231/FUL	Rookwood Stables Brightlingsea Road <i>Planning Application - Replacement stables, mobile field shelter on skids and temporary siting of caravan whilst the new dwelling (approved under planning reference 22/01845/FUL) is constructed.</i>
24/00149/FUL	Apple Blossom Paddocks Brightlingsea Road <i>1 new dwelling in lieu of prior approval for 1 dwelling, subject of application 23/01430/COUNOT.</i>

b) Planning resolutions/determinations: No Objections from Thorrington Parish Council.

23/01670/FUL Approval - Full 15.02.2024 <i>Delegated Decision</i>	Gatehouse Farm, Brightlingsea Road <i>Construction of manege.</i>
23/01460/FUL Refusal – Full 21.02.2024 <i>Delegated Decision</i>	Darmel Lodge, Brightlingsea Road <i>Proposed new chalet bungalow to the rear of Darmel Lodge with new access, and retention of existing bungalow (Darmel Lodge).</i>
24/00070/WTPO Approval - Full 21.02.2024 <i>Delegated Decision</i>	Tabarin, Church Road <i>Pollard 2 Oak trees (1 crown) by 50%.</i>

8. Local Mineral Plan A74 Thorrington Hall Farm:

- Cllrs G & S Parks thanked J Cooper for creating the Quarry Warriors and for helping the community come together to create a working group to help highlight the proposed A74 Thorrington Hall Farm quarry and, for helping to organise the Village Hall drop in afternoon dated 2nd March to help people complete their responses: 111 members of the public attended the afternoon.
- Thorrington Parish Council's response to the Mineral Plan. Proposed by Cllr P Sadler, Seconded by Cllr A Sadler. All in Favour. Clerk to send the response on behalf of Parish Council.

9. Wild Planting: Hazel Close Open Space:

Cllrs A Sadler, A Dewar and G Parks to organise a date to get the wild seeds raked and planted in April 2024.

10. Allotment Incinerator/Burning Items:

- Cllr A Dewar highlighted there has been an increase of waste dumped by the incinerator and within the Allotment Tenancy Agreement it states all plots to be kept tidy.
- Cllr A Dewar has advised he will create a sign to be laminated and placed by the incinerator asking the plot holders to remove their waste.

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- Cllr A Dewar has advised if the waste is not removed the facility of the incinerator will be removed permanently.
- Parish Clerk to send an email to Allotment plot holders requesting to remove waste and dispose at local recycling centre.

11. Annual Play Inspection:

Thorrington Parish Council have agreed unanimously to continue to use Tendring District Council for the Play Equipment Inspection. Proposed by Cllr S Parks, Seconded by Cllr A Sadler.

12. Internal Audit:

Clerk has requested for continued use of current internal auditors Heelis & Lodge due to them working with Thorrington Parish Council previously and as new to post Q4 2023 that they would be able to advise and guide regarding what is required for the Internal Audit for 2023-2024 accounts. Proposed by Cllr A Sadler, Seconded by Cllr S Parks.

13. Email Addresses & Personal Email Use:

Parish Clerk has advised all email communications for the Parish Council MUST be completed via the appointed Gmail email addresses and not from personal email addresses. Should a Subject Access Request be received all email addresses can be accessed and this would include all of your personal data AND includes WhatsApp messages. Parish Clerk is liaising with Microsoft and other councils to research other platforms that are used for cloud storage and easy use. Council have requested Parish Clerk to enquire moving to .gov.uk or .org email platform.

14. Expenses:

Amazon Business Account for purchases of Stationary and Office Supplies. Proposed Cllr G Parks, Seconded Cllr G Krinks.

15. Policies & Procedures:

Parish Clerk to review Standing Order, Financial Regulations & Code of Conduct previously set.
Moved to April 2024 Agenda.

16. Asset Register:

Annual inspection of all Assets within Thorrington owned by Thorrington Parish Council & Photos required of each item – Register to be updated. All Councillors have agreed to help.
Moved to April 2024 Agenda.

17. Risk Management:

Cllrs A Sadler, A Dewar & G Parks have agreed to help with the completion of the Risk Assessment updates and Parish Clerk to ensure all contractors have provided copies of Insurances.
Moved to April 2024 Agenda.

18. Business Continuity:

Parish Clerk has advised all documents belonging to Parish Council have been backed up and loaded onto an external hard drive. Parish Clerk has requested if we can purchase an additional external hard drive to keep offsite. Proposed Cllr G Krinks, Seconded G Parks. All in Favour.

19. Risk Assessment:

Assessment to be undertaken for Working from Home.
Moved to April 2024 Agenda.

20. Finance:

General Reserves/Savings/ Emergency Funds/Elections Reserves?
Scheme of Delegation: What can be spent without requesting at Parish Council meeting?
Moved to April 2024 Agenda.

21. Speed Reduction in Thorrington:

The Essex County Council (Various Roads, Thorrington) (30mph Speed Limit and 40mph Speed Limit) Order 202*. Parish Council have advised this is being dealt with by Essex County Council.

22. Tenpenny Hill Road Sign:

Parish Council have agreed for item to be removed from the agenda and minutes going forward due to no response being received from Essex County Council & PC Owen Griffiths.

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23. Tennis Court:

Moss Treatment has been purchased by Cllr G Parks and will be applied during March 2024. Tennis Courts are due to be re-opened April 2024.

24. Dog Waste Bags:

Economy Dog Poo Bags to be purchased for the year 2024/2025: Total of 40 boxes to be ordered through JRB Enterprise.

25. Allotments Tenancy Agreement:

The allotment tenancy document had been shared to all allotment holders in February and two responses received enquiring about manure and water rates. Cllr A Dewar has advised Parish Clerk that manure is no longer provided at the allotment due to the quality that was previously received and that water rates are inclusive of the yearly plot rental fees. The tenancy agreement is to be amended to reflect changes and to be resent to allotment plot holders.

26. Wishlist of Council Assets:

Moved to April 2024 Agenda.

27. Biodiversity Act:

Cllr A Dewar to write the Biodiversity Policy to include how to action and implement.

28. Insurance Policies:

Parish Clerk has attended the Advance Councillor training provided by EALC and is to check what is included within all Insurances, to ensure compliant with suggestions following completion of the course.

Moved to April 2024 Agenda.

29. Publish Budget set for 2024/2025:

Pie Chart to be created to make it easy for people to read and understand where money is budgeted and to be shared on website.

Moved to April 2024 Agenda.

30. Long term Budget Forecast:

1 – 5 Year Plan: What is the vision of the Council and what would the Council like to achieve within the next 5 years?

Parish Council to complete a Strategic Plan & Action Plan to highlight how budgets are to be used. Cllr A Sadler & Parish Clerk to liaise to complete.

Moved to April 2024 Agenda.

31. Chapel Lane Hedges:

a) 4 Chapel Lane: Parish Clerk to contact TDC Housing Association requesting Tenant to adhere to Tenancy Agreement.

b) 29 Hazel Close: Chaser letter to be sent to resident requesting response regarding Hedge.

32. Cllr G Krinks Record of Interests Form:

All other Thorrington Parish Councillors have complete and sign all forms sent via email dated 30/01/2024 . Hard Copies to be sent to Tendring District Council to be signed once final form received from Cllr G Krinks through the post sent to the Parish Clerk. Documents to then be uploaded onto website once signed by TDC.

33. Vehicle Activated Sign:

CCllr A Goggin has stated at present there is no grant available for a further VAS (Vehicle Activated Sign) within Thorrington, following the proposal from Cllr A Sadler in February. Added into Budget Plan for 2024/2025.

Moved to April 2024 Agenda.

34. Thorrington Cross Footpath:

Maintenance work has been completed by Landscape Services (John Glover) to clear pathways on the footpath from Thorrington Cross to Cross Bungalow on the left hand side of Clacton Road. A MOP has said thank you to the Council for having the works completed.

35. Grass Maintenance Schedule:

Grass Maintenance tender has been secured with Landscape Services (John Glover) and contract agreed for 3 years: 2024-2027.

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36. Chelmsford Records Office Historical Documents:

Parish Clerk has advised all historical documents including the deeds for Playing Field, Bus Shelter and Allotments and archive documents will be delivery to the Chelmsford Record Office 07/03/2024.

37. Leaflet Drop for Council Chairs vacancies:

Map breakdown for leaflet drop prepared and passed to Councillors to occur in Spring 2024.

Moved to April 2024 Agenda.

38. Accounts:

Payments for approval and signatures at meeting on 7th February 2024.

Cheque	Payee	Amount	Payment Details
300395	L Ritchie-Fagg	£ 1,623.60	Salary, Accommodation & Mileage
300396	L Ritchie-Fagg	£ 181.11	Expenses
300397	Cllr G Parks	£ 47.99	Q Clear Algae Remover
300398	Cllr A Sadler	£ 4.50	Key Cut for Village Hall
300399	EALC	£ 432.00	EALC Courses
300400	Landscape Services Ltd	£ 960.00	Invoice 2797
300401	Impact Sign Services Ltd	£ 48.00	Invoice 11158: Replacement Cheque 300389

Cheques written	BACS	Direct Debits	Receipts
£3,297.20	£8.00	£196.77	£0.00

Balance of accounts with Unity Trust as at 29/02/2024 = £31,601.12

39. Reports from Amenities Representatives :

Allotments	Councillor Dewar: No Report
Playing Field	Councillor A Sadler: Grass Cuttings to commence within the Month.
Tennis Court	Councillor G Parks: No Report
Footpaths	Councillor Krinks: Footpath near to Scout Camp has been cleared.
Tree Warden	Councillor S Parks: Footpath 13 has not been treated for tree roots. Cllr S Parks to liaise with Gibbons Farm & to also liaise with Clive Dawson at TDC regarding Tree Survey.
Hazel Close Open Space	Councillor P Sadler: No Report

40. Clerk's Report:

- Accounts for the 2023/2024 year have been passed across to Cllr S Parks to carry out a non-signatory financial audit to cross reference accounts from the past financial year.
- 1200 Leaflets were printed to help raise awareness of the A74 Thorrington Farm Mineral Plan.
- Parish Clerk has advised using a memory stick for backing up full computer is not ideal as they can be lost. Clerk has explained using two external hard drives and one staying with Clerk and the other with a member of the council will always ensure there is a backup available.
- Internal Auditors Heelis & Lodge have advised to ensure Internal Controls Policy & Risk Assessments completed prior to 31/03/2024.
- Clerk has thanked Cllr P Sadler for the invitation to the Pride of Tendring Awards – was a lovely evening and one I am grateful to have been invited to attend.
- Salary transpires to have been paid ahead of month end and therefore receiving payment in advance instead of in arrears. Clerk has advised for best practice and moving forward that although payments will be agreed and signed at the monthly meetings, the payment for salaries will be dated the end of the following month i.e 3rd April Meeting salary will be ratified at the meeting and payment released for last day of the month 30th April and so on going forward.
- Street Lights that are currently contracted by Npower Business are to be moved to another supplier – Eon & Opus cannot take on an unmetered supply. Clerk to communicate with EDF and SSE to make enquiries.
- Fireproof Box to be purchased for Deeds & Hard Copy Documentation – Room in Box for Laptop. To ensure fulfil the risk assessment.

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- Clerk has expressed an interest in attending 3 additional courses held by the EALC – Code of Conduct, Minutes & Agendas, Standing Orders. Proposed by Cllr S Parks, Seconded by Cllr G Parks. All in Favour.
- Clerk's Salary to be sent to appeal with NALC & SLCC for the joint appeal for salary reviews, as agreed with Cllrs P Sadler & A Dewar, following completion of positive probationary period.
- 13th Edition of Arnold Baker on Local Council Administration Book has been released and is currently on order with the EALC.

41. Councillor's Reports:

- Cllr A Dewar has advised there is a rubbish bin that has been placed outside the back of Clifton House, Clacton Road. Parish Clerk to send a letter to resident requesting a response regarding the rubbish bin; if it is the residents to kindly move back inside the gate or if not theirs to advise and that the Parish Council will remove.
- Cllr A Sadler has asked Parish Clerk if any response had been received from TDC regarding the remedial work to take place at HCOS. Parish Clerk has advised no and will chase up via email.
- Cllr A Dewar has advised there has been a car parked on the Pavement within Church Road and has asked Parish Clerk to write a letter to the car owner kindly requesting they park within the Road, to allow access to the pavement for all.

Date of next meeting 3rd April 2024

Closure: There being no further business to discuss the chairman closed the meeting at 21.47pm.

Lynsey Ritchie-Fagg – Parish Clerk & RFO
11th March 2024