

# THORRINGTON PARISH COUNCIL

Agenda for the Parish Council  
meeting held

at

Thorrington Village Hall

dated

Wednesday 6<sup>th</sup> November

2024

at 7pm



# THORRINGTON PARISH COUNCIL



Members of the Council are hereby summoned to attend the Parish Council meeting being held at Thorrington Village Hall, Church Road, Thorrington on Wednesday 6<sup>th</sup> November 2024 at 7pm.  
Members of the press and public are welcome to attend.

## AGENDA

- 1. Apologies for Absence:** 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:** 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:** To approve the minutes of the meetings held on 2<sup>nd</sup> October 2024. *LGA 1972, Sch 12, para 41(1):* Minutes must be signed as a true record.
- 4. Co-option of Councillor(s):** 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.
- 5. 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.
- 6. Report from District Councillor: 10 minutes time allowed for this item.**
- 7. Report from County Councillor: 10 minutes time allowed for this item:**
- 8. Speed Watch in Liaison with Brightlingsea Parish Council:** Cllr M Court (Brightlingsea Town Council) to provide details.
- 9. Planning Applications: LGA 1972, Sch 1, para 8:** Powers related to town and country planning.

a) Applications:

Application Number	Applicant	Application Type	Address
24/01472/FULHH	Mr. Dave Williams - Apex Residential Design	Householder Planning Application - Two Storey Rear Extension	22 Clover Drive, Thorrington, CO7 8HL
<u>24/01488/FULHH</u>	Mr Jim Parker - Camulus Builders Ltd	Householder Planning Application - Conservation works to existing house including Extensions to Existing House. Conversion and extension of existing part 1/part 2 storey barn to create Games room and associated ancillary space. Construction of 2 x one bedroom annexes for family members. Rebuild and extension of existing Garage.	White House, Station Road, CO7 8HY

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## b) Determinations:

Application Number	Applicant	Application Type	Address
<u>24/40020/PREAPW</u> Support Pre Application 22.10.2024 Delegated Decision	Mark S Amos	Pre application enquiry for treehouse on the boundary.	Creek Cottage Brightlingsea Road, CO7 8JJ

10. **Footpath 13:** Escalation to PROW update and discussion to advise St John College.
11. **Litter Picking**
  - a) Cllr S Parks to open discussions regarding updating the tools currently used to heavy duty, extendable litter pickers.
  - b) Cllr S Parks to open discussions regarding arranging a Community Litter Pick.
12. **Mower/Strimmer Service:** Cllr A Sadler to open up discussion and Council to determine decision.
13. **Discuss obtaining quotes for contractors to clear the allotment bank:** Cllr A Sadler to open up discussion.
14. **Policy Review:** Parish Clerk to provide copies of all policies to Council ahead of the Meeting for review and adoption at November Parish Council Meeting.
15. **Location of Possible Additional VAS System and Purchase:**
  - a) Parish Council to determine the location of an additional portable 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.*
16. **Trees on Station Road:**
  - a) Parish Council to determine the quote 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.*
17. **Local Council Award Scheme:** Council to determine if they would like to apply for the awards.
18. **Civility & Respect Policy:** Would the Council like to sign up to the Civility and Respect Policy?
19. **Defibrillator:** Parish Clerk to provide an update, and the Parish Council to determine purchasing a Defibrillator for the Village Hall and additionally at the Thorrington Business Park.  
*LGA 1972, s.137: Power to spend on the welfare of the community.*
20. **Donations from Thorrington Parish Council:** Council to determine whom is awarded donations for the 2024/2025 period and the total of each donation.
21. **Accounts:**
  - a) Banking Reconciliation: Signatories to review and authorise the banking reconciliation for October 2024.
  - b) Payment Schedule: Signatories to review and authorise the proposed payment schedule for November 2024.  
*LGA 1972, s.150: Council's authority to approve accounts and financial matters.*
22. **Reports from Amenities Representatives:**
  - Allotments - Councillor G Parks
  - Playing Field - Councillor A Sadler
  - Tennis Court - Councillor G Parks
  - Footpaths - Councillor Krinks
  - Tree Warden - Councillor S Parks
  - Hazel Close Open Space - Councillor P Sadler



## 22. Clerk's Report:

- Parish Council .gov.uk Website
- Parish Council .gov.uk Emails
- FILCA Qualification Update: Course Completed.
- ILCA to CiLCA Qualification Update: Coursework has been completed and await submission after completion of 9 webinars.
- CiLCA Update: Unit 1 has been completed awaiting review by mentor and will be uploaded.
- Sunshine Coast Greenway Project: Parish Council to determine support of project.
- BASICS Critical Care Car: 13<sup>th</sup> November launch has been cancelled. Proposed Open day in 2025.
- Local Government Pay Agreement was received 23<sup>rd</sup> October 2024, from the NALC: The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1st April 2024 to 31st March 2025. 'We encourage employers to implement this pay award as soon as possible and backpay for employees.'

LGA 1972, s.111: General powers to carry out administration functions.

## 23. Councillor's Reports:

### Private & Confidential Session

This session is conducted under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, which states: "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

**24. Annual Appraisal:** Cllrs P. Sadler and S. Parks are to present an overview of the annual appraisal for review by the Full Council. *In compliance with Section 112 (1) of the Local Government Act 1972, which states: "A local authority shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them,"*

**25. Salary Review:** *In accordance with Section 112 (2) of the Local Government Act 1972, which states: "The terms and conditions on which a local authority appoints a person to be an officer of the authority shall be such as the authority think fit," and following guidance from the Society of Local Council Clerks (SLCC):*

- a) Pay Scale Review: The Full Council to discuss and determine the appropriate Pay Scale Point for the Parish Clerk/Responsible Financial Officer (RFO) based on the informal salary review provided by the SLCC in October 2024.
- b) Back Pay Consideration: The Council is to resolve if the revised Pay Scale Point should be backdated to the Clerk's original date of employment, given the role's initial misalignment with recommended pay scale criteria.
- c) Pension Contributions: The Parish Clerk wishes for the Parish Council to consider joining the Local Government Pension Scheme, the Essex Pensions Fund, the employer contribution is currently set at 24.8% and the employee contribution is between 5.5% and 12.5%, this is determine by the Clerk.

**26. CiLCA Qualification Support:** *In line with the Local Government (Training and Development) Act 1979, Section 1 (1) which states: "A local authority may provide education and training for its members and officers" to support professional development:*

- a) Approval of Additional Hours: The Parish Council to decide on granting additional work hours to support the Clerk's enrollment in the Certificate in Local Council Administration (CiLCA) qualification program, which began with the EALC on 15th October 2024.
- b) Duration of Support: Should additional hours be approved, the Council will establish the period for which this support will be extended to enable successful completion of the CiLCA qualification.

**27. Budget Review for 2025/2026 Financial Year:** Parish Clerk/RFO to present provisional budget for review by the Parish Council and the Parish Council to determine and approve the budget.

**Date of next meeting: 4<sup>th</sup> December 2024**

**Closure**

**Lynsey Ritchie-Fagg: Parish Clerk & RFO: 27<sup>th</sup> October 2024**