

THORRINGTON PARISH COUNCIL

Minutes of the
Parish Council Meeting
held at
Thorrington Village Hall
dated
Wednesday 6th November
2024
at 7pm



THORRINGTON PARISH COUNCIL

Minutes of the Parish Council meeting held at Thorrington Village hall on
Wednesday 6th November 2024 at 7pm



MINUTES

Present: Cllrs P Sadler, A Sadler, S Parks, G Parks, G Krinks, C Paterson, J Willats.

Also present: CCLlr A Goggin, DCLlr A Wiggin, L Ritchie-Fagg (Clerk & RFO) and 4 Members of the Public (MOPs)

The meeting was called to order at 7pm by Chair Cllr P Sadler.

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.* There were no apologies received.
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.* There were none highlighted.
3. **Minutes of Previous Meeting:** *LGA 1972, Sch 12, para 41(1): Minutes must be signed as a true record.* The minutes of the meetings held on 2nd October 2024 were signed by the Chair Cllr P Sadler as a true record.
Proposed: Cllr S Parks, Seconded: Cllr G Krinks.
4. **Co-option of Councillor:** *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.*
J Willat applied for co-option to join the Parish Council. Proposed: Cllr S Parks, Seconded: Cllr G Krinks. Cllr J Willats was welcomed to the Parish Council.
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.* There were no questions highlighted.
6. **Report from District Councillor: 10 minutes time allowed for this item:**
 - DCLlr A Wiggin advised the Pride of Tendring Awards form had been completed and submitted.
 - The purple litter Picking Bags provided are available from Tendring District Council, the bags must be left next to public bins for collection.
 - Thanks was given to DCllrs A Wiggin and G Scott for the new layout of detailed reporting.
7. **Report from County Councillor: 10 minutes time allowed for this item:**
 - CCLlr A Goggin advised a site visit is planned for 25th November for the Speed & Volume survey position to be determined and has requested the Council to advise what it is they would like to achieve from the survey.
 - New speed changes come into place dated 11th November on the B1027, there are three proposed changes within the Thorrington area.
 - Cllr A Sadler referenced the hedges and the verges along Station Road requiring maintenance however, the Parish Council is unsure whom owns several hedges. CCLlr A Goggin advised for the Parish Council to door knock and kindly ask them to maintain the hedges.
 - CCLlr A Goggin has contacted a charity to request a donated defibrillator for Thorrington.
8. **Speed Watch in Liaison with Brightlingsea Parish Council:** *Cllr M Court (Brightlingsea Town Council) to provide details.*
Item moved to December Agenda.

THORRINGTON PARISH COUNCIL



Minutes of the Parish Council meeting held at Thorrington Village hall on
Wednesday 6th November 2024 at 7pm

9. Planning Applications: LGA 1972, Sch 1, para 8: Powers related to town and country planning.

a) Applications: No Objections received.

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

b) Determinations: No Comments received.

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:** Footpath 13 has received a site visit from the Public Rights of Way (PROW) team and if the path is not reinstated within 14 days of 6th November an enforcement notice will be issued to the tenant. Email to be issued to St John College, Cambridge to notify of site visit.

11. Litter Picking

- Cllr S Parks proposed for the Council to consider updating the tools currently used for litter picking to be a combined two in one heavy duty, extendable litter pickers. The Council agreed to purchase two initially and if they are as hoped then two further pickers will be purchased. Proposed: Cllr G Krinks, Seconded: Cllr A Sadler.
- Cllr S Parks suggested arranging a Community Litter Pick and has requested for the Parish Clerk to create a poster and Facebook post to ask people in the community to work together. A date each month will be determined and will build on community engagement: MAD Days (Make a Difference Day.)
Item moved to December Agenda.

12. Mower/Strimmer Service:

- Cllr A Sadler has advised the Strimmer requires a new tube both the Strimmer and Mower require a service. Proposed: Cllr S Parks, Seconded: Cllr J Willats.
- Cllr A Sadler advised the entrance to Avocet Place was looking untidy and has suggested taking the mower to cut the grass and tidy up with the strimmer. Proposed: Cllr G Krinks, Seconded: Cllr J Willats.

13. **Discuss obtaining quotes for contractors to clear the allotment bank:** Cllr A Sadler advised the bank at the Allotments requires clearing. Parish Clerk to obtain three quotes for the works to be completed and Cllrs A Sadler and G Parks have agreed for their emails to be provided to the contractors, should they have any enquiries. The contractors need to be mindful of the wildlife.

Item moved to December Agenda.

THORRINGTON PARISH COUNCIL

Minutes of the Parish Council meeting held at Thorrington Village hall on
Wednesday 6th November 2024 at 7pm



14. Policy Review: Parish Clerk has provided updated copies of all policies to the Council ahead of the Meeting for review and it has been agreed that legally binding documents and financial reserves, will be prioritised and adopted at the December 2024 meeting. The remaining policies will be adopted in January 2024.
Item moved to December Agenda.

15. Location of Possible Additional VAS System and Purchase:

- a) Cllr A Sadler suggested for a VAS System to be located in Station Road and the site proposed would work as the VAS System can be used in two directions. Cllrs A Sadler & G Parks to provide the What 3 Words location. The Parish Clerk is to then request a license to use the proposed site for the additional VAS system.
- b) Parish Council to determine the outcome of purchasing an additional portable VAS System. Item to be determined once 15 a) has been finalised.
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 proposed the trees on Station Road be split into three segments of works due to costs and the Parish Clerk has suggested using the VAT return to help fund the project. Cllr J Willats has suggested liaising with Cllr A Goggin to see if any contractors working for ECC may help with a reduced cost quote.
LGA 1972, s.137: Authority to spend on items for community benefit.
- c) MOP has requested for more trees to be planted to replace those removed due to rot and dying.
Item moved to December Agenda.

17. Local Council Award Scheme: The Parish Clerk has advised the Council are eligible to apply for the Local Council Award Scheme. Proposed: Cllr G Parks, Seconded: Cllr G Krinks.

18. Civility & Respect Policy: The Parish Clerk to forward further details regarding the Civility and Respect Policy to the full council.
Item moved to December Agenda.

19. Defibrillator: The Parish Clerk has provided four quotes to the Parish Council for the Council to consider which, type of devices to purchase for both the Village Hall and the Business Park. The Parish Clerk and Cllr A Sadler to communicate and visit the Business Park to determine the support of the device at the Business Park. *LGA 1972, s.137: Power to spend on the welfare of the community.*
Item moved to December Agenda.

20. Donations from Thorrington Parish Council: The Parish Council has agreed the following Charities will receive a donation from the Grants/Donations budget allocation for the 2024/2025 financial year. Proposed: Cllr G Krinks, Seconded: Cllr S Parks:

- a) Macmillan Cancer Support: £300
- b) Wildlives Thorrington Rescue and Rehabilitation Centre: £300
- c) East of England Ambulance Service Community First Responders (EEAST): £300
- d) Essex & Herts Air Ambulance (EHAAT): £300
- e) Muscular Dystrophy: £300

21. Accounts:

- a) Banking Reconciliation: Signatories to review and authorise the banking reconciliation for October 2024.
Proposed: Cllr C Paterson, Seconded: Cllr S Parks.
- b) Payment Schedule: Signatories to review and authorise the proposed payment schedule for November 2024.
Proposed: Cllr C Paterson, Seconded: Cllr S Parks.
LGA 1972, s.150: Council's authority to approve accounts and financial matters.

22. Reports from Amenities Representatives:

- Allotments - Councillor G Parks has requested an updated list of Allotment Tenants.
- Playing Field - Councillor A Sadler has advised the playing field is being used regularly.

THORRINGTON PARISH COUNCIL



Minutes of the Parish Council meeting held at Thorrington Village hall on
Wednesday 6th November 2024 at 7pm

- Tennis Court - Councillor G Parks has advised the Tennis Court has been closed for the Winter.
- Footpaths - Councillor Krinks has advised of a fallen tree on Footpath 2 that has been reported.
- Tree Warden - Councillor S Parks has advised the trees in Station Road that were highlighted as dangerous have been dealt with.
- Hazel Close Open Space - Councillor P Sadler has requested for the Parish Clerk to chase for the flaying and bollards replacement at Hazel Close.

22. Clerk's Report:

- Parish Council .gov.uk Website continues to be updated and will go live in December.
- Parish Council .gov.uk Emails all set up and one Councillor to action set up. Email Address for Cllr J Willats to be requested from the hosting company and the Parish Clerk to share details once received.
- 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 with first class remarks.
- Sunshine Coast Greenway Project: Parish Council to determine support of project. Item moved to December Agenda.
- BASICS Critical Care Car: 13th November launch has been cancelled. Proposed Open day in 2025.

23. Councillor's Reports:

- Cllr G Parks has requested a copy of the plan for the original application that was submitted for bollards to be installed outside of the shop in Chapel Lane.

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 presented an overview of the annual appraisal of the Parish Clerk for review to the Full Council. The Full Council unanimously agreed to the appraisal. *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 discussed and determined 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: Payscale Agreed and for completion of one year with the Parish Council has also been rewarded an additional scale point increase. Proposed: Cllr A Sadler, Seconded: Cllr G Parks.

b) Local Government Pay Agreement was received 23rd 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.

Back Pay Consideration: The Council resolved for the revised Pay Scale Point being backdated to the Clerk's original date of employment, given the role's initial misalignment with recommended pay scale criteria.

Proposed: Cllr A Sadler, Seconded: Cllr G Parks.

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. Proposed: Cllr A Sadler, Seconded: Cllr G Parks.

THORRINGTON PARISH COUNCIL

Minutes of the Parish Council meeting held at Thorrington Village hall on
Wednesday 6th November 2024 at 7pm



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 have decided to granting two additional hours of study support on top of current agreed working 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 determined the increase of study support hours would be reviewed after six months.

27. Budget Review for 2025/2026 Financial Year: The Parish Clerk/RFO has presented the provisional budget/precept review for the 2025/2026 financial year and the Parish Council have determined and approved the budget and precept. The precept request has been set at £45,000 and will increase annually to enable projects and reserves to be actioned. The Allotment Income will be allocated against the allotment maintenance on an annual basis and the VAT reclaims will go into the Earmarked Reserves Account. Proposed: Cllr A Sadler, Seconded: Cllr G Parks

Date of next meeting: 4th December 2024

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO: 27th October 2024

THORRINGTON PARISH COUNCIL

Minutes of the Parish Council meeting held at Thorrington Village hall on
Wednesday 6th November 2024 at 7pm



Appendix 1:

<u>Bank Payments</u>			
<u>Date to be Paid</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
06/11/2024	Staff	£780.69	Salary
06/11/2024	Staff	£52.27	Expenses
06/11/2024	Plot 9	£20.00	Deposit Return
14/10/2024	Staff	£115.49	Expenses
14/10/2024	Councillor	£61.04	Expenses
	Total Bank Payments	£1,029.49	

<u>Direct Debits</u>			
<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
16/10/2024	Eon Next	£61.23	Electricity to Street Lights
17/10/2024	N Power	£145.08	Electricity to Street Lights
	Total direct debit payments	£206.31	

<u>BACS</u>			
<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
31/10/2024	Unity Trust	£ 3.15	Servcie Charge
	Total BACS payments	£ 3.15	

<u>Receipts</u>			
<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Details</u>
04/11/2024	Plot 19	£ 50.00	Allotment
25/10/2024	Copford with Easthorpe PC	£ 651.00	Cilca Costs
16/10/2024	Plot 14	£ 50.00	Allotment
15/10/2024	Plot 12	£ 50.00	Allotment
14/10/2024	Plot 18	£ 50.00	Allotment
14/10/2024	Plot 5	£ 50.00	Allotment
14/10/2024	Plot 23	£ 50.00	Allotment
14/10/2024	Plot 3	£ 50.00	Allotment
14/10/2024	Plot 15	£ 50.00	Allotment
11/10/2024	Plot 13	£ 50.00	Allotment
11/10/2024	Plot 22	£ 50.00	Allotment
10/10/2024	Plot 20 & 21	£ 100.00	Allotment
04/10/2024	Plot 10	£ 50.00	Allotment
03/10/2024	Plot 7 & 8	£ 100.00	Allotment
03/10/2024	SLCC Refund Job Evaluation	£ 150.00	Refund
03/10/2024	TDC Precept	£ 15,142.00	Precept
03/10/2024	Plot 17	£ 50.00	Allotment
30/09/2024	Plot 4	£ 50.00	Allotment
23/09/2024	Plot 2	£ 50.00	Allotment
	Total receipts	£16,843.00	

Bank Reconciliation:

<u>Bank Reconciliation</u>	<u>30/09/2024</u>	<u>31/10/2024</u>
Current Account	£ 4,049.63	£ 17,859.44
Reserve Account	£ 25,343.08	£ 25,343.08
Total	£ 29,392.71	£ 43,202.52