

THORRINGTON PARISH COUNCIL

Minutes of the
Parish Council Meeting
held at
Thorrington Village Hall
dated
Wednesday 11th September
2024
at 7.00pm



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MINUTES

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

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

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

1. **Apologies for absence:** DC G Scott.
2. **Disclosure of Pecuniary Interests:** Cllrs G Parks and S Parks recused themselves from the discussions around the Allotment Rent and Deposits, Item: 12.
3. **Minutes of previous meeting:** The minutes of the meeting dated 7th August 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:** There were none highlighted.
5. **Report from District Councillor: DC A Wiggins:**
 - a) A car was parked on Clacton Road in the filter lane, this is a police matter due to Obstructions. DCllr A Wiggins has suggested to request the police liaise with the owner of the vehicle and request they move the vehicle.
 - b) DCllr A Wiggins has advised that the British Heart Foundation are opening funding for installation of Defibrillators in October 2024. The Parish Clerk has requested information from the Council for Item 13.
 - c) The Pride of Tendring Awards nominations have to be submitted by 31st October 2024 and any suggestions are to be forwarded to DC A Wiggin or DC G Scott.
Item to be added to October Agenda.
6. **Report from County Councillor: Cllr A Goggin: Cllr A Goggin attended the meeting arriving at 8.53pm.**
Cllr A Goggin has advised the B1027 signs update will be occurring in November 2024.
7. a) **Planning applications: No Applications Received.**
b) **Planning resolutions/determinations: There are no objections.**

<u>24/00627/FULHH</u> Application Withdrawn 09.08.2024 Delegated Decision	<i>White House, Station Road, CO7 8HY</i> 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.
<u>24/00878/FUL</u> Approval - Full 14.08.2024 Delegated Decision	<i>Cross Farm, Station Road, CO7 8JA</i> Planning Application - Extension of residential curtilage and erection of ancillary domestic development. Retention of outdoor swimming pool, utility and plant rooms.
<u>24/00969/VOC</u> Approval - Full 12.08.2024 Delegated Decision	<i>Apple Blossom Paddocks, Brightlingsea Road, CO7 8JL</i> Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Plans) of application 24/00149/FUL to amend the design of the dwelling.

8. **Co-option of Councillor(s):** The Parish Clerk has advertised for the three vacant seats currently available on the Parish Council via Social Media and invited the interested parties to the Meeting. One interested persons sent their apologies for the September meeting and, would like to attend in October 2024.
9. **VAS Battery & New VAS System plus Locations & Police:** Cllr A Sadler reported that the cost of purchasing two new batteries for the existing VAS sign is £129.99, compared to £219.50 from the previously used supplier. The Parish Council has unanimously agreed to proceed with the purchase at the lower cost. This proposal was

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made by Cllr G Parks and seconded by Cllr S Parks. Additionally, the Parish Council will decide on the location for a second VAS sign within the Thorrington area.

Item moved to October Agenda.

- 10. Speed Watch in liaison with Brightlingsea Parish Council:** The Parish Clerk has informed that Brightlingsea Parish Councillor M Court has established a Speed Watch program and has requested assistance in Thorrington. Cllr C Paterson has agreed to serve as the liaison coordinator. The Parish Council is enthusiastic about exploring a collaborative Speed Watch initiative with Brightlingsea. The Parish Clerk will coordinate with Cllr M Court and Cllr C Paterson to initiate the Speed Watch program in Thorrington and to seek community volunteers.
Item moved to October Agenda.
- 11. Allotments: Plot Holder Maintenance:** Cllr G Parks had advised the Allotments have been maintained.
- 12. Allotment Rental, Deposit Pricing Discussion & Annual Allotment Holders Meeting date:** Cllr P Sadler has proposed that the rental costs for allotments remain unchanged for the 2025/2026 financial year. However, starting from 1st October 2024, the deposit for an allotment plot should be increased to £25 for a half plot and £50 for a full plot, up from the current £20 and £40, respectively. The Allotment Holders meeting is scheduled for 2nd October at 7:00 PM and will last for 30 minutes, after which the monthly Parish Council meeting will commence at 7:30 PM. This proposal was made by Cllr A Sadler and seconded by Cllr C Paterson.
- 13. CIF Fund & Locality Fund:**

 - a) The Parish Clerk has proposed the purchase of a defibrillator for the Village Hall, considering the high number of users. The Clerk will explore available funding and grants for this purchase and will also reach out to local businesses to gauge their interest in having a defibrillator installed near their premises. Cllr A Sadler has agreed to coordinate with these local businesses.
 - b) Cllr A Sadler has proposed installing a pedestrian crossing on Clacton Road, outside the Village Shop. The Parish Clerk will consult with CCllr A Goggin to investigate potential funding sources and the requirements for this installation. Cllr A Goggin was not present at the meeting during the discussion, due to attending a Parish Meeting elsewhere.
Item moved to October Agenda.
- 14. Bottle Bank:** Parish Clerk has advised the Parish Council that the Bottle Bank scheme is no longer being supported by Tendring District Council as the suggestion from 2026, is to have kerb side collections for Glass.
- 15. EALC AGM:** The Parish Clerk has advised the EALC AGM is dated 26th September 2024 and if the Parish Council would like to attend, to contact Parish Clerk to arrange booking.
- 16. Trees on Station Road:** Cllr A Sadler has agreed to providing the What 3 Words location of the trees that are on the verge in Station Road, to allow the Parish Clerk to liaise with three tree surgeons, to enquire for quotes.
Item moved to October Agenda.
- 17. Countdown Markers Clacton Road:** CCllr A Goggin has advised that a LHP will be required to be submitted for the project to install Count Down Markers within Thorrington. The Parish Clerk will liaise with CCllr A Goggin to request the LHP forms. Evidence is to be acquired for the LHP to be considered and a Speed and Volume survey is to be completed. Parish Clerk to enquire regarding the costings of the Speed Survey and to liaise with Cllr G Parks to coordinate. Proposed: Cllr P Sadler, Seconded: Cllr G Parks.
Item moved to October Agenda.
- 18. Hazel Close Open Space Wildflower area:** Cllr A Sadler has advised the Hazel Close Open Space Wildflower area has been cut and the seed pods and stems are to be removed. Cllrs G Parks, C Paterson and G Krinks are to remove the waste.
- 19. Domain & Emails:** Parish Clerk has asked the Parish Council to complete the transfer across to the new .gov.uk email addresses by 30th September and has advised the new website will be fully functional by the same date.

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The Parish Clerk is to liaise with the web host and request assistance in accessing email via numerous platforms.

Item added to October Agenda.

20. **Code of Conduct Training: The Parish** Councillors attended the Code of Conduct Training provided by Tendring District Council in August and it was received positively. Training Slides have been requested by the Parish Clerk to be shared within the Parish Council.
21. **Cilca Qualification Additional Hours:** Thorrington Parish Council and Copford with Easthorpe Parish Council will consult with the SLCC and EALC to determine the additional hours required to complete the Cilca Qualification. The Parish Clerk will also seek guidance from other councils on the resources and support they have provided for their clerks. It has been proposed that the Parish Clerk enter into a contract stipulating that, should they complete the qualification and subsequently leave their position, any associated costs would be reimbursed to the Parish Council within a specified timeframe. The Parish Clerk has indicated that pursuing this qualification will reduce the time available for current parish duties and has committed to maintaining a timesheet to record the hours dedicated to the Cilca Qualification. The Qualification will benefit the Council immensely, due to the knowledge the Qualification provides.
Item moved to October Agenda.
22. **Footpath Number 3 Extension:** Cllr A Sadler & Cllr S Parks advised the hedge is encroaching the footpath and is due to be reduced imminently.
23. **Footpath Number 8 Footbridge:** The Parish Clerk has advised the footbridge has been replaced.
24. **Footpath Number 13:** Cllr G Parks has communicated with Cllr A Goggin about the absence of the pathway and has been informed that the issue has been reported once again to Essex Highways. Cllr Goggin is inquiring about the legal options for implementing the pathway. The Parish Council has noted that the land in question is owned by St John's College, Cambridge, and has requested that a courtesy letter be sent to the College. Cllr Goggin has advised Cllr G Parks to send communications and photographs of the footpath, after which he will coordinate with Public Rights of Way and liaise with the land occupier.
Item moved to October Agenda.
25. **Thorrington Cross Landscaping & Cordyline Reshoot:** The volunteers at The Orchard are currently working on creating a Tractor shaped planter for Thorrington Cross and also, the Cordyline shoots have been removed.
26. **Lufkins Farm LHP working with Great Bentley:** The Parish Clerk has advised that Great Bentley have submitted the LHP regarding Lufkins Farm with the support of Thorrington Parish Council. Cllr A Goggin has advised that the LHP had been referenced at the Great Bentley Parish Council meeting during September and he supports the LHP. Cllr A Goggin has advised there is a pot hole which, has also been raised within the LHP.
27. **Clifton House: Elderberry Tree on Boundary Fence Line: Allotment/Tennis Court:** Cllr A Sadler has visited the residents of the home and agreed to the removal of the Elderberry, the work will be completed in due course.
28. **Village Hall Committee Parish Council Representative:** The Village Hall Committee and the Parish Clerk have liaised to discuss building community links with the Parish Council. Cllr P Sadler has agreed to be the Parish Council Village Hall representative.
29. **SLCC/NALC Salary Review:** The Parish Clerk has advised there is still no update regarding the salary review.
Item moved to October Agenda.
30. **External Audit:** The Parish Clerk has consulted with PFK Littlejohn, the External Auditors, regarding the figures submitted with the Internal Audit prior to 1st July 2024. It was identified that two figures in the AGAR Section 2 Account Summary could be amended for the 2023/2024 Audit. The Clerk was previously unaware of the need to separate the costings between Section 4 and Section 6. The Full Council has agreed to restate the figures, which will be signed by the RFO and Chairman. This motion was proposed by Cllr A Sadler and seconded by Cllr G Parks. The website will be updated to reflect the restated figures.

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31. Accounts:

- a) Banking Reconciliation: Signatories to review and authorise the banking at the meeting dated 11th September 2024. Signed by Cllrs S Parks and C Paterson.
- b) Payment Schedule: Signatories to review and authorise the proposed payment schedule at the meeting dated 11th September 2024. Signed by Cllrs S Parks and C Paterson.

32. Reports from Amenities Representatives:

Allotments	Councillor G Parks: No Comment
Playing Field	Councillor A Sadler: No Comment
Tennis Court	Councillor G Parks: No Comment
Footpaths	Councillor Krinks: No Comment
Tree Warden	Councillor S Parks: No Comment
Hazel Close Open Space	Councillor P Sadler: No Comment

33. Clerk's Report:

- a) The Parish Clerk has received communication concerning fox hunting activities in the Thorrington area. Residents who have information about any such events are advised to coordinate with the Police. It has been clarified that a local group is not engaging in fox hunting, but rather trail hunting (also known as clean boot hunting), in which a human runner lays a scent and hounds track it. This activity is legal in the UK and can be mistaken for fox hunting.
- b) Wivenhoe United Football Club has requested permission to use the Chapel Lane Playing Field for their free Mini Soccer sessions. The Parish Council appreciates the club's inquiry and supports the use of the field for these sessions, provided that the goals are not removed, parking is managed safely in Thorrington, and all litter is cleaned up from the play area.
- c) The Unity Trust Bank Account needs to be updated with an additional signatory and a revised telephone number.

34. Councillor's Reports:

- a) Cllr S Parks enquired regarding the labels for the Litter Picking. The Parish Clerk has advised the labels have been ordered and will be delivered prior to the next meeting.
- b) Cllr S Parks has requested for the Parish Councillors to purchase High Visibility Jackets to wear for the litter picking activities.
- c) Cllr P Sadler advised the Parish Councillors that Cllr L Morgan had resigned as Councillor during August, the Parish Council wish to thank L Morgan for the time they spent helping the Parish Council.
Item added to October Agenda.

Closure

Date of next meeting: 2nd October 2024

Lynsey Ritchie-Fagg – Parish Clerk & RFO
15th September 2024

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Appendix 1: Payment Schedule

Date to be Paid	Payee	Amount	Payment Details
11/09/2024	Staff	£753.41	Salary
11/09/2024	Staff	£16.57	Expenses
11/09/2024	DM Pay Roll	£66.00	Invoice 3852
11/09/2024	CPRE	£36.00	Invoice O59423
11/09/2024	HMRC	£266.42	P30
11/09/2024	SLCC	£450.00	CILCA QL205866-1
11/09/2024	Landscape Services	£360.00	Invoice 2904
11/09/2024	Landscape Services	£360.00	Invoice 2917
11/09/2024	Landscape Services	£240.00	Invoice 2905
11/09/2024	Landscape Services	£510.00	Invoice 2910
11/09/2024	Eyelid Productions Ltd	£750.00	Invoice 3644
	Total Bank Payments	£3,808.40	

Banking Reconciliation:

Bank Reconciliation	31/07/2024	31/08/2024
Current Account	£ 10,508.14	£ 8,325.92
Reserve Account	£ 25,168.62	£ 25,168.62
Total	£ 35,676.76	£ 33,494.54