

Minutes of the meeting of Weeley Parish Council held on 21st October 2024

Present: Cllrs C. Hamilton (Chair), T. Spong, V. Cauvain, L. Fitzpatrick, G. Foster, J. Beady, K. Millar and S. Gunter - Parish Clerk. Also in attendance were Cllr D. Land, Cllr Harris and 8 members of the public.

- 10/24.1 Apologies:** Cllrs D. Botterell and K. Green sent apologies. Cllr Cauvain proposed to accept apologies and Cllr Beady seconded and it was **RESOLVED** to accept apologies.
- 10/24.2 Minutes of the previous meeting:** The minutes of the Parish Council meeting held on 16th September 2024 were proposed by Cllr Cauvain, seconded by Cllr Beady and it was **RESOLVED:** To approve the minutes of the Parish Council meeting held on 16th September 2024 as an accurate record of proceedings.
- 10/24.3 Declarations of Interest:** The Chair invited councillors to declare any disclosable pecuniary interests relevant to the agenda.
No Declarations
- 10/24.4 Clerk's Report:** The Clerk presented his previously circulated report which is now combined with the Audit Issues list and which is attached as Appendix A.
- 10/24.5 Public Participation:** The Chair invited the members of public in attendance to raise any questions/issues
- A Member of the Public (MOP) mentioned the issues with the site at Gutteridge Hall Lane. Cllr Harris will refer to enforcement again.
- 10/24.6 Tendring District and Essex County Councils:**
Cllr Harris: mentioned the following:
- Presented a motion to full council to object to removal of Winter Fuel Allowance this was rejected. A group will now be holding events to help vulnerable pensioners claim Pension Credit (if available) starting 23rd October. Weeley pensioners can get help in the White Hart on 12th November
 - No response on CCTV at station to deter fly-tipping.
- ECC Cllr Land:** mentioned the following:
- ECC Letter to Government about their concerns re Winter Fuel Allowance
 - Vegetation Cut Back initiative is underway with Weeley already benefitting
 - Road Improvements ongoing
 - Weeley had benefited from Locality fund to tune of £2000
 - Resident organising a Tractor Run which he hopes residents support.
- 10/24.7 Weeley Heath Fencing:** A discussion was held around fencing the back and sides of the Spinney. Cllr Hamilton proposed and Cllr Beady seconded and it was **RESOLVED** to protect the Spinney from encroachment by erecting fencing. Clerk to now gather quotes. **ACTION - Clerk**
- 10/24.8 Weeley Village Signs:** Discussed the proposal to clean and paint Village Signs. The ones at Colchester and Thorpe Rd are the most urgent so it was decided to clean these first and then decide if further action needed. **ACTION – Clerk/Cllr Hamilton.**
- 10/24.9 TDC Land Purchase:** Discussion regarding the possible purchase of small plots of land from TDC. Cllr Harris had no news but has setup a committee to look into TDC assets.
- 10/24.10 Larger Item of Play Equipment :** Council discussed Playground Equipment and would like to continue looking into this as a non urgent project currently. It was also decided to add warning and advisory signs to new Playground. **ACTION - Clerk**
- 10/24.11 Facebook:** Discussion around the setting up of a Council Read Only information Facebook page. Cllr Hamilton proposed and Cllr Cauvain seconded and it was

RESOLVED to setup a Council controlled FB presence and create a Media Policy as part of this. **ACTION – Clerk and Cllr Cauvain**

10/24.12 Petanque Request: Council discussed the request to replace the grit from the Petanque group. Cllr Cauvain proposed and Cllr Millar seconded and it was **RESOLVED** to pay for this under the maintenance budget. **ACTION - Clerk**

10/24.13 Emergency Plan: Councillors unanimously **RESOLVED** to accept the emergency plan with the identified amendments. **ACTION – Clerk**

10/24.14 Finance Arrangements: Cllrs discussed the audit recommendation. Cllr Hamilton proposed and Cllr Foster seconded and it was **RESOLVED** to ensure that the council's finances were held in more than one bank to ensure complete cover. **ACTION - Clerk**

10/24.15 Christmas Tree Lighting: Council discussed the risk assessment but still a number of items outstanding. To be added to November agenda to finalise before event. **Action – Cllr Fitzpatrick**

10/24.16 Litter Bins: Locations were discussed and accepted. The clerk will now arrange for bins to be fitted where chosen and for them to be added to TDC collections. Cllr Spong will install. **ACTION – Cllr Spong**

10/24.17 Life Buoy and Signs: Location for Buoy and signs chosen. Clerk to arrange for installation. Cllr Spong will install. **ACTION – Cllr Spong**

10/24.18 St Andrews Weeley Grant: Cllr Spong proposed and Cllr Hamilton seconded and it was **RESOLVED** to grant St Andrews Church the grant as per their request. Update Grant policy in November. **ACTION - Clerk**

10/24.19 Correspondence:

- a) It was noted that a Stop notice had been issued at Church Lane site
- b) It was noted that a resident had contacted the council about overflowing Dog Bins
- c) It was noted that the Woodland Trust agree our request for 420 trees in March 2025
- d) To note damage to Clacton Road sign at junction of Clacton Road and Bentley Road – which Clerk has reported via the TDC portal
- e) To note email from resident regarding speed restriction signs position. Cllr. Hamilton will approach Cllr Land.

10/24.20 Planning Applications: Council Members considered the applications set out in Appendix B and determined as shown.

10/24.21 Finance and Budget: The list of monthly payments was proposed by Cllr Hamilton and seconded by Cllr Cauvain **RESOLVED:** To approve the list of payments set out in Appendix C.

Small purchases made on the Debit Card

Reed Pond Deep Water Signs	£26.21	£5.24	£31.45
Reed Pond Lifebuoy	£245.16	£49.03	£294.19
Grit for Petanque	£115.00	£23.00	£138.00

Receipts

1/10/24 TDC Precept

£23,067.00

10/24.22 Weeley Parish Council Reports:

- a) Street Lighting: Nothing to report
- b) Tree Warden: Nothing to report
- c) Playing Field: Nothing to report
- d) Children's Play Area: as covered in the Clerk's Report.
- e) Highways: Cllr Beady presented her report which is available on the Council's website
- f) Footpaths: Nothing to report
- g) Transport: Essex County Council have given £2million pounds for Bus Services. Bus Shelters in Tendring (other than Parish Council ones) are being upgraded to provide TRAVEL ESSEX updates. Weeley Train Station upgrade has been completed.
- h) TDALC: Nothing to report

10/24.23 Other Reports:

- a) Rural Policing: Cllr Hamilton reported that 11 crimes had occurred in August.
- b) Speedwatch: Cllr. Beady presented her report which is published on the Council's website.
- c) Weeley Residents Ass: presented their report which is available on the Council website.
- d) Weeley in Bloom (WiB): presented their report which is available on the Council website.
- e) Petanque Rink: presented their report which will be published on the Council's Website.

10/24.24 Public Participation: Further questions raised as follows:

- Sign at Footpath 16 still not fixed. Cllr Spong will fix

10/24.25 Items to be added to the next agenda:

- Grant Policy
- VE Day Working Group

The Chair closed the meeting at 8.40pm

Date of Next Meeting will be: **Monday 18th November at 7.30pm** at Weeley Village Hall

Weeley Parish Council
Clerks Report – 21st October 2024

	Topic	Action/issue	Information	Status
1.	New Children's Play Area	Complete installation.	Tarmac has been fixed and the MUGA fix is still ongoing. Turf was removed and reseeded by Chris Dyson. The final payment to Playdale of £25000 will be made when the works are completed.	Current update is that the MUGA corners will arrive week commencing 21 st October. Hopefully they will be fitted either that week or the week commencing 28 th October. If not completed by these dates we will be writing to Playdale to find a final solution that may involve looking elsewhere and diverting funds from them.
2.	Emergency Plan	Annual update.	The final draft has been circulated for comment.	Spoken to Cllrs and will review and send out before this meeting hopefully for approval at October meeting. Final amendments added and being reviewed in October
3.	Litter Bins	Install additional bins	Bins have been purchased by WPC and a grant from Dan Land.	Bins should arrive this week (14 th October) and then we need to notify TDC of locations and then install. Also need to reclaim the grant money once paid.
4.	Scout Hut	Prepare a new lease.	Have initiated a chat with a new solicitor from Sparlings and have sent a copy of the lease to them. Awaiting response before contacting the Scouts. It is proposed to make the lease 35 years. Estimate received for creating a new lease but also with some information for the Scouts to be passed onto them. Scouts have now appointed representation.	Our Solicitor and Scouts solicitor are now working on this. Estimated cost up to £1800 for Parish Council – Scouts will pay other costs. We have purchased a copy of the title deeds for £6 Have asked the Scouts to redraw the plan to just include the building and not the surrounding area as they are only leasing the hut not the car park
5.	Weeley bypass	Determine options for the avenue of poplars	The Clerk has agreed to contact ECC Place Services to chase for a firm proposal including numbers and species of trees to plant.	Have emailed ECC Place Services for a survey on the area and awaiting response. Sabrina Nash will be undertaking a survey for us
6.	Bank Account	Process two additional signatories. Set up BACS payment process	Signatories now added to the account. Set up a BACS payments – what was the need for this?	Remove after this meeting and change to investigate possibility of Online Banking rather than cheques

7.	Electricity Supplier	Appoint an electricity broker.	Contact Utility Aid and investigate this.	Not currently able to provide any prices as no one offering them on UMS supplies – remove for now?
8.	Reed Pond	Initiate Management Plan	Obtain costs to install a chlorine pump Publish report on website. Purchase and install LifeBuoy at pond No progress on dredging	Life buoy and Danger Deep Water signs received and now need installing. Looking into the recommendations received previously
9.	Audit Suggestions	Separate Issue List	The clerk has created a new Audit Report list that we can review each month	List now combined with this one
10.	Policy Review Schedule	Prepare and circulate	The clerk has initially reviewed the new Financial Regulations and amended, but, will need council input on limits. Schedule to be draw up for further policy reviews	Financial Regs and Standing Orders now updated and approved and published. Schedule to be drawn up for other policies
11.	Investigate new Playground Equipment	Research	Contacted Kompan regarding a larger slide and they will site visit and give us estimates	Estimates received from Komplan. If we progress this we may need 3 quotes at least according to Finance Regs
12.	Clerks Contract	Complete and sign contract	Clerk and Chair to complete contract	Pension agreed – form to be sent off once signed minutes available from Sep Meeting (at Oct Meeting)
13.	Risk Assessment	Complete and sign a risk assessment for Xmas Tree light event	Cllr Fitzpatrick and Cauvain to produce with help from Chair	Chair to send previous Risk Assessment to Cllr Fitzpatrick. To be signed off either Oct or Nov meeting
14.	Quarterly Bank Reconciliations	Adopt this policy to reconcile quarterly	To be signed by a Cllr who is not the Chair or signatory.	Q3 now due and will ask Cllr Millar to reconcile
15.	Playground Inspections	No evidence of inspections undertaken despite them happening	Clerk will investigate software to help with this as long as the relevant Cllrs agree and cost agreed	PSS Live software costs £4 per inspection and can be done on a mobile phone with evidence and audit trail of issues, but, who do the council want to adopt as Playground Maintenance Contract
16.	Pensions	Council will need to consider a Pension Scheme under employment law	Sent details to Chair of costs for LGP scheme	Pension resolved at Sept meeting. Send forms after signed minutes at Oct Meeting
17.	Clerk Hours	Review Clerk hours at 3 months and ongoing		To be done by Council
18.	Asset Register	Review Asset Register	Noted that Asset Register should be reviewed for obsolete items and to update actual replacements costs rather than book cost. Suggested that a limit is set for assets to be added (i.e £200 if this is the excess)	Cllr Fitzpatrick will assist the clerk with this activity. Clerk to liaise with Cllr Fitzpatrick and define this.
19.	Accounts Exceed	Accounts exceed FSCS limit of £85000	Council to decide whether to open additional bank accounts to ensure full cover for monies. All banking arrangements to be reviewed	This has been added to the Agenda for October.

APPENDIX B

Planning Applications for month to 21st October 2024

Application No.	Details	Address	Comment/ Resolution
24/01435/WTPO	Works related to Tree Preservation Order (11/00020/TPO) - T1 Oak - Reduce crown over hanging carpark by 2-3 metres. T2 Oak - Reduce crown over hanging garden of number 10 by 2-3 metres.	20 Cravenwood Close Weeley Essex CO16 9DG	No comment
24/01415/NMA	Non Material Amendment to 21/01925/FUL - upgrade the charging station from a BYD 120kW charger to a BYD 160kW charger. To supplement this change, the feeder pillar will be changed from RMC 1600 to FC18 GRP feeder pillar	Mcdonalds Restaurant Colchester Road Weeley Clacton On Sea	No comment
24/01443/OUT	Outline Planning Application (all matters reserved) - Proposed development of 2 no. custom-built dwellings.	2 Barnfields Clacton Road Weeley Heath Essex	Object and call in

APPENDIX C

Finance as at 21st October 2024

Invoice Date	Invoice No.	Cheque No.	Payee	Service	NET (£)	VAT (£)	GROSS (£)
23/09/2024	4198979	Debit Card	SafetySigns4Less	Reed Pond Deep Water Signs	£26.21	£5.24	£31.45
23/09/2024	000018117	Debit Card	I C Brindle	Reed Pond Lifebuoy	£245.16	£49.03	£294.19
01/10/2024	71769	103405	GCS Fire and Security	Annual Maintenance CCTV	£90.00	£18.00	£108.00
30/09/2024	WVH-4067	103406	Weeley Village Hall	Hall Hire July/Aug Elec and Broadband	£144.50	£0.00	£144.50
30/09/2024	INV-0663	103407	Goldacre Contracting	Playing Field 9th Cut Verges and Reed Pond	£415.00	£83.00	£498.00
03/10/2024	IN11630697	D/D	Npower	Lighting	£393.85	£19.69	£413.54

31/10/2024		103408	S Gunter	Salary October	£859.04	£0.00	£859.04
13/10/2024		103408	S Gunter	Printer Subscription	£3.32	£0.67	£3.99
21/10/2024		103408	S Gunter	Expenses	£36.20	£0.00	£36.20
07/10/2024	10003747562	D/D	Castle Water	Reed Pond Water	£6.91	£0.00	£6.91
14/10/2024	K2Y10311	Debit Card	Huws Gray	Maintenance Petanque	£115.00	£23.00	£138.00
16/10/2024	18039	103410	EALC	Clerk - Budget and Precept Course	£80.00	£16.00	£96.00
21/10/2024	GRANT	103411	St Andrews Church	Application for grant of £750	£750.00	£0.00	£750.00
21/10/2024		103412	Christine Hamilton	Rememberance Wreath	£24.49	£0.00	£24.49
16/10/2024		103412	Christine Hamilton	Parking for Appeal Hearing	£7.50	£0.00	£7.50
						£0.00	£0.00
				TOTALS	£3,197.18	£214.63	£3,411.81

Bank balances as at 21 October 2024; current account £10119.55; deposit account £146430.65

Reciepts 1/10/24 TDC £23,067.00