

Minutes of the meeting of Weeley Parish Council held on 18th November 2024

Present: Cllrs C. Hamilton (Chair), D. Botterell, K. Green, 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 6 members of the public.

11/24.1 Apologies: None received

11/24.2 Minutes of the previous meeting: The minutes of the Parish Council meeting held on 21st October 2024 were proposed by Cllr Cauvain, seconded by Cllr Millar and it was **RESOLVED:** To approve the minutes of the Parish Council meeting held on 21st October 2024 as an accurate record of proceedings.

11/24.3 Declarations of Interest: The Chair invited councillors to declare any disclosable pecuniary interests relevant to the agenda.

Cllr Spong declared an interest in Item 11/24.14 as one invoice for his company

11/24.4 Clerk's Report: The Clerk presented his previously circulated report attached as Appendix A..

11/24.5 Public Participation: The Chair invited the members of public in attendance to raise any questions/issues

- No public participation

11/24.6 Tendring District and Essex County Councils:

ECC Cllr Land: mentioned the following:

- Vegetation Project has cut back Crown Lane and the footpath by the hall. Cllr Land is pressing for the footpath opposite the pub in Weeley Heath to be cut back.
- Graffiti on the bridge has been reported
- Highways Improvements –
 - Weeley Heath Victoria Road Resurfaced.
 - Dip on Clacton Rd by Mill Lane – worked on but needs more work.
 - Subsidence in Gutteridge Hall Lane.
 - Ongoing discussions re Speed Signs on Thorpe Road (10.24.19/e)
- Newly announced a possible pothole priority scheme

Cllr Harris: mentioned the following:

- Task and Finish groups – Assets / Housing / Enforcement
 - Assets – TDC Offices in Weeley have not been sold. There is a Heads of Terms signed by both parties
 - Small plots of land no progress so still TDC responsibility to cut them
 - Enforcement team went from 5 down to 2 now they have gone back to 3 and will be 5 by the New Year.
 - Noted the refused appeal and the 4 month wait for any action.
 - Gutteridge Hall Lane ongoing with TDC and Environment Agency
 - Motion to Full Council to support the Farmers and requesting a survey of farms in Tendring

11/24.7 VE Day Celebrations: Cllr Hamilton presented an update to Council on plans for VE Day. 3 payments were presented and unanimously approved by the council as within the previously agreed budget for this event:

- £37.33 + £7.47 VAT for VE Day Flag
- £310 Marquee Hire
- £40 Bouncy Castle

Clerk to add to payment list for December. **ACTION – Clerk**

11/24.8 Grant Policy: It was proposed by Cllr Botterell and Seconded by Cllr Beady and **RESOLVED** to adopt the Grant Policy with the amendments identified for the year 2025/26. This was carried unanimously. **ACTION - Clerk**

11/24.9 CCTV : Cllr Hamilton provided an update and will report again at the next meeting

11/24.10 Christmas Tree Lighting Risk Assessment: Cllr. Fitzpatrick discussed the Risk Assessment and will send a copy to all Councillors once updated. **ACTION – Cllr. Fitzpatrick**

11/24.11 Budget Review: Budget discussed and some amendments proposed. **ACTION - Clerk**

11/24.12 Correspondence:

- a) Thank you letter from St. Andrew's Parish Church noted
- b) Five Estuaries Offshore Wind Farm consultation was noted.
- c) Cllr Millar has volunteered to attend the ITPU Transport Meeting on 4th December at County Hall.

11/24.13 Planning Applications: Council Members considered the applications set out in Appendix B and determined as shown.

11/24.14 Finance and Budget: The list of monthly payments was proposed by Cllr Botterell and seconded by Cllr Hamilton **RESOLVED:** To approve the list of payments set out in Appendix C.

Small purchases made on the Debit Card

TDC Planning	£204.83	£11.67	£216.50
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11/24.15 Weeley Parish Council Reports:

- a) Street Lighting: Cllr Green reported that street lights 9067 and 9038 were not working
- b) Tree Warden: Cllr Green reported some damage to the Oak Tree by the school which has been made safe
- 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: Cllr. Millar reported that History Boards have been erected at Weeley Station. Trains to Liverpool St will not run from 25/12 to 1/1/25. Buses on 25 and 26 Dec will be Sunday service. Bus Fares will increase from £2 to £3 on 1/1/2025
- h) TDALC: Next Meeting on Wed 20/11. Task and Finish first meeting with Council wanting to work closer with Town and Parish Councils

11/24.16 Other Reports:

- a) Rural Policing: Cllr Hamilton reported that 23 crimes had occurred in September.
- 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.

11/24.17 Public Participation: Further questions raised as follows:

- A MOP raised a question to Cllr Harris
- A MOP asked that flags be raised correctly

11/24.18 Items to be added to the next agenda:

- Budget

The Chair closed the meeting at 8.30pm

Date of Next Meeting will be: **Monday 16th December at 7.30pm** at Weeley Village Hall

The Chair invites all in attendance to remain after the meeting to join the Parish Councillors for refreshments.

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Weeley Parish Council
Clerks Report – 18th November 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.	MUGA corners have been replaced now, but, we still have issues that need to be discussed with Roy Lavery and a meeting has been arranged for 21 st November to discuss all our outstanding issues.
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 all installed on 25 th Oct and added to TDC list. Invoice to be paid and then reclaim monies from Locality fund. Invoice received from TDC for bin collections.
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.	No progress this month. Still with solicitors
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.	No updates from Sabrina Nash
6.	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 installed 25 th October. Invoice to be paid for install
7.	Policy Review Schedule	Prepare and circulate	Schedule to be draw up for further policy reviews	Financial Regs and Standing Orders now updated and approved and published. Grant Policy to be agreed at November meeting.

				Schedule to be drawn up for other policies
8.	Investigate new Playground Equipment	Research	Contacted Kompan regarding a larger slide and they will site visit and give us estimates	Will seek further quotes, but, no rush on this item
9.	Clerk's Contract	Complete and sign contract	Clerk and Chair to complete contract	Confirmed pension with payroll. Now need to sign contract
10.	Risk Assessment	Complete and sign a risk assessment for Xmas Tree lighting up 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
11.	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
12.	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
13.	Pensions	Council will need to consider a Pension Scheme under employment law	Sent details to Chair of costs for LGP scheme	Clerk has now joined Pension scheme, but, is investigating what further actions need to be completed now.
14.	Clerk Hours	Review Clerk hours at 3 months and ongoing		To be done by Council
15.	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. No progress
16.	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	No progress
17.	Fencing at Spinney	Gather quotes to protect Spinney in Weeley Heath from Encroachment	Clerk to gather quotes for fencing at the Spinney	No progress
18.	Facebook	To create a Read Only Facebook presence	Clerk to work with Cllr Cauvain to set this up and define a policy document	No progress

APPENDIX B

Planning Applications for month to 18th November 2024

Application No.	Details	Address	Comment/ Resolution
24/00901/FUL	Planning Application - Application for all-weather arena and hard standing area.	Land South of Freelands Thorpe Road Weeley Clacton On Sea	Support Application
	The development company at the above site has requested that a name is allocated to the new road within the development, as shown on the attached plan. The following road name has been suggested: "Farriers Way" Farriers Way (Reason): The developers would very much like the name Farriers Way because the site is currently a horse-riding club, so they wanted to keep that theme.	New Development – Land East of Freelands, Thorpe Road, Weeley, Essex, CO16 9JH.	Suggest Farriers' Way to be grammatically correct

APPENDIX C

Invoice Date	Invoice No.	Cheque No.	Payee	Service	NET (£)	VAT (£)	GROSS (£)
08/10/2024	0000324701	103413	Broxap	8 new litterbins	£903.00	£180.60	£1,083.60
28/10/2024	S070613	103414	Spong Builders	Install signs, bins, life buoy etc	£346.00	£69.20	£415.20
16/11/2024		103415	S Gunter	November Pay and Backpay	£1,075.62	£0.00	£1,075.62
18/11/2024		103415	S Gunter	Expenses	£123.30	£0.00	£123.30
18/11/2024		103415	S Gunter	Printer Subscription	£4.90	£0.99	£5.89
05/11/2024	10003916512	D/D	Castle Water	Reed Pond Water	£7.14	£0.00	£7.14
05/11/2024	IN11862017	D/D	Npower	Electricity Supply	£404.87	£20.24	£425.11
04/11/2024	8006200	103416	TDC	Servicing of new Litter Bins	£866.96	£0.00	£866.96
11/11/2024	PP13527199v1NZE	Debit Card	TDC Planning	Planning application for Playground	£204.83	£11.67	£216.50
18/11/2024		103417	LGPS	Pension	£322.49	£0.00	£322.49
13/11/2024	2872	103418	Essex Cleaning Services	Clean Entrance Gates	£40.00	£0.00	£40.00
13/11/2024	INV-0698	103419	Goldacre Contracting	Playing Field, Verges and Reed Pond - 10th Cut	£415.00	£83.00	£498.00
15/11/2024	4025	103420	DM Payroll Services	Payroll Management	£60.00	£0.00	£60.00
				TOTALS	£4,774.11	£365.70	£5,139.81

Bank balances as at 15 November 2024; current account £7237.33; deposit account £146430.65