

Minutes of the meeting of Weeley Parish Council held on 16th March 2026

Present: Cllrs C. Hamilton (Chair), D. Botterell, L. Fitzpatrick, T. Spong, K. Millar, V. Cauvain, J. Beady, P. Gould and K. Green. Also in attendance were 5 members of the public (MOP) and Cllr Dan Land (ECC)

12/26.1 Apologies: None received.

12/26.2 Minutes of the previous meeting: The minutes of the Parish Council meeting held on 16th February 2026 were proposed by Cllr Botterell, seconded by Cllr Millar and it was **RESOLVED** to approve the minutes of the Parish Council meeting held on 16th February 2026 as an accurate record of proceedings.

12/26.3 Declarations of Interest: None received.

12/26.4 Clerk's Report: The Clerk presented the previously circulated report attached as Appendix A. All Councillors confirmed they had read the report and there were no questions.

12/26.5 Public Participation: Nothing raised.

12/26.6 TDC Cllr. Harris was not in attendance

ECC Cllr. Land: provided the following updates:

- Essex County Council consulting on speed strategy and he advised everyone to respond.
- Issues with the imminent closure of the Little Clacton branch of the National Animal Welfare Trust but much of their revenue goes to paying staff.
- Spate of development applications coming in as no local plan currently.
- Gutteridge Hall Lane – Environment Agency contacted and Cllr. Land will follow up but again no further action from TDC
- Some Parishes have put wooden bollards around schools to stop parking but this just actually moves the problem to other areas.
- Still some pot holes around that he is reporting,
- Great Oakley to be resurfaced on 20th March 2026

12/26.7 Biodiversity Policy : The Council discussed this and as it is a legal requirement to have one in place this will be implemented at the next meeting. **ACTION: Clerk to create and circulate a new policy for the next meeting.**

12/26.8 Special Constable in Weeley: Cllr. Beady proposed that the Council advertises for a Special Constable on social media and in the Parish magazine. The Council agreed this was a sensible approach and it was **RESOLVED** to advertise for a Special Constable. **ACTION – Clerk to contact Police for guidance. Cllr. Beady to create an advert for the position to be published after Police guidance received.**

12/26.9 Memorial Seats Policy: Councillors discussed the policy and Cllr. Hamilton proposed and Cllr. Cauvain seconded and it was **RESOLVED** to adopt the amended policy. **ACTION: Clerk to publish policy on website.**

12/26.10 Complaints Policy: All Councillors had reviewed the updated policy. Cllr. Hamilton proposed and Cllr. Botterell seconded and it was **RESOLVED** to adopt the policy. **ACTION: Clerk to publish policy on website.**

12/26.11 Asset Register: Cllr. Hamilton proposed and Cllr. Beady seconded and it was **RESOLVED** to adopt the new Asset Register with some minor amendments regarding the CCTV. **ACTION: Clerk to publish policy once amendments for CCTV added**

12/26.12 Playground Reports – a portion of grass matting is moving and ridging but the Council are looking into options for the flooring.

12/26.13 Fingerpost (Crow Lane): Clerk provided response from TDC that the Council can replace this post and the Council will now replace this post with a heritage style fingerpost. **ACTION: Clerk to research and get quotes for this work.**

12/26.14 Correspondence: The Clerk read out all correspondence as follows:

- a) Provided the notes re useage of new buses on routes 2 and 76.
- b) Provided information from resident re tree in Bentley Road
- c) Provided information from resident regarding issues with new store.
- d) Noted that Weeley now have a Football Team playing on the Boot Sale site.

12/26.15 Planning Applications: Councillors considered the applications listed in Appendix B and determined as shown.

12/26.16 Finance and Budget: The list of monthly payments was proposed by Cllr. Botterell and Cllr. Spong seconded and it was **RESOLVED** to approve the list of payments set out in Appendix C.

12/26.17 Weeley Parish Council Reports:

- a) Street Lighting: Nothing to report
- b) Tree Warden: Tree by Hilltop Nurseries has been moved.
- c) Playing Field: See agenda item 12.26/12
- d) Children's Play Area: See agenda item 12/26.12.
- e) Highways: Cllr Beady presented her report which is published on the Council's website.
- f) Footpaths: Nothing other than the planned diversion to Footpath 5 (previously publicised)
- g) Transport (including Tendring Transport Meeting if held): Cllr. Millar presented his report which is available on the Council's website.
- h) TDALC: No meeting.

12/26.18 Other Reports:

- a) Rural Policing: Cllr Hamilton reported 18 crimes in January.
- b) Speedwatch: Cllr. Beady presented her report which is published on the Council's website.
- c) Weeley Residents Ass: nothing to report.
- d) Weeley in Bloom (WiB): presented their report which is available on the Council's website
- e) Petanque Rink: nothing to report

12/26.19 Public Participation:

- No further questions

12/26.20 Items to be added to the next agenda:

- Biodiversity policy
- Fingerpost updates
- Special Constable

12/26.21 The Chair closed the meeting at 20.10pm

Date of Next Meeting will be: **Monday 20th April at 7.30pm** at Weeley Village Hall. This will be followed by the Annual Parish Meeting

Weeley Parish Council
Clerks Report – 16th March 2026

	Topic	Action/issue	Information	Status
1.	Reed Pond	Initiate Management Plan	<ul style="list-style-type: none"> • Obtain costs to install a chlorine pump • Publish report on website. • Purchase and install Lifebuoy at pond – complete • No progress on dredging 	<p>Lifebuoy now moved and flagpole erected. Flag purchased for St George's Day..</p> <p>Reed Pond to be discussed at July Meeting</p> <p>Speaking to Kevin Green re work on the pond / Getting 3 quotes for next meeting</p> <p>13/10 – Have second quote now but will move to later agenda as work will not start until next Spring now.</p> <p>Anonymous donation of £5000 received</p> <p>10/2/26 – On Feb Agenda</p> <p>23/2/26 – Contractor chosen just waiting for the work to start</p>
2.	Investigate new Playground Equipment	Research	Contacted Kompan regarding a larger slide and they will site visit and give us estimates	<p>Will seek further quotes, but, no rush on this item.</p> <p>16/7 – Possible use of funds for paths and surfacing</p> <p>29/7 – to get quotes for surfacing</p> <p>10/9 – One quote for surfacing received but waiting on Playdale visit and ROSPA report</p> <p>13/10 – Report received deciding on next steps</p>
3.	Quarterly Bank Reconciliations	Adopt this policy to reconcile quarterly	To be signed by a Cllr who is not the Chair or signatory.	<p>29/7 – Bank reconciliation have a £40 discrepancy so working on this to reconcile.</p> <p>11/8 – Completed by Cllr Millar and reconciled</p> <p>20/10 – 2nd Quarter to be done</p> <p>11/11 – Clerk and Cllr Millar currently working on this</p> <p>23/2 – Q1,2 and 3 completed</p>
4.	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)	<p>Cllr Fitzpatrick will assist the clerk with this activity.</p> <p>Clerk to liaise with Cllr Fitzpatrick and define this.</p> <p>No progress. Possibly use Playground software if adopted to load assets</p> <p>8/12 – Updating and consolidating</p> <p>15/2 – further detail to be provided by Cllr Botterell and then on March agenda</p>

5.	Cloud Storage	Find Cloud Storage for Council documents	Currently the Laptop is backed up to a memory card. As part of our risk assessment we should also back everything up to the cloud. This should enable document sharing.	4/9 – Renewed Microsoft subscription which gives 1gb of storage for each of the 6 available accounts. I will begin to look at uploading most recent docs and making accessible to all. 13/11 – No progress
6.	Playground Surfacing	Possible upgrade of surfacing in Over 8's play area	Playground Surface is already coming up and therefore we may wish to use S106 monies to improve the surface.	5/9 – One quote received. Speaking to Playdale and possibly put in a complaint to the API. 13/11 – No progress 15/2 – researching quotes
7.	TPOs	Keep a list of all trees in the area with TPOs	Using TDC and Richard Ransom records collate a list of all trees within Weeley that have current TPOs listed	6/1/26 – process started
8.	Assertion 10	New portion added to the AGAR for 2026	To learn about Assertion 10 and ensure Weeley is compliant	15/2 – Report run against Website and to be studied. Already have gov.uk accounts
9.	9.25/5	Finger Post at Crow Lane	Is this listed or should it be listed. Can we just clean it or replace it. Who owns it	22/1/26 – Clerk emailed highways Essex to clarify who owns the finger post and TDC to see if it is on a Local Heritage List 10/3- Chased Open Spaces for their permission 13/3 – Permission granted to replace – discuss on March agenda
10.	9.25/6	Flashing Speed Signs	Possibility of installing some of these in Weeley	22/1/26 – Clerk emailed Cllr D Land to discuss
11.	10/26.8	Plaque request from WIB	Weeley in Bloom would like to place a plaque on the bench by the Fire Station in honour of a member who used to maintain this area	19/1 – Council voted to allow plaque 22/1 – Clerk notified WiB of permission 24/2 – Just awaiting confirmation from WiB of lettering
12.	10/26.11	Playground Issues	Use Playground Reports to fix issues in playground	19/1/26 – Council discussed issues. Clerk to contact Alpine re Petanque fence and Playdale re caps. Cllrs Green and Millar to fix anything else. 15/2 – Clerk written to Alpine but no reply. Cllr Green fitted relevant caps 24/2 – Alpine to look at issues with Petanque fencing 16/3 – Fencing addressed by Alpine and caps replaced.
13.	10/26.13	Local Plan Meeting	To publish information and updates re local plan to village	19/1/26 – Meeting to be publicised on Website and Social Media by clerk. 22/1/26- Clerk published on website and socials 15/2 – Published updated details
14.	Tree Down	Tree Down at Queen's Corner	WIB let me know that a tree had fallen onto a fence at Queen's Corner	2/2/26 – Asked Cllr Green to have a look and let me know what needs to be done 24/2 – Tree removed
15.	Overgrowth on Clacton Road	Brambles and grass covering pavements opposite the school	Get an estimate from contractor to clear paths	24/2 – Council agreed to Chris Dyson quote for £120 plus VAT for clearance. 6/3/26 - Cleared

16.	New Councillor	Ne co-opted Councillor training	Provide email address / documents / access to website and any other training material	27/2 – Email address setup. Declaration of Office signed. Code of Conduct / Standing Orders and Civility and Respect pledge provided. 6/3/26 – Sent DPI and Register of interest forms, completed the Bursary form and booking Cllr Gould into training 16/3 – DPI forms returned and will be published on Council website. Bursary and training forms to be completed at meeting
17.	11.26/8	Barleyfields lighting	Contact Rose and discuss the options for lighting removal	27/2 – Spoken to Rose and sent them a Letter of Authority to speak to UK Power Networks to see what can be done with our lights.
18.	11.26/10	Council Bins	Move bins to different locations (Including Reed Pond bin)	27/2 – Get quotes for moving bins as discussed.
19.	Tree Bentley Road	London Plane overhanging residents property	Large London Plane overhanging residents bungalow and now causing damage to said property	9/3/26 – Contacted Open Spaces last September who passed on to ECC but nothing heard since. Property now damaged by branches and resident wanted help to get someone to look at tree. Contacting ECC again 16/3 – Received confirmation tree has now been pruned and issue no longer remains
20.	Weeley Telephone Library	Sign Short Term Lease from TDC	Received email from TDC for another years lease of the phone box land	13/3 – Signed and dated and returned to TDC awaiting their signed copy back

APPENDIX B

Planning Applications for month to 16th March 2026

Date of Notification	Application No.	Details	Address	Resolution /Comment
23/2/26	26/00227/DETAIL	Submission of details under Outline Planning Permission (23/00807/OUT) - considering access/scale/appearance/landscaping/layout for 5 detached dwellings	Mr David Rose - DG Rose Ltd Land to The rear of The Gables and The Towers Clacton Road Weeley Heath Clacton On Sea	Passing place should be larger 16 metres wider 1.5 metres.
25/2/26	26/00292/NMA	Non Material Amendment to 19/00524/OUT - Relocation and minor size reduction of 4 electrical sub-stations.	Land to The South of Thorpe Road Weeley Essex	For information only
2/3/26	26/00324/LBDISC	Discharge of conditions application for 25/00307/LBC - Condition 3 (Materials), Condition 7 (Underfloor Heating System), Condition 8 (Internal Insulation), and Condition 9 (Building Services).	Paul McLean Dale Brow, Thorpe Road Weeley, Clacton On Sea Essex CO16 9JL	No objection
9/3/26	26/00341/COUNOT	Prior Approval Application under Part 3, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for conversion of existing office building (Use Class E) to 18no. residential flats (Use Class C3).	Weeley Council Offices Thorpe Road Weeley Clacton On Sea	No comment can be made
13/3/26	26/00153/FULHH	Householder Planning Application - Rear parallel range extension. Demolition of non-original bathroom outshot/catslide extension to create a low-level Ground Floor connection. Replacement of non-original windows with heritage style double glazed timber alternatives. Internal alterations include erection of a new partition to form a bathroom on the first floor. One and a half storey extension to include gable walls, timber framed sliding doors, 2 dormer windows. Erection of car port/ garage	Dale Brow Thorpe Road Weeley Clacton On Sea	No comment – to chase up about listed building consent

Planning Determinations

Application No. & Determination	Proposal	Address
25/01560/DOVO5 Deed of Variation Approved 10.03.2026 Delegated Decision	Deed of variation under the Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992, of the terms of the legal agreement dated 13/08/2019 linked to outline planning permission 19/00524/OUT in relation to the timing of open space and affordable housing delivery.	Sarah Hare, Land to The South of Thorpe Road Weeley Essex CO16 9AJ

Appendix C

PAYMENTS FOR AUTHORISATION: MARCH 2026

Invoice Date	Invoice No.	Account	Payee	Service	NET (£)	VAT (£)	GROSS (£)	VAT No	Setup Pyt
25/03/2026	ZA331947	Unity Bank (DD)	ICO	Information Commissioners Office Annual Fee	£47.00	£0.00	£47.00		N(DD)
16/03/2026		Unity Bank	Steve Gunter	Clerks Pay March	£872.49	£0.00	£872.49		Y
16/03/2026		Unity Bank	Steve Gunter	Clerks Expenses March	£16.70	£0.00	£16.70		Y
16/03/2026		Unity Bank	Steve Gunter	Canon Ink Subscription	£3.32	£0.67	£3.99	GB398669467	Y
16/03/2026		Unity Bank	RCCE	RCCE Membership 2026-27	£71.50	£14.30	£85.80	159631388	Y
31/03/2026		Unity Bank	Essex Pension Fund	Clerk Pension March	£275.24	£0.00	£275.24		Y
06/03/2026	INV-1008	Unity Bank	Goldacre Contracting	Hedge Cutting Clacton Road	£120.00	£24.00	£144.00	366952259	Y
05/03/2026	10009387227	Barclays (DD)	Castle Water	Reed Pond Water	£6.86	£0.00	£6.86		N(DD)
24/02/2026	553378987	Unity Bank	Zurich Municipal	Insurance 2026-27	£1,010.77	£0.00	£1,010.77		Y
21/03/2026	IV04182182	Barclays (DD)	SSE Energy Solutions	Street Lighting	£260.09	£13.00	£273.09	553769603	N(DD)
06/03/2026	INV 3437	Unity Bank	Essex Cleaning Services	Village Gates Clean	£40.00	£0.00	£40.00		Y
30/03/2026		Unity Bank (DD)	Unity Trust Bank	Service Charge (March)	£7.00	£0.00	£7.00		N(DD)
							£0.00		
				TOTALS	£2,730.97	£51.97	£2,782.94		
							£2,782.94		
Barclays Bank balances as at 16th March 2026; current account £313.25; deposit account £19231.15									
Unity Bank balances as at 16th February; current account £2551.17, Savings Account £83467.49									
PreApproved Payments									
					Total in Bank	£105,563.06			
					Less Mar Pyts	£2,781.94			
					Total	£102,781.12			