

## Minutes of the meeting of Weeley Parish Council held on 19th May 2025

**Present:** Cllrs C. Hamilton (Chair), D. Botterell (Deputy Chair), G. Foster, K. Millar, K. Green, L. Fitzpatrick, V. Cauvain and J. Beady. Also in attendance were 6 members of the public and Cllr Peter Harris

**02/25.1 Apologies:** Apologies were received from Cllr. Spong. Cllr. Hamilton proposed and Cllr. Cauvain seconded and it was **RESOLVED** to accept the apologies.

**02/25.2 Minutes of the previous meeting:** The minutes of the Parish Council meeting held on 22<sup>nd</sup> April 2025 were proposed by Cllr Botterell, seconded by Cllr Cauvain and it was **RESOLVED:** To approve the minutes of the Parish Council meeting held on 22<sup>nd</sup> April 2025 as an accurate record of proceedings.

**02/25.3 Declarations of Interest:** None declared.

**02/25.4 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.

**02/25.5 Public Participation:** The Chair invited the members of public in attendance to raise any questions/issues.

- A member of the public (MOP) asked about Reed Pond and it was confirmed it is still on the Council's Radar

**02/25.6 Tendring District and Essex County Councils:**

**TDC Cllr Harris:** mentioned the following:

- At the last Full Council meeting a Reform councillor was removed from the Resources and Overview and Scrutiny Committee Cllr Harris vetoed the suggested replacement as nepotism therefore all committees have gone back to default position.
- At the next meeting (20<sup>th</sup> May) voting on acceptance of the Colchester / Tendring Borders Garden Community.
- Thank you to WPC for the VE Day 80 Commemoration Day.

**EALC Cllr Land:** was not present

- Cllr Hamilton mentioned the kerbstones to be fixed on 2<sup>nd</sup> Avenue.

**02/25.7 Correspondence:** The Clerk mentioned the following Correspondence:

- Email from Carlo Guglielmi thanking Dan Land for moving A120 roadworks from 8pm to 9pm.
- Email from Robert Lee at Highways regarding diversion of Footpaths 3, 4 and 5 in Weeley. The Council did not want to make any comment.
- Email from 5 Estuaries Wind Farm.

**02/25.8 Annual Governance and Accountability Return 2024/25** The council has a statutory obligation to prepare and submit within a specified timeframe its Annual Governance and Accountability Return.

- Annual Governance Statement;** Proposed by Cllr Hamilton, seconded by Cllr Cauvain and **RESOLVED:** To approve the Annual Governance Statement.
- Accounting Statements;** Proposed by Cllr Hamilton, seconded by Cllr Cauvain and **RESOLVED:** To approve the Accounting Statements. (section 2).
- Notice of Electors' Rights;** Proposed by Cllr Hamilton, seconded by Cllr Cauvain and **RESOLVED:** To approve the dates set out in the 'Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return'. This will be published on the website and posted on the parish noticeboards.
- Internal Audit Report;** Proposed by Cllr Hamilton seconded by Cllr Cauvain and **RESOLVED:** To accept the Internal Audit Report for Year Ending 31 March 2025 and note its recommendations. The Clerk will assess the recommendations and report progress to a future meeting.
- Appointment of an Internal Auditor;** Proposed by Cllr Hamilton, seconded by Cllr Cauvain and **RESOLVED:** To appoint Mrs J Stobart as the Council's internal auditor for the financial year 2025/26

The Council's Annual Governance and Accountability Return will be published on the Council's website.

**02/25.9 Playing Field Request:** The Clerk presented the previously circulated booking form and Cllr Hamilton proposed and Cllr Botterell seconded and it was **RESOLVED** to accept the booking once further details obtained. **Action: Clerk to get further details.**

**02/25.10 VE Day 80 Commemorations:** Cllr Hamilton presented a report on the day's activities. A couple of issues were mentioned for future events.

- PA System to be placed centrally
- Layout (eg Dog Show) moved centrally and use PA System for announcements.
- Later start for any acts (at least 30 minutes after opening)

Cllr Hamilton presented a cheque to Cllr Harris for £600 raised for UK Homes 4 Heroes.

**02/25.11 Phone Box Library:** Cllr Beady explained that the Library is now open for books and seeds. Spare books can be dropped at the phone box. Council agreed the wording for the Phone Box and suggested to black out the windows with the white lettering.

**02/25.12 Planning Applications:** Council Members considered the applications set out in Appendix B and determined as shown.

**02/25.13 Finance and Budget:** The list of monthly payments was proposed by Cllr Hamilton and seconded by Cllr Cauvain and it was **RESOLVED:** To approve the list of payments set out in Appendix C.

**02/25.14 Weeley Parish Council Reports:**

- a) Street Lighting: Nothing to report.
- b) Tree Warden: Sourcing trees for Weeley Bypass.
- c) Playing Field: Nothing to report.
- d) Children's Play Area: Nothing to report.
- e) Highways: Cllr Beady presented a report which is published on the Council's website.
- f) Footpaths: Nothing to report
- g) Transport: Cllr Millar mentioned that Greater Anglia will be renationalised on October 12<sup>th</sup>. On 1<sup>st</sup> June bus timetables will change as Hedingham and Chambers buses becomes Konect Buses.
- h) TDALC: Cllr Botterell noted that on 23<sup>rd</sup> April and Extraordinary meeting was held regarding reorganisation.

**02/25.15 Other Reports:**

- a) Rural Policing: Cllr Hamilton reported 18 crimes in March 8 of which were in Gutteridge Hall Lane.
- 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's website.
- d) Weeley in Bloom (WiB): presented their report which is available on the Council's website
- e) Petanque Rink: had nothing to report.

**02/25.16 Public Participation:** Members of the Public (MOP) mentioned the following:

- Light over the side door to Village Hall – Cllr Hamilton to follow up with Village Hall.
- Hemlock plants at Reed Pond. **Action : Clerk to speak to Grass Maintenance Contractor to see if they can help.**
- Cllr Hamilton mentioned planter that was offered to Cllr Green. This will be added to the next meeting agenda. **Action : Clerk to add to next meeting.**

**02/25.17 Items to be added to the next agenda:**

- Approval for planter
- Review Emergency Plan
- CCTV

The Chair closed the meeting at 20.40pm

Date of Next Meeting will be: Monday **16<sup>th</sup> June at 7.30pm** at Weeley Village Hall

Weeley Parish Council  
Clerks Report – 22<sup>nd</sup> April 2025

	Topic	Action/issue	Information	Status
1.	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.	Met with the Scouts along with Cllr Hamilton and have made the final statements known to our solicitor and hopefully this will now complete very soon. <b>Chased our Solicitor for an update</b>
2.	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.	Email received from ECC Place Services with suggestions. Postponing until March meeting as December meeting is very busy currently. <b>Sourcing costs for 2 different colour Acer Trees to plant in Autumn</b>
3.	Reed Pond	Initiate Management Plan	<ul style="list-style-type: none"> <li>Obtain costs to install a chlorine pump</li> <li>Publish report on website.</li> <li>Purchase and install Lifebuoy at pond - complete</li> </ul> No progress on dredging	Lifebuoy now moved and flagpole erected. Flag purchased for St George's Day..
4.	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
5.	Quarterly Bank Reconciliations	Adopt this policy to reconcile quarterly	To be signed by a Cllr who is not the Chair or signatory.	Q3 reconciliation done by Cllr Millar. Q4 to be done in March. <b>As per auditor will amend how we do Bank Recs</b>
6.	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	Software setup. Now need to show councillors how to use. Will arrange meeting with James Dunne of PSS <b>Arranging meeting with new rep.</b>

7.	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. Possibly use Playground software if adopted to load assets
8.	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	Cllr Cauvain to be added although looking at the account it shows as Revoked. New Saving account now setup with Unity Bank. Funds will be transferred after Audit complete <b>£85000 now transferred to Unity Bank Savings Account</b>
9.	Fencing at Spinney	Gather quotes to protect Spinney in Weeley Heath from Encroachment	Clerk to gather quotes for fencing at the Spinney	No progress – 3 quotes to be sought. <b>Still awaiting 2 further quotes.</b>
10.	Facebook	To create a Read Only Facebook presence	Clerk to work with Cllr Cauvain to set this up and define a policy document	Policy amended to reflect WPC once adopted FB to be created in conjunction with Cllr Cauvain. <b>Facebook page to be created</b>
11.	Playing Field	Look into changing policy of hiring field for commercial enterprises	Due to more commercial type hiring request it should be that the Parish Council can charge for these types of field use.	Look into changing policy and charging for commercial uses of the field. Different charging for different sizes of field use. No progress
12.	Memorial Bench	Get quotes for a Memorial Bench	WPC has agreed to buy and install a memorial bench for Mike Brown. Clerk looking into prices and options	Options presented for approval at April Meeting <b>Bench ordered and to be delivered in June.</b>

## APPENDIX B

### Planning Applications for month to 19<sup>th</sup> May 2025

Application No.	Details	Address	Comment/ Resolution
<a href="#">25/00607/FULHH</a>	Householder Planning Application - Single storey rear extension and loft conversion including rooflights and first floor windows to side gable. (Discussed at April meeting)	42 Colchester Road, Weeley, Essex, CO16 9JR	No Comment

<a href="#">25/00639/FULHH</a>	Householder Planning Application - Retrospective application for a fence.	Ms Wiggins, White Chalk House Clacton Road Weeley Heath Essex	No Comment
<a href="#">25/00655/FULHH</a>	Householder Planning Application - Single storey side and rear extension (following removal of existing side extension).	Mr Ozturk, 37 Colchester Road Weeley Clacton On Sea Essex	No Comment
<a href="#">25/00714/VOC</a>	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 1 (Approved Plans), Condition 2 (Landscaping Details), Condition 4 (Vehicular Turning Facility), and Condition 5 (Garages and Vehicle Parking) of application 21/00462/DETAIL to amend design of approved dwellings	Rainbow Nurseries 23 Colchester Road Weeley Essex	Comment on width of access road and the fact that this is part of PROW Weeley 2.

### Planning Determinations

Application No. and determination	Proposal	Address
<a href="#">25/00271/FULHH</a> Refusal – Full 23.04.2025 Delegated Decision	<i>Householder Planning Application - conversion of garage to annex with raising of roof to facilitate a first floor following approval under 19/01326/FUL and 22/02068/FULHH.</i>	<i>Mr and Mrs J Green 1 Barnfields, Clacton Road Weeley Heath, Clacton On Sea Essex, CO16 9EF</i>
<a href="#">25/00568/WTPQ</a> Approval – Full 02.05.2025 Delegated Decision	<i>Works related to Tree Preservation Order (11/00020/TPO) - T1 Oak - Reduce crown over hanging main site house by 2 metres.</i>	<i>Mr Paul Rosson, 20 Cravenwood Close, Weeley, Essex CO16 9DG</i>
<a href="#">25/00517/FULHH</a> Approval – Full 16.05.2025 Delegated Decision	<i>Householder Planning Application - Single storey rear and side extensions.</i>	<i>Mr Drew Welham, St Andrews, Church Lane, Weeley Clacton On Sea, Essex CO16 9AT</i>

# APPENDIX C

PAYMENTS FOR AUTHORISATION: MAY 2025									
Invoice Da	Invoice No.	Cheque No	Payee	Service	NET (£)	VAT (£)	GROSS (£)	VAT No	Setup Pyt
02/05/2025	INV-0813	Current (UB)	Goldacre Contracting	Playing Field and Verges 2nd Cut and extra cut	£613.00	£122.60	£735.60	366952259	Y
01/05/2025	Inv 44	Current (UB)	Alan Harmon	Converting Phone Box to Library	£553.00	£0.00	£553.00		Y
01/05/2025	WVH-4304	Current (UB)	Weeley Village Hall	Office Rental 2023-24	£500.00	£0.00	£500.00		Y
01/05/2025	WVH-4306	Current (UB)	Weeley Village Hall	Office Rental 2024-25	£500.00	£0.00	£500.00		Y
06/05/2025	10006298310	DD (Barclays)	Castle Water	Reed Pond	£7.35	£0.00	£7.35	319 4277 88	N
06/05/2025	18698	Current (UB)	EALC	Routine Playground Inspection Course	£400.00	£80.00	£480.00	316422724	Y
03/05/2025	S070652	Current (UB)	Spong Builders and Contractors	Fixing Damage to Lamppost at Lamppost at Weeley Bridge	£310.00	£62.00	£372.00	466199995	Y
02/05/2025		Current (UB)	Boxted Methodist Silver Band	Band for VE Day Event	£300.00	£0.00	£300.00		Y
03/05/2025	IN13057778	DD (Barclays)	Npower	Street Lighting	£379.68	£18.98	£398.66	559079889	N
19/05/2025		Current (UB)	S Gunter	Canon Ink Subscription	£3.32	£0.66	£3.99		Y
19/05/2025		Current (UB)	S Gunter	May Wages	£846.23	£0.00	£846.23		Y
19/05/2025		Current (UB)	S Gunter	Expenses	£40.10	£0.00	£40.10		Y
20/05/2025		Current (UB)	Essex Pension Scheme	Clerks Pension (May)	£266.82	£0.00	£266.82		Y
19/05/2025		Current (UB)	C Hamilton	Expenses (April)	£157.31	£0.00	£157.31		Y (prepaid)
12/05/2025		Current (UB)	C Hamilton	Expenses (May)	£388.67	£0.00	£388.67		Y (prepaid)
30/04/2025		DD (UB)	Service Charge	Monthly Bank Charge	£6.00	£0.00	£6.00		N
08/05/2025		Current (UB)	HMRC	Q2 2024/25 Tax	£24.23	£0.00	£24.23		Y (prepaid)
08/05/2025		Current (UB)	HMRC	Q3 2024/25 Tax	£81.29	£0.00	£81.29		Y (prepaid)
08/05/2025		Current (UB)	HMRC	Q4 2024/25 Tax	£45.69	£0.00	£45.69		Y (prepaid)
14/05/2025		Current (UB)	HMRC	NI 2924-25	£19.60	£0.00	£19.60		Y
19/05/2025		Current (UB)	Goldacre Contracting	3rd Cut Field, Verges and Reed Pond	£459.00	£91.80	£550.80		Y
				TOTALS	£5,901.29	£284.25	£6,277.34		
Barclays Bank balances as at 19th May 2025; current account £655.22; deposit account £46555.16									
Unity Bank balances as at 19th May; current account £5556.72, Savings Account £85000.00					Total in Bank £138165.76				
PreApproved Payments									
	HMRC	24.23 / 81.29 / 45.69	Paid Immediately to save on accrued interest						
	Christine Hamilton	£545.98	Paid Early as agreed by Council as large amount						
Receipts									
	Amazon	£21.55	Returned Flag	Barclays Community Account	28/05/2025				
	ECC	£1,666.70	Grass Cutting Monies	Barclays Business	07/05/2025				