

Minutes of the meeting of Weeley Parish Council held on 16th June 2025

Present: Cllrs C. Hamilton (Chair), G. Foster, K. Green, L. Fitzpatrick, V. Cauvain, T. Spong and J. Beady. Also in attendance were 8 members of the public and Cllr P. Harris (TDC) and Cllr D. Land (ECC)

03/25.1 Apologies: Apologies were received from Cllr. Millar, Cllr Botterell and S. Gunter (Clerk/RFO). Cllr. Cauvain proposed and Cllr. Foster seconded and it was **RESOLVED** to accept the apologies.

03/25.2 Minutes of the previous meeting: The minutes of the Annual Parish Meeting (APM) and Parish Council meeting held on 19th May 2025 were proposed by Cllr Cauvain, seconded by Cllr Spong and it was **RESOLVED:** To approve the minutes of the APM and Parish Council meeting held on 19th May 2025 as an accurate record of proceedings.

03/25.3 Declarations of Interest: Cllr Green declared an interest in 03.25/14.

03/25.4 Clerk's Report: The Chair presented the previously circulated report attached as Appendix A. All Councillors confirmed they had read the report and there were no questions.

03/25.5 Public Participation: The Chair invited the members of public in attendance to raise any questions/issues.

- A Member of the Public (MOP) had reported to Cllr Land that padlocks on stores around railway arches had been removed and 20 cars had appeared. Cllr Land has reported to ECC

03/25.6 Tendring District and Essex County Councils:

EALC Cllr Land: mentioned the following:

- Further pavement works done in Weeley. Request for layby and pavement in Bentley Road to be made safer
- 2nd Avenue defects/kerbing issues to be done over the next couple of months
- Hoping that pavements outside Kate Daniels House will be repaired.
- One of the bins on the Playing Field was broken and on the ground.
- Mentioned problems with devolution
- Asked WPC to write a paragraph which he could include in a message to ECC regarding overgrowth along Clacton Rd. Chair agreed to write appropriate note to Cllr Land.

TDC Cllr Harris: mentioned the following:

- Reform won the recent Frinton election
- No feedback from enforcement on Gutteridge Hall Lane. He will refer the number of crimes reported there to the local MP to discuss with ECC.
- September there will be another consultation on the local plan for 6 weeks.
- Weeley Council Offices final decision next month.
- Willow House several reports about rubbish around the property and Cllr Harris has spoken to the Manager and reported to Enforcement.
- Thank you received from UK Homes 4 Heroes for the donation from WPC VE Day event.

03/25.7 CCTV: Council agreed to defer the decision on this project until July meeting to allow further quotes and investigation.

03/25.8 Flower Planter: The Chair explained that we have received the Flower Planter and it has been installed by the Weeley Crest. There were no objections to this.

03/25.9 Financial Regulations: The Chair asked Councillors to confirm they had read the Updated policy and the list of possible amount changes recommended by the Clerk/RFO. The Councillors agreed the following:

- In 5.6, the amount of £60,000 was agreed.
- In 5.8, the limit was agreed to be raised from £3000 to £5000 for fixed price quotes.
- In 5.9, it was agreed to raise this to £1000 from £500.
- In 5.15, it was agreed to increase the upper limit to £3000 from £2000.
- In 5.18, Emergency expense increased from £2000 to £3000.
- In Section 9, the card payment limit is to be increased from £500 to £1000 in agreement with the Chair.
- In 16.5, to remain as £500.

Cllr Spong proposed and Cllr Cauvain seconded and it was **RESOLVED** to adopt the Financial Regulation policy with implemented changes and amounts as per the above.

ACTION : Clerk to save changes and publish document

03/25.10 Emergency Grab Bag: Cllrs discussed and agreed to add additional items to the grab bag and list of contents to include number of each item where applicable. It was suggested and agreed that the bag should be replaced by a large, lidded bucket which could have dual use. Copy of the Emergency Plan to be kept in the Grab Bag which will be kept in the office in the Village Hall. Cllr Beady proposed and Cllr Hamilton seconded and it was **RESOLVED** to update the grab bag as mentioned. **ACTION : Clerk to purchase and restock the bag and produce itemised list with dates.**

03/25.11 Press and Media Policy: Cllr Cauvain proposed and Cllr Beady seconded and it was **RESOLVED** to adopt the policy

03/25.12 Privacy Notice – Cllr Cauvain proposed and Cllr Beady seconded and it was **RESOLVED** to adopt the Privacy Notice.

03/25.13 Risk Assessment: Cllr Fitzpatrick asked if a Business Continuity section could be added before adoption and it was agreed to move this Policy to the July meeting. **ACTION : Clerk and Cllr Fitzpatrick to update policy.**

03/25.14 Spinney: Cllr Green left the room whilst this item was discussed. The 2 quotes were discussed and it was proposed by Cllr Spong and seconded by Cllr Cauvain and **RESOLVED** to accept Quote 1 for this item of work. **ACTION : Clerk to instruct works to begin.**

03/25.15 Benches: Cllr Hamilton proposed and Cllr Cauvain seconded and it was **RESOLVED** to clean and maintain benches in Weeley. **ACTION : Clerk to arrange for cleaning of the benches.**

03/25.16 Correspondence:

- Notification from Petanque regarding damage. Council had checked CCTV and informed Police. Cllr Hamilton is awaiting a response on the CCTV footage from the police and advised that it looked more like naughty children than wanton vandalism.
- Tendring Hundred Riding Club attended the meeting and advised of 2 events in August on the 9th and 17th which will be family days and fundraising events.

03/25.17 Planning Applications: Councillors considered the applications listed in Appendix B and determined as shown.

03/25.18 Finance and Budget: The list of monthly payments was proposed by Cllr Cauvain and seconded by Cllr Hamilton and it was **RESOLVED** to approved the list of payments set out in Appendix C.

03/25.19 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: Nothing to report apart from Zip Wire which needs tensioning.
- e) Highways: Cllr Beady presented a report which is published on the Council's website.
- f) Footpaths: Nothing to report. Cllr Hamilton reported Rose Builders driving over footpaths and Cllr Harris said he would speak to the Head of Planning.
- g) Transport: Cllr Millar not present.
- h) TDALC: Cllr Botterell not present.

03/25.20 Other Reports:

- a) Rural Policing: Cllr Hamilton reported 12 crimes in April 6 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: had nothing to report.
- d) Weeley in Bloom (WiB): presented their report which is available on the Council's website
- e) Petanque Rink: presented their report which is available on the Council's website.

03/25.21 Public Participation: no comments or questions.

03/25.22 Items to be added to the next agenda:

- Risk Assessment
- CCTV

The Chair closed the meeting at 20.40pm

Date of Next Meeting will be: Monday **21st July at 7.30pm** at Weeley Village Hall

Weeley Parish Council
Clerks Report – 16th June 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. Chased our Solicitor for an update 2/6 – Now with the Scout Association. Should not be long
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. Sourcing costs for 2 different colour Acer Trees to plant in Autumn 28th May – Emailed Essex Forest Initiative to see if any grant money available
3.	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 	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. As per auditor will amend how we do Bank Recs
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 Arranging meeting with new rep.
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.	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. Reviewing quotes for next meeting (June)
9.	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. Facebook page to be created
10.	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
11.	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 Bench ordered and to be delivered in July. Finance to be approved at June meeting
12.	Defib Pads Expired	Order new pads and install	Defib pad notification received from The Circuit so a new set needs to be ordered as they only last for 2 years. We will order a new set this time next year so that we always have an in date set of pads.	Ordered a set of pads and paid for them directly with Debit Card. Diary entry for this time next year to order another set. On Finance list for June
13.	External Audit	Prepare and send off External Audit Requirements	Each year we must comply with External Audit procedures and complete an AGAR and the other relevant documents.	Forms completed and sent to PKF Littlejohn, but, as our expenditure last year was greater than £200000 we now need to provide extra documents as an Intermediate Council. This is just for this year.
14.	Petanque Sign	Design sign as per Petanque request	The Petanque court has been used recently by other ball sports so they have requested a sign to discourage this.	Sign researched and cost known – to be added to next Council meeting (Jun). Sing ordered Finance to be approved in June
15.	CCTV	Replace and Upgrade Existing CCTV. Install a Camera on our Lamppost by the Station Approach	CCTV is aging and could do with an upgrade around the hall to cover more of the area in better quality. Also where there is consistent Fly Tipping on Station Approach it would be pertinent to install a camera.	One quote received. Clerk to source further quotes. 4/6/25 – requested 2 further quotes On June agenda but only one quote received so far.

APPENDIX B

Planning Applications for month to 16th June 2025

Date of Notification	Application No.	Details	Address
20/5/2025	25/00651/FULHH	Householder Planning Application - Single storey rear extension	34 Second Avenue Weeley Essex CO16 9HX

29/5/2025	25/00761/VOC	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved plan and documents) of application 25/00307/LBC to reduce the scale of the extension relative to the listed building.	Dale Brow Thorpe Road Weeley Clacton On Sea
10/6/2025	25/00854/FULHH	Householder Planning Application - Single storey side and rear extensions and front porch.	5 Kempton Park Weeley Heath Essex CO16 9EJ
13/6/2025	25/00817/LBC	Application for Listed Building Consent - Repair of historic timber frame.	Dale Brow Thorpe Road Weeley Essex

Planning Determinations

Application No. & Determination	Proposal	Address
25/00499/FULHH Approval - Full 21.05.2025 Delegated Decision	Householder Planning Application - Detached garage with annexe above and recessed balcony.	Mr & Mrs Hare, Bryn Tirion, Clacton Road Weeley Heath, Clacton On Sea Essex, CO16 9DR
25/00714/VOC Application Turned Away 23.05.2025 Delegated Decision	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.	Mr Thompson - Cage Properties Ltd, Rainbow Nurseries, 23 Colchester Road, Weeley Essex, CO16 9JT
25/00655/FULHH Approval - Full 06.06.2025 Delegated Decision	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 CO16 9JR
25/00607/FULHH Approval - Full 12.06.2025 Delegated Decision	Householder Planning Application - Single storey rear extension and loft conversion including rooflights and first floor windows to side gable.	Mr John Judge, 42 Colchester Road Weeley Essex CO16 9JR

APPENDIX C

PAYMENTS FOR AUTHORISATION: JUNE 2025									
Invoice Da	Invoice No.	Cheque No	Payee	Service	NET (£)	VAT (£)	GROSS (£)	VAT No	Setup Pyt
26/05/2025	6000024909	Debit Card	Primary Care	Replacement Defib Pads	£75.99	£15.20	£91.19	GB707272150	N
26/05/2025	Donation	Current (UB)	UK Homes For Heroes	Donation of receipts from VE Day 80	£600.00	£0.00	£600.00		Y
27/05/2025	011770	Current (UB)	J & A International Ltd	Aluminium Petanque Sign	£27.99	£5.60	£33.59	GB351990440	Y
27/05/2025	200005363	Current (UB)	CVST	Yearly Membership	£25.00	£0.00	£25.00		Y
03/06/2025		Current (UB)	Steve Gunter	June Wages	£846.23	£0.00	£846.23		Y
03/06/2025		Current (UB)	Steve Gunter	Canon Ink Subscription	£3.32	£0.67	£3.99	GB398669467	Y
03/06/2025		Current (UB)	Essex Pension Scheme	Clerk's Pension (June)	£266.82	£0.00	£266.82		Y
16/05/2025	118994	Current (UB)	TDP Limited	Memorial Bench	£548.17	£109.63	£657.80	GB558589182	Y
04/06/2025	10006654140	DD (Barclays)	Castle Water	Reed Pond Water Charges	£7.59	£0.00	£7.59		N
04/06/2025		Current (UB)	Kevin Millar	Train Ticket to Chelmsford	£21.59	£0.00	£21.59		Y
31/05/2025		DD (UB)	Unity Trust Bank	Monthly Service Charge	£6.00	£0.00	£6.00		N
13/06/2025	INV-0851	Current (UB)	Goldacre Contracting	4th Cut Verges, Pond and Playing Field and Removal of Hogg Weed from Reed Pond	£564.00	£112.80	£676.80	366952259	Y
						£0.00	£0.00		
				TOTALS	£2,992.70	£243.90	£3,236.60		
Barclays Bank balances as at 19th May 2025; current account £502.66; deposit account £44870.64									
Unity Bank balances as at 19th May; current account £3236.60, Savings Account £85000.00					Total in Bank £133609.90				
PreApproved Payments									
	Primary Care	£91.19	Replacement Defib Pads needed						
Receipts									
	Steve Gunter	£600.00	Monies raised at VE Day Event	Barclays Community Account	05/06/2025				
	Party in the Park	£200.00	Deposit for use of field on 15/6/25	Barclays Community Account	16/06/2025				