

Minutes of the meeting of Weeley Parish Council held on 21st July 2025

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

04/25.1 Apologies: None received.

04/25.2 Minutes of the previous meeting: The minutes of the Parish Council meeting held on 16th June 2025 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 June 2025 as an accurate record of proceedings.

04/25.3 Declarations of Interest: None received

04/25.4 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.

04/25.5 Public Participation: The Chair invited the members of public in attendance to raise any questions/issues.

- None raised.

04/25.6 Tendring District and Essex County Councils:

EALC Cllr Land: mentioned the following:

- Met with the new Police Commander and spoke about speeding as a big issue locally. Cllr Land noted the Commander seemed very receptive.
- A resident had raised an issue with the caravan park and Cllr Land was assisting the resident.
- Work is starting on the bus stop opposite Bentley Road w/c 28th July and the Finger Post signs were fixed in the last round of works.
- The plastic railings on the bridge have been removed.
- Cllr Land has raised the issue of bin collections (an issue reported to the clerk frequently) to TDC for more information.
- Kerbs and Pavements on 2nd Avenue to be fixed.
- Markings on Colchester Road to Tendring Riding Club. The road is to be totally resurfaced in September. Chair mentioned Rose may then dig this up again for road layout changes..

TDC Cllr Harris: was not present

04/25.7 Risk Assessment and Business Continuity: Clerk presented the documents and Cllr Hamilton proposed and Cllr Botterell seconded and it was **RESOLVED** to adopt both documents. **ACTION : Clerk to upload to website. Clerk to look into cloud storage.**

04/25.8 CCTV Policy: All Councillors confirmed they have read and agreed the policy. Cllr Hamilton proposed and Cllr Beady seconded and it was **RESOLVED** to adopt the policy. **ACTION : Clerk to check names and then upload to Website**

04/25.9 Bins: A frank discussion was had and it was decided not to install larger bins at this time. All Cllrs and Villagers should report missed bin collections and the clerk will continue to monitor the situation. Cllr. Land has also raised this issue to TDC.

04/25.10 Playground Notices: It was unanimously agreed to install signs in the playground. Signs should include Emergency Contact Details and No Dogs in the Under 10s area. **ACTION: Clerk to research and gain quotes with different wording.**

04/25.11 Playground Surface: It was unanimously agreed to seek quotes for relevant surfacing under the equipment outside the Under 10s Play Area. **ACTION: Clerk to source quotes for surfacing options in playground.**

04/25.12 Reed Pond: A long discussion occurred on the subject and it was agreed to look into quotes for stripping back and deepening the pond and planting recommended water plants. **ACTION: Clerk to find quotes. KG to speak to local farmer to see if he can remove spoil.**

04/25.13 Training: Cllr Cauvain proposed and Cllr Beady seconded and it was **RESOLVED** to use the training budget to pay for the Chair and Clerk to attend an online planning course.

04/25.14 Correspondence: The clerk read out all relevant correspondence.

04/25.15 Planning Applications: There were none to discuss this month.

04/25.16 Finance and Budget: The list of monthly payments was proposed by Cllr Botterell and seconded by Cllr Hamilton and it was **RESOLVED** to approve the list of payments set out in Appendix C.

04/25.17 Weeley Parish Council Reports:

- a) Street Lighting: Nothing to report.
- b) Tree Warden: Nothing to report.
- c) Playing Field: Decided to move goals after the summer. **ACTION – Check for holes for goals and if not arrange for them to be dug**
- 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: Nothing to report.
- h) TDALC: Next meeting 23rd July.

04/25.18 Other Reports:

- a) Rural Policing: Cllr Hamilton reported 13 crimes in May.
- 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: presented their report which is available on the Council's website.

04/25.19 Public Participation: no comments or questions.

04/25.20 Items to be added to the next agenda:

- CCTV.
- Christmas Tree Event Planning

04/25.21 The Chair closed the meeting at 20.40pm

Date of Next Meeting will be: **Monday 15th September at 7.30pm** at Weeley Village Hall

Weeley Parish Council
Clerks Report – 21st July 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 16/7 – In receipt of lease to be signed at 21st July meeting
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 28 th May – Emailed Essex Forest Initiative to see if any grant money available. No news on grants, but Kevin G has some thoughts on trees we will follow up in Autumn.
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.. Reed Pond to be discussed at July Meeting
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. 16/7 – Possible use of funds for paths and surfacing
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) 16/7 – Quote accepted in June and work to start ASAP – the fencing along the front will be below the 3ft or 1 metre Planning rules.
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 16/7 – Facebook page now up and running – needs promoting by all Councillors.
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 16/7 – Bench delivered and decide on location at July meeting
12.	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. 16/7 – Awaiting response from External Audit
13.	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. 16/7 - Postponed again

Planning Applications for month to 21st July 2025

There were no planning applications this month.

Planning Determinations

Application No. & Determination	Proposal	Address
<u>25/00639/FULHH</u> Refusal – Full 18.06.2025	Householder Planning Application - Retrospective application for a fence.	Ms Wiggins White Chalk House, Clacton Road Weeley Heath, Essex, CO16 9EF
<u>25/00651/FULHH</u> Approval - Full 02.07.2025 Delegated Decision	Householder Planning Application - Single storey rear extension	Mr Dennis Campion 34 Second Avenue Weeley Essex, CO16 9HX
<u>25/00761/VOC</u> Approval - Listed Building Consent 03.07.2025 Delegated Decision	Application under Section 19 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.	Mr Paul McLean Dale Brow, Thorpe Road Weeley Clacton On Sea Essex, CO16 9JL

APPENDIX C

SCHEDULE B									
PAYMENTS FOR AUTHORISATION: JULY 2025									
Invoice Da	Invoice No.	Cheque No	Payee	Service	NET (£)	VAT (£)	GROSS (£)	VAT No	Setup Pyt
17/06/2025		Current (UB)	Party in the Park	Deposit Return for Field Use 15/6/2025	£200.00	£0.00	£200.00		Y(Paid)
28/04/2025		Current (UB)	Jan Stobart	Internal Audit 2024-25	£260.00	£0.00	£260.00		Y
01/07/2025	WVH-4377	Current (UB)	Weeley Village Hall	Electric and Broadband	£63.81	£0.00	£63.81		Y
01/07/2025	WVH-4376	Current (UB)	Weeley Village Hall	Hall Hire Apr - Jun	£212.00	£0.00	£212.00		Y
03/07/2025		Current (UB)	Steve Gunter	Clerk's July Pay	£846.23	£0.00	£846.23		Y
07/07/2025		Current (UB)	Steve Gunter	Expenses	£21.70	£0.00	£21.70		Y
13/07/2025	2501800041010	Current (UB)	Steve Gunter	Canon Ink Subscription	£3.32	£0.67	£3.99	398669467	Y
08/07/2025		Current (UB)	EALC	Clerk's Pension July	£266.82	£0.00	£266.82		Y
04/07/2025	10006994489	Direct Debit	Castle Water	Reed Pond	£7.35	£0.00	£7.35		N
14/07/2025	3148	Current (UB)	Essex Cleaning Services	Clean Village Gates	£40.00	£0.00	£40.00		Y
11/07/2025	INV-0874	Current (UB)	Goldacre Contracting	Verge, Reed Pond and Playing Field 5th Cut	£459.00	£91.80	£550.80	366952259	Y
		Current (UB)	Christine Hamilton	Key Safe	£8.95	£0.00	£8.95		Y
18/07/2025	INV 4579	Current (UB)	DM Payroll Services Ltd	Payroll / Tax	£70.00	£14.00	£84.00	494691930	Y
				TOTALS	£2,459.18	£106.47	£2,565.65		
Barclays Bank balances as at 21st July 2025; current account £287.72; deposit account £42870.64									
Unity Bank balances as at 21st July; current account £2358.78, Savings Account £85268.18					Total in Bank £130792.67				
PreApproved Payments									
17/06/2025	£200	Party in The Park	Deposit Return						
Receipts									
30/06/2025	288.18	Unity Bank	Interest May - June	Unity Savings					