

## Minutes of the meeting of Weeley Parish Council held on 15<sup>th</sup> September 2025

**Present:** Cllrs C. Hamilton (Chair), D. Botterell, G. Foster, K. Green, L. Fitzpatrick, V. Cauvain, K. Millar and J. Beady. Also in attendance were Steve Gunter (Clerk), 6 members of the public (MOP) and Cllrs D. Land (ECC) and P. Harris (TDC)

**06/25.1 Apologies:** Apologies were received from Cllr Spong and Cllr Hamilton proposed, Cllr Cauvain seconded and it was **RESOLVED** to accept the apologies.

**06/25.2 Minutes of the previous meeting:** The minutes of the Parish Council meeting held on 21<sup>st</sup> July 2025 were proposed by Cllr Botterell, seconded by Cllr Millar and it was **RESOLVED:** To approve the minutes of the Parish Council meeting held on 21<sup>st</sup> July 2025 as an accurate record of proceedings.

**06/25.3 Declarations of Interest:** Cllr. Botterell declared an interest in item 06/25.8. Cllr. Green declared an interest in item 06/25.17, Cllr. Millar declared an interest in item 06/25.7 and Cllr. Cauvain declared an interest in item 06.25/15.

**06/25.4 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.

**06/25.5 Public Participation:** The Chair invited the members of public in attendance to raise any questions/issues.

- A member of the public (MOP) asked a question re Gutteridge Hall Lane and Reedlands which was picked up in item 06/25.5

**06/25.6 Tendring District and Essex County Councils:**

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

- Pylons – a decision on route etc would be made by the end of this month or soon.
- Weeley Council Offices (despite objections from Cllr. Harris) will go to public auction in October.
- Recommendations on LGR have gone in from ECC to propose 5 new Unitary Authorities. Councillors will reduce from 56 down to 20 or 30
- Gutteridge Hall Lane – a huge fence has been erected. The ditch is still filled in despite an enforcement notice (with no date). Caravans and are well beyond scope of approved planning. Met with Director of Planning who confirmed no enforcement action has been taken. A Senior Management Review of all teams to be arranged urgently to define a plan of action as people have already moved into the site. Cllr Harris to speak to all parties and stress the importance of this to Weeley residents.
- Cllr Harris to speak to Cllr Land about sewage from the site
- Local Plan – This Wednesday there is a meeting of the Local Plan Committee to decide on the single option from April's consultation. A further consultation will happen in October/November. Then this will go to Full Council and finally Government. As at 26<sup>th</sup> January 2026 the current 5 year local plan will be obsolete.
- A fundraiser was held by Cllr. Harris for UK Homes for Heroes which raised £1400. Special thanks was given to Weeley in Bloom for their £270 donation.
- Enforcement at the Spinney site has the same issue as Gutteridge Hall Lane.

**ECC Cllr. Land:** mentioned the following:

- Hedge opposite the White Hart finally cut back after repeated pressure.
- 2<sup>nd</sup> Avenue paving etc has been completed
- Colchester Road being resurfaced currently
- Hilltop Crescent and Hilltop Rise to be looked at and action taken – pavements, abandoned cars etc.

**06/25.7 Tiered Planter:** Discussion regarding the cost of plants in the tiered planter. It was proposed by Cllr. Hamilton and seconded by Cllr. Cauvain that the Council compensate Weeley in Bloom for the new flowers for the planter. **ACTION : Clerk to create payment to Weeley in Bloom**

**06/25.8 CCTV:** Clerk explained that we had only been able to source 2 quotes despite contacting multiple companies. Cllrs discussed the 2 anonymised quotes and it was proposed by Cllr.

Hamilton and seconded by Cllr. Cauvain and unanimously agreed to the CCTV work based on quote 1. Nb. Cllr. Botterell took no part in the conversation or vote. **ACTION : Clerk to inform companies of the outcome and then plan the work**

**06/25.9 Reed Pond:** Clerk explained that we have still only received one quote. Work to now be undertaken next year. Chair resolved to move item to next meeting when further quotes received.

**06/25.10 Publication of Photographs Policy:** The previously circulated policy was discussed and Cllr. Hamilton proposed and Cllr. Botterell seconded and it was **RESOLVED** to accept the updated policy. **ACTION: Clerk to upload document to website and update Policy schedule**

**06/25.11 Playing Field Policy:** The previously circulated Hire Policy, Conditions of Use and new Booking form were discussed and Cllr. Hamilton proposed and Cllr. Millar seconded and it was **RESOLVED** to adopt the updated documents. **ACTION: Clerk to upload documents to website.**

**06/25.12 Publication Scheme:** The previously circulated document was discussed and Cllr. Hamilton proposed, Cllr. Botterell seconded and it was **RESOLVED** to adopt the updated document. **ACTION: Clerk to upload to website and update review schedule.**

**06/25.13 Fields in Trust:** Clerk explained that although a Deed between the PC and Fields in Trust was created in 2013 it appears that a number of clauses were not added to the Land Registry documents. It was decided unanimously that the Clerk should look into this. **ACTION: Clerk to investigate updates to Land Registry entries**

**06/25.14 Christmas Tree Event Planning:** Cllr. Hamilton stated that

- The bus company have been contacted.
- The children's roundabout will be at the event
- Contacted TDC re road closure, signage and cones (also for Remembrance Sunday)
- To contact Mrs Christmas

Cllr Fitzpatrick is reviewing and updating the Risk Assessment – roundabout to be added. All Councillors confirmed they are happy to carry out same roles as last year. First Aid box ins in the office.

**06/25.15 Correspondence:** The clerk read out all relevant correspondence.

A grant application was received from Tendring District Local History Recorders. This was discussed and the Clerk confirmed that it was within the Council's Grant Budget. Cllr. Hamilton proposed, Cllr. Botterell seconded and it was **RESOLVED** to fund this grant. **ACTION : Clerk to complete Grant payment and forms and update grant records**

**06/25.16 Planning Applications:** Councillors considered the applications listed in Appendix B and determined as shown.

**06/25.17 Finance and Budget:** The list of monthly payments was proposed by Cllr. Millar and seconded by Cllr. Beady and it was **RESOLVED** to approve the list of payments set out in Appendix C

**06/25.18 Weeley Parish Council Reports:**

- a) Street Lighting: Nothing to report.
- b) Tree Warden: Cllr. Green reported a couple of unhealthy trees but no action until Spring.
- c) Playing Field: Cllr. Green and Cllr. Botterell to look at moving and turning the goals on the field.
- d) Children's Play Area: Awaiting ROSPA annual report.
- e) Highways: Cllr Beady presented a report which is published on the Council's website.
- f) Footpaths: Cllr. Fitzpatrick reported that footpaths need attention and she will check all and then report them.
- g) Transport: Konectbus are running a survey. **ACTION: Clerk to publish on Website and Facebook.**
- h) TDALC: A couple of Extraordinary meetings have been held re LGR.

**06/25.19 Other Reports:**

- a) Rural Policing: Cllr Hamilton reported 16 crimes in June and 30 crimes in July.
- 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.

**06/25.20 Public Participation:** A member of the public from WiB mentioned that a lot of the trees at Reed Pond have dead branches and that the Magnolia tree roots were infected and it needs to be removed urgently. Cllr Green agreed to take a look at the Magnolia and arrange for removal. **Action: Cllr Green to look at removing the Magnolia**

**06/25.21 Items to be added to the next agenda:**

- Signs for Play Area
- Grab Bag
- Christmas Tree Event Planning

**06/25.22** The Chair closed the meeting at 20.30pm

Date of Next Meeting will be: **Monday 20<sup>th</sup> October at 7.30pm** at Weeley Village Hall

**Weeley Parish Council**  
**Clerks Report – 15<sup>th</sup> September 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 21 <sup>st</sup> July meeting 29/7 – Lease returned to Solicitor awaiting Scouts sign off <b>10/9 – Scouts completed their side just awaiting final bill from our Solicitor now</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. Sourcing costs for 2 different colour Acer Trees to plant in Autumn 28 <sup>th</sup> 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. <b>Pick up again in October</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> <li>• No progress on dredging</li> </ul>	Lifebuoy now moved and flagpole erected. Flag purchased for St George's Day.. Reed Pond to be discussed at July Meeting Speaking to Kevin Green re work on the pond / Getting 3 quotes for next meeting <b>10/9 – Suggestion of using back left of pond for excavated silt. 1 quote received hoping to have one or two more for Sept meeting</b>
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 29/7 – to get quotes for surfacing <b>10/9 – One quote for surfacing received but waiting on Playdale visit and ROSPA report</b>

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>29/7 – Bank reconciliation have a £40 discrepancy so working on this to reconcile.</b> <b>11/8 – Completed by Cllr Millar and reconciled</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 Arranging meeting with new rep. <b>10/9 – Arranged for ROSPA to do a 6 monthly inspection</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.	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. 29/7 work started by chosen supplier <b>10/9 – Work completed and payment to be made this month</b>
9.	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 <b>15/9 – New Playground Hire policy and terms and conditions to be agreed at September meeting</b>
10.	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 <b>16/7 – Bench delivered and decide on location at July meeting</b> <b>10/9 – Decide at meeting on Monday 15<sup>th</sup> September</b>
11.	External Audit	Prepare and send off External Audit Requirements	Mandatory External Audit of year to 31 <sup>st</sup> March 2025. Submit AGAR documents to PKF Littlejohn as requested. Display on Website and Noticeboards On successful conclusion of audit publish on Website and Noticeboards	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 29/7 – Received response from auditor and sent further documents as requested.

				<b>10/9 – Audit complete and passed – documents published as needed</b>
12.	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 <b>29/7 – will request further quotes as per Financial Regs</b> <b>11/8 – Contacted Frinton Alarm Systems Ltd</b> <b>10/9 – 2 quotes to be presented at Sept Meeting</b>
13.	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.	<b>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.</b>
14.	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.	<b>5/9 – One quote received. Speaking to Playdale and possibly put in a complaint to the API.</b>

## APPENDIX B

### Planning Applications for month to 15<sup>th</sup> September 2025

Date of Notification	Application No.	Details	Address
28/7/25	<a href="#">25/01062/LBDISC</a>	Discharge of conditions for 25/00761/VOC - Conditions 5 (Rainwater Goods), 6 (Heritage Banisters), 8 (Internal Insulation) and 9 (Building Services).	Mr Paul McLean Dale Brow, Thorpe Road Weeley, Clacton On Sea Essex, CO16 9JL
28/7/25	<a href="#">25/01080/OUT</a>	Outline Planning Application (all matters reserved) - Erection of two self-build bungalows.	Land adjacent Oakdene Wenlock Road Weeley Heath CO16 9DX
7/8/25	<a href="#">25/01153/TELLIC</a> (Info Only)	Installation of electronic communications apparatus/development ancillary to radio equipment housing.	Land adjacent Church Church Lane Off Clacton Road Weeley
22/8/25	<a href="#">25/01201/NMA</a>	Non Material Amendment to 19/00524/OUT - Swapping the distribution of 5 affordable plots. Other minor alterations such as window proportions, chimney gable finish, front door style, front/rear window alignments, and cill/lintel finishes.	Land to The South of Thorpe Road Weeley Essex

27/8/25	<a href="#">25/01243/AGRIC</a> (Info Only)	Application to determine if prior approved is required under Part 6, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for replacement agricultural storage barns.	Land North of Thorpe Road Weeley Essex
29/8/25	<a href="#">25/01274/FULHH</a>	Householder Planning Application - Single storey flat roof extension	31 The Street Weeley Essex CO16 9JF
2/9/25	<a href="#">25/01259/FUL</a>	Planning Application - Replacement agricultural storage barn.	Ash Farm Thorpe Road Weeley Essex CO16 9JJ
12/9/25	<a href="#">25/01297/FUL</a>	Planning Application - Proposed development for 16 residential dwellings and associated landscaping, parking and access.	The Oaks Clacton Road Weeley Essex
15/9/25	<a href="#">25/01347/FULHH</a>	Householder Planning Application - Proposed conversion of garage to annex. New dormers to roof and rear single storey extension.	1 Barnfields Clacton Road Weeley Heath Essex

## Planning Determinations

Application No. & Determination	Proposal	Address
24/01443/OUT Appeal Dismissed APP/P1560/W/25/3360703	Outline Planning Application (all matters reserved) - Proposed development of 2 no. custom-built dwellings.	2 Barnfields, Clacton Road, Weeley Heath, Essex CO16 9EF
<a href="#">25/00854/FULHH</a> Approval - Full 07.08.2025 Delegated Decision	<i>Householder Planning Application - Single storey side and rear extensions and front porch</i>	<i>Miss C Strutt and Mr J Harden 5 Kempton Park Weeley Heath Essex, CO16 9EJ</i>
<a href="#">25/01153/TELLIC</a> Deemed Consent 27.08.2025	<i>Installation of electronic communications apparatus/development ancillary to radio equipment housing.</i>	<i>Land adjacent Church, Church Lane, Off Clacton Road, Weeley, Clacton-On-Sea, Essex, CO16 9AT</i>
<a href="#">25/01062/LBDISC</a> Split decision 02.09.2025	<i>Discharge of conditions for 25/00761/VOC - Conditions 5 (Rainwater Goods), 6 (Heritage Banisters), 8 (Internal Insulation) and 9 (Building Services).</i>	<i>Mr Paul McLean, Dale Brow, Thorpe Road Weeley, Clacton On Sea, Essex, CO16 9JL</i>

<i>Delegated Decision</i>		
<a href="#"><u>25/00817/LBC</u></a> <i>Approval - Listed Building Consent</i> 08.09.2025 <i>Delegated Decision</i>	<i>Application for Listed Building Consent - Repair of historic timber frame.</i>	<i>Mr Paul McLean, Dale Brow  Thorpe Road  Weeley  Essex  CO16 9JL</i>



SCHEDULE B									
PAYMENTS FOR AUTHORISATION: AUGUST-SEPTEMBER 2025									
Invoice Da	Invoice No.	Cheque No.	Payee	Service	NET (£)	VAT (£)	GROSS (£)	VAT No	Setup Pyt
22/07/2025	0000061468	Current (UB)	Playdale	New Matting for field	£63.00	£12.60	£75.60	155625362	Y(Paid)
29/07/2025	Inv 0206	Current (UB)	Suffolk.cloud	Domain and email storage	£180.00	£0.00	£180.00		Y
31/07/2025	Inv 0887	Current (UB)	Goldacre Contracting	Verges, Reed Pond, Field 6th Cut	£459.00	£91.80	£550.80	366952259	Y
31/07/2025		Direct Debit (UB)	Unity Trust Bank	Service Charge	£6.00	£0.00	£6.00		N(Paid)
05/08/2025	Inv 00760	Current (UB)	NALC	Planning for the future Course	£35.00	£7.00	£42.00	233410214	Y
31/08/2025		Current (UB)	S Gunter	Wages (August)	£977.53	£0.00	£977.53		Y
31/08/2025		Current (UB)	Essex Pension Fund	Pension August	£308.93	£0.00	£308.93		Y
05/08/2025		Debit Card (BB)	Land Registry	Title Deeds land behind Village Hall	£14.00	£0.00	£14.00		N(Paid)
08/08/2025	475PW001754812603	Current (UB)	HMRC	Nat Ins Q1	£201.06	£0.00	£201.06		Y(Paid)
20/08/2025	10007291994	Direct Debit (BB)	Castle Water	Reed Pond	£7.59	£0.00	£7.59		N(Paid)
14/08/2025	1260	Current (UB)	Kevin Greenscapes	Spinney Fencing	£6,000.00	£1,200.00	£7,200.00	480786455	Y
12/08/2025	SB20250679	Current (UB)	PKF Littlejohn	External Audit	£630.00	£126.00	£756.00	440498250	Y
13/08/2025	2501800050687	Current (UB)	S Gunter	Canon Ink Subscription	£3.32	£0.67	£3.99	398669467	Y
29/08/2025	Inv 0911	Current (UB)	Goldacre Contracting	Hedge Cutting	£550.00	£110.00	£660.00	366952259	Y
01/09/2025		Current (UB)	TDALC	Yearly Membership	£20.00	£0.00	£20.00		Y
01/09/2025	9596001951	Debit Card (BB)	Microsoft Store	12 month subscription	£87.49	£17.50	£104.99	GB639237322	N(Paid)
30/09/2025		Current (UB)	S Gunter	Wages (September)	£872.49	£0.00	£872.49		Y
30/09/2025		Current (UB)	Essex Pension Fund	Pension September	£275.24	£0.00	£275.24		Y
21/08/2025	SI-20689	Current (UB)	A D Mitchell	Change old light for LED and change photo cell	£239.00	£47.80	£286.80	843710927	Y
05/09/2025	10007627295	Direct Debit (BB)	Castle Water	Reed Pond	£7.59	£0.00	£7.59		N(Paid)
31/08/2025		Direct Debit (UB)	Unity Trust Bank	Service Charge	£6.00	£0.00	£6.00		N(Paid)
13/09/2025		Current (UB)	S Gunter	Canon Ink Subscription	£3.32	£0.67	£3.99	398669467	Y
15/09/2025		Current (UB)	C Hamilton	Expenses	£95.97	£7.00	£102.97		Y
12/09/2025	Inv-0914	Current (UB)	Goldacre Contracting	Verge, Reed Pond and Playing Field 7th Cut	£459.00	£91.80	£550.80		Y
15/09/2025		Current (UB)	S Gunter	Clerks Expenses	£21.70	£0.00	£21.70		Y
				TOTALS	£11,523.23	£1,712.84	£13,236.07		
Barclays Bank balances as at 15th September 2025; current account £161.14; deposit account £30296.91									
Unity Bank balances as at 15th September; current account £12771.82, Savings Account £84928.18					Total in Bank £128158.05				
PreApproved Payments									
22/07/2025	£75.60	Playdale	Replacement Mesh						
31/07/2025	£6.00	Unity Trust Bank	Service Charge						
05/08/2025	£14.00	Land Registry	Deeds for land at Village Hall						
08/08/2025	£201.06	HMRC	National Insurance						
01/09/2025	£104.99	Microsoft	Yearly Subscription						
31/08/2025	£6.00	Unity Trust Bank	Service Charge						
	£407.65	Total							
Receipts									
	£146.27	Barclays	Interest						