

**Present:** Cllrs C. Hamilton (Chair), D. Botterell (Deputy Chair), K. Millar, L. Fitzpatrick, T. Spong, V. Cauvain, P. Gould and J. Beady. Also in attendance were 11 members of the public.

**02/26.1 Apologies:** Apologies were received from Cllr. Green. Cllr. Botterell proposed and Cllr. Cauvain seconded and it was **RESOLVED** to accept the apologies.

**02/26.2 Minutes of the previous meeting:** The minutes of the Parish Council meeting held on 20<sup>th</sup> April 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 20<sup>th</sup> April 2026 as an accurate record of proceedings.

**02/26.3 Declarations of Interest:** None declared

**02/26.4 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.

**02/26.5 Public Participation:** The Chair invited the members of public in attendance to raise any questions/issues.

- A member of the public (MOP) asked if anyone was watering the new trees in the village as some of them are looking decidedly unhealthy. **ACTION: Clerk to ask Cllr. Green**
- A member of the public (MOP) gave the Council a lot of information regarding the planning (or lack of it regarding the shop at 7 Colchester Road. The Council agreed to take all of this into consideration when reviewing the Planning Application. Also the Clerk agreed to provide further information to Enforcement as necessary.

**02/26.6 Tendring District and Essex County Councils:**

Neither Cllr Harris or Cllr Bray were available for the meeting. The Chair passed on a message from Dan Land who wanted to express his thanks to everyone for their support over the years.

**02/26.7 Correspondence:** The Clerk mentioned the following Correspondence:

- RCCE email regarding Housing Need Survey.
- Clerk thanked Marie Millar for painting over the graffiti in the Bus Stop
- Email from Tendring Emergency Planning Officer re BUFFER STOP.
- Clacton Police Open Day on 30<sup>th</sup> May from 11pm to 2pm.

**02/26.8 Annual Governance and Accountability Return 2025/26** The Council has a statutory obligation to prepare and submit within a specified timeframe its Annual Governance and Accountability Return.

- 1) Annual Governance Statement; Proposed by Cllr Millar, seconded by Cllr Beady and **RESOLVED:** To approve the Annual Governance Statement.
- 2) Accounting Statements; Proposed by Cllr Millar, seconded by Cllr Beady and **RESOLVED:** To approve the Accounting Statements. (section 2).
- 3) Notice of Electors' Rights; Proposed by Cllr Millar, seconded by Cllr Beady 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.
- 4) Internal Audit Report; Proposed by Cllr Millar seconded by Cllr Beady and **RESOLVED:** To accept the Internal Audit Report for Year Ending 31 March 2026 and note its recommendations. The Clerk will assess the recommendations and report progress to a future meeting.
- 5) Appointment of an Internal Auditor; Proposed by Cllr Hamilton, seconded by Cllr Botterell and **RESOLVED:** To appoint Mrs J Stobart as the Council's internal auditor for the financial year 2026/27

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

**02/26.9 IT Policy:** The Councillor's confirmed they had all read the new policy. Cllr. Hamilton proposed and Cllr. Cauvain seconded and it was **RESOLVED** to adopt the IT Policy.

**ACTION: Clerk to add to website and add to review list.**

**02/26.10 1100<sup>th</sup> Anniversary of Unification:** Cllr Hamilton explained the detail behind the creation of England 1100 years ago on 12<sup>th</sup> July 927. A Bank Holiday is unlikely to be announced but a discussion on whether to hold an event occurred. It was decided for all Councillors to think about this and deferred to the next meeting.

**02/26.11 Playground Reports:** Cllr Millar noted the issue with graffiti most of which has now been cleaned off. Also the ongoing issue of the previous goal mouths and the goals being unsteady. **ACTION: Clerk to give Goldace go ahead to restore goal mouths.**

**And to speak to Cllr Millar re wedges for the goalposts.**

**02/26.12 Planning Applications:** Council Members considered the applications set out in Appendix B and determined as shown.

**02/26.13 Finance and Budget:** The list of monthly payments was proposed by Cllr Botterell and seconded by Cllr Cauvain and it was **RESOLVED:** To approve the list of payments set out in Appendix C.

**02/26.14 Weeley Parish Council Reports:**

- a) Street Lighting: Cllr Green absent.
- b) Tree Warden: Cllr Green absent.
- c) Playing Field: Nothing to report.
- d) Highways: Cllr Beady presented a report which is published on the Council's website.
- e) Footpaths: Nothing to report
- f) Transport: Cllr Millar presented a report which is available on the Council's website.
- g) TDALC: Cllr Botterell noted there have been no meetings.

**02/26.15 Other Reports:**

- a) Rural Policing: Cllr Hamilton reported 20 crimes in March.
- 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.

**02/26.16 Public Participation:** Nothing further from the public.

**02/26.17 Items to be added to the next agenda:**

- Possible celebration event.
- Any audit findings for action
- Playground Quotes

The Chair closed the meeting at 20.25pm

Date of Next Meeting will be: Monday **15<sup>th</sup> June at 7.30pm** at Weeley Village Hall

**Weeley Parish Council**  
**Clerks Report – 18<sup>th</sup> May 2026**

	Topic	Action/issue	Information	Status
1.	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>	<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><b>23/2/26 – Contractor chosen just waiting for the work to start</b></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> <p><b>16/4 – Looking into safer surfacing for the area of uneven turf. One quote received and a further one being researched.</b></p> <p><b>18/5 -Attempting to get one final quote</b></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 – 2<sup>nd</sup> 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> <p>16/4 – Q4 to be done this month</p> <p><b>30/4 – Q4 done and audited</b></p>

4.	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. <b>13/11 – No progress</b>
5.	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	<b>6/1/26 – process started</b>
6.	Assertion 10	New portion added to the AGAR for 2026	To learn about Assertion 10 and ensure Weeley is compliant	<b>15/2 – Report run against Website and to be studied. Already have gov.uk accounts</b>
7.	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 <b>13/3 – Permission granted to replace – discuss on March agenda</b> <b>9/4/26 – No progress</b>
8.	9.25/6	Flashing Speed Signs	Possibility of installing some of these in Weeley	<b>22/1/26 – Clerk emailed Cllr D Land to discuss</b>
9.	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 <b>24/2 – Just awaiting confirmation from WiB of lettering</b>
10.	11.26/8	Barleyfields lighting	Contact Rose and discuss the options for lighting removal	<b>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.</b> <b>18/5 – No update</b>
11.	11.26/10	Council Bins	Move bins to different locations (Including Reed Pond bin)	<b>27/2 – Get quotes for moving bins as discussed.</b> <b>9/4 – One quote received</b> <b>18/5 – Bins moved as requested</b>
12.	Defibrillator Theft	Defibrillator Stolen and needs to be replaced	Report to police and insurance and then research a new Case and Defibrillator.	<b>20/4 – Reported to the Police</b> <b>23/4 – reported to Insurance awaiting response</b>

## APPENDIX B

### Planning Applications for month to 18<sup>th</sup> May 2026

Date of Notification	Application No.	Details	Address	Resolution /Comment
29/4/26	<a href="#">26/00631/VOC</a>	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Drawings) of application 24/01855/FUL to enable the proposed store to be repositioned.	Land Site opposite 6 Victoria Road Weeley Essex	No comment

	<a href="#">26/00647/ADV</a> Mr Kiritto Sebamalaimuthu - Budgens	Application for Advertising Consent - 1 no. externally illuminated fascia sign and window vinyls.	7 Colchester Road Weeley, Clacton On Sea Essex CO16 9JT	Non illuminated sign with arm uplighters. Residential area no lighting other than the shop. And restrictions on when light it on. What size of banner should the shop be allowed on the fence – excessive – no mention of the banner on the fence
12/5/26	<a href="#">26/00717/FULHH</a> Mr and Mrs Foster	Householder Planning Application - Single storey extension.	17 The Street Weeley Clacton On Sea Essex	No comment

### Planning Determinations

Application No. & Determination	Proposal	Address
<a href="#">26/00341/COUNOT</a> <i>Prior aprv req - deemed appl approved</i> 23.04.2026 <i>Delegated Decision</i>	<i>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).</i>	<i>Mathew Taylor, Weeley Council Offices, Thorpe Road Weeley, Clacton On Sea Essex CO16 9AJ</i>
<a href="#">26/00570/EIASCRC</a> <i>Application Closed</i> 21.04.2026	<i>EIA Screening Opinion for outline planning application, with all matters reserved except access, for up to 1,000 dwellings (Class C3) including affordable homes and self-build and custom-build homes, a neighbourhood centre which includes commercial, business, services (Class E) and community uses (Class F2), approximately 18ha of public open space and parkland, including a village green, sustainable drainage systems, landscaping and biodiversity enhancements and associated development.</i>	<i>Andrew Martin, Weeley Green Garden Village Land South of Colchester Road Weeley Essex CO16 9AD</i>
<a href="#">26/00324/LBDISC</a> <i>Approval - Discharge of Condition</i> 28.04.2026 <i>Delegated Decision</i>	<i>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).</i>	<i>Paul McLean, Dale Brow, Thorpe Road, Weeley, Clacton On Sea Essex, CO16 9JL</i>
<a href="#">26/00462/FULHH</a> <i>Approval - Full</i> 13.05.2026 <i>Delegated Decision</i>	<i>Householder Planning Application - Single storey rear extension.</i>	<i>Mr S Butcher, 10 St Andrews Close Weeley, Clacton On Sea Essex CO16 9FX</i>

**APPENDIX C**

PAYMENTS FOR AUTHORISATION: MAY 2026									
Invoice Dat	Invoice No.	Account	Payee	Service	NET (£)	VAT (£)	GROSS (£)	VAT No	Setup Pyt
23/04/2026	SI-20944	Unity Bank	A D Mitchell Electrical Contractors	Clacton Road opposite the White Hart pub Old type fitting, replace with new LED street light fitting and fit new photo cell	£239.00	£47.80	£286.80	GB 843710927	Y
14/04/2026	SI-235	Unity Bank	Dunmow Training Ltd / Councilwise	Make Your Documents Accessible Course	£25.00	£5.00	£30.00	503627806	Y
27/04/2026		Unity Bank	Mrs J Stobbart	Internal Audit 2025-26	£275.00	£0.00	£275.00		Y
07/05/2026	10009905615	DD (Barclays)	Castle Water	Reed Pond April	£7.79	£0.00	£7.79		N(Direct Debit)
31/05/2026		Unity Bank	Stephen Gunter	Clerks Pay (May 2026)	£872.49	£0.00	£872.49		Y
31/05/2026		Unity Bank	Stephen Gunter	Clerk's Expenses	£16.70	£0.00	£16.70		Y
13/05/2026	2601800059516	Unity Bank	Steve Gunter	Canon Ink Subscription	£3.32	£0.67	£3.99	398669467	Y
27/05/2026	IV0445487	DD (Barclays)	SSE Energy Solutions	Street Lighting (April)	£222.14	£11.11	£233.25	553769603	N(Direct Debit)
14/05/2026	INV-1067	Unity Bank	Goldacre Contracting	Playing Field, Reed Pond, Verges 3rd Cut	£459.00	£91.80	£550.80	366952259	Y
31/05/2026		Unity Bank	Essex Pension Fund	Clerk's Pension (May)	£262.46	£0.00	£262.46		Y
31/05/2026		DD (Unity)	Unity Bank	Monthly Charge (April)	£7.00	£0.00	£7.00		N(Direct Debit)
				<b>TOTALS</b>	<b>£2,389.90</b>	<b>£156.38</b>	<b>£2,546.28</b>		
						£2,546.28			
Barclays Bank balances as at 18th May 2026; current account £244.80; deposit account £18,806.15					Total in Bank	£128,169.41			
Unity Bank balances as at 18th May; current account £2,401.39, Savings Account £107,717.07					Less Apr Pyts	£2,546.28			
					Total	£125,623.13			
PreApproved Payments									
<b>£0.00 Total</b>									
Receipts									
<b>Total</b>									