



MINUTES OF THE PARISH COUNCIL MEETING
Held Monday May 13th 2024 at Thorpe Baptist Church

May 2024

Minutes

1. Chairman To convene meeting

Chairman opened the meeting and welcomed all in attendance

2. Election of Chairman and Vice Chair

Councillor Land invited councillors to put forward nominations for a chairman. Councillor Cooper nominated Councillor Land and proposed that he be re-elected as Chairman. Councillor Moor seconded the motion which was unanimously carried. Councillor Land thanked everyone for their nominations and accepted the position as Chairman. He then invited nominations for a vice chairman. Councillor Carpenter nominated Councillor Cooper as Vice-chair and proposed that he be re-elected. Councillor Holland seconded the motion which was unanimously carried.

3. Apologies for absence: Councillor Blandford, Councillor Coulter

In attendance: Councillors Land, Cooper, Carpenter, Holland, Moor and Fielder.

6 Members of the public in attendance.

4. Confirmation of minutes of last meeting held Monday 15th April 2024

Having been previously circulated, Chairman Land invited any comments on the minutes and proposed that they be accepted as a true record of the April meeting. Councillor Cooper seconded the motion which was unanimously carried.

5. Declaration of Members Interests: Councilor Cooper declared an interest in planning application from the Gazebo as he is a neighbour.

6. Public discussion.

The chairman stated that he had invited 2 representatives from the Scouts to be present at the meeting to discuss the issues they are currently experiencing with their Land lord re the lease. An overview of the situation was given.

John Parker from Henderson Park provided an update on the on-going dispute with Scott Properties and Tendring DC regarding the breach of the S106 agreement. This has been escalated to ECC for enforcement and an injunction. A response had been received from Paul Turner at ECC who advised contacting the development management team for investigation. Chairman Land had also tried to escalate the issue to ECC but had received similar advice.

7. Chairman's report

There was no report.

8. To review and approve the 2023_24 annual return including internal audit notes

The statement from the internal auditor was read out, stating that no issues or concerns had been identified during the internal audit. Due to the delays with the publication of the exercise of public rights the previous year, a 'No' answer had to be given in box M. Both box L and box M had been ticked in error.

9. To approve Section 1 of the 2023_24 AGAR

Following a review of Section 1 of the AGAR, the chairman proposed that the annual governance statement should be approved, the motion was Seconded by Councillor Cooper and unanimously carried by all present.

10. To approve Section 2 of the 2023_24 AGAR

Following a review of the certified accounting statements (Section 2 of the AGAR), Chairman Land proposed that section 2 of the AGAR these should be approved. Councillor Carpenter seconded the motion which was unanimously carried by all present.

11. To consider grant request for churchyard maintenance

A letter received from David Blain was read out regarding a grant funding request for maintenance of the churchyard, which is used as access to Lockyers wood. The chairman proposed that a grant of £500 be awarded as a contribution towards maintenance of the churchyard. Councillor Holland seconded the motion which was unanimously carried.

12. To consider and approve quote for insurance renewal

The Clerk provided quote information received from the insurance broker regarding the insurance renewal. The recommendation was for renewal with Hiscox, the quote for the annual premium is £2,329.00 (£1969.73 last year). Councillor Moor proposed that recommendation be accepted and the insurance be renewed with Hiscox insurance. Councillor Holland seconded the motion which was unanimously carried.

13. To consider and approve quote for renewal of open spaces maintenance contract

The Clerk provided contract renewal information received from Matt Hull (Naze Lamb) which is to remain at the current monthly fee of £490 + vat. The renewal information included an option to include the grass cutting of the playing field at a price of £75.00 (+ VAT) per cut, as this enables him to tie grass cutting with the painting of the white lines on the football pitch. The grass cutting on the playing field is currently done by Hutchby's, whereas all other maintenance of the playing field is done by Naze Lamb. Councillor Fielder proposed that the contract be renewed with the inclusion of grass cutting, Councillor Moor seconded the motion which was unanimously carried.

14. Traffic calming/Safety

To roll on to the next meeting.

15. Path Cleaning - Purchase of Mechanical Cleaner

Councillor Cooper advised that the powered model isn't available until July, the supplier is able to come along and give us a demo with the push model as opposed to the powered model in the meantime. To try and arrange a Friday in June for a demo.

16. Planning

Applications received

24/00483/FULHH	Householder Planning Application - Part two storey part single storey side and rear extensions.	No objection
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	Conversion and alteration of detached garage to form annex	
24/00620/WTPO	Works related to Tree Preservation Order (84/00007/TPO)	Leave to the decision of tree officer. Note that there was a condition for trees to be replaced.
24/00580/WTPO	Works related to Tree Preservation Order (11/00001/TPO)	Leave to the decision of tree officer
24/00586/TCA	Trees in a Conservation Area Notification - 1- English Oak, crown	Leave to the decision of tree officer
24/00497/LBC	Application for Listed Building Consent - garden wall with black powder coated railings	No objection
24/00499/FULHH		
24/00520/TCA	Trees in a Conservation Area Notification - 1, Eucalyptus Tree - Fell. 2, Magnolia Tree - Prune.	Leave to the decision of tree officer

Applications determined

23/01721/FUL	Proposed conversion and extension of former Class B1 (now Class E) commercial premises to four live/work units.	Unit 6, 6A and 7B Rice Bridge Industrial Estate
24/00008/FULHH	Replace existing conservatory with single storey rear extension.	Corner House Station Road
Decisions were noted.		

17. Accounts for period 16th April – 13th May incl.

To receive and approve the monthly accounts and payments.

Cllrs to approve Cheques/on-line payments for signature/approval, agree D/Debits & S/Orders:
All cheques/on-line payments to be signed by two designated members of PC.

STANDING ORDERS:

Jess Ball	£ [REDACTED]	Staff Wages
Naze Lamb	£490	PF maintenance

Payee	Invoice	Amount	Budget line
N.Power		£381.69	S. Light energy
Clacton Business Services		£54.00	Payroll services
Tracey Abram		£12.47	Thorpe In Bloom
A & J Lighting		£202.80	S. Light maintenance
Clacton Business Services		£240.00	Audit
Sid Hutchby		£108	Open spaces grass cutting
NSALG		£66.00	Allotments membership

Councillor Fielder proposed that the accounts be accepted and approved, Councillor Moor seconded the motion, which was unanimously agreed.

18. Sub Committee Reports:

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| a. Christmas Lights | Nothing to update |
| b. Highways and Pavements | Following a letter sent to The Abbey, the greenery around The Abbey is encroaching onto the pavement again, Councillor Fielder to go and trim it back |
| c. Lockyer's Wood | Nothing to update |
| d. Parish Footpaths & Village Greens | FWAG representative coming to look at the Greens and see what funding can be allocated. A gate is to be installed up at Far green for maintenance access only. |
| e. Playing Field | Brief update on court proceedings so far |
| f. Street Lighting | Nothing to report |
| g. Thorpe in Bloom | Hanging baskets have been ordered, these will be going up soon. |
| h. Allotments | Nothing to report. |

19. Date of next meeting

Monday 10th June

20. Close of meeting 8.15

DRAFT