

**LITTLE CLACTON PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE
YOUTH AND COMMUNITY CENTRE ON MONDAY,
6 JUNE 2011 AT 7.00 PM**

PRESENT

Cllr Jeffrey Couzens in the Chair

Cllrs R Bellamy, J Cutting, De Vaux Balbirnie, J Dunnett, Miss L Gray,

Mrs T Ismaili, D Land, R Smith, Mrs E Ward, P Watson and Mrs A Wood.

There were 12 residents, PCSO Bradley Haycroft, County Councillor M Skeels, and District Councillor Mrs D Skeels present.

ITEMS RAISED BY RESIDENTS

Mr Sealy spoke of the problems with noisy vehicles in Harwich Road and said he had sent a letter to the Parish Council. It was agreed to pass his complaints to PCSO Haycroft in the first instance.

APOLOGIES

None

ANY ARISING URGENT MATTERS

None

MINUTES OF MEETINGS HELD ON 16 May 2011

**These were approved and signed by the Chairman after the following amendments:
Matters brought forward – Internet 2. Last sentence to read 'It was agreed to allow an amount to be spent in excess of the precept and value, if necessary
Highway Matters – 'Cllr Cutting' and not Smith in first sentence.**

MATTERS ARISING

- (a) Parish Shield to be presented to Mr and Mrs Meyers of 198 Harwich Road**
- (b) Co-option of Councillor: Mrs Mavis Balbirnie had applied to be considered and her co-option was agreed. Mrs Balbirnie signed the Declaration of Acceptance of Office and joined the Council meeting.**
- (c) Thursday Lunch Club – It was proposed by Cllr Cutting, seconded by Cllr Smith and agreed that the Parish Council will continue to support the Thursday Lunch Club at £25 per week provided it continues in the village hall as at present.**

MATTERS BROUGHT FORWARD

(a) Highway Matters: Cllr Smith reported on his discussions with County Council regarding the speeding in Holland Road and has asked them to raise its priority status. They are to look at the signing on the Jubilee Oak triangle. Cllr Smith has asked for the zebra crossing in The Street to be looked at as the white markings are in desperate need of repainting. He also asked for the bollards in Harwich Road to be reinstated. The County Council comments are awaited.

A service request number from Network Rail has been passed to Cllr Smith

(b) Parish Archives - Cllr Watson reported that it had been arranged for a skip to go to the Clerk's home but this has been cancelled at present.

(c) LDF Progress - nothing to report

(d) Youth and Community Building Extension - Cllr Watson reported that we have received a draft final account from the Contractors which has been studied carefully and are very pleased with the amount due. An email has been received from the architect requesting us to await their comments.

(e) Queen's Diamond Jubilee – Following some discussion Cllr Cutting suggested a Fun Day for the children in the village. Other members felt we should have a permanent memorial to commemorate the event as well.

POLICE/CRIME PREVENTION

PCSO Haycroft reported on the various incidents which had occurred during May, which included criminal damage, suspicious circumstances, burglary, civil dispute, an RTC and missing persons from Le Soken Lodge.

WORKING PARTY REPORTS

Maintenance and Services

Cllr Watson said that following the concerns regarding parking on the greens in Harwich Road, as requested he had obtained prices for a further six signs, same wording etc as our current signs complete with mounting frame, fixing etc for £74.41 each and he proposed we proceed and purchase the signs and then decide suitable locations in the most affected areas. This was agreed.

Cars have started to be parked on the grass verge alongside the entrance road to Parish Fields. On some occasions it is because visitors want access to the field outside normal hours and others who live nearby use it for off street parking. Recently, a vehicle parked on the verge drove into and damaged the notice board which has had to be repaired. Parish Fields have requested five bollards to be positioned around the kerb line to stop car parking. The cost of five bollards, matching our existing street furniture will be £202.09 each and Cllr Watson proposed we proceed with the purchase of these bollards. This was agreed.

Street Lights – nothing to report

Footpaths – Cllr Gray said she had received paperwork regarding the Parish Paths Partnership Scheme. It was agreed to circulate to members for their comments at the next meeting.

Planning and Development

Cllr Wood reported on the following applications:

11/00535/FUL Replacement dwelling, The Orchard, Grove Road

It was agreed to write to TDC commenting that the application is the latest in a series to demolish a modest semi-detached dwelling house and replace with a larger detached dwelling house within the garden. The applicant seeks to establish that the new developed footprint represents a modest increase in the already developed footprint by utilising areas at present covered by sheds, and also incorporates earlier planning consents for outbuildings. This renewed approach is not logical since previous permissions were based on the garden environment at the time of the submission and these consents may not have been granted if the current proposal

and site layout were known. Regional Planning Policy ENV7 in the approved East of England Plan (2008) requires Local Development Documents to require new development to be of high quality which compliments the distinctive character and best qualities of the local area and promotes urban renaissance and regeneration. The Tendring Local Plan (2007) includes Policies QL8, QL10, QL11, HG12 and EN1 and we do not consider that the proposed design meets these criteria and its scale within the landscape is contrary to the aims of these policies. The design does not make a positive visual contribution to its setting and is not related in proportion to the original dwelling. The existing dwelling capable of reasonable improvement and its demolition renders the remaining half of the dwelling incongruous and erodes its character in its location and design. The development is outside the settlement boundary and represents an extension of built housing into the countryside. We also consider the development contravenes Gov.Guidance PPS1, PPS3 and PPS7.

Applications determined:

11/00454/FUL – 45 Harwich Road, roof extension: approval – Full

INTERNET – Cllr Bellamy reported we now have control of our website and a new password has been set with our Hosting Server. Tenders have been requested to take over maintenance and ongoing upkeep using our existing website layout. The Council has previously given permission to proceed and it is hoped to be a position to accept a tender shortly.

TDALC - No report

LITTLE CLACTON PARISH FIELDS AND YOUTH AND COMMUNITY CENTRE

Cllr Bellamy reported a busy few weeks at Plough Corner and Car Boot sales have now resumed following a successful Classic Car Show and Bank Holiday football tournament. The playing field facilities were made available to the Carnival Committee. There is a steady increase in the use of the Youth and Community Hall. Following warning advice from TDC we are operating a heightened level of site security.

VILLAGE HALL

Cllr Dunnett reported there has been a very successful spring fair. Phase 1 of the alterations are finished. The Committee has received a grant of £10,000 from Essex Environmental Trust in addition to the previous £10,000 and are now in a position to complete the whole project at a cost of £55,000 and £45,000 in grants.

The Chairman said that Cllr Dunnett has done sterling work on this project. Cllrs Balbirnie and Land had collected £237 from the car boot sale for the Village Hall.

MILLENNIUM GREEN

Cllr Mavis Balbirnie agreed to represent the Millennium Green on the Parish Council.

TENDRING DISTRICT COUNCIL

Cllr De Vaux Balbirnie reported that most members were on refresher courses and not a great deal had been happening. The Chief Executive is looking at staffing levels and it is felt that cabinet and group leaders should be involved in the hiring and firing of staff. There has been a complaint of overgrown hedges in St Osyth Road East. He had visited the Poppy Factory.

CORRESPONDENCE

Essex County Council

**Making the Links
Mobile Library Service**

Tendring District Council

**Forward Plan 116
Tree Preservation Order, St James Church**

Cllr Watson said that TDC Planning Services have decided to make amendments to the Tree Preservation Order to include additional trees in the Churchyard at St. James. The Churchwardens are aware of the additional trees under this Order and have made arrangements for a site visit with the Principal Tree Officer. Details of these amendments will be filed with other details in the Tree Warden file in the Parish Office.

Section 106 – Harold Lilley Playing Field

Parish Council to place order for the work and pay and reclaim from TDC. A donation towards the work to be received from Village Hall Committee.

Tim Venn

Final Account

NALC

Legal Briefing – Councillors' notification under the Data Protection Act 1998

Mr Sealy

**Extreme noise levels 156-158 Harwich Road
Pass to PCSO Haycroft**

FINANCE AND CHEQUES AUTHORISATION

The up-to-date balance of the Council's funds were noted.

Cheques issued:

	£
Mrs A L Owens (salary etc)	551.10
Mrs A L Owens (expenses)	37.63
St James Church burial ground	2500.00
Kendall Commercial Services	499.20
Family Support – Clacton	75.00

3662.93

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ITEMS DEEMED URGENT BY THE CHAIRMAN

Blue pages minutes were agreed and signed by the Chairman.

The Chairman requested email addresses for Councillors to be passed to the Clerk so that future agendas and minutes etc can be dealt with by email.

He called a special meeting of the Parish Council to ratify the accounts on Tuesday 28 June 2011.

ANY OTHER BUSINESS

Cllr De Vaux Balbirnie commented that Bill Allum, a War hero lives in Greenlawns. Cllr Ismaili said very few people are attending the Relay for Life.

Cllr Land said that the pavements in Harwich Road towards Thorpe are in a poor condition and the hedge needs cutting back.

Cllr Bellamy said that car boot sales collectors are needed, names need to be registered.

**There being no further business, the Chairman closed the meeting at 9.10pm
The next meeting will be held at the Youth and Community Centre at 7.30pm on Monday, 4 July 2011.**

**Chairman
4 July 2011**

LITTLE CLACTON PARISH COUNCIL MINUTES OF SPECIAL MEETING HELD ON TUESDAY 28 JUNE 2011 at 7.30 pm

Present:

Cllr P Watson in the Chair

Cllrs Mrs M Balbirnie, R Bellamy, J Cutting, J Dunnett, R Smith, and Mrs A Wood

APOLOGIES FOR ABSENCE

Cllrs P Balbinrie, J Couzens, Miss L Gray, Mrs T Ismaili, D Land and Mrs E Ward

RATIFICATION OF ANNUAL ACCOUNTS

Members discussed the accounts and asked questions. It was proposed by Cllr Bellamy, seconded by Cllr Dunnett and agreed that the Annual Accounts be approved and the Chairman of the meeting and the Responsible Financial Officer signed Section 1 - Accounting Statements for Little Clacton Parish Council as required by the Audit Commission.

RATIFICATION OF ANNUAL GOVERNANCE STATEMENT

The Clerk read out the terms of the Annual Governance Statement and it was proposed by Cllr Cutting, seconded by Cllr Bellamy and agreed that these should be signed by the Clerk and the Chairman of the meeting as the true state of Little Clacton Parish Council's position at the end of the financial year – 30 March 2011.

INTERNET – APPOINTMENT OF WEBMASTER

Cllr Bellamy reported on his proposals for the appointment of a new webmaster. These were discussed by the members and it was agreed to accept Tender B which agreed to provide services to allow for the continued updating and maintenance of the existing website to include, but not limited to, the updating of records and pages as and when required, and the addition of new records and documents to suit requirements when necessary. No limitation as to updates and expansion. A record of work carried out to be supplied on a monthly basis in the form of an Excel spreadsheet. This service to be

provided on a retainer basis for a flat rate, all inclusive, monthly fee of £100.00. It was agreed to place an order for a 12 month period with the successful applicant, together with an Acceptance Agreement that will include a 3 month notice period and be subject to an annual review to protect the interests of both parties.

The Chairman closed the meeting at 8.10 pm

Chairman
4 July 2011