

LITTLE CLACTON PARISH COUNCIL  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE  
YOUTH AND COMMUNITY CENTRE ON MONDAY,  
5 NOVEMBER 2012 AT 7.30 PM**

**PRESENT**

**Cllr Peter Watson in the Chair**

**Cllrs Mrs M Balbirnie, R Bellamy, G Bush, J Cutting, De Vaux Balbirnie,  
J Dunnett, Miss L Gray, M Joyce, Mrs H Smith, Mrs E Ward and Mrs A Wood.**

There were 5 residents present.

**RESIDENTS MATTERS**

- a. i) A resident brought up the matter that the Parish website did not contain the minutes for the October meeting. Cllr R Bellamy explained that the minutes are not published until they have been approved. The Clerk explained that until they are signed off by the Parish Council, they were subject to change, and not official.
- ii) The resident also reported that the Head of Engaines School had recently changed rules concerning morning entrance to the school. Previously pupils could be dropped off at 8.30am, to wait in the playground until starting time. The gates are now not opened until 8:45am. Traffic has increased as parents are all trying to drop off their children at the same time. The Chairman asked the Clerk to write regarding the traffic problem, and mention that we understand that the rules have changed.
- b. A second resident reported that the bridle path at Elm Road to Dead Lane is very overgrown and there is no room for horses and people to pass by. Cllr Gray is to investigate and report back.
- c. A third resident reported that the bridleway at Galloway Drive also needs clearing, and offered to clear it himself. The Chairman recommended that the proper channels were used, and that the resident should not take on those responsibilities. Cllr. Gray will contact Essex County Council in the first instance.

**1. APOLOGIES**

Apologies were received from Cllr R Smith.

**2. ANY URGENT MATTERS**

None

**3. MINUTES OF MEETING HELD ON 1st OCTOBER 2012**

The minutes from the last meeting were agreed and signed by the Chairman.

**4. MATTERS ARISING**

The Chairman stated that there had been no response from Network Rail or the Health & Safety executive regarding Rayners Railway Bridge. There has been a notice attached to the bridge regarding reporting an accident. The Chairman asked Cllr De Vaux Balbirnie if there was any news on removing loading restrictions for Weeley Bridge. Cllr Balbirnie had not been able to get any clarification if or not the restriction had been removed.

**5. MATTERS BROUGHT FORWARD**

**(a) Highway Matters:** The Chairman reported that Cllr Smith had contacted TDC regarding rubbish left on the highway and was surprised when it was cleared within an hour. He contacted them again to express his thanks, and was told that they were also surprised at the quick response.

**(b) Parish Matters**

**(i) Declaration of Interests:**

The Chairman stated that all short DPI forms should now have been received and put on the Parish web page. The Clerk confirmed that two were still missing and agreed to send out 2 new forms as the previous ones were lost.

**(ii) Clerks Course:**

The Chairman confirmed that Ginette Loach had attended and enjoyed the first Clerk Training day on 16<sup>th</sup> October and will continue a day a month through to April 2013. This has enabled the travel and expenses costs to be calculated for the whole course and these will be given for your information by Cllr Bellamy under item (7c) Finance.

**(c) District Local Plan – submission draft:**

An open session was held for residents on 25<sup>th</sup> October, with a display to illustrate how the draft proposals would affect Little Clacton. There was a good turnout in both sessions and residents showed a lot of interest and in some cases concern over some of the proposals. Comment forms were provided and quite a few were taken away. Following the open evening, the Chairman requested members of the Parish Council Planning Group to forward any further comments they had on the draft document, given that they had now the opportunity to read it and see the proposed development map. The Chairman had made a list of these observations and comments made by the residents. Before copies of the list were issued, he reminded Councillors that they must declare any involvement or interest they may have with any of the items on the list before they are discussed.

On reading the list Cllr De Vaux Balbirnie declared a personal interest and Cllr M Balbirnie declared a prejudicial interest in item 6 and agreed they would both leave the room while item 6 was discussed. A list of the comments and suggestions together with the Appendix DPM 10A, Proposed Realigned Boundary map are attached to the minutes

Item 1 - agreed.

Item 2 - agreed that it should be shown

Item 3 – agreed that all houses should be included as part of the 6% allocation.

Item 4 – SD5, SD6 and PR09, each discussed separately. Listed comments agreed

**The meeting was closed from 8.05 to 8.07pm.**

Item 5- agreed.

Item 6 – Cllr De Vaux Balbirnie and Cllr M Balbirnie left the room. The chairman read out a letter that he had received regarding the Thorpe Road development. The letter, from the developers agents, were providing us the opportunity to discuss their clients intentions for this site before submitting the scheme for approval.

The Clerk was asked to arrange a meeting with the developer's agents, requesting a copy of the new drawing showing their proposals be sent to us prior to our meeting. Following a discussion on the letter and listed comments, especially 6.1, were all agreed with special attention regarding the lack of infrastructure for this proposal.

Cllr De Vaux Balbirnie & Cllr M Balbirnie were then asked to rejoin the meeting.

**The meeting was closed from 8.17 to 8.18pm.**

Item 7 – agreed.

**The meeting was closed from 8.26 to 8.30pm.**

Cllr Cutting proposed that the listed comments and amendments were agreed, Cllr Bellamy and Cllr Gray seconded and they were agreed unanimously, except Item 6, for which two Cllrs declined to vote.

## **6. POLICE/CRIME PREVENTION**

Cllr Cutting reported that he had emailed PCSO Haycraft, but had still not received a reply. The Chairman stated that the Clerk had contacted Inspector Stratford from Clacton Police Station to request a meeting, and was told that a Sergeant Sarah Jay would be attending our December meeting, and stated that there had been no changes to Little Clacton policing. It was felt that we should offer the Inspector the option to choose a date when he is available because any points raised to the Sergeant would have to be taken back for his comments or action.

## **7. WORKING PARTY REPORTS**

## **Maintenance and Services**

The Chairman reported that the bollards to be installed around the kerb line at the junction of London Road and Progress Way have now been ordered, and as the work is now in hand consider it a good idea to advise the County Councillor of the proposed works and explain that their need is for safety reasons.

The Chairman mentioned the area in front of the Village War Memorial, and that to date there has been no further response from the local British Legion. It was proposed that the National British Legion should be approached in order to request a contribution towards the costs of modifying the memorial to accommodate wheel chairs and stop the Legion flags draping in the wet during the service. The Chairman had obtained quotations for the work ranging from £1370 - £1844, neither included York stone slabs, as originally asked for. The York stone would double the cost. It was agreed that the Parish Council will wait until after Christmas, as we cannot complete this work before the Remembrance service. The third item requiring attention is to infill the area in and around the pedestrian gate at the entrance to the site. ECC staff use the gateway at all hours day and night and we did when in discussion with them over access matters, agree to review what can be done to keep the entrance free of mud. A quote has been received to concrete the area providing a firm clean entrance for all site users for the cost of £315 including the supply of materials. The area in question would be 5m by 1m by 8m and kept flush with the surrounding access gate. Cllr Bellamy proposed that we proceed, Cllr Ward seconded and it was agreed.

The Chairman is still waiting for quotes to install a light unit to the front of this building and construct the manhole to handle the surface water from the playing field. There are several very deep pot holes in the 'on field road' with the winter upon us the Parish Fields committee proposed to purchase 5 tonnes of type 1 crushed concrete and when it is delivered the Parish Council will provide the plant to distribute and consolidate the material. The cost of material is £180 plus VAT. The plant hire would be a similar cost. Cllr Bellamy seconded and it was agreed.

## **Street Lights**

Cllr Ward reported that a tour of the area of Little Clacton for which we are responsible for street lighting was carried out. It took almost an hour and 4 lights in total were reported as not working to the contractors. These were all fixed on the 26<sup>th</sup> October 2012.

## **Footpaths**

Following a complaint Cllr Gray is to check out the footpath by the Blacksmith Arms.

## **(b) PLANNING AND DEVELOPMENT**

### **Cllr Wood reported on the applications received:**

12/01195/FUL – One bungalow on land adjacent to Meadow View, Thorington Road  
The Parish intend to object to this application due to it being outside the permitted development boundary.

### **Applications determined:**

12/00924/FUL – single storey sun lounge at 27 Harwich Road. - Approval Full

12/00974/FUL – front and rear extension and infill of porch at 4 Galloway Drive. - Approval Full

## **(c) FINANCE AND ORGANISATION OF BUSINESS**

### **Budget and Precept**

Cllr Bellamy reported that all areas of activity are operating within agreed budgets and are projected to continue to do so until the end of the current financial period.

A budget has been prepared for 2013/14 to take account of anticipated increased costs, commitments and inflation, whilst still enabling the Parish Council to maintain improvements to the village environment and services. A copy of the proposed budget has been distributed to Councillors, showing an increase from £65,375 to £70,400 expenditure for 2013/14. Despite this increase, by making savings from this year's budgets, we are able to hold the precept at the same level as the past two years.

Cllr Bellamy proposed an unchanged Precept of £67,500 for the year 2013/14, Cllr De Vaux Balbirnie seconded and it was agreed.

Cllr Bellamy reported that training day expenses for Ginette Loach would be set at £52 to cover travel and her time, as calculated according to a scale of salary related expenses and travel rates set by the government.

The Chairman said that the expenses were based on current costs and salary grade, these could change over the duration of the training course.

## **8. INTERNET**

Cllr Bellamy reported that the Web page continues to run smoothly with nothing new to report.

Cllr Bellamy issued a reminder that the website is an information resource giving information about the Village and village groups and activities, please let Cllr Bellamy know if there is anything that is felt should be added to the present content.

## **9. TDALC**

No meeting has been held yet. The Clerk is to contact TDALC again regarding Cllr H Smith, as no correspondence has been received as yet, despite an email from Cllr H Smith to introduce herself, and an email from Cllr Cutting to request that his name is removed and Cllr H Smith is added to their database.

## **10. LITTLE CLACTON PARISH FIELDS AND YOUTH AND COMMUNITY CENTRE**

Cllr Bellamy reported that the busy football season continues although two Sunday programmes have been lost due to inclement weather. The Youth and Community Hall continues to be used on a regular basis.

Cllr Bellamy regrets to report a growing problem from dog walkers letting their dogs foul the site and not clearing up after them. It is felt that more action needs to be taken – possibly new signage or more direct action against offenders.

The Chairman stated that this years precept included money to start the initial stages of the next phase of development to the pavilion showers and changing rooms. To ensure that we are seen to be progressing this project we have discussed and agreed certain changes to the original approved plans to accommodate new features to meet new requirements and regulations. The project will then proceed in three stages. Firstly with the changes that have been agreed with Cllr Bush, arrange for the drawings to be modified and then submit them to TDC for approval. With this done the second stage will be providing a new hot and cold water installation and a small extension to accommodate either a ladies or a youth changing facility. The third and final stage being the re layout and refurbishment of the existing shower/changing rooms.

The chairman proposed that we start to prepare the drawings for submission, whilst compiling a specification to enable tender documents to be prepared. When the quotations are returned and actual costs are known, the Finance Group will then prepare grant applications and seek funding. A schedule of works can then be prepared. It is expected to take until the new year for the initial stage to be complete.

## **11. VILLAGE HALL**

Cllr Dunnett reported that a new regular booking had been obtained for the new meeting room. Efforts are still being made to increase the use of this room.

A snooker table is available for hire at various times for clubs or private use. Enquiries should be made to the bookings secretary.

Cllr Dunnett reported that the hall has been booked as a polling station for the Police Commissioner elections 15<sup>th</sup> November 2012.

The Parish Council Chairman had previously asked Cllr De Vaux Balbirnie to obtain some information on suppliers of skate board equipment and grant funding details from his contacts at TDC. Unfortunately his request for information had not been successful. The Chairman then asked Cllr Balbirnie to take on the responsibility of obtaining quotations etc. from equipment suppliers as he was aware of what was wanted and had discussed the idea with the young residents who originally asked for the skate park. He was asked to obtain three quotations and details of any grant providers and get them forwarded to

the Clerk. As the Village Hall committee do not intend to have any financial input to the scheme, only provide the space, the Project becomes the responsibility of the Parish Council. With these details it will enable our approved contractors to provide the cost of any ground works and with insurance and maintenance costs the whole package can be put forward for Council consideration. All quotations must be addressed and sent to the Parish Clerk to comply with our audited accounts requirements.

## **12. MILLENNIUM GREEN**

Cllr M Balbirnie read out her report on the Green, explaining that a meeting of the trustees had been held on 16<sup>th</sup> October 2012. The trustees had discussed the letters received from the Parish Council regarding lack of insurance and the state of the Green. Mrs Darnell the Chairperson has now taken out Public Liability insurance with Tennison which covers voluntary workers, but was told that it was not necessary to cover trustees. A copy of the policy has been requested by Cllr M Balbirnie as there are concerns over what cover is actually provided.

Cllr M Balbirnie read about several other issues regarding the grass cutting, dog fouling and fund raising for the Green. The Chairman reported that he had been approached by the adjacent property owner who is expressing his concerns regarding the overgrown hedge along his boundary, causing damage his trees and shrubs. He has written to the Trustees offering to help with the cutting but has had no response. The Chairman asked if Cllr M Balbirnie could at least get the Trust to acknowledge the letter and discuss how the problem can be solved.

The Chairman has been informed by Mrs Sue Dass that she has resigned as a Trustee of the 'Green'. She was sad to do so but had growing concerns over the project and felt she was not being really involved.

## **13. TENDRING DISTRICT COUNCIL**

Cllr De Vaux Balbirnie gave a written report to all councillors regarding the activities at TDC during the past month which included LDP; Travellers sites; Football Nets for the Village Hall; various Highway Rangers work; Jaywick Forum; and a reminder about Remembrance Services on Sunday 11<sup>th</sup> November—The wreath has been passed to the Chairman ready for the services on Sunday.

## **14. CORRESPONDENCE**

Essex County Council	Making the Links
County Cllr M Skeels	ECC Parish Update
Inspector D Stratfield	Attendance at Parish Council Meeting

## **15. FINANCE AND CHEQUES AUTHORISATION**

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

## **16. ITEMS DEEMED URGENT BY THE CHAIRMAN**

None.

## **17. ANY OTHER BUSINESS**

The Clerk was asked to contact Environmental Health regarding a private house in Holland Road which has become a health hazard.

The Clerk was asked to re-write to the Householder regarding overhanging trees at 32 The Street following further complaints by pedestrians, Mums with prams and wheelchair users.

Cllr Dunnet asked if the parish had any Ash trees that could be affected by the tree virus which is reportedly sweeping the nation at present. The Chairman confirmed we do not have any listed Ash trees in the Parish

There being no further business, The Chairman closed the meeting at 10.00pm

The next meeting will be held at the Youth and Community Centre at 7.30pm on Monday, 3rd December 2012.

**Chairman**  
**3rd December 2012**