

LITTLE CLACTON PARISH COUNCIL
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE YOUTH AND
COMMUNITY CENTRE ON MONDAY 13th MAY 2013 AT 7:30 PM.**

PRESENT

Councillor P Watson (chair)

Councillors Mrs M Balbirnie, R Bellamy, G Bush, J Cutting, P De-Vaux Balbirnie, J Dunnett,
Miss L Gray, M Joyce, R Smith, Mrs E Ward, Mrs A Wood

There were 7 residents present.

APPOINTMENT OF CHAIRMAN

It was proposed by Councillor De-Vaux Balbirnie, seconded by Councillor Smith and agreed that Councillor Watson be appointed Chairman for the forthcoming year.

APOLOGIES

Councillor Mrs H Smith

MINUTES OF MEETINGS HELD ON 8th APRIL 2013

Both the Annual Parish Meeting minutes and the Parish Meeting minutes were approved and signed by the Chairman as a true record.

MATTERS ARISING

Village Gateways

The Chairman addressed the council with a detailed sequence of events leading up to the disappearance of the 'Little Clacton Village Gateway' sign from Weeley Road near Connaught Road, Weeley Heath. Confirmation had been received from Essex C. C. Highways also Mr Brown, Chairman of Weeley Parish Council that neither had any involvement in the sign being removed. In reply to a letter we had sent to Mr Carter, the farmer who tends to the land adjacent to where the sign had been erected, explained that the sign was on his land and he had been asked by Weeley PC to have it removed. He further commented that it had been removed in a professional manner including the foundations. The loss of the sign has been reported to Essex Police who are investigating the theft. In view of the contents of this letter, Mr Brown again categorically denied any involvement of Weeley P.C.

It was proposed by Councillor P Balbirnie and agreed, that a letter of thanks should be sent to Weeley PC for their help in this matter and was handed to Mr Brown.

The Chairman closed the meeting at 7.40pm

Further information gained during this closed session has been forwarded to the Police
The Chairman reopened the meeting at 7.55pm

APPOINTMENTS

Vice-Chairman: Councillor Bellamy proposed by Councillor Wood, seconded by Councillor Ward and agreed.

REPRESENTATIVES

TDALC

Councillor H Smith proposed by Councillor Cutting and seconded by Councillor M Balbirnie

COMMUNITY CARE

Councillor Gray proposed by Councillor Watson, seconded by Councillor Cutting

VILLAGE HALL

Councillor Dunnett proposed by Councillor Cutting and seconded by Councillor M Balbirnie.

PASSENGER TRANSPORT

Councillor Gray proposed by Councillor Watson, seconded by Councillor De-Vaux Balbirnie

PARISH FIELDS

Councillor Bush proposed by Councillor Watson and seconded by Councillor Wood

CHARITIES TRUSTEE

Hubbards and Harvey Charities: Councillor Watson

MEADOW MILLENNIUM GREEN

Councillor M Balbirnie proposed by Councillor Watson and seconded by Councillor Ward

WORKING PARTY MEMBERSHIP

MAINTENANCE AND SERVICES

Councillor Watson

Street Lighting: Councillor Ward

FOOTPATHS

Councillor Gray

PLANNING AND DEVELOPMENT

Councillors Wood, Bellamy, De-Vaux Balbirnie, Cutting, Gray, Joyce.

POLICE & CRIME PREVENTION

Councillor Cutting

ORGANISATION AND MANAGEMENT OF BUSINESS

Chairman, Clerk, Councillors Bellamy, Dunnett & Wood

The Chairman requested that in future, all correspondence and paperwork should be copied to the appropriate Councillor who represents that area. They will also be responsible to collate and report to the Council any information or proposals that involve their area of responsibility.

MATTERS BROUGHT FORWARD

Highways

Councillor Smith discussed the current position with ECC Highways and declared that he had received an email from Mr Douglas Carswell MP regarding pot holes.

WORKING PARTY REPORTS

Maintenance and services

The Community workers were unable to clean the paint off of the Jubilee seat and fence, as solvents and chemicals were necessary. The seat has now been cleaned, but as the red paint had discoloured the under layers it meant that all paint needed to be stripped off. These have now been neutralised and undercoat and top coats applied. The gold

highlights will be completed once the paint has seasoned.

The drain connections and construction of the inspection chamber in the entrance roadway will be started on 21st May. Other site users will be notified of possible site access restrictions during these works.

The Parish Church have asked the Parish Council to help with the maintenance of the church burial ground. The Parish Council do have a responsibility of providing / maintaining a burial ground. In addition to the upkeep of this area, the Church are opening up a further section of land as the current burial area is full, the cost of preparing this new area will be expensive. Following discussions, it is proposed that the Parish Council take out a contract to maintain the burial ground using our current grass cutting contractor. The annual cost of this contract would be taken from the agreed allocated monies approved in response of the annual grant application made by the Parish Church. Councillor Cutting seconded and it was agreed.

The Chairman reported that the Clerks computer had been serviced and the programmes updated and is now fully operational.

Street Lights

Councillor Ward reported that tenders had been received from contractors for street lighting maintenance which were in the process of being reviewed. Results will be reported back to the Council at a later date. The Chairman stated that an invoice had been received for the cost of electricity from Romadorns for the Christmas period amounting to £114.93 and the Chairman proposed that this was paid together with a donation of £40 to the Methodist Chapel for the use of their supply. Councillor De-Vaux Balbirnie seconded and it was agreed.

Footpaths

Councillor Gray reported that a complaint had been received regarding the footpath alongside the Blacksmith Arms. Work currently being undertaken by neighbours will hopefully address the problems.

PLANNING AND DEVELOPMENT

Councillor Wood reported that there was one application to report at this meeting, and there were four applications determined:

Approval

13/00480/FUL Extend village hall to provide external toilet facilities and alter store room internally to form changing room and additional table and chair store.
No objections

Decisions

12/01195/FUL	Bungalow adj. Meadow View, Thorrington Road	Approval – full
13/00043/FUL	Swains Farm,B1 Business units	Approval – full
13/00191/LBC	Swains Farm,B1 Business units	Application not required
13/00193/FUL	172-174 The Street & 4 Amerells Road	Refused

MEADOW MILLENNIUM GREEN

Councillor M Balbirnie distributed and read out a report to update regarding insurance, boundary bushes, pond fencing, litter bin, maintenance, quiz, picnic bench and grass cutting. There were several areas of concern expressed resulting in a proposal to invite Members of the Trust to attend our next PC meeting on 7th June. This was agreed and The Clerk to contact their Chairman.

TDALC

Councillor H Smith had not left a report, but left information that there was to be a TDALC meeting on the 23rd of this month.

VILLAGE HALL

Hall Councillor Dunnett reported that plans for the extension to the rear of the Village Hall incorporating toilets and changing room /store have been prepared and Planning permission has been applied for. The total cost of the project is approximately £55,000. A conditional grant of £10,000 has been made by the Big Lottery Fund and further grant applications are being made.

With Planning approval and when detailed quotations are available, the committee will seek consideration from the Parish Council for a grant towards these improvements.

Field It is proposed to mark out a half size football pitch suitable for 5-12 year old children . The Village Hall committee hope to purchase goal posts and nets in time for use during the school holidays.

PARISH FIELDS

Councillor Bellamy reported that thanks to improved weather in recent weeks and the scheduling of some mid-week games, we have now caught up with the back log of football matches, and the season will end shortly. The first Classic Car Show will be held next Sunday 19th May and the Car Boot season commences on 26th May. The Youth and Community Hall continues to be used for an expanding range of activities, the latest being a series of theory lessons for HGV drivers.

Pavilion Extension The Chairman stated that full planning permission for the modifications to the pavilion including the completed toilet block had been received several years ago. Since that approval, several conditions and legal requirements have changed for that type of building and together with changes that have come from the football authority we have had to include some minor adjustments to the original proposal. Both Councillors Bellamy and Bush have provided an input and given their approval to the alterations. This means that we have to submit a set of drawings that we hope can be covered by just an amendment application. The original architects used for the pavilion extension have prepared a set of modified drawings. This is considered the most economical way to proceed, as they already hold all the necessary drawings and details. The Chairman proposed that the Parish Council proceeds with this amended application, which when approved will enable specifications and quotations to be obtained. The fees are £3,000 for design revisions and preparation of planning application, £5,250 to compile specifications, obtain competitive tenders, review and report on same. They will provide project management and administration during construction. Their fees also include Professional Indemnity Insurance in the event of a dispute or claim for liability. The Chairman proposed that the Parish Council offer them the commission for this project, this was seconded by Councillor Wood and agreed.

TENDRING DISTRICT COUNCIL

Councillor De-Vaux Balbirnie distributed and read out a report on issues affecting this parish from the District Council. The report discussed Planning, Travellers site at Weeley, Residents issues, Tendring Older Peoples Forum, the Essex County Elections and new Chairman at Tendring District Council for 2013/14, and information on Dog restrictions on the beaches.

CORRESPONDENCE

ECC

Tendring District Council

Mr D Carswell MP

Making the Links

Timetable of Council Meetings

Potholes

Mr D Carter
Mr H Wagstaff
Andrew Erskine

Village Gateway
Luncheon Club and War Memorial
New County Councillor

Correspondence Sent
Mr M Reed

CHEQUE AND FINANCE AUTHORISATION

Finance and Cheques Authorisation

The up to date balances of the Councils Funds were noted

ITEMS DEEMED URGENT BY THE CHAIRMAN

Insurance renewal

Councillor Watson stated that the Parish Council insurance is up for renewal at the end of the month. The value of our assets has increased by 3% in line with national figures and we have been offered a three or five year renewal period. Currently we hold a three year agreement and based on the fact that over that period we have not made any claims the premiums offered for a five year term are slightly lower than those we paid three years ago. In addition to our previous schedule we now have cover for the CCTV installation and Mrs Loach, an additional member of employ. If and when we proceed with the works to the pavilion, we will incur an additional premium covering the work in progress and materials being used. On completion the pavilion value will be adjusted along with the premium due. The Chairman proposed that the insurance covering assets, staff and public liability for a five year period at a cost of approximately £3,614 be taken out; it was seconded by councillor Cutting and agreed. The Chairman read out an interesting list of hazardous activities that would require special consideration if covered. Rugby and soccer tours were also highlighted. It should be noted that only activities managed and run by the management committee are covered under this policy and for any activities run by outside entities, the committee must ensure that the hirer has adequate insurance so that the committee is not picking up the liability if an accident occurred.

ANY OTHER BUSINESS

INTERNET

Councillor Bellamy reported that the website continues to provide up to date news and information regarding village activities. It has been particularly useful when events have to be rescheduled at short notice. In this connection the Superfast Broadband presentation due on 8th April will now take place at 7pm on 3rd June

CRIME PREVENTION

Councillor Cutting reported that he had contacted PC Haycraft who had reported that action was being taken over antisocial motorcycling and that there were 4 crimes between the 1st and 30th April.

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 7.00pm on Monday, 3rd June 2013.

Chairman
3rd June 2013