

## **LITTLE CLACTON PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE YOUTH AND COMMUNITY CENTRE ON MONDAY, 2<sup>nd</sup> DECEMBER 2013 AT 7.30 PM**

#### **PRESENT**

**Councillor Peter Watson in the Chair**

**Councillors M Balbirnie, G Bush, J Cutting, P De Vaux Balbirnie,  
J Dunnett, H Smith, R Smith, L Gray, B Ward and A Wood.**

There was Essex County Councillor Erskine and 4 residents present.

#### **1. APOLOGIES**

**Councillor R Bellamy and E Ward sent their apologies.**

#### **2. ANY URGENT MATTERS**

None

#### **3. MINUTES OF MEETING HELD ON 4th NOVEMBER 2013**

The Chairman proposed and all agreed the previous months minutes which were then approved and signed by the Chairman as a true record.

#### **4. MATTERS ARISING**

##### **Hubbards and Harveys Charities**

The Chairman stated it was arranged for a tree to be planted in the Millennium Meadow Green, to celebrate the anniversary of the Charity.

##### **Millennium Green**

Councillor M Balbirnie reported that an email had been received from Mrs Darnell, which had been passed on to the Chairman, that a case officer had been appointed on behalf of the Trustees to steer the trustees through the process of handing over to new Trustees – the Parish Council.

##### **Sladbury Solar Panel Farm**

The Chairman reported that a new application had been submitted. See planning section for discussion.

##### **Other Planning issues**

Councillor De Vaux Balbirnie reported that the landscaping conditions to the Apple tree approval require the planting programme to be completed by March 2014. Retrospective planning application to the listed Parkgate Farmhouse has been approved subject to further conditions. The new application will be discussed in the planning section.

#### **5. MATTERS BROUGHT FORWARD**

**(a) Highway Matters:** Councillor Smith reported that the Burrs Road crossing gates will be closed for 18 months from December 2013. He reported that the Essex County Councillor had recommended that Highways issues should follow the normal channels first, but once a number had been assigned, he would be able to intervene.

##### **b) Parish Business:**

Councillor Cutting reported that an emergency plan had been put together and he ran through the contents. The Village Hall committee and Youth and Community Building committee are to complete forms with details about the centres facilities, for use in an emergency situation.

**(1) Proposed Meeting Dates  
2014**

- 6 January
- 3 February
- 3 March
- 7 April **Annual Parish Meeting**
- 12 May **Annual Parish Council Meeting**
- 2 June
- 7 July
- 4 August
- 1 September
- 6 October
- 3 November
- 1 December

**6. POLICE/CRIME PREVENTION**

Councillor Cutting read out excerpts from the latest report, covering October, which described various assaults and thefts within the Little Clacton Parish.

**7. WORKING PARTY REPORTS**

**(a) Maintenance and Services**

The Chairman reported that two sets of solar lights had been purchased and installed on Galloway Green.

(1) **Street Lights** – Councillor Ward reported that a significant number of Parish owned footpath lights, all well over twenty years old, needed to be replaced. This includes lights in Elm Road, Holland Road, Harwich Road, St Osyth Road East, Weeley Road and Homing Road. These replacements would cost £11,640 + VAT. This cost would be considerably higher if we used a national electrical contractor.

(2) **Footpaths** – Councillor Gray reported that the footpaths were a bit muddy but okay. The footpath alongside the Blacksmiths Arms had now been sorted out.

**(b) Planning and Development** Councillor Wood reported on the following

**(1).Applications:**

<b>13/01077/FUL</b>	Clacton Animal Aid Sanctuary, Little Clacton	Removal of existing and reinstatement of housing for Cats and Dogs. <b>- Kennels to Face East</b>
<b>13/01177/FUL</b>	Elmshaven, 1 Stonehall Drive, Little Clacton	Proposed 2 storey side, single storey rear extension and front porch. <b>- No Objections</b>
<b>13/01234/FUL</b>	Firs Caravan Park 29-31 London Road, Little Clacton	Change of use ; extension of existing park to site 32 static holiday caravans <b>Withhold judgement until decision made on Development Boundary Clarified by TDC Planners.</b>
<b>13/01243/FUL</b>	Parkgate Farm Holland	Demolition of existing garage and

	Road Little Clacton	adj. Gym and construction of new double garage with 'granny annexe' over and new gym room to rear. All on site of grade 2 listed farmhouse. <b>- No Objections</b>
<b>13/01281/FUL</b>	84 Harwich Road, Little Clacton	Erection of one chalet bungalow including conservatory <b>Concerns Re: overlooking and amenity space to No. 84. Site actually located in Grove Road.</b>
<b>13/01292/FUL</b>	Land adj. To Electricity Substation Holland Road Little Clacton	Change of use of land from (1) agriculture to (2) mixed use for agriculture and use of the generation of renewable energy (solar). <b>Initial responses still stand.</b>
<b>13/01237/FUL</b>	76 St Osyth Rd East, Little Clacton	Single storey rear extension and conservatory. <b>- No Objections</b>

## (2). Decisions:

13/00084/LBC Approval – Listing Building consent 5/11/2013 Delegated Decision	Parkgate Farm Holland Road Little Clacton	Insertion and replacement of windows and door openings with repairs and replacement of elements to existing fabric.
13/01018/OUT Approval – Outline 4/11/2013 Delegated Decision	Land to West of Jcnctn Homing Rd and Thorrington Rd Little Clacton	Proposed residential development
13/0110/FUL Approval – Full 5/11/2013 Delegated Decision	47 The Street Little Clacton	Proposed front and rear orangeries
13/00591/FUL Decision Refusal - Full Delegated Decision	110 St Osyth Rd West Little Clacton	Completion of outbuilding pursuant to planning permission 06/01957/FUL and change of use of outbuilding to a dwelling.
13/01228/TPO Approval - Full 28/11/2013	19 Sunnyside Way Little Clacton	Oak, rear garden – reduce by 35%, mainly to previous cutting points

### (c) Finance and Organisation of Business

**1. Precept** - The Chairman read out a report from Councillor Bellamy which explained the procedure for the precept this year. The Council have not had all the relevant details regarding grants etc. from TDC and until these are available the budget cannot be set. Due to the date for the precept to be presented to TDC, the Chairman proposed a mandate for the Finance and Organisation of Business Committee to prepare and submit a budget

and precept for 2014/15 to TDC. This will then be verified by the Parish Council at the next meeting. Councillor De Vaux Balbirnie seconded and all agreed.

#### **8. INTERNET**

No report this month.

#### **9. Essex County Councillor**

County Councillor Erskine reported that the RCCE (Rural Community Council of Essex) are happy to come out to the Parish if required. Contact him for further details.

Liability insurance must be taken out if the Parish instructs anyone to distribute or spread out the salt bags. The Chairman confirmed that the Parish does not instruct anyone, but only makes the salt available for everyone to use if they wish.

The CIF (Community Initiative Fund ) is now on its second round.

Highways decide on work priority by how much it will cost, and how much it will benefit the community.

#### **10. TDALC**

Councillor H Smith reported on the new standard committee, which is to include Parish Councillors chosen from TDALC representatives nominated from Parishes. The Clerk is to write to nominate Councillor H Smith and Councillor R Smith to be put forward on behalf of Little Clacton Parish Council. Other issues discussed were the fuel syndicate and pot holes.

#### **11. PARISH FIELDS COMPLEX**

No report this month.

**12. PAVILION EXTENSION** the Chairman reported that there were a few details needing finalising to enable the actual extension cost to be considered. For example, the Parish is looking for a much more efficient and economical method to heat the shower water. National Grid have been approached as well as other gas suppliers and the best price was £17,000 to provide and lay a gas pipe, if we dig and back fill the trench. It will cost £450 to obtain an actual estimate. Therefore, the Parish is now looking at Calor Gas Tanks, in comparison they seem a good option.

#### **13. VILLAGE HALL**

Councillor Dunnett reported that after some negotiating with the booking secretary, she has agreed to carry on with the job. Consequently, the Village Hall are no longer looking for a volunteer.

Work on cutting back the hedges and encroaching undergrowth on two sides of the field has been almost completed. They had been neglected for several years and a lot of work was necessary. A letter has been handed to the Little Clacton Parish Clerk tonight applying for help with the cost of grass and hedge cutting which has been very expensive this year.

#### **14. MILLENNIUM GREEN**

Councillor M Balbirnie reported that minutes from the AGM on 8<sup>th</sup> November had been emailed to Mrs Darnell on 9<sup>th</sup> November. Nothing was heard by the 15<sup>th</sup> November, so Councillor M Balbirnie chased her for news as an EGM needed to be called. Mrs Darnell emailed a confirmation on 18<sup>th</sup> November that the last accounts had been sent to

the Charity Commission, and that she had been advised that a case officer had been appointed to steer the Trustees through the process of changing the Trust to the Little Clacton Parish Council. Mrs Darnell said that she cannot call an EGM until the Charity Commission make contact to explain what the process is with the transfer of the Trust. She will be in touch as soon as the Charity Commission have contacted her. Reports have been received that fires are still being lit on the Millennium Green and this needs to be addressed. The Council are at a lost as to know what more can be done to ensure that the Parish put a stop to this illegal activity, for the safety of the resident who is lighting these fires as well as protecting the Millennium Green and surrounding property.

## 15. TENDRING DISTRICT COUNCIL

Councillor De Vaux Balbirnie gave a written report to members of the activities at TDC during the past month which included progress on the following ongoing projects:

**Update on Travellers Site at Weeley;** Awaiting Inspectors decision on both sites.

**ECC Proposals for Street lights to be turned off;** There has been no update nor dates given as to when the lights are to be turned off.

**Free Micro-Chipping Surgeries for Dog Owners in Tendring;** Further sessions will be held 9.30am to 3.30pm at Westleigh House, Carnarvon Road, Clacton on 17<sup>th</sup> December and at Waddesdon Road, Dovercourt on 11<sup>th</sup> December (9.30am to 3.30pm).

**Review of the ECC Local Bus Strategy;** The 12 week formal public consultation period is due to end on December 9<sup>th</sup>. The consultation asked residents to identify their priorities, travel needs and required services. It is not looking at individual bus services at this stage. The results will be used to determine the type of service that should be provided and it is anticipated that funding will be reduced.

**Women's Tour of Britain Cycling event;** This Tour has now been confirmed but the final route incorporating areas within the district is yet to be advised.

**Xmas Tree Recycling Service;** TDC officers will be out and about at six different locations on January 11<sup>th</sup> to accept trees for recycling:

Brightlingsea Town Council Car Park and Weeley Crematorium from 10am to 11.30am, The Green at Great Bentley and Frinton's Crescent Gardens from 12noon until 1.30pm, and at Clacton's Martello Car Park and Harwich's Park Pavilion Car park from 2pm to 3.30pm.

## 16. CORRESPONDENCE

Essex County Council	Temporary Prohibition of Traffic
Tendring District Council	Tree Planting Grants Planning Committee Site Visit
Weeley Parish Council	Village Gateway Sign
TDALC	Standards Committee
Mr and Mrs Balbirnie	Donation to Parish Council for £50.
Little Clacton Village Hall	Request for grant

It was proposed by Councillor Cutting that a grant for £500 was given to the Village Hall, Councillor Gray seconded and it was agreed.

## **17. FINANCE AND CHEQUES AUTHORISATION**

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

<b>Cheques issued:</b>	<b>£</b>	
Mrs A L Owens (salary etc.)		
Mrs A L Owens (expenses)		
Mrs G Loach (salary)		
HMRC (PAYE)	<b>169.60</b>	
RB Design Solutions	<b>100.00</b>	
E.ON	<b>292.14</b>	
Oak Paving	<b>2,100.00</b>	
Tony Nash (MC2)	<b>472.60</b>	
ACD Services (SF131)	<b>3,376.00</b>	
Kendall Commercial Services (St James Churchyard)	<b>281.03</b>	
Kendall Commercial Services (grounds maint.)	<b>551.33</b>	
PJB Architectural Design	<b>630.00</b>	
Original Landscape Design	<b>97.66</b>	
Poppy Appeal	<b>17.00</b>	<b>Lt</b>
Clacton Parish Fields (PCM112)	<b>160.00</b>	
A&J Lighting Solutions (SF137 )	<b>684.00</b>	
A&J Lighting Solutions (WP134)	<b>378.60</b>	

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

None

## **19. ANY OTHER BUSINESS**

**The Chairman reported that there are to be carols on The Green, from 7pm on 10<sup>th</sup> December, with the Salvation Army Band and Mince pies available.**

**The Chairman wished both Councillors and Residents a Happy Christmas and good health in the New Year.**

**The Chairman closed the meeting at 10.25pm**

**The next meeting will be held at the Youth and Community Centre at 7.30pm on Monday, 6th January 2014.**

**Chairman**  
**6th January 2014**