

## *Little Oakley Parish Council*

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### **Minutes of the Parish Council Meeting held on Wednesday 14<sup>th</sup> November 2019 In the Millennium Room, St Michaels Church, Ramsey Meeting Start Time 19.00**

**Present:** Cllrs Attrill (Chairman) Griggs (Vice Chairman), and McNee,

**Also Present:** Jeanette Sands (Clerk/RFO) and two members of the public \*\*

#### **19/091**

##### **Apologies for Absence**

Apologies were received from Cllr Bush and Hunnaball  
The apologies were accepted.

#### **19/092**

##### **Declaration of Pecuniary and Non Pecuniary Interests**

No interests were declared

#### **19/093**

##### **Minutes of the Previous Meeting**

It was **RESOLVED** to accept the Minutes of the previous meeting and these were duly signed  
Proposed: Cllr Griggs  
Seconded: Cllr McNee

#### **19/094**

##### **Urgent Matters**

The foliage around the bus shelter at the bottom of Seaview Avenue was being trimmed back and a request was made to have branches covering the street light also cut back. The drain near 95 Harwich Road has sunk and has been reported it has had a quick repair to help until a full repair can be done but this has now sunk. A report has been sent in mentioning this.

#### **19/095**

##### **Training**

Cllr Attrill is now booked onto the Chairman's Courses Days 1 and 3 and will book onto Day 2 when new dates are announced. There are Code of Conduct training courses being held at TDC offices and Cllr Attrill will attend the one in February

#### **19/096**

##### **Clerks Report**

**Website** – a list has been sent from EALC detailing various websites Parish Councils can use once Essexinfo.net ends at the end of March 2020. It may be worth looking at these in details

**Planning** – TDC planning have chased the application for the change to the communal refuse area at 21 Mayes Lane. The date by which the application had to be received by TDC has just expired. TDC will be contacted to see what their next stage is.

**Hedges** – an email was sent to thank Mr Pyle for arranging the hedge cutting opposite the Cherrytree.

**Remembrance Service** –this was well attended. The Clerk would like to send out thank you cards to everyone who helped with the service.

**Printer** – this has arrived and has been installed and is working well. At a recent meeting with Bradfield PC I enquired as to whether they would like to share printer costs as they do not have a printer but the offer was declined.

**Policy Reviews** – some of these will need to be reviewed next year and the asset register updated

**Mayes Lane Speeding** – there are concerns that some drivers using Mayes Lane are speeding. It may be worth having a speed survey carried out.

**TDC Budget Meeting**- this was attended by the Clerk. Budgets, elections and legal were discussed

**Litter Picking Equipment** – The Clerk at Gt Oakley has been contacted to see if they would like to share costs and equipment. Councillors voted unanimously to donate £100 towards the cost of the equipment and would hope that this can be matched from a local company.

## **19/097**

### **Planning**

19/01621/FUL – variation to change cladding from weatherboarding to brickwork. Proposed Neutral but to bring to the attention that the new house at the rear of no 17 is cladded with weatherboard as is the side of the house which was 21 Mayes Lane.

19/00548/OUT- a determination. This is an outline application for the land between Barn Cottages and Wallcott which was given approval on 14<sup>th</sup> October

19/080

## **19/098**

### **BT Kiosk**

Cllr Attrill reported he had spoken to the planning department at TDC and has been advised that the Parish Council would need to apply for Listing Building Consent and also change of use. The latter costing around £462. The application would also need a layout of the plans costing around £30. On top of these costs there are legal fees to draw up the lease. It was **RESOLVED** the Clerk should contact EALC and obtain an approximate cost for this.

## **19/099**

### **United in Kind**

This item has been deferred until the next meeting

## **19/100**

### **Playground Repairs**

The quote for the gates hydraulics to be fixed is £363.21 which is less expensive than a new gate. It was RESOLVED that the quote is accepted and the gates hydraulics are fixed.

All Agreed

## **19/101**

### **Dog Bins**

This is to be deferred until the next meeting

## **19/102**

### **Finance**

#### **Account Balances**

1<sup>st</sup> November the accounts balances were

Current Acct £1236.59

Savings Acct £31242.29

### **Expenditure for November**

This is £768.03

### **Expenditure for December- approx.**

£342.26 this is just for the usual monthly items

### **Transfer**

A transfer for £500 is requested to keep the account in the black and allow for any expenditure not accounted for on the December list.

### **External Audit**

The external audit report has been received and the External Auditor Certificate has been issued.

One area picked up on was the assessment of risks. This will need to be looked into before the end of this financial year. Another area mentioned related to publishing the AGAR, however this was due to an extension being applied for and granted.

### **Finance Committee Meeting and Budget**

This could not be held this month as there would have not been a quorum plus the RFO was away at a family funeral. It is proposed that the finance committee meet between 7.00 and 8.00 on the same day as the full council meeting in December (December 11<sup>th</sup>) followed by the full council meeting from 8.00. The RFO will circulate all paperwork to the finance committee before Thursday 5<sup>th</sup> December. Copies of all the paperwork required will be distributed at the meeting

The payments list including all payments to be paid and all direct debits plus invoices were seen by Councillors and approved and authorised for payment. The transfer was also approved and authorised.

Financial Regulations – the updated Financial Regulations had been previously circulated to Councillors. It was agreed to accept the updated version and **RESOLVED** the Clerk would send the new version out to Councillors and have this posted onto the website. All Councillors agreed to this.

Proposed: Cllr Attrill

Seconded: Cllr Griggs

## **19/103**

### **Noticeboards**

Plastic covered steel is being sourced which will make the backing magnetic. This is still ongoing. It was noted that the noticeboards will need oiling in the summer.

## **19/104**

### **Report from District Councillor Bush**

District Cllr Bush was unable to attend therefore no report is available

## **19/105**

### **Report from County Councillor Erskine**

No report was given as County Cllr Erskine was unable to attend.

## **19/106**

### **Public Speaking \*\***

Two members of the public attended the meeting and had made the Clerk aware that they wished to be considered to become Councillors having previously spoken with ex Councillors from the Parish Council. They both gave a brief overview as to their background and what they could bring to the Parish Council. As both prospective Councillors had made their

intentions known to the Clerk and Councillor prior to the meeting it was agreed that members would consider their application. Both members of the public left the meeting whilst their applications were considered by full Council. It was unanimously agreed to accept both residents to be co-opted onto the Parish Council. They returned to the meeting and were given the decision and welcomed onto the Parish Council. The Clerk will organise the relevant paperwork to be signed.

### **19/107**

#### **Items for the next agenda.**

Along with ongoing items from this meeting's agenda the following are to be added

Mayes Lane – speed limit

Dog Waste Bins

Websites

United in Kind

Meeting date for 2020

### **19/108**

#### **Date and Time of next meeting**

The next meeting will be held on Wednesday 11<sup>th</sup> December at the later time of 8.00

**The Chairman closed the meeting at 20:10**