

Little Oakley Parish Council

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Minutes of the Parish Council Meeting held on Wednesday 10th June 2020

The meeting was held remotely via Zoom due to Covid-19 restrictions.

The Meeting started at 7.00 pm

Present: Cllrs Attrill (Chairman) Griggs (Vice Chairman), Bush, Coates, Hunnaball and Nicholson.
Cllr Lane joined the meeting later.

Also Present: Jeanette Sands (Clerk/RFO)

Members of the Public: No members of the public requested details to join the meeting.

20/021

Apologies for Absence

Apologies were received from Cllr McNee

It was **RESOLVED** to accept the apologies.

20/022

Declaration of Pecuniary and Non Pecuniary Interests

Cllrs Attrill and Bush declared a non-pecuniary interest in one item being discussed under agenda item 8, planning.

20/023

Minutes of the Previous Meeting

The Minutes of the May meeting were agreed as a true record and will be signed by the Chairman at the first meeting after restrictions are lifted.

Proposed: Cllr Attrill

Seconded: Cllr Bush

20/024

Urgent Matters

There were no urgent matters for discussion

20/025

Report from District Councillor Bush

Tendring District Council have helped with funding and support for small businesses affected by the Covid-19 restrictions. They are now starting a second round of this help.

Recycling centres and libraries – District Cllr Bush reported that some libraries are starting to open however very few recycling centres are being re-opened. There is a push to have the recycling centres re-opened.

20/026

Report from County Councillor Erskine

County Cllr Erskine was unable to attend the meeting therefore there is no report.

20/027

Clerks Report

Laptop and Anti-Virus Software

The laptop has been cleaned and AVG antivirus software replaced with Avast by PC Help in Harwich. AVG had caused many problems especially when saving documents, since the clean the laptop is working much better and faster. All other updates will be discussed under their own agenda heading.

20/028

Cllr Lane joined the meeting at this stage and confirmed she did not have any pecuniary or non-pecuniary interests for the remainder of the meeting.

Planning – Applications

No new planning applications have been received.

Determinations

20/00433/FUL – 15 Harwich Rd, demolition of existing garage and building of replacement. This had full approval on 27th May 2020. The planning decision stated that as the garage is ancillary to the main house it can only be used for such purposes, therefore any separate business or residential use will require a new application to be submitted.

Cllr Attrill and Cllr Bush stood down from the next discussion as per Minute number 20/022

Application 20/00194/FUL – Proposed Poultry farm, Oakley Road, Wix.

An update regarding the proposed chicken farm in Wix was given and after discussion a vote was taken and all agreed that the Parish Council should object to this planning application on the following grounds. The farm is on an industrial scale and is out of keeping for the area. It will only be 400 metres from the junction with Great Oakley School and very close to the wedding venue, Richwill. The roads are not suitable for the large HGV's, in addition the extra traffic could impact on the condition of the roads surface. There will be no economic benefit to the area as only two people will be employed. Nearby water courses run the risk of becoming polluted should any leakage occur, a noxious odour could be a problem for residents. It was **RESOLVED** that the Clerk will send in the objections to Tendring District Council.

Cllrs Attrill and Bush re-joined the meeting.

20/029

Finance Report

Account Balances

1st June the accounts balances were

Current Acct £7144.44

Savings Acct £28152.90

Expenditure for June paid to date and expected payments

| Payment to | Details | Net | VAT | Gross |
|-------------------|-------------------------------------|---------------|--------------|---------------|
| Mr D Attrill | Zoom reimbursement | 11.99 | 2.40 | 14.39 |
| EALC | Payment for gavel | 20.00 | 4.00 | 24.00 |
| Essex Pro Paint | Materials for swings/repairs | | | 100.00 |
| VCS | Hosting of website | | | 50.00 |
| PC Help | Laptop clean and antivirus software | 76.99 | 15.40 | 92.39 |
| A & J Lighting | Monthly maintenance | 34.38 | 6.88 | 41.26 |
| SSE | Electricity Supply | 65.73 | 3.28 | 69.01 |
| Accent Stationers | 2 x black cartridges and paper | 35.41 | 7.08 | 42.49 |
| Mrs J Sands | Clerks Salary | | | 200.00 |
| Totals | | 244.50 | 39.04 | 633.54 |

Income for June

£457.00 from Essex Association of Local Councils. This is a micro grant received towards the kiosk project. Payment was received into the account on 2nd June therefore it is not reflected in the above current account balance

Proposed Expenditure for July – subject to change

At present expenditure for July is £508.26 which includes the usual direct debits, clerk's salary and grounds maintenance costs.

The Clerk confirmed that the VAT reclaim for the year ending March 2020 will be submitted shortly

It was **RESOLVED** to accept the expenses and payments list which will be signed once the full Council are able to hold meetings at the Ramsey Millennium room.

Annual Return 2019 – 2020

Cllr Attrill read out the Annual Governance Statement in Section 1 giving the nine accreditations.

Councillors had no queries regarding anything in the statement.

Section 2 was then read out and the Clerk explained that the differences in the value of Assets was due to the omission of noticeboards and an additional playground roundabout being included in the figures. After the amendments the value had changed. Councillors once again had no queries. Part 2 of the Annual return was discussed and it was **RESOLVED** that a Certificate of Exemption would be applied for.

Both Statements and the Certificate of Exemption form were accepted and duly signed by the Chairman, the Clerk will collect the paperwork and sign after the meeting ends. It was **RESOLVED** to accept the Annual Return figures which will be submitted to the internal auditor.

Proposed Cllr Attrill

Seconded Cllr Lane

20/030

Review and Adoption of Policies

Complaints Policy

Cllrs Attrill, Bush and Nicholson reviewed and updated the Complaints Policy which was then emailed to the full Council for review prior to the meeting. The next policies to be reviewed will be the Grievance Policy and Disciplinary Policy.

It was **RESOLVED** to adopt the Complaints Policy.

Proposed Cllr Attrill

Seconded Cllr Hunnaball

20/031

Covid-19 Groups

Cllr Bush reported that the food parcel scheme being sent out for people shielding has now ended unless there are exceptional circumstances. Although some shopping and collection of prescriptions are still being undertaken the numbers are now dropping. Cllr Bush also felt that once the restrictions end it may be necessary to see what other help may be needed. Cllr Nicholson reported that Harwich Helps are still providing hot meals and the demand for these have increased whereas the food packages are less in demand. Harwich Helps are looking into their exit strategy once Covid restrictions are lifted. The hot meals provision will be taken over by the NEST group and will look after the most vulnerable people in the area. Other areas where help may be needed are being looked into. However they do not want to take away services that other groups are already offering.

20/032

Little Oakley Village Sign

Both village signs are in need of replacement. The sign near Mayes Lane needs to be replaced but the posts can still be used, the one opposite the Tea Rooms has disappeared. It is not known what has happened to the sign and the posts therefore a full replacement is required. Cllr Attrill has had a quote for both signs and posts plus another quote for erecting both signs. Two more village boundaries were considered for signage, these being Saltwater Bridge and Mayes Lane (near the school). It was also discussed that the Parish Council name could be put onto the signs. Councillors will have a look at other village sign designs when they are out. This item is still ongoing.

20/033

Oakridge to the Memorial Club Footpath – this item is still ongoing.

20/034

Playground Bench

The Clerk gave two quotes for a replacement bench. Both are made from recycled plastic and have the appearance of a wood.

Quote 1 was for £575 plus delivery (Realise Futures)

Quote 2 was for £845.78 (Glasdon)

Neither quotes include VAT.

After looking at the benches on their respective websites it was **RESOLVED** to order the 1800mm brown bench from Quote 1 and have the Parish Council name (LOPC) engraved onto the back of the bench. It was also **RESOLVED** to apply for S106 money to cover this expenditure.

New playing field – this is still ongoing and it was **RESOLVED** that the working party would meet and report back to the full Council as and when updates are available.

20/035

Playground Maintenance

Essex Pro Paint have kindly painted the swings and springs of the horse and tractor for the cost of the materials. Positive comments have been received since the painting and it was **RESOLVED** that a letter of thanks be sent to Essex Pro Paint.

Four new signs have now been ordered which will be attached to the railings as soon as they arrive.

The play frames now have the missing plastic insert covers replaced.

The damaged railing will be repaired once the playground can re-open.

It was noted that Essex County Council are re-opening their parks on July 11th but it is not yet known when playgrounds will re-open.

20/036

BT Kiosk

A Micro Grant of £457 has been received and will be used towards the cost of refurbishing the kiosk. Moving of the defibrillator into the kiosk was considered but it was felt this would only be necessary if it had to be removed from its present location. It was **RESOLVED** that Cllr Attrill will apply for planning permission for change of useage from a BT Kiosk to a book exchange facility and for listed building consent

20/037

Items for the next Agenda

All ongoing items from the Meeting will be carried forward onto the next agenda

20/038

Date and Time of next meeting

Wednesday 8 July starting at 7.00 – this may be held remotely depending on the latest government advice regarding the Covid-19 virus

The Chairman closed the meeting at 20.52

Signed Date