

## *Little Oakley Parish Council*

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### **Minutes of the Parish Council Meeting held on Wednesday 9<sup>th</sup> September 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 Lane.

**Also Present:** Jeanette Sands (Clerk/RFO)

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

#### **20/058**

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

No Apologies were received.

#### **20/059**

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

No interests were declared.

#### **20/060**

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

The Minutes of the July meeting were agreed as a true record and will be signed by the Chairman at the first meeting after Covid 19 restrictions are lifted.

Proposed: Cllr Bush

Seconded: Cllr Lane

#### **20/061**

##### **Urgent Matters**

The latest Covid-19 update from EALC is that meetings should be held remotely until further notice.

#### **20/062**

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

District Cllr Bush explained about the White Paper and the changes this will make to planning. There will be fast-track development applications which aim to simplify the planning policy. This is currently in draft form. District Cllr Bush advised it may be worth joining with Great Oakley and Wix Parish Councils to look over the Neighbourhood Plan.

2023 will see a divide in the county – NE Essex and S Essex. ECC will no longer exist as it is and the District Council tier will also be replaced. The Ward Councillor, County Councillor and four District Councillors will be reduced to two.

It is hoped Parish Councils will be given more responsibility especially where planning is concerned as they are more aware of local issues.

County Councillor elections in 2021 are still to take place.

Although still early days District Councillor Bush advised that Parish Councils need to think about the effect this will have on them as individuals and Parish Councillors.

New Playing Area – Another officer has been allocated to this and advised of the plans for the piece of land. District Councillor Bush has been in contact with County Councillor Erskine. Cllr Attrill spoke about the Essex Playing Fields Association being able to offer some advice. Parish Councils can join for £30 per annum. It was **RESOLVED** that the Clerk will apply for membership.

Hammond Drive - the call in has been cancelled, the footpath historically thought to be between Bay View Crescent and the school cannot be found. There are S106 funds available and the Public Realm at TDC are aware the Parish Council are looking at an area for a recreation ground and will keep the S106 for use in this project

## 20/063

### Report from County Councillor Erskine

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

## 20/064

### Clerks Report

**Playground Bench** – this has now been delivered

**Remote Meetings survey** – A survey carried out by the Clerk asked how Parish Councils were managing with remote meetings. The reply was given that these are proving successful.

**Lamp Post Notices** – the quote per lamp post is £20 which includes installation. There is no difference to the cost regarding the wording on the notices. It was **RESOLVED** to leave this until a later date to make a decision.

**Fly Tipping** – a resident called to advise items had been left inside his garage and was concerned all the keys to the block of garages on Bay View Crescent were the same. TDC were contacted and they were due to inspect the area that day. They were going to contact the resident after the view and advise that all locks are different.

**Unlit Street Light** – this was reported as the resident could not find out who owned the light. They had contacted ECC and TDC. This has been reported to ECC along with an email and photograph. The light is 4A on the footpath near the alleyway on Bay View Crescent, however this is not showing on the Highways Street map.

**Software Problems** – Excel has been causing problems so some spreadsheets have now been moved to Google Sheets. The budget spreadsheet hasn't been affected. The scanner is not working at present however before calling anyone in it is going to be set up from scratch to see if this rectifies the problem

## 20/065

### Finance Report

#### Account Balances

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

Current Acct £6801.05

Savings Acct £28182.68

These figures include the reserve values in the savings account.

### Expenditure for July

Payment to	Details of Payment	Net	Vat	Gross
Accent Stationers	Subject dividers	£2.31	£0.46	£2.77
TDC	Annual Playground Inspection	£46.00	£9.20	£55.20
TDC	Planning Application Fee	£231.00	£0.00	£231.00
A & J Lighting	Monthly Maintenance	£34.38	£6.88	£41.26
SSE	Electricity Supply	£63.82	£3.18	£67.00
Mr A Thomas	Grounds Maintenance	£200.00	£0.00	£200.00
Mrs J Sands	Clerks Salary	£200.00	£0.00	£200.00
Mr D Attrill	Reimbursement for Zoom	£11.99	£2.40	£14.39
ICO	Data Protection	£35.00	£0.00	£35.00

### Income Received – July

No income was received during July

## Expenditure for August

Payment to	Details	Net	VAT	Gross
TDC	Rent for Bus Shelter	5.00	0.00	5.00
A & J Lighting	Monthly maintenance	34.38	6.88	41.26
SSE	Electricity Supply	69.57	3.47	73.04
Mr P Standing	Internal Audit	250.00	0.00	250.00
Mrs J Sands	Clerks Salary	200.00	0.00	200.00
<b>Totals</b>		<b>558.95</b>	<b>10.35</b>	<b>569.30</b>

## Income Received - August

No income was received during August

## Expenditure for September paid to date and expected payments

Payment to	Details	Net	VAT	Gross
VCS Website Ltd	Hosting for Sept to November	50.00	0.00	50.00
A & J Lighting	Monthly maintenance	34.38	6.88	41.26
SSE	Electricity Supply	61.76	3.08	64.84
Realise Futures	Bench and fixings	710.02	142.00	852.02
Accent Stationers	Printer Paper	4.15	0.84	4.99
Autoprint	Playground Signs	20.00	4.00	24.00
Mr D Attrill	Reimbursement for Zoom x 2 months	23.98	4.80	28.78
Mrs J Sands	Clerks Salary	200.00	0.00	200.00
<b>Totals</b>		<b>1112.10</b>	<b>161.60</b>	<b>1270.62</b>

## Proposed Expenditure for October – subject to change

At present expenditure for October is £588.64, this includes the monthly direct debits plus Clerks Salary, Grounds Maintenance and Stationery costs for new printer cartridges.

### Precept

The second instalment of the precept should be received at the beginning of October

### Annual Return

The internal audit has been carried out with no discrepancies found. The external auditors have emailed noting the Parish Council exemption request.

### VAT Reclaim

The VAT for Quarter 1 did not total £100 so will be reclaimed together with Quarter 2 at the end of September.

### Reserves

The Reserve figures for the financial year April 2020 to March 2021 are as follows

Playground	£10,000
Website	£560
Street Lights	£1,000
Office Equipment	£500
Chairman's Discretionary Fund	£500
Recreation Space	£5,000
BT Kiosk micro grant	£457

**Total Reserves £18,017**

It was **RESOLVED** to approve the payments for September  
Proposed: Cllr Attrill  
Seconded: Cllr Lane

Cllr Bush asked if an extra Finance Committee meeting could be arranged prior to the November meeting. This would help prepare for the precept which will be agreed at the November meeting. It was **RESOLVED** that the Clerk arrange this meeting.

## **20/066**

### **Special Expenses**

The annual Special Expenses form from TDC was reviewed and it was **RESOLVED** to accept these with the following additions

Line172 - Power to acquire or provide buildings, offices for use of public meetings and assemblies

Line 181 – Power to purchase or take on lease plant and improve lands for purpose of being used as public walks or pleasure grounds.

## **20/067**

### **Planning**

Since the July meeting two applications were received and commented on after consultation with Councillors via email

20/00835/FUL – 18 Rectory Road, front, rear and side extensions and loft conversion. A decision to support was given.

20/00917/FUL – Barn Conversion Rectory Road. A decision to support was given but Cllr Attrill commented asking if it was possible to have a sedum roof. The application has been put back until 25<sup>th</sup> September for ecological approval and surveys.

## **20/068**

### **Review and Adoption of Policies**

The Equality and Diversity Policy plus the Dignity at Work Policy were reviewed by the Governance and Policy Group. No comments were made by Councillors and it was **RESOLVED** to accept these Policies.

### **Proposed Cllr Attrill**

### **Seconded Cllr Griggs**

The policy to be reviewed before October's meeting are the Probationary and Appraisal Policies.

## **20/069**

### **Remembrance Sunday**

Due to the Covid 19 restrictions it was **RESOLVED** that the Clerk should contact the British Legion to see if services are still going ahead. If so the Clerk will contact the Vicar of Ramsey Church to arrange the service. Cllr Hunnaball kindly offered to read out the Names of the Fallen. It was also **RESOLVED** to order a wreath and the spend will be approximately £20.

## **20/070**

### **Village Signs**

Councillors received various photos of signs and have chosen white signs with a green border and green and black lettering. The signs being replaced are located near the Hamford View tearooms and on Mayes Lane opposite Cloverwood Stores. The possible placement of signs at Saltwater Bridge and the top of Mayes Lane near the School will be discussed at a later date. The installation cost is £200 plus materials bringing the total cost involved to £632 excluding VAT.

It was **RESOLVED** that the replacement of the first two signs should go ahead.

## **20/071**

### **Police Report**

The latest police report covering May to July was received. At present street meets are taking place, Cllr Bush will contact the police to co-ordinate these. The village has a new PCSO, and it was **RESOLVED** the clerk should email thanking them for the reports and also invite them plus the new police inspector to a meeting in the future.

## **20/072**

### **Playground**

The signs giving details regarding restriction of numbers are still visible but the tape from the roundabout and swing have disappeared. One railing needs to be welded and the concrete base and new bench installed. Cllr Hunnaball advised this can now be carried out as the schools have returned therefore less people are using the playground. He will co-ordinate with Cllr Attrill.

Cllr Lane commented on the lack of playground facilities for older children and asked if this could be considered once a new play area is available

## **20/073**

### **Overgrown Willow Trees**

A resident of Harwich Road had contacted District Cllr Bush concerning overgrown willow trees in a field behind their property. They were concerned that should they fall they would cause serious damage to their property. They were having difficulty contacting the landowner so approached District Cllr Bush. It was **RESOLVED** the Clerk would contact Roger Pile to see if he could help.

## **20/074**

### **Street Lights**

It was brought to the attention of the Council that a tree had recently caught fire due to power cables being covered by its branches. It was **RESOLVED** that the Clerk should contact UK Power Network and ask if the whole of Harwich Road could be looked at and any tree branches removed in order to prevent further fires. Branches are obscuring the light outside 70 Harwich Road which is opposite a bus stop. It was **RESOLVED** the Clerk should contact TDC to have this cut back.

## **20/075**

### **BT Kiosk**

The plans are still with TDC after several additions were made. This is still ongoing. Cllr Hunnaball asked if there was a possibility that the defibrillator could be moved into the kiosk along with the books for the book exchange. It was decided to keep the kiosk as a book exchange but look at the possibility of moving the defibrillator should there be any problems with its present location (for example if the pub closes).

## **20/076**

### **Rectory Road Post Box**

On July 27<sup>th</sup> a Royal Mail survey was carried out and the area measured up for a replacement post box. This item is still ongoing and will be looked at in the October meeting

## **20/077**

### **The Oakley's Litter Picking Group**

The next litter picking date for Little Oakley is Sunday 4<sup>th</sup> October meeting at 10.30 near the recycling centre at the Memorial Club. The group now has their own litter pickers, bags, hoops and will be looking to purchase high viz tabards, road signs and some extra pickers.

**20/078**

**Road and Waymark Signs**

The sharp bend sign near the Cherrytree pub has now been fixed. The sign on Mayes Lane which is leaning has been reported but seen as non-urgent so will be fixed at some later date. The Waymark sign at the bridge on the field (Essex Way) has been reported to both Highways and the Ramblers. Another Waymark sign on the footpath on the bridle way is missing. Cllr Lane will look into this as it needs to be reported.

**20/079**

**Essex Way Footpaths**

It was reported that the public footpath which comes out on Church Hill near to the Jehovah Witness building is badly overgrown. Concerns regarding a large mound of horse manure next to a public footpath were also raised. The area was previously a pond and appears to have been filled in. It was **RESOLVED** to contact Ramsey Parish Council and raise the concern regarding the close proximity of the horse manure to the footpath **\*\*and also that the original pond on which this is now situated appears to have been filled in.\*\*** It was also **RESOLVED** that the Clerk will contact C Cllr Erskine regarding the overgrown footpath.

**20/080**

**MHCLG White Paper**

A brief discussion took place regarding the MHCLG White Paper and it was decided to defer this until the next meeting. Cllrs were asked to look at the White Paper and at Aylesbury and Elmstead Market Parish Councils websites to see what they are doing with their neighbourhood plans. There may be a possibility of working on joint projects with Great Oakley and Wix in areas such as trimming back of footpaths

**20/081**

**Items for the next Agenda**

Any ongoing items from the meeting  
MHCLG White Paper

**20/082**

**Date and Time of next meeting**

Wednesday 14<sup>th</sup> October 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 20:48**

**Signed ..... Date .....**

**\*\*** the concern regarding the filling in of the pond was omitted from the draft Minutes, it was agreed to add this and the Minutes were then accepted as a true record

*Jeanette Sands* (Clerk)