

THORPE-LE-SOKEN PARISH COUNCIL

Minutes of Meeting held Monday 16th January 2017

7.00 pm at The Baptist Church Schoolroom

PRESENT: Cllrs: Land Chairman, Powell Vice Chairman, Coulter, Ewart, Fielder, Raftery, Roe, Starling, Roger Hawes, Tree Warden, 2 members of public and Cty Cllr Erskine who gave his apologies for arriving late.

Apologies: Cllrs Blandford & Carpenter

Confirmation of Minutes: Minutes of the December 2016 meeting, having previously been circulated, were agreed as a True Record and Signed by the Chairman after the following amendments were made.

Page 1 of 4, last sentence of Chairman's Report: It was Cllr Roe who said that the sewer will not be able to cope not the Chairman.

Page 2 of 4, last sentence of Chairman's Report: Mr Carswell had been noticed in the village and he was accompanied by a number of colleagues.

As Tina Starling was co-opted onto the Parish Council in December and also signed her Declaration of Acceptance form enabling her to sit as a Councillor she enquired why her name was omitted from being present. With Chairman's approval her name was added.

Vacancy for Parish Councillor: *In December 2016 The Chairman introduced Kelly Coulter who was present at the meeting and who had expressed an interest in becoming a Councillor for Thorpe-le-Soken. After Kelly gave a brief summary on herself and why she would like to become a councillor, The Chairman invited her to sit in on the meeting then take the month to think about if she would still like to become a councillor. At this evenings meeting The chairman asked Kelly what her decision was to which she replied Yes she would like to become a councillor for Thorpe le Soken. A vote was recorded, Cllr Land proposed, seconded Cllr Roe, with all the remaining Councillors at this evenings meeting being in favour of offering Kelly co-option onto the Parish Council to which she accepted. After The Chairman gave a formal introduction/explanation of what is required by a person who becomes a Councillor, Kelly duly signed the Declaration of Acceptance and was welcomed as a Councillor onto Thorpe le Soken Parish Council*

Declaration of Members Interest: *There were none*

Public Participation: *The following matters were raised by a member of public: Alan Newman expressed concern regarding the condition of the Greensward in Tendring Road that was getting very badly chewed up due to vehicles being constantly parked there allegedly by Mr Robert Long or visitors to his premises. Further investigations will be made. There has also been talk of demolishing the walk- in centres in Clacton and Harwich and build two new ones, and it was alleged that they are to accommodate all the new properties that are being built in the Tendring District. We cannot stop the buildings but we can help the Health Authority and send a letter from the Parish Council. Cllr Starling said that a consultation is taking place all over the district and there was also a short questionnaire on line that can be filled in.*

Chairman's Report: Development update/Local Plan *Chairman said he had today been given the opportunity to attend a pre-application meeting on the proposed development in Frinton Road and gave a resume' of the meeting. What Lifehouse would like to do is build 200 properties **to help their cash flow** and new additions today was an 8 acre Public Park on land towards the Station with bollards being put on the greensward to prevent parking and they have also liased with the Doctors with a view to relocating the surgery. With all the building proposals that have been put forward for Thorpe with some of them having already being approved, again a lot of concern was expressed and it was feared that Thorpe le Soken was being overwhelmed with properties and people's enthusiasm to comment is only about 100 which is very disappointing as one would like to have seen the figure nearer 500. Cllr Raftery asked the following: " when would we expect to see a planning application come in for Frinton Road and if it were permitted, how long would it take from start to finish". The Chairman said he would think that the Highways application would be sometime in February and suspects March/April for the planning application. Cllr Roe said when he attended the consultation, he asked that very question and was told that from turning over the First Sod to completion would be 5 years.*

Monthly Update: *Please Refer to sheet included with January Agenda/Minutes*

Correspondence and e-mails: *For more in depth information please refer to January Agenda.*

TDC Planning determinations: There were None

New Planning Applications: For more in depth information please refer to January Agenda

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For information only

16/02072/HHPNOT Proposed rear extension measuring 6.4m beyond rear wall and a maximum height of 3.8m, 73 Landermere Road.

16/01977/AGRIC Proposal to erect a modern far building to be used for agricultural storage, Barnards Farm, Colchester Road.

17/00001/NMA Revised internal first floor plan. Omission of single window and provision of two first floor windows to ensuite rooms
on south elevation. Use of white UPVC windows and doors on all elevations. Valley Farm Barn, Golden Lane.

16/02090/DETAIL Reserved matters application for two dwellings, 6 Edward Road. **No Objection**

16/01996/FUL - 16/01998/LBC, 16/02033/FUL - 16/02035/LBC, 16/02068/FUL No Objections

16/01995/TCA Leave to decision of TPO

Cheques for signature: Permission was given by all Councillors at this evening's meeting for the following cheques to be signed.

Cheques: 002207 - 002212 inclusive £1219.36 - **Standing Orders:** £679.74 - **VAT** £113.29

Current A/C: £21627.18 as at 28/12/16 **Business A/C:** £30384.94 as at 9/12/16

INCOME: £3394.69 For more in depth information please refer to January Agenda

To Approve Finance Committee's proposal of precept for period 2017-2018:

Prior to the meeting each Councillor received a copy of the Finance Committee's estimated Budget Report and Proposed budget for 2017/18. The Committee reviewed the proposed 2017/18 budget in detail and a proposed precept of £42,640 was recommended for Council Approval at the meeting this evening. Cllr Ewart gave an informative report and after a period of questions/answers proposed that the proposed precept figure of £42,640 be accepted, this was seconded Cllr Roe and unanimously agreed by all councillors at this evenings meeting.

2017/18 Ready Reckoner: *Precept requirement for 2017/18 **£42,640.00** LESS **£1894.00** LCTS Scheme Grant Received from TDC - to get to the Precept requirement, minus the LCTS scheme from the required 2017/18 budget and that will give you **£40,746** being the required precept for period 2017/18*

Pension regulator's requirements: *It was explained that the Regulator has notified the Accountant that the Council must make a declaration of compliance by 28th Feb 2017 and in order to do this it is necessary to write to the Council's employee (the clerk) informing her of her rights with regards to a workplace pension. The clerk declined the offer.*

Draft Risk Assessment & Management Paper: The Finance Committee reviewed the draft Risk Assessment paper and formally approved the 2017 Risk Assessment and Management Paper subject to the agreed changes and action plan. After due consideration an action plan was agreed to be completed before the year end to facilitate approval of the 2017 Annual Return.

Actions to be completed by year end: Calculate the Fidelity Guarantee Cover required. Appoint Internal Auditor for 2016/17 Accountant to provide Clerk with copy of year end accounts in a digital format. Update Standing Orders and Financial Regulations with any changes required by the external audit. Review and update Asset Register by 31.3.2017 Review the need to change any passwords relating to the Council's records. Review Danny Kimble's contract before 31/3/2017 and formally remind him of the need to record his weekly inspection of the Councils play equipment. Review Insurance Cover as part of the 2017 renewal process.

The Finance Committee formally approved the 2017 Risk Assessment and Management Paper subject to the agreed changes and action Plan.

Internal Control Review: At their meeting on 10th January The Finance Committee approved the Annual Review, including the proposed recommendations of internal controls.

To Approve accounts to the 28th November 2016. The Bank reconciliation & Receipts & Payments accounts were reviewed by The Finance Committee at their meeting held on 10th January 2017. The Committee formerly approved the Bank Reconciliation & The Receipts & Payments for period up to 28th November 2016. Prior to the meeting each Councillor received a copy to peruse in preparation for a discussion at this evenings meeting and after a period of questions & answers Cllr Land Proposed, seconded Cllr Ewart and unanimously agreed by all councillors at this evenings meeting that the accounts to the 28th November 2016 be accepted.

Tree Warden's Report: Nothing to report

County Councillor's Report: To receive a report from Cty Cllr Andrew Erskine

Sub-Committee reports:

Street Lighting:

Highways & Pavements: There was no report due to receiving Cllr Blandford's apologies.

Lockyers Wood: Cllr Raftery

Parish Footpaths: Cllr Fielder

Playing Field: Cllrs Land

TDALC: Cllr Powell said the next meeting was on Wednesday 18th January 2017

Transport: Cllr Roe said there was nothing to report

Thorpe in Bloom: No update due to receiving Cllr Carpenter's apologies.

Village Green: Cllr Roe & Roger Hawes said they proposed to do further work on Green and anticipated this will be done in February.

LED Lighting: Clerk to arrange meeting with Andy, A & J Lighting:

Village Signs: Kelly Coulter was co-opted onto the Parish Council this evening and due to her interest in the Village Signs was promptly invited to take on this sub-committee task to which she accepted.

Superfast Broadband: Cllr Ewart said there was nothing further to report.

DATE/Time/Venue of next meeting:

Monday 13th February 2017 7 pm at The Baptist Church Schoolroom.

Close of meeting: There being nothing further to discuss the meeting closed at 9.05pm

