

LITTLE CLACTON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE
YOUTH AND COMMUNITY CENTRE ON TUESDAY,
7 MARCH 2011 AT 7.30 PM**

PRESENT

Cllr Jeffrey Couzens in the Chair

**Cllrs R Bellamy, J Cutting, De Vaux Balbirnie, J Dunnett, Miss L Gray,
Mrs T Ismaili, B Leatherdale, Mrs E Ward, P Watson and Mrs A Wood.**

There were 5 residents present.

ITEMS RAISED BY RESIDENTS

**The funding for playground equipment was raised to improve the area of the
Harold Lilley Playing Field**

APOLOGIES

Apologies for absence were received from Cllrs Dass and Smith

MINUTES OF MEETINGS HELD ON 7 February 2011

These were approved and signed by the Chairman

MATTERS ARISING

None

MATTERS BROUGHT FORWARD

- (a) Highway Matters – Cllr Watson read the response from Cllr Smith which stated that further to the petition concerning a speed restriction along Holland Road from the current Little Clacton boundary marker, through Cook's Green to the junction with Sladbury's Lane at Great Holland Common Road, he has visited the Novartis Bio-Line Syngenta Nursery and spoken with the staff. Following an accident, the Manager is not back at work but he has spoken with his personal secretary who is in daily contact and obtained permission to include them in the petition. The Nursery is an international company and has numerous employees and daily visits by large international articulated lorries. There have been a number of minor incidents and near misses by vehicles entering and leaving the grounds. The representative would be interested in attending a meeting with Highways personnel. An email from County Highways stated there were only four personal injury collisions in Holland Road between The Street and Great Holland Common Road during 2010. These figures do not take into account any incidents where no injuries have been sustained although there have been unlisted occasions when there has been damage to property and vehicles.**
- (b) Affordable Housing – in abeyance at present**
- (c) Parish Archives – Cllr Watson reported that the Clerk has opened the Parish Office for the last two weeks and it is intended to continue with the opening times that have been published. We continue to check and dispose of unwanted paperwork and on completion of sorting, the remainder will be recorded and filed.**
- (d) Youth and Community Building Extension – Cllr Watson said that we have finally had a site meeting with the Architect and the contractors to finalise items considered needing further attention. When these items are completed**

to our satisfaction it will enable the final completion certificate to be issued. Although we have requested a draft copy of the final account, the Contractors could not present one at this time as they had several areas needing clarification with the Architect.

(e) LDF Progress – The Chairman reported on his attendance at the meeting held by Weeley Parish Council and produced a letter to be sent to TDC Planning. The letter was approved by the Parish Council and is shown as an appendix to these minutes.

(f) Speed Gun Usage. Cllr Cutting reported on the current position of the Speed Gun proposals which amounted to a charge for using it plus the presence of a PCSO when it is in use. Members felt that this is no longer a viable proposition and wish to withdraw from the scheme.

(g) Queen's Diamond Jubilee – The Chairman had two suggestions to make and sought members views

1. A new plaque on the fencing around the Jubilee Oak
2. Street Art – a modern piece of sculpture in place on the boat on the Village Green

POLICE/CRIME PREVENTION

There was no report as there is no PCSO. Agreed to write to Divisional Commander asking for an explanation and attendance at a meeting.

WORKING PARTY REPORTS

Maintenance and Services

Cllr Watson reported that the payment of our insurance claim for the replacement cost of the road entrance gate still has not yet been received. A further set of details required by the driver's insurers was faxed to their assessor and when checked the office has had no response from him. The documents were then emailed to their office. 12 telephone calls have been made without success so Cllr Watson suggested that if we do not receive full payment in the next seven days we should hand it over to our solicitors and they will then incur further charges. This was agreed.

The adjacent land owner has cleared the surface water drain outfalls in the ditch and they are running well. Although we have had considerable rain fall recently there has been no flooding around our building. Cllr Watson has written and thanked the land owner for his help. We can now register our claim on National Grid towards the costs we incurred modifying the drain runs.

The playing field has been retaining surface water for some time and with the spate of continual recent bad weather, it is water logged and almost unplayable. We have been advised that the existing land drains that should discharge into the ditch along the Eastern boundary are blocked. The ditch has become overgrown and partially filled, blocking the land drain outlets. Some attempt had been made years ago to clear the ditch but the material when it was lifted was deposited along the top edge of the ditch forming a dam. This aggravates the problem as even the lying surface water cannot naturally drain away into the ditch. The work will entail cutting and removing overgrowth, pruning trees and shrubs, carting it away and burning. Hire a digger to clear soil from top edge of ditch and excavate the bottom removing any obstructions. Hire a dumper truck to cart away surplus material. Initially the surplus material will be used to fill in the traffic runs running down the field

enabling the traffic lanes to be re-aligned nearer to the ditch edge. Further surplus material will be deposited in the north east corner of the field. In place of the filled in car track nearest the playing area, a selection of trees will be planted creating an avenue between the vehicle tracks and the playing area. The budget cost for all this work and the purchase an avenue of trees will be £2,500. It was proposed by Cllr Watson, seconded by Cllr Bellamy and agreed that orders be placed to get the work completed before the weeds start to grow and the car boot season starts.

Street Lights – nothing to report

Footpaths – a tree has fallen on the footpath between Hays Garage and the Blacksmiths Arms. This has now been removed.

Planning and Development

There were no planning applications to be discussed

Applications determined:

11/00049/FUL Rear extension at Belamacanda, 174 The Street.

Approval – Full

INTERNET

No report

TDALC

No report

LITTLE CLACTON PARISH FIELDS AND YOUTH AND COMMUNITY CENTRE

Cllr Bellamy said the football bookings are slowing down as the season draws to a close. The Sunday League officials have had a meeting on site with the Groundsman. They are impressed with playing surfaces etc and we anticipate a number of new teams will be using Parish Field as their home next season.

Following the cancellation of two football tournaments it has been decided to commence the Car Boot Season 24th April with a two week break on 22nd and 29th May for the Classic Car Show and the Spring Bank Holiday football tournament, then resuming 5th June. Regular Youth and Community Hall bookings continue with the first Stamp and Coin Fair held on 19th February. Next Fair on 19th March. We will be, jointly with the Parish Council, increasing our Fixture and Fittings to enable us to cater for the needs of our maximum possible number of users under our licensing requirements,

Cllr Watson explained that the roof to the original part of this building is covered in corrugated cement fibre sheeting that has become porous due to its 30 odd years of age. We have also experienced leaks and we end up patching these to stop damaging the new work. It is proposed to remove the sheeting and recover the roof with a metal faced composite sheeting with a 60mm integral insulation core. The existing roof material when removed will have to be disposed of at a registered site. The soffits, fascias and gutters to the north wall will be replaced in UPVC and the flashings to the parapet wall re-pointed. There should be considerable savings on the heating costs for this building. We would like to place an order now as we have a very competitive tender but this work will not start until there is some improvement in the weather and should take around 2 to 3 weeks to complete. The cost, including a contingency, as we are not certain what we could find when

stripping the roof is £8,532. It was proposed by Cllr Watson, seconded by Cllr De Vaux Balbirnie and agreed to place an order and proceed with this project. Now that the refurbishment to this building is completed it can fully utilise its 60 persons seating capacity. Currently, there are only 35 matching chairs available. We would like the Resource Room to be furnished for meetings and a few chairs for use in the office. We have discussed the situation with the Parish Fields management team and with the agreement of this Council would like to purchase 25 chairs and 6 folding tables. We could place the complete order and claim back the VAT and the Parish Fields team would pay us for the tables. The cost of the chairs would be £878.74 and the tables £385.56. It was proposed by Cllr Watson, seconded by Cllr De Vaux Balbirnie and agreed to purchase these items.

VILLAGE HALL

(a) Play Equipment

The Chairman reported that following discussions with TDC there was a sum of £8,460 available under Section 106 which must be applied for by the Parish Council. The Village Hall Committee have to make a contribution as well. This application must be accompanied by relevant invoices. It was proposed by Cllr Bellamy, seconded by Cllr Watson and agreed that the Parish Council act as bankers for the Village Hall play equipment.

The Chairman closed the meeting from 8.33 pm to 8.35 pm

(b) Grant Funding

The Chairman said that he had provided drawings etc for the work on a time and talents programme and not as a professional architect.

The Village Hall committee had achieved funding from various grants amounting to £9,000. Phase 1 of the work would cost £36,000. The Finance and Business Committee have looked at the annual accounts and management plan. There is a short fall of £16,000 to £18,000.

A formal request has been received from the Trustees of the Village Hall for a grant in the order of £18,000 towards the cost of undertaking the work.

The Chairman explained that the Parish Council could provide this amount under Section 137 in two payments of £8,000. One in this financial year and the other in financial year 2011/12 and to hold a fiscal contingency of £2,000. This action has been approved by the Finance and Business Committee

It was proposed by the Chairman, seconded by Cllr Bellamy and agreed that Little Clacton Parish Council make a grant under Section 137 of £8,000 in this financial year followed by a further grant under Section 137 of £8,000 in the financial year 2011/12 together with a contingency of £2,000.

Cllr Dunnnett said that the Annual General Meeting would be held at 7.30 pm on 16 March in the Village Hall.

MILLENNIUM GREEN

Cllr Watson reported on the cost of grass cutting at the Millennium Field and said that the number of cuts would be reduced and the cost will be reduced by 50%.

TENDRING DISTRICT COUNCIL

Cllr De Vaux Balbirnie said the tenants at 6 Edward Close had been moved out while structural problems are dealt with. He has spread his small schemes grant

throughout the village. The Air Show meeting has been held to try to fund it,
Various expenditure items on the Forward Plan are to be reduced.

CORRESPONDENCE

Essex County Council

**Making the Links
Highways and Transportation Update
Mobile Library Service Review**

Tendring District Council

**Forward Plan 113
TDC Overview and Scrutiny Work Programme
Play area at Harold Lilley Playing Field
Parish Council Election 5 May 2011**

RCCE

Best Kept Village Competition

Family Support

Programme of Events

HMRC

Parish Council Clerks PAYE Implementation

Little Clacton Village Hall

Improvement Grant Applications

Audit Commission

Appointment of Auditor

FINANCE AND CHEQUES AUTHORISATION

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

Receipts:

VAT Reclamation: £11,135.19

TDC Tree Grant: £160.25

Cheques issued:

	£
Mrs A L Owens (salary etc)	673.70
Mrs A L Owens (expenses)	31.07
May Gurney Ltd	197.84
Mr L Lane (PCM 1018)	206.00
Family Support – Clacton (January)	100.00
E>ON	284.47
CPRE (Annual sub.)	29.00
Viking Direction (stationery)	78.25
Glasdon UK Ltd	1260.28
G B Maintenance (WP108)	800.00
Family Support – Clacton (February)	100.00

3760.61

ITEMS DEEMED URGENT BY THE CHAIRMAN

Chairman reported on Code of Recommended Practice of Data Transparency.

Much of what it recommends we have already undertaken insofar as it applies to Parish Councils. We must in future publish tenders and contracts figures. The Chairman suggested that we include a provision for any arising urgent matters to be added to the agenda with the agreement of the meeting..

ANY OTHER BUSINESS

Cllr Ismaili – Relay for Life this year will be held on 16/17 July.

There being no further business, the Chairman closed the meeting at 9.15pm

The next meeting will be held at the Youth and Community Centre at 7.00pm on Monday, 4 April 2011. This will be followed by the Annual Parish Meeting at 8.00 pm

**Chairman
4 April 2011**