

TIPTREE PARISH COUNCIL



MINUTES OF THE FULL COUNCIL MEETING of TIPTREE PARISH COUNCIL

The Full Council Meeting of the Tiptree Parish Council took place in the Small Hall at the Community Centre, Caxton Close on Tuesday 15 June 2021 at 7.42pm.

Present: Cllrs

R Mannion (Chairman)	S Allen-Shepherd
C Bigg	J Bunney
J Greenwood	N Mattinson
S Redgewell	R Smithson
D Webb	B Wood
M Woodcraft	

Also in attendance –a member of the public, the Clerk of the Council and the Deputy Clerk.

019/21 **Apologies for Absence:** – Apologies for absence were Received and Noted from Cllr Maund.

020/21 **Declarations of Interest** – None.

Chairman's Remarks:

- (1) The Chairman wished to welcome Cllr Woodcraft to the meeting, and report on the resignation of Cllr Coe, thanking her for her many years of service.
- (2) Tesco's has asked the clerk for permission to Litter-pick on Grove Rd Playing Fields, (at some future Sunday) which had been granted.
- (3) That the council would shortly be advertising for the Caretaker role following the retirement of Mr Wright.
- (4) The Chairman also reported on the accident that morning outside Tiptree Heath School, where a young child was hit by a car when crossing to the school.

021/21 **Questions and statements from the public** – None

022/21 **Minutes of the Full Council.** The minutes for 04 May 2021 were **unanimously approved for signature** by the Chairman.

023/21 **Minutes of the Annual Meeting of Electors.** The minutes for 26 April 2021 were **unanimously approved for signature** by the Chairman.

024/21 **Receipt of Minutes from Committees:**
It was unanimously agreed to **RECEIVE and NOTE Minutes 053- 060/20 of the Planning Committee.**
It was unanimously agreed to **RECEIVE and NOTE Minutes 025-035/20 of the Amenities Committee**

025/21 **Internal Auditor's Report:** The Chairman reported that the item report had already been seen by the Policy & Finance Committee, and would propose that the report to Full Council be approved, with a commendation to the Clerk for the work involved in gaining the good report. Council unanimously agreed and **RESOLVED to receive and note the Internal Auditor's Report.**

Note: Council had spotted a typo in the Internal Auditor's report (Section H bullet 2), where the assets at the start of the year were overstated through an additional 1 placed prior to the number (£11,258,028 as opposed to the correct number of £1,258,028). The information has been fed back to the Internal auditor for correction.

026/21 **DRAFT Investment Policy:** The Investment Policy had been previously viewed by the Policy and Finance Committee. Some minor typographical amendments had been requested and made, along with a brief understanding on the CCLA Investment strategy. Council therefore unanimously **RESOLVED to adopt the Investment Policy.**

027/21 **Annual Governance & Accountability Return (AGAR):**
(a) **Section 1 – Governance.** All Questions were individually read out, and individually agreed by a unanimous showing of hands. **RESOLVED that Section 1 be approved with a “YES” statement for all assertions.**

(b) **Section 2 – Accounting Statements.** The Accounting statements for 2020/2021 were unanimously agreed by all councillors. **RESOLVED that Section 2 be approved.**

(c) **Dates of Inspection by Electors:** The clerk proposed the dates of Thursday 17 June until 28 July 2021. This was unanimously agreed by all councillors. **RESOLVED that the dates be approved.**

028/21 **Speedwatch Group:** Cllr Smithson provided a report on a survey undertaken regards implementing a Speedwatch Group in the Village. Results were encouraging, with a large number of responses. From those responses, 80% were in favour of a formation of the Group, and there were at least 30 volunteers to help man the organisation. The responses also indicated that the Group should purchase their own radar gun, and that the device should be the high-end solution that enables prosecutions. Further comments were also made regarding additional Vehicular Speed signs (VAS) and road markings to remind of speed limits. It was therefore proposed that the Speedwatch Group be (a) Formed, (b) volunteers brought on board and (c) training sought prior to the request for the purchase of a speed gun. **Council RESOLVED to implement the Speedwatch Group, and enable the volunteers to receive training.**

029/21 **Parish office updates:** The Clerk reported that that this would be the last update on the office, as it is now a fully working environment. All furniture is now purchased, with the exception of the mail caddy for the Reception Desk. Once the desk arrives, the last purchase will be made. Costs have been below the authorised limits, and the two old desks were sold via social media to help reduce costs. Cllr Bigg then reported that the landscaping by NB Contracts would begin on July 5th. This is the last item of work to complete. **Council Resolved to Receive and note the Report.**

- 030/21 **Meetings Schedule:** The clerk reported the PM's announcement on the previous day had necessitated the additional requirement of extending the use of the Small Hall for COVID compliance at meetings, and for further Tuesday meetings to avoid conflict with the music of the Monday night hiring. The Chairman suggested that Tuesday night's be accepted as the meeting night going forward, as this made meetings in the Meeting Room much quieter, and also de-conflicted any meetings with CBC for the Borough Councillors. **Council RESOLVED to accept the meetings dates through to the end of the year, with the proviso that the dates be shifted one day to the "right", from the Monday to the Tuesday.**
- 031//21 **Payments Lists:** The Internal Auditor was of the opinion that Payment approvals previously made by council via email should also be ratified by Full Council, and therefore Payment lists for April May and June 2nd were presented for approval (having been previously approved by email, and authorised for payment). Cllr Wood wished it to be known that the Direct Debit's as forecast by the clerk in April for Hewes CCTV had actually increased by 4% above Forecast, and that Payment dates for the June Payment listing of salaries/HMRC/Pensions should read June and not May. **The lists were then RECEIVED and Noted by Council.**
- 032/21 **Open Spaces Society:** Cllr Greenwood referred the item to Council, as it provided the opportunity to gain some additional expert advice in helping with Neighbourhood Plans, betterment of responses when considering Opens Space for the village, and also as a reception point for questions. At £45 per annum, it was felt that the cost was minimal for the benefits that would be obtained. After discussion on the offerings provided by RCCE and EALC, it was proposed seconded and unanimously **RESOLVED that the Parish Council apply for membership of the Open Spaces Society.**
- 033/21 **Grove Lake Drainage Protection:** The Chairman reported communicating with a distressed resident who had viewed ducklings being swept down the drain within Grove Lake, as there was no grill to prevent this happening. Investigation into the reasons for the removal brought up the serious flooding incidents caused when the drain became clogged with debris, hence the removal. After a circular discussion without a solution, **Cllr Mattinson agreed to research any other viable methods of covering the drain point without creating debris build-up and flooding.**
- 034/21 **Flagpole:** A resident's letter to the MP asking why the Parish Council did not fly the union flag at half-mast during the period of mourning for HRH the Prince Philip enabled the clerk to provide research on this matter for the new office. Details on costings were provided to councillors, and it was unanimously **RESOLVED to provide a flagpole for the Parish Office, to enable the flying of the Union Flag.**
- 035/21 **Governor Request:** The CEO of the trust for Tiptree Heath School had written to ask for Cllrs to consider volunteering their time as a School Governor. After consideration, two names were put forward, which the clerk will provide to the CEO.
- 036/21 **Co-Option Candidate:** A candidate had come forward to fill a seat vacated in the Maypole Ward. Councillors reviewed the application, and after deliberation by a majority in a recorded vote **RESOLVED to accept the Co-Option application of Cllr Stuart Gulleford.** Cllr Gulleford then signed the acceptance of office Declaration. The Chairman welcomed Cllr Gulleford to the Council.

037/21

Assignment of new members to Committee's: Due to a number of vacancies across multiple committees, the following assignments were made:

Cllr Gulleford was assigned to the Highways Committee

Cllr Woodcraft was assigned to the Highways and also the Policy & Finance Committee.

Cllr Allen Shepherd was also assigned to the Planning Committee

Cllr Mattinson was further assigned to the Amenities Committee.

All assignments were Approved by Council unanimously

The Chairman then closed the meeting at 20.41 pm.

Signed.....



Date.....

6/7/21