

## 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 Meeting Room at the Community Centre, Caxton Close on Tuesday 05 October 2021 at 7.32pm.

Present: Cllrs

R Mannion (Chairman)	S Allen-Shepherd
J Greenwood	S Gulleford
A Peck	S Redgewell
R Smithson	D Webb
B Wood	M Woodcraft

Also in attendance – Cty. Cllr J Jowers, the Clerk of the Council and the Deputy Clerk.

086/21 **Apologies for Absence:** – Apologies for absence were Received and Noted from Cllrs. J Bunney, C Bigg, N Mattinson & M Maund

087/21 **Declarations of Interest** – Cllr S Allen-Shepherd declared an interest in item 099/21 as organiser for the event. Cllr Allen-Shepherd was asked to be present during to answer questions regarding the item, but to leave the room when the item was to be voted upon.

**Chairman's Remarks:**

The Chairman reported that Cllr Mattinson has now moved out of Tiptree and into Colchester. He has therefore asked to be relieved of his Chairmanship duties, to be removed from the Amenities Committee and will not be standing for re-election in 2023.

The chairman also reported that he will be on BBC Radio Essex at 9am on 6 Oct to discuss private Security patrols within the village.

088/21 **Questions and statements from the public** – None

089/21 **Minutes of the Full Council.** The minutes for 07 September were **unanimously approved for signature** by the Chairman.

090/21 **Receipt of Minutes from Committees:**

It was unanimously agreed to **RECEIVE** and **NOTE** Minutes 030/21 to 043/21 of the Highways Committee Mtg. of 24 August 2021

It was unanimously agreed to **RECEIVE** and **NOTE** Minutes 015/21 to 023/21 of the Policy & Finance Committee Mtg. of 27 July 2021

091/21 **(a) ECC Cllr Report:** Cllr Jowers provided a number of reports regarding ECC works within the Parish, which included the following: Clarification requests for the street lamp outage at the Ship (provided by Cllr Gulleford), A discussion on the cost of orbital roads with highways, an update on the cost for each traffic study completed, and his actions to

try and get the Appleford bridge crossing improved. Cllr Jowers also expressed his opinion that he feels the “zoning” aspect of planning for the new NPPF will be dropped. Cllrs then asked Cllr Jowers for his assistance in proper restoration of the brick paving on Church Road, the Anglian Water complete road closure of Factory Hill to be reviewed, and the poor pothole repair schedule for Tiptree. It was unanimously agreed and **RESOLVED to receive and note the Report. Cllr Jowers then left the meeting.**

- (b) **CBC Cllr Report:** Cllr Mannion reported that the CBC Cllr Surgeries had re-opened at the Community Hall – Initial attendance was exceedingly low. Surgeries will continue to be held on the first Saturday of the month, between 10am and 12.01pm at the Community Centre. It was unanimously agreed and **RESOLVED to receive and note the Report**

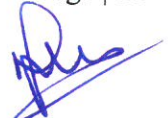
- 092/21 **Payment Lists:** The payment lists for September 3<sup>rd</sup> and September 18<sup>th</sup> (previously approved by email) were reviewed and it was **RESOLVED unanimously to approve the payments.**
- 093/21 **Winston Avenue Open Space:** Council discussed the space, and considered that the Parish Council would do a better job maintaining the site than CBC. After a discussion regarding the trees lining the boundary of the site with Chapel Lane, it was **RESOLVED that the Council would open discussion with CBC regards the site, with a view to transferring ownership.**
- 094/21 **Carol Service at Christmas tree:** Council discussed inviting the Junior schools within the parish to provide a small choir from each school at the Christmas carol service. St Luke's to be informed of the event. It was **Resolved unanimously that the schools be invited to the event, and Rev Renshaw be informed for attendance.**
- 095/21 **Cancellation of Meetings through being non-quorate:** Council reviewed the issue, and discussed the wording of Standing Orders on the matter. In order to ensure the quorate meetings are more readily achieved, it was **RESOLVED that Standing Order 4 (viii) be amended to reflect meetings would be quorate with a minimum of 3 members in attendance.**
- 096/21 **Neighbourhood Plan:** Council received a verbal report from Cllr Greenwood on the progress to date, which had been limited while awaiting a CBC report enabling further progress. The report has now been received, and the Steering Group are now struggling with the conundrum of the housing delivery number. The minimum requirement is 400, but the capacity is there for 600. The higher figure will deliver greater amenity benefit to the village. A report is awaited from External Contractors on the benefits of both.

*The chairman called a brief suspension to the meeting at 20:36, due to the length of the meeting, and the number of items still to discuss*

*The chairman resumed the meeting at 20:45*

**Council RESOLVED to receive and note the contents of the report.**

- 097/21 **Co-Option capability:** The clerk informed Council that Colchester Borough Council had not received a request for an election, and that the Parish Council could therefore proceed with co-option for the seat vacated by Mr N Anderson. Council **RESOLVED to proceed with the co-option process.**





- 098/21 **Notification of Conclusion of Audit:** The clerk reported that the External Audit report (from PKF Littlejohn) had now been completed. There were no additional comments made, and Tiptree Parish Council had therefore received a "clean" Audit. **Council RESOLVED unanimously to receive and note the report.**
- 099/21 **Grant request: RBL** The Poppy Appeal group usually request and are given the use of a room within the Community Centre, in order to "close" out their end of collection period. There is a Council directive that no room hires are to be provided gratis, but deserving cases can request a grant. This was the basis for the Grant Request. Regrettably, the Grant Policy as written provides no ability to offer a "National Chain" a grant, especially when the proceeds of the poppy appeal are forwarded to a centralised site out of area.  
*Cllr Allen -Shepherd then left the meeting*
- COUNCIL RESOLVED unanimously to: (a) Allow the RBL use of the room gratis for one further year as an exception (b) to review the Grant Awarding Policy in light of the new issues faced by this worthy cause.**
- Cllr Allen -Shepherd returned to the meeting.*
- 100/21 **Bank Reconciliations:** Cllr. Wood provided a verbal report that the Bank Reconciliations were up-to-date through to the end of SEPTEMBER and contained no issues. **The report was received and noted.**
- 101/21 **Financial Overview:** The spend against budget to-date was discussed, received and noted.
- 102/21 **Exclusion of Press and Public:** It was unanimously **RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting** for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.
- 103/21 **Salary Review Recommendations** – A verbal report with recommendations on the annual salary review was received. Council unanimously **RESOLVED** to accept the recommendations.
- 104/21 **Hiring of a Caretaker:** - The clerk provided a verbal report on the interview and recommendation of hire for a new Caretaker. Council unanimously resolved to agree the hire, with a start date of 11 October 2021.
- 105/21 **Nine Acres S106:** The clerk reported on a meeting regarding the S106 for the site. The meeting has been referred to Colchester Borough Council for further clarification.

The Chairman then closed the meeting at 21.19 pm.

Signed..........Date.....09/11/2021.....