

## 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 1 November 2022 at 7.39pm.

**Present: Cllrs**

Jonathan Greenwood (Chairman)	Michael Maund (Vice Chairman)
Sue Allen Shepherd	Colin Bigg
Ashley Girling	Ed Birkin
Christian Kitley	Stuart Gulleford
Simon Phillips	A (Tony) Peck
Diana Webb	Sandra Redgewell
Mark Woodcraft	

**Present: Staff**

The Clerk to the Council	The Deputy Clerk
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*Also in attendance:* CBC Cllr R Mannion

- 110/22     **Apologies for Absence:** – Apologies for absence were Received and Noted from: CBC Cllr R Smithson and Parish Cllr. B Wood
- 111/22     **Declarations of Interest** – Cllr S Redgewell made a non-pecuniary declaration regarding item 118/22, as she is a member of the Tiptree Heath FC organisation.
- 112/22     **Chairman’s Remarks:** The Chairman (i) thanked Cllr Bigg for his service to the council, having announced his resignation at the previous (Planning) Meeting. His time on the council was much appreciated, and it was felt that he would be a great loss to the Council, as he was a great ambassador for Tiptree Parish council. (ii) It was also reported that the domesticated ducks abandoned at Grove Lake had been reported to the RSPCA, as it was felt that they would have little chance of surviving as they were not wild birds. The RSPCA intend to remove the animals from site once a donor site could be ascertained.
- 113/22     **Questions and statements from the public** – None
- 114/22     **Minutes of the Full Council.** The minutes for 4 October 2022 were **unanimously approved for signature** by the Chairman.
- 115/22     **(a) ECC Cllr Verbal Report:** Cllr Jowers was unable to attend the meeting  
**(b) CBC Cllr R Mannion verbal Report:** (i) Cllr Bigg – Cllr Mannion reiterated the thanks to Cllr Bigg for his service. (ii) Colchester Borough

*JML*

Council would shortly be announcing a grant from the Rural England Prosperity Fund, which TPC should seek to make use of. (iii) Brook Meadow Appeal – Thanks were proffered to the Chairman for his skills in dealing with a very adversarial barrister. (iv) SOS bus for rough sleepers – Cllr Mannion wanted to know if any rough sleepers were known to be in Tiptree (the chairman provided one location). (v) Cllr Mannion stated that he was attempting to get greater CBC support for Tiptree, rather than just Colchester.

- 116/22 **Payment Lists:** The payment lists for October 4<sup>th</sup> and October 18<sup>th</sup> (*previously approved by email*) were reviewed and it was **RESOLVED unanimously to approve the payments.**
- 117/22 **Neighbourhood Plan:** The Chairman reported that the ongoing Brooks Meadow appeal was currently behind schedule. The appeal was very intense, with a very aggressive barrister from the Appellants side vigorously defending their cause. The case is being fought over a number of areas, and each aspect is being painfully examined.  
During this period, the Neighbourhood Plan has also undergone (and now closed) the Regulation 16 examination. An examiner has been sought, and after consultation with the Chairman and others in the NHP Steering Committee, an Examiner has been appointed. Due to timelines, this had not been formally approved by Council, and it was therefore requested the Councillors review the appointment, and provide their approval. This was properly **Proposed, seconded and unanimously agreed that the Parish approve the appointment of Andrew Seaman from Intelligent Plans and Examinations as Examiner for the Tiptree neighbourhood Plan. The report was unanimously received and noted.**
- 118/22 **Land Transfers:**
- (i) The clerk reported that Grove Road Playing Field Extension Land was now moving again, as he had recently received a phone call from CBC legal informing them that they were chasing. Thanks were offered to Cllr Wood for her assistance in getting this underway again.
  - (ii) The Coriander Road transfer was re-signed, as the original countersignature by CBC had not happened, and the signatories were no longer valid. The Land transfer was re-signed by the Chairman and Amenities Chairman, witnessed by the clerk and then passed to the legal team for counter-signature.
  - (iii) Colchester Road – The lease of the land to Tiptree Heath FC had been submitted to Council for approval to sign as Landlord: Councillors had reviewed the lease, and unanimously **RESOLVED that the lease be signed. This was duly completed by Cllrs Greenwood and Maund, witnessed by the Clerk.**
- 119/22 **Community Fridge:** The clerk reported that efforts to find a home for the Community Fridge were bearing fruit, and that a new “home” for the site was under consideration, but not yet approved. It was therefore too early to submit grant applications. The applicant would return to Council, once the premises had been secured.
- 120/22 **Staffing:** The clerk reported that an Applicant had been found to fulfil the second Caretaker role. The second Caretaker would work on weekends only with a 5 hour contract (plus overtime). This would necessitate the other Caretaker increasing their contracted hours by 5 to accommodate the change. Council were asked to ratify the decision to hire under these conditions, and it was **unanimously**

**RESOLVED that the hiring and change in hours be made, effective November 5<sup>th</sup> 2022.** It was also reported that the Village Caretaker had resigned for a full-time role in another industry. Applications are being sought to replace the Village Caretaker, but with emphasis on backing up the weekday role of the Community Centre caretaker for absence. **The report was received and noted.**

121/22 **Office opening Hours between Christmas and New Year:** The Clerk reported that once again, the intention was to close the office between Christmas and new year, in accordance with tradition. **This was unanimously agreed by all present.**

122/22 **Calendar of Meetings for H1 2023:** A meeting schedule for January to June 2023 had been produced. This was reviewed and **Unanimously agreed to be adopted.**

123/22 **Community Centre Solar Power:** Quotes for Solar Power electricity generation had been previously reviewed by the Policy and Finance Committee. The recommendation was for Solar Repair to be awarded the business, based on the greater capacity for generation and storage offered in their quote. Councillors reviewed the quote and **unanimously Approved the recommendation.**

123/22 **Receipt of Minutes:** Council determined to receive and note the minutes “en-bloc”, and **unanimously agreed to receive and note the minutes of:**

Planning Committee	06 September 2022
Amenities Committee	Not held – due to the passing of HRH Queen Elizabeth II
Highways Committee	27 September 2022
Policy & Finance Committee	27 September 2022

124/22 **Layer Marney Request:** A request from a Layer Marney resident to make use of the Grove Road Playing Field for a 400 year centenary event in July 2023 was **Unanimously APPROVED by Council.**

125/22 **Christmas Carol Concert:** The Chairman reported that the event was going ahead on 11 December 2022 at 4pm. Schools had been invited to attend as Carollers, but so far only Baynard’s had replied (last year’s attendee). The Saxophonists had been engaged and a **donation fee for attendance was discussed, and unanimously agreed by Council. The report was received and noted.**

126/22 **Maldon Croquet Club (MCC) Request:** The clerk reported that an initial request for a site in Tiptree that could be used for Croquet was investigated by the Clerk. After discussing the matter with the MCC Chairman, it was agreed that the Tiptree capability did not meet their immediate needs, and they would look elsewhere at present. **The report was received and noted.**

127/22 **Bank Reconciliations:** In Cllr Wood’s absence, the clerk Reported that reconciliations were correct up until September, and that Cllr Peck had just received the October records for reconciliation. **The report was received and noted.**

128/22 **Bank Signatory:** With the resignation of Cllr Bigg, a vacancy has arisen within the Bank Authorising numbers. A volunteer was sought, and Cllr Birkin stated he was prepared to perform the role. Councillors enthusiastically and unanimously Resolved that Cllr Birkin become a bank Authoriser for the Unity Account.

129/22      **Outsourcing of Payroll:** Cllr Peck had requested a review of Payroll, and whether outsourcing would be more beneficial. The Clerk had provided some options regarding outsourcing should Council be minded to proceed with this option. After a discussion on security, time required for the task, and the various costs and solutions offered in an outsourcing solution, it was **Proposed, seconded and unanimously agreed that the Parish approve the outsourcing of payroll and Pension Payment to TA Accounts of Sudbury.**

130/22      **Financial Overview:** The budget to-date was discussed, **received & noted.**

The Chairman then closed the meeting at 20.42 pm.

Signed..... *J.H. Greenwood* ..... Date *6/12/22* .....