

# GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 12<sup>th</sup> March 7.30pm. Present: Cllr Fairs (Chair), Cllr Hubbard, Cllr Warnes, Cllr Frances, Cllr Frost, Cllr Hill, and Clerk Adele Warnes. 4 members of the public attended. CCC Cllr Sunnucks joined the meeting at 8pm (advised in advance of meeting).

1. **APOLOGIES FOR ABSENCE:** Cllr Barber. Cllr Bartleet. Apologies accepted and noted
2. **DECLARATION OF INTERESTS:** None
3. **CONFIRMATION OF MINUTES OF THE LAST PARISH COUNCIL MEETING:** The minutes of the last parish council meeting of 13<sup>th</sup> February were agreed as a true record and were signed by the Chairman in evidence.
4. **ACTION POINTS FROM PREVIOUS MINUTES IF NOT DEALT WITH ELSEWHERE:**
  - 240202– Hooping Plate outside Cob Cottage. Chase for response. Ongoing
  - 240208 – Re-siting of jubilee waste bin HFRG. To urge with CCC. Ongoing
  - 240216 – Reinstatement of assisted freighter service. With CCC waste management for consideration. Ongoing
  - 240217 – Parsonage Court land. Waiting response Granville Developments. Ongoing.
  - 240218 – Inventory of Parish council keys – Ongoing
  - 230905 – Feasibility study adult exercise equipment – Possible S106 monies. Ongoing
  - 230909 – S106 funding for Village Hall. Working group – Ongoing

## *The meeting was suspended*

### 5. PUBLIC QUESTIONS AND STATEMENTS:

- Representatives supporting the planning application 240217 (see item 8) advised that they had worked hard to establish their business and would like to think that they give back to the village community. They would like to think that in establishing the business following a change in their personal circumstances, they provide inspiration to others. Their focus is on helping people using their animals as therapy to enable this. This was seen as especially important throughout the COVID pandemic.
- Please convey thanks to the contractor who carried out the hedge cutting work on the footpath adjacent to the school on the HFRG for a job well done.

## *The meeting was resumed*

### 6. WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS (IF PRESENT):

- Call to sites – there is now an interactive plan showing all sites offered. The message is not to panic about the volume of sites submitted as there is a methodology for all and not all will be considered. Big concern is the huge volume of sites in Marks Tey and the view is that sites should not be considered unless the A120 is moved. Cllr Fairs advised that he had been attending the meetings re A12 road improvements and would share the output with Cllr Sunnucks. A full infrastructure survey is needed and Cllr Sunnucks will be campaigning for this. The Parish council were urged to pursue for a date for the meeting offered by CCC planning team and the clerk was instructed to chase CCC planning for a response. **A/P 240301 – Clerk to chase CCC.** It is important to now follow through and push hard for the completion of the neighbourhood plan following consultation and audit.
- CCC are seeking to cut their budget by 25% and may consider terminating the grass cutting contract with IDVERDE saving an estimated £1m per annum. The Parish may also find that the quality of road sweeping and care of roadside verges diminishes due to these cuts.

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7. **NEIGHBOURHOOD PLAN:** The plan is now in the consultation phase until March 25<sup>th</sup>. Leaflets have been distributed throughout the village inviting parishioners to submit their comments during this consultation period. CCC will then appoint an examiner to review the content.

## 8. PLANNING MATTERS:

### a) Applications received

- 240317 – Demolition of existing bungalow and retention of replacement dwelling, The Laurels, Chappel Road, CO6 1JR. All agreed – no objections subject to neighbour views.

## 9. FINANCIAL MATTERS:

a) The list of payments to be authorised for February was presented. These were approved and signed by Cllr Frances and Cllr Warnes. Total payments for approval = £8,486.35 including 2 late submissions which were not shown on the March agenda. Total comprised of: -

- Clerks' salary - £444.36
- HMRC - £11.00 (PAYE)
- J F Tree Specialists - £456.00
- M2 Print Services - £99.60
- Justin Coe - £504.00
- COVAC Ltd - £5,868.00
- EALC councillor training - £114.00
- Wave Water - £10.39

Total £7,607.35 as per March agenda plus late submissions

- Village weekend donation - £500.00
  - Argos Ltd – purchase of PC - £379.00
- b) The resultant balance, after all items have been paid is Community Account CR £16,037.94 and the Business Premium account balance is CR £1,586.83 (this includes a grant of £515.10 received from ECC locality fund). The bank reconciliation statement was signed off by the Chair in evidence. All agreed that £10,000.00 should be transferred from the Community account to Business premium account to earn the interest. ***A/P 240302 – Clerk to transfer the funds.***
- c) The RFO presented the VAT claim statement for 23/24 and all agreed that the amount of £12,833.78 could be submitted to HMRC.
- d) The expenditure summary for 23/24 was shared with the council. £23,290.00 had been budgeted and actual spend outturned at £22,095.98. The RFO gave an explanation of variances against specific cost centers which councillors noted and accepted.

## 10. HFRG

- The quotation for the cutting of the south side hedging was discussed and all agreed to proceed with the work at a cost of £320.00 plus VAT. ***A/P 240303 – Clerk to notify the successful contractor***
- A draft tender document had been produced to seek quotations from interested parties for the grass cutting contract for 24/25. Following discussion, the content of the document was agreed by all and the clerk was instructed to invite contractors to tender for the work.

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- **A/P 240304 – Clerk to seek invitations to tender.** Until decided the Parish council asked that the existing contractor continue to cut the grass on both the HFRG and OPF. **A/P 240305 – Clerk to write to the existing contractor**

## 11. MAINTENANCE CONTRACTOR:

- The maintenance contract had been subject to review and all agreed to the amendments. The clerk was instructed to send to the existing maintenance contractor for comment before signature. **A/P 240306 – Clerk to forward document to maintenance contractor for review and signature.** The clerk was also asked to clarify the situation with regard to the amounts for public liability and employers' liability insurance. **A/P 240307 – Clerk to check EALC guidelines on both.**
- Report received on outstanding maintenance jobs. The work needed to tidy up the boundary of the HFRG with the public footpath is less than £100 and the timber has now been ordered for the refurbishment of the bench on the OPF.

**12. COMMUNITY POLICING:** After much discussion all agreed that the scheme was a good idea and would benefit the parishioners in the village. The clerk was instructed to follow through and request GTPC participation. **A/P 240308 – Clerk to contact the scheme.**

## 13. VILLAGE HALL:

- Cllr Fairs expressed gratitude, on behalf of the Parish council, for the work that Cllr Frances and Warnes had undertaken regarding the plumbing and water tank. He also passed on thanks for their work in submitting the application for an energy assessment and possible grant funding.
- Councillors discussed the announcement on social media by Great Tey Preschool to develop an under 2's area for use from September 24. They were concerned that there had been no discussion with either the VHMC, the trustees or the Parish council in terms of the practicalities, safeguarding, storage, impact on other community events. It was agreed that the VH manager should contact the pre school to obtain more detail and report back to the trustees. **A/P 240309 – Clerk to contact VH manager**

## 14. HIGHWAYS:

- The clerk had ordered and received waste sacks in readiness for the annual litter pick. It was confirmed that the PC held stocks of both hi-vis vests and grabbers. Insufficient supply of gloves which the clerk would order. Cllr Fairs confirmed that there would be an escort for those litter picking on Brook Road. All agreed that refreshments could be provided from the PC budget. Clerk to arrange. **A/P 240310 Clerk to purchase refreshments and gloves.**
- A quotation had been received from a specialist restoration company for the refurbishment of the Heritage sign at the bottom of the Street. The estimate was £9,500.00 plus VAT. Cllr Fairs had investigated possible funding from the Lottery heritage fund and would work with Cllr Frost to submit a pre application for consideration. They would also look at possible funding from the Colchester Civic society and approach the Chairman of the Essex Heritage society for their support. **A/P 240311 Cllr Fairs and Frost to follow through.**
- The protection of green spaces around the Village was discussed and council agreed to take picture evidence prior to the commencement of the work on the New Barn Road

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Development and liaise with site managers in the case of damage to those spaces. It was noted that “green corridors” had also been incorporated into the call for sites.

## 15. TREES

- The recommendations detailed in the village tree survey report were considered and it was agreed by all that no further action was needed at the current time.
- Jubilee Oak – ECC have now agreed for a 30% reduction to the tree and Richard Fordham contractors have been instructed to carry out the works on 10<sup>th</sup> April.
- Overhanging tree Brook Road. Following a complaint to ECC, a site inspection has now been arranged within 28 days. If the tree is deemed to be dangerous ECC will either arrange remedial work (if the tree is on ECC land) or issue an enforcement notice to the landowner to take the necessary action.
- Cllr Fairs reported that the ditch along side the Essex Way had been unblocked and drained.

**16. ALLOTMENTS** – All agreed to allocate the vacant plot to the next person on the waiting list. This was on the proviso that it would be used to develop a children’s allotment for the benefit of the children in the Village. If that did not happen the allotment would have to be surrendered. There was a discussion on insurance and the clerk was instructed to check the insurance policy to see if it covered the allotments. ***A/P 240312 Clerk to check insurance policy.***

## 17. ANY OTHER BUSINESS AND ITEMS FOR FUTURE AGENDA

- The clerk advised that the Parish website was not fit for purpose and needed a restyle. Councillors instructed the clerk to present their proposal for a revamp of the site at the next PC meeting in April. ***A/P 240313 Clerk to investigate and submit proposals for consideration at April meeting.***
- The hedge on a parishioner property was still encroaching onto the public footway despite the Parish Clerk having written to them. The clerk was instructed to write to them again regarding the hedge. ***A/P 240314 Clerk to write to the property owner.***

**18. PERSONNEL MATTER – EXCLUSION OF PRESS AND PUBLIC** – No action needed.

Following this and there being no further business to discuss the Parish Council meeting closed at 9.25pm.

Next meeting to be held on Tuesday 9<sup>th</sup> 2024