

GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 9th April at 7.30pm. Present: Cllr Fairs (Chair), Cllr Hubbard, Cllr Warnes, Cllr Frances, Cllr Bartleet, Cllr Hill, and Clerk Adele Warnes. 3 members of the public attended.

1. **APOLOGIES FOR ABSENCE:** Cllr Barber. Cllr Sunnucks, Cllr Frost. 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 Tuesday 12th March 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. The contractor has the plate and will fit.

The meeting was suspended

5. PUBLIC QUESTIONS AND STATEMENTS:

- The owners of Windells Barn (planning application 240580) advised the property is grade 2 listed and they are privileged to live there. They recognise that the property is a heritage building and of important historic value. However, the windows are in poor condition and the planning application will allow for better insulation and improved safety. The owners are working closely with the listed buildings team and will follow their guidance and welcome their close monitoring of the works, if the application is approved.
- The community policing initiative is a good idea
- The Community Bingo club share the Village Hall with the playgroup on the second Thursday of every month and only have access to the disabled toilet. In addition, there is uncertainty about the location of the fire assembly point especially for those attending the club who are less mobile.
- Please ensure that the grass is not cut around the beacon on the Old Playing field as wild flowers have been planted in that area.
- What is happening with the grass bank outside Warrens. Who owns it? ECC were asked to take responsibility but did not. Is there potential for a group of villagers to take it on to plant and manage wild flowers. Cllr Fairs will look to see if the deeds are available to determine who owns it and report back.
- The strip of land on Earls Colne Road belongs to ECC but the homeowner has been given permission to mow it.

The meeting was resumed

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

- None present

7. **NEIGHBOURHOOD PLAN:** Now waiting for CCC to appoint an invigilator and a name has been put forward.

8. PLANNING MATTERS: Applications received

240580– Replacement windows and new rear porch. Windells Barn, Earls Colne Road, CO6 1AL

240581 – Listed buildings consent for replacement windows and new rear porch. Windells Barn, Earls Colne Road, CO6 1AL –

All agreed that the Parish council support the application and the Parish clerk was duly instructed to notify CCC planning office.

9. FINANCIAL MATTERS:

- The list of payments to be authorised for February was presented. Total payments for approval = £2,102.86 including a late submission which were not shown on the April agenda. Total comprised of: -
 - Clerks' salary - £444.36
 - HMRC - £11.00 (PAYE)
 - Roger Fairs – Purchase of padlock - £25.00
 - Justin Coe - £320.00 +£64.00 VAT =£384.00
 - Groundworks UK – Return of NNP grant - £1138.50Total £964.36 as per April agenda plus late submission of £1,138.00
- The resultant balance, after all items have been paid is Community Account CR £27,641.36 and the Business Premium account balance is CR £11,586.83. The bank reconciliation statement was signed off by the Chair in evidence. All agreed that £25,000.00 should be transferred from the Community account to Business premium account to earn the interest.
A/P 240401– Clerk to transfer the funds.
- There was a discussion about S137 expenditure, specifically donations to the R&A publication and a request from the PCC for a donation for church grass cutting. All agreed that they wanted to support both but would need to see what major costs would be incurred by the Parish council and that they would be in a better place to determine this at the May meeting. The clerk advised that £700 was available as a contribution to the costs of the R&A publication. The clerk was instructed to speak with the R&A about future donations and any plans for online capability and was instructed to release the £700 to the R&A following that discussion. **A/P 240402 – Clerk to contact R&A editor to discuss future and release £700 contribution to the publication.** The clerk was also instructed to the treasurer of the PCC with a holding statement.
A/P 240403 – Clerk to write to the treasurer.

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10. HFRG

- ROSPA have scheduled their annual playground safety inspection for May at a cost of £78.00. This was approved subject to checking HAGS document which indicated the first annual inspection of the new play area would be FOC. **A/P 240404 – Clerk to clarify with Cllr Frost.**
- The clerk reported that the deadline for submission of tenders for the grass cutting contract was 23rd April.

11. MAINTENANCE CONTRACTOR:

- Maintenance contract had been signed and returned. Waiting details of public liability insurance.
- No report received on outstanding items.

12. PARISH COUNCIL WEBSITE:

One quotation had been received. All agreed that, if no further quotations were received by the May meeting, to engage with the website company for the refurbishment of the Parish council website. **A/P 240405 – Clerk to follow up with other website designers invited to quote.**

13. VILLAGE HALL:

- The VHM had reported difficulty in locating the water meter and had asked the trustees for assistance. Cllr Warnes had contacted Anglian water and a location plan had been provided. To follow through with the Village Hall manager.
- It was agreed that the location of fire exits and assembly points in case of fire need to be checked; specifically, when the Bingo club share the hall with the Playgroup. **A/P 240406 – Clerk to follow through with VHM**

14. OPF:

- It was reported that the low-level fencing around the edge of the OPF was broken in places and needed to be fixed by the maintenance contractor. **A/P 240407 – Clerk to instruct handyman to repair.**
- UKPN have submitted a proposal to for a 99-year lease of the land on which the sub station is positioned instead of paying annual wayleaves. Clarification was needed on the amount being offered as it was not clear whether the proposed payment was one-off or recurring. **A/P 240408 – Clerk to write to UKPN to seek clarification.**

15. ALLOTMENTS

- Decision needed on draft agreement for children's allotment and addendum. All agreed that the wording covered the requirements and the document could be issued. **A/P 240409 – Clerk to issue agreement with addendum.**
- It was reported that the public liability insurance for the Parish council does not include the individual allotment plots and allotment holders would need to have their own cover in place. The clerk was instructed to write to all allotment holders to advise of this. **A/P 240410 – Clerk to write to allotment holders regarding insurance.**
- The rubbish and debris that is evident in the communal areas of the allotments needs to be cleared and the clerk was asked to write to allotment holders to request removal of any items belonging to them. **A/P 240411 – Clerk to write to allotment holders regarding rubbish and debris on site.**

16. ANY OTHER BUSINESS AND ITEMS FOR FUTURE AGENDA

- The Parish councillors were reminded of the meeting scheduled for 10th April by CCC planning regarding the local plan.
- James Ryan NSIP project manager from CCC for the National Grid alignment requested a meeting with the PC to explain his role ahead of the forthcoming statutory consultation. All agreed to invite him to the next meeting in May. **A/P 240412 – Clerk to invite James Ryan to the meeting.**

17. 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 9.30pm.

Next meeting to be held on Tuesday 14th May at 7.30pm which will be preceded by the Annual parish meeting (7pm) and annual parish council meeting.