

GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 14th May at 7.54pm. Present: Cllr Fairs (Chair), Cllr Hubbard, Cllr Warnes, Cllr Frances, Cllr Bartleet, Cllr Hill, and Clerk Adele Warnes. Cllr Sunnucks and 3 members of the public attended.

ANNUAL PARISH COUNCIL MEETING

- 1. APOLOGIES FOR ABSENCE:** Cllr Barber. Apologies accepted
- 2. ELECTION OF CHAIR PERSON:** Cllr Fairs was proposed by Cllr Warnes and seconded by Cllr Frances and Hill. Their being no other nominations Cllr Fairs was duly elected Chairperson and took the chair
- 3. ELECTION OF VICE CHAIR PERSON:** Cllr Frances was proposed by Cllr Hubbard and seconded by Cllr Warnes. Their being no other nomination, Cllr Frances was duly elected Vice Chairperson. Cllr Fairs thanked Cllr Warnes for his support as Vice Chairperson during 23/24.

4. ROLES AND RESPONSIBILITIES:

The following roles and responsibilities were agreed:

Recreation/Allotments: Cllr Fairs, Frances, Frost, Hill and Hubbard

Footpaths: Cllr Bartleet and Warnes

Housing: Cllr Bartleet, Frost and Hubbard

Website: Cllr Fairs, Frost and Warnes

Social media: Cllr Frost, Hill and Warnes

Highways: Cllr Frances, Hill and Hubbard

Village Hall: Cllr Frances, Hill and Warnes.

All agreed to full council participation for planning, finance, compliance, and transport.

Neighbourhood Planning remains subject to a separate sub-committee represented by Cllr Warnes.

It was agreed by all that there would be need for a separate sub committee to be established in the future for the refurbishment of the Village Hall.

- 5. REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES:** All agreed to re-adopt the procedures and policies of the Parish council.

There being no further business the Annual Parish council meeting closed at 8.12pm

Councillor Sunnucks left the meeting at 8.11pm

ORDINARY PARISH COUNCIL MEETING opened at 8.12pm

- 1. APOLOGIES FOR ABSENCE:** Cllr Barber. Cllr Sunnucks. Apologies accepted
- 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 9th April 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. Ongoing
 - 240404 – To check with HAGS if first year playground inspection is free of charge.

The meeting was suspended

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5. PUBLIC QUESTIONS AND STATEMENTS:

- A parishioner asked about the neighbourhood plan. Cllr Warnes responded and invited the parishioner to leave their email address for further information to be sent.
- It was stated that the green bank on The Street was owned by Essex Highways and that it should be left as a green area.
- A parishioner asked about the Jubilee Oak and commented that it should not be pollarded at the current time as it was not the right time of year. The Chair advised that the Clerk would write to the Tree Surgeon to ask for their view. **A/P240501 - Clerk to write to Fordhams**
- Are there any plans to reinstate the path on Chappe/Brook Road which is covered in undergrowth? A new pavement was planned but this has not happened. Could consider clearing the path rather than installing a new pavement. **A/P 240502 - Clerk to write to Cllr Barber about plans for a pavement**
- A concern was raised about drivers exiting the HFRG car park without stopping or looking for traffic entering/exiting Christmund Way. Could the parish council consider putting a notice up on the exit?
- Finger post East Gores – report of damage has still not been actioned. Perhaps we could lobby the fire service who have fixed one near a fire hydrant. Cllr Bartleet agreed to look to see if a repair could be made. **A/P 240503 – Cllr Bartleet.**
- It is good news that the water meter outside the Village Hall has been located.

The meeting was resumed

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

- Cllr Sunnucks had presented his report at the Annual Parish meeting which is subject to separate minutes.

7. NEIGHBOURHOOD PLAN: There had been no comments from the inspector and the committee were now awaiting the outcome of the review.

8. PLANNING MATTERS: Applications decided

232762 – Erection of 2 employment units B2 and B8 Tey Brook Centre. CO6 1JE. Decision: Approved conditional subject to 17 conditions and 1 informative.

9. FINANCIAL MATTERS:

- The list of payments to be authorised for May was presented. Total payments for approval = £1,313.09 including 3 late submissions which were not shown on the May agenda. Total comprised of: -
 - Clerks' salary - £444.36
 - HMRC - £11.00 (PAYE)
 - Village Hall hire - £57.00
 - EALC clerk training - £90.00 of which £15.00 VAT
 - Refurbishment of OPF bench - £420.00 of which £70.00 VAT (late submission)
 - Handyman contract - £100.80 of which £16.80 VAT (late submission)
 - Purchase defibrillator pads - £89.93 of which £14.99 VAT (late submission)Total £702.36 as per April agenda plus late submission of £610.73 = £1313.09.

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- The resultant balance, after all items have been paid is Community Account CR £628.27 and the Business Premium account balance is CR £36,586.83. The bank reconciliation statement was signed off by the Chair in evidence.
 - The RFO presented the annual accounts for the year ended 31st March 2023. These accounts showed total income of £94,636.18, total payments of £95,256.29, bank balances of 17,624.77 and capital reserves of £213,139.00. Note: Reserves had increased on previous year due to the provision of the new play equipment on the HFRG. It was agreed that the accounts be accepted and the accounts were signed by the Chair and the Clerk. It was agreed that the internal auditor audit these accounts before the details are submitted to the external auditor. ***A/P 240504 – Clerk to write to the internal auditor***
 - The annual Governance and Accountability Return (AGAR) is submitted online when the internal auditors report is received. Accordingly, section 1 of the AGAR being the annual governance statement was then approved by the Council with all questions replied “Yes” and the Chair and the Clerk were authorised to sign section 1.
 - Section 2 of the AGAR being the accounting statements were then considered and approved by the Council and the chair and clerk were authorised to sign the accounting statement. The clerk was instructed to forward the AGAR to the external auditor once the internal auditor’s report was received. ***A/P 240505 – Clerk to submit AGAR to external auditor once internal auditors report received.***
 - The clerk advised that the annual insurance policy was due for review. The policy documents had been circulated to members who agreed to the renewal.
- 10. MAINTENANCE CONTRACTOR:** It was reported that the handyman now has the wood to repair/replace damaged boundary fencing on OPF. He will also deal with the damaged fencing on the boundary with the public footpath north of the HFRG.
- 11. ALLOTMENTS:** An inspection had been completed and it was advised that the rubbish/debris had been removed from the area near the access to the allotment field.
- 12. AOB AND ITEMS FOR FUTURE AGENDA:**
- Cllr Frances reported that there had been an increase in dog waste by the new play area with owners allowing their dogs to roam free. Costs to fence off the area were prohibitive so could not be considered. Possible to remind parishioners via the R&A to clear up after their dogs.
 - Also increase in litter around the new benches
 - A question was asked about the hard surfaces of the play area and were they under guarantee as some were deteriorating. ***A/P 240506 – Clerk to contact HAGS to ask the question.***
- 13. PERSONNEL MATTER – EXCLUSION OF PRESS AND PUBLIC**
- Tender documents received for the grass cutting contract for HFRG and OPF were discussed and, after much debate, a vote was taken with a majority agreeing to award the contract to contractor B.
 - It was reported that the UKPN request for a lease agreement was still under consideration and subject to a letter of authority being signed for an independent energy assessor to speak to them for the specifics.

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- The clerk reported that she would not be available for the next Parish council meeting so the meeting could either be deferred for a month, held on a different date in June or minutes taken by a councillor. All agreed to look for alternate dates in June.

There being no further business the parish council meeting was closed at 21.22pm

Next meeting to be held on a date determined in June that is acceptable to all.