

GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held

at the Village Hall, Great Tey on Tuesday 14th October 2014, at 7.30 pm

Present: Cllr Barron, Cllr Bartleet, Cllr Fairs (Chairman), Cllr Hamer, Cllr Williamson.

Clerk Mr D Williams, Borough Cllr Chillingworth, Mr P Darlington and 3 members of public attended.

1. APOLOGIES FOR ABSENCE – Cllr Beesley

2. DECLARATION OF INTERESTS – None

3. CONFIRMATION OF MINUTES OF LAST PARISH COUNCIL MEETING - The minutes of the last parish council meeting of 9th September 2014 were agreed as a true record and signed by the Chairman.

PUBLIC QUESTIONS AND STATEMENTS

The meeting was suspended for Public Questions and Statements.

(i).A parishioner stated that he attended the parish council meeting last month when comments for the planning application for prior approval of the proposed change of use of an agricultural building to a dwelling house at Forrester's Farm, Lamberts Lane were discussed. He stated that the replies available were outlined by the clerk, and during their consideration the parish councillors stated they could find no reason to support and no reason to object, and therefore they should record no comment, although they did have some comments. This has been incorrectly recorded in the minutes, and incorrectly reported to Colchester Borough Council as no objections.

(ii).A parishioner said that the bus strategy and the park and ride will be on the agenda for the next transport representatives' meeting. As more buses will be using the bus station from the park and ride service, it is important that a representative from Colchester Borough Council (CBC) will attend.

The meeting was resumed.

4. REPORT FROM COLCHESTER BOROUGH COUNCILLOR

Borough Cllr Chillingworth said that Planning Department has advised the parish council of the position regarding the payment of monies due to the parish under the Section 106 arrangements for the Chrysmund Croft development. He asked that the parish council advises him of the projects that are proposed for funding, together with estimates for the works.

Borough Cllr Chillingworth advised the meeting of the details of developments in Colchester which will be proposed in the Local Development Plan.

He said that he would follow up the issue of non receipt of advices of some planning applications mentioned by the clerk.

Borough Cllr Chillingworth left the meeting.

5. COMMUNITY AGENTS

Mr P Darlington said that he was previously a Village Agent in the area and this service has now been increased from 12 to 36 agents in Essex and renamed Community Agents. He is employed by the Rural Community Council for Essex, and the County Council has agreed funding for five years. The service is to help to keep the elderly in their own homes, and give support where requested. He attends peoples' houses by invitation only. He left some leaflets of the service which will be forwarded to various groups in the village.

Mr Darlington and 2 members of public left the meeting.

6. PARISH COUNCILLOR VACANCY

Cllr Fairs said that no candidates had come forward in response to the advertisement by CBC and so the parish council can co opt a parishioner to fill the vacancy. Councillors were asked to consider any nominations. The clerk was asked to place an article in Round and About regarding this.

7. FINANCIAL MATTERS

(a)The following credits were reported:-

Essex County Council – grant for community games	£ 100.00
Colchester Borough Council – 2 nd half precept & grant	£ 8,309.50

(b) The following cheques were approved for payment:-

Chq.No.	Payee	Amount (£)/ of which VAT:-	
101448	I Dyer – grasscutting	£ 249.60	£ 41.60
101449	PKF Littlejohn LLP – external auditor fee	£ 240.00	£ 40.00
101450	D Williams- clerk salary £453.00 less PAYE £90.60	£ 362.40	
101451	HM Revenue & Customs - PAYE for clerk salary	£ 90.60	
101452	Gt Tey Village Hall Committee – hall rental	£ 57.00	
101453	EALC (Essex Assoc of Local Councils) – course M Hamer	£ 45.00	
101454	Great Tey Golden Jubilee Fund - ECC community games grant	£ 100.00	
	Youth Activity Club Account		
100075	Gt Tey Village Hall Committee – hall rental	£ 42.00	

and Business Saver Account Cr £ 22.38 . The bank statements were signed by the chairman in evidence.

(d) The clerk presented the external auditor's report for the accounts for the year ended 31st March 2014. This said that the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern.

(e) The clerk advised that an Expression of Interest form had been accepted by Essex County Council (ECC) CIF fund for matched funding for the removal of the tennis courts and the refurbishment of the area. Unfortunately three quotations which are required by ECC for each part of the works could not be obtained within the short time scale provided and a full application could not be submitted.

(f) Cllr Fairs said that funds are due to the parish regarding the development at Chrysmond Croft, Moor Road. The sum of £827 is available for the village hall, and £3,604 is available for leisure or open spaces, and details of projects and quotations are to be sent to Borough Cllr Chillingworth. It was suggested that consideration is given to completing the first part of the site clearance of the tennis court project. Cllr Barron said that the Young Farmers Club may be able to fund £500 of the project and provide some labour. The clerk was asked to obtain a quotation for the cost of removing the tree stumps around the tennis court, linking this work in with the removal of the trees.

8. PLANNING MATTERS

(a) Applications

145838 Great Yard Cottage, The Street – removal of part of front boundary wall to create vehicular access and hardstanding – No objections subject to neighbours' views.

(b) Approvals

145264 Tocia, Chappel Road - Application for variation of a condition 3 (restriction of use) and 4(alterations) attached to planning permission 081527 to allow use as annexe to Tocia and for external alterations – approved subject to 7 conditions and 3 informatives.

9. COLCHESTER BOROUGH COUNCIL'S LOCAL PLAN AND THE FORMATION OF A PLAN FOR GREAT TEY

The call for sites for potential development under the new Local Plan has been considered by parish councillors. It was confirmed that the council will not put forward any sites but wait to see what sites were offered. The issues and options of sites will be consulted in January and February 2015 and then the preferred options will be consulted in December 2015 and January 2016. The parish council can progress either through a Neighbourhood Plan or through the call for sites for the Local Plan. A Neighbourhood Plan has been investigated, and members decided not to proceed at this stage.

The matter will be reviewed once sites put forward have been made public.

10. VILLAGE HALL

Cllr Hamer declared an interest as a member of the pre school committee in the following two matters.

(i) She presented a request from the pre school committee asking for the council's agreement to the replacement of the picket fence around the children's play area with a fence similar to that already in place. This is to reduce maintenance. Members agreed to this request, and the clerk was asked to advise the village hall manager and also the chairman of the hall management committee. The cost of the fencing and the installation would be the responsibility of the pre school committee.

(ii) Cllr Hamer also presented a request from the pre school committee to fix an awning to one side of the Village Hall to offer shade to the children on hot days. Cllr Fairs said that the Trustees had already advised that they wish to be helpful. Members agreed to ask if the pre school can seek professional advice when obtaining quotes and look at the option of a freestanding unit as well as one that fixes to the Hall, as we are concerned that damage may be caused by attaching an awning to soft red bricks. We need to be satisfied that there is no problem with access down this side of the building with other users and the fire brigade, and that any health and safety concerns are covered as the awning will need to be checked regularly. The professional advice can also advise whether any planning approval is required.

Cllr Fairs said that the damaged roof panel in the main hall has not been attended to, but the failing light in the small hall has been dealt with. The clerk was asked to contact the village hall manager regarding this outstanding issue.

11. DATA PROTECTION REGISTRY

The clerk said that the Information Commissioner's Data Protection Registry has a self assessment guide to inform whether or not the parish council is required to register. If we can answer yes to the question 'Are you a not for profit organisation that qualifies for an exemption', then the parish council is not required to register but must:-

- (i).only process information necessary to establish or maintain membership or support; and
- (ii).only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it; and
- (iii).only share the information with people and organisations necessary to carry out the organisation's activities. If individuals give permission to share their information, this is acceptable; and
- (iv).only keep the information while the individual is a member or supporter or as long as necessary for

PUBLIC QUESTIONS AND STATEMENTS

The meeting was suspended for Public Questions and Statements.

(i).A parishioner asked when will the Village Hall Management Committee (VHMC) hold their Annual General Meeting. He had asked the chairman of the VHMC who advised him that the annual accounts to 31st December 2013 are being audited. The clerk was asked by members to follow this up with the chairman of VHMC.

The meeting was resumed.

12. ALLOTMENTS

Cllr Fairs said that the allotment rentals had not been reviewed since September 2010. Cllr Williamson said that fences and gates will need to be maintained and replaced. After discussion it was agreed to increase the plot rental of single plots from £12.50 to £15 per year, and the double plots from £25 to £30. These increases are effective from October 2015 and plot holders are to be advised now of the increase.

13. HIGHWAYS

The clerk reported that ECC Highways have advised that the missing signposts for New Barn Road/Earls Colne Road and Chappel Road/Moor Road are being designed and it should not be too long before installation.

Cllr Bartleet said that there were still a number of potholes in the parish roads, and the clerk was asked to follow this up with ECC Highways.

Cllr Fairs said that ECC Highways have replied to our request for details of the publicly maintained highway in The Street enclosing a map which appears to include the bank outside Old Warrens. Members therefore asked the clerk to write to CBC and ask if they cut grass areas in Great Tey apart from the twice yearly cut of grass verges, and if so can they please cut the bank which is part of the publicly maintainable highway and which at present the parish council cuts every two weeks. If CBC are not prepared to cut this area, then the clerk was asked to write on the same lines to ECC, additionally suggesting that perhaps they may prefer that the parish council invoice them for this work.

Cllr Barron asked that the clerk writes to Essex County Cllr Ann Brown asking if she had a budget for community projects, as the parish were seeking funding for the refurbishment of the tennis courts. Members agreed and the clerk was asked to write accordingly.

14. CORRESPONDENCE NOT DEALT WITH ELSEWHERE

The clerk reported correspondence received regarding CCTV in the village.

PUBLIC QUESTIONS AND STATEMENTS

The meeting was suspended.

A parishioner said that Post Office in the village hall was closed last Tuesday due to technical problems. The clerk was instructed to ask the village hall manager to investigate this.

The meeting was resumed.

There being no further business the parish council meeting was closed at 9.30 pm.

Chairperson.....

Date.....