

GREAT TEY PARISH COUNCIL

Minutes of the Annual General Meeting and the Parish Council Meeting held
at the Village Hall, Great Tey on Tuesday 8th May 2018 at 7.41pm

Present: Cllr Bartleet, Cllr Fairs (Chairman), Cllr Fraser, Cllr Frost, Cllr Hamer, Cllr Hunt, Cllr Williamson.
Clerk Mr D Williams and 1 member of the public attended.

ANNUAL GENERAL MEETING

1.ELECTION OF CHAIRMAN

Cllr Fairs was proposed by Cllr Williamson and seconded by Cllr Hunt. There being no other nominations Cllr Fairs was duly elected chairman unanimously and he took the chair.

2.APOLOGIES FOR ABSENCE – None

3. **ELECTION OF VICE CHAIRMAN** – Cllr Williamson was proposed by Cllr Hamer and seconded by Cllr Fraser. There being no other nominations Cllr Williamson was duly elected vice chairman unanimously.

4.ELECTION OF SUB COMMITTEES

The following sub committees and councillor responsibilities were agreed:-

Planning - full council	Footpaths - Cllr Bartleet, Cllr Hamer, Cllr Hunt
Finance - full council	Village Hall - Cllr Hamer, Cllr Williamson
Highways - Cllr Bartleet, Cllr Hamer, Cllr Hunt	Web Site - Cllr Fairs, Cllr Frost
Housing - Cllr Bartleet, Cllr Frost.	Transport - Cllr Fraser, Cllr Hunt
Neighbourhood Plan – Cllr Hamer, Cllr Frost, Cllr Hunt, Cllr Williamson	Youth Activity Club - Cllr Fraser, Cllr Hamer
Recreation - Cllr Fairs, Cllr Frost, Cllr Williamson	
Compliance – Cllr Fairs, Cllr Hunt	

There being no further business the Annual General Meeting closed at 7.52pm.

PARISH COUNCIL MEETING opened at 7.53pm

1.APOLOGIES FOR ABSENCE – None.

2. **DECLARATION OF INTERESTS** – None.

3. **CONFIRMATION OF MINUTES OF LAST PARISH COUNCIL MEETING** - The minutes of the last parish council meeting of 10th April 2018 were agreed as a true record and signed by the Chairman.

4. **MATTERS ARISING FROM THE MINUTES** – None

PUBLIC QUESTIONS - None

5. **REPORT FROM COLCHESTER BOROUGH COUNCILLOR** - None

6. NEIGHBOURHOOD PLAN

Cllr Hamer said that the Colchester Borough Council (CBC) conservation officer will attend the next neighbourhood plan committee meeting. She said that with Cllr Williamson they attended the recent WI meeting to seek input into the neighbourhood plan.

7. FINANCIAL MATTERS

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

Chq.No.	Payee	Amount (£)	of which VAT
101668	D Williams-clerk salary £476.83 less PAYE £190.40	£ 286.43	
101669	HM Revenue & Customs - PAYE for clerk salary	£ 190.40	
101670	BHIB – renewal of parish council policy	£ 754.34	

(b) Bank statements are with the internal auditor and bank balances were therefore not reported.

(c) The clerk advised that the annual insurance policy was now administered by a different insurance broker BHIB, and the premium had reduced from last year's figure of £865.54. Members agreed to the renewal. The clerk was instructed to ask BHIB if the village weekend, which is run by the Village Committee and not the parish council, can be covered under this policy. The village weekend is involved with a fete, sports events and a bouncy castle and the current public liability cover is £5m.

(d) The clerk presented the annual accounts for the year ended 31st March 2018. These accounts showed total income of £ 21,236.63; total payments of £ 15,932.53; bank balances of £ 20,687.54 of which £ 18,187.54 is unallocated; and capital reserves of £ 54,930.88. It was agreed that the accounts be accepted and the accounts were signed by the chairman and clerk. It was agreed that the internal auditor, Ms L Tippett, audits these accounts within the external auditor's timescale before the details are submitted to the external auditor. It is noted and accepted that Ms Tippett has undertaken the internal audit for a number of years.

(e). The Annual Governance and Accountability Return (AGAR) is now submitted online if the turnover is below £25,000, and can be completed before the internal auditor's report is received, and then submitted once the 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 chairman and the clerk were authorised to sign Section 1.

Section 2 of the AGAR, being the Accounting Statements, signed by the clerk, was then considered and approved by the Council and the chairman was 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, and report back at the next meeting.

8. PLANNING MATTERS - None

9. DATA PROTECTION BILL

The clerk referred to the forthcoming change in the requirements to hold data information, and advised that there is now no legal requirement to appoint a Data Protection Officer. The clerk was asked to draw up a privacy policy using a draft provided. It will be necessary to write to the allotment holders, parish councillors, the handyman, the village hall manager and the clerk to seek their agreement to continue to hold personal data.

The clerk was also instructed to ask the village hall manager regarding arrangements for village hall users and employees.

10. HIGHWAYS

Members asked the clerk to write to Highways and ask when the road to Chappel is to be opened and register displeasure and concern at the delay, as it was to be 4 February for 12 weeks until 27 April.

Members mentioned that the Highway Rangers have not yet straightened the 30mph sign in The Street, nor the graffiti removal on the youth shelter, and the clerk was asked to chase this up and copy in Essex County Councillor (ECC) Anne Brown.

Cllr Bartleet asked that the Speed Indicator Sign on Chappel Road is updated to advise vehicle speed and give a smiley face when within the speed limit.

The clerk was asked to report a broken drain cover on a gully grating on Chappel Road just north of the junction with Moor Road. This is to be done on the ECC Highways web site.

11. VILLAGE HALL

Cllr Hunt said that the written quotation for the proposed new water tank cover had not yet been received, and he will arrange for it to be forwarded to the clerk. This quotation will include materials and clarify whether VAT is included, and also subject to completion of the job by 30th June. Concern was expressed that the timescale for completion of the job was tight.

Cllr Fairs said that Inkpen Downie have written regarding the project for the new roof. They have forwarded plans in preparation for a planning application. A roof covering of synthetic or natural slate tiles was agreed, and the ridge tiles are to be clarified. The clerk asked whether the flat roof could be assessed and if necessary included in these works. He suggested that in view of the job date being August, that the builders' quotations are arranged now and the preferred builder booked in now.

12. HAROLD FAIRS RECREATION GROUND

Members agreed to the use of the recreation ground for two village cricket games on 1st July and 9th September. The clerk was asked to advise the handyman and ask him to cut the grass before the games.

Members asked the clerk to arrange for the handyman to strim around the play area now, and to ensure that the grass is cut more often to get a better cut.

13. OLD PLAYING FIELD

The clerk was asked to progress the registration of the Old Playing Field deeds, and Cllr Fairs said that he would bring the deeds to the next meeting.

The clerk was asked to arrange for the handyman to cut the Old Playing Field before the fete on 16th June, and also to cut the Harold Fairs Recreation Ground for the sports day on the same weekend.

14. ALLOTMENTS

The clerk was asked to arrange for the contractor to cut back the trees in the allotments now that the ground conditions are acceptable for access.

15. CORRESPONDENCE NOT DEALT WITH ELSEWHERE

Email received from ECC asking if parishioners have problems with broadband speed. Members asked the clerk to put a note in Round and About Great Tey, asking parishioners to advise the clerk if they would like to respond.

Email received from a parishioner asking who owns The Chase, and asking if vehicles can be abandoned there?

Members asked the clerk to reply and state that we are currently looking into the ownership of The Chase.

16. OTHER BUSINESS FOR DISCUSSION

Cllr Williamson gave her apologies for the next meeting.

There being no further business the parish council meeting was closed at 9.52 pm.

Chairperson..... Date.....