

# GREAT TEY PARISH COUNCIL

Minutes of the Annual General Meeting and the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 9<sup>th</sup> May 2023 at 7.52pm

Present: Cllr Bartleet, Cllr Fairs (Chairman), Cllr Frances, Cllr Frost, Cllr Hill, Cllr Warnes

Clerk Mr D Williams, Colchester City Council (CCC) Cllr Sunnucks and 3 members of the public attended.

## ANNUAL GENERAL MEETING

### 1.ELECTION OF CHAIRMAN

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

**2.APOLOGIES FOR ABSENCE** – None. Essex County Council Cllr Barber did not attend. He attended the Annual Parish Meeting earlier this evening.

**3. ELECTION OF VICE CHAIRMAN** – Cllr Warnes was proposed by Cllr Fairs and seconded by Cllr Frances. There being no other nominations Cllr Warnes 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 Warnes

Finance - full council

Village Hall - Cllr Frances, Cllr Hill, Cllr Warnes

Compliance – full council

Housing - Cllr Bartleet, Cllr Frost.

Bus/Transport – full council

Web Site - Cllr Fairs, Cllr Frost

Neighbourhood Plan – Cllr Warnes

Highways -Cllr Frances, Cllr Hill

Recreation/Allotments - Cllr Fairs, Cllr Frances, Cllr Frost, Cllr Hill

Facebook Postings - Cllr Frost, Cllr Hill

The clerk was instructed to ask Mr Matt Halls if he wishes to continue to volunteer to help with Highways and Bus Service

#### **ACTION: Clerk to write to Mr Halls.**

There being no further business the Annual General Meeting closed at 8.00pm.

CCC Cllr Sunnucks and 1 member of public left the meeting.

**PARISH COUNCIL MEETING** opened at 8.01pm

**1.APOLOGIES FOR ABSENCE** - CCC Cllr Sunnucks.

**2. DECLARATIONS OF INTEREST** - None

### 3. CONFIRMATION OF MINUTES OF THE LAST PARISH COUNCIL MEETING

The minutes of the last parish council meeting of 11<sup>th</sup> April 2023 were agreed as a true record and were signed by the chairman.

### 4. MATTERS ARISING FROM THE MINUTES NOT DEALT WITH ELSEWHERE

Cllr Fairs said that he had not yet contacted Mr Perfect Brown to make arrangements for the planting of the jubilee oak at Harold Fairs Recreation Ground (HFRG) and will do so.

### PUBLIC QUESTIONS AND STATEMENTS

(i).Where can I find details of public footpaths.

Cllr Warnes said that details of the definitive footpaths can be found on the ECC Highways web site.

(ii).Is the footpath down Chappel Road from the bus stop to the junction with The Street being cleared.

Cllr Fairs said that we are advised that the design plans have been approved by ECC Highways to upgrade it to a pavement and we await further details.

### 5. REPORT FROM COLCHESTER CITY COUNCILLOR

CCC Cllr Sunnucks had previously said that the recent planning application for a telecommunications mast to be sited outside the village hall had over 100 objections. He said that the village should consider whether they will accept an alternative site for a mast. He said that a Rural Prosperity Fund had recently opened with a pot totalling £150,000, with the largest grant available at £80,000. and CCC are considering supporting the Great Tey Swimming Pool but it will require good support from the community and the Parish Council.

### 6. REPORT FROM ESSEX COUNTY COUNCILLOR

ECC Cllr Barber had previously said that the ECC levelling up fund is to fund the primary school with a project. He referred to Highways issues and said that he will keep pushing for a resolution to the blocked footpath 16. He asked for recommendations for footpath schemes for repair and noted that the early bus from Great Tey has been rescheduled to arrive at Colchester before 9am. He also said that he is seeking a speed limit from A120 to Bures and beyond.

Cllr Warnes asked if the energy efficient funding for solar energy has reopened and ECC Cllr Barber said that he would make enquiries.

Cllr Fairs said that the traffic through our village has increased substantially since the road works have started on A12 and A120 with the resultant increase in potholes.

## 7. NEIGHBOURHOOD PLAN

Cllr Warnes said that the consultation process has been completed, and the committee are meeting next week to discuss the comments received following the consultation.

## 8. PLANNING MATTERS

### (a) Applications received

230878 2 New Cottages, The Street - demolish existing flat roof rear single storey bathroom, new two storey rear extension, new windows and internal alterations – no objections subject to neighbours' views.

230912 2 Broad Green Farm Cottages, Broad Green - recombine two semi detached farm cottages back to single dwelling as Original – no objections subject to neighbours' views.

## 9. FINANCIAL MATTERS

### (a) Cheques for payment

Chq.No.	Payee	Amount (£)	/ of which VAT
102035	Navigus Planning Ltd – neighbourhood plan fees	£ 657.00	£ 109.50
102036	Great & Little Tey PCC – donation for churchyard grass cut	£ 500.00	
102037	BHIB Ltd – renewal of parish council policy	£ 1,030.70	
102038	D Williams- salary May £543.16 less PAYE £217.20	£ 325.96	
102039	HM Revenue & Customs – PAYE for clerk	£ 217.20	
102040	Campaign to Protect Rural England – subscription	£ 36.00	
102041	D Williams – reimbursement for defibrillator pads purchased	£ 71.94	£ 11.99
102042	I Dyer – grass cuts	£ 249.60	£ 41.60
102043	I Dyer – maintenance contractor	£ 136.80	£ 22.80

(b). The resultant balances after all items are paid and received is Community Account Cr £ 30,513.28 and the Business Premium Account balance is Cr £ 63.27. The bank statements were signed by the chairman in evidence.

Members instructed the clerk to write to Mr Dyer and ask him to cut the HFRG and the Old Playing Field (OPF) the same number of times. **ACTION : clerk to write to Mr Dyer**

Cllr Frost said that the cheque 102027 for HAGS-SMP Limited can now be released as most of the snagging issues have been completed.

(c). The clerk advised that the annual insurance policy was due for review. The policy details had previously been circulated to members who agreed to the renewal. The clerk was instructed to ask our brokers BHIB if the policy can include village events.

**ACTION : Clerk to write to BHIB brokers.**

(d). The clerk reported that a reply had still not yet been received from Essex Association of Local Councils to our further enquiry concerning donation payments to Great and Little Tey PCC for the churchyard grass cuts. **ACTION: Clerk to chase for reply.**

(e) The clerk presented the annual accounts for the year ended 31<sup>st</sup> March 2023. These accounts showed total income of £ 39,437.65; total payments of £ 57,335.23, bank balances of £ 18,244.88 of which £ 7,212.88 is unallocated; and capital reserves of £ 56,139.00. There are post balance sheet transactions including S106 monies of £68,222.47 received on 6th April, and a cheque for £51,700 plus VAT to be issued. 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 audits these accounts before the details are submitted to the external auditor. **ACTION: Clerk to liaise with the internal auditor .**

(f) The Annual Governance and Accountability Return (AGAR) is submitted online when the internal auditor's 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.

## 10. HAROLD FAIRS RECREATION GROUND

Cllr Frost said that the playground installers HAAG have some small seeding and snagging items to be done, and the cheque 102027 for £62,040.00 can be released to them now. All members agreed. He referred to the contingency fund held from the S106 monies and said that if we were to consider outdoor gym equipment then more funds will need to be raised to fund this. Cllr Fairs asked if we had considered fencing around the junior soft play area.

The clerk was asked to chase for a response from CCC concerning our request for the reinstatement of the dog waste bin that had been removed. CCC have refused to reinstate it. **ACTION : Clerk to write to CCC regarding the dog bin.**

## 11. MAINTENANCE CONTRACTOR

Members noted that the play area fence had not been permanently repaired and instructed the clerk to advise him that if it is not permanently repaired within 14 days then we will appoint alternative contractors. They also noted that the village hall notice board varnishing had not been done. **ACTION: Clerk to write regarding the play area fence repair.**

## 12. VILLAGE HALL

(a). Cllr Frances said that together with Cllr Warnes he met the village hall manager for an update. The hall has a storage problem and the hall manager has written to users asking them to review their storage items to hopefully reduce them . PAT testing is to be done. The electricity contract has been reduced by half. In anticipation of possible S106 funding for the village hall alterations, users are to be asked to consider what alterations they would like to see. The hall manager is to take on reviews of the defibrillator at the village hall.

**13. OLD PLAYING FIELD**

The clerk was instructed to ask the maintenance contractor to move a tree stump and motor from the field. **ACTION: Clerk to write to the maintenance contractor.**

The clerk was instructed to ask Mr Dyer to move his vehicle from the entrance to the field. **ACTION: Clerk to write to Mr Dyer.**

**14. CORRESPONDENCE NOT DEALT WITH ELSEWHERE**

Email received from Colchester First Responders seeking a donation. The clerk was asked to reply and advise that the parish council are considering the request. **ACTION: Clerk to write to Colchester First Responders**

Email received from County Broadband asking the parish council as trustee of the village hall to sign a wayleave regarding equipment passing over the hall property, and members asked the clerk to reply and ask for our legal expenses to be paid by County Broadband and for that to be included in the wayleave. **ACTION: Clerk to write to County Broadband**

**15. ANY OTHER BUSINESS**

Members asked that the subject of a plaque to commemorate the recent coronation be an agenda item next month.

Members asked that the co-option of a councillor to fill the vacancy be an agenda item next month. **ACTION: Clerk to place both items on the agenda for the next meeting.**

There being no further business the parish council meeting was closed at 9.51 pm.

Chairman..... Date.....