

# GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 8<sup>th</sup> August 2023 at 7.30pm. Present: Cllr Bartleet, Cllr Fairs (Chair), Cllr Hubbard, Cllr Hill, Cllr Warnes, Clerks Mrs. A Warnes, Mr. D Williams and 3 members of the public attended.

1. **APOLOGIES FOR ABSENCE:** Cllr Frost, Cllr Frances
2. **DECLARATION OF INTERESTS:** Cllr Warnes – Appointment of new parish clerk.
3. **CONFIRMATION OF MINUTES OF THE LAST PARISH COUNCIL MEETING:** The minutes of the last parish council meeting of 11<sup>th</sup> July 2023 were agreed as a true record and were signed by the Chairman.
4. **MATTERS ARISING FROM THE MINUTES NOT DEALT WITH ELSEWHERE:** The parish clerk advised that he has not yet received the quotation for the commemoration plaque for the locality fund submission.

## **PUBLIC QUESTIONS AND STATEMENTS:**

- i) Is there an update on the New Barn Road Development? A representative from the Neighbourhood Plan Group (NPG) advised that the current plans were against the views of the community, but the Planners/Developers have stated that there is no leeway to negotiate on these current plans as those proposed by the community were not compliant with the current planning regulations.
- ii) Can anything be done in the short-term about the junction of Moor Road/Chappel Road/Brook Road?  
Why not have one way in and one way out like the Earls Colne Road/Chappel Road junction. For discussion at agenda item 15
- iii) I am planning a treasure hunt in aid of swimming pool later this year, so will the heritage plaque for hooping plate outside Cobb Cottage be in place. To discuss at Any Other Business.
- iv) There was removal of a tree in the conservation area without planning approval. Cllr Hubbard confirmed that it was not subject to a Tree Protection Order but planning had been contacted re removal. No response received from Colchester City Council (CCC) after 6 weeks so tree removed. Tree was found to be rotten.

5. **CLERK AND RESPONSIBLE FINANCIAL OFFICER:** Cllr Fairs said that together with the current clerk he interviewed 3 candidates for the position of clerk, and both recommended that Mrs. Adele Warnes be appointed. Cllr A Warnes was not involved with her interview nor the decision. Following a vote (4 in favour, Cllr Warnes did not vote), members confirmed her appointment.
6. **REPORT FROM ESSEX COUNTY COUNCILLOR:** Nothing to report
7. **REPORT FROM COLCHESTER CITY COUNCILLOR:** Nothing to report.

The meeting was suspended

8. **NEIGHBOURHOOD PLAN:** See item i) under Public Questions and Statements. In addition, the chair of the Neighbourhood Plan Committee reported that they are making progress on the next stage of the plan. S14 consultation – responses received and being collated. Funding requirements extended to March 2024. Waiting estimate from Planning consultant which will form majority of funding.  
The meeting was restarted. 2 members of the public left the meeting.

## **9. PLANNING MATTERS:**

- a) Applications received:
  - 231688 – The Kings Arms, Broad Green, Coggeshall – single storey side extension to existing Public House to provide wheelchair accessible toilet. Response agreed is that we support this application subject to neighbour views.
- b) Applications approved by Colchester City Council
  - 230477 and 230478 – Walcott's Hall, Coggeshall Road – construction of a single storey extension to the North side of the listed wall, partial demolition of a dwarf wall – approved subject to 3 conditions and 2 informative.
- c) Applications refused by Colchester City Council
  - 231308 Hazlemere, Chappel Road – Rear full width dormer, two gable dormers with 2 Velux windows

# GREAT TEY PARISH COUNCIL

## 10. FINANCIAL MATTERS:

### a) Cheques for payment

Chq No	Payee	Reason	Amount (£)	of which VAT
102063	D Williams	August salary	£543.16 less PAYE £217.20 = £325.96	
102064	HMRC	PAYE for clerks	£321.20	
102065	Colchester Association of Local councils	Annual subscription	£35.00	
102066	D Williams	Reimbursement of Defibrillator pads	£144.00	£24.00
102067	A Warnes	August Salary	£520.66 less PAYE £104.00 = £416.66	

- b) The resultant balance after all items is paid and received is Community Account CR £20,655.98 and the Business Premium Account balance is CR £69.48. The bank statements were signed off by the chairman in evidence.
- c) Other Financial Matters: The clerk confirmed that he has raised a complaint with Barclays Bank following issues with the cheques for HAGS. A complaint had also been lodged with Nat West regarding the signatures on a Trustees cheque.

11. **VILLAGE SIGN:** Two estimates have been received and a request for funding from the locality budget will be put forward to Essex County Council (ECC) with a recommendation made on which estimate to support. **A/P 230801. Parish clerk to send email to Cllr Barber with recommendation. Once funding agreed the Parish Clerk will contact both parties to advise the outcome.** Note: A parishioner has the broken part of the village sign should it be needed.

## 12. HAROLD FAIRS RECREATION GROUND

- a) Cllr Fairs clarified that the costs quoted by CCC were for the re-siting of the dog waste bin and not for the survey needed to find a suitable location. This bin had been taken away by CCC when the new playground was being installed. Cllr Hill advised that the bins were not always being emptied but this was contra CCC findings as there had been no online complaints raised. Appears confusion on their part about general waste bins versus dog waste bins. Cllr Fairs asked that the Parish Clerk write to CCC and request a meeting to discuss the new location of the dog waste bin and, once agreed, to return the bin that they had removed. Members agreed. **A/P 230802. Parish Clerk to follow up with to Colchester City Council (CCC).**
- b) It has been agreed to purchase a new combination lock for the wooden gate. Cllr Fairs agreed to do this. **A/P 082303. Cllr Fairs to purchase a new stronger combination lock.** As Cllr Frost had originally agreed to do this the Parish clerk is to write to him to advise that Cllr Fairs will make the purchase. **A/P 230804. Parish Clerk to send email.**
- c) A parishioner had suggested that a pole should be placed in front of the gate to prevent any unlawful entry. Following discussion, it was agreed that the present security arrangements are adequate. Cllr Hill to advise the parishioner of the outcome. **A/P 230805 – Cllr Hill to respond to parishioner.**

13. **MAINTENANCE CONTRACTOR.** There are two outstanding jobs. These are the village hall bench and the ROSPA requirements. **A/P 230806 – Parish Clerk to follow up with the maintenance contractor.**

## 14. VILLAGE HALL.

- a) Cllr Warnes (on behalf of the Village Hall Trustees) put forward a proposal to increase the salary of the village hall cleaners in line with the National minimum wage; backdated to 1<sup>st</sup> April 2023 and effective from 1<sup>st</sup> September. He also proposed that the Village Hall manager should receive a wage increase backdated to 1<sup>st</sup> April 2023 and effective from 1<sup>st</sup> September. Following a vote (4 in favour, no abstentions) the proposal was approved. Cllr Warnes was asked to contact the Manager verbally to implement this and to be clear of the rationale for the increase. He was also asked to draft an email for the Parish Clerk to send to the Village Hall Manager as formal and written confirmation. **A/P 230807 - Cllr Warnes to speak to the Village Hall Manager regarding the wage increase. A/P 230808 - Cllr Warnes to draft an email for the Parish Clerk to send to the Village Hall manager as written confirmation of the changes.**
- b) Cllr Warnes also highlighted that the Village Hall needed refurbishment and that he would ask the Village Hall manager to put forward her recommendations for refurbishment. **A/P 230809 – Cllr Warnes to raise with the Village Hall manager.**
- c) Clarity was sought regarding the remit of the Trustees of the Village Hall versus the Manager committee. This questions also extended to that of the HFRG trustees. The Parish Clerk was asked to provide a brief overview of the roles and responsibilities. **A/P 230810 – The Parish Clerk to provide a brief overview.**

# GREAT TEY PARISH COUNCIL

15. **HIGHWAYS:** Aldham PC are asking Great Tey PC to support a restriction on HGV vehicles using Moor Road. The view is that, if supported, the problem will be pushed into another Parish Council (Chappel and Wakes Colne). A more joined up approach is needed and it was proposed that a recommendation is made to Cllr Barber (who has also asked GT PC to support) that there is a discussion between the 3 Parish Councils to agree a joined-up strategy. ***A/P 230811 – Parish Clerk to contact ECC Cllr Barber and ask for consideration for this proposal and to say that we do not support an HGV restriction on Moor Road.***
16. **JUBILEE OAK, MOOR ROAD.** At the request of a parishioner, a secondary report had been issued by a tree surgeon recommending that further remedial work was needed to the Jubilee Oak (street pollarding). As Fordham tree surgeons had carried out the original work to the tree it was suggested that they be contacted regarding the recommendation and asked for their input/view. ***A/P 230812 – Parish Clerk to write to Fordham's for their input***
17. **OLD PLAYING FIELD**
- a) The Parish Clerk was instructed to respond to the email concerning vehicular access to the Chase. ***A/P 230813 – Parish Clerk to send the email in response.***
- b) A parishioner had raised a concern about the goal post on the field. It was agreed that the playing field is for parishioners to use and, as the goal post is a temporary structure, the PC saw no reason why it should be moved. ***A/P 230814 – Parish Clerk to respond to the email received from the Parishioner concerning the goal post.*** It was also noted that the bench on the OPG needed repair. ***A/P 230815 - Parish Clerk to write to the maintenance contractor to request a quote for the repair.***
18. **ALLOTMENTS.** There is currently a vacancy for an allotment. ***A/P 230816 – Parish Clerk to write to the next eligible parishioner on the waiting list to fill the vacancy.***
19. **CORRESPONDENCE NOT DEALT WITH ELSEWHERE.** None
20. **OTHER BUSINESS FOR DISCUSSION**
- a) Cllr Hill said that the footpath at the start of the Essex Way on Chappel Road is overgrown and needs cutting back. She will report this on the ECC Highways web site. ***A/P 230817 Cllr Hill to report on ECC web site***
- b) The hedge at the top of Brook Road is overgrown. ***A/P 230818 Cllr Hill to contact the owners and ask them about tidying it up***
- c) Heritage plaque for hooping plate outside Cob Cottage. Mr. Tatam had originally quoted for this and Cllr Fairs said that he would contact them to ask if they still wanted to do the work. ***A/P 230819 – Cllr Fairs to contact Mr. Tatam.***
- d) The Parish Clerk stated that it would be recorded in the minutes that copies of the requested meeting notes from the open meeting in 2017 regarding the then proposed development at New Barn Road had originated from a source other than the Parish Council records.

There being no further business the parish council meeting closed at 21.25pm.

Chairman.....

Date.....