

GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 12th September 2023 at 7.30pm. Present: Cllr Bartleet, Cllr Fairs (Chair), Cllr Hubbard, Cllr Warnes, Cllr Frances, Cllr Frost. Clerks Mrs. A Warnes, Mr. D Williams and 4 members of the public attended.

1. **APOLOGIES FOR ABSENCE:** Cllr Sunnucks, Cllr Barber, Cllr Hill
2. **DECLARATION OF INTERESTS:** Cllr Fairs– Planning Application 231153. Family connection
3. **CONFIRMATION OF MINUTES OF THE LAST PARISH COUNCIL MEETING:** The minutes of the last parish council meeting of 8th August were agreed as a true record and were signed by the Chairman.
4. **ACTION POINTS FROM PREVIOUS MINUTES IF NOT DEALT WITH ELSEWHERE:**
 - i) 230812 Jubilee Oak – It was agreed to book Fordham to carry out work with a notice period of at least 30 days. In parallel notify Highways of intent to carry out works to the tree in view of previous correspondence on the matter.
 - ii) 230819 Heritage plate – Agreement given to order plate and make application to Essex Heritage fund for possible grant.

The meeting was suspended

PUBLIC QUESTIONS AND STATEMENTS:

- i) A member of the public asked permission to take a car and trailer onto the OPF for access to their allotment. Advised to contact the Parish Clerk with details of times and dates so that it could be arranged (ground conditions permitting).
- ii) Is there any progress on the renovation of the village sign. Concern that the condition may deteriorate as we move into the winter months. Parish Clerk to follow up as part of ongoing action point 23081
- iii) Road closure scheduled for 16th October on Great Tey Road. Clarification given that it does not impact A120 traffic.
- iv) Finger post near Buckleys has been knocked off and reported. Footpath 51 broken footbridge has been reported. Parish Clerk will urge this as it has been ongoing for some time. **A/P 230901 – Parish clerk to chase Essex Highways for timescale for commencement of work.**
- v) Concern that parishioners had not been notified that Colchester planning had agreed an extension on application 231153 (Newbarn Road). Request that they be contacted and asked to write to residents advising them of this and notifying the extension date. **A/P 230902 – Parish Clerk to write to CCC planning office.**
- vi) A member of the public has reported that the concrete blocks on the roadway from the A120 to the Tey road junction were a safety hazard as were too close to the highway.
- vi) Might it be advantageous to add an article in to the R&A with the Essex highways link to reporting highways defects. It was agreed that the Parish Clerk would do this. **A/P 230903 – Parish Clerk to send the information for inclusion in the next edition of the R&A.**

The meeting was resumed

5. **WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS (IF PRESENT):** None present
6. **NEIGHBOURHOOD PLAN:** NPG has received additional funding of £3,753.00. NPG are intending to go to the next CCC planning meeting when New Barn Road development is discussed.
7. **PLANNING MATTERS:**
 - a) Applications received: **(Cllr Warnes took the Chair – Cllr Fairs left the meeting)**
 - 231153 – Application for approval of reserved matters following outline approval 212646 – Erection of 30 dwellings and 1ha of public open space and access from Newbarn Road. **(Cllr Fairs left the meeting)**. The views of the Parish Council have not changed since the previous objections were submitted against 212646.
 - b) Applications approved by Colchester City Council **(Cllr Fairs was recalled to the meeting and took the Chair)**
 - 232054 – Application for gable roof over existing to rear two pitch gable dormers with two velux windows to front (Resubmission of 231308), Hazlemere, Chappel Road. No objections subject to neighbours' views

8. FINANCIAL MATTERS:

- a) Cheques for payment

Chq No	Payee	Reason	Amount (£)	of which VAT
102068	A Warnes	September salary	£520.66 less PAYE 104.20 = 416.66	

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102069	D Williams	September salary	£543.16 less PAYE £217.20 + exps £43.94 = £369.90	£4.32
102070	HMRC	PAYE for clerks	£321.40	
102071	Anglian Water	Allotments water	£99.44	
102072	Guildhall Services	Grass cutting – August/September	£177.60	£29.60

- b) The resultant balance after all items is paid and received is Community Account CR £19,448.78 (this does not include the cheque for the grass cutting or precept instalment) and the Business Premium Account balance is CR £69.48. The bank statements were signed off by the chairman in evidence.
- c) The trial balance for the financial year to date was presented by the outgoing parish clerk to confirm that the accounts reconciled.

One member of the public left the meeting 20.10pm

- d) It was agreed that consideration for a contractual retirement gratuity upon retirement of the clerk would be subject for discussion in a closed session.

9. MANAGEMENT AGREEMENT:

- i) Draft agreement between the Parish Council and the Trustees of the Village Hall for the HFRG and Village Hall was presented by the Parish Clerk. It was agreed that the agreement for the village hall would be sent to the Village Hall Management committee for their comment for consideration at the next Parish Council meeting. **A/P 230904 – Parish Clerk to send to the Village Hall management committee for their comment.**
- ii) It was noted that the allotments had been given to Great Tey Parish Council in perpetuity and providing that they were not subject to development.

10. HAROLD FAIRS RECREATION GROUND:

- a) Cllr Frost had made some initial enquiries about the provision of adult exercise equipment. He recommended that he put together some pictures, possible showcase in the village hall and conduct an online survey to determine if there was enough interest from parishioners. **A/P 230905 - Cllr Frost to develop concept further and gauge interest.** The Parish clerk was also asked to investigate what grants/funds might be available for this type of equipment. **A/P 230906 Parish clerk to investigate**
- b) other management matters
- i) The new combination padlock had been ordered for the gate but not yet fitted. A/P 230803 refers.
- ii) Cllr Hubbard asked about the gate and broken fencing adjoining the field to the HFRG. Parishioners were accessing the public footpath via the broken fencing rather than the gate and it was unknown whether the gate should be used and who was responsible for the fencing. Cllr Fairs advised he would ask the landowner what they knew about the fencing and the gate. **A/P 230907 Cllr Fairs to speak to landowner.**

- 11. MAINTENANCE CONTRACTOR:** Parish Clerk wrote to the maintenance contractor on 6th September with 5 jobs for completion. These are HFRG grass cutting, Allotment path clearance, ROSPA report, HFRG weed control and village hall bench refurbishment. HFRG grass cutting has been completed and the allotment paths cleared. Parish Clerk will write to maintenance contractor requesting timescales for the completion of the remaining job and to prioritise the ROSPA report. **A/P 230908 – Parish Clerk to contact the maintenance contractor.**

12. VILLAGE HALL:

- a) The S106 budget is for the improvement of the kitchen and community hub. Once the application for 212646 is approved, the S106 should be finalised and the Parish council should provide their detailed figures. It was agreed to set up a working group to formulate a proposal for works based on parishioners' requirements. Cllr Frances agreed to take the lead on the issue. **A/P 230909 – Cllr Frances to take the lead and set up working group.** There was further discussion concerning the amount of S106 funding available for the village hall improvements. The parish clerk was in receipt of a document regarding the funding which would be forwarded to Cllr Frances. **A/P 230910 – Parish Clerk to forward S106 document to Cllr Frances for information.**

The Parish clerk said that consideration should be given to the name of the beneficiary of the S106 monies as the Trustees are the owners of the Village Hall not the Parish Council and the Trustees cannot reclaim VAT

- b) In light of the recent concerns regarding RAAC (Reinforced autoclaved aerated concrete), the Parish Clerk was asked to write to the chartered surveyors to determine if there was any evidence of RAAC in the village hall. **A/P 230911 – Parish Clerk to write to the chartered surveyor to ask the question.**
- c) Cllr Frances advised that several maintenance issues had been flagged by the Village Hall Manager. These included boiler maintenance, plumbing issues, and missing roof tiles. It was agreed that the boiler repairs and plumbing were the responsibility of the Village Hall Management committee and Cllr Frances agreed to advise the Village Hall manager of this. **A/P 230912 – Cllr Frances to advise the Village Hall manager.**

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13. HIGHWAYS:

i) Cllr Barber has approached Aldham and Chappel PC to facilitate a 3-parish meeting for a joint approach on HGV restriction. Chappel and Great Tey have responded. Cllr Barber will circulate proposed dates for the meeting to take place. Ongoing action 230811 refers.

ii) Cllr Hubbard, Fairs and Warnes attended the online meeting on the proposed A120 closure scheduled between October 23 and January 24. Overnight road closures will be in place weekdays between 8pm and 6am. Great Tey is affected by Phase 2 of the works which is scheduled for 9th to 18th October and 30th October to 10th November. The parish council have the details of the project manager to liaise with if needed. The Parish clerk was asked share the link produced by national highways and detailing the works and diversion route in the next edition of the R&A. ***A/P 230913 - Parish clerk to include in the next edition of the R&A.***

14. TREE SURVEY: The annual tree survey, which is a requirement of the Insurance policy and a recommendation of ECC that it is carried out every 4 years, is due. ***A/P 230914 - Parish Clerk to write to John Friar? regarding completion of annual tree survey.***

15. OLD PLAYING FIELD: Nothing to consider

16. ALLOTMENTS

a) The allotment holders are due to be invoiced in October and consideration was given to an increase in the annual rental. The current annual income is £350 at £17.50 per plot x 20 plots. Before a decision can be made on whether to increase the allotment rental, further information is needed. The Parish clerk was asked to review costs, check the terms of the allotment agreement and report back to the PC with the findings. ***A/P 230915- Parish clerk to review annual running costs and report back to Parish council***

b) An inspection had been carried out and several plots were in an untidy condition with overgrown vegetation. The Parish clerk was asked to write to those allotment holders asking them to clear and tidy their overgrown plots. ***A/P 230916 - Parish Clerk to write to the allotment holders.***

17. CORRESPONDENCE NOT DEALT WITH ELSEWHERE: A request had been received from BASICS Essex who are an emergency medical charity, asking if the Parish Council would consider making a small donation to their charity. The parish clerk agreed to send the letter for consideration by the Parish Council. ***A/P 230917- Parish Clerk to scan and send letter for consideration***

18. OTHER BUSINESS FOR DISCUSSION:

a) Cllr Warnes highlighted that all unspent S106 monies targeted for the village hall is to go to the swimming pool fund. There was also a section about management of the green space. Cllr Warnes to distribute the S106 agreement for consideration at the next meeting. ***A/P 230918 - Cllr Warnes to distribute before next meeting.***

b) The existing parish clerk asked if it was possible to retain the parish council printer as the new clerk did not require it. All agreed that it was.

c) Cllr Fairs, on behalf of the Parish Council, acknowledged the commitment, support and loyal service given by the retiring Parish Clerk to the Great Tey Parish Council over the last 20 years. It was agreed by everyone that he would be missed and he was warmly thanked for his valuable contribution.

There being no further business the Parish Council meeting closed at 21.14pm.