

**GREAT TEY PARISH COUNCIL MEETING**  
**Meeting to be held on Tuesday 13<sup>th</sup> May 2025 at 7.30pm in the Village Hall**  
**Chappel Road, Great Tey**

**Councillors:** You are hereby summoned to attend the annual parish council meeting followed by the Parish council meeting for the purpose of transacting the business itemised below. **Members of the Public:** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council can do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public and press are warmly welcomed to attend.

**ANNUAL PARISH COUNCIL MEETING**

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>2</b>	<b>ELECTION OF CHAIR:</b> Decision needed
<b>3</b>	<b>ELECTION OF VICE CHAIR:</b> Decision needed.
<b>5</b>	<b>ROLES AND RESPONSIBILITIES</b> – Establish working parties
<b>6</b>	<b>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES.</b> Decision needed
<b>7</b>	<b>AOB</b>
<b>8</b>	<b>CLOSE OF MEETING</b>

**ORDINARY PARISH COUNCIL MEETING**

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> All Members are to be reminded that they must disclose any interests (pecuniary/nonpecuniary) they have in items of business on the meeting's agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time
<b>3.</b>	<b>APPROVAL OF MINUTES</b> To confirm minutes of the Parish Council meeting of Tuesday 15th April 2024
<b>4.</b>	<b>ACTION POINTS FROM PREVIOUS MEETING IF NOT COVERED ELSEWHERE</b>
<b>5</b>	<b>PUBLIC FORUM</b> To receive any representations from the Public. <b>Note: A period of up to 15 minutes (maximum of 5 minutes per person) for members of the public to ask questions or submit comments about items on the agenda.</b>
<b>6</b>	<b>WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS (IF PRESENT)</b> To receive reports from our ward and county councillors.
<b>7</b>	<b>PLANNING MATTERS</b> – Decision needed <b>Applications submitted</b> <ul style="list-style-type: none"><li>• <b>250773</b> – Application for a variation of condition 7 and 8 following grant of planning permission 232892. Abrahams Farm, Flories Road, CO6 1AU</li></ul>
<b>8</b>	<b>CLERKS REPORT – Information only</b>
<b>9</b>	<b>FINANCIAL MATTERS</b> <ul style="list-style-type: none"><li>• Payments for approval – Total value = £1307.20 of which £0.00 is VAT<ul style="list-style-type: none"><li>o Clerk Salary - £577.20 of which £115.44 is tax = £461.76</li><li>o HMRC - £115.44</li><li>o Donation to children's allotment for public liability insurance - £230.00</li><li>o Donation to PCC for church maintenance - £500.00</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>• RFO to present the bank reconciliation statement</li> <li>• To approve the annual accounts for the year to 31<sup>st</sup> March 2025 – <b>Decision needed.</b></li> <li>• To consider completion of the Annual governance and accountability return (AGAR) – <b>Decision needed</b></li> </ul>
10	<b>HFRG</b> <ul style="list-style-type: none"> <li>• Zip wire inspection and tensioning. Decision needed on HAGS costs of £590 plus VAT. <b>Decision needed</b></li> <li>• Small play area gate. Proposal to repair/replace. <b>Decision needed.</b></li> <li>• Consideration for adult exercise equipment bumper pack. Proposal to explore further. <b>Decision needed</b></li> </ul>
11	<b>VILLAGE HALL</b> – Quotation and plan for solar panels. Proposal to proceed to detailed quotation. <b>Decision needed</b>
12	<b>MAINTENANCE CONTRACTOR</b> <ul style="list-style-type: none"> <li>• Update on maintenance contract and discussions with contractor. <b>Information only</b></li> </ul>
13	<b>ALLOTMENTS:</b> Outcome of meeting held with allotment holders. <b>Information only</b>
14	<b>ANY OTHER BUSINESS AND ITEMS FOR FUTURE AGENDA</b> – Date of June meeting. <b>Decision needed</b>
15	<b>PERSONNEL MATTERS - EXCLUSION OF PRESS AND PUBLIC</b> To RESOLVE that due to the confidential nature of the business to be transacted the public and press be excluded pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Date and time of next meeting – To be decided