

# GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 8<sup>th</sup> July 2025 at 7.20pm. Present: Cllr Frances (Chair), Cllr Warnes, Cllr Bartleet, Cllr Frost, Cllr Hill, Cllr Hubbard, and Clerk Adele Warnes. 3 members of the public were present; 2 of which were standing for the councillor vacancy.

1. **APOLOGIES FOR ABSENCE:** Cllr Sunnucks and Barber. Apologies accepted
2. **DECLARATION OF INTERESTS:** Cllr Warnes– Item 7 on agenda – councillor vacancy.
3. **CONFIRMATION OF MINUTES OF THE LAST PARISH COUNCIL MEETING:** The minutes of the last parish council meeting of Tuesday 13<sup>th</sup> May 2025 were agreed as a true record and were signed by the Chairman in evidence.
4. **ACTION POINTS FROM PREVIOUS MINUTES IF NOT DEALT WITH ELSEWHERE:**  
240202– Hooping Plate outside Cob Cottage. Plate was now with the handyman who would liaise with the home owner to arrange for it to be fixed to the wall. Ongoing.

***Meeting suspended at 19.36pm***

## 5. PUBLIC QUESTIONS AND STATEMENTS:

- Now that the weeds on the footpaths, have been sprayed, can they be cleared to avoid any potential accidents. Clerk advised to contact the handyman to request this. ***A/P250701 refers***
- Bench outside the village hall is showing signs of wear and needs reproofing. Clerk to contact the handyman to assess this. ***A/P250702 refers***
- Whoever has tidied up the books in the bus shelter has done a good job.
- Could the Parish council consider the provision of a general notice board that all could access.
- Village Hall is 100 years old next year
- Consideration for a community hub in the winter

***Meeting was resumed at 19.38pm***

## 6. WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS (IF PRESENT): None present

## 7. COUNCILLOR VACANCY – meeting suspended at 19.40pm

Both candidates gave supporting statements on why they had applied and what they could offer as a Parish councillor. Both were asked what their priorities would be for the first 6 months if they were successful at being co-opted onto the Parish council. Both gave a compelling response. Cllr Bartleet thanked both for submitting their application and advised that councillor vacancies do occur frequently and there would likely be another opportunity in the future for the unsuccessful candidate. Eligible Councillors then took a vote with a majority voting in favour of Yvonne Marriott. On that basis Yvonne Marriott was duly elected and took her place at the Parish council meeting. The Parish council thanked the unsuccessful candidate for their application. They left the meeting at 19.55pm.

***The meeting was resumed at 19.56pm***

## 8. ROLES AND RESPONSIBILITIES:

- Vice Chairperson: No-one proposed a vice chairperson. Clerk advised it was not a pre-requisite and it was agreed to monitor this over the coming months
- Allotments: Cllrs Hill and Marriott
- PROW Inspections: Cllrs Frost, Warnes and Hill
- Maintenance Contract: Cllr Frances
- Website: Cllrs Warnes and Hubbard
- Social Media: Cllr Frost
- Village Hall: Cllr Hubbard proposed that this should be a formal sub-committee as there is no longer a Village Hall management committee and the responsibility for the Village Hall has now

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defaulted to the Parish council. This was seconded by Cllr Warnes and it was agreed that Cllrs Frances, Warnes, Frost and Hubbard convene a sub committee for the Village Hall.

- HFRG: Cllrs Frost, Hubbard, Frances, Hill and Warnes.

The clerk advised that she would draw up a document detailing the objectives of each of the R&R areas and would also share the policy on social media. **A/P250703 refers.**

Decision needed on PROW scheme. No support from councillors in participation of such a scheme

9. **PROPOSED VILLAGE EVENT:** Cllr Hubbard proposed that this should be tagged onto the village event for June 16<sup>th</sup> 2026; all agreed. Planning would therefore start in January 2026 with the idea being to show case the work of the Parish council in improving the village for the benefit of the residents. This would include potential village hall expansion, involvement of other key groups in the village and ideas on S106 spend which needed to be evidenced imminently. Discussion on the possibility of a new village hall and how that could be achieved. It was mentioned that this had previously been looked at and the clerk was asked to revisit the archives for any potential plans for a new village hall. **A/P250704 refers**

10. **PLANNING MATTERS:** No decisions needed – Applications as detailed on the agenda for information only.

11. **CLERKS REPORT:**

- UKPN wayleave agreement. No update on action point 240408. Clerk asked councillors if they wanted her to pursue directly with UKPN. All unanimously agreed. **A/P250705 refers**
- Allotment inspection had been carried out. 3 plots dug and covered, 2 in an untidy condition. Clerk advised that she had written to both and had received responses indicating that the plots would be tidied up.
- Parsonage court development. A resident had complained about the untidy state of the northern end of the site which should be landscaped by the developers as part of the conditions of the planning application. Clerk advised that, yet again, a referral had been made to the Planning enforcement officer.
- The hedge on the junction of Chappel/Earls Colne Road has now been cut back by the current owners – Mersea Homes.
- Internal audit of the 24/25 accounts for the Parish council had now been concluded and the accounts have now been filed with the external auditor.
- ROSPA have completed their inspection of the play area on the HFRG and have sent in their report. No significant concerns were raised and the report is now with the handyman to act on the minor issues identified.
- The application for consideration for solar panels for the Village Hall was submitted too late. However, the Parish council will be contacted on the next round of this initiative.
- The previous clerk is now returning any Parish council mail sent to his address as “not known at this address” This was agreed as the best way forward in ensuring that all future correspondence is addressed to the Parish council address which is now the Village Hall. Blackrock investments have already done this.
- A complaint had been received about a resident who may have been burning toxic waste. Should the clerk advise the complainant to contact the city council as per government guidelines or forward the complaint onto CCC for them to act. All agreed in favour of forwarding onto the CCC and advising the complainant of the action taken. **A/P250706 refers.**
- Quick update on the defib training. Despite publicising on social media, R&A, and the Parish council webpage only 2 residents had expressed interest in the training.

12. **FINANCIAL MATTERS**

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The list of payments to be authorised for July was presented. Total payments for approval as per the July agenda was £5752.60 of which £691.40 was VAT. There were two late submissions which were not shown on the May agenda. These were JPB grass cutting of £528.00 and the agreed advance payment of £154.00 (see action point 4) Total comprised of: -

- Clerks' salary - £461.80
- HMRC - £115.40 (PAYE)
- Donation community allotment - £230.00
- Donation PCC - £500.00
- JPB Grass cutting \_ £528.00 of which £88.00 was VAT

Total £1307.20 as per May agenda plus late submission of 4 invoices totaling £912.00 of which £152.00 was VAT. These late submissions were

- Invoice 4105 Guildhall services - £306.00
- Invoice 4106 Guildhall services - £288.00
- Invoice 4107 Guildhall services - £54.00
- JPB landscapes grass cutting contract - £264.00

This gave an overall value of payments to be authorised of £6,664.60. The resultant balance, as of 8<sup>th</sup> July 2025 (date of meeting), after all items have been paid is Community account is DR -£6,663.76 and the Business Premium account balance is CR £41,842.97.

The bank reconciliation statement was signed off by the Chair in evidence. A transfer of £6670.00 from the business account to the community account to facilitate payments was agreed.

**13. GRANTS/FUNDING:** The locality fund is now open for requests for funding. All agreed that the clerk should obtain costings for speed limiters and submit for consideration to the locality budget. The REPF funding scheme is now also available and Cllr Warnes proposed that an application for funding for the provision of adult exercise equipment on the HFRG should be made. This was seconded by Cllr Hubbard and all voted in favour with Cllr Frances agreeing to make the application. *A/P250707*

**14. HFRG:** Consideration for adult exercise equipment – covered under 13.

**15. MAINTENANCE CONTRACTOR:** The handyman had put forward a proposal for the ongoing maintenance of the grass bank located in The Street. This was to protect the snowdrops that had been planted by residents of the village. All agreed to the proposal and the clerk was instructed to confirm this with the handyman. *A/P250708 refers*

**16. SEEKING COMMUNITY SUPPORT 20MPH SPEED LIMIT:** Participation in the initiative proposed by Cllr Warnes and seconded by Cllr Hill. All agreed that resident views should be sought and the clerk was asked to put an article in the July edition of the R&A for that purpose. *A/P250809 refers*

**17. ANY OTHER BUSINESS AND ITEMS FOR FUTURE AGENDA:**

- Cllr Warnes advised that there is a planned “fly past” of a Lancaster Bomber to mark the one-year anniversary of the Lancaster Memorial sited on America Road. This will take place on Saturday 20<sup>th</sup> September and will be advertised in the R&A
- Cllr Hubbard asked about the frequency of tree surveys and the clerk was asked to check.

*A/P250710 refers*

**18. PERSONNEL MATTERS – EXCLUSION OF PRESS AND PUBLIC:** None

There being no further matters the meeting concluded at 9.10pm

Next meeting to be held on Tuesday 12<sup>th</sup> August at 7.30pm