

# GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 13th May 2025 at 7.20pm. Present: Cllr Frances (Chair), Cllr Warnes, Cllr Bartleet, Cllr Frost, and Clerk Adele Warnes. No members of the public were in attendance

## ANNUAL PARISH COUNCIL MEETING

1. **APOLOGIES FOR ABSENCE:** Cllr Hubbard and Hill. Councillor Sunnucks. Apologies accepted
2. **ELECTION OF CHAIR PERSON:** Cllr Frances was proposed by Cllr Warnes and seconded by Cllr Frost. All present voted in favour of the nomination and Cllr Frances was duly elected Chairperson and took the chair.
3. **ELECTION OF VICE CHAIR PERSON:** All agreed to defer this to the next meeting when all councillors would be in attendance.
4. **ROLES AND RESPONSIBILITIES:** Cllr Warnes advised that he would like to see some assignment of roles and he asked that it was deferred to the next meeting when all councillors present. All agreed that it should be added to the agenda for the next ordinary parish council meeting.
5. **REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES:** All agreed to re-adopt the procedures and policies of the Parish council.
6. **AOB:** None

There being no further business the Annual Parish council meeting closed at 7.35pm

## ORDINARY PARISH COUNCIL MEETING opened at 7.35pm

1. **APOLOGIES FOR ABSENCE:** Cllr Hill and Hubbard. Apologies accepted
2. **DECLARATION OF INTERESTS:** Cllr Bartleet – Item 7 planning matters.
3. **CONFIRMATION OF MINUTES OF THE LAST PARISH COUNCIL MEETING:** The minutes of the last parish council meeting of Tuesday 15<sup>th</sup> April 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. A quote has been received from Majestic Metals for £125.00 plus VAT plus £4.00 postage and packing. All agreed to proceed with this quotation and the clerk was advised to arrange. Ongoing  
250303 – Perimeter wall Village Hall. Cllr Warnes advised that the quote had been withdrawn as the contractor had retired. Action ongoing.  
240911 – Footpath Brook Road. Has been put forward for June submissions but will wait an update from Cllr Barber. Action ongoing
5. **PUBLIC QUESTIONS AND STATEMENTS:** No members of the public in attendance
6. **WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS (IF PRESENT):**

Cllr Barber attended the meeting at 8.15pm and gave his update

- Local Plan. Following a meeting a vote had been taken not to put the plan forward for consultation. This was because there was no acceptable infrastructure plan in place. It is hope to see the proposals for infrastructure by the end of the year.
- No news on A12 currently.
- Cllr Barber was asked about proposed housing on Earls Colne golf course. Cllr Barber was not aware of this.

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- A question was asked about development of greenfield sites as part of the local plan. If alternative brownfield sites could be identified, would that be a valid objection to any proposed building on a greenfield site. Cllr Barber advised it would be a good idea to submit ideas/alternative to CCC now if opportunities exist.
- CCC must build 1400 homes per year.
- Cllr Barber will contact the PC about future discussions on local government reform.
- Update on footpath on Brook Road. All decisions for funding of repairs etc. currently suspended; maybe a consideration for the June round.
- Footpath no 16 – No update but will pursue.

***Cllr Barber left the meeting at 8,32pm***

## **7. PLANNING MATTERS: Applications submitted**

- **250773** – Application for a variation of condition 7 and 8 following a grant of planning permission 232892, Abrahams Farm, Flories Road, CO6 1AU. All agreed (exception Cllr Bartleet who was exempt from the vote) that no comment was needed by the Parish council.

## **8. CLERKS REPORT:**

- Have now advertised for a new councillor via co-opt process. Closing date 16<sup>th</sup> May
- A complaint has been received from a resident regarding farm machinery and heavy vehicles from the development site speeding through the village. The council asked that the clerk send a courtesy email to the local farmers asking them to be mindful of their speed through the village.
- A meeting had been held with Mersea Homes who confirmed that no contractors would start work before the agreed times as detailed in the planning application. Also, confirmation received that Mersea Homes owned the property on the junction of Chappel and Earls Colne Roads and that they would cut the boundary hedge after bird nesting season.
- Clerk not available for the meeting in May and a proposal was put forward to either defer to July meeting or rearrange for 23<sup>rd</sup> June, or 17<sup>th</sup> June at Aldham village hall. For consideration by councillors.
- S106 wish list - Items submitted to date. All weather walking track on HFRG, more benches around the village, adult exercise equipment, speed limiters throughout village, community bus/better transport links, community shop and new village hall located on HFRG. It was agreed by councillors that a meeting should be held in the autumn to gain more engagement from residents of the village.

## **9. FINANCIAL MATTERS:** The list of payments to be authorised for May was presented. Total payments for approval as per the May agenda was £1307.20 of which £0.00 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

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- JPB Grass cutting \_ £528.00 of which £88.00 was VAT  
Total £1307.20 as per May agenda plus late submission of £528.00 = £1835.20.
- The resultant balance, as of 13<sup>th</sup> May (date of meeting) after all items have been paid is Community Account CR -£1,818.79 and the Business Premium account balance is CR £46,558.82. The bank reconciliation statement was signed off by the Chair in evidence. A transfer of £1800.00 from the business account to the community account to facilitate payments was also authorised. The clerk was also given authority to make the payment of £154.00 to Majestic metals and transfer a further £180.00 to facilitate this payment.
- The RFO presented the annual accounts for the year ended 31<sup>st</sup> March 2023. These accounts showed total income of £38,834.25, total payments of £21,527.12 (net expenditure £20,063.71 plus VAT of £1,463.41), bank balances of 35,433.89 and capital reserves of £122,925.00. It was agreed that the accounts be accepted and the accounts were signed by the Chair and the Clerk. It was agreed that the internal auditor audit these accounts before the details are submitted to the external auditor
- The annual Governance and Accountability Return (AGAR) is submitted online when the internal auditors 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 Chair and the Clerk were authorised to sign section 1.
- Section 2 of the AGAR being the accounting statements were then considered and approved by the Council and the chair and clerk were 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.
- The clerk advised that the annual insurance policy was due for renewal on 1<sup>st</sup> June 2025 and was on an agreed 3-year term. The cost for 2025/2026 is £1,277.65

## **10. HFRG:**

- Zip wire inspection and tensioning. All agreed to the quote of £590.00 plus VAT submitted by HAGS. The clerk will advise HAGS to commence the work.
- Small play area gate. Cllr Frost had obtained 3 quotes for the replacement of the two gates and a proposal was put forward and seconded to accept the quote of £2735.00 with the majority voting in favour. Cllr Frost will advise the contractor to complete the work.
- Consideration for adult exercise equipment bumper pack at £9,900.00. All agreed that it was a good proposal but needed further exploration. The clerk advised that Boxted Parish council had purchased this equipment and all agreed to explore further by looking at the equipment at Boxted and other proposals and bringing back to the next Parish council meeting.

**11. VILLAGE HALL:** A high-level quote had been received for the provision of solar panels to the VH roof. All agreed to proceed to the next stage which would involve a detailed review of the site and an initial cost of £150.00.

**12. MAINTENANCE CONTRACTOR:** No update

**13. ALLOTMENTS:** It was reported that the allotment holders who attended the allotment meeting did not wish to set up an allotment association.

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

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- Working party to organise an open event for the Village in the autumn (see item 8).
- Roles and responsibilities to be determined

**15. PERSONNEL MATTER – EXCLUSION OF PRESS AND PUBLIC:** None

There being no further business the parish council meeting was closed at 21.15pm

Next meeting to be held on a date determined in June that is acceptable to all.