

# *Great Tey Parish Council*

Agenda for the Parish Council  
meeting held

at

Great Tey Village Hall

dated

Tuesday 17<sup>th</sup> March

2026

at 7.30pm



# Great Tey Parish Council

Members of the Council are hereby summoned to attend the Parish Council meeting being held at Great Tey Village Hall, on Tuesday 17<sup>th</sup> March 2026 at 7.30pm.  
Members of the press and public are welcome to attend.

## Agenda

1. **Apologies for Absence:** Council members are required to forward their apologies to the Clerk ahead of the meeting. *LGA 1972, s.85(1): Failure to attend meetings for six consecutive months without valid reason may result in disqualification.*
2. **Disclosure of Pecuniary Interests:** Council members to identify any item on the agenda that they have a connection to, as introduced through the Localism Act 2011. Failure to do so could result in a fine and a ban. *LGA 1972, s.117(2): Members must declare direct or indirect pecuniary interests.*
3. **Minutes of Previous Meeting:** To approve the minutes of the meetings held on 17<sup>th</sup> February 2026. *LGA 1972, Sch 12, para 41(1): Minutes must be signed as a true record.*
4. **Public Questions (15 Minutes Allowed.):** Members of the public in attendance may ask the Parish Council a question. Following this item, members of the public are welcome to observe the rest of the meeting but are asked to remain silent. Any question that requires a Council decision must be added to a future agenda. *LGA 1972, s.100B(4): Public questions are permitted but any matter requiring Council decision must be placed on a future agenda.*
5. **Report from County Councillor: (10 Minutes Allowed.)**
6. **Report from City Councillors: (10 Minutes Allowed.)**
7. **Planning Applications:** *LGA 1972, Sch 1, para 8:* Powers related to town and country planning.
  - a) **Applications:** *Any applications received after the agenda has been published will be included for consideration at the Parish Council Meeting.*

Application Number & Date Received	Address	Request
<u>260326</u> 06/03/2026	The Red House, Brook Road, Great Tey Colchester CO6 1JG	Proposed single storey rear extension and part conversion of existing integral garage.
<u>260307</u> 23/02/2026	The Old Vicarage, Chappel Road, Great Tey Colchester CO6 1JQ	Fell Holly to stop damage to neighbours wall

- b) **Determinations:** *Any determinations received after the agenda has been published will be included for consideration at the Parish Council Meeting.*
8. **Accounts:**
  - a) Banking Reconciliation: Two Non-Banking Signatories are to review and authorise the banking reconciliation for February 2026.
  - b) Payment Schedule: Two Non-Banking Signatories to review and authorise the proposed payment schedule for March 2026. *LGA 1972, s.150:* Council's authority to approve accounts and financial matters.
9. **Review of 2024/2025 Audit:** The Parish Council is requested to review and consider the Internal and External Audit reports for the financial year 2024/2025.
10. **Internal Auditor:** The Parish Council is requested to consider and determine the Parish Clerk's recommendation to appoint Heelis & Lodge as the Council's Internal Auditors.
11. **GDPR UK Training:** The Parish Council is requested to determine which members wish to attend UK GDPR training provided through Nimble in association with the EALC.

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12. **Civility & Respect Pledge:** The Parish Council is requested to review and determine the adoption of the Civility and Respect Pledge.
13. **Noticeboard at Bus Shelter:** The Parish Council is requested to consider and determine whether to install a community noticeboard at the bus shelter opposite the Village Hall.
14. **Clerk's Report:** The Parish Clerk is to report on any relevant correspondence received from residents and to raise matters for consideration at future meetings.
  - **ICO Certificate:** The ICO Certificate has been arranged and purchased to ensure the Parish Council is appropriately registered for data protection purposes.
  - **Essex Records Office:** All historical documents have been transferred to the Essex Records Office for storing.
  - **Skills Matrix:** The scoring criteria for the Skills Matrix will be circulated to the Parish Council in due course to identify training requirements.
  - **Social Media & Website:** The Parish Council is advised that, following the selection and approval of the website and email platforms and associated costs, responsibility for managing the social media and website will rest with the Parish Clerk, with the Chair provided with access credentials.
15. **Councillor's Reports:** An opportunity for each Councillor to note any relevant communications with residents or raise any business that needs to be discussed at a future meeting.

## Private & Confidential Parish Council Meeting

16. **Personnel Committee:** The Parish Council is requested to review and determine the members of the Personnel Committee.
17. **Personnel Committee Terms of Reference:** The Parish Council is requested to review and adopt the terms of reference for the Personnel Committee.
18. **Pension:** In accordance with the terms of the contract, the Parish Council will enrol the Parish Clerk and all future Clerks in the Essex Pension Fund, and members are requested to ratify this decision.
19. **Payroll:** The Parish Council is requested to consider transferring payroll services to DM Payroll.
20. **Policies:** To be reviewed, considered, and formally adopted by the full Council.

Anti-Bullying & Harassment Policy	Internal Controls Policy
Asset Register	Information Technology Policy
Code of Conduct	Privacy Notice
Complaints Policy	Publication Scheme
Data Breach Policy	Retention of Documents and Records
Data Protection Policy	Risk Assessment
Disciplinary Policy	Social Media Policy
Financial Regulations	Standing Orders
Financial Reserves Policy	Subject Access Request
Freedom of Information Policy	Training Policy
Grievance Policy	Website Accessibility Statement
Health & Safety Policy	

21. **Old Laptop - Certificate of Destruction:** Members of the Parish Council are requested to consider and ratify the destruction of the old laptop. All data will be transferred to an external hard drive and securely stored in the cloud, with access restricted to the Parish Clerk and the Chair.

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22. **Maintenance Contract:** The Parish Council is requested to determine whether to initiate a tender for a three-year maintenance contract or to extend the current maintenance contract for a further year, and to review the situation thereafter.
23. **Website gov.uk & Email gov.uk Hosting Platform:** Members are requested to review and consider the quotes obtained for the hosting of the Parish Council's gov.uk website and gov.uk email accounts. The Council is asked to evaluate the proposals based on pricing, service features, security, and ongoing support, and to make a decision on the preferred provider.
24. **Southside Hedge Works Reconsideration:** At the request of three Councillors, and following the provision of additional information, the Council is asked to reconsider the decision made at the February meeting.  
Members are requested to:
- a) Rescind the previous decision relating to the Southside Hedge works; and
  - b) Review the quotations and determine a new course of action.

**Date of next meeting: 21<sup>st</sup> April 2026: Great Tey Village Hall at 7.30pm**

**Closure**

**Lynsey Ritchie-Fagg: Parish Clerk & RFO**

**12<sup>th</sup> March 2026**