

Great Tey Parish Council

Minutes of the
Parish Council Meeting
held at Great Tey
Village Hall dated 17th March 2026
at 7.30pm





Great Tey Parish Council

Minutes of the Parish Council meeting held at Great Tey Village Hall on Tuesday 17th March 2026 at 7.30pm

Minutes

Present: Cllrs T. Frances (Chair), C. Hill, R. Bartleet, R. Frost, Y. Marriott, A. Warnes.

Also Present: L. Ritchie-Fagg (Parish Clerk & Responsible Financial Officer) and two Members of the Public.

The meeting was opened at 7.30pm by Chair Cllr T. Frances.

1. **Apologies for Absence:** No apologies for absence were received.
2. **Disclosure of Pecuniary Interests:** No pecuniary or other interests were declared at the meeting.
3. **Minutes of the Previous Meeting:** The minutes of the meeting held on 17th February 2026 were duly signed as a true and accurate record by the Chair Cllr T. Frances. Proposed: Cllr Y. Marriott, Seconded: Cllr C. Hill. (LGA 1972, Sch. 12, Para. 41(1))
4. **Public Questions:** Any matters requiring a Council decision must be added to a future agenda, in accordance with LGA 1972, s.100B(4).
 - A member of the public reported that the Village Hall Manager responded promptly to a boiler issue. They also commented that the teapot in the hall is in poor condition and should be cleaned or replaced.
 - A member of the public enquired about any planned celebrations for the Village Hall's 100th anniversary. Cllr T. Frances advised them to contact the Village Hall Manager for further information.
 - A member of the public raised concerns about potholes on Brook Road and Great Tey Road. The Parish Clerk advised that these should be reported to Colchester City Council and confirmed they would also log the issue.
5. **Report from County Councillor:** There were no County Councillors in attendance.
6. **Report from City Councillor:** There were no City Councillors in attendance.
7. **Planning Applications:** LGA 1972, Sch 1, para 8: Powers related to town and country planning.

a) **Applications:**

Application Number & Date Received	Address	Request	Comments:
<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.	No Objections.
<u>260307</u> 23/02/2026	The Old Vicarage, Chappel Road, Great Tey Colchester CO6 1JQ	Fell Holly to stop damage to neighbours wall	Observation: Replace the Holly with a new tree to ensure conservation and biodiversity are being followed.

b) **Determinations:** No Determinations received.

8. **Accounts:** LGA 1972, s.150: Council's authority to approve accounts and financial matters.

- a) Banking Reconciliation: Two Non-Banking Signatories reviewed and authorised the banking reconciliation for February 2026. Proposed: Cllr C. Hill, Seconded: Cllr R. Frost.
- b) Payment Schedule: Two Non-Banking Signatories reviewed and authorised the proposed payment schedule for March 2026. Proposed: Cllr C. Hill, Seconded: Cllr R. Frost.

9. **Review of 2024/2025 Audit:** The Parish Council considered the observations and recommendations outlined in both the Internal and External Audit reports for the 2024/2025 financial year. During the discussion, Members noted that several comments within the final audit certificate would benefit from further clarification to ensure



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Tuesday 17th March 2026 at 7.30pm

a full understanding of the issues raised and any implications for the Council's financial procedures and governance. It was therefore agreed that additional feedback should be sought to expand on the points highlighted in the final certificate. The Parish Clerk was tasked with contacting PKF Littlejohn to request more detailed explanations and, where applicable, guidance on any recommended actions. The Clerk will report back to the Council with the findings in due course for further consideration and any necessary follow-up actions.

10. **Internal Auditor:** The Parish Council authorised the Parish Clerk's recommendation to appoint Heelis & Lodge as the Council's Internal Auditors. Proposed: Cllr Y. Marriott, Seconded: Cllr C. Hill.
11. **GDPR UK Training:** The Parish Council confirmed Cllrs R. Bartleet, T. Frances, A. Warnes, Y. Marriott and C. Hill along with the Parish Clerk, would like to undertake the UK GDPR training provided through Nimble in association with the EALC. The Parish Clerk will arrange the booking form with the EALC and request access to the training.
12. **Civility & Respect Pledge:** The Parish Council review and unanimously agreed to the adoption of the Civility and Respect Pledge. Proposed: Cllr R. Frost, Seconded: Cllr Y. Marriott.
13. **Noticeboard at Bus Shelter:** The Parish Council requested for the Parish Clerk to seek quotes for the installation of a community noticeboard at the bus shelter opposite the Village Hall.
Item moved to April Agenda.
14. **Clerk's Report:**
 - **ICO Certificate:** The Parish Council has now been successfully registered with the Information Commissioner's Office, and the ICO Certificate has been obtained. This ensures the Council remains compliant with current data protection legislation and fulfils its statutory obligations.
 - **Essex Records Office:** All relevant historical Parish Council documents have been securely transferred to the Essex Records Office for long-term preservation and safekeeping, ensuring appropriate archival storage and future accessibility.
 - **Skills Matrix:** The scoring criteria for the Parish Council's Skills Matrix will be circulated to Members in due course. This will support the identification of any gaps in knowledge or expertise and help inform future training and development requirements.
 - **Social Media & Website:** Following the selection and approval of the Parish Council's website and email platforms, including the associated costs, overall responsibility for the management and maintenance of the website and social media accounts will sit with the Parish Clerk. The Chair will also be granted access credentials to ensure appropriate oversight and continuity.
15. **Councillor's Reports:**
 - Cllr A. Warnes highlighted a mound of earth which, has appeared at the speculative planned development site located at the junction of Earls Colne Road with Chappel Road. Cllr A. Warnes is to share a photograph with the Parish Clerk who will make enquiries with Colchester City Council and Mersea Homes.

Cllr T. Frances closed the open Parish Council meeting at 20.32pm.

Private & Confidential Parish Council Meeting

16. **Personnel Committee:** The Parish Council determined the members of the Personnel Committee to be:
 - Cllr R. Bartleet
 - Cllr C. Hill
 - Cllr R. Frost

Cllr T. Frances can attend any meetings and will determine the dates for the meetings to take place between the Parish Clerk and the Personnel Committee.



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Minutes of the Parish Council meeting held at Great Tey Village Hall on
Tuesday 17th March 2026 at 7.30pm

- 17. Personnel Committee Terms of Reference:** The Parish Council reviewed and adopted the terms of reference for the Personnel Committee. Proposed: Cllr C. Hill, Seconded: Cllr Y. Marriott.
- 18. Pension:** The Parish Council unanimously agreed, 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. Proposed: Cllr R. Bartleet, Seconded: Cllr Y. Marriott.
- 19. Payroll:** The Parish Council ratified transferring payroll services to DM Payroll and for the Parish Clerk to enquire costs for Village Hall employees to be added to the new payroll platform. Proposed: Cllr R. Bartleet, Seconded: Cllr C. Hill.

Item moved to April Meeting.

- 20. Policies:** The following policies were adopted by the Council. Proposed: Cllr R. Frost, Seconded: Cllr C. Hill.

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

- 21. Old Laptop - Certificate of Destruction:** The Parish Council approved for 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. Proposed: Cllr R. Bartleet, Seconded: Cllr R. Frost.
- 22. Maintenance Contract:** The Parish Council determined to extend the current maintenance contract for a further year, should the current contractor wish, to continue for 1 year. The contract will be reviewed over the next financial year, with a consideration to tender the contract for 3 years in 2027. The Council were unanimous in their decision.
- 23. Website gov.uk & Email gov.uk Hosting Platform:** The Council reviewed and considered the quotes obtained for the hosting of the Parish Council's gov.uk website and gov.uk email accounts. The Council requested for the Parish Clerk to obtain further details relating to the costs of the email hosting. The Council has determined in principle to move across to a gov.uk website and email based on pricing, service features, security, and ongoing support, and to make a decision on the preferred provider within the next month. Proposed: Cllr Y. Marriott, Seconded: Cllr C. Hill.
- 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. Proposed: Cllr A. Warnes, Seconded: Cllr Y. Marriott.
 - b) Re-review the quotations and agreed unanimously to the contract being awarded to Bowman. The Parish Clerk will liaise with the contractor to advise of the decision and Cllr T. Frances will assist the Parish Clerk of the addresses required to be notified of the works to be undertaken, near to their properties. Proposed: Cllr A. Warnes, Seconded: C. Hill.



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Action Points Arising from the Meeting:

Minute Item	Minute Heading	Action	Responsible Person(s)	Deadline / Timescale
5	Public Questions	Clean or replace the teapot in the Village Hall following public comment.	Parish Clerk to liaise with Village Hall Manager	Before next meeting (21 April 2026)
5	Public Questions	Report potholes on Brook Road and Great Tey Road to Colchester City Council.	Parish Clerk	As soon as possible; update at next meeting
9	Review of 2024/2025 Audit	Seek further clarification and guidance on audit observations from PKF Littlejohn.	Parish Clerk	Report back to a future meeting
11	GDPR UK Training	Arrange UK GDPR training with EALC and complete booking process.	Parish Clerk	Prior to 31 st March 2026
13	Noticeboard at Bus Shelter	Obtain quotes for installation of a community noticeboard.	Parish Clerk	Deferred to April 2026 meeting
14	Clerk's Report – Skills Matrix	Circulate Skills Matrix scoring criteria to Members.	Parish Clerk	In due course
14	Clerk's Report – Social Media & Website	Manage website and social media; provide Chair with access credentials.	Parish Clerk (primary), Chair (oversight)	Ongoing; access to be granted promptly
15	Councillor's Reports	Provide photograph of earth mound at development site.	Cllr A. Warnes	As soon as possible
15	Councillor's Reports	Make enquiries with Colchester City Council and Mersea Homes regarding development site.	Parish Clerk	Following receipt of photograph
17	Personnel Committee	Determine dates for Personnel Committee meetings.	Cllr T. Frances (Chair)	In coordination with Parish Clerk; dates TBC
19	Payroll	Enquire about costs for adding Village Hall employees to payroll system.	Parish Clerk	Deferred to April 2026 meeting
21	Old Laptop – Certificate of Destruction	Transfer data to secure storage and arrange destruction of old laptop.	Parish Clerk (with Chair oversight)	As soon as practicable
22	Maintenance Contract	Review maintenance contract and consider tender process for 2027.	Parish Council	During 2026/27 financial year
23	Website & Email Hosting (gov.uk)	Obtain further details on email hosting costs and report back.	Parish Clerk	Within one month (by April meeting)
24	Southside Hedge Works	Liaise with contractor (Bowman) and confirm arrangements.	Parish Clerk	As soon as possible
24	Southside Hedge Works	Provide addresses of residents to be notified of works.	Cllr T. Frances	Promptly to support works

Cllr T. Frances closed the Private & Confidential Parish Council meeting at 21.33pm.



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Date of next meeting: 21st April 2026: Great Tey Village Hall at 7.30pm

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO

12th March 2026

Appendix:

<u>Bank Reconciliation</u>	31/01/2026	28/02/2026
Community Account	£7,217.86	£5,403.92
Business Account	£18,595.24	£18,595.24
Total	£25,813.10	£23,999.16

Payment Schedule:

Bank Payments

<u>Date to be Paid</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
17/03/2026	Staff	£1,583.16	Salary
17/03/2026	Staff	£159.68	Expenses
17/03/2026	HMRC Cumbernauld	£748.93	P30 Month 12
17/03/2026	HMRC Cumbernauld	£416.57	NIC - Employer Months April-Feb 2025-2026
17/03/2026	Guildhall Services	£168.00	Invoice 4130
17/03/2026	Dunmow Training Ltd	£30.00	SI-81
17/03/2026	Dunmow Training Ltd	£15.00	SI-102
	Total Bank Payments	£3,121.34	

BACS

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
16/03/2026	Information Commissioners Office (ICO)	£47.00	ICO Certificate 2026
	Total BACS payments	£47.00	