

Great Tey Parish Council

Agenda for the Parish Council
meeting held

at

Great Tey Village Hall

dated

Tuesday 21st April

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 21st April 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 17th March 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
260555: Certificate of Lawful Use	Forresters Farm, Lamberts Lane, Great Tey, Colchester, CO6 2LE	Application for a Lawful Development Certificate for an Existing Use -The occupation of the dwelling house without complying with the agricultural occupancy condition being condition 1 to planning permission reference COL/1211/84 dated 15 October 1984
260583: Listed Building	Tey House, The Street, Great Tey, Colchester, CO6 1JU	Internal secondary glazing windows to be added inside to existing wooden vertical sliding sash single glazed windows.
260516	Apex Lodge, Great Tey Road, Little Tey, Colchester, CO6 1HZ	Two new proposed 4 bed houses placed within the existing street scene along Great Tey Road together with the construction of a new footpath linking up to the existing footpath

- b) Determinations:** *Any determinations received after the agenda has been published will be included for consideration at the Parish Council Meeting.*

Application Number & Date Received	Address	Request
260569: Agricultural Determination – Application Valid	Land At Brook Road, Great Tey Colchester	Application to determine if prior approval is required for a proposed: Erection of a Building for Agricultural. The Town and Country Planning(General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 6 - Dutch Barn - open sided to
260217: Decision Issued: Refused	The Laurels, Chappel Road, Great Tey Colchester CO6 1JR	Removal of 'Marshalls Bungalow' and erection of replacement bungalow.

- 8. Norwich to Tilbury – National Grid:** The Council are to determine actions following recent email communication received.

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9. **Colchester Local Plan:** Updates to be shared by Cllrs T. Frances & A. Warnes in relation to PP36.
10. **Braintree Local Plan:** Updates to be shared by Cllr T. Frances.
11. **EALC/NALC Subscription:** The Council are to determine the renewal of the membership with the EALC/NALC.
12. **Accounts:**
 - a) **Banking Reconciliation:** Two Non-Banking Signatories are to review and authorise the banking reconciliation for March 2026.
 - b) **Payment Schedule:** Two Non-Banking Signatories to review and authorise the proposed payment schedule for April 2026. LGA 1972, s.150: Council's authority to approve accounts and financial matters.
13. **Barclays Banking:** The Council are to determine moving from Barclays Bank to Unity Trust, due to not being able to allow authorisation by two signatories.
14. **Review of Village Hall Boiler Replacement Expenditure and Resolution for Reimbursement:**
 - a) To note the absence of a formal resolution or budget allocation for the Village Hall boiler replacement.
 - b) To agree to accept reimbursement from the Village Hall charity for the payment made by the Parish Council.
 - c) To ensure that proper financial practices are followed in the future, including clear separation of funds between the Parish Council and the Village Hall charity.
 - d) To formally acknowledge the need for a resolution in future cases to ensure that Parish Council contributions to Village Hall charity assets are appropriately authorised, lawful, and recorded in the minutes.
15. **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.
16. **Policies: The following policies are to be reviewed and adopted by the Council.**
 - Communications Policy
 - Co-Option Policy
 - Councillor Privacy Notice
 - Data Protection Road Map
 - Data Security Policy
 - Equality and Dignity Policy
 - Equality and Diversity Policy
17. **Noticeboard at Bus Shelter:** The Council are to determine the quotes and determine action.
18. **Essex Safer Speed Strategy:** The Parish Clerk is to open the discussion with the Council.
19. **Allotments:**
 - a) **Water Leak:** The Council are to open discussion regarding the water at the Allotment Site, is there a potential leak and actions moving forward.
 - b) **National Allotment Society:** The Parish Clerk is to open discussion with the Council to determine action.
20. **Laptop Asset Review:** The Parish Council are to determine the purchase of a new laptop and two external hard drives.
21. **Clerk's Report:** The Parish Clerk is to report on any relevant correspondence received from residents, actions completed and to raise matters for consideration at future meetings:
 - **Essex Records Office (ERO):** All historical documents have been transferred to the Essex Records Office for storing and a full list will be shared in due course, once the official receipt is received after the documents have been archived. I hold a list currently and will cross reference this against the ERO prior to sharing with the Council.
 - **RoSPA Inspection:** The Inspection is due to take place within the next 6-8 weeks.
 - **Corner of Colchester Road and Earls Colne Road, Great Tey:** Planning Inspector from CCC is due to visit the site, as Mersea Homes have confirmed the mound is to be used within open space on the site and for gardens, when the development is progressed. Currently, there is no planning application for the site. Further details will be shared when received.
 - **Barclays Bank Account Access:** The council are to note the Parish Clerk has access to Barclays and the primary contact has been amended from Cllr A. Warnes to the Parish Clerk.
 - **Barclays Address Change:** The Council are to note the address for Barclays has been changed from the Clerk from over 2 years ago to the address of the Village Hall.

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- **Allotment Document Review:** The Parish Clerk will be undertaking a document review of the Allotment Site and propose changes in due course.
 - **Communication with Allotment Holders:** The Parish Clerk has advised the tenants that she is their new contact and if they have any queries to communicate via the Parish Clerk email address..
 - **Laptop used up to March 2024 & Hard Drive:** The Council are to note the laptop used prior to March 2024 has been backed up to an External Hard Drive and the laptop has been securely destroyed. The Laptop hard drive has been sent to Send & Destroy who will release a Certificate of Destruction in due course.
 - **Information Commissioner's Office:** There is currently a review with the ICO due to a potential breach of personal data – further information will be shared once, the review has been completed.
22. **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.

Date of next meeting: 19th May 2026: Great Tey Village Hall at 7.30pm

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO

16th April 2026