

Great Tey Parish Council

Agenda for the
Annual Meeting of the Parish
Council

meeting held

at

Great Tey Village Hall

dated

Tuesday 19th May

2026

at 7.15pm



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 19th May 2026 at 7.15pm. Members of the press and public are welcome to attend.

Agenda

1. **Election of Chair:** Council to consider and elect a Chair for the Municipal Year 2026/2027.
2. **Declaration of Acceptance:** To receive the Chair's Declaration of Acceptance of Office.
3. **Election of Vice Chair:** Council to consider and elect a Vice Chair for the Municipal Year 2026/2027.
4. **Declaration of Acceptance:** To receive the Vice Chair's Declaration of Acceptance of Office.
5. **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.*
6. **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.*
7. **Co-Option:** To receive and consider applications for co-option to the Parish Council following the casual vacancy, and to resolve on the appointment of a Parish Councillor.
8. **Public Questions:** 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.*
9. **Report from County Councillor:** (10 Minutes Allowed.)
10. **Report from City Councillor:** (10 Minutes Allowed.)
11. **Minutes:** *LGA 1972, Sch 12, para 41(1): Minutes must be signed as a true record.*
 - a) To approve the amended minutes of the meetings held on 17th March 2026:
 - b) To approve the Minutes of the meetings held dated 21st April 2026.
12. **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
260774 29/04/2026	1 New Cottages, Brook Road, Great Tey Colchester CO6 1JG	This is a Walnut tree that needs to be cut back as its grown up to high and could cause damage if branches fall onto cars on driveway, also due to the close proximity of the drains, it will help keep the roots from spreading and causing damage to the drain.
260666 28/04/2026	The Old Rectory, Great Tey Road, Little Tey Colchester CO6 1JA	Installation of one Hypervolt Home 3 Pro EV charger mounted on a free-standing post within the existing gravel parking area; and installation of associated low-level external cabling enclosed in conduit fixed along the base/plinth zone.
260657 22/04/2026	Land at, Earls Colne Road, Great Tey	Outline planning application for up to 150 no. residential dwellings, public open space, landscaping, a new vehicular access and all other associated works. All Matters Reserved, except access.

Great Tey Parish Council

- b) **Determinations:** Any applications received after the agenda has been published will be included for consideration at the Parish Council Meeting.
- 13. Budget Review:** To consider and approve the Council's budget for 2026/2027 and confirm the associated precept requirement, in accordance with the Local Government Finance Act 1992.
- a) The Council are to review and adopt the Council's budget as proposed in January 2026.
 - b) The Council are to consider projected expenditure, anticipated financial commitments, and proposed recommendations for inclusion within the 2027/2028 budget setting process and future precept considerations.
- 14. Accounts:** LGA 1972, s.150: Council's authority to approve accounts and financial matters.
- a) Banking Reconciliation: Two Non-Banking Signatories are to review and authorise the banking reconciliation for April 2026.
 - b) Payment Schedule: Two Non-Banking Signatories to review and authorise the proposed payment schedule for May 2026.
 - c) VAT Reclaim 2025-2026: Two Councillors to review and authorise the VAT Reclaim for 2025-2026.
 - d) Grant Funding Request: Round & About Grant Request for 2026/2027.
 - e) RCCE Joint Membership: £48.60 Additional Payment required to allow for the combined Dual Membership with the Village Hall.
- 15. Internal Audit 2025/2026:** The Internal Audit AGAR (Annual Governance and Accountability Return) documentation has been compiled and completed to the best of the Parish Clerks knowledge and understanding. All of the documents will be sent to the Internal Auditor following the signature of the Chair.
- a) To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2025/2026.
 - b) To approve and sign the Accounting Statements (Section 2) of the AGAR for 2025/2026.
 - c) To note the dates of the period for the exercise of public rights as 3rd June to 14th July 2026.
- 16. Website gov.uk & Email gov.uk Hosting Platform:** The Council resolved to develop a matrix of questions to ensure comprehensive information is obtained regarding the hosting platform. The Parish Clerk has requested assistance from the Council in formulating this list, and Cllrs R. Frost and A. Warnes have agreed to contribute. Additionally, it was noted that further quotations should be sought, as one provider did not offer any cost reductions for email hosting. The Parish Clerk reported that an approach was made to another company; however, no quote or response has been received to date.
- 17. Write-Off of Laptop Purchased March 2024:** The Council are to consider and approve the write-off of the council laptop purchased in March 2024, following confirmation that the device was disposed of at the local refuse centre, and to update the council's asset register accordingly.
- 18. Policies:** To consider the review of Parish Council policies and resolve to adopt them as appropriate.

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

Great Tey Parish Council

19. **Appointment of Representatives:** Council to consider and appoint Councillors a local commodity to monitor and report upon and for an Internal Controls Representative to be selected:

Litter Representative:

Trees:

Internal Controls:

Playground:

Allotment:

Footpaths:

20. **Social Media:** The Council are to consider and determine the creation of a new Parish Council Face Book page.
21. **Litter Picking:** The Council are to consider and determine arrangements for a community litter pick, including the setting of a date and any associated actions.
22. **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
- All Historical Data collected from the laptop used prior to 2024, which was certified as destroyed is now stored in the Cloud and the password will be shared with the Chair.
 - The laptop given to the Council on handover to the new Clerk in February 2026, has been returned to the Chair, as the Council does not own the laptop – it was purchased as a replacement, without knowledge by the Council and was never added to the Asset Register. As the Council do not own the device, it is to be returned to the purchaser.
 - The laptop purchased in April 2026 for use by the Parish Clerk has been added to the Asset Register and all receipts are attached within the banking file for and is available for the Audit during 2026/2027.
23. **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.

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO

11th May 2026