

Great Tey Parish Council

Minutes of the
Parish Council Meeting
held at Great Tey
Village Hall dated 21st April 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: CCllr W. Sunnucks, L. Ritchie-Fagg (Parish Clerk & Responsible Financial Officer) and one Member 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:**
 - Cllr A. Warnes suggested two amendments to the March 2026 Minutes, specifically regarding items 17 and 20. The Council, however, decided that no changes were necessary, as these items were discussion points rather than formal decisions.
 - Cllr A. Warnes also highlighted a wording error in the minutes from the meeting on 21st March 2026. It was agreed to amend “Colchester” to “Essex” under Item 4, point 3. With this correction, the minutes from 21st March 2026 were signed as an accurate record by Chair Cllr T. Frances, following a proposal by Cllr Y. Marriott and seconding by Cllr R. Frost. The vote recorded five in favour and one against. The revised minutes will be formally amended and returned to the Council for final approval at the May 2026 meeting. (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 attended the meeting and formally raised concerns regarding Planning Application 260555: Certificate of Lawful Use for Foresters, Lamberts Lane. The concerns included the proposed removal of the agricultural occupancy restriction, insufficient evidence demonstrating continuous non-agricultural occupation, the site’s isolated and unsustainable location, highway safety issues associated with access, and the presence of redundant agricultural buildings. These buildings had not been occupied from 2015 to 2021, believed due to court restrictions, which were thought to have been resolved when the landowner purchased the property in 2019. No details of the court restrictions were included in the planning application, though it was suggested they should have been.
 - The member of the public requested that, should Colchester City Council approve the application, a condition be applied linking the removal of the agricultural restriction to the demolition of the two redundant pig sheds and barn, which would no longer be required for a non-agricultural property, as well as the removal of the associated access points.
 - It was also noted that the previous application for the certificate of lawful development had not been followed correctly, with the access being moved three metres north and closer to a bend in the road. The planning department was advised of this in August 2025; however, Colchester City Council stated that nothing could be done.
 - Further concerns were raised that the application could be a precursor to future development and that there were issues regarding the implementation of previously approved access. It was resolved that the Clerk would liaise with the member of the public to obtain a written statement, following which the Parish Council would submit its response to the Local Planning Authority in alignment with that representation.
 - The member of the public also mentioned that they had been unable to locate the agenda on the Parish Council website. The Parish Clerk explained that she does not currently have access to post on the website because it is a .com platform, and she prefers not to engage with a platform not fully controlled by herself or the Chair. The agenda had been displayed on the Noticeboard within the legal timeframe required by the Local Government Act 1972 and was additionally shared on social media by Cllr C. Hill and on the website by Cllr A. Warnes.



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5. **Report from County Councillor:** There was no County Councillor in attendance.
6. **Report from City Councillor W. Sunnucks:**
- CCLr W. Sunnucks reported that the County and District Elections are scheduled for 7th May 2026.
 - Regarding Local Government Reorganisation (Devolution), Councillors elected in 2026 will serve until the unitary council is formalised in May 2028.
 - The Local Plan indicates a significant increase in population for Great Tey, adding more residents to an already congested village.
 - CCLr W. Sunnucks expressed a desire to understand the wishes of Great Tey residents and noted that several parishes along the A1124 and A120 corridors are coordinating responses to both Colchester City Council and Braintree District Council's Local Plan. This collective approach aims to ensure all affected parishes can have their opinions considered and to address infrastructure concerns.
 - Housebuilders are reducing construction rates, suggesting that development may progress more slowly. Land values will likely need to decrease, and builders must acknowledge this.
 - Cllr Y. Marriott highlighted concerns about land banking, which is widely discouraged.
 - CCLr W. Sunnucks inquired about the number of properties sold at New Barn Green. Cllrs Y. Marriott and A. Warnes reported that approximately 16 homes have been sold and occupied, while the more expensive properties remain unsold.
 - Cllr R. Frost emphasised that if the Government plans for a specific number of homes, they must also plan for the necessary infrastructure and funding.
 - Cllr A. Warnes recommended a phased building approach, rather than constructing all properties simultaneously.
 - CCLr W. Sunnucks stressed the importance of collective engagement with the Local Plan.
 - Cllr R. Frost expressed concern that councils may be negotiating with developers to increase housing numbers without consulting parishes, implying decisions are being made by officers rather than local communities.
 - Cllr Y. Marriott mentioned that Chelmsford displayed plans for public review and feedback. CCLr W. Sunnucks added that similar exhibitions took place in Wakes Colne and Mount Bures.
 - CCLr W. Sunnucks proposed that developers should prepare a Master Plan and host a public consultation at the Village Hall, funded by the developers, to allow residents to provide input. He also suggested that planning application comments should reflect the village's priorities, such as a Village Shop, to ensure developers consider the community.
 - CCLr W. Sunnucks believes Mersea Homes' intentions are positive and encouraged Parish Councils to actively engage for the long term.
 - The Parish Clerk emphasised the need for villages to maintain their individual identities and avoid merging into a continuous corridor.
 - The Parish Clerk informed CCLr W. Sunnucks that an email had been sent to Colchester City Council after a photo showed a large mound of earth at the site under Planning Number 260657, planned for 150 homes. No planning application had been submitted before the mound was created. CCC confirmed that a Planning Inspector will visit the site and report back to the Parish Council.
 - CCLr W. Sunnucks believes Parish Councils will gain increased importance once Unitary Councils are established.



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7. Planning Applications: LGA 1972, Sch 1, para 8: Powers related to town and country planning.

a) Applications:

Application Number & Date Received	Address	Request	Comment
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	Cllr A. Warnes agreed with the details the Member of the Public had shared with the Council during Item 4 above. Cllr A. Warnes advised that it must be noted that the property has not been continuously occupied and therefore, it does not meet the criteria for a Certificate of Lawful Use. Cllr T. Frances asked if the member of the public would share their comments with the Parish Clerk, the Clerk can then submit a response on behalf of the Parish Council, using the residents comments as a basis.
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.	No Comment.
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	A member of the Public has communicated with the Parish Clerk objecting to the application. Cllr T. Frances advised that although the application falls outside of the Parish, it concerns residents of Great Tey, and the Parish Council have agreed with the comments received by the Member of the Public and the Parish Council unanimously agreed to comment that the width of the road and footpaths needs to be made wider, as if left it would be detrimental to residents. The Parish Clerk will submit a response on behalf of the Council.

b) Determinations:

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 requested updates from Cllr W. Sunnucks. The locations for the pylons have been finalised, and an interactive map is available showing their exact placement. Compensation arrangements are being developed by CLA and the National Farmers Union in collaboration with local landowners.



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If anyone believes a proposed pylon should be relocated, they are encouraged to review its placement and submit a formal request.

9. Colchester Local Plan:

- Cllrs T. Frances and A. Warnes met with Local Planning Officers and six other local Parish Councils via a Teams meeting regarding Local Planning. Cllrs T. Frances and A. Warnes provided the following feedback from the meeting:
 - Cllrs T. Frances and A. Warnes expressed their support for the joint response from the seven councils, noting that it highlights the expected changes in the local area and that the impact on infrastructure will be substantial.
 - It was reported that the population across the seven parishes is expected to double, and that Great Tey could become a 'rat run' if the A1124 and A120 are disrupted, affecting local schools and the pre-school.
 - Cllr T. Frances advised that the Parish Council can argue against developments or propose alternatives; however, the Local Neighbourhood Plan has effectively been dismissed, and developments are expected to proceed.
 - Cllr T. Frances indicated that, based on capacity testing, Great Tey is likely to see 150 homes proposed for the New Barn Green Phase 2 development, with an additional 50 homes located behind Parsonage Court. These figures are based on hectare totals.
 - Cllr T. Frances stated that stopping speculative applications is essential.
 - Cllr A. Warnes stated that any development must be phased, and speculative applications should not be considered ahead of the Local Plan Regulation 19.
 - Cllr W. Sunnucks advised that there is no budget within Colchester City Council to fund appeals.
- CCllr W. Sunnucks emphasised that planning applications should not be granted until infrastructure is in place, a position acknowledged by the full Council.
- CCllr W. Sunnucks stated there is an £800 million shortfall in infrastructure funding. It was noted that additional funds need to be requested through s106 agreements, which are to be requested from developers, with an estimated figure of £25,000 required per home. Developers are likely to submit speculative planning applications due to the lower amounts being requested for s106 funding, at the present time. Cllr A. Warnes highlighted that s106 funds were not adequately referenced in the plan.
- CCllr W. Sunnucks advised that Langham had employed a specialist to assist the parish in formalising a response to the Local Plan. Seven Parish Councils had formed a collaborative response concerning the lack of infrastructure, and it was stressed that joint efforts are important. Cllr R. Bartleet requested further details regarding the planning consultants employed by Langham.
- Cllr Y. Marriott asked about collaboration between the seven parishes. CCllr W. Sunnucks explained that Cllr M. Lambert is leading the joint response and is a key contact for coordination. Cllr T. Frances added that Alan Walker is also a helpful contact on matters relating to the Local Plan.
- CCllr W. Sunnucks suggested liaising with surrounding villages to demonstrate a continued collaborative effort against Local Planning and also proposed that a selected group of Councillors take the lead on this initiative. Cllrs R. Frost, T. Frances, and A. Warnes agreed to undertake this project as the Parish Council needs to prepare responses to the PP36 plan, considering infrastructure, pylons, and the broader implications to ensure their responses are comprehensive. It was suggested that Great Tey prepare a residents' wish list of requirements to be included in the Local Plan, particularly relating to infrastructure.
- Cllr A. Warnes reported that he had written to S. Scott in the Colchester Planning Department to request the slides from the meeting; however, no response has yet been received.



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- 10. Braintree Local Plan:** Cllr T. Frances reported that several councils collaborated on a joint submission concerning the A120 to Braintree District Council (BDC). The response was prepared collectively and presented to the BDC by Alan Walker and Pippa from Coggeshall Parish Council. Cllr T. Frances also authored a letter on behalf of the Parish Council, outlining the potential effects on the village, local roads, and the A120, and confirmed agreement with the comments expressed in the submission.
- 11. EALC/NALC Subscription:** The Council determined the renewal of the membership with the EALC/NALC. Proposed: Cllr A. Warnes, Seconded: Cllr Y. Marriott. Unanimous.
- 12. Accounts:** *LGA 1972, s.150: Council's authority to approve accounts and financial matters.*
- Cllr A. Warnes opposed the signing and release of the banking payments, expressing concern that the Council and the Clerk were acting unlawfully due to the absence of a formally signed and minuted budget review. The Parish Clerk advised that the Precept for 2026/2027 had been agreed at the January 2026 meeting and had been increased by 5% following a review at that time, with the Precept having been duly proposed and seconded.
 - The Parish Clerk further confirmed that a full budget review had not yet been undertaken due to a lack of access to the banking platform. Additionally, the 2025/2026 financial invoices had not been received until the 17th March 2026 meeting, meaning there had not been an opportunity to carry out a complete financial review. She advised that this review would be undertaken as soon as practicable.
 - The Parish Clerk also reminded the Council of its statutory duty under the Local Government Act 1972, Schedule 12, to ensure that payments to contractors and employees are made in a timely manner.
- a) **Banking Reconciliation:** The banking reconciliation for March 2026 was reviewed and approved by two individuals who are not authorised signatories for the bank. The motion was Proposed by: Cllr C. Hill and Seconded: Cllr Y. Marriott, resulting in five votes in favour and one against.
- b) **Payment Schedule:** The proposed payment schedule for April 2026 was reviewed and authorised by two Non-Banking Signatories. The motion was Proposed: Cllr C. Hill, seconded: Cllr Y. Marriott, and carried with five votes in favour and one against.
- 13. Barclays Banking:** The Parish Clerk recommended that the Council consider transferring its banking services from Barclays Bank to Unity Trust. This recommendation was made due to the limitations within Barclays' processes, which restrict transparency and require only one person to authorise payments. Under the current system, the individual uploading transactions is not permitted to authorise payments, creating procedural constraints. It was noted that a conflict of interest had occurred when a Councillor authorised a payment for a former employee, thereby breaching financial regulations. After discussion, the Council agreed to move its banking to Unity Trust to allow dual authorisation of payments and provide full visibility of historical authorisations. The proposal was put forward by Cllr R. Bartleet, seconded by Cllr Y. Marriott, and was approved with five votes in favour and one against.
- 14. Review of Village Hall Boiler Replacement Expenditure and Resolution for Reimbursement:**
- a) The Council noted there is no formal resolution or specific budget for the Village Hall boiler replacement. The Parish Clerk confirmed that neither earmarked nor general reserves are listed as a separate maintenance item for the Village Hall. Proposal: Cllr R. Bartleet, seconded by Cllr C. Hill, with one abstention.
 - b) The Council approved reimbursement from the Village Hall charity for a Parish Council payment. Proposed by Cllr C. Hill, seconded by Cllr Y. Marriott, with 5 votes in favour and 1 abstention.
 - c) The Council resolved to follow proper financial practices, separating funds between the Parish Council and Village Hall charity. Proposed by Cllr R. Bartleet, seconded by Cllr C. Hill; 5 in favour, 1 abstained.
 - d) The Parish Council agreed unanimously to require future contributions to Village Hall charity assets be authorised, lawful, and recorded in the minutes. Proposed by Cllr Y. Marriott and seconded by R. Bartleet.
- 15. 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



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hosting. The Parish Clerk reported that an approach was made to another company; however, no quote or response has been received to date.

Item moved to May Agenda.

16. Policies: The following policies were reviewed and adopted by the Council, and it was requested for the Co-option policy to be amended to state that new Councillors should sign up for a training course within 6 months of being co-opted. Proposed: Cllr C. Hill. Seconded: Cllr Y. Marriott. The decision was Unanimous.

- 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 determined the quotes acquired and ratified the purchase of a noticeboard from Viking Direct. The Parish Clerk will purchase the noticeboard using the Parish Council Barclays account and will seek reimbursement if funding becomes available. Proposed: Cllr T. Frances, Seconded: Cllr C. Hill. - 5 Votes for, 1 Abstained.

18. Essex Safer Speed Strategy: The Parish Clerk reported on the Essex Safer Speed Strategy, which proposes granting Parish Councils the ability to provide input on speed management on a case-by-case basis. This would allow Councils to recommend localised speed reductions within their villages, rather than being required to follow nationally mandated limits, enabling a more tailored approach to addressing local road safety concerns.

The Clerk noted that the strategy is not yet in effect and is currently subject to public consultation, providing an opportunity for communities to submit feedback. The Council expressed general support for the strategy and requested further information on how Parish Councils can actively participate in the consultation process and contribute to local implementation.

19. Allotments:

a) **Water Leak:** Cllr A. Warnes advised the meter readings vary from Summer to Winter and that the Meter is located on Brook Road outside of the Business Park. Cllr C. Hill advised she had spoken with the landowner and has agreed to provide a meter reading to the Council. It was determined for the Councils Maintenance Contractor to undertake the task of obtaining a meter reading and to turn off the stop cock due to a potentially noted leak. Proposed: Cllr R. Bartleet, Seconded: Cllr C. Hill. The decision was Unanimous.

b) **National Allotment Society:** The Parish Clerk advised what membership package is offered by the National Allotment Society and advised that at a cost of £3.50 per member, not plot holder, that they would be entitled to Public Liability Insurance along with a variety of offers and discounts. The Council determined for the Parish Clerk to write to the Allotment tenants to advise them of the NAS and to include details of what is included with the membership and that the Council will determine if it is to become mandatory, in due course, if determined to be mandatory, then this will be included when the tenancy renewals are due. Proposed: Cllr Y. Marriott, Seconded Cllr C. Hill.

20. Laptop Asset Review: The Parish Clerk requested that the Council consider the purchase of a new laptop, along with the potential provision of external hard drives for data backup. The Clerk explained that the laptop in use until March 2024 had been sent for secure destruction of its hard drive, with a certificate of destruction received. Data from this laptop had been temporarily stored on an external hard drive and had not been transferred to the laptop inherited in February 2025, as the device is running slowly and its storage capacity is not fully compatible with the historical data.

The Clerk further clarified that the laptop currently listed on the Asset Register is not the same device that was inherited in February 2025 and requested clarification from the Council regarding the history of the asset. Initially,



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the Clerk had sought to determine whether the existing laptop could be repaired or reviewed under warranty, but the discrepancies raised questions about the location and status of the device recorded on the Asset Register. It was confirmed that, following questions raised by the Council, the laptop purchased in March 2024 had been disposed of at the local refuse centre due to damage. Only after the Council's inquiries was it advised that a replacement laptop of lesser specification and cost had been purchased. A receipt for the replacement device was provided only after further questions were asked. The Council had not been aware of these events at the time, and a claim could have been made on the Parish Council's insurance.

The Parish Clerk requested that the Council consider approval for the purchase of a new laptop, matching the specifications of the device recorded on the Asset Register in March 2024, including Microsoft 365 and cloud storage. The Clerk advised that, if approved, data currently held on the external hard drive could be uploaded to the cloud rather than maintained on additional external drives, subject to the Council's agreement.

Proposed: Cllr R. Frost, Seconded: Cllr C. Hill, and approved with five votes in favour and one abstention.

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.
 - **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 possible Data Breach:** 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.
 - **Co-Option Enquiry:** Cllr A. Warnes enquired why the Co-Option was not included on the April 2026 agenda. The Parish Clerk advised that Colchester City Council had not sent notification that no elections had been contested and, therefore, co-option could proceed. Cllr A. Warnes expressed that the co-option should have been included on the April agenda, as the notice period had expired. The Parish Clerk clarified that, as is usual practice, Colchester City Council would notify the Parish Council when co-option is permitted. Following contact with the CCC Elections team on 20th April, it was confirmed that no elections had been contested, and the Parish Council could now proceed with co-option.

Closure 21.47pm

Lynsey Ritchie-Fagg: Parish Clerk & RFO

29th April 2026



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Appendix:

Bank Reconciliation:

<u>Bank Reconciliation</u>	<u>28/02/2026</u>	<u>31/03/2026</u>
Barclays Community Account	£ 5,403.92	£ 3,152.51
Barclays Business Account	£ 18,595.24	£ 18,642.80
Total	£23,999.16	£ 21,795.31

Payment Schedule:

Bank Payments

<u>Date to be Paid</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
21/04/2026	Staff	£1,363.91	Salary
21/04/2026	Staff	£106.55	Expenses
21/04/2026	Councillor	£68.70	Expenses
21/04/2026	HMRC Cumbernauld	£617.87	P30 Month 12
21/04/2026	Dunmow Training Ltd	£30.00	Invoice SI-230
21/04/2026	Village Hall Hire	£57.00	Invoice GTVH-2026-347
21/04/2026	JPB Landscapes Ltd	£264.00	Invoice 1968
21/04/2026	EALC/NALC Affiliation Cost	£347.84	Invoice 19231
	Total Bank Payments	£2,855.87	