

Great Tey Parish Council

Minutes of the
Parish Council Meeting
held at Great Tey
Village Hall dated 19th May 2026
at 7.15pm





Great Tey Parish Council



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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 7.15pm by Chair Cllr T. Frances.

1. **Election of Chair:** Cllr T. Frances was elected as Chair for the Municipal Year 2026/2027. Proposed: Cllr C. Hill, Seconded: Cllr Y. Marriott. The decision was Unanimous.
2. **Declaration of Acceptance:** The Parish Clerk received the Chair's Declaration of Acceptance of Office.
3. **Election of Vice Chair:** Cllr R. Frost was elected as Vice Chair for the Municipal Year 2026/2027. Proposed: Cllr T. Frances, Seconded: Cllr A. Warnes.
4. **Declaration of Acceptance:** The Parish Clerk received the Vice Chair's Declaration of Acceptance of Office.
5. **Apologies for Absence:** No apologies for absence were received.
6. **Disclosure of Pecuniary Interests:** Cllr A. Warnes declared he would not partake in the discussions regarding Agenda Items 17 and 22.
7. **Co-Option:** No Co-Options were received. The Parish Clerk will liaise with the Editor of Round & About to advertise the Co-Option.
8. **Public Questions:**
 - The Member of the Public requested the contact details for Essex Highways due to several road closures in and around the Villages of Great Tey, leaving the only entry and exit into Great Tey being through Earls Colne.
 - They have advised there are two Bus Stop Signs outside of the Village Hall.
 - 30mph Sign has Vanished on Moor Road – it has been reported several times and have asked for it to be raised to Essex Highways.
 - The Noticeboard at the Bus Shelter opposite the Village Hall will be funded by the Golden Jubilee Fund.
 - There are traders on the New Barn Green Development working on a Sunday, which, is not meant to happen.
 - Request for the Grass on the Old Playing Field to be cut on 10th June or prior to the evening of 11th June, due to Village Fair being set up on the evening of 11th June onwards.
9. **Report from County Councillor:** There was no County Councillor in attendance.
10. **Report from City Councillor:** CCllr W. Sunnucks advised that the elections had been held dated 7th May 2026 and that there are many changes within Essex County Council.
 - Cllr A. Warnes congratulated CCllr W. Sunnucks for being re-elected.
11. **Minutes:** *LGA 1972, Sch 12, para 41(1): Minutes must be signed as a true record.*
 - a) The Chair of the Council Cllr T. Frances signed the Minutes as a true and accurate record, approving the amended minutes of the meetings held on 17th March 2026. Proposed: Cllr Y. Marriott, Seconded: Cllr R. Bartleet – Unanimous.
 - b) The Chair of the Council Cllr T. Frances signed the Minutes as a true and accurate record. Proposed: Cllr R. Bartleet, Seconded: Cllr Y. Marriott.



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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	Comment
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.	No Comment
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.	No Comment
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.	Cllr T. Frances advised that following an extensive consultation with the Parish at the meeting held at the Village Hall dated 12 th May, that the Parish Clerk would compile an Objection response to the application. All of the Council had reviewed the response and agreed for it to be submitted on behalf of the Council prior to the deadline of 22 nd May 2026. Cllr R. Frost advised that the developers are aware of the micro wish list from the Council and Cllr W. Sunnucks advised aiming for the larger items including education, health, and infrastructure. The Council were advised they should be requested £25,000 per property to be allocated towards s106 funds. Cllr R. Frost also advised that it would be pertinent to write to the City Council regarding requests for the Village Hall and local Community. Cllr A. Warnes suggested for the response to be shared on social media and the website, allowing residents to pull from the objection.
260846 08/05/2026	1 New Cottages, Brook Road, Great Tey Colchester CO6 1JG	Replacement of four windows on property	No Comment

b) **Determinations:** There were none received.



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- 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.*
- The Council reviewed and adopted the Council's budget as proposed in January 2026. Proposed: Cllr R. Bartleet, Seconded: Cllr A. Warnes. Unanimous.
 - The Council will continue to review the projected expenditure, anticipated financial commitments, and proposed recommendations for inclusion within the 2027/2028 budget setting process and future precept considerations as the year progresses.
- 14. Accounts:** *LGA 1972, s.150: Council's authority to approve accounts and financial matters.*
- Banking Reconciliation: Two Non-Banking Signatories reviewed and authorised the banking reconciliation for April 2026. Proposed: Cllr Y. Marriott, Seconded: Cllr C. Hill.
 - Payment Schedule: Two Non-Banking Signatories reviewed and authorised the proposed payment schedule for May 2026. Proposed: Cllr Y. Marriott, Seconded: Cllr C. Hill.
 - VAT Reclaim 2025-2026: Two Councillors reviewed and authorised the VAT Reclaim for 2025-2026. Proposed: Cllr Y. Marriott, Seconded: Cllr C. Hill.
 - Grant Funding Request: The Council considered the Round & About Grant Request for 2026/2027 and it was determined that a phased donation would be pertinent with the agreement of 3 months funding being agreed, with the Parish Clerk to communicate with the Editor of Round & About, to ensure 3 months funding is covered, to also advise that this may not be the last funding available and would likely be a rolling donation. The decision was unanimous.
 - RCCE Joint Membership: The Council were asked to determine whether the joint membership with the RCCE would be worthwhile for the Parish Council. It was determined that it was not as the Village Hall have the membership and that it has not been beneficial in the past.
- 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.
- Chair Cllr T. Frances approved and signed the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2025/2026.
 - Chair Cllr T. Frances approved and signed the Accounting Statements (Section 2) of the AGAR for 2025/2026.
 - The Council noted 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 unanimously to appoint Parish Online for the hosting of the Website and Email for the Parish Council. The Parish Clerk will liaise with Parish Online. Proposed: Cllr R. Frost, Seconded: Cllr C. Hill.
- 17. Write-Off of Laptop Purchased March 2024:** Cllr A. Warnes stayed in the meeting during the item, as agreed by Cllr T. Frances. The Council approved 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. Proposed: Cllr R. Bartleet, Seconded: Cllr C. Hill. 5 Agreed, 1 Abstained.
- 18. Policies:** The Council readopted the following policies and procedures for the 2026/2027 Financial Year. Proposed: Cllr R. Bartleet, Seconded: Cllr C. Hill. 5 Agreed, 1 Abstained.

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



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Policy Group	Policy Name
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	

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: Full Council

Trees: Cllr C. Hill

Internal Controls: Cllr R. Bartleet

Playground: Cllrs R. Frost, T. Frances

Allotment: Cllrs C. Hill, Y. Marriott

Footpaths: Cllrs R. Bartleet, A. Warnes

20. **Social Media:** Cllr R. Frost will liaise with the Parish Clerk to amend the admin on the Great Tey Parish Council Facebook Page. The additional Parish Council page will be requested to be closed by the previous Clerk and Cllr R. Frost will action.

21. **Litter Picking:** The Council determined 12th September 2026 as the day for the Litter Pick. The Parish Clerk and Cllr C. Hill will liaise to action advertising and creating social media, website posts and for it to be advertised in the Round & About. The Parish Clerk will liaise with Colchester City Council to advise them of the litter pick and to request bags.

22. **Clerk's Report:** The Parish Clerk advised the following:

- 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, had 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. When it had tried to be returned the purchaser has refused for the item to be returned, therefore, leaving the Council with the item.
Item moved to June Agenda.
- 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:**

- Cllr R. Bartleet advised the Tree at Coggeshall Road, an Oak needs the crown to be raised as the lower branches will cause issues in the future. It has been agreed for the Parish Clerk to obtain a quote.
Item moved to June Agenda.
- Cllr Y. Marriott asked if a quote could also be obtained to deal with the trees on land within Harold Fairs Recreation Ground, the Parish Clerk will action the request.
Item moved to June Agenda.
- Cllr Y. Marriott enquired about an ATM being added as an asset within the Village and will look into the feasibility of the idea.
Item moved to June Agenda.
- Cllr A. Warnes requested for a letter to be sent to 7 Chrismund Way requesting the hedge debris to be removed, as it is dangerous when cut back due to the sharp branches.



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- Cllr R. Frost requested for the Parish Clerk to write a letter to the school requesting them to trim the hedges that link onto the barrier to the Parish Play Area. The Parish Clerk will then make enquiries with the Maintenance Contractor to repaint the lines within the area.
- Cllr A. Warnes advised that a piece of board within the Play Aea is loose and is needing an urgent repair. The Parish Clerk is to communicate with the Maintenance Contractor.
- Cllr C. Hill advised that the weeds in and around the Village need to be dealt with urgently, especially around the Village Hall and Pathways. The Parish Clerk will liaise with the Maintenance Contractor.
- Cllr T. Frances requested for the August Meeting to be cancelled, it was agreed unanimously.
- Cllr R. Frost requested whether the Parish Clerk would be able to share the Overtime Hours with the Personnel Committee prior to Payroll processing the pay slip, this was agreed and will be shared prior to the meeting in June.

Item No.	Action	Who	When
1	Advertise the Parish Council Co-Option vacancy through Round & About magazine	Parish Clerk	ASAP
2	Provide Essex Highways contact details regarding road closures affecting Great Tey access routes	Parish Clerk	ASAP
3	Raise the missing 30mph sign on Moor Road with Essex Highways	Parish Clerk	ASAP
4	Fund the noticeboard at the bus shelter opposite the Village Hall	Golden Jubilee Fund	TBC
5	Monitor/report concerns regarding Sunday working at the New Barn Green development if required	Parish Clerk	Ongoing
6	Cut grass on the Old Playing Field ahead of Village Fair preparations	Maintenance Contractor / Parish Clerk	By 10 June 2026
7	Compile and submit objection response for Planning Application 260657	Parish Clerk	By 22 May 2026
8	Write to Colchester City Council regarding infrastructure and community requests linked to Planning Application 260657	Parish Council	ASAP
9	Share Planning Application 260657 objection response on social media and Parish Council website	Parish Clerk	ASAP
10	Continue monitoring projected expenditure and commitments for future budget/precept planning	Full Council	Ongoing during 2026/2027
11	Liaise regarding agreed rolling 3-month funding arrangement for Round & About	Parish Clerk	ASAP
12	Do not renew RCCE joint membership	Full Council	Upon renewal date
13	Submit AGAR documentation to the Internal Auditor	Parish Clerk	ASAP
14	Publish public rights inspection period dates	Parish Clerk	Before 3 June 2026
15	Liaise with Parish Online regarding gov.uk website and email hosting migration/setup	Parish Clerk	ASAP
16	Update the Council Asset Register following laptop write-off approval	Parish Clerk	ASAP



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Item No.	Action	Who	When
17	Amend administration access for the Great Tey Parish Council Facebook page	Cllr R. Frost & Parish Clerk	ASAP
18	Arrange closure of the additional Parish Council Facebook page	Cllr R. Frost	ASAP
19	Organise advertising and publicity for the litter pick event	Parish Clerk & Cllr C. Hill	Before 12 September 2026
20	Liaise with Colchester City Council regarding litter pick bags and arrangements	Parish Clerk	Before 12 September 2026
21	Share cloud storage password containing historical council data	Chair / Parish Clerk	ASAP
22	Obtain quote for crown raising works to the Oak tree on Coggeshall Road	Parish Clerk	Before June meeting
23	Obtain quote for tree works within Harold Fairs Recreation Ground	Parish Clerk	Before June meeting
24	Investigate feasibility of installing an ATM within the village	Cllr Y. Marriott	Before June meeting
25	Send letter requesting removal of hedge debris at 7 Christmund Way	Parish Clerk	ASAP
26	Write to the school requesting hedge trimming adjacent to the Parish Play Area barrier	Parish Clerk	ASAP
27	Contact Maintenance Contractor regarding repainting lines within the play area	Parish Clerk	ASAP
28	Contact Maintenance Contractor regarding urgent repair to loose board within the Play Area	Parish Clerk	Urgently
29	Liaise with Maintenance Contractor regarding urgent weed removal around the Village Hall and pathways	Parish Clerk	Urgently
30	Cancel the August 2026 Parish Council meeting	Parish Clerk	Before August 2026
31	Provide overtime hours to the Personnel Committee prior to payroll processing	Parish Clerk	Monthly from June 2026

The Meeting Closed at 8.58pm.
Lynsey Ritchie-Fagg: Parish Clerk & RFO
22nd May 2026



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Appendix:

Bank Reconciliation:

<u>Bank Reconciliation</u>	<u>31/03/2026</u>	<u>30/04/2026</u>
Barclays Community Account	£3,152.51	£1,071.52
Barclays Business Account	£18,642.80	£29,286.93
Total	£21,795.31	£30,358.45

Payment Schedule:

Bank Payments

<u>Date to be Paid</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
19/05/2026	Staff	£1,401.52	Salary
19/05/2026	Staff	£96.72	Expenses
19/05/2026	HMRC Cumbernauld	£640.53	P30 Month 2
19/05/2026	Dunmow Training Ltd	£230.40	Invoice SI-285
19/05/2026	RCCE	£48.60	Great Tey Parish Council
19/05/2026	A C Sanders	£230.73	Children's Allotment PL Insurance
19/05/2026	JPB Landscapes Ltd	£543.84	Invoice 1982
	Total Bank Payments	£3,192.34	

Bacs

<u>Date to be Paid</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
27/04/2026	Staff	£349.99	Expenses - Laptop