

GREAT TEY PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall, Great Tey on Tuesday 10th October 2023 at 7.30pm.
Present: Cllr Fairs (Chair), Cllr Hubbard, Cllr Warnes, Cllr Frances, Cllr Frost, Cllr Hill. Clerk Mrs. A Warnes, Cllr Sunnucks and 1 member of the public attended.

1. **APOLOGIES FOR ABSENCE:** Cllr Barber, Cllr Bartleet
2. **DECLARATION OF INTERESTS:** None
3. **CONFIRMATION OF MINUTES OF THE LAST PARISH COUNCIL MEETING:** The minutes of the last parish council meeting of 12th September were agreed as a true record and were signed by the Chairman.

4. ACTION POINTS FROM PREVIOUS MINUTES IF NOT DEALT WITH ELSEWHERE:

- i) 230801- Contributions to the refurbishment of the village sign were pledged by Cllr's Barber and Sunnucks. Funding had also been identified from within the PC budget. On that basis, following a vote by councilors,' it was agreed that the work could proceed and the clerk was advised to notify the contractor to commence. **A/P 231001. Clerk to arrange for the appointed contractor to commence the work.**
- ii) 230819 – Tatam's have asked for site meeting to discuss location of heritage plaque. This was agreed. **A/P 231002. Clerk to liaise with Tatam's and property owners to arrange.**
- iii) 230820 – Report back on meeting with Golden Lane re overhanging tree Brook Road. The gardener had been instructed to obtain two quotes for the work to be carried out. It was also confirmed that their property surveyor would visit site to discuss in more detail with PC representatives. **A/P 231003. Clerk to liaise with property surveyor re meeting dates.**

The meeting was suspended

PUBLIC QUESTIONS AND STATEMENTS:

- i) A member of the public asked for confirmation that the work to refurbish the village sign could go ahead without the need to wait for funding from the locality budget. Cllr Fairs agreed that this was the case as per action point 230801.
- ii) Finger post near Buckleys has been knocked off and reported by a parishioner. A request was made for the Parish Council to urge as the assessment period had passed. **A/P 231004 – Parish Clerk to follow through with ECC.**
- iii) A member of the public advised that ECC Highways agree that Salmons Lane is not a suitable route for diverted traffic and it will not be signed as a diversion route going forward.

The meeting was resumed

5. WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS (IF PRESENT):

- i) Cllr Sunnucks advised that the local plan is currently being reviewed and there will be a re-assessment of housing needs in Colchester. Requirement for 1061 houses per annum. This is likely to require a call for sites in all villages and it may come forward as a smaller proposal for West Tey. However, Cllr Sunnucks made it clear that the prerequisite to such proposals would be subject to the A120 widening scheme.
- ii) Cllr Frost raised the issue that potholes were not being repaired. Cllr Fairs agreed to raise at the cross-parish meeting on traffic scheduled for Wednesday 11th October. **A/P231005 – Cllr Fairs to raise at meeting**
- iii) Cllr Sunnucks asked if Great Tey had heard of the Aldham proposal for a wildlife corridor to be created along the Roman River Valley. The Parish Council said it had not. i

6. **NEIGHBOURHOOD PLAN:** No representation from the NPG committee. However, Cllr Sunnucks had attended the meeting on 18th September. In summary the main concerns of the New Barn Road development have not been addressed. Cllr Sunnucks provided a copy of the meeting minutes for distribution. **A/P 231006 Parish Clerk to scan and distribute to councillors.**

7. **PLANNING MATTERS:** None – No new applications received.

Cllr Sunnucks left the meeting at 20.00hrs

GREAT TEY PARISH COUNCIL

8. FINANCIAL MATTERS:

a) Cheques for payment

Chq No	Payee	Reason	Amount (£)	of which VAT
102073	Gt Tey village hall committee	Village hall hire	£57.00	
102074	A Warnes	October salary	£416.46	
102075	HMRC	PAYE for clerk	£104.20	
102076	PKF Littlejohn	AGAR submission	£378.00	£63.00
102077	Guildhall Services	Handyman (4035)	£208.80	£34.80
102078	Guildhall Services	Handyman (4036)	£158.50	£26.40
102079	Guildhall Services	ROSPA work (4037)	£42.00	£7.00

b) The resultant balance after all items is paid is Community Account CR £18,315.52 (this does not include the Handyman and ROSPA payments) and the Business Premium Account balance is CR £69.66. The September bank statements were signed off by the chairman in evidence as the October statement had not been received. The statement was annotated that no allowance had been made for deposits (allotment payments and precept instalment) by the Chair of the council.

c) Any other financial matters

i) Late submission of invoices was discussed and it was agreed that all contractor invoices must be submitted within one month of the work being carried out so that councillors are given the opportunity to inspect the work completed. ***A/P 231007- Parish Clerk to write to maintenance contractor to advise***

ii) In terms of the payment for the ROSPA work, it was agreed that further more permanent fixes were required to the two gates to the small play area. Cllr Fairs agreed to look at costings for a permanent fix to both gates including a price for the fencing. ***A/P 231008 -Cllr Fairs to obtain individual quotes for the gates and surrounding fencing.***

iii) There was a general discussion about the Parish Council banking arrangements given that the October bank statements had not been received. The Parish Clerk was instructed to look at online banking and report back with recommendations. ***A/P 231009- Parish Clerk to explore online banking options.***

9. HAROLD FAIRS RECREATION GROUND:

a) Cllr Fairs advised that he would ask Livertons for an estimate to cut back the hedge adjacent to the school boundary which was obstructing the footpath. This would include clearance of all debris. It was suggested that the half term week would be the most suitable time to complete this work. Cllr Frost wanted it noted that the new paths to the playground were not suitable for agricultural traffic. ***A/P 231010- Cllr Fairs to obtain an estimate for the hedge-cutting work.***

b) A request had been received from Colchester city council for access to the HFRG playing field so that tree work could be completed at Lower Langley. The Parish Council agreed to the request but dependent on the ground conditions at the time. ***A/P 231011- Parish Clerk to notify CCC.*** The Parish Clerk was also asked to check that the Parish Council held keys to the HFRG barrier and gate. ***A/P 231012-Parish Clerk to check keys***

10. MAINTENANCE CONTRACTOR:

i) A quotation had been received for £350 (including materials) for the refurbishment of the bench on the OPF. Cllr Hubbard asked for further information and it was agreed that the Parish Clerk would write to the maintenance contractor for a breakdown of costs. ***A/P 231013- Parish Clerk to write to maintenance contractor for more detailed costings.***

ii) HFRG playing field – grass cutting, weed/grass strimming had been completed

iii) Allotment paths had been cleared.

iv) Village Hall bench needs to be taken to workshop and refurbished. 1 week's work needed.

v) ROSPA report – It was suggested that HAGS may have a supply of caps for the play equipment which often need replacing. Cllr Warnes advised that he had photographs of the caps and would send to Cllr Frost to liaise with HAGS. ***A/P 231014- Cllr Warnes to send photo to Cllr Frost. A/P 231015- Cllr Frost to see if HAGS have a supply that can be sent to the Parish Council***

GREAT TEY PARISH COUNCIL

11. VILLAGE HALL:

a) Consideration was given to the quotation received from Essex Roofing. It was agreed that the quotation was acceptable and that the work could proceed subject to Essex Roofing demonstrating that they had suitable public liability insurance. ***A/P 231016- Cllr Frances to advise the Village Hall Manager to proceed with the work subject to public liability insurance.***

b) Only 1 quotation had been received for the refurbishment of the potable water tank. 4 days work had been quoted but lead time unknown. The councillors voted on whether to accept the quotation with a majority in favour. Cllr Frances was asked to find out the lead time and instruct the Village Hall Manager to proceed. ***A/P 231017- Cllr Frances to advise Village Hall manager to proceed.*** A question was raised about the VAT status and the Parish Clerk took an action to find out whether VAT could be reclaimed. ***A/P 231018- Parish Clerk to check on VAT status***

12. HIGHWAYS:

a) The cross-parish meeting had not yet taken place due to availability of councillors and had therefore been rescheduled for 11th October. It was agreed to carry forward to the next meeting.

b) The work required to the Jubilee Oak on the junction of Moor/Chappel Road had now been referred to Essex Highways. This is considering the previous correspondence where Great Tey Parish Council had been instructed not to carry out any work without their authority. The Parish Clerk was asked to check with Fordham's tree surgeons if there was a cut off point when the work could not be considered. ***A/P 231019- Parish Clerk to write to Fordham's tree surgeons***

13. **OLD PLAYING FIELD:** See 10(i) above

14. **ALLOTMENTS** All invoices had been sent and allotment holders have been reminded of their responsibility for their maintenance. Deadline for payments is 28th October. No allotments have been relinquished thus far. The allotment waiting list is currently 3.

15. **CORRESPONDENCE NOT DEALT WITH ELSEWHERE:** It was reported that there was no provision in the 23/24 budget for charitable donations to either Essex and Herts Air Ambulance or Essex Basics. Therefore, neither could be considered at this time. Councillors recommended though that the budget was revisited towards the end of the financial year for any surplus so that a donation may be made. ***A/P 231020- Parish Clerk to notify both charities that no funding currently exists for a charitable donation but will revisit towards end of financial year.***

16. **OTHER BUSINESS FOR DISCUSSION:** Cllr Frances updated the Parish Council on the EALC meeting that he had attended. He advised that the initiative for payment of the disposal of green waste was going ahead as planned. He stated that £5m of savings needed to be made over the next 2 years. It was also the intention to cut back on bin collections. Cllr Frances advised that he would circulate copies of the minutes once received. ***A/P 231021- Cllr Frances to circulate minutes of EALC meeting once received.***

There being no further business the Parish Council meeting closed at 9.10pm