

Great Tey Parish Council

Minutes of the
Parish Council Meeting
held at Great Tey
Village Hall dated 16th June 2026
at 7pm





Great Tey Parish Council



Minutes of the Parish Council meeting held at Great Tey Village Hall on Tuesday 16th June 2026 at 7pm

Minutes

Present: Cllrs T. Frances (Chair), C. Hill and Y. Marriott.

Also Present: County Cllr S. Naylor, L. Ritchie-Fagg (Parish Clerk & Responsible Financial Officer) and two members of the public.

The meeting was opened at 7.00pm by the Chair, Cllr T. Frances.

Chairman's Welcome and Meeting Notice: The Chair welcomed all attendees and reminded those present that discussions should be conducted respectfully, through the Chair, and in accordance with the Council's Standing Orders. Members of the public were reminded that the Public Participation item is the designated opportunity for public speaking unless otherwise invited by the Chair. The Chair advised that, to assist with the preparation of accurate minutes, the meeting would be audio recorded by the Parish Clerk.

Cllr T. Frances congratulated everyone involved in organising the Great Tey Village Fair held on Saturday 13th June, noting that it had been a great success. The weather had been favourable, and it was clear that a wonderful day had been enjoyed by the community.

1. Apologies for Absence: Apologies were received from Cllrs R. Bartleet, R. Frost and A. Warnes, together with City Cllr W. Sunnucks.

2. Declarations of Interest: No declarations of interest were received.

3. Co-option of a Parish Councillor: No matters were raised.

4. Public Participation:

- A member of the public advised that they had recently moved to Great Tey and had joined the Speed Watch initiative. They raised concerns regarding the limited number of 30mph speed limit signs within the Parish, noting that additional signage may assist in encouraging drivers to reduce their speed.
- The same member of the public queried whether the Speed Indicator Device could be relocated to a more effective position.
- A member of the public asked whether a formal opening event was planned for the Adult Gym equipment. Cllr T. Frances advised that this remained a positive idea; however, other priorities had taken precedence for the Parish Council at this time.
- A member of the public asked whether there would be any further communication following the meeting held at the Village Hall regarding the planning application submitted by Mersea Homes for land adjacent to Earls Colne Road. The Council advised that the objection report submitted to Colchester City Council had been compiled using feedback and comments received from residents, and that this represented the outcome of the meeting. No formal minutes would be issued from that meeting.
- A member of the public asked for an update regarding the previous greattey.com website. The Parish Clerk advised that the new Parish Council website, greatteyparishcouncil.gov.uk, had now been launched and would become a central information hub for both the community and the Parish Council. The website had gone live on 16th June and remained a work in progress, with further information and features to be added over the coming months. The previous website would be suspended and redirected to the new website.
- A member of the public advised that Brook Road and Chappel Road were scheduled for closure in September for pothole repairs and water works, and raised concerns regarding the impact this may have on bus services. The member of the public asked whether any action could be taken to address this.
- The Parish Clerk advised that the noticeboard for the bus shelter opposite the Village Hall had been delivered and would be stored at the Village Hall pending installation once the refurbishment works to the bus shelter had been completed.



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5. Report from County Councillor S. Naylor:

- County Cllr S. Naylor advised the Council that she had been elected on 7th May and had attended her first full County Council meeting on 28th May.
- She advised that the Leader of Essex County Council is Cllr P. Harris and that Cllr M. Webster is the Cabinet Member responsible for Highways. Cllr Webster is currently undertaking a full review of highways services to identify improvements.
- The County Councillor advised that Cllr Webster had requested each Parish Council highlight three priority potholes requiring urgent attention. Cllr S. Naylor advised that she had raised the question of whether larger divisions could receive additional allocations due to the increased number of roads requiring attention.
- The Council was advised that the previous Highways Initiative had been cancelled and that only County Councillors are able to formally lobby for highway defects to be addressed. Cllr S. Naylor advised that the Council should await further proposals from Cllr M. Webster.
- It was noted that there is currently no dedicated highways technician working alongside County Councillors to assist with highway matters.
- Cllr S. Naylor advised that, being local to the area, she understands the concerns raised by Parish and Town Councils and is equally committed to achieving improvements.
- Highways remains a priority, and Cllr S. Naylor advised that one of her election commitments was to ensure priority roads are prepared for winter conditions. She encouraged the Parish Council to continue reporting concerns and advised that she would raise matters with Essex County Council where appropriate.
- The Council was advised that Cllr P. Harris has identified rural roads as a priority area for repair.
- Cllr S. Naylor also provided an update regarding Children's Services, advising that vulnerable children remain a key priority for Essex County Council. She explained that the County Council has a responsibility to provide appropriate support for children and must continue to maintain the quality of services provided.
- The next full County Council meeting is scheduled for 14th July, following which Cllr S. Naylor advised that she would provide a written report to the Parish Council. She confirmed that any concerns or matters requiring support could be raised with her via email or telephone.
- Cllr Y. Marriott raised concerns regarding the impact of future planning developments within rural areas and queried whether Cllr S. Naylor could assist with matters relating to the Local Plan.
- Cllr S. Naylor advised that the Local Plan is managed by Colchester City Council, although Essex County Council is involved in relation to highways matters. She noted that the National Planning Policy Framework operates at a higher level than Neighbourhood Plans and that, in some cases, Neighbourhood Plans are not being given the expected level of consideration by local planning authorities.

6. Report from City Councillor: No report was provided as the City Councillor was not in attendance.

7. Minutes:

- a) The minutes of the Parish Council Meeting held on 19th May 2026 were approved and signed by the Chair, Cllr T. Frances, as a true and accurate record. Proposed: Cllr Y. Marriott, Seconded: Cllr C. Hill
- b) The minutes of the Annual Parish Meeting held on 13th May 2025, which had not previously been presented for approval, were approved and signed by the Chair, Cllr T. Frances, as a true and accurate record. Proposed: Cllr C. Hill, Seconded: Cllr T. Frances.

8. Action Points Register: The Council reviewed the outstanding actions register and received updates on completed actions and matters progressing between April and June 2026.

9. Accounts:

- a) The Council received and approved the Bank Reconciliation for May 2026. The document is to be signed by two non-banking signatories.
- b) The Council reviewed and approved the Payment Schedule for June 2026, which is to be signed by two non-banking signatories.



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10. Planning:

a) Applications Received: The Council considered planning applications received since publication of the previous agenda.

Application No.	Address	Proposal	Comment
260991	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, together with associated low-level external cabling enclosed in conduit fixed along the base/plinth zone of the external wall.	No comment.

b) Planning Determinations: The Council noted planning decisions received from the Local Planning Authority.

Application No.	Address	Proposal	Decision
260555	Forresters Farm, Lamberts Lane, Great Tey, Colchester CO6 2LE	Application for a Lawful Development Certificate for an Existing Use – occupation of the dwelling without complying with the agricultural occupancy condition attached to planning permission COL/1211/84 dated 15 October 1984.	Refused
260583	Tey House, The Street, Great Tey, Colchester CO6 1JU	Installation of internal secondary glazing to existing timber sash windows.	Approved Conditional

11. RoSPA Playground Inspection:

- The Council considered the findings from the recent RoSPA Playground Inspection.
- It was agreed that the Parish Clerk would obtain quotations for the recommended repair works, initially liaising with the Maintenance Contractor and requesting that a quotation be provided within two weeks.
- The Council noted that the sign at the Adult Gym had been damaged and knocked down since the inspection had taken place. A quotation is also to be obtained for the replacement of the sign, with a new location to be determined by the Council.
- This item was deferred to the July meeting agenda for further consideration.

12. Playground Inspection Training:

- The Council discussed the importance of ensuring that appropriate inspection procedures are followed for the Play Area and Adult Gym equipment.
- It was agreed that the Parish Clerk would contact the Maintenance Contractor to establish whether they would be willing to undertake the recognised Playground Inspection Course and whether this could be incorporated as part of a proposed three-year maintenance contract with the Parish Council.
- The Maintenance Contractor was requested to provide a response within 14 days to allow sufficient time for registration onto the course. Should the Contractor not wish to undertake the training, the Council agreed that the maintenance contract opportunity would be offered to an alternative contractor.
- The Council acknowledged that safety remains a priority and that following recognised best practice is essential to ensure compliance.
- The Parish Clerk advised that the Council's insurers do not currently require mandatory certification; however, the Council considered it good practice to ensure appropriate training and procedures are in place.
- Should the Contractor decide not to undertake the course, the Parish Clerk has been instructed to arrange an urgent risk assessment of the Play Area and Adult Gym equipment.



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13. Grounds Maintenance Contract:

- a) The Council agreed that the Parish Clerk should liaise with the Maintenance Contractor to request completion and signing of the 2026/2027 grounds maintenance contract. The Contractor is also to be advised that, from 1st April 2027, the Parish Council would like to secure a three-year maintenance agreement for works carried out within the Parish. The Parish Clerk is to request confirmation of completion dates for the outstanding works schedule, including items dating back to December 2025, and ensure that all works listed within the contract are completed as agreed. Proposed: Cllr T. Frances, Seconded: Cllr C. Hill.
- b) The Council agreed that, should the current Maintenance Contractor not sign the contract, the Parish Clerk should obtain quotations from alternative contractors for temporary maintenance support. The temporary contractor would be required to address the outstanding works list and complete the works specified within the existing maintenance schedule. Proposed: Cllr T. Frances, Seconded: Cllr C. Hill.

14. Allotments:

- a) The Parish Clerk advised that the current Allotment Terms and Conditions date back to 2009 and require updating to reflect changes in legislation, compliance requirements and current regulations. The Council noted that this provides an opportunity to review and modernise the allotment rules, alongside updating associated policies and procedures.
- b) The Council reviewed the current allotment plot rental fees and agreed that, from October 2027, the annual fee will increase to £41.50, with a further increase to £53.50 from October 2028. The increase will include mandatory membership of the National Allotment Society, ensuring appropriate Public Liability Insurance arrangements are in place for each plot. The Council also agreed that allotment tenants will be required to provide a £50 refundable deposit. This deposit will be returned when a plot is vacated in an acceptable condition and will provide funds to cover maintenance where plots are left untidy or not returned in accordance with the allotment requirements. Proposed: Cllr T. Frances, Seconded: Cllr Y. Marriott.
- c) The Council agreed that the Parish Council should become a member of the National Allotment Society to ensure appropriate Public Liability Insurance cover is maintained. Proposed: Cllr Y. Marriott, Seconded: Cllr T. Frances.
- d) The Council agreed that individual plot holders will be required to become members of the National Allotment Society from October 2027. The membership cost is £3.50 per person, with tenants able to determine the number of memberships required for their individual plot arrangements. The Council noted that membership provides access to benefits including discounts with Kings Seeds, as well as access to the National Allotment Society website and regular publications.
- e) Cllrs C. Hill and Y. Marriott advised that access to the allotments is via the Old Playing Field, which is accessed from The Chase. The Councillors advised that allotment tenants have raised concerns regarding vehicle access, particularly when removing waste or undertaking larger works, as access can be restricted when vehicles are parked across the entrance. The Council noted that plot holders are required to request access from the Parish Council before bringing vehicles onto the site. However, it was also recognised that residents whose properties back onto the Old Playing Field occasionally require access to their gardens and are unable to do so when the entrance is obstructed. The Council reiterated that the Old Playing Field is owned by the Parish Council and that access must remain available at all times, particularly in the event that emergency services require access. The Parish Clerk was instructed to write to the resident concerned, explaining the importance of maintaining access and requesting that vehicles are not parked across the entrance to the Old Playing Field.

15. Tree Management:

- a) The Council considered the quotation received for works at 13 Lower Langley and agreed that Richard Fordham & Sons should undertake the required works. Proposed: Cllr T. Frances, Seconded: Cllr Y. Marriott.
- b) The Parish Clerk advised that an email had been received from the Maintenance Contractor confirming that works had been completed. The Parish Clerk reminded the Council that a quotation had originally been requested prior to any works being undertaken. Cllr Y. Marriott agreed to inspect the tree works to confirm that the required works had been completed. The Parish Clerk will also liaise with Cllr R. Bartleet to confirm whether the works requested in May have been completed. Should the required works not have been completed, the Council agreed that Richard Fordham & Sons should be instructed to undertake the works. Proposed: Cllr Y. Marriott, Seconded: Cllr C. Hill.



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- c) The Council discussed the trees overhanging the boundary of Harold Fairs Car Park and Recreation Ground.
- It was noted that the trees requiring attention are located within the boundary of Great Tey School and therefore the Parish Clerk will contact the school to advise them of the works required.
 - The Council also identified that additional tree works are required around the car park area. It was suggested that Bowman & Son be approached to provide a quotation, as they are already scheduled to undertake works for the Parish Council during August/September. Combining works may assist in reducing potential call-out costs.
 - The Parish Clerk was asked to ensure that any quotations received are provided separately to the Parish Council and the school for their individual consideration.

16. Reports from Amenities Representatives:

- Litter Pick: The Council noted that the next litter pick is planned for 12th September 2026.
- Trees: No further comments were raised, as tree matters had been addressed earlier in the meeting.
- Internal Controls: No comments were received.
- Playground: No further comments were received, as matters had been discussed under the relevant agenda item.
- Allotments: Cllrs C. Hill and Y. Marriott suggested that the Council approach allotment tenants to establish whether there would be interest in installing composters at the allotment entrance. It was noted that the cost would be met by allotment tenants rather than the Parish Council, should they wish for the composters. Tenants may wish to contribute towards contractor costs or work together to complete the project. The required pallets have already been sourced, with only supporting posts requiring a quotation.
- Footpaths: The Council requested that the Parish Clerk contact Essex Highways regarding the footpath opposite the Village Hall, to the right of the bus shelter. The path was reported to be significantly overgrown and almost inaccessible, particularly for wheelchair users and those with pushchairs. The Council requested that this matter be treated as a priority. The Parish Clerk was also instructed to contact Warren Farms regarding the reinstatement of the footpath adjacent to Earls Colne Road/Chappel Road.

17. Clerk's Report: The Parish Clerk provided an update on ongoing matters, correspondence received, completed actions and items for future consideration.

Updates included:

- Progress with the Unity Trust account transition.
- Submission of the Internal Audit to Heelis & Lodge on 29th May 2026.
- Confirmation that the Quarter 1 Budget Review will be circulated to Councillors ahead of the July 2026 meeting.

18. Councillors' Reports: No further reports were received.

19. Date of Next Meeting: The Council noted that the next Parish Council Meeting will be held on Tuesday 21st July 2026.

Action Points:

Minute No.	Action	Who	Date / Timescale
4	Review concerns raised regarding the lack of 30mph speed signage within the Parish and consider whether additional signage is required.	Parish Council / Highways Liaison	To be reviewed
4	Consider whether the Speed Indicator Device can be relocated to a more effective location.	Parish Council	To be reviewed



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Minute No.	Action	Who	Date / Timescale
4	Monitor the new Parish Council website and continue adding further community information and resources as required.	Parish Clerk	Ongoing
4	Follow up concerns regarding the impact of the Brook Road and Chappel Road closures on bus services and consider whether any action can be taken.	Parish Council / County Cllr S. Naylor	Before September 2026 closures
5	Provide a written County Councillor report following the Essex County Council meeting.	County Cllr S. Naylor	After 14th July 2026 meeting
11	Obtain quotations for works identified within the RoSPA Playground Inspection report, initially contacting the Maintenance Contractor.	Parish Clerk	Within 2 weeks
11	Obtain quotation for replacement of the damaged Adult Gym sign and identify a suitable new location.	Parish Clerk / Parish Council	Before July 2026 meeting
12	Contact Maintenance Contractor to confirm willingness to undertake Playground Inspection Training and whether this can form part of a future three-year maintenance contract.	Parish Clerk	Within 14 days
12	If Maintenance Contractor declines training, arrange an urgent risk assessment of the Play Area and Adult Gym equipment.	Parish Clerk	If required following Contractor response
13a	Request the Maintenance Contractor signs the 2026/2027 Grounds Maintenance Contract.	Parish Clerk	Within 14 days
13a	Advise the Maintenance Contractor that the Parish Council wishes to secure a three-year maintenance agreement from 1st April 2027.	Parish Clerk	During contract discussions
13a	Request confirmation of completion dates for outstanding maintenance works, including items dating back to December 2025.	Parish Clerk / Maintenance Contractor	As soon as possible
13b	Obtain quotations from alternative maintenance contractors if the current Contractor does not sign the contract.	Parish Clerk	If required
14a	Review and update Allotment Terms and Conditions to reflect current legislation, compliance requirements and regulations.	Parish Clerk	To be progressed
14e	Write to the resident regarding maintaining access to the Old Playing Field entrance and request that vehicles are not parked across the access point.	Parish Clerk	As soon as possible
15a	Arrange approved tree works at 13 Lower Langley with Richard Fordham & Sons.	Parish Clerk	Following approval
15b	Inspect completed tree works and confirm whether the works requested in May have been completed.	Cllr Y. Marriott / Parish Clerk / Cllr R. Bartleet	Before next review
15b	If outstanding works remain incomplete, instruct Richard Fordham & Sons to undertake the required works.	Parish Clerk	Following inspection



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Minute No.	Action	Who	Date / Timescale
15c	Contact Great Tey School regarding trees requiring attention within the school boundary.	Parish Clerk	As soon as possible
15c	Obtain quotation from Bowman & Son for additional tree works around Harold Fairs Car Park and Recreation Ground.	Parish Clerk	Ahead of August/September works
15c	Ensure quotations are provided separately to the Parish Council and Great Tey School for individual consideration.	Parish Clerk	Upon receipt of quotations
16	Approach allotment tenants regarding interest in installing composters at the allotment entrance and obtain costs for supporting posts.	Cllrs C. Hill & Y. Marriott / Parish Clerk	To be progressed
16	Contact Essex Highways regarding the overgrown footpath opposite the Village Hall and request urgent action.	Parish Clerk	Urgent
16	Contact Warren Farms regarding reinstatement of the footpath adjacent to Earls Colne Road/Chappel Road.	Parish Clerk	As soon as possible

The Meeting Closed at 9.33pm.

The Next Parish Council Meeting is dated 21st July 2026.

Lynsey Ritchie-Fagg: Parish Clerk & RFO

18th June 2026



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Appendix:

Bank Reconciliation:

<u>Bank Reconciliation</u>	<u>30/04/2026</u>	<u>31/05/2026</u>
Barclays Community Account	£ 1,071.52	£ 5,526.13
Barclays Business Account	£ 29,286.93	£ 35,410.24
Total	£ 30,358.45	£ 40,936.37

Payment Schedule:

<u>Bank Payments</u>			
<u>Date to be Paid</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
16/06/2026	Staff	£1,100.23	Salary
16/06/2026	Staff	£57.25	Expenses
16/06/2026	Essex Pension Fund	£2,263.03	Essex Pension Fund
16/06/2026	HMRC Cumbernauld	£582.80	P30 Month 3
16/06/2026	Viking Office UK Ltd	£46.97	Invoice 4410782859
16/06/2026	EALC	£20.40	Invoice 19411
16/06/2026	Clear Council	£1,284.94	Ref: LCO00913
16/06/2026	DM Payroll	£194.40	Invoice 5246
16/06/2026	Round & About Newsletter	£822.00	Invoice RA 2026 07 09
16/06/2026	JPB Landscapes Ltd	£271.92	Invoice 2012
16/06/2026	RoSPA	£195.60	Invoice 98095
	Total Bank Payments	£6,839.54	
<u>Receipt</u>			
<u>Date Received</u>	<u>Payee</u>	<u>Amount</u>	<u>Payment Details</u>
27/05/2026	HMRC VAT	£4,454.61	HMRC VAT Reclaim 2025/2026