

Great Tey Parish Council

Agenda for the
Parish Council Meeting
Held at
Great Tey Village Hall
dated
Tuesday 15th September
2026
at 7.30pm



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 15th September 2026 at 7.30pm. Members of the press and public are welcome to attend.

Agenda

Chairman's Welcome and Meeting Notice: The Chair reminds all present that debate should be conducted respectfully, through the Chair, and in accordance with the Council's Standing Orders. Members of the public are reminded that only the Public Participation item permits public speaking unless otherwise invited by the Chair. For the purpose of assisting with the preparation of the minutes, the meeting will be audio recorded by the Parish Clerk.

1. **Apologies for Absence:** To note apologies for absence received from Members and, where applicable, to consider and approve any reason for absence in accordance with *Section 85(1) of the Local Government Act 1972*.
2. **Declarations of Interest:** To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or non-registerable interests relating to items on the agenda. *Localism Act 2011, Sections 27–34, and the Council's adopted NALC Model Councillor Code of Conduct*.
3. **Minutes:** To consider and approve the Minutes of the Parish Council Meeting held on 21st July 2026 as a true and accurate record of the proceedings, and to authorise the Chair to sign the Minutes accordingly. *Local Government Act 1972, Schedule 12, Paragraph 41*.
4. **Resignation of Cllr C. Hill & Notice of Vacancy:** To receive an update from Cllr T. Frances regarding the resignation of Cllr C. Hill, the resulting Notice of Vacancy, and the arrangements and process for filling the vacancy by co-option. *Local Government Act 1972, Section 87 (vacation of office) and Section 116 (casual vacancies), as applicable*.
5. **Public Participation (15 Minutes):** To invite members of the public to raise questions, make comments, or bring matters to the attention of the Parish Council. *Local Government Act 1972, Schedule 12, Paragraph 29*.
6. **Report from the County Councillor (10 Minutes):** *To receive an update from the County Councillor.*
7. **Report from the City Councillor (10 Minutes):** *To receive an update from the City Councillor.*
8. **Planning:** To consider and make representations on planning applications received by the Parish Council.
 - a) **Applications Received:** *To consider planning applications received since publication of the previous agenda.*
 - b) **Planning Determinations:** To note planning decisions received from the Local Planning Authority.

Application No.	Date	Decision	Address	Proposal
261109	23/06/2026	Approve – Conditional	Teybrook Farm, Brook Road, Great Tey, CO6 1JE	Erection of Dutch Barn – partially open-sided to cover muck storage.

9. **Local Plan Regulation 19 Update & Public Consultation:** The Parish Clerk is to provide an update regarding the Local Plan Regulation 19 and for the Council to determine the Parish Council Response.
10. **Policies & Procedures to be Adopted:**

Ref.	Policy / Guidance	Ref.	Policy / Guidance
a)	Allotment Health & Safety Guidelines	g)	Compassionate Leave Policy
b)	Annual Leave Policy	h)	Councillor Privacy Notice
c)	Biodiversity Policy	i)	Data Protection Road Map
d)	Co-Option Guidance for Parish Council	j)	Data Security Policy
e)	Co-Option Policy	k)	Working Group Advisory Terms of Reference
f)	Communication Policy	l)	Working Group Agreement

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11. Accounts:

- a) **August Bank Reconciliation:** Two non-banking signatories are to sign the approved Bank Reconciliation from June & July 2026.
- b) **August Payment Schedule:** Two non-banking signatories are to sign the approved August 2026 Payment Schedule.
- c) **National Pay Award 2026/2027:** The Council are to note the National Pay Award for 2026/2027, which applies from 1st April 2026 and forms part of the Clerk's contractual terms and conditions of employment. Members are asked to note the agreed pay award and approve the implementation of the revised salary, including the payment of any arrears due from 1st April 2026, which, has been included within the Salary Payment for September 2026 processed by DM Payroll.
- d) **Unity Trust Document to be Signed:** Cllrs T. Frances, R. Bartleet & A. Warnes are to sign the Unity Trust Mandate.
- e) **September Bank Reconciliation:** Two non-banking signatories are to sign the Bank Reconciliation from July & August 2026.
- f) **September Payment Schedule:** Two non-banking signatories are to sign the September Payment Schedule.

12. **Community Governance Review: To increase Councillor Numbers:** To consider and approve the petition to increase the number of Parish Councillors and agree to its distribution to every household in Great Tey and to agree the associated printing and distribution costs.

13. **Litter Pick Review:** To review the recent village litter pick and consider any follow-up actions or improvements for future events.

14. **Access to New Barn Green Estate via Old Estate Roads:** To discuss the increased use of the Greenfield Drive development roads by visitors and delivery vehicles and consider approaching Mersea Homes to request signage stating, "No access to the New Barn Green Estate."

15. **Brook Road Speeding and Road Safety Concerns:** Consider reports of excessive speeding and near misses along Brook Road, particularly the 30mph section without a footpath, alongside concerns regarding potholes, a collapsed drain, deteriorating carriageway and obscured signage; discuss how the Parish Council can support residents in escalating these issues with Essex Police and Essex County Council and seek targeted speed enforcement and road safety improvements.

16. **20mph Speed Limit Greenfield Drive Estate:** To consider a resident request for the introduction of a 20mph speed limit on the Greenfield Drive development and agree any appropriate action.

17. **Hedge Management Chrismund Way:** To consider a resident's concerns regarding the proposed hedge cutting at the rear of Chrismund Way, including the impact on wildlife, screening from the play area and the effectiveness of previous hedge management, and to agree any appropriate action.

18. **Church and Parish Council Old Playing Field Boundary:** To consider the management of the boundary hedgerow and recommendations from the Woodland Trust.

19. **Village Planting:** To consider and agree arrangements for village planting, including the locations, planting requirements and ongoing maintenance.

20. **Tree Survey:** To consider and determine whether to proceed with a Tree Survey of Parish Council-owned land.

21. **Reports from Amenities Representatives:** To receive and consider reports from the Amenities Representatives covering:

- Litter
- Trees
- Internal Controls
- Playground
- Allotments
- Footpaths
- Highways

22. **Clerk's Report:** To receive the Clerk's report, including updates on correspondence, completed actions and matters for future consideration.

- **Playground Inspection Training:** The Maintenance Contractor is attending the Certificated Course on 6th October 2026 and is continuing to work through the findings from the RoSPA inspection.

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- **Allotment Assets:** Noticeboard for Allotment Site & a Gate Sign have been ordered.
- **Hedge Works:** Judd Coe works planned for October/November 2026, as per works completed in previous years.
- **Allotment Plot Numbers:** Updated Map shared with Allotment Representative & Council
- **Defibrillator:** Upgrade Parts have been ordered and passed to the Village Hall Manager
- **Clear Council Insurance:** Hirer Liability Query - Details shared with the Parish Council.

23. **Councillors' Reports:** To receive reports from Councillors and identify matters for inclusion on future agendas.

24. **Date of Next Meeting:** To note that the next Parish Council Meeting will be held on Tuesday, 20th October 2026.

PRIVATE AND CONFIDENTIAL – EXCLUSION OF PUBLIC: *To resolve that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting for the following item(s) of business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

25. **Probationary Review:** To receive an update from the Personnel Committee and Cllr T. Frances and consider any recommendations.

26. **Allotments: Old Playing Field Access, Parking & Insurance Requirements:** To consider access and parking arrangements for the Old Playing Field, Allotments and associated insurance requirements.

27. **Complaint correspondence from the Monitoring Officer:** To receive an update on correspondence from the Monitoring Officer regarding the complaints made by the Parish Clerk and the Parish Council in April 2026, and to consider any matters arising.

28. **Parish Council Laptop Destruction Certification Update:** The Parish Council is to note that the laptop transferred to the incoming Clerk as part of the handover in February 2026 has been certified as destroyed, and to consider any confidential matters arising.

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO

10th September 2026