

Great Tey Parish Council

Minutes of the
Parish Council Meeting
held at Great Tey
Village Hall dated 15th September 2026
at 7.30pm





Great Tey Parish Council

Minutes of the Parish Council meeting held at Great Tey Village Hall on Tuesday 15th September 2026 at 7.30pm

Minutes

Present: Cllrs T. Frances (Chair), R. Frost (Vice-Chair), R. Bartleet, A. Warnes, Y. Marriott, N. Goodman.

Also Present: City Councillor W. Sunnucks, L. Ritchie-Fagg (Parish Clerk & Responsible Financial Officer), Parish Council Working Advisory Group: U. Simonelli, P. Etherden and 3 Members of the Public.

The meeting was opened at 7.35pm 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.

1. **Apologies for Absence:** No apologies for absence were received.
2. **Declarations of Interest:** No declarations of interest were received.
3. **Minutes:** The minutes of the Parish Council Meeting held on 21st July 2026 were approved and signed by the Chair, Cllr T. Frances, as a true and accurate record. Proposed: Cllr Y. Marriott, Seconded: Cllr N. Goodman.
4. **Resignation of Cllr C. Hill & Notice of Vacancy:** Cllr T. Frances thanked C. Hill for her service and contribution to the Parish Council. It was noted that the vacancy had been advertised to Great Tey residents and that the co-option process would commence in October 2026.
5. **Public Participation (15 Minutes):**
The following matters were raised by members of the public:
 - A request was made for the Council to consider relocating/removing a litter bin situated outside a residential property in Great Yard due to concerns regarding flies, dog waste and the impact on the nearby resident.
 - Concerns were raised regarding the use of electric bikes and scooters within the Parish, together with a request for the Council to consider seeking a 20mph speed limit throughout the village.
 - Concerns were raised regarding the level of weed growth throughout the village during the summer. The Council was asked to liaise with Essex Highways and consider options for improved weed management to help maintain the appearance of the Parish.
 - Clarification was requested regarding responsibility for weed maintenance at Great Yard.
 - In relation to a potential 20mph speed limit, particular consideration was requested for The Street, Earls Colne Road, Parsonage Court, Brook Road and Chappel Road.
 - A request was made for speed and traffic-volume surveys to be undertaken on roads throughout Great Tey.
 - Public transport provision was discussed, including reference to a commuter bus service introduced in Aldham and whether improvements could be sought to existing bus services serving Great Tey.
 - A representative of the Village Community Group offered to assist with the organisation of quarterly community litter picks, with them potentially taking over the responsibility of the litter pick.
 - Concerns were raised regarding planned road closures affecting The Street and Chappel Road by Anglian Water and Openreach. It was asked whether greater coordination between utility companies could be encouraged to minimise disruption to residents.
 - Concerns were raised regarding the current DigiGo service and whether connections to destinations such as Sudbury could be improved.
6. **Report from the County Councillor:** There was no County Councillor in attendance.



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7. **Report from City Councillor W. Sunnucks:**

- **Local Government Reorganisation:** Cllr W. Sunnucks provided an update on Local Government Reorganisation and advised that the process was currently on hold due to an ongoing legal matter concerning the procedures followed. The Parish Council is advised to continue operating under the existing arrangements pending further information.
- **Local Plan – Regulation 19:** The Council was advised that the Regulation 19 Local Plan had been approved for public consultation, with the consultation period running until 13th October 2026. The importance of appropriate infrastructure being provided to support any future development was reiterated.
- Residents and Parish Councils were encouraged to respond to the consultation. It was suggested that Great Tey Parish Council's Regulation 19 response should continue to clearly reflect the concerns previously raised within its Regulation 18 representation.

8. **Planning:** To consider and make representations on planning applications received by the Parish Council.

- a) **Applications Received:** There were no applications received.
- b) **Planning Determinations:** The Council note the decision below.

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:**

- Concerns were raised regarding the capacity of the local sewage infrastructure and low water pressure within the village.
- The condition and capacity of the A120 were raised as significant infrastructure concerns, with improvements considered necessary to support future development.
- CCllr W. Sunnucks advised that appropriate infrastructure should be secured and delivered before further development proceeds.
- The Seven Parishes Local Plan meeting is scheduled to take place via Zoom on 22nd September 2026. Cllr T. Frances will circulate the meeting link.
- The Council was advised that the Mersea Homes development at Great Tey is expected to become a dormant site due to the current level of property sales.

10. **Policies & Procedures to be Adopted:** The following Policies and Procedures were adopted. Proposed: Cllr N. Goodman, Seconded: Cllr Y. Marriott. 5 Votes Approved. 1 Vote Abstained.

Policy / Guidance	Policy / Guidance
Allotment Health & Safety Guidelines	Compassionate Leave Policy
Annual Leave Policy	Councillor Privacy Notice
Biodiversity Policy	Data Protection Road Map
Co-Option Guidance for Parish Council	Data Security Policy
Co-Option Policy	Working Group Advisory Terms of Reference
Communication Policy	Working Group Agreement

11. **Accounts:** The signed Payment Schedule for September will be shared with the Council after the review by non-banking signatories.

- a) **August Bank Reconciliation:** Two non-banking signatories signed the approved Bank Reconciliation from June & July 2026. Proposed: Cllr N. Goodman, Seconded: Cllr Y. Marriott.
- b) **August Payment Schedule:** Two non-banking signatories signed the approved August 2026 Payment Schedule. Proposed: Cllr N. Goodman, Seconded: Cllr Y. Marriott.
- c) **National Pay Award 2026/2027:** The Council noted 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



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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. Proposed: Cllr N. Goodman, Seconded: Cllr Y. Marriott.

- d) **Unity Trust Document to be Signed:** Cllrs T. Frances, R. Bartleet & A. Warnes signed the Unity Trust Mandate. This will be sent to Unity Trust by the Parish Clerk.
 - e) **September Bank Reconciliation:** Two non-banking signatories signed the Bank Reconciliation from July & August 2026. Proposed: Cllr N. Goodman, Seconded: Cllr Y. Marriott.
 - f) **September Payment Schedule:** Two non-banking signatories signed the September Payment Schedule. Proposed: Cllr N. Goodman, Seconded: Cllr Y. Marriott.
12. **Community Governance Review: To increase Councillor Numbers:** The Council agreed to defer further consideration of the matter until the Local Plan has been determined and further information is available regarding proposed development within Great Tey.
13. **Litter Pick Review:** Cllr T. Frances thanked the residents who supported the recent Community Litter Pick, which was attended by approximately 30 volunteers. The Council welcomed the Village Community Group's offer to support and coordinate future litter picks in partnership with the Parish Council, with up to four events proposed each year and refreshments provided following each event. The Council unanimously approved the purchase of additional gloves and litter-bag hoops for future events. Proposed: Cllr N. Goodman, Seconded: Cllr R. Bartleet. Decision: Unanimous. The Parish Clerk will review the Council's insurance arrangements in relation to volunteers and publish a message of thanks to residents through the Council's social media and the Round & About magazine.
14. **Access to New Barn Green Estate via Old Estate Roads:** The Parish Clerk and Cllr T. Frances reported concerns regarding increased use of roads within the Greenfield Drive development by delivery vehicles seeking access to the New Barn Green Estate following concerns from residents. Cllrs T. Frances and Y. Marriott will liaise with Mersea Homes regarding the provision of appropriate signage to discourage access through the development. They will also engage with residents to identify suitable locations for signage and consider the access arrangements between the developments, particularly at Harvesters' Way and Farmfield Road.
Item to be added to October Agenda.
15. **Brook Road Speeding and Road Safety Concerns:** The Parish Clerk reported concerns raised by a resident regarding speeding and near misses along Brook Road, particularly within the 30mph section where there is no footway. Further concerns included potholes, a collapsed drain, deterioration of the carriageway and obscured road signage. The Council agreed that the need for improved pedestrian connectivity should be reflected within its Regulation 19 response, including the provision of footways to better connect areas of the village, particularly Newbarn Road and Parsonage Court. The need for appropriate traffic-calming measures at the approaches to the village was also noted. Cllr A. Warnes will liaise with Community Speed Watch to obtain available speed data for the Council. The Parish Clerk will raise the reported highway and road safety concerns with Essex Police, Essex County Council and Essex Highways, including the request for appropriate speed enforcement and highway improvements. The Council noted that the Speed Indicator Device serving the Moor Road/Chappel Road area is currently not operational and requires attention to its battery. The Parish Clerk will liaise with County Cllr S. Naylor to seek assistance with its reinstatement. The Parish Clerk will also investigate the process and available options for seeking 20mph speed limits within the village, with reference to the Essex Safer Speeds Strategy highlighted earlier in 2026.
16. **20mph Speed Limit Greenfield Drive Estate:** Following a request from a resident, the Council unanimously agreed to support the introduction of a 20 is Plenty scheme within the Greenfield Drive development, particularly in the vicinity of the School and Pre-School. Proposed: Cllr N. Goodman, Seconded: Cllr R. Bartleet.
17. **Hedge Management Chrismund Way:** The Council considered a resident's concerns regarding proposed hedge works to the rear of Chrismund Way, including the potential impact on wildlife, screening from the play area and previous hedge management. The Parish Clerk will liaise with the Woodland Trust regarding appropriate future management of the hedge. Cllr R. Bartleet suggested that hedge management be considered alongside future tree management and surveys across the Parish. Cllr A. Warnes confirmed that the previous Tree Survey was undertaken in 2024.



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18. **Church and Parish Council Old Playing Field Boundary:** The Parish Council requested that the Parish Clerk provide the Church with a copy of the Land Registry plan, noting the apparent difference between the registered boundary and the Church's understanding of its land, and invite its comments. The Parish Clerk will also obtain copies of the relevant title deeds. The documentation and the Church's response will be reviewed to help clarify the respective boundaries of the Old Playing Field and Church land.
19. **Village Planting:** The Village Community Group will identify suitable locations for village planting and provide these to the Parish Clerk. The Group and Parish Clerk will then liaise with County Cllr S. Naylor to seek support for the proposed planting scheme prior to progressing any required licence applications.
20. **Tree Survey:** The Parish Clerk will obtain three quotations for a new Tree Survey, to include an assessment of hedge maintenance and management requirements.
Item deferred to the October 2026 meeting.
21. **Amenities Representatives – Reports and Updates:** The Council received the following updates:
- **Litter:** No matters to report.
 - **Trees:** No matters to report.
 - **Internal Controls:** No matters to report.
 - **Playground:** Dog fouling at Harold Fairs Recreation Ground was reported as an ongoing concern. Additional/improved signage will be considered.
 - **Allotments:** No matters to report.
 - **Footpaths and Pavements:** Cllr R. Bartleet reported that the footbridges on Footpaths 10 and 25 require repair.
 - Cllr A. Warnes reported that Footpath 16 is blocked and currently impassable.
 - Concerns were also raised regarding the condition of pavements at Greenfield Drive, Greenfields, Windmills and Holliland Croft.
 - Tree roots affecting the footway near 7 Chrismund Way were reported as an increasing trip hazard.
 - These matters will be reported to the relevant authority.
 - **Highways:** Concerns regarding vehicle speeds and requests for speed reduction measures across the Parish were noted. The Parish Clerk will liaise with County Cllr S. Naylor regarding the concerns raised and the appropriate next steps.
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 scheduled to attend certified Playground Inspection Training on 6th October 2026 and continues to address the actions identified within the RoSPA inspection.
 - **Allotment Assets:** A new noticeboard and gate sign for the allotment site have been ordered.
 - **Hedge Works:** Judd Coe is scheduled to undertake the annual hedge works during October/November 2026, in accordance with the established maintenance programme.
 - **Allotment Plot Numbers:** An updated allotment plan, incorporating the revised plot numbering, has been provided to the Allotment Representative and circulated to the Council.
 - **Defibrillator:** The Council considered the replacement batteries for the Village Hall defibrillator. Cllr Y. Marriott also suggested the provision of a Bleed Kit alongside the defibrillator. The Parish Clerk will obtain costs for consideration at the October 2026 meeting.
 - **Clear Councils Insurance – Hirer Liability:** The Parish Clerk will review the Council's insurance policy in relation to hirer liability and report back to the Council.
 - *Hirer Liability item deferred to the October 2026 meeting.*
23. **Councillors' Reports:**
- Cllr N. Goodman reported that the school sign at the junction of Greenfield and Chrismund is missing and that the supporting post requires attention. The matter will be reported for investigation.



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- Following the recent resignation of Cllr C. Hill, the membership of the Personnel Committee was raised. Cllr N. Goodman indicated a willingness to join the Committee. The appointment will be considered formally at the October 2026 meeting.

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

The open session of the meeting concluded at 9.05 pm, following which the meeting continued in confidential session for the consideration of Personnel and Confidential matters.

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:** Cllr T. Frances advised that the Personnel Committee had unanimously approved the permanent employment of the Parish Clerk following the completion of the Probationary period.
26. **Old Playing Field: Allotments, Access, Parking and Insurance**
- a) **Allotments – 2026/2027:** Cllr T. Frances asked whether Members wished the previously agreed allotment charges to be reconsidered at a future meeting. One Member expressed disagreement with the changes. No further changes were agreed. The Council agreed to allow tenants until 5th October 2026 to place historical waste and unwanted items in the designated collection area. The Council's Maintenance Contractor will arrange for the items to be removed from the site. The Tenancy Agreement will be updated with a note sent to all tenants advising of the changes.
- b) **Old Playing Field – Access:** The Council noted that the existing entrance gate may not correspond with the access point shown on the Land Registry plan and may not provide sufficient width for vehicular access. The Parish Clerk will obtain and review the relevant Tudor Lay documentation to clarify the correct access arrangements.
Item deferred to the October 2026 meeting.
- c) **Old Playing Field – Parking:** The Council agreed that the Parish Clerk will write to the owner of the machinery and equipment currently stored on the Old Playing Field requesting its removal. The Council further agreed to permit the owner's van to be parked in front of the entrance gate, subject to an annual parking licence issued by the Parish Council. The arrangement is intended to assist with site security and deter unauthorised vehicular access. Access to the site will be arranged through the Parish Clerk, who will liaise with the vehicle owner when the vehicle needs to be moved. Proposed: Cllr R. Bartleet, Seconded: Cllr A. Warnes. Decision: Unanimous.
- d) **Insurance:** The Parish Clerk will notify Clear Councils Insurance of the arrangements agreed by the Council and seek confirmation of any insurance requirements.
27. **Complaint correspondence from the Monitoring Officer:** The parish council received an update on an ongoing Councillor Code of Conduct investigation which the meeting noted. Members discussed the Council's responsibilities as an employer and the need to review relevant employment policies and Council training.
28. **Parish Council Laptop Destruction Certification Update:** The Parish Council noted that the laptop transferred to the incoming Parish Clerk as part of the handover arrangements in February 2026 has since been securely destroyed, with certification of its destruction received.

There being no further business, the meeting closed at 9.56 pm.

Action Log:

Minute Ref.	Action	Who	When
9.1	Circulate the Seven Parishes Local Plan meeting link.	Cllr T. Frances	Before 22 Sept 2026



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Minute Ref.	Action	Who	When
9.2	Progress the Council's Regulation 19 consultation response, incorporating the infrastructure concerns raised.	Parish Clerk / Council	By 13 Oct 2026
11.1	Send the signed Unity Trust mandate to Unity Trust.	Parish Clerk	ASAP
13.1	Review the Council's insurance arrangements in relation to volunteers participating in litter picks.	Parish Clerk	Before next litter pick
13.2	Publish a thank-you to residents following the Community Litter Pick via social media and <i>Round & About</i> .	Parish Clerk	ASAP
13.3	Purchase additional gloves and litter-bag hoops for future litter picks.	Parish Clerk	Before next litter pick
14.1	Liaise with Mersea Homes regarding appropriate signage to discourage access to New Barn Green Estate through Greenfield Drive.	Cllrs T. Frances & Y. Marriott	Before Oct meeting
14.2	Liaise with residents regarding suitable signage locations and access arrangements at Harvesters' Way and Farmfield Road.	Cllrs T. Frances & Y. Marriott	Before Oct meeting
14.3	Add New Barn Green Estate access/signage to the October Agenda.	Parish Clerk	Oct 2026
15.1	Liaise with Community Speed Watch to obtain available speed data.	Cllr A. Warnes	Report back
15.2	Raise Brook Road highway and road-safety concerns with Essex Police, Essex County Council and Essex Highways.	Parish Clerk	ASAP
15.3	Liaise with County Cllr S. Naylor regarding reinstatement of the Moor Road/Chappel Road Speed Indicator Device.	Parish Clerk	ASAP
15.4	Investigate the process and options for seeking 20mph speed limits within Great Tey, with reference to the Essex Safer Speeds Strategy.	Parish Clerk	Report back
16.1	Progress the Council's support for a 20 is Plenty scheme within the Greenfield Drive development, particularly around the School and Pre-School.	Parish Clerk	Report back
17.1	Liaise with the Woodland Trust regarding appropriate future management of the hedge to the rear of Chrismund Way.	Parish Clerk	ASAP
18.1	Provide the Church with the Land Registry plan, highlight the apparent boundary discrepancy and request comments.	Parish Clerk	ASAP
18.2	Obtain copies of the relevant title deeds relating to the Old Playing Field/Church boundary.	Parish Clerk	Report back
19.1	Identify suitable locations for proposed village planting and provide details to the Parish Clerk.	Village Community Group	TBC
19.2	Liaise with County Cllr S. Naylor to seek support for the proposed village planting scheme prior to progressing licence applications.	Parish Clerk / Village Community Group	Following identification of sites
20.1	Obtain three quotations for a new Tree Survey, including hedge maintenance and management requirements.	Parish Clerk	Oct 2026



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Minute Ref.	Action	Who	When
20.2	Add the Tree Survey to the October Agenda.	Parish Clerk	Oct 2026
21.1	Consider additional/improved dog-fouling signage at Harold Fairs Recreation Ground.	Parish Clerk	Report back
21.2	Report required repairs to the footbridges on Footpaths 10 and 25.	Parish Clerk	ASAP
21.3	Report Footpath 16 as blocked and impassable.	Parish Clerk	ASAP
21.4	Report pavement concerns at Greenfield Drive, Greenfields, Windmills and Holliland Croft.	Parish Clerk	ASAP
21.5	Report the tree-root trip hazard near 7 Chrismund Way.	Parish Clerk	ASAP
21.6	Liaise with County Cllr S. Naylor regarding speeding and speed-reduction concerns across the Parish.	Parish Clerk	Report back
22.1	Monitor completion of the Maintenance Contractor's certified Playground Inspection Training.	Parish Clerk	6 Oct 2026
22.2	Obtain costs for a Bleed Kit for consideration by the Council.	Parish Clerk	Oct 2026
22.3	Review the Clear Councils Insurance policy regarding hirer liability and report back to the Council.	Parish Clerk	Oct 2026
23.1	Add the appointment to the Personnel Committee to the October Agenda for formal consideration.	Parish Clerk	Oct 2026
25(a).1	Allow allotment tenants until 5 October to place historical waste/unwanted items in the designated collection area and arrange for its removal.	Parish Clerk / Maintenance Contractor	5 Oct 2026
25(a).2	Update the Allotment Tenancy Agreement and notify tenants of the changes.	Parish Clerk	ASAP
25(b).1	Obtain and review the relevant Tudor Lay documentation to clarify the correct access arrangements to the Old Playing Field.	Parish Clerk	Oct 2026
25(b).2	Add Old Playing Field access to the October Agenda.	Parish Clerk	Oct 2026
25(c).1	Write to the owner of the machinery/equipment stored on the Old Playing Field requesting its removal.	Parish Clerk	ASAP
25(c).2	Prepare an annual parking licence for the permitted van at the Old Playing Field entrance.	Parish Clerk	ASAP
25(d).1	Notify Clear Councils Insurance of the Old Playing Field parking/access arrangements and seek confirmation of insurance requirements.	Parish Clerk	ASAP
26.1	Review relevant employment/personnel policies and Council training requirements.	Parish Clerk / Council	Future meeting

Lynsey Ritchie-Fagg: Parish Clerk & RFO
21st September 2026

Appendix:

August Bank Reconciliation:



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Bank Reconciliation	30/06/2026	31/07/2026
Barclays Community Account	£ 2,039.14	£ 990.57
Barclays Business Account	£ 29,870.10	£ 27,600.57
Total	£ 31,909.24	£ 28,591.14

September Bank Reconciliation:

Bank Reconciliation	31/07/2026	31/08/2026
Barclays Community Account	£ 990.57	£ 1,201.92
Barclays Business Account	£ 27,600.57	£ 24,307.89
Total	£ 28,591.14	£ 25,509.81

August Payment Schedule:

Bank Payments			
Date to be Paid	Payee	Amount	Payment Details
19/08/2026	Staff	£1,210.64	Salary
19/08/2026	Staff	£62.55	Expenses
19/08/2026	Essex Pension Fund	£495.18	Essex Pension Fund
19/08/2026	HMRC Cumbernauld	£553.57	P30 Month 5
19/08/2026	JPB Landscapes	£271.92	Invoice 2067
19/08/2026	JPB Landscapes	£543.84	Invoice 2045
19/08/2026	EALC	£20.40	Invoice SI19518
19/08/2026	EALC	£61.20	Invoice SI19517
19/08/2026	Wave	£73.38	Invoice 229232101
	Total Bank Payments	£3,292.68	

September Payment Schedule:

Bank Payments			
Date to be Paid	Payee	Amount	Payment Details
15/09/2026	Staff	£1,926.90	Salary
15/09/2026	Staff	£115.75	Expenses
15/09/2026	Essex Pension Fund	£809.88	Essex Pension Fund
15/09/2026	HMRC Cumbernauld	£998.30	P30 Month 5
15/09/2026	Dunmow Training Ltd t/a Councilwise	£172.80	Invoice SI518
15/09/2026	Guildhall Services	£63.00	Invoice 4153
15/09/2026	Guildhall Services	£207.00	Invoice 4152
15/09/2026	Guildhall Services	£135.00	Invoice 4151
15/09/2026	Guildhall Services	£234.00	Invoice 4150
15/09/2026	Guildhall Services	£234.00	Invoice 4149
15/09/2026	Great Tey Village Hall	£57.00	Invoice GTVH-2026-392
15/09/2026	Safelincs Ltd	£317.39	Invoice 1936732
	Total Bank Payments	£5,271.02	