Great Tey Parish Council

Agenda for the
Parish Council Meeting
Held at
Great Tey Village Hall
dated
Tuesday 20th October
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 20th October 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 15th September 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. **Co-option of a Parish Councillor:** To receive and consider applications for co-option to the Parish Council following the casual vacancy and to resolve upon an appointment.

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.*

Application Ref.	Date Registered	Site Address	Description of Development	Status
261808	09/10/2026	Alpaca Acres, The Laurels, Chappel Road, Great Tey, Colchester, CO6 1JR	Retention of building for conversion into a veterinary, staff and training facility in connection with the agricultural holding.	Application Valid

b) **Planning Determinations:** To note planning decisions received from the Local Planning Authority.

9. **Local Plan Regulation 19 Parish Council Response:** To note the Parish Council's Regulation 19 consultation response, which was considered and agreed by Councillors via email, including a proposer and seconder, to enable submission to Colchester City Council by the deadline of 13th October 2026, ahead of the next scheduled Parish Council meeting. To formally endorse the response and record the decision and associated email correspondence within the Council's minutes.

10. Accounts:
a) **September 2026 Bank Reconciliation:** Two non-banking signatories are to sign the approved Bank Reconciliation from August & September 2026.
b) **October 2026 Payment Schedule:** Two non-banking signatories are to sign the October 2026 Payment Schedule.
c) **Audit 2025/2026:** To receive and review the External Auditor's Report and Certificate from PKF Littlejohn following completion of the 2025/26 limited assurance review; to note that no findings or actions were raised; and to note that the required documentation has been published on the Parish Council's website.

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

12. **New Barn Green Estate – Southern End: Condition and Potential Repairs:** To consider and discuss the condition of the southern end of the New Barn Green Estate, including any necessary repairs and appropriate action to be taken.

13. Policies & Procedures to be Adopted:

Policy	Policy
Emergency Dependants Leave Policy	Homeworking Policy
Equality and Diversity Policy	Lone Working Policy
Expenses Policy	Maternity Leave Policy
Flexible Working Policy	Paternity Leave Policy
High Consequence Infectious Disease Policy	Performance Improvement Policy
Unreasonable Behaviour, Harassment and Vexatious Complaints Policy	

14. **Grant Application from Round & About:** The Council are to consider the grant application request to support the Round and About Publication.

15. **Remembrance Wreath:** To consider and determine the purchase of a Remembrance Wreath on behalf of the Parish Council, including the associated cost and arrangements for laying the wreath.

16. **Reports from Amenities Representatives:** To receive and consider reports from the Amenities Representatives covering:
- Litter
- Trees
- Internal Controls
- Playground
- Allotments
- Footpaths
- Highways

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

- **Trees on Harold Fairs Recreation Ground:** Richard Fordham email communications have been sent requesting date for works to be completed.
- **Hedge Works:** Judd Coe works planned for October/November 2026, as per works completed in previous years.
- **Chrismund Way Pavement:** Emails received from Residents regarding outside 7 Chrismund Way and also along 8 Chrismund Way. The Pavements have been reported several times – forwarded to CCllr S. Naylor, EHW Cllr M. Webster, CCllr W. Sunnucks for request to resolve urgently. Reports has been raised again by the Parish Clerk.
- **School Sign:** Greenfield Drive/Chrismund Way – The sign has been reported again due to concerns regarding trip hazards.
- **Hedging Works Boundary HFRG:** Email communications sent awaiting confirmation of the dates the works are to be completed.

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

19. **Date of Next Meeting:** To note that the next Parish Council Meeting will be held on Tuesday, 17th November 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.

20. **Allotments:**

a) Allotment Site Update: To receive an update from Cllrs Y. Marriott and N. Goodman regarding the allotment site and any matters requiring Council consideration.
b) National Allotment Society (NAS) Regional Representative Visit: To note the proposed visit to Great Tey and agree arrangements for a suitable date.
c) Allotment Rental Fees 2026/2027: To receive an update on rental payments received, consider any outstanding balances and determine any further action required.
d) Allotment Deposits 2026/2027: To receive an update on deposits received, review any outstanding payments and agree any necessary action.
e) National Allotment Society Membership 2026/2027: To receive an update on membership payments received, consider outstanding payments and determine any further action required.

21. **Social Media & Personal Information:** To consider concerns regarding the publication and sharing of personal information on social media in connection with Parish Council matters, including potential implications for privacy, staff welfare and safety, and to agree any appropriate actions or preventative measures.

22. **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.

Closure
Lynsey Ritchie-Fagg: Parish Clerk & RFO
15th October 2026