Great Tey Parish Council

Minutes of the
Parish Council Meeting
held at Great Tey
Village Hall dated 20th October 2026
at 7.30pm



Great Tey Parish Council

Minutes of the Parish Council meeting held at Great Tey Village Hall on Tuesday 20th October 2026 at 7.30pm

Minutes

Present: Cllrs T. Frances (Chair), R. Frost (Vice-Chair), R. Bartleet, Y. Marriott, N. Goodman, P. Etherden.
Also Present: City Councillor W. Sunnucks, L. Ritchie-Fagg (Parish Clerk & Responsible Financial Officer), 11 Members of the Public.

The meeting was opened at 7.30pm 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:** Apologies were received from Cllr A. Warnes and Working Party Advisory Member U. Simonelli.

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

3. **Minutes:** The minutes of the Parish Council Meeting held on 15th September 2026 were approved and signed by the Chair, Cllr T. Frances, as a true and accurate record. Proposed: Cllr Y. Marriott, Seconded: Cllr R. Bartleet. Unanimous.

4. **Co-option of a Parish Councillor:** The Parish Council received two applications for the casual vacancy, with both applicants invited to attend the meeting and outline their reasons for wishing to become a Parish Councillor. One applicant was unfortunately unable to attend. P. Etherden attended the meeting and provided a brief introduction, outlining his interest in joining the Parish Council and his reasons for wishing to serve the community.
Following consideration, the Parish Council unanimously resolved to co-opt P. Etherden to fill the casual vacancy and welcomed him as a member of the Council. Proposed: Cllr Y. Marriott, Seconded: Cllr R. Bartleet. Resolved: Unanimously.

5. **Public Participation (15 Minutes):**

– Allotment Matters: A member of the public spoke on behalf of the allotment holders and thanked the Parish Council for arranging the clearance of historical waste from the allotment site. A statement was read expressing concerns regarding the management of recent allotment matters and the impact this has had on relationships between the Parish Council and allotment tenants. Whilst acknowledging the Council's stated intention to encourage po sitive communication and collaborative working, disappointment was expressed that this approach had not been adopted from the outset. It was suggested that the situation had resulted in considerable dissatisfaction amongst tenants, with several longstanding plot holders having subsequently relinquished their allotments. The allotment holders requested further engagement with the Parish Council to address outstanding concerns and proposed a separate meeting between councillors and tenants, with an agreed agenda, to discuss the matters raised. Any items requiring formal Council consideration could then be included on a future Parish Council agenda.

– Allotment Tenancy Agreement and Charges: Further concerns were raised regarding the revised Allotment Tenancy Agreement, with tenants requesting consideration of the following amendments:

- A review and correction of the allotment accounts, which tenants believed contained inaccuracies that had artificially increased the reported running costs and influenced the proposed rental increase.
- Reconsideration of the rental increase and the associated maintenance fund.
- Removal of the two-year rental provisions, replacing these with an annual review of charges.
- Deferral of the proposed deposit scheme for 12 months, with tenants expressing the view that 12 months' notice should have been provided.
- Consideration of concessionary rental rates.
- Comparison of allotment charges with neighbouring authorities and consideration of charges calculated per square metre.

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- The allotment holders advised that they were unwilling to sign the revised tenancy agreements until their concerns had been addressed and the requested amendments considered. They expressed the view that the previous agreements therefore remained in place.

– Social Media: Clarification was provided regarding a recent social media post concerning the allotments. It was stated that the post had been made independently by an individual who was not an allotment holder, had appeared on the village Facebook page rather than the allotment Facebook page, and had not been authorised or agreed by the allotment holders.

– Parish Council Response and Further Engagement: Cllr Y. Marriott acknowledged the concerns raised and reiterated the Parish Council's willingness to work collaboratively with allotment tenants to move forward from the historical tenancy documentation dating back to 2009. Cllr Marriott explained that, under the Council's Standing Orders, previously agreed resolutions could not ordinarily be reconsidered within six months unless the relevant procedural requirements were met. However, this did not prevent further discussions with tenants or consideration of proposals for future amendments. Cllr Marriott also advised that she had previously suggested arranging a meeting with tenants to discuss their concerns, although this suggestion had not been supported by two individuals. She reiterated the Council's intention to improve communication and working relationships with allotment holders.

– A member of the public sought clarification regarding the procedure for reconsidering a resolution within the six-month period and whether unanimous agreement was required. The Parish Clerk explained that, under the Council's Standing Orders, a request to reconsider a resolution required the support of at least three councillors. The Clerk further advised that, at the previous meeting, all but one councillor had expressed support for reviewing the matter.
– The member of the public expressed concern that, given the Council's commitment to collaborative working, there appeared to be difficulties in progressing a review which they considered to be in the wider interests of the community.

– Community Speedwatch and Highway Safety: Representatives from Community Speedwatch attended the meeting and raised concerns regarding vehicle speeds through the village. Speed monitoring data was provided to the Parish Clerk, and representatives expressed their willingness to work with the Parish Council to explore potential measures to reduce speeding within the parish. It was suggested that additional speed awareness signage at both entrances to the village would be more effective than signage positioned centrally.

– Village Bus Service: A member of the public raised concerns regarding the reliability of the village bus service, reporting instances of scheduled services failing to arrive and requesting the Parish Council's assistance in highlighting the importance of maintaining a dependable service for residents. Cllr T. Frances advised that the Parish Council had previously written to relevant authorities regarding the need for the service and had contacted local City Councillors W. Sunnucks and S. Naylor to seek assistance. It was understood that the service was funded by Essex County Council. The Parish Council acknowledged the concerns raised and expressed sympathy with residents affected by the unreliable service, noting that councillors were also aware of the difficulties associated with public transport. However, it was explained that the Council had limited direct influence over the operation of the bus service. Further concerns were raised regarding disruption to other bus services, including school transport, which had resulted in some parents having to make alternative arrangements to transport their children to school.

– Children's Allotment – Volunteer Assistance: A member of the public advised that the Children's Allotment had requested volunteers to assist with tidying and maintaining the plot. The Parish Clerk and Allotment Committee advised that the Children's Allotment held its own insurance policy and recommended that the organisers review their insurance arrangements to ensure that any volunteer activities were appropriately covered.

– 20's Plenty Scheme: A member of the public requested an update regarding the 20's Plenty initiative and any progress made towards introducing or supporting reduced vehicle speeds within the village.

6. **Report from the County Councillor**: There was no County Councillor in attendance.

7. **Report from the City Councillor** (*10 Minutes*): City Councillor W. Sunnucks provided the following updates:

- Village Bus Service: Acknowledged the concerns raised regarding the reliability of the village bus service and agreed to investigate the matter further, including identifying the appropriate contacts. Cllr Sunnucks advised that he would liaise with City Cllr S. Naylor and Essex County Council to seek clarification and provide an update to the Parish Clerk.
- Local Plan – Regulation 19: Commended the Parish Council on its comprehensive response to the Regulation 19 consultation. Emphasised the importance of maintaining pressure regarding infrastructure provision, particularly improvements to the A120, and encouraged continued engagement with City Cllr S. Naylor to ensure the matter remained on the agenda. It was noted that the identified infrastructure funding deficit was approximately £939 million.
- Community Infrastructure Levy (CIL): Advised that progress had been made at a recent Local Plan meeting towards introducing a Community Infrastructure Levy, which would help secure funding for essential infrastructure improvements and mitigate the impact of future development.
- Local Government Reorganisation: Advised that Local Government Reorganisation was currently on hold and that, for the time being, Colchester City Council and Parish Councils should continue operating under their existing arrangements.
- City Council Resources and Finance: In his capacity as Portfolio Holder for Resources, Cllr Sunnucks outlined his responsibilities for overseeing financial resources, managing budgets and ensuring the responsible use of public funds.
- City Council Budget 2027/2028: Advised that the City Council's budget was due to be considered in February 2027. It was anticipated that reserves may need to be utilised where necessary, alongside continued careful management of capital expenditure to maintain financial stability.

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	Comment:
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	As long as non-residential it is agreeable.

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

Application Ref.	Date Registered	Site Address	Description of Development	Status
261290	10/07/2026	Alpaca Acres, The Laurels, Chappel Road, Great Tey, Colchester, CO6 1JR	Temporary stationing of a mobile home three years in connection with the continuing development of an agricultural holding.	Refused
260217: Decision Issued: Refused	15/10/2026	The Laurels, Chappel Road, Great Tey Colchester, CO6 1JR	Removal of 'Marshalls Bungalow' and e of replacement bungalow.	Appealed to Secretary of State.

9. **Local Plan Regulation 19 Parish Council Response:** The Parish Council formally considered and ratified its response to the Local Plan Regulation 19 consultation, which had previously been circulated and agreed by councillors via email, including a proposer and seconder, to ensure submission to Colchester City Council by the deadline of 13th October

2026, ahead of the scheduled Parish Council meeting. The Council agreed to formally endorse the submitted response and record the decision, together with the associated email correspondence, within the minutes.
Cllr T. Frances provided an update on the joint Seven Parishes response to the Regulation 19 consultation, highlighting concerns regarding infrastructure provision, transport and the capacity of the existing road network. He emphasised the importance of considering the cumulative impact of proposed developments across the wider area, rather than assessing individual developments in isolation. The Parish Council confirmed its support for the joint Seven Parishes response, noting the involvement of Cllrs T. Frances and N. Goodman in its preparation. Proposed: Cllr Y. Marriott, Seconded: Cllr N. Goodman. Resolved: Unanimously agreed to ratify and endorse the Parish Council's Regulation 19 consultation response and formally record the decision within the minutes.

10. Accounts:

a) **September 2026 Bank Reconciliation:** Two non-banking signatories signed the approved Bank Reconciliation from August & September 2026. Proposed: Cllr N. Goodman, Seconded: Cllr Y. Marriott.

b) **October 2026 Payment Schedule:** Two non-banking signatories signed the October 2026 Payment Schedule. Proposed: Cllr N. Goodman, Seconded: Cllr Y. Marriott.

c) **Audit 2025/2026:** The Parish Council received and reviewed the External Auditor's Report and Certificate issued by PKF Littlejohn following completion of the 2025/2026 limited assurance review. It was noted that the audit had been completed satisfactorily, with no findings or recommendations for further action. The Council also noted that all required documentation had been published on the Parish Council's website in accordance with the relevant requirements. The Parish Council expressed its satisfaction with the outcome of the audit and unanimously agreed to formally accept and note the External Auditor's Report and Certificate. Councillors also extended their thanks and appreciation to the Parish Clerk for the work undertaken in preparing and completing the audit process.
Resolved: Unanimously agreed to accept the External Auditor's Report and Certificate for 2025/2026, noting that no matters requiring further action had been identified.

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

12. **New Barn Green Estate – Southern End: Condition and Potential Repairs:** Cllrs N. Goodman and Y. Marriott raised concerns regarding the condition of the roads at the southern end of the New Barn Green Estate. It was noted that these concerns had been reported to Essex Highways. The Parish Clerk was requested to follow up with Mersea Homes to seek clarification on the outstanding works and ensure that the roads are reinstated to an appropriate standard.

13. **Policies & Procedures to be Adopted:** The Parish Council reviewed and agreed to adopt the policies presented, subject to amendments to the Expenses, Emergency Dependants Leave, Flexible Working and Lone Working Policies. It was agreed that any references to matters being reported to the Chair would be amended to reflect that such matters should instead be referred to the Personnel Committee. Proposed: Cllr Y. Marriott, Seconded: Cllr N. Goodman. Resolved: Unanimously agreed to adopt the policies, subject to the amendments outlined above.

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 Parish Council considered a request for grant funding to support the continued production and distribution of the R&A community publication. Cllr N. Goodman suggested exploring electronic distribution to residents as a means of reducing printing costs. Cllr Y. Marriott proposed including a notice in a future edition inviting residents to register their interest in receiving the publication by email, with printed copies continuing to be provided to those who preferred or required them. Concerns were also raised that residents of the New Barn development may not currently be receiving the publication. The Parish Clerk highlighted the need to ensure compliance with GDPR and data protection requirements when collecting and managing residents' email addresses. It was noted that appropriate arrangements could be explored to facilitate electronic distribution.
The Parish Clerk confirmed that the Council had previously awarded £822 in grant funding to the R&A in June 2026 and that alternative printing options had been shared with the Editor to assist with reducing production costs.
Cllr P. Etherden expressed support for continued funding, recognising the R&A as a valuable community publication.
Following discussion, the Parish Council formally approved a further grant of £500 towards the continued production of the R&A. Proposed: Cllr Y. Marriott, Seconded: Cllr P. Etherden. Resolved: The Parish Council agreed to award £500 in grant funding to the R&A.

15. **Remembrance Wreath:** The Parish Council considered the purchase of a Remembrance wreath and agreed not to proceed with a purchase this year. However, the Council expressed its willingness to support the Royal British Legion and agreed to enquire whether any assistance was required within the village. Resolved: The Parish Council agreed not to purchase a Remembrance wreath but to explore opportunities to support the Royal British Legion locally.

16. **Reports from Amenities Representatives:** The Parish Council received and considered the following updates from the Amenities Representatives:

- Litter: No matters to report.
- Trees: The Parish Clerk provided an update regarding the outstanding tree works at 13 Lower Langleys. Despite repeated attempts to obtain a response from the appointed contractor, no further communication had been received. The Council expressed concern regarding the continued delay and requested that the works be undertaken as a matter of urgency. It was agreed that the Parish Clerk would seek alternative quotations to progress the necessary works.
- Internal Controls: No matters to report.
- Playground: No matters to report.
- Allotments: Matters relating to the allotments were considered separately under the Planning and Communities (P&C) agenda item.
- Footpaths: Concerns were raised regarding an overgrown hedge along the footpath between 3–7 Greenfield Drive, which had formed an arch over the pathway and was considered a potential safety hazard. It was confirmed that Bowman & Sons would undertake the necessary clearance works. Further concerns were raised regarding outstanding maintenance works to Footpath 14. The Parish Clerk was requested to follow up with Bowman & Sons to establish when the outstanding works would be completed.
- Highways: No additional report was provided, with highways matters considered separately under Agenda Item 12.

17. **Clerk's Report:** The Parish Council received and noted the Clerk's report, including updates on correspondence, outstanding works and matters requiring further action.

- **Trees – Harold Fairs Recreation Ground:** The Parish Clerk advised that further email correspondence had been sent to Richard Fordham requesting confirmation of when the outstanding tree works would be undertaken. A response remained outstanding.
- **Hedge Maintenance – Judd Coe:** The Parish Clerk advised that the annual hedge maintenance works were anticipated to take place during October/November 2026, in line with the schedule and works undertaken in previous years.
- **Chrismund Way Pavements:** The Parish Clerk reported receiving further correspondence from residents regarding the deteriorating condition of the pavements outside Nos. 7 and 8 Chrismund Way. Despite the issues having been reported on several occasions, the necessary repairs remained outstanding. The concerns had been escalated to City Cllrs S. Naylor and W. Sunnucks, together with Essex County Cllr M. Webster, requesting urgent intervention. The Parish Clerk confirmed that the defects had also been reported again to Essex Highways.

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- **School Sign – Greenfield Drive/Chrismund Way:** The Parish Clerk advised that the school sign located near the junction of Greenfield Drive and Chrismund Way had been reported again due to concerns regarding a potential trip hazard. The matter remained outstanding.
- **Boundary Hedge Maintenance – Harold Fairs Recreation Ground:** The Parish Clerk confirmed that further email correspondence had been sent regarding the outstanding boundary hedge maintenance works by Bowman & Sons. Confirmation of the proposed dates for completion was awaited.
  The Parish Council noted the updates provided, with the Parish Clerk to continue following up on the outstanding matters as necessary.

18. **Councillors' Reports:**

- **Parish Council Vacancy and Village Hall Management Committee**: Cllr T. Frances requested that the Parish Clerk contact U. Simonelli regarding the opportunity to become involved with the Village Hall Management Committee and advise that further opportunities to join the Parish Council may arise in due course.
- **Budget Review 2027/2028:** It was agreed that the Parish Council would undertake its budget review during the November and December meetings, with agendas kept as concise as possible to allow sufficient time for detailed consideration of the budget and precept requirements.
- **November 2026 Parish Council Meeting:** Cllr T. Frances tendered his apologies in advance, advising that he would be unable to attend the November 2026 Parish Council meeting.
- **Land Ownership – Parish Council and Church:** Cllr N. Goodman raised concerns regarding the recent installation of chicken wire and planters on an area of land where ownership remains disputed between the Parish Council and the Church. It was noted that Land Registry records indicate ownership by the Parish Council, whilst the Church holds historical documentation suggesting otherwise. The Parish Clerk was requested to liaise with the Church to establish who had undertaken the recent works and seek clarification regarding ownership of the land.
- **Harold Fairs Recreation Ground – Barrier:** Cllr Y. Marriott raised concerns regarding the stability of the barrier at Harold Fairs Recreation Ground and requested that the Parish Clerk contact the maintenance contractor to arrange an urgent inspection and necessary repairs.
- **The Chase – Potential Adoption:** Cllr Y. Marriott suggested that the Parish Council explore the possibility of formally adopting The Chase. Cllr T. Frances advised that any potential transfer or adoption of the land would likely involve legal costs. It was agreed that initial enquiries should be undertaken to establish the feasibility and potential implications for the Council.

19. **Date of Next Meeting:** To note that the next Parish Council Meeting will be held on Tuesday, 17th November 2026.

The open session of the Parish Council meeting was closed at 8.57 pm.

PRIVATE AND CONFIDENTIAL – EXCLUSION OF THE PUBLIC The Parish Council resolved, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude members of the public and press from the remainder of the meeting due to the confidential nature of the business to be considered, where publicity would be prejudicial to the public interest.
Resolved: To exclude the public and press for the consideration of the confidential agenda items.

20. **Allotments:** Cllrs Y. Marriott and N. Goodman provided an update following their recent visit to the allotment site. Photographs had been taken to provide a record of the site's condition at the commencement of the new allotment tenancy year, following the completion of the historical waste clearance.

a) Concerns were raised regarding the condition of Plots 8 and 15, which required further attention. The Parish Council agreed to instruct the maintenance contractor to undertake the necessary clearance works, remove any remaining waste and ensure the plots were appropriately covered to prevent further deterioration. Proposed: Cllr N. Goodman Seconded: Cllr Y. Marriott
Resolved: Unanimously agreed to arrange the necessary clearance and maintenance works to Plots 8 and 15.
The Council also agreed to advertise the availability of vacant allotment plots to local residents to encourage further uptake.

b) National Allotment Society (NAS) – Regional Representative Visit: The Parish Council discussed arranging a visit from the National Allotment Society Regional Representative to provide independent advice and guidance regarding the management of the allotment site and outstanding matters. It was agreed that the Parish Clerk would contact the NAS Representative to arrange an initial meeting with the Parish Council, allowing councillors to discuss the relevant matters independently. Following this meeting, it was proposed that a further meeting be arranged involving the NAS Representative, Parish Council and allotment holders to facilitate constructive discussions and address outstanding concerns. Further engagement with allotment holders would then be arranged as necessary.

c) Allotment Rental Fees 2026/2027: The Parish Clerk provided an update regarding the collection of allotment rental fees for the 2026/2027 tenancy year and confirmed that all rental payments had been received. The Parish Council noted the update.

d) Allotment Deposits 2026/2027: The Parish Council discussed the implementation of the allotment deposit arrangements for the 2026/2027 tenancy year. It was agreed that, following the meeting with the National Allotment Society Representative, all allotment tenants would be contacted and requested to pay the required deposit in accordance with the updated tenancy arrangements.

e) National Allotment Society Membership 2026/2027: The Parish Council discussed the National Allotment Society membership requirements for the 2026/2027 tenancy year. It was agreed that, following the meeting with the NAS Representative, all allotment tenants would be contacted regarding their membership requirements, with reminder correspondence issued where necessary to ensure the outstanding arrangements were completed.

21. **Social Media & Personal Information:** The Parish Clerk raised concerns regarding recent social media activity relating to allotment matters and the increasingly personal nature of communications directed towards her.
The Clerk advised that a social media post had been published by the partner of a former allotment tenant who had relinquished their plot. The post included information relating to the Clerk's home location, which she considered inappropriate and an intrusion into her personal life. Further concerns were raised regarding contact from a former Parish Councillor, who had approached the Clerk through her personal social media account, attaching documentation, and had also sent correspondence to both the Clerk's official Council email address and the Parish Council. Councillors expressed their disappointment regarding this approach, considering it inappropriate, particularly given the individual's previous role as a Parish Councillor and their familiarity with the Council's Code of Conduct and expected standards of behaviour. The Clerk also reported that allotment holders had viewed her personal LinkedIn profile, as indicated by the platform's profile viewing notifications. She explained that the cumulative effect of these incidents had caused considerable personal concern, particularly as matters relating to her professional responsibilities were increasingly extending into her private life. The Parish Clerk expressed her sincere appreciation for the support received from the Parish Council throughout these matters and emphasised the importance of residents maintaining respectful and appropriate communication with Council employees.
The Parish Council acknowledged the concerns raised and reiterated its support for the Clerk. Councillors agreed that residents should be reminded that the Parish Clerk acts in a professional capacity on behalf of the Parish Council, carrying out decisions made collectively by the Council rather than acting independently.

    It has been suggested that the Council advise should advise what they do for the local community, including Essex County Council, Colchester City Council, the role of the Council and Trustees and the Parish Clerk and for this to be included in a future version of the R&A. The Council should share the successes over the past year.

22. **Complaint correspondence from the Monitoring Officer:** No further update was available for the Parish Council at this stage. The matter will be reported to the Council once the Monitoring Officer's final report has been received.

    The confidential session of the Parish Council meeting concluded at 9.31 pm.

Closure
Lynsey Ritchie-Fagg: Parish Clerk & RFO
11th November 2026

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Action Log:

Minute Ref.	Item / Action Required	When By	Responsible
7	Follow up concerns regarding the village bus service with Essex County Council and City Cllr S. Naylor. Report findings to the Clerk.	As soon as possible	City Cllr W. Sunnucks
11	Include the proposed Tree Survey of Parish Council-owned land on the November agenda.	Nov-26	Parish Clerk
12	Contact Mersea Homes regarding the condition and reinstatement of roads at the southern end of New Barn Green Estate.	As soon as possible	Parish Clerk
13	Amend the Expenses, Emergency Dependants Leave, Flexible Working and Lone Working Policies to refer to the Personnel Committee rather than the Chair.	Nov-26	Parish Clerk
14	Arrange payment of the approved £500 grant to Round & About.	Next payment schedule (suggested)	Parish Clerk
14	Contact the R&A Editor to establish advertising charges and income.	November 2026 (suggested)	Parish Clerk
15	Contact the Royal British Legion to enquire whether assistance is required within the village.	November 2026 (suggested)	Parish Clerk
16	Obtain alternative quotations for urgent tree works at 13 Lower Langleys.	Urgent	Parish Clerk
16	Follow up with Bowman & Sons regarding clearance of the hedge between 3–7 Greenfield Drive and outstanding works to Footpath 14.	Urgent	Parish Clerk
17	Chase Richard Fordham for confirmation of dates for outstanding tree works at Harold Fairs Recreation Ground.	As soon as possible	Parish Clerk
17	Confirm the annual hedge maintenance schedule with Judd Coe.	October/November 2026	Parish Clerk
17	Continue pursuing Essex Highways and relevant councillors regarding pavement defects outside 7–8 Chrismund Way.	Urgent	Parish Clerk
17	Follow up the reported trip hazard associated with the school sign at Greenfield Drive/Chrismund Way.	As soon as possible	Parish Clerk

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17	Obtain confirmation of dates for boundary hedge maintenance at Harold Fairs Recreation Ground.	As soon as possible	Parish Clerk
18	Contact U. Simonelli regarding involvement with the Village Hall Management Committee and future Parish Council opportunities.	November 2026 (suggested)	Parish Clerk
18	Prepare budget and precept review items and keep the November and December agendas focused.	November–December 2026	Parish Clerk / Council
18	Liaise with the Church regarding disputed land ownership and establish who installed the chicken wire and planters.	As soon as possible	Parish Clerk
18	Contact the maintenance contractor regarding urgent inspection and repair of the unstable barrier at Harold Fairs Recreation Ground.	Urgent	Parish Clerk
18	Make initial enquiries regarding the potential adoption of The Chase, including ownership, legal costs and implications.	To be confirmed	Parish Clerk (suggested)
20(a)	Instruct the maintenance contractor to clear Plots 8 and 15, remove remaining waste and cover the plots.	Urgent	Parish Clerk
20(a)	Advertise vacant allotment plots to local residents.	November 2026 (suggested)	Parish Clerk
20(b)	Contact the National Allotment Society Regional Representative to arrange an initial meeting with the Parish Council.	As soon as possible	Parish Clerk
20(b)	Arrange a subsequent meeting involving the NAS Representative, Parish Council and allotment holders.	Following initial NAS meeting	Parish Clerk / Council
20(d)	Contact allotment tenants requesting payment of the required deposits.	Following NAS meeting	Parish Clerk
20(e)	Contact allotment tenants regarding NAS membership requirements and issue reminders where necessary.	Following NAS meeting	Parish Clerk
21	Prepare information for a future R&A edition explaining the responsibilities of the Parish Council, Clerk, trustees and other authorities, together with Council achievements.	Future R&A edition	Parish Council / Clerk (suggested)
22	Report the Monitoring Officer's final findings to the Parish Council once received.	Upon receipt of final report	Parish Clerk

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Appendix:

Bank Reconciliation:

Bank Account	31 August 2026	30 September 2026
Barclays Community Account	£1,201.92	£2,434.50
Barclays Business Premium Account	£24,307.89	£30,249.92
Total Funds Held	£25,509.81	£32,684.42

Payment Schedule:

20/10/2026	Payee	Amount	Payment Details
20/10/2026	Staff	£1,708.05	Salary
20/10/2026	Staff	£104.38	Expenses
20/10/2026	Essex Pension Fund	£713.71	Essex Pension Fund
20/10/2026	HMRC Cumbernauld	£862.37	P30 Month 5
20/10/2026	EALC	£655.20	Invoice SI19550
20/10/2026	JPB Landscapes	£271.92	Invoice 2118
20/10/2026	Impact Signs	£28.20	Invoice 12517
20/10/2026	PKF Littlejohn	£252.00	Invoice SB20263158
20/10/2026	Dunmow Training Ltd t/a Councilwise	£576.00	Invoice SI561
20/10/2026	Dunmow Training Ltd t/a Councilwise	£230.40	Invoice SI452
20/10/2026	National Allotment Society	£36.50	NAS Membership for Allotment Association
	Total Bank Payments	£5,438.73	

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