

**MINUTES OF THE MEETING OF  
Great Bentley Parish Council  
5 December 2013**

<b>Present</b>	Cllrs; B. Herbert (Chair), L. Edwards, K. Plummer, R. Taylor, L. McWilliams, G. Wright and P. Balbirnie.
<b>120-13/4</b>	<b>Apologies for absence:</b> Apologies were received from Cllr J. Hills and C. Warder. Cllr Wright indicated that he will have to give his apologies for the next three Parish Council meetings due to business reasons.
<b>121-13/4</b>	<b>Minutes of the last meeting:</b> The minutes of the meeting held on 7 November 2013 were proposed by Cllr McWilliams, seconded by Cllr Balbirnie and agreed as a true record of proceedings.
<b>122-13/4</b>	<b>Declarations of Interest:</b> Cllr McWilliams registered an interest in the role of the caretaker.
<b>123-13/4</b>	<b>Information &amp; Reports:</b> None.
<b>124-13/4</b>	<b>County and District Councillors Reports:</b> a) <u>County Councillor:</u> - In Cllr Lord's absence, there was a request to ask him if he would be able to assist to have the traffic congestion issue outside The Plough on weekday mornings addressed. This issue appears to have worsened since the school buses changed their pick up points. <b>Resolved:</b> The Clerk was asked to write to the school bus department. b) <u>District Councillor:</u> - Cllr L McWilliams advised that a 'pop-up' shop to assist families in need has opened in Clacton. It is scheduled to be opened for two weeks. 112 families attended the previous day. <b>Resolved</b> to contact TDC and advise that the Council's Xmas tree shredding service would not be necessary in Great Bentley as alternative arrangements are in place.
<b>125-13/4</b>	<b>Other Reports:</b> a) <u>Police Incidents Report in attendance;</u> Noted b) <u>Tendring District Association of Local Councils;</u> - <b>Resolved</b> The Clerk was asked to circulate the TDC email relating to the Old Farm Cottage flooding issue. - Cllr Taylor outlined TDC's recently agreed approach to councillor standards together with TDALC's proposal to nominate three Town/Parish Councillors to sit on the committee. The TDALC proposal set out in the report was moved by Cllr Taylor, seconded Cllr McWilliams and <b>Resolved:</b> to support TDALC's proposal and put forward Cllr Taylor as the GBPC nominee to sit on the TDC Standards Committee. c) <u>Transport;</u> A verbal report was presented by Mr P. Harry. d) <u>Footpaths;</u> Noted. e) <u>Caretaker;</u> Noted. f) <u>NAP;</u> No report g) <u>Village Events;</u> Nothing to report.

126-13/4	<p><b>Correspondence:</b></p> <p>a) <u>Xmas Tree Shredding Request</u>; Agreed</p> <p>b) <u>Fund Raising Wednesday Request</u>; Agreed</p> <p>c) <u>Council Tax Benefit Support Grant Briefing</u>; Noted.</p> <p>d) <u>Alresford PCSO Enquiry</u>: <b>Resolved</b>: to respond indicating that GBPC might be interested in sharing the cost of a PCSO in the future and would be willing to consider a proposal.</p>
127-13/4	<p><b>Clerks Report:</b></p> <p>The Clerk's previously circulated report (attached as Appendix A to these minutes) was noted.</p>
128-13/4	<p><b>Finance Report:</b></p> <p>a) <u>To approve expenditure for the month</u>; the monthly expenditure report (attached as Appendix B to these minutes) was agreed. Cllr Herbert noted that he challenges to the Village Hall's water demand. <b>Resolved</b>: to write to the Village Hall treasurer challenging the invoice.</p> <p>b) <u>To approve requests for non-budgeted expenditure</u>; none this month.</p> <p>c) <u>To note the minutes of the Finance Committee meeting held on 19-11-13</u>: Noted.</p> <p>d) <u>To consider and agree the annual budget for 2014/15</u>; Cllr Taylor summarised the 2014/15 budget proposals as set out in the report previously circulated report (attached as Appendix C to these minutes). He then moved it; it was seconded by Cllr McWilliams and <b>Resolved</b>: The annual budget proposal as presented was agreed including the following two amendments e.g. D013, Christmas Tree Lighting increase to £500 and overall grants budget increase to £5000.</p> <p>e) <u>To consider the 'Parish Comms' budget and determine the requirement of a periodic newsletter</u>; Further to some discussion it was noted that the limited budget is no longer sufficient to fund a newsletter.</p>
129-13/4	<p><b>Financial Investment Strategy:</b></p> <p>There was a discussion about the security of the Council's financial holdings, which is all currently invested in the Co-Operative Bank. <b>Resolved</b>: that the Clerk makes an enquiry to Mr R Barrett, Financial Services Manager at TDC.</p>
130-13/4	<p><b>Parish Council Grant Applications:</b></p> <p>Cllr Plummer presented his and Cllr Edwards provisional recommendations for Parish Council grant funding in 2014/15. A brief review of the principles supporting the Council's grants policy was undertaken.</p> <p>It was moved by Cllr Plummer, seconded by Cllr Edwards and unanimously <b>Resolved</b>: to set a grant aid budget of £5,000 in the Parish Council's 2014/15 budget.</p> <p>Based on the guidance given during the meeting, it was <b>Resolved</b>: Cllr Plummer to review the provisional recommendations and report back with final recommendations to the next Parish Council meeting. It was agreed that no further applications can now be accepted.</p>
131-13/4	<p><b>Village Green Working Party Report:</b> Cllr Herbert summarised his previously circulated report. The estimate provided by Bellett Ltd to service the tractor was noted.</p>

	<p><b>Resolved:</b> to defer the annual service until the start of the 2014/15 financial year in April and obtain estimates for the options for the additional work.</p> <p>A discussion about what appears to be increasing congestion on Plough Road despite encouraging usage of the new car park took place.</p> <p><b>Resolved:</b> the Clerk to write to members of the Parking Sub Committee set up to consider this issue to ask for consideration of the options to be undertaken.</p>
132-13/4	<p><b>Highways:</b></p> <p><b>Resolved:</b> The Clerk was asked to report a dangerous looking tree at the brook at Flag Hill.</p>
133-13/4	<p><b>Annual Schedule of Parish Council Meetings:</b></p> <p>The Clerk's proposed holiday plans in August 2014 were noted together with his proposal to cancel the August meetings of the Parish Council and Planning Committee. This matter was deferred.</p>
134-13/4	<p><b>Street Lighting – Three-Year Lamp Cleaning and Replacement Programme:</b></p> <p>The quotation from Cartledge (Kier MG Group) for routine and non-routine maintenance was explained by Cllr Taylor and considered by members. It was moved by Cllr Taylor, seconded by Cllr McWilliams and</p> <p><b>Resolved:</b> to accept the quotation and proceed and have the work undertaken.</p>
135-13/4	<p><b>Car Park – Surface and Drainage Improvements:</b></p> <p>A summary of the Clerk's conversation with the officer who administers the ECC Community Initiatives Fund (CIF) is included in the Clerk's monthly report. He reported that an application(s) to assist to fund drainage and resurfacing work at the car park would meet the CIF criteria.</p> <p><b>Resolved:</b> It was agreed to ask the Clerk to investigate options. Cllr Wright offered to arrange to repair the potholes in car park.</p>
136-13/4	<p><b>Future Agenda Items:</b> None offered.</p>
<b>PUBLIC QUESTION TIME</b>	<ol style="list-style-type: none"> <li>1. Further to agenda item 125-13/4, it was noted that the kerb has collapsed by the ditch at South Heath. This ditch was 'piped' by ECC and is not being maintained by ECC. It was stated that the flooding issue is therefore, not the responsibility of Mr D Gibbon.</li> <li>2. It was reported that the surface water running off the west side of Plough Road from Aingers Green to Gt Bentley is causing a problem on the adjacent land as the ditch has been filled-in by ECC. The Council was asked to report this matter to ECC.</li> <li>3. Disappointment was registered that there has been no Essex Councillor representation at recent Parish Council meetings.</li> </ol>

## APPENDIX A

### Meeting of Great Bentley Parish Council 5 December 2013

### REPORT OF THE PARISH CLERK

#### 1. Station Road Car Park

- i) The new signage at the entrance to the car park that as agreed by the Council at the last meeting will be erected on 9 December 2013.
- ii) The landscaping work at the car park entrance has yet to undertaken and may not now be commenced until the New Year.
- iii) Notification has been received from the Valuation Office Agency that the car park's rateable value has been set at £3,100. This figure appears high for an unsurfaced FOC car park and so I have challenged this assessment and await a judgement.

2. Community Initiatives Fund (CIF)

The CIF is a small grants scheme funded by Essex County Council. The fund has been designed to be flexible and responsive to the needs of the community. CIF is designed to fund community projects that:

- create, procure or develop new community assets
- enhance existing community assets
- enhance or develop initiatives that strengthen a community.
- CIF is subject to a maximum application of £20,000 for any one project.
- CIF expects match funding.

A conversation with the ECC officer who administers the CIF indicates that the resurfacing of the car park including associated drainage work would meet the criteria for CIF funding and that a number of similar project across Essex have been CIF funded. Depending on the scale of the project, it may be necessary to plan it in phased stages.

The 2013/14 deadline for applications to CIF has passed. If the Council were to agree to the preparation of a project, it would need to wait until September 2014 before submitting an application. This proposal is offered for consideration under agenda item 135-13/4.

3. Village Post Box

You will have noted that a new post box has been installed on Plough Road next to the recycling point close to the Plough Public House. It is understood that Mr Bernard Jenkins MP has accepted an invitation to visit Great Bentley on Friday 6 December 2013 for a photo opportunity with the post box! As requested by the Council, a letter thanking Mr Jenkins for his support has been forwarded to him.

A comment was made that access to the post box is sometimes difficult because of parked vehicles. It was suggested that it would be helpful to paint a hatched area to allow access and designated parking bays. I have contacted ECC Highways to ask for consideration of this suggestion.

4. Damage to the Green at Station Road

Further to the meeting of the Council on 7 November, the work to repair the Green has been ordered and is scheduled to commence week commencing 9 January 2014.

Kevin Harkin  
**Clerk to Great Bentley Parish Council**

**APPENDIX B**

<b>Items of Expenditure for Approval 5 December 2013</b>					<b>Agenda Item 128(a)</b>		
05/12/13	SO	Mr K Harkin (mth 8)	A010	Clerks Salary	728.00		728.00
05/12/13	101389	British Legion	D016	Poppy Wreath	20.00		20.00
05/12/13	101390	Mr K Harkin	A017	Training, Travel & Subsistence	53.10		53.10
05/12/13	DD	E.ON	L010	Energy	266.98	53.40	320.38
05/12/13	DD	Talktalk	A065	CRC Rent, Equip, M'tenance & General Costs	38.88	7.78	46.66
05/12/13	101391	Kier MG Ltd (Cartledge)	L020	Call Outs & Repairs	81.99	16.40	98.39
05/12/13	101391	Kier MG Ltd (Cartledge)	L020	Call Outs & Repairs	89.67	17.93	107.60
05/12/13	101391	Kier MG Ltd (Cartledge)	L020	Call Outs & Repairs	137.85	27.57	165.42

05/12/13	101391	Kier MG Ltd (Cartledge)	L020	Call Outs & Repairs	123.47	24.69	148.16
05/12/13	101391	Kier MG Ltd (Cartledge)	L020	Call Outs & Repairs	88.31	17.66	105.97
05/12/13	101392	GBVH (Hall Hire)Dec '13	A060	Village Hall Hire	21.30		21.30
05/12/13	101392	GBVH (CRC Hire)1-31 Dec'13	A065	CRC Rent, Equip, M'tenance & General Costs	184.44		184.44
05/12/13	101392	GBVH (water)	P020	Allotment Water rate	458.00	6.69	464.69
05/12/13	101393	Mr N Goodier (Accounts)	A065	CRC Rent, Equip, M'tenance & General Costs	50.00		50.00
05/12/13	101394	Landscape Services	G080	Verge cutting for Essex County	330.00	66.00	396.00
05/12/13	101394	Landscape Services	G020	Green Reinstatement/Track/M'tenance	180.00	36.00	216.00
05/12/13	101395	Open Spaces Society	A100	Subscriptions	45.00		45.00
05/12/13	101396	Signs Made Easy	C030	Car Park/Leveling/Notices/Signage	139.00	27.80	166.80
05/12/13	101397	Mr M Dorling	G020	Green Reinstatement/Track/M'tenance	164.00		164.00
05/12/13	101397	Mr M Dorling	G020	Green Reinstatement/Track/M'tenance	84.00		84.00
05/12/13	101397	Mr M Dorling	G010	Grass Cutting/Green(inc.Gas oil for Tractor)	112.00		112.00
05/12/13	101397	Mr M Dorling	G030	Environmental /Trees/Pond/Standpipe	132.00		132.00
05/12/12	101398	Mr R McWilliams	A013	Village Caretaker	69.24		69.24
				<b>TOTAL</b>	<b>3,597.23</b>	<b>301.92</b>	<b>3,899.15</b>

## Annual Budget 2014/15 Proposal

Great Bentley Parish Council					
Expenditure	Year End Outturn 2012/13	Annual Budget 2013/14	Expenditure at 31/09/13 2013/14	End of Year Forecast 2013/14	Annual Budget 2014/15
	£	£	£	£	£
<b>Administration</b>					
Audit Fee	400.00	450.00	£ 300.00	400.00	450.00
Car Park Rent and Rates	-	3,000.00	£ -	3,000.00	3,000.00
Clerks Salary	8,902.36	10,000.00	£ 9,023.77	12,750.00	13,420.00
CRC Rent, Equip, Maint & General Costs	2,676.26	3,750.00	£ 2,101.98	3,270.00	3,750.00
Election fees	-	-	£ -	-	-
Insurance	2,316.80	3,000.00	£ 2,189.47	2,400.00	2,500.00
Legal fees	-	500.00	£ -	-	500.00
Parish Comms (Newsletter/Web Site)	670.43	400.00	£ 108.00	400.00	200.00
Police Community Support Officer Incl Tel	-	-	£ -	-	-
Post, Print & Stationary	287.91	300.00	£ 193.43	300.00	300.00
Subscriptions	727.44	700.00	£ 822.31	820.00	800.00
Training, Travel & Subsistence	375.93	300.00	£ 947.50	950.00	300.00
Village Caretaker	951.25	1,000.00	£ 536.61	1,000.00	1,000.00
Village Hall Hire	445.22	300.00	£ 212.60	280.00	450.00
Sub Total	17,753.60	23,700.00	16,435.67	25,570.00	26,670.00
<b>Property and Footpaths</b>					
Grass Cutting/Green(inc.Gas oil for Tractor)	3,865.50	3,100.00	£ 4,026.00	4,500.00	4,100.00
Green Reinstatement/Track/Maintenance	1,775.39	1,600.00	£ 915.20	2,800.00	1,800.00
Environmental /Trees/Pond/Standpipe	1,002.37	1,200.00	£ 1,292.29	1,550.00	1,200.00
Maint. Mowers & Tractors (incl Insurance)	1,017.10	2,000.00	£ 1,874.34	1,880.00	2,000.00
General Repairs/Replacements	218.00	1,000.00	£ 459.13	600.00	600.00
Pond Mtnce & Water. Clock Mtnce M199, 030, 040, 080	-	670.00	£ -	-	600.00

Clock/Noticeboards/Benches/Bins	860.08		£ 1,480.93	1,700.00	1,000.00
Verge cutting for Essex County	1,400.00	1,500.00	£ 690.00	1,000.00	1,500.00
Sub Total	10,138.44	11,070.00	10,737.89	14,030.00	12,800.00
<b>Play Areas</b>					
Play Equip.repairs & Maint/Inspections	489.55	1,000.00	941.00	950.00	1,000.00
SubTotal	489.55	1,000.00	941.00	950.00	1,000.00
<b>Capital Projects</b>					
Speed Gun/Diamond Jubilee Celebrations	3,918.32	-	-	-	1,560.00
Litter Bins/Dog Bins/Signs	482.87	1,000.00	45.00	50.00	-
Car Park/Leveling/Notices/Signage	3,630.24	2,000.00		700.00	1,000.00
Allotments fencing and access	2,589.50	8,000.00	4,883.63	6,000.00	1,000.00
Play Equipment		2,000.00		7,800.00	-
Sub Total	10,620.93	13,000.00	4,928.63	14,550.00	3,560.00
<b>Allotments</b>					
Repairs and maintenance	114.10	750.00	316.79	400.00	800.00
Allotment Water rate	338.97	-	49.35	50.00	400.00
Sub Total	453.07	750.00	366.14	450.00	1,200.00
<b>Footway Lighting</b>					
Energy	3,161.03	3,300.00	£ 2,181.90	3,500.00	4,200.00
Call Outs & Repairs	1,005.91	2,000.00	£ 1,814.27	5,300.00	1,500.00
New Installations	-	-	£ -	-	
Sub Total	4,166.94	5,300.00	3,996.17	8,800.00	5,700.00
<b>Grants</b>					
Methodist Church Luncheon Club Grant	300.00	300.00	300.00	300.00	
Bentley in Bloom Grant	400.00	400.00	400.00	400.00	
Church Yard & Parish Magazine Grant	500.00	500.00	500.00	500.00	
Christmas Tree/Lighting	-	400.00	-	600.00	
Good Neighbour Scheme	-			-	
Mobile Toilets	420.00	500.00	530.00	530.00	
Poppy Wreath	517.00	20.00	20.00	20.00	
Great Bentley Cricket Club	-	300.00		300.00	
Youth Club Grant	300.00	300.00	300.00	300.00	
Youth Football Grant	300.00	300.00	300.00	300.00	

Gt Bentley Pre School	-	-	-	-	
Sub Total	2,737.00	3,020.00	2,350.00	3,250.00	5,000.00
<b>Total outgoings</b>	<b>46,359.53</b>	<b>57,840.00</b>	<b>39,755.50</b>	<b>67,600.00</b>	<b>55,930.00</b>
<b>VAT</b>	3,700.00	4,000.00	2,740.00	4,000.00	4,000.00
	50,059.53	61,840.00	42,495.50	71,600.00	59,930.00
<b>Income</b>	<b>Year End Outturn 2012/13</b>	<b>Annual Budget 2013/14</b>	<b>Income at 31/09/13 2013/14</b>	<b>End of Year Forecast 2013/14</b>	<b>Annual Budget 2014/15</b>
	£	£	£	£	£
Allotment rents	1,059.21	1,000.00	27.50	1,300.00	1,500.00
Bank Interest	391.13	300.00	62.02	350.00	350.00
ECC verge cutting	2,035.50	2,000.00	-	2,030.00	2,030.00
Parish Path Partnership	-		-	-	-
Peppercorn rents	154.38	100.00	150.00	150.00	150.00
Wayleaves	2.38	5.00	-	-	10.00
Tree planting grant	-	-	-	-	-
Grant from TDC re Car Park	-	-	-	-	-
Rent from GB Pre- School for CRC	1,028.00	1,027.00	428.15	1,027.00	1,050.00
Other Income (includes donations)	4,819.00		2,136.00		350.00
Total Income excluding VAT & Precept	9,489.60	4,432.00	2,803.67	4,857.00	5,440.00
<b>Precept calculation</b>					
Tax base Gt. Bentley Band D	847.20	847.10			847.00
Rate	55.00	55.00			55.00
Precept	46,591.00	46,590.50	23,295.00	46,391.00	46,585.00
Total Income excluding VAT	56,080.60	51,022.50	23,295.00	51,248.00	52,025.00
<b>Income calculation</b>					
Bank Balance last 1st April	71,523.26	63,461.22		77,544.33	60,992.33



VAT refund from previous year			3,800.00		3,800.00	4,000.00
Total Income		56,080.60	54,822.50	23,295.00	55,048.00	56,025.00
Total Expenditure incl.VAT		50,059.53	61,840.00	42,495.50	71,600.00	59,930.00
Resulting balance next 1st April		77,544.33	56,443.72	- 19,200.50	60,992.33	57,087.33
<b>Earmarked reserves</b>						
Water supply to new allotments		-	-		-	2,000.00
Play equipment		-	4,000.00	-	7,000.00	4,000.00
Election Expenses						3,500.00
Car Par Surfacing and Drainage						20,000.00
Replacement Mower			6,000.00			9,000.00
Resulting working balances		77,544.33	46,443.72	- 19,200.50	53,992.33	18,587.33
Less Unpresented cheques		69.24				
End of Year Balance		85,694.63				