

# GREAT BENTLEY PARISH COUNCIL

The Community Resource Centre, The Village Hall Plough Road Great Bentley Colchester CO7 8LG  
Tel: 01206 256410 Mobile: 07359 034865 E-mail: [clerk@greatbentleyparishcouncil.co.uk](mailto:clerk@greatbentleyparishcouncil.co.uk)  
Clerk to the Council: Mrs D Humphris Chairman: Councillor Mrs P Dennitts

## MEETING OF GREAT BENTLEY PARISH COUNCIL – THURSDAY 4<sup>th</sup> November 2021

Members of the council are hereby summoned to attend a meeting of Great Bentley Parish Council scheduled to be held on **Thursday 4<sup>th</sup> November 2021 commencing following the end of the Planning Committee Meeting which starts at 7.00pm** at Great Bentley Village Hall, Great Bentley Colchester CO7 8LG for the purpose of transacting the following business:

### **Denise Humphris**

Denise Humphris  
Clerk to the Council  
Great Bentley Parish Council

29 October 2021

### **THIS MEETING IS OPEN TO THE PUBLIC**

#### **AGENDA**

1. **Apologies for absence**: To receive apologies and confirm acceptance of those apologies
2. **Declarations of Interest**: To note the nature and type of declarations of interest in accordance with the Council's Code of Conduct (and section 106 of the Local Government Finance Act 1992) relating to items on this agenda.
3. **Visit from Chief Inspector Martin Richards /Acting District Commander Tendring District**  
To welcome Chief Inspector Richards to talk about policing matters in and around Great Bentley.
4. **Special Police Constables**  
To note the report from Councillor Dennitts and consider the following proposal  
The parish council should review potential costs as detailed in the report and consider engaging with this scheme and register an interest.
5. **Councillor Resignation** : To note the resignation of Mr J Hills as Councillor to Great Bentley Parish Council and to further note that procedures for electing or co-opting a new Councillor are being followed in accordance with legal requirements and timescales.
6. **Public Participation**: There will be 10 minutes available for this session where members of the public may address the Council. All questions must be addressed through the Chairman who may direct an oral or written response. A maximum of 3 minutes per speaker will be permitted at discretion of the Chair. Thereafter members of the public are not permitted to interrupt the meeting or to participate in debate.
7. **Minutes**: To agree the minutes of the meeting held on Thursday 7<sup>th</sup> October 2021 as a true record of the meeting for signature by the Chairman (previously circulated)
8. **Minutes of committee meetings** To receive, acknowledge and ratify (where needed) the decisions of the following committee meetings.
  - a) Planning Committee Meeting held on 7 October 2021.(previously circulated)

#### **9. New Working Parties**

To consider the written motion from Councillor Dennitts as follows:

We as a PC are aware that our Dr Surgery and School are at capacity and reviewing options for growth. Proposal is that the Council agree a working party for each with Terms Of Reference, so that as these things come to the fore we are prepared and proactive as a PC to work with the relevant stakeholders.

#### **10. Appointment of Council Solicitors**

To consider the formal appointment of Birkett Long as the Council's solicitors for all legal matters for the remainder of the municipal year and for this to be reviewed hereafter on an annual basis at The Annual Council Meeting. (Standing orders to be updated accordingly)

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*Signed: Denise Humphris  
Clerk to the Council 29<sup>th</sup> October 2021*

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**11. Councillor Security Protocols** In light of recent events to consider the following:

- a) Councillor personal address details to be removed from the parish council and TDC website
- b) To use the provisions of the Localism Act 2011 section 32 (2) to also remove personal addresses from the Public DPI register. (Addresses remain on the register but are not made public)

**12. Reports from County and District Councillors** To note receipt of reports from:

- a) County Councillor A Goggin (to follow)
- b) District Councillor Mrs L McWilliams (to follow)

**13. Council Reports:** To note receipt of the following reports.

- a) Footpath Report (previously circulated)
- b) Caretaker's report (to be circulated)

**14. Clerk's report**

To receive the Clerk's report (to follow)

**15. Matters relating to The Green**

**a) The Green – Working Party**

- (i) To note the monthly report and actions as detailed (previously circulated)
- (ii) To consider if the Council wish to write to the owners of Private Trees overhanging the Green and obstructing grass cutting as follows:  
Restawhile, The Path CO7 8PN  
1 Wents Close CO7 8PZ  
The Poplars The Green CO7 8PJ

**b) Southside Track Working Party**

- i) To review and consider approval of the working Party Terms of Reference (previously circulated)
- ii) To note the reports dated: 9<sup>TH</sup> October 2021 and 25<sup>th</sup> October 2021 (previously circulated)
- ii) To consider suspension of Financial Regulation 11.1(h) to appoint a surveyor to draw up a specification/schedule of works on the basis that the Council has a known and preferred contractor for these specialist works affecting a protected Green and:
- iv) to consider appointment of professional surveyor Steven Sawyer to draw up a specification/schedule of works at a maximum cost of £500.
- v) The Clerk to be delegated authority to provide the specification/schedule of works to the surveyor in conjunction with Councillor Taylor and Councillor Wright with details to be reported back to Full Council.

**c) Cadent - Gas Pipe request**

- a) To note the report from the meeting on Wednesday 6<sup>th</sup> November and confirm agreement to authorise the Land Agent to negotiate on behalf of the Council as follows:

**(i) To negotiate and agree a wider easement width.** Believed that the stated width of 1.1 metres is insufficient for suitable plant equipment to instal the required pipework.

**(ii) Negotiate and agree a suitable access point.** The track enclosed by concrete posts in front of Green Corners was a possibility. If used any removed posts are to be replaced.

**(iii) To negotiate a larger Easement, encompassing a possible incentive payment**

**(iv) To instruct Cadent contractors to reinstate the Green on completion of works and to conduct a follow up visit to make good any ground settlement.**

**(v) Details of PC Solicitors to be provided.** To enable legal documentation to be drawn up/completed.

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*Signed: Denise Humphris  
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## **d) Request for permission to use the Green**

- (i) For Christmas Tree Shredding 10am – 12 noon Saturday 8th January 2022 (details circulated)
- (ii) St Mary's Church – to erect 5 temporary signs on the Village boundaries and Green to advertise Christmas Tree and Crib Festival at St Mary's Church (details circulated)
- (iii) Village Christmas Lights switch on Sunday 28<sup>th</sup> November (details circulated)

## **16. Parish Council Tractor**

To discuss and consider the parish council's previous decision to purchase a new tractor and review any actions needed.

## **17. Highways and Transport Matters**

a) Transport Report (to follow)

b) Speed Indicator Devices

- (i) To note the report of the meeting attended by Councillor Plummer and Councillor Taylor
- (ii) To consider investigating and obtain tenders for the supply of a speed display unit plus two battery packs and several brackets. If approved to establish the best way to regularly move these units about the Parish.

c) Parking Aingers Green

To consider parking problems at Aingers Green around the junction of St. Mary's close and to consider requesting action from NEEPP (possibly junction protection markings).

## **18. New Bin**

To consider a new bin at the Heckford's Road entrance to PROW footpath 3.

TDC Costs Plastic Bin £386.40 Metal Bin £240; Installation Cost £50 and x2 weekly servicing £85.48 per annum

## **19. Allotments**

New allotment site

*Written proposal submitted by Councillor Dennitts*

- a) To investigate how many plots will be available on the new site
- b) To set a formal policy for opening the site with regards to how many people need to be on the waiting list before the site will be put into use
- c) To consider delaying the installation of water pipe and incurring additional costs (maintenance/standing charges until such time as the site is to be put into use.

## **20. Training :**

To consider councillor training delivered at Great Bentley Village Hall for all councillors who wish to attend. Cost £395 Mon- Thurs; £505 Friday; £ 520 Saturday morning. If approved to consider a suitable date (*Councillor Dennitts proposed*)

## **21. Finance:**

**a) Budget/precept**

To suspend Financial regulation 3.2 to allow the usual detailed estimates to be prepared no later than December for this year only

- b) To approve the invoices and payments to be made for November 2021 (details to be circulated) noting two additional payments made during the month of October under Clerk's delegated authority:  
Payment approved (min no. £350 - to ensure ordered 'Tommy's arrive in time for Remembrance Day.  
Cyber Insurance: due for renewal 1<sup>st</sup> November and paid to ensure ongoing cover. PAID £299.99
- c) To note the up-to-date financial report and Bank reconciliation (to be circulated)
- d) To consider approving a debit card for use by The RFO on the Co-op Bank account to enable payment for things like flytipping which have to be paid by card. If approved Financial Regulations to be updated as follows:

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- a) Monthly spend limit on debit card – suggested maximum £500 per month (within clerk's delegated authority)
- b) All payments made to be reported to Chairman and Chair of the Finance Committee (immediately) and Full Council (at next meeting)

## **22. Public Participation:**

There will be 10 minutes available for this session where members of the public may address the Council. All questions must be addressed through the Chairman who may direct an oral or written response. A maximum of 3 minutes per speaker will be permitted at the discretion of the Chair.

## **23. Date and Time of Next Meeting**

To confirm the date and time of the next meeting as Thursday 2<sup>nd</sup> December 2021 following the closure of the Planning Committee meeting which will commence at 7pm.

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*Signed: Denise Humphris  
Clerk to the Council 29<sup>th</sup> October 2021*