

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

Clerk to the Council: Mrs D Humphris Chairman: Councillor Mrs P Dennitts

MEETING OF GREAT BENTLEY PARISH COUNCIL – THURSDAY 2nd SEPTEMBER 2021

Members of the council are hereby summoned to attend a meeting of Great Bentley Parish Council scheduled to be held on **Thursday 2nd September 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

26th August 2021

THIS MEETING IS OPEN TO THE PUBLIC

AGENDA

- 1. Apologies for absence:** To receive apologies and confirm acceptance of those apologies
Councillor Peter Harry
- 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. Public Participation**
Public questions are invited prior to the start of the meeting for a maximum of 10 minutes and limited to 3 minutes per person at the discretion of the Chair.
- 5. Minutes:** To agree the minutes of the meeting held on Thursday 5th August 2021 as a true record of the meeting for signature by the Chairman (previously circulated)
- 6. Minutes of committee meetings** To receive, acknowledge and ratify (where needed) the decisions of the following committee meetings.
 - a) Planning Committee Meeting held on 5th August 2021.(previously circulated)
- 7. Reports from County and District Councillors** To receive reports from:
 - a) County Councillor A Goggin
 - b) District Councillor Mrs L McWilliams (report circulated)
- 8. Council Reports:** To receive the following reports. (Any matters for consideration will be highlighted for inclusion on next month's agenda)
 - a) The Green – Working Party (to be circulated)
 - b) Footpath Report (to be circulated)

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*Signed: Denise Humphris
Clerk to the Council 26th August 2021*

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c) Caretaker's report (to be circulated)

9. Clerk's report

To receive the Clerk's report (details circulated)

10. Matters relating to The Green

a) Southside Track

Further to minute number 05.21/067 : To consider the quotation received for legal advice relating to Southside Track (details circulated)

b) Request for a memorial bench

To consider a request for a memorial bench to be sited north side of 'Rest Awhile' (details circulated)

c) Request to use the Green for activities/functions

To consider a request from a fitness instructor to run a Sunday morning bootcamp (details circulated)

d) Cadent - Gas Pipe request

To consider responses to questions raised by the Council's agent in this matter (Stanfords) (Details circulated)

11. Highways Matters: Further to minute no 03.21.033(b) (details circulated) to consider what action to take with regards the decision to 'monitor' speeding through the Village.

12. Finance:

a) To approve the invoices and payments to be made for September 2021 (details to be circulated)

b) To note the up-to-date financial report and Bank reconciliation (to be circulated)

13. Audit Matters

a) Completion of external audit: To note receipt of the finalised AGAR from auditors and note comments. ACTION NEEDED: To ensure risk assessments updated. (details circulated)

b) Internal audit matters To consider a monthly subscription to 'docusign' at a cost of £8 per month to enable electronic viewing and confirmation of invoices by councillor's authorising bank payments (details circulated)

14. Retention of Records Policy and GDPR

a) To consider approval of the Retention of Records Policy presented by the Clerk.

b) To consider approval of the Freedom of Information Publication Scheme presented by the Clerk

c) To consider up to £250 expenditure to confidentially destroy existing paperwork that does not need to be kept in line with the Retention of Records Policy.

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- d) To consider purchase of a fireproof cabinet at a cost of £ 889 for valuable records (audit files and minutes) (Quotes previously circulated)

15. Play area

- a) To note receipt of the Annual Play Inspection report – only low risk maintenance issues to attend to which the Clerk will arrange over coming months. (details circulated)
- b) To confirm agreement to re-instate the zip wire and 3 swings (cost to be confirmed)
- c) To consider quotation for post installation inspection of £110
- d) To note that weekly play equipment inspections will re-commence with effect from week commencing 22nd August 2021 – this is an insurance requirement.
- e) To note that Village Caretaker will be attending a Routine Play Inspection Course at the end of September and will be taking the exam to become a RPII Routine Play Inspector.
- f) To consider quote of £532 to repair wet pour surfaces (trip hazard) (details circulated)

- 16. Tractor Repairs** To consider a quote of £288 to repair brake seal (details circulated)

17. Allotments

- a) To consider rental charges for the year September 2021- September 2022 (2020/21 financial details to be circulated)
- b) To consider the installation of allotment software for management of allotments and to enable capacity building for future allotment site.
Set up costs £349
Annual costs thereafter £124

18. Staff Pension

In accordance with legislation to formally confirm that the Clerk is to be a member of the LGPS with effect from employment commencement date 1st August 2021 and that this matter has been publically advertised as required. (details circulated)

19. Public Participation

Public questions are invited prior to the start of the meeting for a maximum of 10 minutes and limited to 3 minutes per person at the discretion of the Chair.

20. Date and Time of Next Meeting

To confirm the date and time of the next meeting as Thursday 7th October 2021 following the closure of the Planning Committee meeting which will commence at 7pm.

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*Signed: Denise Humphris
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