

GREAT BENTLEY PARISH COUNCIL**Full Council Meeting October 2021**

The Minutes of the Full Council Meeting of Great Bentley Parish Council held on Thursday 7th October 2021 at The Community Resource Centre Plough Road Great Bentley Colchester CO7 8LG commencing at 19.25 hours.

	<i>This Council has the General Power of Competence as set out in The Localism Act 2011 s1-8 (Minute no.10.18.144 confirms)</i>
<u>PRESENT:</u>	
<u>CHAIRMAN:</u>	Councillor Mrs P Dennitts
<u>COUNCILLORS:</u>	Councillor R. Adams; Councillor P. Harry; Councillor B Herbert; Councillor J Hills; Councillor K Plummer; Councillor R Taylor; Councillor G Wright
<u>CLERK TO THE COUNCIL:</u>	Mrs D Humphris
<u>ALSO PRESENT:</u>	Essex County Councillor Alan Goggin Tendring District Councillor Mrs L McWilliams Thirteen members of the public.

<u>10/21.113</u>	<u>APOLOGIES FOR ABSENCE RESOLVED:</u> to accept apologies from Councillor L Edwards.
<u>10/21.114</u>	<u>DECLARATIONS OF INTEREST:</u> <u>Councillor Adams</u> declared a personal non-pecuniary interest in the payments as he is related to Mr Dorling who undertakes work on behalf of the Parish Council. He declared a further personal interest as Trustee and Vice Chairman of the Village Hall. <u>Councillor Herbert</u> declared a personal interest in matters relating to the Southside Track <u>Councillor Hills</u> declared a personal and pecuniary interest in agenda item 12e relating to the replacement gate at Moors Close as owner and director of Hills Building Group.
<u>10/21.115</u>	<u>PUBLIC PARTICIPATION</u> None
<u>10/21.116</u>	<u>MINUTES OF THE LAST MEETINGS (previously circulated)</u> <u>RESOLVED (unanimously):</u> that the minutes of the meeting held on 2 ND September 2021 (previously circulated) should be signed by the Chairman as a true record of the meeting.
<u>10/21.117</u>	<u>MINUTES OF THE PLANNING COMMITTEE MEETING (previously circulated)</u> The minutes of the Planning Committee meeting held on 2 ND September 2021 were received and acknowledged.
<u>10/21.118</u>	<u>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</u> a) <u>County Councillor Alan Goggin</u> submitted a report which can be viewed at https://greatbentleyparishcouncil.co.uk/county-councillor-reports/

	<p>Councillors Plummer and Taylor volunteered to attend a meeting with Councillor Goggin about Speed signs.</p> <p>b) <u>District Councillor Lynda Mc Williams</u> submitted a report which can be viewed at https://greatbentleyparishcouncil.co.uk/district-councillor-reports/</p>
<u>10/21.119</u>	<p><u>COUNCIL REPORTS</u></p> <p>a) <u>The Green – working party report</u> (previously circulated) was accepted by the Council and the Clerk was asked to arrange the following works under delegated powers as follows:</p> <p>i) <u>Maintenance</u>: to ask the grasscutting contractor to trim around the pond, the parking area by the station and the ditch - to be funded from existing trees and pond maintenance budget. Car Park from General Maintenance budget.</p> <p>ii) It was agreed that the Car Park surface needs attention and this will be considered at a future meeting.</p> <p>b) <u>Footpath report</u> (previously circulated) was noted</p> <p>c) <u>Caretaker's report</u> (previously circulated) was noted</p>
<u>10/21.120</u>	<p><u>CLERK'S REPORT</u></p> <p>The Clerk's report which had been previously circulated was noted.</p>
<u>10/21.121</u>	<p><u>QUEEN'S PLATINUM JUBILEE EVENT Saturday 4th June 2022</u></p> <p>Item withdrawn prior to the meeting by the organisers.</p>
<u>10.21/122</u>	<p><u>2021 REMEMBRANCE DAY</u></p> <p><u>RESOLVED:</u> To purchase a pair of 'Tommy' Silhouettes which would be used for Remembrance Day only and would be stored for remainder of the year. It was noted that the usual Remembrance Day wreath had not been purchased and was not on the agenda for consideration and approval. Councillor Adams advised that he will purchase the wreath from his own funds on behalf of the Council.</p>
<u>10/21.123</u>	<p><u>MATTERS RELATING TO THE GREEN</u></p> <p>a) <u>Southside Track</u></p> <p>Councillor Wright advised that he had additional information and ideas which had not been submitted to the agenda and he circulated a quote for works to the track to members. Discussion ensued about the best way to manage ideas and quotations moving forwards given that new items were presented, which had not been placed on the agenda, and that therefore could not legally be introduced during the meeting for consideration today. Councillors Adams and Hills withdrew their proposals and it was <u>RESOLVED:</u> to form a Southside Track working party.</p> <p>It was <u>RESOLVED</u> that outline Terms of Reference should be as follows: <u>Membership:</u> Councillors Wright, Herbert, Taylor, Harry, Plummer Adams and Edwards plus two members of the public to be invited to assist by the Working Party.</p> <p><u>The remit</u> is to consider all ideas/ quotations for improvements for the Southside Track with a view to protecting the Green; maintaining the track and consideration of the implications of through traffic.</p> <p>The Working Party will submit its final recommendations to the Council at a later date.</p>

Action Clerk: Prepare full Terms of Reference for the Working Party for consideration at November meeting. It was agreed that the Working Party could commence immediately with outline TOR as detailed above.

- b) **Replacement memorial bench:** A memorial bench installed two years ago has deteriorated and the suppliers have offered an ENVIROPOL replacement, made entirely of recycled materials free of charge.
RESOLVED (with Chairman's casting vote): to accept the offer with the existing plaque to be placed on the new bench.

c) **Request to use the Green for activities/functions**

- i) **Extension of existing Sunday bootcamp:** It was **RESOLVED** to approve the request to extend the bootcamp as follows: Tuesday morning 9.30am and Thursday evening 6pm (or earlier as light fades)
- ii) **Cricket Club 250 year anniversary Saturday 16th July:**
RESOLVED: to approve the request to use the Green for various activities to celebrate 250-year Cricket Club anniversary.
- iii) **Private Christening/Bouncy Castle Sunday 17th October**
RESOLVED: to approve the request at The Football Club with the additional proviso that the hirer must ensure that the bouncy castle is properly tied down and secured and properly supervised at all times.

d) **Cadent Gas Pipe Request** Correspondence has been received from the appointed agent answering queries raised as follows

The agent confirmed that:

- All fees and expenses are to be paid by Cadent.
- A new drawing detailing the plans has been circulated to councillors
- There is no storage tank
- Noted that no permission will be given for any reason for plant or machinery to be stored on the Green.

Councillors Herbert and Harry met with the agent and Dalcour McLaren on site on Wednesday 6th November and provided details of the meeting as follows:

- The proposed route of the pipe may need to be amended to take account of protected trees.
- On completion there will be no external signs of the pipe
- Work to take around two days and Cadent to return grass/ground to its original state and re-visit 3 months later to correct if needed.
- Land agent to negotiate a higher wayleave offer (£650 suggested as an acceptable amount)
- The Parish Council will need to appoint solicitors to deal with the matter (Birketts suggested and Clerk to make initial contact)
- Additionally, the land agent will ensure agreement on the easement width and access to the site with no road closures.

It was agreed that any matters requiring a Council decision will be placed on the November agenda for consideration.

d) **Private Right of Way Gate Replacement – Moors Close**

Having declared a personal and pecuniary interest Councillor Hills left the meeting for discussion and voting

	Hills Building Group submitted a design for replacement of the gate which included an additional post (details previously circulated) to stop the gate from swinging when opened. RESOLVED: to approve the design and additional post																														
10.21/124	<u>HIGHWAYS MATTERS:</u> <u>Essex County Council Highways Devolution Scheme</u> Members noted the details of the scheme and the £1500 grant offered (details previously circulated) and RESOLVED: not to join the scheme.																														
10.21/125	<u>ANNUAL SUBSCRIPTIONS</u> a) <u>Community Voluntary Services Tendring: RESOLVED:</u> to approve the annual subscription for 1 st April 2021-31 st March 2022 of £25 b) <u>Rural Community Council of Essex: RESOLVED:</u> to approve the annual subscription for 1 st April 2021 - 31 st March 2022 £72.60 <i>Funds to come from the subscriptions budget Spending Power: Local Government Act 1972 S111</i>																														
10.21/126	<u>ANNUAL INSURANCE RENEWAL</u> RESOLVED: that the Annual Insurance was renewed in September (under Financial Regulation 4.5 and immediately notified to councillors) on the existing basis for the period 1 st October 2021 – 30 th September 2022 to ensure continuity of cover whilst new Clerk ascertains an up-to-date Asset Register and Risk Assessment for full review. <i>£1261.66 to come from Insurance Budget Spending Power: Local Government Act 1972 s111</i>																														
10.21/127	<u>TRAINING</u> RESOLVED: to approve the following training courses and costs (previously booked under Financial Regulation 4.1 and advised to councillors) Clerk Training: EALC Climate Emergency – suite of 6 course 2021/2022 £105 EALC ECC Highways Multi Topic Briefing £ 24 EALC Essex Forest Initiative £0 Chairman Training: EALC Climate Emergency – suite of 6 course 2021/2022 £105 <i>Total cost of £234 to come from the Training Budget Spending Power Local Government Act 1972 S111</i>																														
10.21/128	<u>FINANCE AND ACCOUNTS</u> a) RESOLVED: to approve the payments list presented for October 2021 (previously circulated) totalling £9581.44.																														
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	TMB	61.68	Monthly Business software and firewall (October 2021)
	TMB	60	Service and security Contract (October 2021)
	Accent Stationers	31.7	Office Stationery
	Lyreco	140.16	Confidential Waste Bags (Approved Min No. 09.21/106 c)
	DocuSign	96	Electronic Signing (Approved Min. No. 09/21.105b)
	Bentley Admin Ltd	55.8	Payroll services for quarter to December 2021
	EALC	24	Clerk Training: ECC Highways Multi Topic Briefing
	EALC	252	Clerk and Chair Training: Climate Crisis x 7 Briefings 2021/2022
	Community Voluntary Services Tendring	25	Annual subs 1st April 2021 - 31 March 2022 (October agenda for approval)
	Rural Community Council of Essex	72.6	Annual subs 1st April 2021 - 31 March 2022 (October agenda for approval)
	R McWilliams	69.24	Village Caretaker - September 2021
	ACC	275.74	Tractor Repairs approved Min. No. 09/21.108
	Landscape Services	456	Grass cutting Contract
	Landscape Services	480	Strimming PROW Footpaths
	Landscape Services	48	Flailing of Allotment Hedge
	Landscape Services	60	Grass cut to Heather Patch
	Michael Dorling	186	Grass cutting
	Michael Dorling	100	Removal and replacement of faulty memorial seat
	Michael Dorling	96	Clear alleyway Plough Road to new allots and dispose of rubbish
	Hill farm Landscapes	432	Herbicide Spraying of the Green
	A&J Lighting Solutions	466.8	Streetlights LED replacement and repairs
	Staff Costs	3816.36	Staff costs
	TOTAL	9581.44	Bank account balance @30sep 2021 £31879.07
	<p>b) Financial Report and Bank reconciliation All payments detailed are to be paid from Unity Trust bank account and the Clerk reported the bank balance at £31879.07 as sufficient to cover those payments. Bank statements for Unity Trust and the Co-op Bank current account were reviewed by Councillor Taylor and full reconciliations and budget reports will be available at the November meeting.</p>		
10/21.129	<p>PUBLIC PARTICIPATION A query was raised about when the website would be updated. The Clerk advised this is expected to be up and running by the end of October. A member of the public stated that it had been interesting to hear discussions about ensuring things were done properly by the Council. There was discussion about the need for a new Doctors Surgery due to an increase in patients and that this together with issues about speeding may be resolved if villagers got together to get things done.</p>		

	<p>A member of the public asked when the water to the new allotment site would be organised and was advised that this has yet to be organised via Anglian Water. A query was raised about the replacement memorial bench discussed by the Council earlier in the meeting and particularly whether the plaque would go back on the new seat and the villager concerned was assured that this would happen. A question was asked about who ordered and paid for crosses for the school for Remembrance Day, but the Council did not know the answer.</p> <p>A Southside resident asked if residents would be contacted for their views about potential improvements to the track and/or whether it may be possible to join the new Working Party and was assured that this would happen.</p>
<u>10/21.130</u>	<p><u>DATE AND TIME OF NEXT MEETING</u> Thursday 4th November 2021 at Great Bentley Village Hall following the end of the Planning Meeting which commences at 7.00pm</p>
	<p><i>Signed</i> CHAIRMAN: Date</p> <p>SIGNED BY Chairman Cllr P Dennitts 4th November 2021</p>