

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 6th JANUARY 2022

Members of the council are hereby summoned to attend a meeting of Great Bentley Parish Council scheduled to be held on **Thursday 6th January 2022 commencing following the end of the Full Council Planning 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

22 December 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. **Housekeeping – Policy document amendments**
 - a) to consider an amendment to standing order 3s (submitted by the Proper Officer) to allow a signed-ballot vote for co-option of Councillors to a vacant council seat if requested by two Councillors (in accordance with approved co-option policy)
 - b) to consider amendment to Great Bentley Retention of Documents Policy as follows: Signed ballot papers for co-opted Councillors shall be verified by the Clerk and Chairman at the meeting for which they are used and destroyed immediately.
4. **Co-option of a new Councillor:**
 - a) To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy
Ms Helen Ross - to speak for a maximum of 2 minutes in support of her application
Dr Alison Clarke - to speak for 2 minutes in support of her application.

'For the purposes of full transparency, the process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. If Councillors are publicly discussing the merits or personal attributes of candidates, the Council will resolve to exclude the Press and Public (which will include the applicants) for the purpose of discussion, but the vote will take place in the public session. Voting will be according to statutory requirements and current Standing Orders.'

 - a) ***An existing Councillor will need to propose a candidate for election.***
 - b) ***This proposal will need to be seconded by another Councillor.***
 - c) ***Voting will be by a show of hands of those Councillors present at the meeting or if at least two members so request by signed ballot. A successful candidate must have received an absolute majority vote of those present at the meeting (50% +1 of the votes at the meeting).'***

(Extract from Great Bentley Co-option Policy Approved December 2021)

 - b) To receive the newly co-opted Councillor' s Declaration of Acceptance of Office.
5. **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.
6. **Minutes:** To agree the minutes of the meeting held on Thursday 2nd December 2021 as a true record of the meeting for signature by the Chairman of this meeting (previously circulated)

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*Signed: Denise Humphris
Clerk to the Council 22 December 2021*

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7. **Minutes of council/committee meetings** To receive, acknowledge and ratify (where needed) the decisions of the following meetings.

a) Full Council Planning Meeting held on 2nd December 2021.(previously circulated). To receive the minutes.

b) Finance Committee Meeting held on 22nd November 2021 (previously circulated)

To consider approval of the recommendations made as follows:

(i) To approve the Terms of Reference for the Committee

(ii) To approve the Financial Regulations reviewed by the Committee

(iii) To approve Councillor P Harry as the Councillor nominated to undertake quarterly audit reviews.

(iv) To note budget recommendations amended and new recommendations made at 14th December meeting

c) Finance Committee Meeting held on 14th December 2021 (previously circulated)

To consider approval of the Budget recommendations made for the financial year 1st April 2022 – 31st March 2023 and to agree the Precept on Tendring District Council. (details circulated)

8. **Scheme of Delegation**

a) To consider approval of the temporary draft scheme of delegation to enable the Council to continue business in the event of further COVID restrictions and/or national emergencies.(details circulated)

b) To consider approval to the Draft scheme of Delegation for commenting on planning applications submitted to TDC.

9. **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)

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

a) Footpath Report (to be circulated)

b) Caretaker's report (to be circulated)

11. **Clerk's report:** To receive the Clerk's report (to follow)

12. **Matters relating to The Green**

a) **The Green – Working Party**

(i) To note the monthly report and actions as detailed (previously circulated)

b) **Southside Track Working Party**

To note report of the meeting held on 22nd November 2021

13. **Highways and Transport Matters**

a) To note the Transport Report (to follow). Any items raised for action will be placed on a future agenda.

b) to consider the proposal to pursue traffic calming measures on Plough Rd, following the results of the ECC Highways Speed/Volume survey. Actions to be agreed as follows:

(i) Submit LHP application for repeater signage and roundels on Plough Rd and to agree any funding support from this Council

(ii) Investigate purchase of Village gateway features for Aingers Green

14. **Finance:**

a) To approve the invoices and payments to be made for January 2022 (details to be circulated)

b) To note the up-to-date Bank reconciliation to 3w1st December 2021 (to be circulated)

15. **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.

16. **Date and Time of Next Meeting**

To confirm the date and time of the next meeting as Thursday 3RD February 2022 following the closure of the Full Council Planning Meeting which will commence at 7pm

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*Signed: Denise Humphris
Clerk to the Council 22 December 2021*

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