

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

The Minutes of the Full Council Meeting of Great Bentley Parish Council held on Thursday 4th November 2021 at The Community Resource Centre Plough Road Great Bentley Colchester CO7 8LG commencing at 19.20 hours.

	<i>Reference Spending Powers: 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>	<table border="1"> <tr> <td>Councillor R. Adams</td> <td><i>Present</i></td> </tr> <tr> <td>Councillor L Edwards</td> <td><i>Present</i></td> </tr> <tr> <td>Councillor P. Harry;</td> <td><i>Present</i></td> </tr> <tr> <td>Councillor B Herbert</td> <td><i>Present</i></td> </tr> <tr> <td>Councillor K Plummer;</td> <td><i>Present</i></td> </tr> <tr> <td>Councillor R Taylor</td> <td><i>Present</i></td> </tr> <tr> <td>Councillor G Wright</td> <td><i>Present</i></td> </tr> <tr> <td>One vacant seat</td> <td><i>Present</i></td> </tr> </table>	Councillor R. Adams	<i>Present</i>	Councillor L Edwards	<i>Present</i>	Councillor P. Harry;	<i>Present</i>	Councillor B Herbert	<i>Present</i>	Councillor K Plummer;	<i>Present</i>	Councillor R Taylor	<i>Present</i>	Councillor G Wright	<i>Present</i>	One vacant seat	<i>Present</i>
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<u>CLERK TO THE COUNCIL:</u>	Mrs D Humphris																
<u>ALSO PRESENT:</u>	Essex County Councillor Alan Goggin (Apologies given) Tendring District Councillor Mrs L McWilliams Twelve members of the public.																

<u>MIN.NO.</u>	<u>DETAIL / DECISION</u>	<u>ACTION</u>
<u>11/21.131</u>	<u>APOLOGIES FOR ABSENCE.</u> None	
<u>11/21.132</u>	<u>DECLARATIONS OF INTEREST:</u> Councillor Adams 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 and a personal interest in items relating to a new Tractor as his father-in-law is the contractor who drives the Tractor. Councillor Herbert declared a personal interest in matters relating to the Southside Track	
<u>11/21.133</u>	<u>VISIT FROM COMMUNITY POLICING TEAM COMMANDER MARTIN RICHARDS</u> Commander Richards replied to questions raised as follows: PCSO is now back at work and is doing training and moving towards full hours within the next week. Speeding: Considers TRUCAM and Neighbourhood Speed watch effective as well as parked cars and street furniture which forces traffic to slow down. Also, Vehicle Activated signs have good effect in slowing down traffic. Siting of VAR would be down to Essex County Council Highways and is not a Police matter.	

	<p>Special Constables: Special Constables have all the powers of a warranted officer and could be used to complement the existing PCSO if the Council felt it was worthwhile and that there was a need to pay for a warranted officer in the Village as crime statistics are low for this area. Special Constables are volunteers and costs to PC are for uniform/equipment. Hours provided would depend on individual volunteer special constables but likely to be around 16-20 hours per month.</p> <p>Commander Richards left the meeting at 19:40 hours.</p>	
<u>11/21.134</u>	<u>SPECIAL POLICE CONSTABLES</u> – agenda item deferred to the end of the meeting	
<u>11/21.135</u>	<p><u>COUNCILLOR RESIGNATION.</u> It was noted that Jonathan Hills has resigned as a councillor and that procedures for advertising the vacant seat are being followed in accordance with legal requirements. It was <u>RESOLVED (unanimously)</u> to write a letter to Jonathan Hills to thank him for his many years' service to the Parish Council.</p>	<p><i>Councillor Plummer to draw up a draft letter to be sent to Mr Hills on behalf of the Council by the Clerk.</i></p> <p><i>Clerk to draw up an advert for advertising (website/village magazine/social media) for co-option to vacant seat if no election is called.</i></p>
<u>11/21.136</u>	<p><u>PUBLIC PARTICIPATION</u></p> <p>A member of the public requested that Bikers Night be considered when discussing the agenda item relating to speed awareness due to worries about bikers speeding through the Village.</p>	
<u>11/21.137</u>	<p><u>MINUTES OF THE LAST MEETING (previously circulated)</u></p> <p><u>RESOLVED (unanimously):</u> that the minutes of the meeting held on 7th October 2021 (previously circulated) should be signed by the Chairman as a true record of the meeting.</p>	
<u>11/21.138</u>	<p><u>MINUTES OF THE PLANNING COMMITTEE MEETING (previously circulated)</u></p> <p>The minutes of the Planning Committee meeting held on 7th October 2021 were received and acknowledged.</p>	
<u>11/21.139</u>	<u>NEW WORKING PARTIES</u> – deferred to the end of the meeting	
<u>11/21.140</u>	<p><u>APPOINTMENT OF COUNCIL SOLICITORS</u></p> <p><u>RESOLVED (unanimously)</u> to confirm that Birkett Long will be appointed as the Council's solicitors for all legal matters for the remainder of the municipal year and for this to be reviewed on an Annual basis at The Annual Council Meeting in May each year.</p>	<i>Clerk: amend Standing Orders to include solicitor appointment for annual review</i>
<u>11/21.141</u>	<p><u>COUNCILLOR SECURITY PROTOCOLS:</u></p> <p>Following advice from Tendring District Council it was <u>RESOLVED (unanimously)</u> to agree new security measures as follows:</p> <p>a) Councillor's personal address details to be removed from both the Parish Council and TDC websites.</p>	<i>Clerk: Ensure websites/publicly available DPI'S updated accordingly</i>

	b) To use the provisions of the Localism Act 2011 section 32 (2) to remove personal addresses from the Public DPI register noting that addresses will remain on the Register but will not be made public	
<u>11/21.142</u>	<p><u>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</u></p> <p>a) <u>County Councillor Alan Goggin</u> sent his apologies for absence but submitted a report which can be viewed at https://greatbentleyparishcouncil.co.uk/county-councillor-reports/</p> <p>Councillors reviewed proposed dates for the meeting with Councillor Goggin and County Council Highways Engineers. and agreed to propose 17th November in the morning.</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>	<p><i>Clerk to liaise to organise meeting time and contact The Cricket Club to ask to borrow the clubhouse for this meeting. Cllr Harry will liaise to draw up a list of topics to be looked at/discussed at the meeting.</i></p>
<u>11/21.143</u>	<p><u>COUNCIL REPORTS</u></p> <p>a) <u>Footpath report</u> (previously circulated) was noted.</p> <p>b) <u>Caretaker's report</u> (previously circulated) was noted.</p>	
<u>11/21.144</u>	<p><u>CLERK'S REPORT</u></p> <p>The Clerk's report which had been previously circulated was noted and included information on:</p> <p>Essex Forest Initiative; Essex Highways Briefing; EALC legal advice on various procedural matters; Electricity price increases (70%) for street lighting; rat control at the allotments; additional information added to councillor shared Drive.</p>	
<u>11/21.145</u>	<p><u>MATTERS RELATING TO THE GREEN</u></p> <p><u>a) The Green Working Party</u></p> <p>Members noted a monthly report submitted by Mr Dorling. Councillor Herbert advised that the actual monthly working party report had been circulated to councillors</p> <p>The following matters raised in the report were agreed as follows:</p> <p>(i) To write to the owners of the following properties to ask them Cut back trees impeding the cutting of the grass on The Green:</p> <p>There are 3 properties and the address details have been provided to the Clerk.</p>	<p><i>Clerk to write</i></p>
	<p><u>b) Southside Track Working Party</u></p> <p>(i) <u>Terms of Reference: RESOLVED (unanimously)</u> to approve the Terms of Reference as presented by the Clerk</p> <p>(ii) Members noted receipt of the Reports of meetings dated 9th and 25th October</p> <p>(iii) <u>Appointment of Surveyor</u></p> <p><u>RESOLVED: (unanimously)</u> to suspend Financial Regulations 11.1 (h) to enable the appointment of a surveyor without the need for 3 quotations due to the fact that the Council has a known and preferred contractor with local knowledge for these types of specialist works affecting a</p>	

	<p>Protected Green.</p> <p>(iv) It was therefore RESOLVED (unanimously) to appoint Steven Sawyer to draw up a specification/schedule of works at a maximum cost for this consultancy work of £500</p> <p>(v) It was RESOLVED that the Clerk be delegated authority to liaise with Councillors Wright and Taylor to provide the Surveyor with a list of works for which specifications and schedules are needed.</p>	<p><i>Clerk/ Councillors Taylor and Wright to provide surveyor with details of specifications needed.</i></p>
	<p>c) Cadent Gas Pipe</p> <p>Members noted the receipt of the report of the onsite meeting on 6th October (as reported in the October minutes)</p> <p>It was RESOLVED: to confirm agreement for the Land Agent to negotiate on the Council's behalf as follows:</p> <p>To negotiate and agree a wider easement width as existing proposal of 1.1 metres is insufficient for suitable plant equipment to install the pipe.</p> <p>To negotiate and agree a suitable access point. The track enclosed by concrete posts in front of The Green was a possibility. If used any removed posts are to be replaced.</p> <p>To negotiate a larger easement encompassing a possible incentive payment</p> <p>To instruct Cadent contractors to re-instate The Green on completion of works and to conduct a follow up visit to make good any ground settlement.</p> <p>For the Clerk to provide details of the Council's solicitors to enable legal documentation to be drawn up.</p>	<p><i>Action Clerk to instruct solicitors (confirm their costs being covered by Cadent) and authorise land agent to negotiate according to Council agreement.</i></p>
	<p>d) Request to use the Green for activities/functions</p> <p>It was RESOLVED: to approve the following:</p> <p>Christmas Tree Shredding 10am – 12 noon Saturday 8th January 2022.</p> <p>St Mary's Church – to erect 5 temporary signs on the Village boundaries and on The Green to advertise the Christmas Tree and Crib Festival.</p> <p>Village Christmas Lights switch on – Sunday 28th November 2021</p>	<p><i>Clerk: confirm agreement to each party.</i></p>
<u>11/21.146</u>	<p><u>TRACTOR PURCHASE</u></p> <p>Members noted that £35k has been set aside in the budget for this purpose but that although there have been many discussions no definite decision has yet been made.</p> <p>It was RESOLVED (unanimously) that any decision should be deferred until the final decision has been made about the Southside Track and that a business case would need to be put forwards to a future Council meeting before finalising any decision about purchase of a Tractor.</p> <p>It was further RESOLVED: that the Green Working Party would be tasked with bringing this matter to the Council.</p> <p>It was noted that the existing Tractor is due for its Annual Service and the Clerk was asked to obtain a full and frank report on the current state of the Tractor.</p>	<p><i>Action: Green Working Party to prepare a business case.</i></p> <p><i>Action: Clerk</i></p>
<u>11.21/147</u>	<u>HIGHWAYS MATTERS:</u>	

	<p><u>a) Transport Report</u> – It was noted that these meetings are due to start again next month.</p> <p><u>b) Speed Indicator Devices</u> Councillors Plummer and Taylor reported on their recent attendance at a meeting to discuss SIDs. It was noted that some funding may be available from Councillor Goggin's funding (up to £2000) but this would need to be spent by the end of this financial year (31st March 2022). It was agreed to investigate the costs for a speed display unit plus 2 battery packs and several brackets. Councillor Taylor advised that the suggestion was that these should be placed on lampposts (which would need stress tests) and that the existing lighting contractor had indicated that he would install these with the plan to be to move them around on a 4-week cycle.</p> <p><u>c) Parking Aingers Green</u> The Chairman allowed Councillor Williams District Councillor to speak, and she advised that there were no serious issues regards parking that needed to be referred and it was agreed that in the first instance the matter would be referred to PCSO to look at.</p>	<i>Action Clerk to establish costs</i>														
<u>11.21/148</u>	<p><u>NEW BIN – HECKFORD'S ROAD ENTRANCE PROW FOOTPATH</u> 3 RESOLVED: to approve the purchase of a new bin at a cost of £386.40 plus installation cost of £50 and 2 x weekly servicing at £85.48 per annum.</p>	<i>Clerk to liaise with TDC to organise</i>														
<u>11/21.149</u>	<p><u>ALLOTMENTS</u> Members were informed that the new allotments site consisted of space sufficient for 17 full size plots or 34 half size plots. It was RESOLVED: that there would need to be at least 6 people on the waiting list for an allotment before consideration would be given in opening this site up. It was RESOLVED: that the matter with regards laying water pipes to the site should be progressed.</p>	<i>Action: Clerk</i>														
<u>11/21.150</u>	<u>COUNCILLORS' TRAINING</u> – deferred to the end of the meeting.															
<u>11/21.151</u>	<p><u>FINANCE AND ACCOUNTS</u> a) Budget/precept It was RESOLVED: to suspend Financial Regulation 3.2 to allow the usual detailed estimates to be prepared by December for this year only.</p>															
	<p><u>b) Payments for November:</u> RESOLVED: to approve the payments list presented for November 2021 (previously circulated) totalling £6042.57</p> <p>UNITY TRUST ACCOUNT (BACS) PAID OCT (SEE FINANCIAL REPORT)</p> <table> <tr> <td>BHIB Ltd (Cyber Insurance)</td> <td>299.99</td> </tr> <tr> <td>RBLI (Tommy)</td> <td>350</td> </tr> </table> <p>CO-OP BANK DIRECT DEBITS (OCTOBER)</p> <table> <tr> <td>Talk Talk Business (11th Oct)</td> <td>42.46</td> </tr> <tr> <td>Drax (Street lights power)</td> <td>0.63</td> </tr> <tr> <td>Drax (Street lights power)</td> <td>12.99</td> </tr> <tr> <td>Drax (Street lights power)</td> <td>314.6</td> </tr> <tr> <td>Verilocation</td> <td>12</td> </tr> </table>	BHIB Ltd (Cyber Insurance)	299.99	RBLI (Tommy)	350	Talk Talk Business (11th Oct)	42.46	Drax (Street lights power)	0.63	Drax (Street lights power)	12.99	Drax (Street lights power)	314.6	Verilocation	12	
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	<p>FOR PAYMENT UNITY TRUST BACS NOVEMBER 2021</p> <table border="0"> <tr><td>Great Bentley Village Hall</td><td>224.2</td></tr> <tr><td>Great Bentley Village Hall</td><td>26.5</td></tr> <tr><td>Great Bentley Village Hall</td><td>26.5</td></tr> <tr><td>TMB</td><td>6</td></tr> <tr><td>TMB</td><td>61.68</td></tr> <tr><td>TMB</td><td>60</td></tr> <tr><td>Bentley Admin Ltd</td><td>55.8</td></tr> <tr><td>R McWilliams</td><td>69.24</td></tr> <tr><td>Landscape Services</td><td>240</td></tr> <tr><td>A&J Lighting Solutions</td><td>801.6</td></tr> <tr><td>Mrs P Dennitts (Veolia Flytipping)</td><td>120</td></tr> <tr><td>PFK Littlejohn</td><td>480</td></tr> <tr><td>Staff costs</td><td>2199.98</td></tr> </table> <p>a) <u>Financial Report and Bank reconciliation</u> Bank reconciliations are now in the shared Drive for all councillors to view. Members noted two payments authorised under Clerk's delegated authority as detailed above (Cyber Insurance and payment for Tommy's) as these were urgent payments requiring authorisation before the November meeting.</p> <p>c) <u>Debit Card for use by Clerk</u> <u>RESOLVED:</u> to approve a debit card on the Co-op Bank account for use by the Clerk to enable payment for things like flytipping clearance which must be paid by card. It was further <u>RESOLVED:</u> that the Financial Regulations should be updated to enable purchases of £500 per item/transaction which must be reported to the Chairman and Chair of the Finance Committee immediately and to Full Council at the next meeting.</p>	Great Bentley Village Hall	224.2	Great Bentley Village Hall	26.5	Great Bentley Village Hall	26.5	TMB	6	TMB	61.68	TMB	60	Bentley Admin Ltd	55.8	R McWilliams	69.24	Landscape Services	240	A&J Lighting Solutions	801.6	Mrs P Dennitts (Veolia Flytipping)	120	PFK Littlejohn	480	Staff costs	2199.98	<i>Action: Clerk</i>
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<u>11/21.152</u>	<p><u>SPECIAL POLICE CONSTABLES</u> The Chairman gave members details of a meeting she had attended recently. Councillors were generally in agreement that this would be beneficial as long as it does not undermine the work of the existing PCSO and that discussions should take place with her before considering matters further.</p>																											
<u>11/21.153</u>	<p><u>NEW WORKING PARTIES</u> It was <u>RESOLVED:</u> that two new working parties would be created as follows: Doctor's Surgery Working Party School Working Party. The aims of these working parties would be to work with stakeholders in being pro-active in considering that both organisations are at capacity and need options for growth. Terms of Reference to be drawn up for approval at next meeting.</p>	<i>Action: Clerk Prepare Terms of Reference</i>																										
<u>11.21/154</u>	<p><u>TRAINING</u> <u>RESOLVED:</u> not to pursue bespoke councillor training at this stage</p>																											

<u>11/21.155</u>	<p><u>PUBLIC PARTICIPATION</u></p> <p>A member of the public said that they were happy to see the progress being made by the Southside Working Party with regards to the Southside track and asked if they could also be involved as this work may affect other tracks and they felt that more consultation should take place</p> <p>A query was raised about why the Parish Council are paying for Fly tipping to be removed and it was reported that this was because it is on Parish Council private land not TDC land.</p> <p>A member of the public asked if it was possible to be involved in the next Southside working party meeting.</p> <p>An issue was raised about the state of the road in Birch Avenue – that Chairman advised that all these issues would be raised at the forthcoming Highways meeting.</p> <p>Members were advised that the Patient Participation Group starts soon and that they may wish to be involved.</p>	
<u>11/21.156</u>	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>Thursday 2nd December 2021 at Great Bentley Village Hall following the end of the Planning Meeting which commences at 7.00pm</p> <p>There being no further business the Chairman closed the meeting at 21:22 hours.</p>	
	<p><i>Signed</i> CHAIRMAN: Date</p> <p><i>Signed by Vice Chairman Councillor L Edwards 2nd December 2021</i></p>	