

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 3RD February 2022

Members of the council are hereby summoned to attend a meeting of Great Bentley Parish Council scheduled to be held on **Thursday 3rd February 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

27 January 2022

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. **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.
4. **Full Council Minutes:** To agree the minutes of the meeting held on Thursday 6th January 2022 as a true record of the meeting for signature by the Chairman of this meeting (previously circulated)
5. **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 6th January 2022.(previously circulated). To receive the minutes.
6. **Grants and Donations Policy**
 - a) To consider adoption of the new Grants and Donations Policy as presented by the Clerk
 - b) To consider approval of a new process and quarterly deadlines throughout the year for approving Grant applications.
7. **Finance Committee – Amended Terms of Reference**
To approve amended Terms of Reference for the Finance Committee with delegated power to approve grant applications at quarterly Finance Committee meetings.
8. **Annual Parish Meeting** (this is not a council meeting although it is hosted and chaired by the Council Chairman – councilors attend as members of the public)
 - a) To agree the date for the 2022 Annual Parish Meeting as Thursday 12th May 2022 at the Village Hall commencing at 7pm
 - b) To agree for Cllr Dennitts & the Clerk to prepare a suggested plan for the Annual Parish Meeting themed on local climate initiatives. Plans will be reported back to Full Council. The intention will be for it to be Parish focused and interactive for attendees.
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)

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Signed: Denise Humphris
Clerk to the Council 28 January 2022

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10. **Council Reports:** To note receipt of the following reports.
 - a) Footpath Report (to be circulated)
 - b) Caretaker's report (to be circulated)
 - c) Streetlighting report
 - d) PCSO review meeting.
11. **Clerk's report:** To receive the Clerk's report (to follow)
12. **Volunteer Tree Wardens**
 - a) To consider the appointment of new volunteer Tree Wardens with immediate effect.
 - b) To adopt the Tree Warden Activities and Terms of Reference as presented by the Clerk
13. **Matters relating to The Green**
 - a) **The Green – Working Party**

To note the monthly report and actions as detailed (previously circulated)
 - b) **Annual Agronomy**
 - (ii) To note the annual agronomy report carried out December 2021 (clerk has requested copy – to be circulated)
 - (iii) To agree to purchase of recommended products (Max. cost £2000)
 - (iv) To confirm agreement for Councillor Wright to load and apply as a volunteer.
 - (v) To confirm costs to be passed to the Football Club and Cricket Club for applications of products on their areas.
 - c) **Requests for permission to use The Green**
 - (i) Personal trainer sessions Monday 9.15am – 10am. Maximum participants 10 Green space by the playground
 - (ii) Friends of the Green – Biker Nights Wednesday evenings during 2022 - Usual fund-raising activities between 17.00 hours and 22.00hours and associated signs.
14. **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) **Swallows Corner** – To note correspondence received about missing signs and a further accident on this corner and to consider the following motion:

‘That as this is Highways signage and the issue has been raised many times and not resolved, that the Parish Council resolve to request Essex County Councillor Alan Goggin to liaise with Essex County Council Highways to provide commitment to resolve this and feedback to the Parish Council prior to the March meeting.’
 - c) **Village Gateway Signs** To agree to suspend Standing Order 10.1 and 11.3h and consider approval of one quote from the Council's preferred contractor for Village Gateway signage at Aingers Green costing £915 (+vat)
15. **Village Queen's Jubilee Committee**
 - a) To confirm permission for the Jubilee Committee to hold a village celebration event on The Green on Saturday 4th June 2022
 - b) To consider a donation of £2000 for the June celebration event
 - c) To return £460 funds held by the Parish Council from previous fundraising.
16. **Christmas Lights**

To consider approval of a quote of £104 for a 22m x 20 Festoon.
17. **Parish Council Website and GDPR**
 - a) Following legal advice, to agree to obtain confirmation from the Good Neighbours Committee and the Village magazine publishers that they hold the required permissions to enable personal details to be published on the Council's website.
 - b) To decide how to act with regards to existing information on the website if such confirmation can not be obtained understanding that displaying personal information without permission is a breach of the General Data Protection Act.
18. **Finance:**
 - a) To approve the invoices and payments to be made for February 2022 (details to be circulated)
 - b) To note the up-to-date Bank reconciliation to 31st December 2021 (to be circulated)

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*Signed: Denise Humphris
Clerk to the Council 28 January 2022*

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19. 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.

20. Date and Time of Next Meeting

To confirm the date and time of the next meeting as Thursday 3RD March 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 28 January 2022*