

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

***The Minutes of the Full Council Meeting of Great Bentley Parish Council held on Thursday 2<sup>nd</sup> December 2021 at The Community Resource Centre Plough Road Great Bentley Colchester CO7 8LG commencing at 19.21 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>																
<b><u>PRESENT:</u></b>																	
<b><u>CHAIRMAN:</u></b>	Councillor Mrs P Dennitts - <i>Absent</i>																
<b><u>COUNCILLORS:</u></b>	<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>Absent</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>Absent</i>	One vacant seat	<i>Present</i>
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<b><u>CLERK TO THE COUNCIL:</u></b>	Mrs D Humphris																
<b><u>ALSO PRESENT:</u></b>	Essex County Councillor Alan Goggin Tendring District Councillor Mrs L McWilliams Seven members of the public.																

<b><u>MIN.NO.</u></b>	<b><u>DETAIL / DECISION</u></b>	<b><u>ACTION</u></b>
<b><u>12/21.157</u></b>	<b><u>APOLOGIES FOR ABSENCE.</u></b> <b>RESOLVED:</b> To accept apologies from Councillor Mrs P Dennitts and Councillor G Wright	
<b><u>12/21.158</u></b>	<b><u>DECLARATIONS OF INTEREST:</u></b> <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 and a personal non-pecuniary interest in items relating to any matters relating to the 2022 Queen's Jubilee Event as his wife is part of the organising committee <u>Councillor Plummer</u> declared a personal non-pecuniary interest in items relating to 2022 Queen's Jubilee event as his wife is part of the organising committee.	
<b><u>12/21.159</u></b>	<b><u>PUBLIC PARTICIPATION</u></b> None	
<b><u>12/21.160</u></b>	<b><u>MINUTES OF THE LAST MEETING (previously circulated)</u></b> <b>RESOLVED (unanimously):</b> that the minutes of the meeting held on 4 <sup>th</sup> November 2021 (previously circulated) should be signed by the Chairman as a true record of the meeting.	
<b><u>12/21.161</u></b>	<b><u>MINUTES OF THE PLANNING COMMITTEE MEETING (previously circulated)</u></b>	

	<p>a) The minutes of the Planning Committee meeting held on 4<sup>th</sup> November 2021 were received and acknowledged.</p> <p>b) The recommendations of the Finance Committee meeting held on 22<sup>nd</sup> November 2021 were deferred until the January meeting as the Finance Committee have organised another meeting for 14<sup>th</sup> December to further review the recommendations with regards next year's budget.</p>	<i>Action Clerk: Organise Finance Committee meeting</i>
<b><u>12/21.162</u></b>	<b><u>COUNCILLOR CO-OPTION POLICY RESOLVED (unanimously)</u></b> to adopt the co-option policy	
<b><u>12/21.163</u></b>	<b><u>STANDING ORDERS RESOLVED (unanimously)</u></b> to adopt the revised Standing Orders	
<b><u>12/21.164</u></b>	<p><b><u>CONSULTATION DOCUMENTS</u></b></p> <p>Members noted the following consultation documents with no comments:</p> <p>a) Tendring Primary School Expansion Plans</p> <p>b) North Falls Offshore Windfarm</p>	
<b><u>12/21.165</u></b>	<p><b><u>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</u></b></p> <p>a) <u>County Councillor Alan Goggin</u> submitted a report which can be viewed at <a href="https://greatbentleyparishcouncil.co.uk/county-councillor-reports/">https://greatbentleyparishcouncil.co.uk/county-councillor-reports/</a>. Councillor Goggin gave further updates on costs of Speed Indicator Devices and it was noted that Essex Police are not supporting these schemes as their focus is on drugs/violence. Councillor Goggin mentioned that he has available grant funds to be spent for purchase of Speed Indicator Devices but if these projects cannot be completed by the deadline of 31<sup>st</sup> March 2022, then the Council should have another project ready for grant funding to avoid losing this funding.</p> <p>b) <u>District Councillor Lynda Mc Williams</u> submitted a report which can be viewed at <a href="https://greatbentleyparishcouncil.co.uk/district-councillor-reports/">https://greatbentleyparishcouncil.co.uk/district-councillor-reports/</a> Councillor Williams gave updates relating to progress of TDC Local Plan and the Community Garden Project which is expected to deliver 2500 new homes in its first stage.</p>	
<b><u>12/21.166</u></b>	<p><b><u>COUNCIL REPORTS</u></b></p> <p>a) <u>Footpath report</u> (previously circulated) was noted. <b><u>RESOLVED (unanimously)</u></b> to write to the Volunteer Footpath Representative to thank him for his contribution this year.</p> <p>b) <u>Caretaker's report</u> (previously circulated) was noted.</p>	<i>Action: Clerk to write</i>
<b><u>12/21.167</u></b>	<p><b><u>CLERK'S REPORT</u></b></p> <p>The Clerk's report which had been previously circulated was noted.</p>	
<b><u>12/21.168</u></b>	<p><b><u>MATTERS RELATING TO THE GREEN</u></b></p> <p><b><u>a) The Green Working Party</u></b> Members noted the monthly report.</p>	
	<p><b><u>b) Trees</u></b></p> <p>(i) <u>Request for a memorial tree by the pond</u> Councillor Adams declared a personal interest and declined to vote as his home is a neighbouring property.</p>	<i>Action: Councillor Harry</i>

	<p>Councillors were concerned about allowing more trees on the Green particularly by the pond and it was agreed that Councillor Harry would liaise with the person requesting the tree to see if an alternative solution could be found which may be sponsoring a tree elsewhere on The Green to replace some of the dead trees that are being removed.</p> <p><u>(ii) Donated Trees Policy: <b>RESOLVED:</b></u> that trees may be donated by members of the public to replace existing dead or damaged trees on the Green. The tree can be of any value but must be accompanied by a minimum donation of £100 to cover the cost of tree planting and future maintenance costs.</p>	
<b><u>12/21.169</u></b>	<p><b><u>HIGHWAYS AND TRANSPORT MATTERS:</u></b></p> <p>a) <u>Transport Report</u> – The report submitted by Councillor Harry had been circulated and was noted.</p> <p>b) <u>Essex County Council Highways Engineers meeting</u> - The report submitted by Councillor Harry had been circulated and was noted. Councillor Harry gave brief details of various potential improvements including making sure all signage clear and visible; making applications to Local Highways Panel for funding for things like kerbing in the Village Centre to get rid of the cones.</p> <p>c) <u>Cricket Club donation re Highways Meeting</u> <b>RESOLVED: (unanimously)</b> to approve a donation of £25 to thank the Cricket Club for allowing use of their clubhouse for the Highways Meeting</p> <p>d) <u>Creation of new PROW</u> – Members considered a conceptual idea submitted by a resident for a new footpath between Great Bentley and Thorrington</p> <p>After some discussion councillors were generally agreed that whilst it sounded a good idea, broadly speaking a path following the same route as that proposed was already in existence. It was considered to be a large complex project with many 'land ownership' problems to overcome and would take substantial resources over many years to bring to fruition. It was considered that there were other more important local issues that the Council should focus on. <b>RESOLVED: (unanimously)</b> to advise the member of public who had brought the idea forward that the Council were not supportive of the idea at this time.</p>	<p><i>Action: Clerk organise £25 payment</i></p> <p><i>Action: Clerk to write</i></p>
<b><u>12/21.170</u></b>	<p><b><u>ANNUAL SUBSCRIPTIONS RESOLVED (unanimously)</u></b> to approve payment of the annual subscription to The Open Spaces Society of £45. The resultant budget overspend of £140 was noted and will be fully reviewed by the Finance Committee at their forthcoming meeting.</p>	
<b><u>12/21.171</u></b>	<p><b><u>TRAINING RESOLVED (unanimously)</u></b></p> <p>To approve payment of the following training requests:</p> <p>a) Budget and Precept Course – Chairman and Clerk £140</p> <p>b) SLCC Practitioners Conference February 2022 – Clerk £75 +VAT</p> <p>c) Open Spaces Society Training – April 2022 – Clerk £75</p> <p>The resultant budget overspend of £300 was noted and will be fully reviewed by the Finance Committee at their forthcoming meeting.</p>	
<b><u>12/21.172</u></b>	<p><b><u>TOILETS FOR QUEEN'S JUBILEE EVENT JUNE 2022</u></b></p> <p>A query was raised about why quotes had been obtained for 8 toilets plus one disabled toilet as Village Events usually ran with 3 toilets plus one disabled toilet. The Clerk advised that she had used the event management guidelines from 'The Purple Book' to estimate the</p>	

	<p>numbers of toilets needed and had confirmed this number with the suppliers' calculations and advice which take into account how many hours the event is for, estimated numbers attending and whether food and drink is being served. Councillors considered that as the event would be on The Green most attendees had easy access to home facilities and so therefore, they would place an order for 3 toilets plus a disabled toilet. Two quotes were considered, and it was <b>RESOLVED (unanimously)</b> to approve the quote from MTM Plant at a total cost of £350 + VAT. Delivery instructions would be discussed nearer to the date.</p>	<p><i>Action: Clerk Advise Village Jubilee Committee Place order with MTM</i></p>
<b>12/21.173</b>	<b>FINANCE AND ACCOUNTS</b>	
	<p><b>a) Payments for December 2021</b> Members considered the payments list for December 2021 and <b>RESOLVED:</b> to approve payments as per Appendix 'A' TOTALLING £5059.68 including 2 late additions to the list (£ 25 Donation to the Cricket Club and £150 Matthew Ford for allotments hedge cutting): The £350 for Jubilee event toilets will not need to be paid until after the event in June 2022.</p>	
	<p><b>b) Financial Report and Bank Reconciliation</b> Reports noted as follows: Unity Trust bank statement received and reconciled to 30<sup>th</sup> November with resulting bank balance of £19057.35 and statements available to view in the Councillor's audit file on the shared drive. Co-op Bank statements not yet received but balances currently stand at: Current account £104911.92 and saving account £ 19667.99 The report highlighted budget overspends/low General Reserve balance which will be reviewed by forthcoming Finance Committee meeting.</p>	
	<p><b>c) Budget overspends – Deferrred – to be reviewed fully by Finance Committee</b></p>	
<b>12/21.174</b>	<p><b>PUBLIC PARTICIPATION</b> <u>Southside Track</u> A query was raised about when scheduled maintenance works would be carried out on the Southside Track. The Chairman replied that the Clerk has been chasing the contractors since early November as the work is scheduled to be completed in November. It was suggested that for future years the work should be scheduled for October, and this will be placed on a future agenda for consideration <u>Proposed new PROW</u> A member of the public expressed disappointment at the Council's decision not to support the proposed new PROW. The Chairman suggested that following correspondence received by the resident from Essex County Council on the matter it may be worth reaching out to the public to see what support there is from residents for such a scheme. <u>School Clock Light</u> Councillors confirmed that they are aware that the light is not working, and matters are in hand to fix this. <u>Level Crossing Sign Light</u> The light is not working and the member of public raising the issue was advised that this should be reported to Essex County Council Highways via their online reporting tool.</p>	<p><i>Clerk: Diarise for future agenda item to schedule works for October annually</i></p>

<b><u>12/21.175</u></b>	<b><u>DATE AND TIME OF NEXT MEETING</u></b> Thursday 6 <sup>th</sup> January 2022 at Great Bentley Village Hall following the end of the Planning Meeting which commences at 7.00pm  There being no further business the Chairman closed the meeting at 20.36 hours.	
	<b><i>Signed</i> CHAIRMAN:</b>	Date

**APPENDIX A - PAYMENTS LIST DECEMBER 2021****DIRECT DEBITS (NOVEMBER)**

Talk Talk Business (10th Nov)	43.08	Telephone and Broadband
Drax (Street lights power)	0.62	Streetlights electric
Drax (Street lights power)	13.34	Streetlights electric
Drax (Street lights power)	322.66	Streetlights electric
Verilocation	12	Tractor Tracker

**FOR PAYMENT BACS DECEMBER 2021**

Great Bentley Village Hall	224.2	Office monthly Rental 1-31 December
Great Bentley Village Hall	26.5	Council meeting 2nd December
Great Bentley Village Hall	26.5	Meeting 22 November (Finance)
TMB	6	Monthly backup service (Dec 2021)
TMB	61.68	Monthly Business software and firewall (Dec 2021)
TMB	60	Service and security Contract (Dec 2021)
R McWilliams	69.24	Village Caretaker - November 2021
A&J Lighting Solutions	608.88	Streetlights LED replacement and repairs
Greenleaf Pest Control	108	Allotments rat treatment
Mrs P Dennitts (Veolia Fly tipping)	330	Fly tipping x 2 times
M Dorling	394	Grass cutting and maintenance
Staff costs	2199.98	December staff costs
Open Spaces Society	45	Annual subscription Dec2021- Dec 2022
EALC	84	Budget/precept training (dh)
EALC	84	Budget/precept training (pd)
Open Spaces Society	75	Training re laws re Common Land etc.
SLCC	90	Practitioners Conference (Clerk)
Great Bentley Cricket Club	25	Donation for use of Clubhouse for Highways meeting
Matthew Ford Gardening Services	150	Allotments hedge cut
<b>TOTAL</b>	<b>5059.68</b>	