

GREAT BENTLEY PARISH COUNCIL**Full Council Meeting January 2022**

The Minutes of the Full Council Meeting of Great Bentley Parish Council held on Thursday 6th January 2022 at The Community Resource Centre Plough Road Great Bentley Colchester CO7 8LG commencing at 19.12 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 - <i>Absent</i>																
<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>Councillor A Clarke</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>	Councillor A Clarke	<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 Tendring District Councillor Mrs L McWilliams sent her apologies for absence Seven members of the public.																

<u>MIN.NO.</u>	<u>DETAIL / DECISION</u>	<u>ACTION</u>
<u>01/22.176</u>	<u>APOLOGIES FOR ABSENCE.</u> RESOLVED: To accept apologies from Councillor Mrs P Dennitts	
<u>01/22.177</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.	
<u>01/22.178</u>	<u>POLICY DOCUMENT AMENDMENTS</u> a) RESOLVED: (unanimously) to approve an amendment to Standing Order 3s to allow for a signed ballot when co-opting a new councillor to a vacant council seat if requested by two councillors (as stated in the Co-option Policy) b) RESOLVED: (unanimously) to update the Co-option Policy and Retention of Documents Policy as follows: Signed ballot papers used for voting when co-opting a new councillor shall be verified by The Clerk and the Chairman at the meeting for which they are used and destroyed immediately the vote has been verified.	<i>Clerk: Ensure documents updated and filed/posted on website</i>
<u>01/22.179</u>	<u>CO-OPTION OF A NEW COUNCILLOR</u> Dr Alison Clarke gave a brief overview of her background and reasons for wanting to become a councillor.	

	<p>RESOLVED: (unanimously) to appoint Alison Clarke to the vacant council seat.</p> <p>b) Declaration of Acceptance of Office: Councillor Clarke signed her Declaration of Acceptance of Office in front of the Clerk and took her seat with the Council for the remainder of the meeting.</p>	<i>Clerk: Organise register of interests/email etc.</i>
01/22.180	<p><u>PUBLIC PARTICIPATION</u></p> <p><u>Southside Track</u> - a member of the public expressed concern at the standard of the recent works undertaken. It was noted by another resident that the track needs to be level and flat and thanks were expressed to the Council for trying.</p> <p>A member of the public advised that they would like all residents to have a say in any works to the Southside Track as this could set a precedent for other track around the Village Green.</p> <p>A response was given that the new Working Party had been formed to establish what needs to be done and two representatives from residents of the Southside were involved with the Working Party. Further comments were made about how dangerous the state of the Track is making it too dangerous to even walk down it at night and a question was raised about whether it could be adopted by Essex County Council Highways as a road. A response was given that this was not possible as the track formed part of the protected Village Green meaning that it is land protected from becoming an adopted road.</p>	
01/22.181	<p><u>MINUTES OF THE LAST MEETING (previously circulated)</u></p> <p>RESOLVED (unanimously): that the minutes of the meeting held on 2nd December 2021 (previously circulated) should be signed by the Chairman as a true record of the meeting.</p>	
01/22.182	<p><u>MINUTES OF COMMITTEE MEETINGS (previously circulated)</u></p> <p>a) The minutes of the Planning Committee meeting held on 2nd December 2021 were received and acknowledged.</p> <p>b) The recommendations of the Finance Committee meeting held on 22nd November 2021 and 14th December 2021 were received noting that recommendations relating to the 2021/2022 budget had been superseded by the December meeting.</p> <p>RESOLVED: To approve the recommendations therein as follows:</p> <p>a) To adopt the Terms of Reference for the Committee</p> <p>b) To adopt the Financial Regulations</p> <p>c) To approve Councillor Harry as the councillor nominated to undertake quarterly audit reviews</p> <p>d) To approve the budget recommendations for the financial year April 2022- March 2023 including earmarked reserves and policy on maintenance of General Reserves</p>	
01/22.183	<p><u>BUDGET/PRECEPT FOR THE FINANCIAL YEAR APRIL 2022 – MARCH 2023.</u></p> <p>RESOLVED: to approve the precept on Tendring District Council of £127252 This would result in a cost to a Band D Taxpayer of £135.04 per annum which represents an increase of £28.04 per annum equating to 0.54p per week increase. (From £107 per Band D household 2021/2022)</p>	<i>Clerk: submit paperwork to TDC</i>

<u>01/22.184</u>	<p><u>SCHEME OF DELEGATION</u></p> <p>a) Council Delegation to an officer. An amendment to the scheme as set out by the Clerk was discussed to keep the scheme in place indefinitely (rather than review at each monthly meeting) to be used when needed and reviewed annually at the Annual Council Meeting. <u>RESOLVED: (unanimously)</u> to approve the Scheme of Delegation with the amendment as detailed above.</p> <p>b) Planning Committee Delegation to an officer <u>RESOLVED: (unanimously)</u> to approve the Scheme of Delegation as presented by the Clerk for Annual Review.</p>	
<u>01/22.185</u>	<p><u>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</u></p> <p>a) <u>County Councillor Alan Goggin</u> submitted a report which can be viewed at https://greatbentleyparishcouncil.co.uk/county-councillor-reports/.</p> <p>b) <u>District Councillor Lynda Mc Williams</u> is unwell and apologies for absence and best wishes for a speedy recovery were noted.</p>	
<u>01/22.186</u>	<p><u>COUNCIL REPORTS</u></p> <p>a) <u>Footpath report</u> None received..</p> <p>b) <u>Caretaker's report</u> (previously circulated) was noted.</p>	
<u>01/22.187</u>	<p><u>CLERK'S REPORT</u> No report.</p>	
<u>01/22.188</u>	<p><u>MATTERS RELATING TO THE GREEN</u></p> <p>a) The Green Working Party Members noted the monthly report and points being actioned.</p> <p>b) Southside Track Working Party Members noted the report of the most recent meeting held on 22nd November 2021</p>	
<u>01/21.189</u>	<p><u>HIGHWAYS AND TRANSPORT MATTERS:</u></p> <p>a) Transport Report To follow at next meeting</p> <p>b) Plough Road Traffic Calming Measures <u>RESOLVED:</u> Councillor Peter Harry will liaise with Clerk to organise an application to Essex County Council Local Highways Panel for repeater signage and roundels on Plough Road. The Council may be able to offer some funding in support of this which will be confirmed once full details are decided.</p> <p>c) Village Gateway Aingers Green. <u>RESOLVED:</u> to approve expenditure up to £1200 from the funds set aside in this year's budget for Highways Improvements. Councillor Harry will obtain quotations to be presented to the Council for consideration.</p>	<p><i>Action: Councillor Harry</i></p> <p><i>Action: Councillor Harry</i></p>
<u>01/22.190</u>	<p><u>FINANCE AND ACCOUNTS</u></p>	
	<p>a) Payments for January 2022 Members considered the payments list for January 2022 including two additions since circulating the list as follows: Plummer electrical £480 (re-imburement of payment to Sibbons Plant Hire re Village Christmas Lights). Councillor Plummer declared an interest and refrained from voting M Dorling £144 Grasscutting to 20th December <u>RESOLVED:</u> to approve payments as per Appendix 'A' totalling £8231.97</p>	

	<p>b) Financial Report and Bank Reconciliation Full financial updates with regards performance against budget and reserves can be found in the recent Finance Committee reports. Bank statements to end of December have not yet been received so no details of bank reconciliation available.</p>	
<u>01/22.191</u>	<p><u>PUBLIC PARTICIPATION</u></p> <p><u>Police Community Support Officer</u> A member of the public asked when we could expect our PCSO to be visible in the Village again. The Clerk advised that she is back at work, but we have no clear idea of when she might be back at Great Bentley although indications had been that it could be 1st Quarter 2022.</p> <p><u>PCSO Funding</u> A query was raised about what happens to the funds budgeted to pay for the PCSO this year which have not been spent by the Parish Council and the answer was given that they go back into the Council's reserves to be allocated to other budgets or projects.</p> <p><u>COVID/ECC Staffing pressures</u> County Councillor Goggin advised that COVID and self-isolation periods were affecting Essex County Council staff and so dealings with ECC may take longer than usual due to staff shortages</p>	
<u>01/22.192</u>	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>Thursday 3rd February 2022 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 19.45 hours</p>	
	<p>Signed CHAIRMAN: _____ Date _____</p>	

APPENDIX A - PAYMENTS LIST JANUARY 2022**CO-OP BANK DIRECT DEBITS (NOVEMBER)**

Drax (Street lights power)	0.63	Street lights electric
Drax (Street lights power)	12.99	Street lights electric
Drax (Street lights power)	314.6	Street lights electric
Verilocation	12	Tractor Tracker INV DATE 1/12

FOR PAYMENT UNITY TRUST BACS January 2022

Great Bentley Village Hall	229.8	Office monthly Rental 1-31 January
Great Bentley Village Hall	12.7	Finance meeting 14th December
Great Bentley Village Hall	27.2	Full Council meeting Jan 2022
TMB	48.96	Monthly services less credit note
R McWilliams	69.24	Village Caretaker - December 2021
Birketts	830.4	Solicitors costs re southside track
Landscape Services	270	Cut and strim Car Park
Landscape Services	180	Strim around pond
Landscape Services	420	Spinney - tree removal
Matthew Ford Gardening	350	Removal of triangular noticeboard and lay turf
Rialtas	148.8	Annual accounting software fee
Bentley Admin Ltd	55.8	Quarterly - payroll services to Mar 2022
Plummer Electrical	480	Re-imburement re Village Christmas Lights
M Dorling	144	Grasscutting
Staff costs	4624.85	January staff costs including Quarterly PAYE
TOTAL	8231.97	