

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

The Minutes of the Full Council Meeting of Great Bentley Parish Council held on Thursday 3rd February 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 - Present																
<u>COUNCILLORS:</u>	<table border="1"> <tr> <td>Councillor R. Adams</td> <td><i>Absent</i></td> </tr> <tr> <td>Councillor L Edwards</td> <td><i>Absent</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>Absent</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>Absent</i>	Councillor L Edwards	<i>Absent</i>	Councillor P. Harry;	<i>Present</i>	Councillor B Herbert	<i>Present</i>	Councillor K Plummer;	<i>Present</i>	Councillor R Taylor	<i>Absent</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 Nine members of the public.																

<u>MIN.NO.</u>	<u>DETAIL / DECISION</u>	<u>ACTION</u>
<u>02/22.193</u>	<u>APOLOGIES FOR ABSENCE.</u> RESOLVED: To accept apologies from Councillors Adams, Taylor and Edwards.	
<u>02/22.194</u>	<u>DECLARATIONS OF INTEREST:</u> None.	
<u>02/22.195</u>	<u>PUBLIC PARTICIPATION</u> <u>Southside Track</u> - a member of the public thanked the Council for ensuring the notes of the Working Party Group were on the website and thanked councillors for their hard work on this matter.	
<u>02/22.196</u>	<u>MINUTES OF THE LAST MEETING (previously circulated)</u> RESOLVED (unanimously): that the minutes of the meeting held on 6 January 2022 (previously circulated) should be signed by the Chairman as a true record of the meeting.	
<u>02/22.197</u>	<u>MINUTES OF COMMITTEE MEETINGS (previously circulated)</u> a) The minutes of the Planning Committee meeting held on 6 th January 2022 were received and acknowledged.	
<u>02/22.198</u>	<u>GRANTS AND DONATIONS POLICY</u> RESOLVED: to approve the new Grants and Donations Policy enabling grant applications to be submitted throughout the year for consideration quarterly. The applications to be reviewed by the Grants Working Party and then submitted to the Finance Committee with recommendations for approval and the Finance Committee to	

	be given full delegated authority to approve applications subject to there being sufficient funding in the Council budget line to accommodate this.	
<u>02/22.199</u>	<u>FINANCE COMMITTEE – AMENDED TERMS OF REFERENCE</u> <u>RESOLVED:</u> to amend the Terms of Reference for the Finance Committee to include full delegated spending power to approve grant applications as detailed above.	
<u>02/22.200</u>	<u>ANNUAL PARISH MEETING</u> The Chairman and the Clerk gave details about the Annual Parish Meeting, which is a meeting of local electors, where they can discuss and vote on matters. Any vote or agreement is not legally binding on the Council and councillors attend as members of the public, although the Council Chairman will chair the meeting. a) It was <u>RESOLVED:</u> to approve the date of the meeting as Thursday 12 th May 2022. b) It was <u>RESOLVED:</u> to delegate the Clerk and the Chair to prepare a suggested plan for the meeting themed on Local Climate Initiatives for the Council to consider at their March meeting.	<i>Action Clerk/Chair</i>
<u>02/22.201</u>	<u>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</u> a) <u>County Councillor Alan Goggin</u> submitted a report which can be viewed at https://greatbentleyparishcouncil.co.uk/county-councillor-reports/ . b) <u>District Councillor Lynda Mc Williams</u> submitted a report which can be viewed at:	
<u>02/22.202</u>	<u>COUNCIL REPORTS</u> a) <u>Footpath report</u> (previously circulated) Noted. b) <u>Caretaker’s report</u> (previously circulated) was noted. c) <u>Streetlighting Report</u> (previously circulated) was noted d) <u>Notes from the PCSO</u> review meeting (previously circulated) were noted.	
<u>02/22.203</u>	<u>CLERK’S REPORT</u> (previously circulated) was noted. Members discussed one item which was the receipt of the Heads of Terms for signature relating to the Cadent Gas Line due to be laid across the Green. It was <u>RESOLVED:</u> that the Council would accept legal advice <u>not</u> to sign the ‘Consent to Lay’ document which would enable Cadent to start work before the legal Deed of Easement was in place. No work would be allowed until the Deed of Easement was in place. It was further <u>RESOLVED:</u> to ask Councillors Edwards, Adams and Herbert to review the documents in detail and to report their findings and recommendations back to the March meeting. It was <u>RESOLVED:</u> that the signing of the documents was too important to be dealt with under officer’s delegated powers and therefore all decisions should come to the Full Council.	<i>ACTION: Councillors Edwards, Herbert, Adams – to review documents and report back to March meeting with recommendations</i>
<u>02/22.204</u>	<u>MATTERS RELATING TO THE GREEN</u> <u>a) The Green Working Party</u> Members noted the monthly report and points being actioned. <u>b) Annual Agronomy</u> (i) Members noted the report carried out in December 2021 and asked for thanks to be passed to the Agronomist who provides the annual report free of charge.	<i>Action: Clerk</i>

	<p>(ii) It was RESOLVED: to agree for the purchase of the recommended products for the Village Green to be purchased up to a maximum value of £2000.</p> <p>(iii) It was RESOLVED: to confirm agreement for Councillor Wright to load and apply the products as a volunteer.</p> <p>(iv) It was RESOLVED: that the Football Club and Cricket Club would be asked to contribute towards the cost of products for the areas of the Green used by their respective clubs. This will be looked at further by the Green Working Party in conjunction with their current project to review existing agreements for use of the Green between the Council and the clubs</p> <p>c) Requests to use The Green</p> <p>(i) Personal Trainer sessions RESOLVED: that the Council have no objections to the request from a personal trainer to hold fitness sessions every Monday 9.15am – 10am at the space by the Playground. Clerk to communicate that trainers must bring their own equipment and not use Council benches/tables as equipment for their workouts.</p> <p>(ii) Friends of the Green RESOLVED: that the Council have no objection to the usual fund raising activities or usual signage between 17.00 hours and 22.00 hours happening on Biker Nights during 2022</p>	<p>Action: Councillor Wright</p> <p>Action: Green Working Party.</p> <p>Action: Clerk to advise</p> <p>Action: Clerk to advise</p>
<u>02/22.205</u>	<p><u>HIGHWAYS AND TRANSPORT MATTERS:</u></p> <p>a) Transport Report Councillor Harry reported that Train timetables are reverting to normal next week.</p> <p>b) Swallows Corner Further to recent correspondence about missing signs and a further accident on this corner it was RESOLVED: that as this is Highways' signage and the issue has been raised many times and not resolved, the Parish Council will request that Essex County Councillor Alan Goggin liaise with Essex County Council Highways to provide commitment to resolve this and feedback to the Parish Council prior to the March meeting. As Councillor Goggin was in attendance the Chairman allowed him to respond. He reminded everyone of the ECC online reporting tool and confirmed that this matter had already been reported and that he would follow this up.</p> <p>c) Village Gateway Signs RESOLVED: to suspend Standing Orders 10.1 and 11.3h and to approve one quote from the Council's preferred contractor for Village Gateway signage at Aingers Green at a cost of £915 (+VAT)</p>	
<u>02/22.206</u>	<p><u>Village Queen's Jubilee Committee</u></p> <p>a) RESOLVED: to confirm that this Council have no objections to the Jubilee Committee holding a Village celebration event on The Green on Saturday 4th June 2022.</p> <p>b) RESOLVED: to approve a donation of £2000 in line with the Council's donation policy to assist with funding for the event.</p> <p>c) RESOLVED: to return funds of £460 held by the Parish Council from previous fund raising.</p>	<p>Action: Clerk to advise and organise payments</p>
<u>02/22.207</u>	<p><u>Christmas Lights</u> RESOLVED: to approve the purchase of a 22m x 20 festoon at a cost of £104.</p>	

<u>02/22.208</u>	<p><u>PARISH COUNCIL WEBSITE AND GDPR</u></p> <p><u>RESOLVED:</u> In accordance with legal advice to obtain a disclaimer from both the publishers of the Village Magazine and The Good Neighbours booklet to confirm that they have on file necessary agreements from individuals for their personal details as included in each publication to be published on the Council website</p> <p>If this disclaimer can not be obtained then the matter would need to be further considered by the Council with regards to continued publication on the website which would be in breach of the Data Protection Act.</p>	
<u>02/22.209</u>	<p><u>FINANCE AND ACCOUNTS</u></p> <p><u>a) Payments for February 2022</u></p> <p>Members considered the payments list for February 2022 including two additions since circulating the list as follows:</p> <p>Great Bentley Queen's Jubilee Committee £2460 (approved Min. No. 02/22.206)</p> <p>Technology Means Business £ 127.68 (normal monthly ICT services.</p> <p><u>RESOLVED:</u> to approve payments as per Appendix 'A' totalling £7120.74</p>	
	<p><u>b) Financial Report and Bank Reconciliation</u></p> <p>Bank statements and Bank reconciliations up to 31st December 2021 had been previously circulated and were noted.</p> <p>The Financial report was noted as follows:</p> <p>Bank statements have been reconciled to 31st December 2021 and balances showing are:</p> <p>Unity Trust £14689.92</p> <p>Co-op Bank current account £104520.44</p> <p>Co-op Bank deposit account £ 19661.84</p> <p>A £30,000 transfer is being made from Co-op Bank current account to the Unity Trust Account to ensure sufficient funds held in that account for forthcoming months BACS payments.</p> <p>Funds due in this month total £7415 made up as follows</p> <p>VAT Refund for year 1st April 2021 to 31 January 2022</p> <p>£5159</p> <p>Essex County Council Verge and PROW cutting</p> <p>£2256</p> <p>The Clerk has diary systems in place to collect VAT owed monthly in future rather than once per year.</p> <p>All allotment rental bills for the year have now been paid apart from 1 but this was down to a mix up with plots which means the bill has only just been sent.</p> <p>The budget analysis shows no substantial changes from the reporting in the Finance Committee Reports of November and December. Some virements will need to be agreed at the March meeting to tidy up the accounts before the end of year date of 31st March 2022.</p>	
<u>02/22.210</u>	<p><u>PUBLIC PARTICIPATION</u></p> <p>A query was raised about permissions given for use of The Green particularly the permission for Biker Nights and Council liability.</p> <p>Councillors advised that the Council have no liability for the Bikers</p>	

	<p>as it is not a Council organised event, and no permission has been given. Equally as the land in question is Common Land the Council are legally unable to give permission for use of the space but do need to be advised and subsequently decide whether they object to any requests.</p> <p>A concern was raised about a sign at Lufkin's Corner which had been knocked over and a sign which was in the ditch at Dead Lane</p> <p>A query was raised about the new Grants and Donations Policy and whether this meant that the Council would now be able to support a contribution to the Church. The Chairman explained that legally Parish Council have no power to do this.</p> <p>A further query was raised about a contribution to the Village Magazine and the person asking was advised to complete a grant application form.</p> <p>A query was raised about kerbing and drainage noting that previously earmarked funds for this purpose had now been removed from the Council budget. The Chairman advised that this project was unlikely to be progressed by Essex County Council Highways at present and so the funds were being used elsewhere this year but that the project could come back in future years.</p> <p>A comment was made that the light in the school clock is still not working and that the light outside the station was not working.</p>	
<u>02/22.211</u>	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>Thursday 3rd March 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 20.52 hours</p>	
	<p><i>Signed</i> CHAIRMAN: _____ Date _____</p> <p>SIGNED BY CLLR P DENNITTS 3RD MARCH 2022</p>	

APPENDIX A - PAYMENTS LIST FEBRUARY 2022**CO-OP BANK DIRECT DEBITS**

Drax (Street lights power)	0.68	Street lights electric
Drax (Street lights power)	13.44	Street lights electric
Drax (Street lights power)	322.73	Street lights electric
Verilocation X 2 MONTHS	24	Tractor Tracker INV DATE 1 JAN AND 1/FEB
Talk Talk	42.36	December invoice
Talk Talk	43.18	January Invoice
Talk Talk	40.68	February Invoice

CO-OP BANK DEBIT CARD

Asda 2 x Books 1st class stamps	20.4	Stamps/Office costs
Veolia	30	Removal of old office furniture - COLL 7/2

FOR PAYMENT UNITY TRUST BACS February 2022

Great Bentley Village Hall	229.8	Office monthly Rental 1-28 February
Great Bentley Village Hall	27.2	Council meeting 3rd Feb
TMB	60	Monthly services
TMB	11.67	Monthly service
R McWilliams	34.62	Village Caretaker - Jan 2021 x 2 weeks only
Livertons	1560	Southside Track Maintenance
TMB		Monthly services
Great Bentley Jubilee Committee	2460	Donation and repayment of fund raising
Staff costs	2199.98	February staff costs
TOTAL	7120.74	

