

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

The Minutes of the Full Council Meeting of Great Bentley Parish Council held on Thursday 7th April 2022 at The Community Resource Centre Plough Road Great Bentley Colchester CO7 8LG commencing at 19:57 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>																
PRESENT:																	
CHAIRMAN:	Councillor Mrs P Dennitts - Absent																
COUNCILLORS:	<table border="1"> <tr> <td>Councillor R. Adams</td> <td><i>Present (until 21:14 hours)</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>Present</i></td> </tr> <tr> <td>Councillor G Wright</td> <td><i>Absent</i></td> </tr> <tr> <td>Councillor A Clarke</td> <td><i>Absent</i></td> </tr> </table>	Councillor R. Adams	<i>Present (until 21:14 hours)</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>Present</i>	Councillor G Wright	<i>Absent</i>	Councillor A Clarke	<i>Absent</i>
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CLERK TO THE COUNCIL:	Mrs D Humphris Locum Clerk to the Council Grahame Walkingshaw																
ALSO PRESENT:	Essex County Councillor Alan Goggin (from 19:50 hours) Tendring District Councillor Mrs L McWilliams Seven members of the public.																

MIN.NO.	DETAIL / DECISION	ACTION
04/22.001	APPOINTMENT OF CHAIRMAN FOR THE APRIL MEETING In the absence of the Chairman, it was RESOLVED (unanimously) to appoint Councillor Harry as Chairman for the meeting.	
04/22.002	APOLOGIES FOR ABSENCE. RESOLVED: (unanimously) To accept apologies from Councillor Dennitts, Edwards, Wright and Clarke.	
04/22.003	DECLARATIONS OF INTEREST: 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 interest as Trustee and Vice Chairman of the Village Hall Committee.	
04/22.004	GREAT BENTLEY PRIMARY SCHOOL EXPANSION PLANS Members received an update about the expansion plans for the village primary school from Kevin Wilby School Organisation Officer for Essex County Council. He detailed proposals to expand the school from 210 places to 420 places and gave outline proposals about suggestions of how the existing site could accommodate new building to accommodate this. He advised that he would keep the Council informed of progress and would be happy to attend future meetings and answer question when needed.	
04/22.005	PUBLIC PARTICIPATION	

	Members of the public were pleased to see the plans to expand the school and questions were raised about funding of additional teaching and support staff. Mr Wilby confirmed that with school's receiving funding according to the numbers of pupils attending this would be taken into account. There were some concerns about the entrance in and out of the school and its proximity to the railway crossing and Mr Wilby advised that the school would need an updated Travel Plan to consider all of these matters.	
04/22.006	MINUTES OF THE LAST MEETING (previously circulated)	
	RESOLVED (unanimously): that the minutes of the extraordinary meeting held on 24 th March 2022 (previously circulated) should be signed by the Chairman as a true record of the meeting.	
04/22.007	MINUTES OF COMMITTEE MEETINGS (previously circulated)	
	a) The minutes of the Planning Committee meeting held on 3 rd March 2022 were received and acknowledged.	
04/22.008	ANNUAL PARISH MEETING – ARRANGEMENTS FOR MEETING 12TH MAY 2022 Members noted arrangements for the meeting including Pride of Great Bentley awards.	
04/22.009	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS a) County Councillor Alan Goggin submitted a report which can be viewed at https://greatbentleyparishcouncil.co.uk/county-councillor-reports/ . b) District Councillor Lynda Mc Williams submitted a report which can be viewed at: https://greatbentleyparishcouncil.co.uk/district-councillor-reports/	
04/22.010	COUNCIL REPORTS a) Footpath report (previously circulated) Noted. b) Caretaker's report (previously circulated) was noted. c) PCSO crime report (previously circulated) was noted.	<i>Action: Locum Clerk to thank PCSO for her continued reports</i>
04/22.011	CLERK'S REPORT (previously circulated) was noted with updates as follows: Red Diesel: Legal advice has been sought and circulated confirming that from 1 st April, the Parish Council, like many other businesses and organisations can no longer use red diesel for the Tractor to cut the grass. After much discussion, it was agreed to revert back to the EALC and ask for further advice to confirm whether or not the Village Green can be considered agricultural land and therefore able to continue using red diesel. It transpired that the farmer who, up until now, has donated all red diesel does not have access to white diesel and therefore the Council would have to pay for diesel from now on possibly incurring unbudgeted costs of up to £1200 per annum. It was agreed that whilst further advice is being sought the Tractor engine should be flushed and filled with white diesel as the grass needed cutting in the interim period. Cadent Gas Line: An update was provided detailing Dalcour McLaren's unwillingness to attend an evening Council meeting to set out their proposals and answer questions from the Council about how their plans will affect the protected Village Green/Common Land both now and in the future. The Clerk has advised the Land	<i>Action: Councillor Herbert to arrange for the tractor to be flushed and filled with white diesel</i> <i>Action: Locum Clerk to seek further advice re use of Red Diesel</i>

	<p>Agent that the Council have a resolution in place (from March meeting) that no permissions to lay the pipe across The Green will be considered until such a meeting has taken place, and that potentially an extraordinary meeting could be called during working hours. We are currently awaiting suggested times/dates for such a meeting.</p>	
04/22.012	<p>MATTERS RELATING TO THE GREEN</p> <p>a) The Green Working Party Members noted the monthly report and points to be actioned as detailed</p> <p>b) Addendum to the Grasscutting contract It was RESOLVED (unanimously) to agree for the additional works as detailed to be added to the Grass cutting Contract.</p> <p>b) Requests to use The Green</p> <p>i) <u>Sunday 17th July Cricket Club 250 years celebration:</u> It was RESOLVED (unanimously) to approve the following requests from the Cricket Club:</p> <ul style="list-style-type: none"> - To fly the Cricket Club flag from the Council's flagpole. - To place a marquee on The Green in front of the Cricket Club. - To have two portable toilets. - To have temporary sponsor boards positioned on the Green and around the marquee - To use alternative grass cutting equipment to cut the outfield for the event. <p>The final request was for a partnership arrangement with Frinton Cricket Club which would allow their 3rd X1 team to play 9 games on The Great Bentley pitch this season. Such collaboration would allow the Cricket Club to build on the work it has done over the past few years to build the club and set them up as a 'feeder' team through to Frinton. There would be no money changing hands as this would be a collaborative arrangement for the benefit of building and encouraging sport. Councillors confirmed that they wished to be supportive, but wanted time to consider this further, as there had always been an understanding that The Green would be protected by not allowing teams not based in Great Bentley to play there. There were discussions about whether this would set a precedent for future team games and the impact that such a precedent may have on the ongoing maintenance of The Green. It was agreed to defer a decision on this matter to the May meeting.</p> <p>ii) <u>Saturday 17th June Football Club Youth section awards</u> It was RESOLVED (unanimously) to approve the request for a marquee on The Green outside the Football Club from 10th -12th June.</p> <p>iii) <u>St Mary's Church – Signs for church events throughout 2022</u> It was RESOLVED (unanimously) to approve this request</p>	<p><i>Locum Clerk to ensure action points from the Green Working Party meeting attended to</i></p> <p><i>Locum Clerk to liaise with grasscutting contractor to obtain his agreement and pricing details for additional works</i></p> <p><i>Action: Locum Clerk to ensure this matter is included on May agenda for a decision and to advise Cricket Club of decision</i></p> <p><i>Locum Clerk: advise Football Club</i></p> <p><i>Locum Clerk to advise the Church</i></p>
04/22.013	<p>HIGHWAYS AND TRANSPORT MATTERS:</p> <p>a) Transport Report None this month</p> <p>b) Speed Indicator Devices After much discussion about how to proceed, given that the SID has now been ordered, the locum clerk</p>	<p><i>Action: Locum Clerk to provide advice on</i></p>

	advised that he has experience of dealing with the siting and fixing of Speed Indicator Devices in another parish and that there was a considerable amount of work involved which included obtaining licences. He will investigate further and advise the Council of next steps accordingly.	<i>how to proceed.</i>
04/22.014	RAILWAY CAR PARK – SECURITY AND PROSECUTION OF FLYTIPPERS Councillor Harry gave a brief update and advised that the evidence detailing names and addresses found at the site of the most recent fly-tipping in the Car Park, is now being dealt with by British Transport Police with a view to following the matter through to prosecution. Security cameras and signs will be in place shortly as detailed at the last meeting.	
04/22.015	BEACON LIGHTING – PLATINUM JUBILEE THURSDAY 2ND JUNE 2022 It was agreed that the Council would not pursue this matter.	
04/22.016	BANK – SIGNING ARRANGEMENTS a) To note that Councillor Herbert will remain as a bank signatory but does not wish to have online view or authorisation access. b) RESOLVED (unanimously) to approve locum Clerk to replace outgoing Clerk on bank mandates with online access to be view and set up of payments only (as per existing clerk) c) RESOLVED (unanimously) to approve the issue of a Co-op Bank debit card for the locum clerk.	<i>Existing clerk has completed all necessary forms to effect this change. Locum Clerk to submit signed Unity Trust form online</i>
	ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2022 It was noted that the Clerk has ensured completion of the Annual Return and the Internal Audit has been undertaken by independent auditors Heelis and Lodge. The internal audit report and all figures will be reviewed by the Finance Committee at their meeting on 12 th April ready for the prepared AGAR to be signed at the May Council meeting.	
04/22.017	b) Payments for April 2022 Members considered the payments list for April 2022 including monthly staff payments RESOLVED: to approve payments as per Appendix 'A' totalling £6069.85	
04/22.018	PUBLIC PARTICIPATION A member of the public raised further concerns about access to school /parking/longer walks to school for increased numbers of pupils and councillors responded that as detailed by Mr Wilby all of this would be considered under the School Transport Plan. A member of the public advised that the School Clock was still not working and was advised that repairs were in hand. A member of the public advised that Dr Michael George had died and suggested that the Council may wish to send condolences to his family as a long standing village doctor.	
04/22.019	DATE AND TIME OF NEXT MEETING The Annual Parish Council meeting to elect Chairman and Committee members will be held on Thursday 5th May 2022 at Great Bentley Village Hall following the end of the Planning Meeting which commences at 7.00pm.	

	<p>It was noted that the current clerk at Little Bentley Parish Council has agreed to Clerk the May meeting as the Locum Clerk is not available and that therefore the agenda would be kept as brief as possible in order to assist her. It was further agreed that, on the suggestion of the Locum Clerk, the Council would trial having just one meeting with planning applications included on the Full Council agenda instead of opening and closing two meetings and therefore achieving efficiencies on all the associated administration work that goes with running two meetings on one evening.</p> <p>June meeting will be re-scheduled from 2nd June which is a Bank Holiday to Wednesday 8th June commencing at 7.00pm.</p>	<p><i>Action: Locum Clerk to change the currently booked date with the Village Hall from 9th June to 8th June.</i></p>
04/22.020	<p>EXCLUSION OF THE PUBLIC AND PRESS RESOLVED: that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded due to the confidential nature of the business to be discussed.</p>	
04/22.021	<p>LOCUM CLERK TERMS AND CONDITIONS RESOLVED: (unanimously) to approve hours and rates of pay including a working from home monthly allowance as per the circulated document.</p> <p>It was noted that the Personnel Committee would meet later in April to discuss staffing structures and advertising/appointment of new permanent staff.</p>	<p><i>Action: Locum Clerk to confirm date/time of meeting and book village hall.</i></p>
04/22.022	<p>LOCUM CLERK: SINGLE MEETING 5TH MAY 2022 RESOLVED: (unanimously) to approve plans for the current clerk at Little Bentley Parish Council to clerk the May meeting as Great Bentley's locum clerk is not available for that date, and to approve the fixed fee for attending the meeting, which will include travel, and preparing minutes which will be forwarded to this Council's Locum Clerk for circulation and attending to action points.</p>	<p><i>Action: Locum Clerk to ensure May agenda and meeting details forwarded to Little Bentley Clerk.</i></p>
	There being no further business the Chairman closed the meeting at 21:36 hours.	
	Signed CHAIRMAN:	Date

APPENDIX A - PAYMENTS LIST APRIL 2022

CO-OP BANK DIRECT DEBITS (APRIL)		
Verilocation	12	Tractor Tracker INV APRIL
Talk Talk	44.33	March invoice
Business debit card - Asda	10.2	Office consumables.
FOR PAYMENT UNITY TRUST BACS March 2022		
Great Bentley Village Hall	229.8	Office Rental April
Great Bentley Village Hall	27.2	Council meeting 24th Mar
Great Bentley Village Hall	47.3	Council meeting 7th and 12th April
R McWilliams	69.24	Village Caretaker - Mar 2022

TMB	66	Monthly services
Hillfarm Landscapes	1140	Moors close gates
Bentley Admin Ltd	73.8	Quarterly payroll
Landscape services	90	Car Park works
Landscape services	456	Strimming
M Dorling	330.98	Trees, benches general repairs
Simon Woods Joinery	162	Noticeboard storm damage
Agrii	325.01	Weedkiller for green
Mr G Walkingshaw	26	Working from home allowance
Staff costs	2959.99	April salary and pensions
TOTAL	6069.85	

DRAFT