**Great Bentley Parish Council**

*Clerk and Responsible Financial Officer to the Council: Jennifer Spear*

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**Members of the Council are hereby summoned to attend the Parish Council Meeting taking place at The Village Hall Plough Road Great Bentley Colchester CO7 8LG** **on Thursday 1st June 2023 at 7:00pm for the purpose of transacting the following business:**

**Minutes of the Full Parish Council Meeting held on the 1st June 2023 at The Village Hall, Plough Road Great Bentley Colchester CO7 8LG**

Present: Cllr. P. Harry Cllr. B. Herbert Cllr. K. Plummer Cllr. R. Taylor Cllr. F. Edwards Cllr. J. Jepson

Cllr. J. Wharton Cllr. G. Wright

In attendance: Mrs Jennifer Spear (Clerk) and 8 members of the public.

As the Chair Cllr. P. Dennitts is not in attendance the vice-Chair Cllr. P. Harry is chairing the meeting.

**06.56.23 To Receive and approve any Apologies of Absence**

**Resolved** that the apologies received from Cllr. P. Dennitts, were accepted by the council.

**06.57.23 To Receive any declarations of Interest.**

Cllr K. Plummer, Cllr G. Wright and Cllr R. Taylor declared non-pecuniary interests in agenda item 06.76.20.

**06.58.23 Minutes of the Full Council Meeting from the 11th May 2023 meeting (previously circulated) to be approved and signed.**

**Resolved** by Cllr J. Jepson proposed that the minutes of the parish council meeting held on the 11th May 2023 are approved as a correct record, seconded by Cllr. R. Taylor, all other councillors in favour, these were signed by Cllr. P. Harry.

**06.59.23 Public Participation session with respect to items on the Agenda and matters of mutual interest (time limited to 15 minutes)**

A MOP commented on the agenda and that there seem to be a lot of items that will cost the Parish Council money and that if any fundraising for these items are needed she is happy to help.

A MOP asked if the council can support repairs that need to be carried out to St Marys church, Cllr. P. Harry advised that it would be unlawful for a parish council cannot contribute any money to a church.

A MOP from the rapid relief team based in Aingers Green the fundraising arm of the charity, gave a brief introduction and handed over a brochure which has their contact details in.

**06.60.23 Clerk’s Report**

**a) To note report circulated prior to the meeting and answer any questions**

**Resolved** that the report was noted by the council but the clerk wanted to give some late updates not yet on the list:

* A Great Bentley sign in Aingers Green was knocked over by our contractor when he was cutting the verge on Thorrington Road, it has been put back up today.
* The clerk had a meeting with the Flag Hill Noticeboard Installers so that should be going in this month.
* The tree and hedge has been cut down in the new allotment site to make way for the correct positioning of the new gateway for the footpath diversion.

**b) VAS Sign** Update – Highways confirmed that even if we own the lampposts we still have to have a license for anything that over hangs the highway, the application for the agreed locations has been submitted.

**06.61.23 Finance**

**a) To review the monthly financial bank reconciliation**

As at the 30th May 2023 there was a total of £222, 971.72 in all three bank accounts.

**Resolved –** that this is a true and correct record, and it was signed by the Chair.

**b) To approve final payments for June in accordance with the 2022/23 budget – please see attached payments list**

Cllr J. Jepson asked what the WFHA on the payment list of £26 is for as there was no corresponding invoice, the clerk advised it is her Working Form Home Allowance and it wont be on any paperwork as it is contained on her payslip, also questioned where the invoice was for the village caretaker as there is a payment listed – but the clerk advised that we don’t receive the report until the very last day or the first day of the month and as this months meeting is so early on, we have not yet received but it will still need to be processed and paid this month which is why its listed. Cllr. J. Jepson also asked about the protocol for payments as one payment for the replacement tree was not listed on an agenda. The clerk advised that in instances like this she has delegated authority to organise works up to a certain amount and this item had been circulated to councillors prior to the agreement of the work being carried out.

**Resolved** Cllr. K. Plummer proposed the payments be made with 2 amendments, the Tesco invoice is for £75.75, not £75.78 and the school OBE donation is for £565 not £535, these were amended by the clerk, seconded by Cllr. F. Edwards, all councillors in favour.

 Action Clerk

**c) To note receipts: £89.16 Office Rent Pre School**

 **£88.54 Bank Interest**

These were noted by the council.

**06.62.23 To discuss looking into getting the flag pole serviced and repaired**

**Resolved –** Cllr J. Jepson proposed that we get some quotes together to carry out this work to then be presented before the council at the next meeting, seconded by Cllr. K. Plummer, all in favour.

 Action Clerk

**06.63.23 To discuss the hedge being cut back at the original Allotment site.**

*Budget – Allotment Repairs & Maintenance £1500 (spent £6 this year and £350 last year)*

***Resolved -*** Cllr B. Herbert proposed that we go ahead with the quote and carry out the work, seconded by Cllr. R. Taylor, all in favour.

 Action Clerk

**06.64.23 To Discuss and agree to any comment on the North Falls Offshore Wind Farm, statutory consultation.**

**Resolved** Cllr R. Taylor proposed writing to the closest parishes to Great Bentley and asking what we can write in a comment to support their comments, seconded by Cllr. K. Plummer, all in favour.

 Action Clerk

**06.65.23 Update on the Football Club meeting and any actions arising** *(please note the meeting is taking place on the 30th May so the details will be provided at the meeting).*

Cllr J. Jepson advised that it was a very productive meeting and the main parts of the football club guidelines were agreed, including that no work will be carried out on The Green unless it is agreed with the Parish Council in advance and only using a Parish Council approved contractor.

There was much discussion about the parking section that is in the guidelines, as the Parish Council cannot give permission to park on The Green, but also the Parish Council cannot ignore the parking on The Green, which opens a larger issue of all sports clubs and events parking on The Green. Cllr B. Herbert advised there may be some information from Open Spaces about parking.

**Resolved** Cllr J. Jepson proposed deferring the parking section for discussion to next months meeting after consulting the open spaces guidelines, seconded by Cllr. K. Plummer, all in favour.

 Action Clerk

Cllr. P. Harry questioned the request to extend the playing times from 1pm to 2 pm on Sundays, Cllr. J. Jepson advised its because of the large number of youth teams and this shouldn’t be a regular occurrence. **Resolved** Cllr. P. Harry proposed that the guidelines be amended to state that games are not allowed to be played on Sundays after 1pm unless by prior agreement with the parish council, to a maximum of 2pm, seconded by Cllr. B. Herbert, all in favour.

 Action Clerk

**06.66.23 To discuss The Forge Easement proposal**

The Chair closed the meeting so that the MOP could address the council, he advised that the map of works that we have is not correct the plan and the route of the works is to go from the methodist church around the kerb, and not through the playground and that sewage is in the front of the property in the road so no disturbance to The Green will be made.

**Resolved** Cllr J. Jepson proposed that should the correct plans be received showing the new route as described by the applicant then we accept them and also accept the easement offered by the applicant, amended by Cllr. G. Wright that the agreement needs to include that the Parish Council are to be notified in advance when the connections are being dug, so that they can review the trench and make sure the gullys are unaffected, before the trench is closed up, (the applicant advised they would be open for no more than a day), this amendment was accepted. Cllr K. Plummer asked what easement the land agent had worked out, clerk advised £2,500. At this point the MOP interjected and asked if there can be a negotiation on this amount. Cllr. G Wright then proposed a second amendment to the proposal that the negotiations are made via our land agent on the easement amount as is our standard practise, this second amendment was accepted by the council, seconded by Cllr R. Taylor – all in favour.

Action Clerk

**06.67.23 To discuss any updates in regard to the South Side Track**

**a) To arrange a meeting of the Southside Track Working Group**

**Resolved** Cllr G. Wright proposed to re-sending the letter to our district and county Cllrs for them to push the District Council and the County Council to get a definitive response from them as needed before any movement can be made on the project, seconded by Cllr. K. Plummer, all in favour.

 Action Clerk

**06.68.23 To discuss and agreed the Top 10 Highway Defects to be submitted to Cllr. A. Goggin***(please submit these to the clerk prior to the meeting).*

Cllr Goggin advised that the Bird and Tree Estate highways issues are a larger issue and moving forward as a capital expenditure project so cannot be included on the list, also any that we mention won’t change there number on the list.

**Resolved** Cllr. P. Harry proposed:

Location: What3Words

|  |  |
| --- | --- |
| Morella Close/Plough Road | ///snapper.divide.beaten |
| Plough Road / Uber Salon | ///stitching.tramps.quick |
| Junction of Plough Road / Thorington Road | ///upholding.decays.handlebar |
| Heckfords Rd | ///clever.dust.mountains |
| Heckfords Rd | ///verge.breeding.feasted |
| Heckfords Rd | ///hedgehog.incur.tripling |
| Heckfords Rd | ///escalated.indoor.could |
| Outside Pharmacy  | ///stockpile.income.spinkler |
| Pothole drain cover - thorrington Road  | ///sheilding.emotional.slimy |
| Heckfords Rd  | ///shudders.fitter.reclaimed  |

And that Cllr. J. Jepson will check the rest of the list to ensure that they have been reported on the “report it” section on the County Council Website.

This proposal was seconded by Cllr. R. Taylor, all in favour.

 Action Clerk and Cllr. J. Jepson

**06.69.23 To discuss purchasing 30mph stickers for resident’s wheelie bins in the village**

The clerk reported that it has been difficult to get the price of these from Harwich Parish Council, and a base cost from amazon of 6 for £10 is a starting point.

**Resolved -** Cllr J. Jepson proposed that if we can source 100 at a reasonable price, we could then add an advert into the parish magazine inviting residents to collect them if they wanted, seconded by Cllr. R. Taylor, all in favour.

 Action Clerk

**06.70.23 To discuss amending the Standing Orders to reflect that the running time of the monthly parish council meeting be extended from 2 hours to 2.5 hours.**

**Resolved** Proposed by Cllr K. Plummer that we amend the standing orders to reflect this, seconded by Cllr. F. Edwards, all in favour.

 Action Clerk

**06.71.23 Refurbishing the Village Sign**

**To discuss if the council want to go ahead and get a full quotation with the approximate cost quoted at £1700 + VAT**

**Resolved** Cllr G. Wright proposed cleaning it first to see if that makes any difference and reporting back to the next meeting, seconded by Cllr. J. Jepson all in favour.

 Action Cllr. G. Wright

**06.72.23 Street Lighting**

a) To discuss getting quotations from our contractors and the power company to replace the 4 fibre glass columns

b) To discuss getting quotations to replace the remaining 8 SOX and 2SONT lamp heads

The clerk advised that there is £3000 in EMR for new installations, and £1800 in the budget for this year in call outs, with £1709 spent of this budget last year and we have had 1 call out so far this year and are awaiting the invoice.

**Resolved** Cllr K. Plummer proposed that we investigate these quotations to see how much can be completed in this financial year, seconded by Cllr. R. Taylor, all in favour.

 Action Clerk

**06.73.23 The Environmental Working Group**

a) To note the report from the Environmental Working Group

This report was noted by the council. Cllr J. Wharton advised that they are currently drafting the climate action plan to be presented to next month’s meeting.

**06.74.23 To Discuss the proposed Communication Strategy Draft**

Cllr J. Wharton introduced the idea of Great Bentley Parish Council having a social media page, Facebook and Twitter to enhance what we already do in the Parish Magazine to have a quicker and more direct signposting for residents to lead them to the Parish Council Website.

**b) As part of the communication strategy to discuss having a Great Bentley Parish Council Logo**

**Resolved -** Cllr G. Wright proposed accepting the logo, seconded by Cllr. J. Jepson – all in favour of accepting the logo.

 Action Clerk

**06.75.23 Cricket Club Ground Maintenance**

**a) To discuss allowing the Cricket Club to use machinery to clear away grass cuttings after it has been cut by our contractor.**

Cllr P. Harry advised that the grass is growing so quickly this year sometimes the grass is having to be cut up to 3 times a week and with the grass being left on top it hinders play.

**Resolved** – Cllr G. Wright proposed that we need to go back to the Cricket Club and ask, how many times a year they want to use a different contractor, which contractor (and advise that all contractors have to be approved by the Parish Council to check all the correct public liability insurance is in place), Cllr B. Herbert amended this to ask what are they doing with the grass cuttings as they are currently being scattered around the edge of the playing area which cause an issue for our contractor when he cuts it, Seconded by Cllr. P. Harry all in favour.

Cllr G. Wright advised that he will carry out a second Trilo vacuum brush of the pitch this week free of charge.

 Action Cllr. P. Harry

**06.76.23 Planning/Housing**

**To discuss and agree any comments for the following planning applications:**

a) 23/00670/FULHH, Wayside The Green Great Bentley

Proposed two storey rear extension, single storey side extension and entrance canopy.

**Resolved** – Cllr J. Wharton proposed no comment, seconded by Cllr P. Harry, all in favour.

b) [23/00719/FUL](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RUWTC9QB0MT00), Land adjacent to Moor Lodge Moors Close Great Bentley Essex

Proposed construction of 2no. 4 bedroom detached houses with double detached garages.

At this point in the meeting Cllr G. Wright left the room as he has declared a non pecuniary interest in this application.

**Resolved** – Cllr J Jepson proposed that the council object to the application based on the fact that it is within the conservation area in the village according to the Tendring District Council Local Plan and that is contrary to policy LP8 as this is back land development, seconded by Cllr R. Taylor, all in favour.

 Action – Clerk

Cllr G. Wright was invited back into the room at this point in the meeting.

**06.77.23 Reports from District and County Councils** (ECC Alan Goggin, TDC Lynda McWilliams)

Reports circulated prior to the meeting.

**06.78.23 Council Reports:**

**a)Footpath report**

Circulated prior to the meeting

The clerk added that the public rights of way are starting to be cut this week, due to the recommendations from the footpath report and that proposals are being worked on for next months meeting looking at some of the other suggestions from the footpath officer.

 Action Clerk

**b)Caretaker’s Report**

This has not yet been received but the clerk received a verbal report that included the Flytipping that has been left at the clothing bins on stations road and the items that have been left behind in the station car park after the contractors have now left the site, that were supposed to have been removed. Action - Clerk

**06.79.23 Highways & Transport Reports:**

Circulated prior to the meeting

**06.80.23 Training/Events**

a) Reports on attended events

b) Nominations for new events

**06.81.23 Information Exchange/Items for next agenda**

* Cadent Weeley Road
* Southside Track District and County Cllrs
* Football Club Guidelines Parking
* Village Sign
* Cricket Club Contractor Proposal

**06.82.23 To discuss the date of the next Finance Committee meeting**

Cllr R. Taylor advised that the next meeting is scheduled for Tuesday 26th September at 10:00, and another one is not needed in the mean time.

**06.83.23 To confirm date of the next Parish Council Meeting**

The next Council meeting is booked for 7:00pm on Thursday 06th July 2023.

Cllr R. Taylor gave his apologies now for that meeting.

**06.84.23 Public Open Forum** (Maximum 10 minutes)

* A MOP recommended that the council could use List serve where you could send out a blanket email to residents if they opted into it to add to the communication strategy.

There being no further business the Chair closed the meeting at 21:24

………………………………………………………….signed………………………………….date