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

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**Minutes of the Full Parish Council Meeting held on the 06th July 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 39 members of the public.

**Minutes**

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

Cllr Taylor and Cllr Edwards both sent their apologies.

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

Cllr. J. Jepson declared a non-pecuniary interest in agenda item 07.106.23d.

**07.86.23 Minutes of the Full Council Meeting from the 01st June 2023 meeting (previously circulated) to be approved and signed.**

**Resolved** by Cllr K. Plummer proposed that the minutes of the parish council meeting held on the 01st June 2023 are approved as a correct record, seconded by Cllr. P. Harry, Cllr. P. Dennitts abstained due to last month’s meeting absence, all other councillors in favour, these were signed by Cllr. P. Harry.

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

A member of the public asked if there was an update on the attendance of John Pateman-Gee to a parish council meeting. The clerk advised that she was working on this for September’s meeting.

**07.88.23 School OBE**

**Tracey Caffull Executive Headteacher from Great Bentley Primary School**

**Order of The Great Bentley Environment**

Chair, Cllr. P. Dennitts along with Mrs Caffull the executive head, presented the prizes to the attending students who took part in this year’s Great Bentley OBE. Cllr. P. Dennitts was also presented with a handwritten book from one of the students as a thank you for the Parish Councils support.

The Chair noted that this initiative would not have been possible without the support from the Environment working group, the primary school and Penguin Random House.

**07.89.23 Clerk’s Report**

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

The report was noted by the council and no questions were raised.

**07.90.23 Finance**

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

As at the 29th June 2023 there was a total of £218,332.76 in all three bank accounts.

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

**b) To discuss renewing the councils yearly membership for the TDALC for £25**

**Resolved** it was proposed by Cllr. P. Harry that the council continue their membership of the TDALC, seconded by Cllr. J. Jepson, all in favour.

 **Action - Clerk**

**c) To approve final payments for July and August in accordance with the 2023/24 budget – please see attached payments list**

Clerk advised that there are a large number of payments to be authorised this month, as there are effectively 2 months worth, can these be checked through and signed by 2 councillors outside of the meeting, as an extra layer of protection along with the dual authorisation on the bank accounts that is required for all payments to be made.

Cllr. P. Dennitts asked if the councillors have looked through the payments prior to the meeting and if there were any questions on them, Cllr. G. Wright advised that he had not looked through the payments and so would abstain from voting to authorise them. Cllr, J. Jepson asked why the duplicate payment for ECC from 2022 and 2023, the clerk advised this was not a payment but a confirmation of a receipt of payment for the verge cutting from last year and this year, as last year’s payment was not made to Great Bentley even though Great Bentley did cut the verges and paid their own contractor.

**Resolved** Cllr. K. Plummer proposed that the payments be authorised at the meeting and then the invoices can be signed outside of the meeting, seconded by Cllr. P. Dennitts, both cllrs offered to check through the invoices, Cllr. G. Wright abstained and all Cllrs in favour.

 **Action – Clerk**

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

 £150 St Osyth PC for half of the costs of the Cyber Insurance from 2022

 £4235.88 Essex County Council Verge cutting for 2022 and 2023

 £2371.18 VAT refund up 31/03/23

 £109.20 Signbase refund for a pole not needed

These were noted by the council.

**07.91.23 To discuss and agree the purchase of a plaque for the Coronation Tree**

**Resolved** Cllr. P. Harry proposed to go with Quote A as this matches other plaques that we have on the Green, seconded by Cllr. K. Plummer, all in favour.

 **Action – Clerk**

**Resolved** Cllr. J. Jepson proposed accepting the proposed wording from the clerk, seconded by Cllr. P. Dennitts, all in favour.

 **Action – Clerk**

**07.92.23 To discuss and agree quotes for the pond maintenance**

There was much discussion between the Cllrs about making sure the integrity of the clay liner remains in place, and that all work will need to be overseen by Cllr. B. Herbert due to his experience with the upkeep of the pond.

**Resolved** Cllr. K. Plummer proposed accepting Quote 2, seconded by Cllr. B. Herbert, Cllr. G. Wright abstained due to his support being needed for all of the work at the pond with all the quotes gathered, all other Cllrs in favour.

 **Action Clerk, Cllr. B. Herbert and Cllr. G. Wright**

**07.93.23 To Discuss and agree quotes for the flag pole repair**

At this point the clerk advised that since the quotes for repair had been requested, the flagpole does seem to be working – but the flagpole has not been serviced in memory. Cllr. B. Herbert advised that he has been repairing the flagpole for years and that it could really do with a proper service.

**Resolved** Cllr. P. Dennitts proposed with Quote A, seconded by Cllr. P. Harry, all councillors in agreement

 **Action – Clerk**

**07.94.23 To discuss any updates regarding the South Side Track**

**a) To agree and discuss the usual maintenance work for the track due by September.**

It was discussed that at the moment the Parish Council pay roughly £4000 per year on the maintenance of the SouthSide track, if the council can agree to putting in a hard surface before carrying out the next maintenance work that is due, that will save the cost of this years maintenance work and then the remove the yearly upkeep that is currently required by not carrying out the laying of the hard surface, which is why at this point, Cllr. G. Wright proposed discussing agenda items A and B together, as they are not a separate issue, this was seconded by Cllr. K. Plummer, at this point Cllr. B. Herbert abstained due to a non-pecuniary interest; this was agreed by the council.

There was much discussion about how best to move the project forward being very mindful that the project needs to be communicated to the whole parish, there were 3 areas that cover the whole of the southside track project, the posts, the closure of the through way and the hard surface, and the budget needs to be taken into account along with the cost of the project itself, with the ultimate goal of protecting The Green.

**Resolved** Cllr. K. Plummer proposed using the plans that were drawn up last year (16th May 2022) as agreed from the Southside Track Working Group to put the project out for tender now to push ahead to get the costs for the component parts of the project as quickly as we can and then we can look at the budget, as soon as prices are received the council can hold an extraordinary meeting if possible to try to move this ahead as quickly as possible, this was amended by Cllr. G. Wright that as soon as we know the dates for the tender deadline we can start communicating the proposed project and deadline of this to the parish to get in touch with the parish council if they have any views on the project, this amendment was accepted by Cllr. K. Plummer, seconded by Cllr. J. Jepson, Cllr. B. Herbert abstained from the vote, all in favour.

 **Action – Clerk**

To note that Cllr. G. Wright will send the project proposal to the clerk who will forward it onto the rest of the councillors.

**b) To agree on next steps for The Green Protection project of the South Side Track.**

**Resolved** this item was discussed under Agenda Item 07.94.23a

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

**Resolved** Cllr. K. Plummer proposed going ahead and ordering the stickers using Quote B, seconded by Cllr. P. Dennitts, all in favour.

**Action – Clerk**

**07.96.23 Refurbishing the Village Sign and Village Sign Area**

**a) To discuss going ahead with the refurb at the cost of £1700 + VAT**

Cllr. G. Wright confirmed that he had, had the sign cleaned and there was a green moss on there and paint flaking.

**Resolved** Cllr. K. Plummer proposed not to go ahead with the refurbishment now as it is very expensive, Cllr. G. Wright amended this proposal to re-consider this project in a years’ time and add it to the finance committee to look into a budget for this, this amendment was accepted by Cllr. K. Plummer, all in favour.

 **Action – Clerk**

**b) To discuss the quotes for maintenance work to the slabs underneath the village sign.**

**Resolved –** Cllr. K. Plummer proposed that we go ahead with quote C, seconded by Cllr. J. Jepson, all in favour.

**Action – Clerk**

**c) To discuss purchasing a plaque thanking Community Reach Brightlingsea for their donation of £2000 towards the Great Bentley Christmas lights.**

**Resolved** Cllr. P. Harry proposed not to put a plaque up as there have been lots of people who have donated money to the Christmas lights so instead to write them a thankyou letter, amended by Cllr. J. Jepson to write a thankyou in the Parish Magazine, accepted by Cllr. P. Harry, Cllr. P. Dennitts proposed a second amendment that the thankyou in the Parish Magazine needs to be extended to all the other contributors too, this was also accepted by Cllr. P. Harry, seconded by Cllr. J. Jepson, all in favour.

 **Action – Clerk**

**07.97.23 To discuss the replacement of the Betty Kerridge tree that has died on The Green.**

**Resolved** Cllr. P. Harry proposed replacing the tree, seconded by Cllr. K. Plummer, all in favour.

 **Action – Clerk**

**b) To discuss the updated Memorial Bench and Memorial Tree Policy**

**Resolved** Cllr.P. Dennitts proposed for the policy that if a tree dies within 3 years of the planting date then the parish council will replace the tree free of charge, with a further amendment proposed by Cllr. J. Jepson that we should add into the policy the type of memorial plaque on a stake that the parish council use, which is the same one agreed above under agenda item 07.91.23, to be added into the policy, this amendment was accepted by Cllr. P. Dennitts, seconded by Cllr. P. Harry, all in favour.

 **Action – Clerk**

**07.98.23 To discuss the quote for the maintenance required to the war memorial and the additional work on cleaning the surrounding area.**

**Resolved** Cllr. K. Plummer proposed deferring the work until next year, with a budget proposal from the finance committee, this was amended by Cllr. J. Wharton who proposed that if there are fundraising opportunities from within the community then the work could be completed this year, this amendment was accepted by Cllr. K. Plummer, seconded by Cllr. P. Harry, all in favour.

 **Action – Finance Committee**

**07.99.23 Policies and Committees**

**a) To discuss and agree to implementing the Social Media policy.**

**Resolved** Cllr. P. Harry proposed accepting the proposal, seconded by Cllr. G. Wright, all in Favour.

 **Action – Clerk**

**b) To discuss and agree to implementing the Signage Policy.**

**Resolved** Cllr. P. Harry proposed accepting the proposal, seconded by Cllr. K. Plummer, all in Favour.

 **Action – Clerk**

 **c) To discuss and agree to the addition of a fourth member of the Personnel Committee.**

**Resolved** Cllr. P. Harry proposed accepting the amendment to the terms of reference, seconded by Cllr. K. Plummer, all in Favour.

 **Action – Clerk**

Cllr. P. Dennitts proposed Cllr. K. Plummer for the role, this was accepted by Cllr. K. Plummer to become the fourth member of the committee.

**07.100.23 The Environmental Working Group**

**a) To note the report from the Environmental Working Group**

This was noted by the council

**b) To discuss and agree to increasing the residents membership from 3 to 4, and beginning a recruitment process for this voluntary role.**

**Resolved** Cllr. P. Harry proposed accepting the increase of membership for residents, seconded by Cllr. J. Wharton, all in Favour.

 **Action – The Environmental Working Group**

**b) 20 is Plenty – To discuss and agree to the consultation of the residents of Great Bentley to move the project forward**

**Resolved** Cllr. J. Jepson proposed agreeing to this consultation to move the project forward, seconded by Cllr. P. Harry, Cllr. B. Herbert abstained, the remaining councillors are in favour.

 **Action – Clerk**

**c) To discuss the proposal of adding a no parking crossed hatched area in front of the bottle bank.**

**Resolved** Cllr. J. Jepson proposed not going ahead with this proposal as it will put more pressure on the already limited parking spaces, seconded by Cllr. K. Plummer, all in favour.

**d) To discuss and agree to the consultation of the residents of Great Bentley for the of installing a Trim Trail utilising the S106 money**

**Resolved** Cllr. P. Harry proposed agreeing to the consultation, seconded by Cllr. J. Wharton all Cllrs in favour.

 **Action – Cllr. J. Wharton**

**e) To discuss the publication of the Energy audit and to discuss carrying this out annually.**

**Resolved** Cllr. J. Wharton proposed publishing the energy audit and carrying out the energy audit annually, seconded by Cllr. K. Plummer, Cllr. B. Herbert abstained, remaining Cllrs in favour.

 **Action – Clerk**

**07.101.23 The Green Requests**

**a) To discuss granting an extension for the finish time from 10pm to 11pm for an event on the Village Green after the Flower Show in September 2024**

At this point Cllr. K. Plummer advised that the time requested should have been for an extension to 11:30 pm not 11:00.

The council discussed the possible impact on the residents closest to this and the reasons for the extension which is to utilise the marquee that is already on the green for the flower show, and the turn around time of clearing up the flower show and setting up for the evening event, this event will be ticketed and is a community event, Cllr. B. Herbert mentioned that the council should still remain cautious with other events that are not community ones.

**Resolved** Cllr. G. Wright proposed granting this extension, seconded by Cllr. K. Plummer, all in favour.

 **Action – Clerk**

**b) To discuss allowing the use of a bouncy castle on The Green on the 28th August for the Annual Cricket match played in memory of Jeff Wright.**

**Resolved** Cllr. J. Jepson proposed that the council allow the use of a bouncy castle as long as the wind speed is under 24 mph that day (to be monitored by the applicant) this is described as when small trees with leaves begin to sway and as long as the bouncy castle is placed in a good position away from the road, and that all insurances are in place by the applicant, seconded by Cllr. G. Wright, all in favour.

**Action – Clerk**

**07.102.23 The Green Working Group**

**a) To note the report from the Green Working Group**

This has been noted by the council

Cllr. B. Herbert asked about the Football Club guidelines, that they still haven’t been signed, the clerk advised there were 2 outstanding items before these could be signed, with the parking on the green and the signage. Cllr. J. Jepson (as the football club liaison) advised that they are still complying with the full agreement even though this hasn’t yet been signed. Cllr. B. Herbert advised that the date of confirmation for the first game has not been agreed by the parish council, the clerk advised that the agreement includes the fixture list needs to be sent across to the clerk, (Cllr. J. Jepson will send this over), Cllr. B. Herbert conformed that the maintenance had been carried out successfully and that play can resume from the 15th July.

**b) To discuss tasking The Green Working Group to propose a plan for the tractor and the cutting of the Village Green.**

**Resolved Cllr. P. Dennitts** proposed that The Green Working Group look into the future plans for a tractor and to report back in the September meeting, this weas seconded by Cllr. K. Plummer, all in favour.

 **Action – The Green Working Group**

**c) To discuss the actions form the litter review, including new bins and the relocation of existing bins, plus the request for 3 new bins requested by Mick Dorling.**

**Resolved** Cllr. G. Wright proposed ordering a superbin for by the bottlebank, and moving the current bin here to the Marsh Farm footpath junction (which is close to a road to be emptied) and will incur an extra yearly collection charge, plus the purchase of an additional bin (110 litre Size) for the Great Bentley road, Thorrington road junction if one can be sited here, but this will need to be checked by the clerk prior to ordering, seconded by Cllr. K. Plummer who confirmed that there will be 2 extra yearly collection charges with the 2 new locations, all in agreement.

 **Action – Clerk**

**d) To discuss the letters for parking on the green.**

These letters were discussed and amended.

**Resolved Cllr P. Harry** proposed adopting these with the agreed amendments, seconded by Cllr. J. Jepson, all in favour.

 **Action – Clerk**

**07.103.23 To discuss the purchase of the suggested signs from the Footpath Officers Report**

**Resolved** Cllr. P. Dennitts proposed accepting option B with the addition of “please clear up after your dog” sign as recommended by the footpath officer, Cllr. J. Jepson has offered to attach them and will liaise with the footpath officer once they have arrived, seconded by Cllr. J. Jepson, all in favour.

 **Action – Clerk**

**b) To discuss the purchase of additional signage for the Parish Council Office location.**

**Resolved –** Cllr. G. Wright proposed putting signage up in the most obvious place as long as the village hall are in agreement, seconded by Cllr. P. Dennitts, all in favour.

**Action – Clerk**

**07.104.23 To discuss taking part in the Salt Bag Partnership Scheme**

**Resolved** Cllr. G. Wright proposed that the council enter into this scheme and that he will store it, as long as the council are in agreement he can dispose of any old salt that gets wet, seconded by Cllr. K. Plummer, all in favour.

**Action – Clerk**

**07.105.23 To discuss and agree actions for the annual cutting and clearing of the Spinney.**

**Resolved –** Cllr. K. Plummer proposed to carry out the annual cutting of the Spinney using Quote B, seconded by Cllr. P. Dennitts, all in favour.

**Action – Clerk**

**07.106.23 Planning/Housing**

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

**a)** [23/00814/TCA](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RW4XG2QB0OT00)

**Caldew Cottage, The Green, Great Bentley**

2 x Maple Trees - Reduce back to previous cut points.

**Resolved** Cllr P. Harry proposed no comment, seconded by Cllr. P. Dennitts, all in favour.

**b)** [23/00746/FUL](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RVGPWCQB0OT00)

**Grange Farm Barn Heckfords Road Great Bentley**

**Proposed erection of polyfunctional store building**

**Resolved** Cllr J. Jepson proposed objecting to the proposal based on the councils previous objections as this is simply another application for the same building that was built not according to the agreed planning the first time, a retrospective application was then submitted – which was then refused and now this application has been made for the same building with a different building description and the addition of some trees, the council concede that the planting of the trees does improve the landscape views, but if this barn had been built to the originally agreed plans, but this doesn’t change the fact that this application has been refused as it is still contrary to policy SPL3 as a building that is 9.1 metres in height is within suitable scale to the landscape, this was seconded by Cllr. B. Herbert, Cllrs K. Plummer and Cllr. G. Wright both abstained from the vote, the other cllrs are in favour – motion carried.

 **Action – Clerk**

c) [23/00774/FULHH](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RVMOK7QB0MT00)

**47 Michael Wright Way Great Bentley**

Erection of rear and side extensions to existing detached garage to create an annexe

**Resolved** Cllr P. Harry proposed no comment, seconded by Cllr. G. Wright, all in favour.

d) [23/00796/TCA](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RVVQ5OQB0OT00)

**The Moors The Green Great Bentley Colchester**

T1 Walnut reduce by 30%. T2 Ceder reduce by 30%. T3 Limes reduce by 30%.

**Resolved** After much discussion and based on the Parish Councils adopted Tree policy,Cllr. K. Plummer proposed not granting permission for the trees to be cut at this time, Cllr. G. Wight and Cllr. J. Jepson abstained, Cllr. B. Herbert seconded the proposal, the rest of the council in favour, motion carried.

 **Action – Clerk**

At this point Cllr. P. Dennitts advised we are approaching 9:30 and asked are the council happy to continue, all Cllrs. in favour of carrying on.

e) [23/00695/FULHH](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RUQXP6QB0OT00)

**The Old Rectory The Green Great Bentley**

Proposed erection of two bay cartlodge.

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

**f) To discuss the proposed reinforcement works by Cadent on The Path**

**Resolved** Cllr. P. Harry proposed that the proposed works need to go through The Path due to the outstanding challenges from previous applications, seconded by Cllr. B. Herbert, all in favour.

**Action – Clerk**

**To Note the following planning decisions:**

[23/00796/TCA](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RVVQ5OQB0OT00)

**The Moors The Green Great Bentley Colchester**

T1 Walnut reduce by 30%. T2 Ceder reduce by 30%. T3 Limes reduce by 30%.

Approval – Full Delegated Decision

These were noted by the council.

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

Reports circulated prior to the meeting.

As an addition to the report the Cinderpath application has been withdrawn, and the North falls application will be discussed at TDCs full council meeting on Tuesday 11th July.

At this point Cllr. J. Jepson requested to jump back in the agenda to planning applications and pointed out that there is a mistake with the planning applications that have been discussed, agenda item 07.106.23d is for a planning application for trees inside The Moors boundary and therefore the council should have no comment on this one and the one that should have been discussed is planning application 23/00731/TCA, which are for trees that are located on The Green but are outside of the applicants boundary. This was a mistake on the agenda made by the clerk, at this time due to the adoption of the Tree Policy under Agenda Item 07.97.23b, which states that all trees remain the property of The Parish Council and all maintenance is to be decided by the Parish Council, the decision for this application can be revisited at the next meeting, as the trees shouldn’t be cut at this time of year anyway.

**07.108.23 Council Reports:**

**a) Footpath report**

Circulated prior to the meeting

There is still a dog gate bolted on one of the footpaths, this has been reported, but there is a waiting time for inspection of 56 days at the moment.

The footpath diversion is still not planned in at this time for the diversion through the new allotment site.

**b) Caretaker’s Report**

Circulated prior to the meeting

**c) PCSO Report**

*There is no report as unfortunately the PCSO has been unable to return to work at this time.*

**07.109.23 Highways & Transport Reports:**

Circulated prior to the meeting

Cllr. P. Harry advised there is some work being done on the drain cover outside the pharmacy and the road at the junction of Thorrington Road and plough road, confirmed this evening.

**07.110.23 Training/Events**

**a) Reports on attended events**

Code of conduct training attended at TDC, by Cllr. J. Jepson and Cllr J. Wharton.

Cllr. F. Edwards attended new Cllr. Training at the EALC and asked about the possibility of a new cllr. mentor and a new cllr. welcome pack are something we could look into.

**b) Nominations for new events**

None at this time

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

Cllr. P. Dennitss advised that The Station adoption group asked if there is there a parish Cllr available on Tuesday to attend their meeting on Tuesday between 10 and 11.

Admirals Green maybe going to planning committee in August

Tractor – The Green Working Group

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

The next Council meeting is booked for 7:00pm on Thursday 07th September 2023.

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

* 23/00731/TCA – Reduce 3 limes on the green
* Cross hatch area by the bottle bank in the winter there is no lighting so you can’t see what you are doing at nighttime and there is not a lot of space, can there be a walkway added or a pathway to the post box and the bottlebanks.
* Fencing around the forge

There being no further business the chair closed the meeting at 21:55.

…………………………………………………….signed……………………………………..dated