*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 02ND November 2023 at 7:00pm for the purpose of transacting the following business.**

**Members of the press and public are welcome to attend.**

***(Please note that there is only one Public Participation section during this meeting)***

Signed

Jennifer Spear

Clerk Responsible Financial Officer to the Council 25th October 2023

**AGENDA**

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

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

**11.174.23 Minutes of the Extraordinary Council Meeting from the 05th October meeting (previously circulated) to be approved and signed.**

**11.175.23 Minutes of the Full Parish Council Meeting from the 05th October meeting (previously circulated) to be approved and signed.**

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

**11.177.23 Appointment of Assistant Clerk**

To discuss and agree to the Personnel Committees proposal to employ the new assistant Clerk after a successful recruitment process.

**11.178.23 Clerk’s Report**

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

Allotment Update

Play Ground Inspection

**11.179.23 Budget Proposal**

a) To consider increasing the office rent for Great Bentley Pre-school by 7.5% (the same increase received by the Parish Council for the monthly rental of the office) from £89.16 a month to £95 a month.

b) To discuss and agree the final budget and precept request for 2023/24 of the recommended £146,300 from the Finance Committee.

**11.180.23 Finance**

a) To review the monthly financial bank reconciliation for October

b) To approve the renewal of the Cyber Liability Insurance.

*(To be noted that this is a joint policy with St Osyth PC and they will be paying 50% of the renewal)*

c) To approve final payments for November in accordance with the 2023/24 budget – please see attached payments list, and to approve 2 councillors to carry out payment checks.

d) To discuss and agree to appoint Jan Stobart as the internal auditor for the 2023-24 financial year, at a cost of £260 – for two visits.

*(this years internal audit cost £320)*

g) To note the following Receipts:

£993.99 – Allotment Income

£89.16 - Great Bentley Pre-School

£67, 119 – Precept and LCTS Grant

£140.81 Bank Interest

**11.181.23 The Green**

a) To discuss the Cricket Clubs application to install an artificial strip on the cricket pitch.

b) To discuss and agree to the implementation of The Great Bentley Village Green Policy

c) To discuss the purchase of some more small, “Do not Park on the Green” signs for the Mill House and around the Play Area.

d) Illegal access across The Green – To discuss the projected costs of £2500 from our solicitors to put in place a procedure for preventing illegal access across The Green and agree if the council want to go ahead with this.

**11.182.23 Land in Larkfield Ave**

To discuss and agree to engaging our solicitors to carry out the transfer of the land to the Parish Council.

**11.183.23 Railway Car Park Levelling and Vegetation to be Cut Back**

a) To discuss and agree to the levelling work required at the Railway Station Car Park

b) To discuss and agree to the vegetation cutting required at the railway station car park.

**11.184.23 Tractor/Mower**

To discuss the latest updates for the tractor/Mower and to agree next steps.

**11.185.23 South Side Track**

To discuss the report and questions raised by the Clerk after the Extraordinary Meeting.

**11.186.23 The Environmental Working Group**

a) To note the report from the Environmental Working Group – including an update on the Train Station Adoption

b) To consider looking into a Deed of Variation for some of the S106 money held for Great Bentley Village from Play Provision to adopting the Station House.

c) To discuss and agree to the proposed addition of Gym Equipment using S106 money.

d) To discuss and agree to the proposed type of Gym Equipment to be sourced.

e) To discuss and agree to the location of where the Gym Equipment would be located.

f) To discuss and agree to contacting specialised providers of Gym Equipment depending on the type agreed and to source 3 quotations and proposals for discussion at next months meeting.

**11.187.23 The Green Working Group**

a) To note the report from the Environmental Working Group

**11.188.23 Planning/Housing**

a) [23/01312/FUL](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S1AH31QB0OT00)

Fir Tree House, Plough Road,

Proposed erection of detached dwelling with new vehicular access.

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

**11.190.23 Council Reports:**

**a) Footpath report**

Circulated prior to the meeting

**b) Caretaker’s Report**

Circulated prior to the meeting

**c) PCSO Report**

Circulated prior to the meeting

**11.191.23 Highways & Transport Reports:**

Circulated prior to the meeting

**11.192.23 Training/Events**

a) Reports on attended events

b) Nominations for new events

**This section of the meeting is closed to the public (Public Bodies (Admissions to Meetings) Act 1960, s 1 (1) g) – discussing Staffing Management**

**11.193.23 To discuss and agree to the updated duties, responsibilities and cost of employing a Subcontractor to carry out weekly Caretaker inspections in the village.**

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

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

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