*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 May 2024 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 April 2024

**AGENDA**

**05.33.24 Election of the Chairman**

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

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

**05.36.24 Minutes of the Full Parish Council Meeting from the 04th April 2024 meeting (previously circulated) to be approved and signed.**

**05.37.24 Minutes of the Extraordinary Parish Council Meeting from the 10th April 2024 meeting (previously circulated) to be approved and signed.**

**05.38.24 Election of the Vice Chair**

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

**05.40.24 Public Notice – Tesco Admirals Green**

**05.41.24 Clerk’s Report (Including the monthly playground Inspection Report)**

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

b) To note the comments from the Annual Metting and agree on items for future agendas

**05.42.24 Finance**

a) To review the monthly financial bank reconciliation for April.

b) To discuss the renewal of the Parish Councils Membership with the EALC at £476.78 and the NALC at £169.20

c) To approve the Clerks overtime of 14 hours over March and April, to be paid in June.

d) To approve the assistant clerks overtime of 4.5 hours from March and April to be paid in June (training course).

d) To approve final payments for May accordance with the 2024/25 budget – please see attached payments list, and to approve 2 councillors to carry out payment checks.

e) To approve 2 signatories to countersign the cheque to move £60,000.00 (precept) from the Coop account to the unity current account

**f) To note the following Receipts:**

£95.00 Great Bentley Pre-School

£73,858 TDC, £73,150.00 Precept and £708.00 LCTS Grant

£634.01 Bank Interest

£3945.60 Sale of Tractor

**05.43.24 AGAR**

a) To receive the report from the internal auditor

b) Annual Governance Statement - to consider the questions and respond accordingly

c) Audit Accounting Statements – to consider and agree the accounting statement figures

d) AGAR – Electors Rights – to note the dates of the Exercise of Public Rights as Monday 03rd June 2023 to Friday 12th July 2024.

e) AGAR – To note the statement of variances as supplied with the AGAR.

f) To discuss and agree to the appointment of Jan Stobart as the internal auditor for this financial year 2024/25.

**05.44.24 Asset Register**

To approve the updated asset register and to agree to the changes recommended by the internal auditor in preparation for the Parish Council Renewal this year.

**05.45.24 Christmas Light Switch On**

To agree to a meeting between the members of the community who organise the Christmas Light Switch on and the parish council as recommended by the internal auditor.

**05.46.24 Policies**

To discuss and agree to the renewal of the following policies:

a) Code of Conduct

b) Co option

c) Financial Regulations

d) Freedom of Information

e) Health and Safety

f) Privacy Notice

g) Standing Orders

h) Document Retention Policy

i) Memorial Tree and Bench policy – to discuss and agree the material for the memorial benches – currently wooden.

**05.47.24 To nominate and agree representatives for:**

a) The Finance Committee

b) The Personnel Committee

c) Football Club Liaison

d) Cricket Club liaison

e) TDALC representative

f) Street Lighting

g) PCSO Liaison

**05.48.24 To discuss and agree the terms of reference for:**

a) The Community Safety Strategy Working Group

b) The Essex Minerals Working Group

c) The South Side Track

d) The Green Working Group

**05.49.24** To discuss and agree to resolve for the Finance Committee and the Personnel committee to review and confirm their Terms of reference for the June meeting.

**05.50.24 South Side Track**

a) To receive a report from the site meeting with DA Cant held on 24th April 2024

b) To discuss and agree to a contractor from the updated quotations received and the next steps for the installation of the bollards along the South Side Track

c) To discuss and agree to a contractor from the updated quotations received and next steps for the installation of the barrier along the South Side Track

d) To discuss next steps for the Truck that persistently parks at Bow Cottage

**05.51.24 New Street Light Request**  *(£5167 left in Earmarked Reserve)*

a) Plough Road – on the way to the new Cala Homes

b) Junction of Thorrington Road to Sturricks Lane

**05.52.24 To discuss a request from a MOP for S106 funds for the Village Hall Flooring**

**05.53.24 Football Club**

a) To discuss a request for the football club to run a 5-a-side football tournament on the 29th June (carnival day) on the north side pitch.

b) To discuss a request to host a 90th Birthday party for the football club’s bar lady on the evening of the 06th July, BBQ adjacent to the club and small marquee.

**05.54.24 Pond**

To discuss the revised quotations for work on the pond, *(£9000 budget plus application for s106 funds).*

**05.55.24 Highways**

a) To discuss the replacement of the faded no entry sign on Station Road, £85 quoted from Instant Image.

b) To discuss the constant flood water on the road outside the school and Station Road.

**05.56.24 To discuss the Essex Village of the Year and Rural Community of the Year Awards**

a) Essex Village of the Year

b) Essex Village Hall and Community Building

c) Community Voluntary Group

d) Community Enterprise Group

**05.57.24 To discuss & agree the volunteer councillors and content for the Carnival Stand**

**05.58.24 The Green Working Group**

a) To note the report from the Green Working Group

b) To discuss and agree to the end of season repairs and maintenance to the football pitches, including the main pitch penalty spot (northside 11v11) and minor repairs to the junior pitch.

c) To discuss options for the Morelands track

**05.59.24 Planning/Housing**

**a)** [24/00467/FUL](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBD33KQB0OT00)

Land adjacent The Moors The Green Great Bentley Essex

Erection of a single dwelling and associated infrastructure, garaging and landscaping.

**b)** [24/00468/FUL](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBD38CQB0RE00)

Plough Farm House, Plough Road, Great Bentley

Replacement of windows to existing office/workshop building.

**c)** [24/00591/TCA](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SCHZR7QB0OT00)

Greenside The Green Great Bentley Colchester

Trees in a Conservation Area Notification - 1 x Mixed Hedge - Reduce height down by 60% approximately 4m. 1 x Holly - Crown reduce by 1m.

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

**05.61.24 Council Reports:**

**a) Footpath report**

Circulated prior to the meeting

To discuss the request by a member of the public to install a sign requesting that dogs be kept on leads at both ends of the footpath which runs from Sturrick Lane to the A133, as this is a growing problem.

**b) Caretaker’s Report**

Circulated prior to the meeting

**c) PCSO Report**

Circulated prior to the meeting

**05.62.24 Highways & Transport Reports:**

Parish Council to note the update on B1027 project in parishes of St. Osyth & Great Bentley

**05.63.24 Training/Events**

**a) Reports on attended events**

Report circulated prior to meeting

**b) Nominations for new events**

Reminder Cllr Refresher Training Booked for 30th May at 06:30pm

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

**05.65.24 To confirm date of the next Parish Council Meetings**

* The next meeting is due to be held on Thursday 06th June at 06:30pm